




### Who are we?

Clayko Group, a Western Australian company with offices in Perth and Sydney, has provided systems and services to Australian business and government since 1981.

Our main area of expertise is in Document Management. We provide a total solution, from scanning of paper documents to fully hosted electronic document and records management. Each project is tailored to meet the diverse needs of our client community.

### Where are we?

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## Sharepoint; a new era in document management

**Microsoft SharePoint** allows organisations to share information across their enterprise. It sounds like a simple concept but the reality of Enterprise Content Management (ECM) can be a difficult and costly undertaking without an integrated solution. **Microsoft SharePoint Server 2007 (MOSS)** allows business processes, workflows and data intelligence to be easily managed without duplicating data.

Using **MOSS** to develop an intranet for your company unleashes new possibilities in office networking. It is now easy to connect remote sites, work-from-home employees, and multiple office locations under a SharePoint umbrella. Content management, records management, forms-driven business processes, searching and analysing large quantities of data are all part of SharePoint functionality.

### SharePoint and KnowledgeLake = The Complete ECM Solution

As the sole representative of KnowledgeLake capture and imaging software for SharePoint, Clayko Group are proud to provide a complete Enterprise Content Management solution to their customers. KnowledgeLake allows you to scan, index and save paper and digital documents directly to SharePoint. Once in SharePoint, KnowledgeLake allows documents to be easily found through its powerful search functionality, enables viewing and annotation to incorporate with SharePoint Workflows, and facilitates line-of-business (LOB) database look ups to enable auto-indexing of documents.

### Intelligent Collaboration

Manage meetings and group projects by using the site templates provided by MOSS. You can also share calendars, documents, tasks and contacts by synchronising **SharePoint with Microsoft Outlook 2007**. Remote offices are supported by creating and sharing blogs or by brainstorming using wiki sites. SharePoint supports mobile access devices so if you are not in the office, you can use your mobile phone to access lists, view portals or team sites. RSS technology is also included so your employees can receive feeds and updates as needed.

### Integrated Platform

MOSS provides the ability to manage a single enterprise that includes intranet, extranet and Internet applications. Using open, **scalable architecture the SharePoint Server** provides API and event handlers for lists and documents. These features allow integration with existing systems and new non-Microsoft IT investments.

### Familiar user interfaces

SharePoint uses common desktop applications, email and Web browsers to enhance usability and **integrate with existing Microsoft products**. This intuitive approach reduces the need for training and promotes immediate productivity.

### Central Location for Document Storage

Business documents are stored in enterprise-wide document repositories making it easy to access data used across your organisation. Another benefit to a central source of data is that documents can be easily secured and audited **ensuring sensitive data is always protected**.

### Broad Out-of-the-Box Functionality

Pre-defined workflow processes are integrated within MOSS allowing users to initiate, track, review, report and approve **common business activities**. Without coding any custom applications, users across the enterprise will be able to access a common set of tools to manage their business information.