

ADMIN & OFFICE SYSTEMS

OFFICE + EMAIL + SECURITY + BACKUP

The logo for Sympact, featuring the word "Sympact" in white lowercase letters inside a blue cloud-like shape. The background of the entire image is a blurred office scene with a laptop on a wooden desk and green plants.

Sympact



A Microsoft 365 package will give you and your staff reliable email, document storage and collaboration, backups and support.

50GB Mailbox that synchronises perfectly with Outlook on your computers, and Outlook on your mobile devices.

Shared Calendars that synchronise with your calendar programs and apps, and allow shared or private entries.

1TB Cloud Data Storage for documents and files that can be shared across your organisation. Permission levels allow data security among different staff.

Document Collaboration which allows multiple people to edit a single document at the same time.

Online versions of Outlook, Word, Excel and Powerpoint that can be used through any web browser.

Live Office Chat for conversations that are more efficient than email, but are still stored for reference in the future. This also allows guests to be added to certain chats. Users can join chats anywhere in the world.

Audio and Video Calls, and Screen Sharing to connect you and your staff in the most efficient and fastest ways.

Non-Microsoft Backup to ensure Microsoft's small retention periods don't lead to loss of important data (Optional).

Support from Sympact (a Microsoft Partner company) means you have 24/7 support from the company that manages your Microsoft 365 subscription.

Costs:

- ★ **Includes online version of Office:** \$7.00 per user per month.
- ★ **Includes desktop version of Office:** \$18.00 per user per month.
- ★ **AvePoint Microsoft 365 Backup:** \$7.50 per user per month. (Optional)

Bitdefender®

Bitdefender is an enterprise level anti-virus, anti-malware and anti-phishing security system.

Multiple layers of security for endpoints: antivirus and antimalware with behavioral monitoring, zero-day threat protection, application control whitelisting, sandboxing, firewall, device control and content control with anti-phishing and anti-spam for Exchange mail servers.

Managed and Monitored by Symprotect: your Bitdefender installation will be managed by Symprotect, where your licence, updates and threats will be monitored daily. This means your antivirus never expires and is monitored by the people that manage your network.

Cost: 3-14 licences is \$64 and over 14 licences is \$55 - per device per year.

Bitdefender®

Bitdefender also offers Email Security to add essential threat prevention to your Microsoft 365:

Bitdefender GravityZone Email Security is a comprehensive email protection solution that covers all email security needs. It offers your organization complete business email protection that goes beyond malware and other traditional threats such as spam, malware, large-scale phishing attacks and malicious URLs.

This system stops malicious emails before they reach your mailbox. It also stops modern, targeted and sophisticated email threats including Business Email Compromise (BEC) and CEO fraud.

Email activity reports allow us to review email activity, why an email failed to send or why an email failed to arrive. This allows email bounces to be minimised, and also allows false quarantine of legitimate emails to be identified.

Cost: \$70 per mailbox per year. A minimum of 5 licenses is required to purchase.



Sympact's systemlink service allows two or more different systems to communicate with each other in order to increase efficiency in your business administration.

Many online platforms have the ability for a third-party system to add data to it, and retrieve data from it. Sympact uses these interfaces (called APIs, or Application Programming Interfaces) to connect your systems together.

CASE STUDY 1: HR TRACKING SYSTEM LINKED TO PAYROLL SYSTEM

Sympact developed a system that allowed a nationwide mining company to transfer hundreds of employee's weekly timesheet data and expense claims directly into their payroll system. These two systems were not linked so manual data entry was the timely and costly alternative.

CASE STUDY 2: FREIGHT MANAGEMENT SYSTEM LINKED TO ONLINE ACCOUNTING PACKAGE

A bespoke freight, logistics and warehousing system was developed by Sympact for a national freight company. This system needed to transfer invoicing and expense data into the company's online accounting system, so a link was created to automatically transfer this data in real-time.

CASE STUDY 3: JOB TRACKING SYSTEM LINKED TO XERO

System developed a job tracking system and linked the job completion to raise an invoice in the Xero cloud accounting system. The system also merges multiple invoices for the same client automatically so only one invoice is received per client.

PRICING:

Systemlink projects are based on the type of systems that need to be linked, so pricing is per project based on the required links and the type of data needing to be communicated.



SkyBase is a cloud-based system for collecting and storing operational information & documents.

Built for your business: SkyBase is designed for your business with each section configured with fields and options that you need.

These extensive features that will make the information management in your business more accessible, efficient and reliable:

Managing Your Database Records:

- ★ **Dashboard:** View all your records, filtered how you want to see them.
- ★ **Quick Add:** Add new items from your dashboard using the one-line entry box.
- ★ **File Storage:** Upload documents for secure storage and easy access
- ★ **Auto-Fill:** Easily add regular content with one click
- ★ **Archive:** Data is backed up on every save for historical review or rollback
- ★ **Access Control:** Control which areas or items are accessible per user
- ★ **Linked Items:** Each item can be linked to other items for cross-reference
- ★ **Journal Entries:** Every item has a journal for recording notes and activities.

Date-Based Management:

- ★ **Drag-and-Crop Calendar:** Each item that has a date field can be viewed and adjusted on the on-screen calendar.
- ★ **Share and Embed:** Calendar items can be shared, or added to your own calendars such as Google Calendar or Outlook.

Communication Tools:

- ★ **Email Conversations:** Send and receive emails from within SkyBase to keep all details of an item together (and get a copy to your inbox as well)
- ★ **Bulk Email:** Sent pre-written yet customised emails to your contacts
- ★ **Daily Reports:** Each morning receive a range of filtered lists and reports.

External Access:

- ★ **Web Forms:** Allow external parties to add records through smart forms.
- ★ **Customer or Staff Dashboard:** Allow people to access their own items with the ability to edit certain fields. No login needed as accessed via secure link.

Cost is \$99/month for unlimited users and 10GB of storage (more on request).



The Cloud Experts.

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