



# SKYBASE

Scalable Cloud-Based  
Management Information  
System by Sympact





SkyBase is a cloud-based Management Information System (MIS) that will help your business collect, store, retrieve and report on operational information.

## **Skybase is for storage, management and analysis**

The SkyBase system is a collection of databases called 'Apps'. Data is entered into these apps in order to store your operational data in a central location.

This data can then be retrieved in operational environments in a manner that increases your business's efficiency.

The data can also be retrieved to allow business snapshot and operational awareness for management purposes.

## **It's built for YOUR business**

SkyBase is an online database platform that can be configured for your unique business requirements. It can be as large or as small as you need it.

- ★ Each App is its own database.
- ★ Each App has fields, which collect or process data relevant to that app. These fields are completely customised to your app's requirements.
- ★ Each App has its own dashboard with a pre-filtered list of entries, which can then easily be re-filtered on the same screen to show exactly what you are looking for.
- ★ Each App entry can evolve over its lifespan with date-stamped journal entries and audited updates.
- ★ Each App can be related to entries in other apps, for example each staff member can be linked to their tasks, or each client can be linked to their product orders.

Sympact manages the system for you, so all configuration is done through consulting with you and your team to ensure the best solution is delivered.

# App Interface Features

## Mobile-Ready

The SkyBase system is designed for easy use via desktop or mobile devices, so you can view and edit items on the road as simply as you can at your desk. This means SkyBase can be used for any role that requires data entry whilst in the field.

## The Dashboard

Select an App and view a pre-filtered list of entries, showing highlights of the data in an easy to read table. Search within the existing list, or use the configurable filter options along the top to adjust the list to suit your current purpose.

## The App Entry Interface

The data entry and editing screen is designed for maximum efficiency. It shows the fields in a logical order, includes expand and collapse sections for data that is not always used, and allows drop-down boxes (which can be populated with entries in another source app) to ensure data is consistent.

Detail boxes are full rich text editors that allow you to format text like you would in a program like MS Word.

Tabs can also separate content into common areas and make large field lists manageable.

## Quick Add

Entering data can sometimes be a burden, so SkyBase has a quick add feature that allows the minimum data to be entered in one line directly from the dashboard. It enters pre-set data into certain fields and allows you to edit the entry at a later time to add the remainder of the details.

## File Storage

You can upload files to any entry to access supporting documentation from within an entry. Files can be downloaded, or in the case of browser-viewable files such as text files, PDF documents and images, they can open in a new tab alongside the entry.

## Auto-Fill

Some fields require the same data to begin with, or when they reach a certain timeframe, so SkyBase has an auto-fill system with predefined content. Simply click the auto-fill button above such fields and the content is automatically added. This provides consistency in your data as well as increased speed and efficiency in the data entry process.



## **Archive and Rollback**

Fields of significance can be set to archive after each save. This means if a rollback is required, the entry can be easily restored to a previous state.

## **Access Control**

Access to Apps and App Entries can be controlled through a user permission system. This allows you to record management-level information that is not visible to operational staff.

## **Linked Items**

App entries can be linked to associated items. This means relationships between entries can be created and links followed from one app entry to another entry in a different app through the common data. A good example of this is linking sales to the responsible staff member, or linking a staff member to the assets they use.

## **Journal Entries**

Each app entry has its own self-contained journal system. Add time-stamped notes, comments or updates to each entry, or copy and paste relevant content into the journal's expanding textbox. Journal entries can also be automatically entered based on entries on other apps.

# **Calendar Features**

## **Drag-and-Crop On-Screen Calendar Grid**

A full monthly grid-based calendar will display items that have date fields. The calendar can also be opened in week-view and daily-view. Calendar entries can be dragged and dropped to different dates, which updates the date fields in the entry.

## **Share and Embed Calendars**

The calendars can be shared with anyone (inside or outside of your organisation), and the shared calendar link can be used to embed the calendar into other programs such as Google Calendar or Outlook. This is for viewing only and calendar items cannot be edited by the external party.

# **Communication Tools**

## **Email Conversations**

One of the biggest issues with an information management system is the fact that content of emails are often left in mail programs and not included in the life span of a database entry.

SkyBase fixes this by allowing your contacts to be emailed directly from the system, and replies will be received into the app entry from which the email came. Emails are also sent to your own inbox for reference.

### **Date-Based Emails**

Emails can be composed and then set to be transmitted once in the future, or every day, week, month or year. This allows the system to use emails to communicate timely information with staff or customers without you having to remember each time.

### **Bulk Email**

SkyBase allows newsletter or information style emails as well as emails that look like regular emails to be sent to bulk contacts based on app and entry filters. Emails can be composed and then used and re-used. Email signatures with logos can be automatically added to each email based on the user performing the process.

### **Daily Reports**

Reports can be set to send to nominated recipients every day. These reports can include the same contents of a dashboard. For example, they could email you a list of expiring licences, or a list of tasks due on that day.

## **External Access**

### **Web Forms**

One of the most important features of a Management Information System is the quality of the data entered into it. Web Forms allow people within and external to your organisation to enter data without needing to be logged in.

Web form entries are saved directly as an app entry.

Web forms can be configured to use the same fields as the app uses internally, or a subset of those fields with pre-set entries for the remainder of the fields.

Web Forms also allow people to add database entries without having to log in, so they can be used to facilitate entries from people who do not have a regular device.

Here is an example of a web form: <https://help.sympact.com.au>

### **Customer or Staff Dashboard**

Allow people to access app items relevant to their actions through a web-based dashboard that does not need to be logged into. This saves time and ensures credentials do not interfere with data lodgement.

Dashboards allow people to see items, with a preconfigured set of fields shown on the screen, but also allow certain fields to be edited. App entry owners are emailed alerts when third-parties edit their content.



The Cloud Experts.

Phone 03 6423 2051 or  
Email [support@sympact.com.au](mailto:support@sympact.com.au)