CBA Compendio
Service description

CBA Compendio is a cloud-based **knowledge management system** with a specific purpose. It helps you to find the best solution for your specific project task. With CBA Compendio you can collect and share existing knowledge, experiences and external impulses, e.g. from the internet, and develop them in your natural way of working, together with your project partners, to the best solution.

In order to find good solutions, knowledge must be **target-oriented** (relevance, timeliness, validity), **solution-oriented**, and **correct in terms of content** (information quality). CBA Compendio **focuses on content. The goal is to extract the relevant knowledge from the databases, the Internet as well as from people's heads, to prepare it in a summarizing way and to structure it. In this way,** CBA Compendio creates the basis for the successful solution of your specific task and for the long-term preservation of knowledge.

Technology

CBA Compendio is hosted on the Microsoft Azure cloud platform, available worldwide and freely scalable. It is accessed via a browser and in Microsoft Teams. Its integration with Microsoft Teams and Sharepoint makes it ideal for cross-enterprise collaboration.

General subscription information	Each deal corresponds to a specific project in CBA Compendio and thus represents its own knowledge base. The own knowledge base can be supplemented as desired by further external knowledge bases for a fee.
Implementation type	Software as a Service - Browser-based application, Online login with central administration
Billing period	monthly
Notice period	at the end of the following month (1st month)
Dynamic number of users (Prices without VAT)	Automatic upgrading and downgrading of the flat rate amount when exceeding a user limit. - up to 10 users (299€) - as a starter subscription for the price of 149€. - up to 25 users (639€) - up to 50 users (1179€) - up to 100 users (2299€) - Prices from 100 users on request
Authentication (* Standard)	Standard user or Microsoft login (according to terms of use) * The connection of further authentication systems is possible, see the offered options.

Requirements	
System requirements	HTML 5.0 capable browser. Our applications are optimized on Google Chrome and Microsoft Edge. For more information, see Terms of Use: https://www.cbasynergy.com/terms-of-use

Features	
Security	See Terms of Use: https://www.cbasynergy.com/terms-of-use
Maintenance	The permanent maintenance and further development of our software products are included in our offers and described in the terms of use.

Functionalities

Product highlights	
Search function	AI-supported search for problem-relevant knowledge
Data sources	In addition to the Internet and the CBA Compendio knowledge base, internal document management internal document management systems and other information sources can be integrated.
Glossary	Filing of project-specific term definitions

Standard - Scope of functions	
Knowledge base	Use of a new or existing knowledge base in the project.
Role assignment	Independent assignment of role authorizations in the self-service by the editor.
Operation and functionality	The operation and functionality of the CBA Compendio is documented in the product description: https://www.cbasynergy.net/cba/compendio.html?compendio=COMPEN-DIO&knowledge=products&session_id=PUBLIC
Extendable range of functions (one-time costs)	We offer different options to extend the range of functions. These are specified in more detail on the homepage: https://www.cbasynergy.com/cba-options

Knowledge elements	
Knowledge elements are the structure-building element in CBA Compendio. They form the thematic tree structure of all available content. We distinguish five knowledge elements:	
Thematic Journal	Facts are described and commented on editorially.
Questions and answers (Q + A)	Information on generally valid questions, which are answered concretely by the knowledge carrier (Q+A owner).
Forum	In the forum, ideas are exchanged, topics are discussed and solutions are developed together.
Idea collection	Ideas, suggestions and proposals will be brainstormed and then systematically categorized.
Directory	Information such as project folders are included in their existing structure

Ensuring knowledge quality	
Information quality	Bindingness: categorization into 7 criteria (expression of opinion to natural law). Trustworthiness: categorization into 5 levels (unknown to trustworthy)
Relevance	Classification by star rating (not suitable to excellent)

Functionalities

Publications	
Publications form the content elements of CBA Compendio.	
HTML	Free text with text formatting or embedding HTM and HTML files
Document	Upload a document as .PDF, .TXT, .DOCX, .XLSX, .PPTX or .PPSX
Image	Upload an image as .BMP, .GIF, .JPG, .JPEG, .PNG, .TIF, .TIFF, .SVG
Reference	Internal link (hyperlink) to a publication which is also relevant to the subject area being worked on.
URL	Embedding an external page via the URL
User interface	Embedding a user interface of another software
Presentation	Image sequence with free text input for each added image. With read aloud / playback function.
Survey	Can be embedded in the thematic journal to determine the opinions of readers to determine.

more functions	
Summary	Each publication has the possibility to deposit a summary
Comment function	Commenting on publications in the journal
Access control	Targeted role and client management
Tracking	Track topics and receive notifications for updates

more information	
What happens to my data after the subscription expires?	3 months after the expiration of the period of use, CBA Synergy is entitled to delete unused data in consultation with the customer.