

**Wisdom**

IMAP – Wisdom/Outlook Registration tool

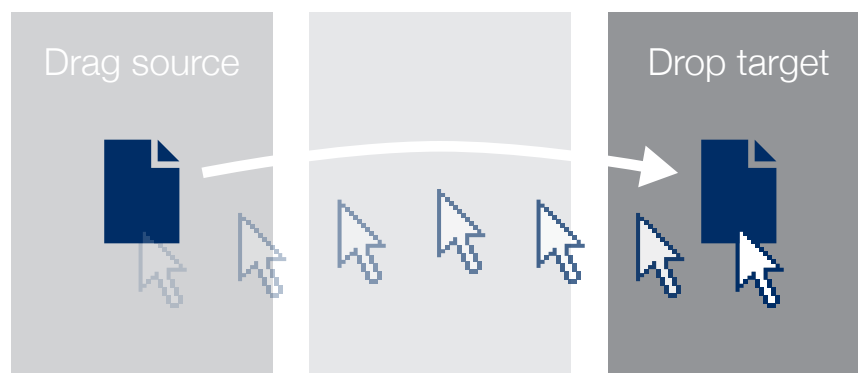
Email is the one of the main communication tools for businesses and one of the easiest and quickest ways for documents to be sent, so it is not surprising that managing emails and documents which continuously arrive on desktops is one of the biggest, single issues for document management strategy.

Further challenges arise for the IT department, which is faced with the constant challenge and cost of increasing mailbox sizes and online and offline storage.

Saving documents on a desktop makes them invisible to the rest of the organisation. This can lead to inefficiencies, mistakes, lack of transparency and the potential loss of important data.

Our IMAP tool allows users to easily drag and drop emails and attachments to the correct place in Wisdom and ensure that these documents are filed with the correct compliancy attached to them, also saving users' time and hassle.

IMAP also allows users to edit documents, work offline and sync items back later, drag documents off the desktop and into Wisdom.



IMAP is a separate Wisdom product and is priced on a per user basis depending on volumes.

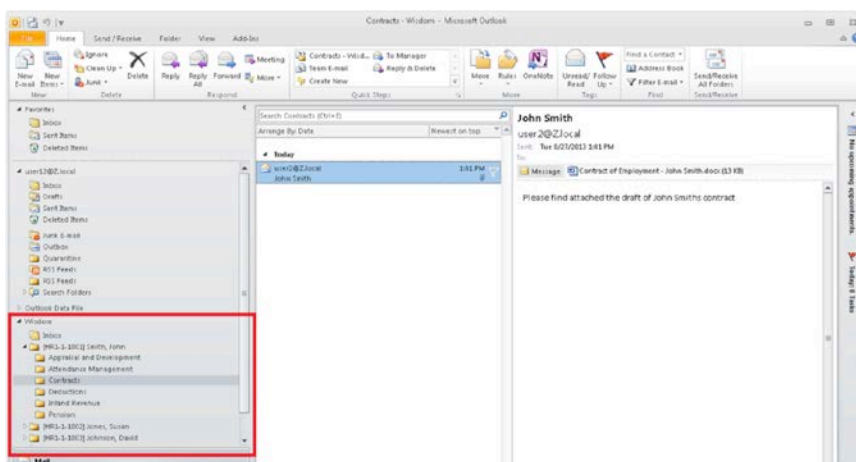
What can IMAP do?

IMAP allows Wisdom to be firmly integrated with Microsoft Outlook enabling:

- Registration of single or multiple emails directly into Wisdom from an Outlook mailbox
- Registration of emails with attachments either by:
 - Registering attachments separately – the attachments will be registered in Wisdom as individual documents
 - Registering emails with attachments – emails will be registered in Wisdom with embedded attachments
 - Registering emails without attachments – all attachments will be removed before registering the email. The attachments will not be registered in Wisdom

The tool can be used in two simple ways:

- 'Register in Wisdom' can be added to your Outlook account and, by opening a wizard, the user is guided through the easy process of selecting the Wisdom folder and entering metadata
- IMAP allows the user to create their own favourite views of selected locations in the Wisdom file plan, and then to drag/drop emails directly into these folders – see below



The benefits

Desktop management and legal compliance

Regulations that require organisations to effectively manage electronic information are on the increase. Documents arrive on the desktop from a variety of sources – ensuring they are managed appropriately needs to be easy

Security and lifecycle management

Data security is of paramount importance to all organisations and processes must be put in place to manage the lifecycle of documents, ensuring adherence to legislation and alignment with best practice

Staff productivity – A document held on the desktop can only be in one place at one time – the information may be invisible to the rest of the organisation. This often results in inefficiency and costly time delays. Lack of access to documents whilst in different locations for remote or mobile workers can add further delays

Cost reduction – Legacy and storage systems can be rationalised and reduced if documents are moved into the document management solution

Find out more

To discuss how IMAP can help your business or simply to find out more, contact our team of specialists:

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