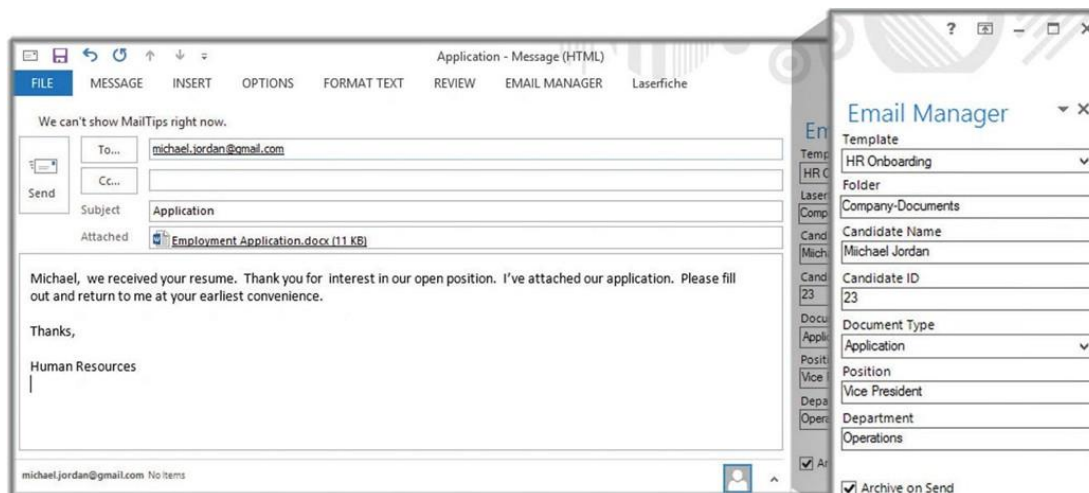


Challenges with Email and Correspondence

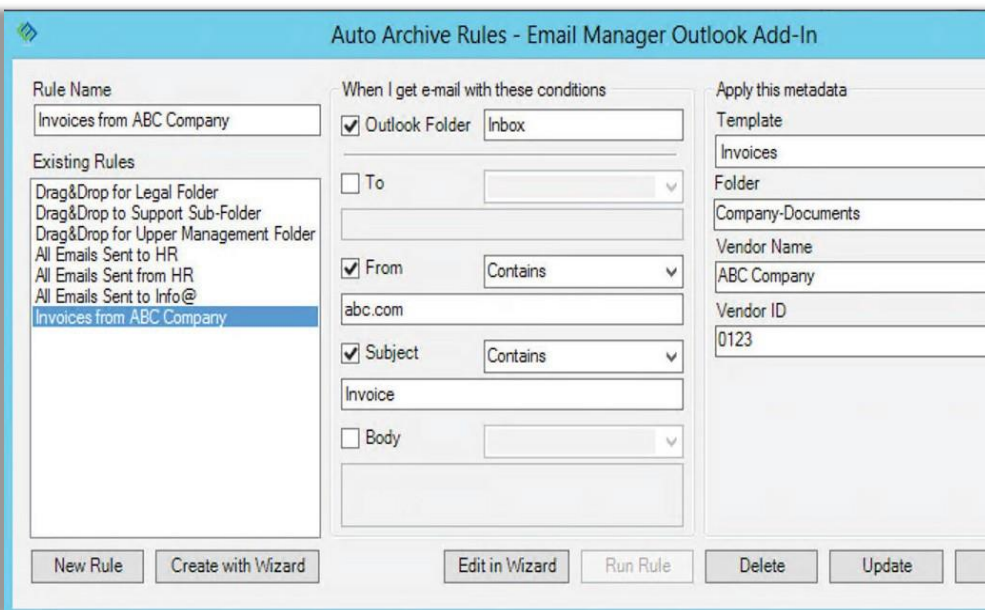
- 90% of all Business Correspondence is Conducted via Email
- Determining whether an Email should be a Record or Not
- Email Chains, Documents, and Attachments are Not Synchronized
- Integration with Workflow and Documentation
- Classification, Filing, and Archiving Email is Unorganized and Inefficient



Reduce Time and Increase Productivity

Email Manager is a hybrid solution filling the gap that exists between manual filing and exchange archiving solutions. From sales to accounts payable and legal; Email Manager will save your people minutes if not hours per email.

Automation

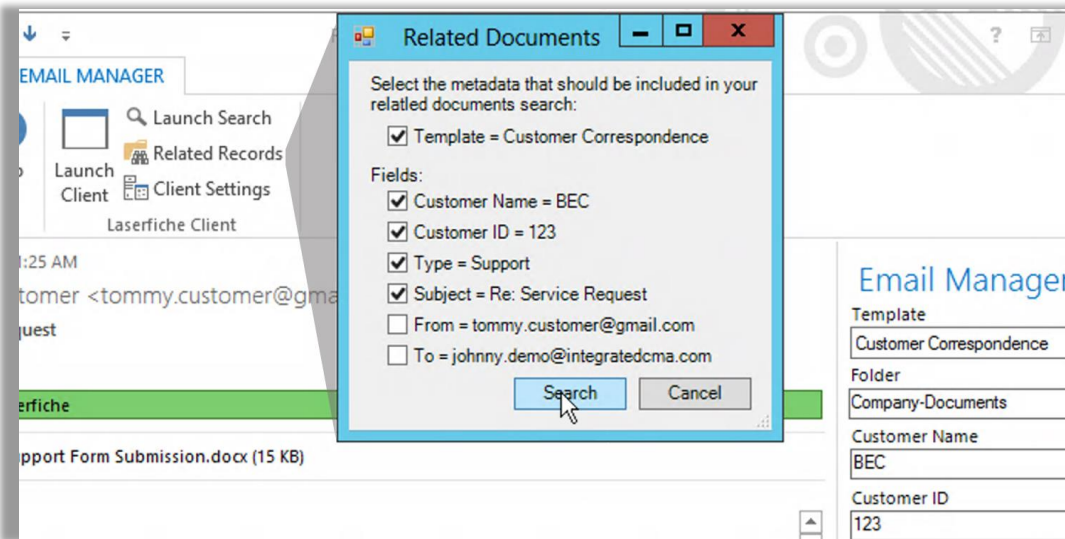


Automate your manual classification or monitor generic mailboxes in your organization. Here, all invoices received from ABC Company will be automatically classified and instantly archived into your Document Management System. Create a workflow to route the email and attached document(s) to Accounts Payable.

Integrated Correspondence Management

- Embedded Seamlessly within the Outlook Interface
- Automated Indexing
- Conversation Tracking Technology
- Seamlessly Search your repository
- Rules Based Classification
- Trigger Workflows
- Monitor Generic Mailboxes and Aliases (i.e. hr@xyzcompany.com)

Archiving and Search



Industries

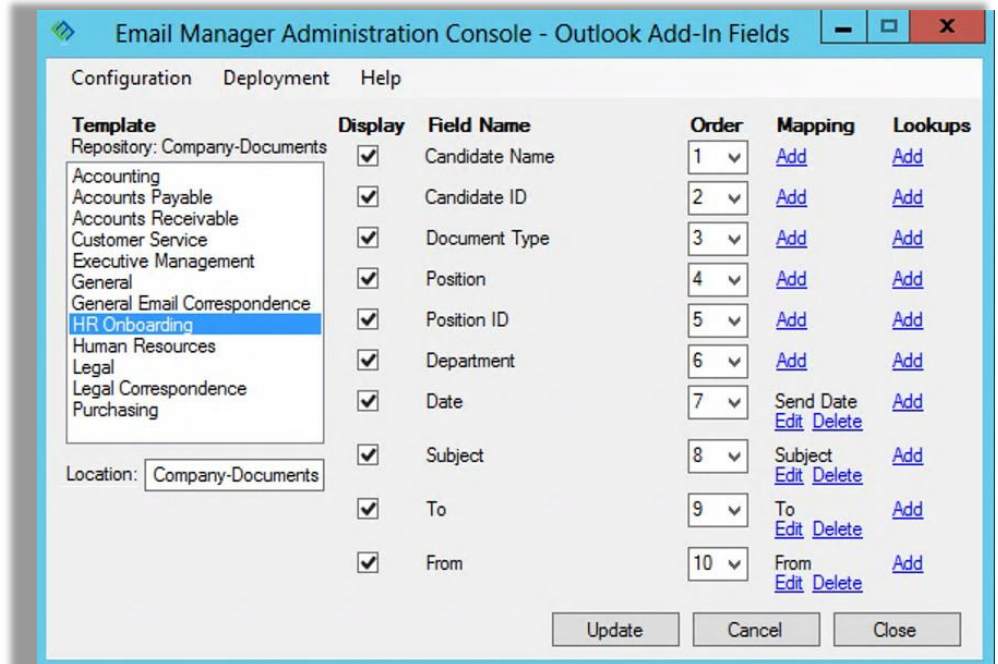
- Local and State Government
- Financial Services
- Law Firms
- Higher Education
- K-12 Schools
- Healthcare
- Pharmaceuticals
- Commercial Services
- Non-Profit

Without ever leaving Outlook, search for all related records in your document repository in just one click. Email Manager searches and returns results based on Customer Name, ID or any other index values chosen.

Central Administration and Deployment

Applications

- HR
- Sales
- Project Management
- Customer Service
- Legal
- Contract Management
- Accounts Receivable/Collections
- Accounts Payable
- Procurement/Purchasing
- Asset Management
- Case Management



Email Manager is centrally configured and deployed. With the Email Manager Admin Console, you can customize your Outlook Add-In for your clients. Select, order, map, and configure look-ups for metadata fields. Updates and edits made are recognized by the plug-in on the desktop.