Ideagen Mail Manager

Transform your project management by embracing SharePoint

Project and client teams struggle to deal with the ever-increasing volume of documentation and disparate applications to access information from, as well as having to deliver more work to tighter deadlines.

Many businesses have adopted leading technology around Project Costing, Mobile Data Capture, and some form of Document Management, however still use Windows Explorer & Outlook to file, control, and search for documents and emails.

What are the challenges?

Version control of documents

The risk of working from outdated documents is huge

Searching for documents

Staff get frustrated searching for documentation and revert to chasing colleagues to resend information or reword documentation to respond to a request

Email represents a major headeache

Project emails are not filed centrally and cannot be shared or easily retrieved at a later date

Remote access

Attempting to access documentation remotely or from mobile devices

Disparate systems

Commercially sensitive documents & emails are not filed consistently and often reside in individuals inboxes

Incomplete document management

Critical correspondence is not being filled, resulting in communication gaps and auditing holes

What can SharePoint deliver to your business?

More than 200,000 organizations and 190 million people are adopting Microsoft SharePoint as part of a critical need to address communications deficiencies at an enterprise level.

Project management and client information and data, such as documents, contracts, contact information, and correspondence like emails, which is often spread across your business, can be easily centralised through SharePoint. Bringing this information together means that anyone overseeing or new to the project has all of the information required to do their job.

SharePoint can provide project teams with the ability to:

▸ **Find documents quicker** – through using SharePoint searching & meta tagging

▸ **Document version control** – ensuring project teams are working from the latest version of a document

▸ **Share documents externally and replace standalone Document Transfer portals**

▸ **Centralise company templates to improve consistency**

▸ **Integrate with your existing Microsoft products to simplify information access**

SharePoint alone isn't the complete solution for project management

It is tempting to try to use SharePoint as a one stop shop for all of your document management needs, however most staff still spend the majority of their time in Outlook. Rather than having your project information in two places or investing in developing a bespoke solution, SharePoint easily integrates with Ideagen Mail Manager which is an Outlook add-in that was originally developed by Arup.

Integrates email with SharePoint by offering 2 way file & search integration

▶ Prompts & Predicts the filing of emails from Outlook to file within SharePoint & other storage options

▶ Learns your email filing behaviours and project teams, to bring automation to email filing

▶ Allows searching emails from SharePoint through Ideagen Mail Manager, meaning you can find emails on your projects in seconds whilst storing your documents and emails in one place

Request a demo

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