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inspiring ECM adoption

makes filing easier

by taking best practice filing and suggesting the most suitable location for new content.

assist

Facilitated FILING for enterprises.

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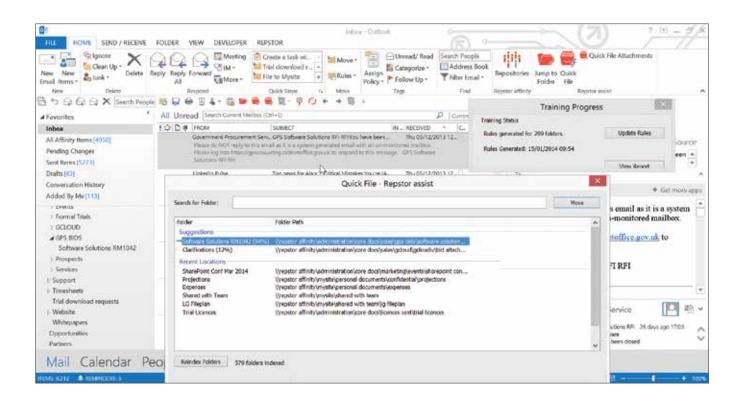
Assisted filing for email and document content

Repstor assist™ provides filing assistance for users who need to file documents and emails into ECM systems like SharePoint. It makes filing fast and accurate by providing suggested locations based on existing filed content.

Efficient Filing

Repstor assist automatically suggests where content should be filed, removing the need for users to traverse large filing hierarchies or complete metadata forms to locate the correct filing locations for documents and emails.

Repstor assist helps users adopt new content systems, such as Microsoft SharePoint, while helping to ensure an organization can maintain efficient processes, and meet requirements of compliance and information governance without any need for users to learn new ways of working.
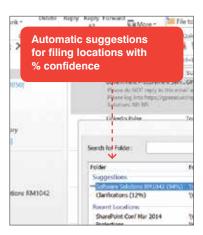
From one of our customers: "Using the Repstor software has changed how I file completely, where before I put off filing because it was a chore and it then took up much of my Friday afternoons, I now file as I go making Fridays a much more productive and enjoyable day of the week."
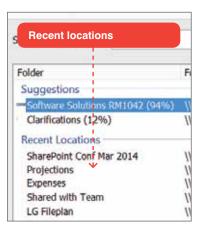

Train on any Outlook, SharePoint, Skydrive, fileshare or other supported system hierarchies

Key Benefits

Ensuring user participation and ECM adoption

- Removes barriers to use by allowing filing to happen via the most familiar desktop applications – Microsoft Outlook and other Office applications

- Provides users with clear suggested locations when filing content

- Takes advantage of filing performed by users following best practice to help other users file content accurately

- Increases contribution levels from users by making it easy to add content and email via the Microsoft Outlook User Interface

- Ensures that content that is filed can be easily retrieved by exploiting Microsoft Outlook native search capabilities and maintaining conversation view for email

- Reduces or eliminates the need for change management

- Filing suggestions are based on the individual users likely filing locations, making rules more accurate for users with different roles
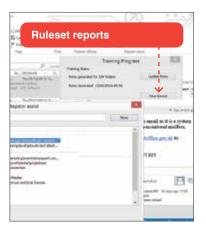

Automatic suggestions for filing locations with % confidence

Recent locations

Efficiency and Productivity

- Automatically extracts email metadata to support searching

- Allows users to find the correct locations quickly even if suggestions are not suitable

- Makes case based filing extremely fast and accurate

- Automated and fast rule building means rules can be kept fresh and up to date

Meeting Compliance Requirements

- Helps users file as they go rather than leaving filing for a later date

- Improves accuracy of filing for compliance

- Exploits Microsoft SharePoint document management and other capabilities

- Leverages Microsoft SharePoint Records Management functionality

Automated rules generation

Ruleset reports

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Key Features

Automatic Rules based on existing content

- Rules can be generated against any existing Outlook hierarchy, including existing categorized email and Repstor affinity synchronized content (SharePoint/Other ECM systems, File shares/SkyDrive)

- Rapid analysis and rules generation

- Content from multiple different areas can be included in the training to allow users to file to both corporate and personal hierarchies

- Centrally deployed content can be included or excluded from Training

- Report generator provides details of the effectiveness of rules to allow for optimization and identifying content that has not been filed correctly

Suggested Locations presented to the user when filing

- Suggested locations are presented when filing using Repstor's Quick File, Send and File, Quick File Attachments features as well as when filing from Microsoft Word and Excel.

- Suggestions and other locations can be filtered by typing relevant text in the search box

- Move or copy when filing to allow for different business uses and practices

- Mark copied items as filed to avoid re-filing

- Users can be prompted for metadata if required or the items silently added to the target location

- Automatic de-duplication of filed content

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Productive Filing to SharePoint and other repositories

Finding the right location

Filing to the correct location matters in ECM. The location is often key to the onward lifecycle management of the item being filed, and the "findability" of the content later in its lifecycle. Filing documents to locations that are inappropriate may lead poor information governance; incorrect security, increased e-discovery risk, or early deletion of important information. Associating filed content with the wrong project, may lead to actions not being taken or project decisions being compromised.

By using Repstor assist, organizations can exploit the good practices exhibited by specific users in order to influence and enhance the filing practices of less motivated or practiced employees.

Deep or Wide Hierarchies can be difficult to navigate

In most organizations, users will need to operate within a corporate taxonomy or file plan, or file to a case-based hierarchy. This typically means large numbers of filing locations, which vary depending on the content being filed and the permissions or role of the user.

Users often have issues, or become frustrated trying to navigate to find the correct location when filing content. Drag and drop, often the only way to move content into a location, becomes unwieldy when there are even modest number of locations and folder levels.

Where hierarchies are deep this necessitates multiple clicks to get to the desired location. Where hierarchies have fewer levels but are wide, just finding the one location required can be daunting. Repstor assist helps both by directly suggesting locations with no navigation required and by allowing users to search and filter the hierarchy rapidly for the required location.

With highly accurate suggested responses, users can usually just select the top suggested location completely removing the issue of navigating deep or wide hierarchies. For alternatives, they can easily filter to the appropriate location.

Repstor assist solves one of the key problems with users adopting an ECM system. No longer will filing be too difficult, cumbersome or time consuming.

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Try Repstor assist™ now!
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ensures ECM projects are successful

by increasing user adoption.

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