repstor
inspiring ECM adoption

www.repstor.com

Multi-repository email, document and file management for Microsoft® Outlook®

affinity

Successful ECM adoption through Outlook.

Collaboration, sharing and easy filing of email and content to the system of your choice from Microsoft Outlook

Repstor affinity™ provides access to Microsoft SharePoint®/Office365™, other content stores and file sharing services seamlessly within Microsoft Outlook. Users can view, add and edit content whether connected to a network or not.

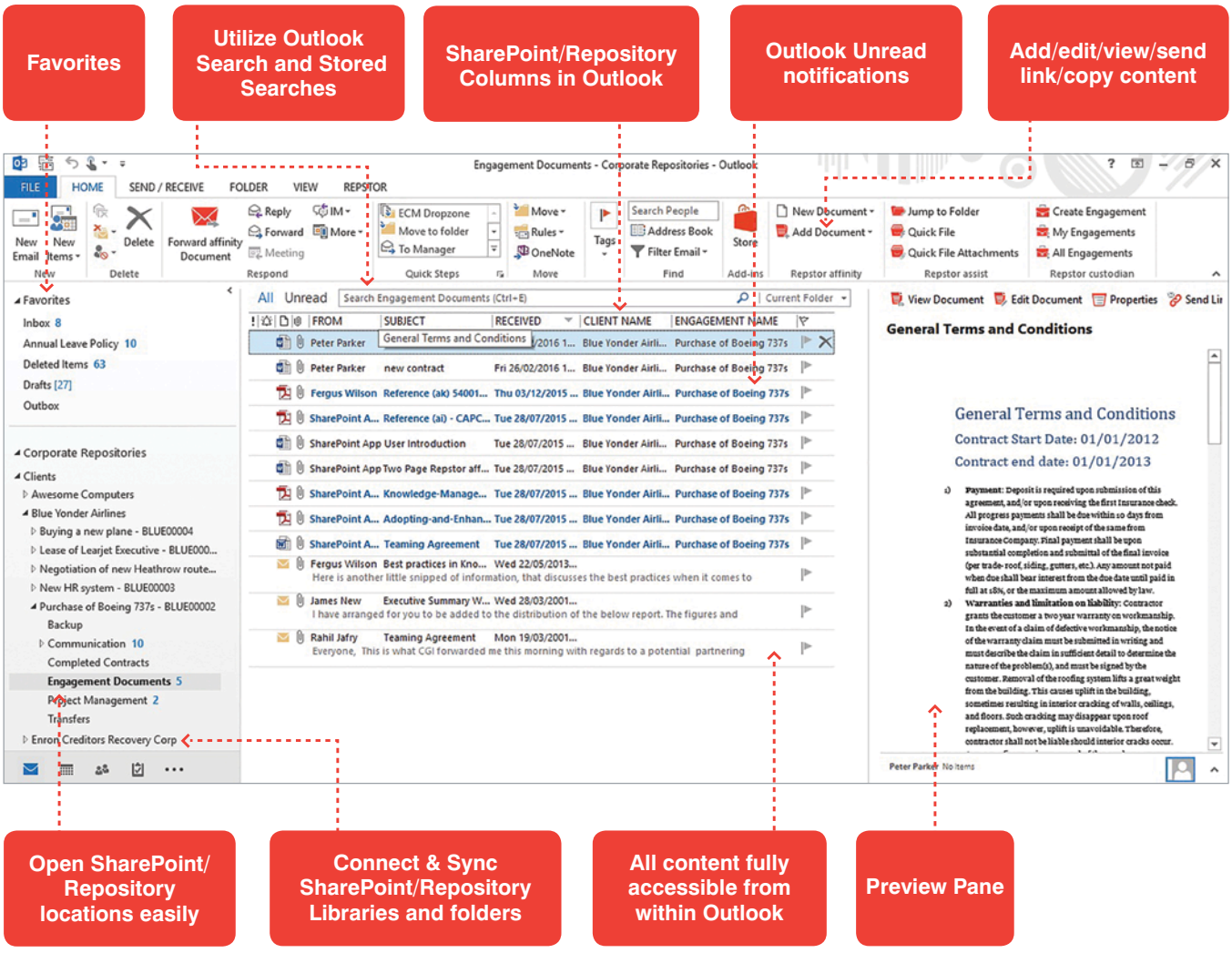
affinity encourages user adoption of content systems by providing a **natural**, **familiar** and **intuitive** way of working. The Outlook menu remains virtually unchanged, providing users with a familiar working environment and experience.

Seamless Integration to Multiple Repositories

Truly seamless integration with Outlook encourages users to adopt new content systems, such as Microsoft SharePoint, by enabling users to continue with their familiar ways of working; thereby helping organizations to maintain efficient processes, and meet compliance and information governance requirements.

affinity is designed to allow users familiar with Outlook to access **all** of their content sources from within Outlook and provides a single, familiar and consistent user interface regardless of the content system being accessed. Users can have simultaneous access to multiple different repositories in parallel. This is often beneficial when transitioning from a legacy system to a new ECM (Enterprise Content Management) repository. Online and offline access to content is provided via folder hierarchies in the Outlook navigation pane or through rich search functionality.

Product features



▶ Figure 1: Repstor Affinity - accessing your ECM content in Outlook

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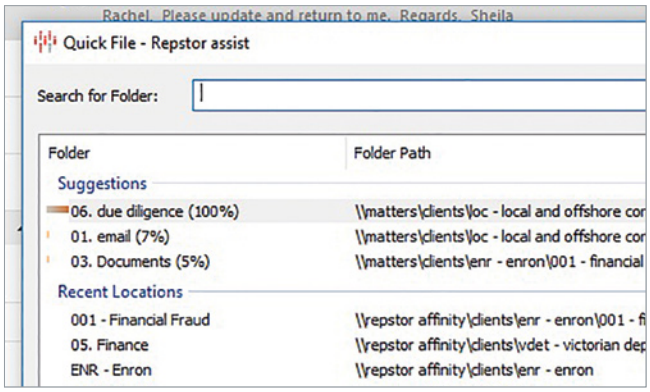
Easy collaboration in Outlook on and offline

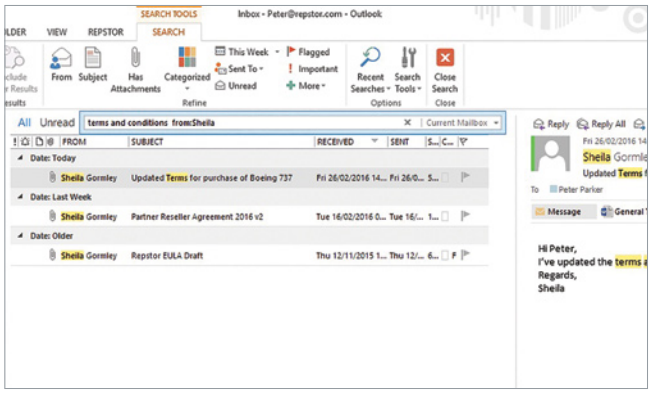
Repstor affinity enables the quick and easy addition of email, attachments, and documents to SharePoint, File Shares and other repositories including file sharing services. Users are able to edit and collaborate on content from within Outlook - without the need to open a new application or user interface. New content can also be added directly to SharePoint or other system using the familiar Outlook folder structure.

affinity automatically synchronizes any changes back to the content repository meaning users no longer have to wait for slow downloads and uploads to SharePoint and other content stores.

Enhanced filing functionality is provided through the Quick File module which enables users to quickly locate recent folders, and search for folders easily by name. Quick File is further enhanced with assisted filing through the Repstor assist product, a categorization engine which suggests the filing location based on an analysis of the content and context of the document/email being filed. This minimizes time spent traversing complex hierarchies with large folder structures.



▶ Figure 2: Quick File – assisted filing for easy document and email filing



▶ Figure 3: affinity Search – search across all your connected repositories from Outlook

Advanced Email Management

Microsoft Outlook is one of the most familiar and intuitive applications available to users. By extending the Outlook functionality beyond email and providing access to content systems in the same familiar and intuitive way, affinity enables users to seamlessly manage their email for compliance and encourages more collaborative working.

- **Seamless Outlook Integration:** unlike other solutions that provide 'content-system-in-a-window' integration, affinity is fully embedded into Outlook.
- **Leverages Outlook functionality:** deep integration with Outlook means advanced Outlook functionality is available.
- **Effective Collaboration:** content added or updated by users to any of the synchronized content repositories is automatically displayed. The user is notified through Outlook's "unread email" mechanism.
- **Easy addition of Content:** addition of documents/ attachments/email is possible either through 'drag and drop' or a menu. Standard Outlook rules can be used to automatically add content to any repository.
- **Full Offline Functionality:** all user interaction with the content system is independent of the network - changes are synchronized when the network becomes available again. Users at dispersed locations can now collaborate without frustrating network delays.
- **Central Control:** the content sources for individual users or groups of users can be configured centrally.

Multi-Repositiory Support

Repstor affinity multi-repository support provides access to both legacy and new systems through a consistent interface. Repositories can also be made read-only to help the transition.

Current Repository Support includes:

- ✓ Microsoft SharePoint® (on premise, and Office 365)
- ✓ Microsoft OneDrive® (both business and consumer versions)
- ✓ File Shares
- ✓ File Sharing Services (Box® and Dropbox®)
- ✓ HP Records Manager® / HP TRIM® (7.1 and above)
- ✓ Meridio ECM system
- ✓ HighQ® Collaborate
- ✓ Any repository accessible from a File Share interface
- ✓ Any repository accessible from a WebDAV interface

New repositories can be added on request.

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Microsoft Partner
Gold Collaboration and Content

Key Benefits

Encourages User Adoption, Collaboration & Efficiency

- Accessed through the familiar Microsoft Outlook folders interface.
- Emails can be added by dragging and dropping, or using the Quick File tool
- Easy access to deep document hierarchies for filing or retrieving content
- Delivered as a client-side software solution
- No impact on Outlook performance
- Fully supports Outlook search
- The user experience is delivered, independently of the network
- Users can work remotely while offline
- Collaboration and content management across geographically disperse sites is enhanced
- Central control of configuration ensures that users see only the most appropriate content
- Reduces the need for change management

Increases Productivity

- Automatically extracts email metadata to support searching
- Sync Status indicates at a glance whether your synced items are up to date
- Document Compare
- Generate PDF from Word documents
- Easily extensible to add customer specific requirements, e.g. to allow access to specific workflow processes
- Sync modes including online, header only and full sync
- Utilizes the repository search capabilities to add content to Outlook
- Bulk update metadata for multiple items across folders

Meeting Compliance Requirements

- Easily captures important email content.
- Exploits the Document & Records Management capabilities of SharePoint/other repository
- Automatically pushes content to specified users and groups

Product Features

Access & update multiple repository content in Outlook

Easily File Content

- Drag and Drop
- Quick File
- Jump to Folder
- Import Folder Hierarchies

Work while on or offline

Utilize the Microsoft Outlook Preview Pane

Keep favorite folders easily accessible

Search for content

- Term Highlighting
- Property/Saved/Unread/Recent Searches
- Search across multiple repositories
- Related items/sender

Exploit Microsoft SharePoint metadata

- Views and Property display
- Mandatory/default metadata
- Support for complex metadata configurations on and offline

Automatically push project content to relevant teams/users/groups

- Central control of information
- Full offline, Header only or online only
- Cache limits

Show as Conversations

Send or Copy Links allows you to avoid sending large attachments via email

Group content in virtual folders

Supports Microsoft Outlook Rules

SharePoint properties in Outlook columns and views

Fully supports Microsoft Office 365, SharePoint 2007-2016 and Outlook 2007-2016

Typical Use Cases

- Email Management
- Case Management
- Public Folder replacement
- Offline Working
- EDRM client
- ECM Adoption
- ECM Transition
- Mitigating high latency network issues

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