repstor

inspiring ECM adoption

On and offline access to collaborative content and email management for Microsoft SharePoint from Microsoft Outlook

affinity

Successful ECM adoption through Outlook.

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Repstor affinity™ provides access to Microsoft® SharePoint® seamlessly within Microsoft Outlook® for viewing, adding and editing content whether connected to a network or not.

Deep Integration

Repstor affinity automatically synchronizes any changes back to Microsoft SharePoint meaning users no longer have to wait for slow downloads and uploads and can access content without the delays created by wide area networks.

Repstor affinity 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.
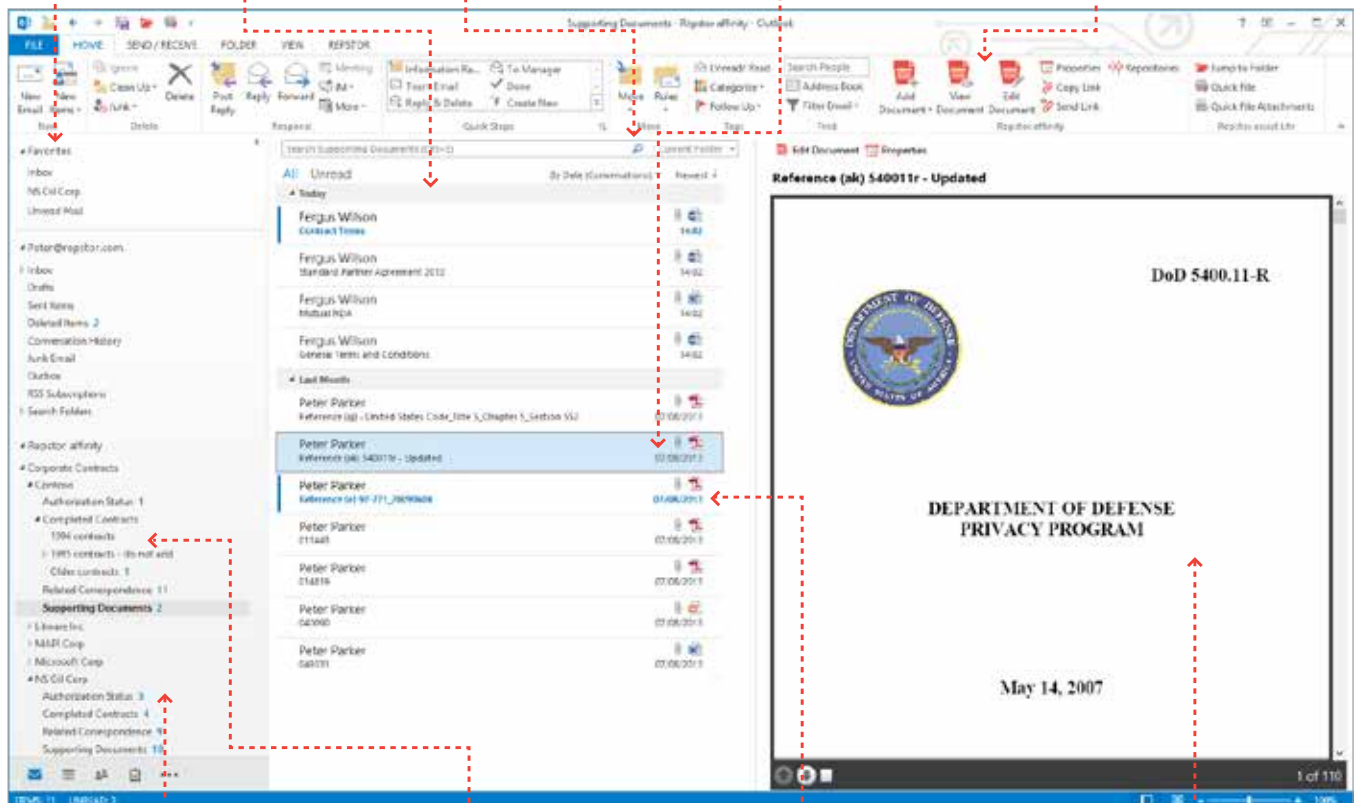
Product features

- Exploit Favorites
- SharePoint Columns in Outlook
- Exploit Outlook Search and Stored Searches
- Exploit Outlook Unread notifications
- Add/edit/view/ send link/copy SharePoint Content

- Connect and sync SharePoint Libraries and/or folders
- Open SharePoint locations easily
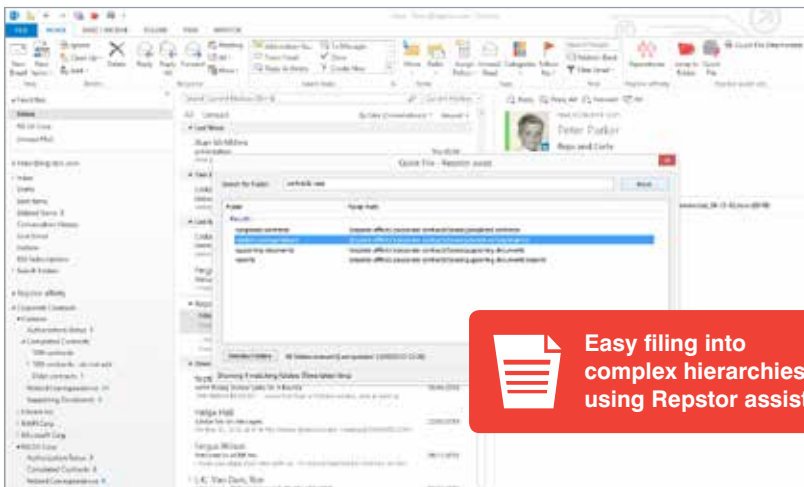- SharePoint content fully accessible from within Outlook
- Exploit Preview

Making Microsoft SharePoint content accessible in Microsoft Outlook on and offline
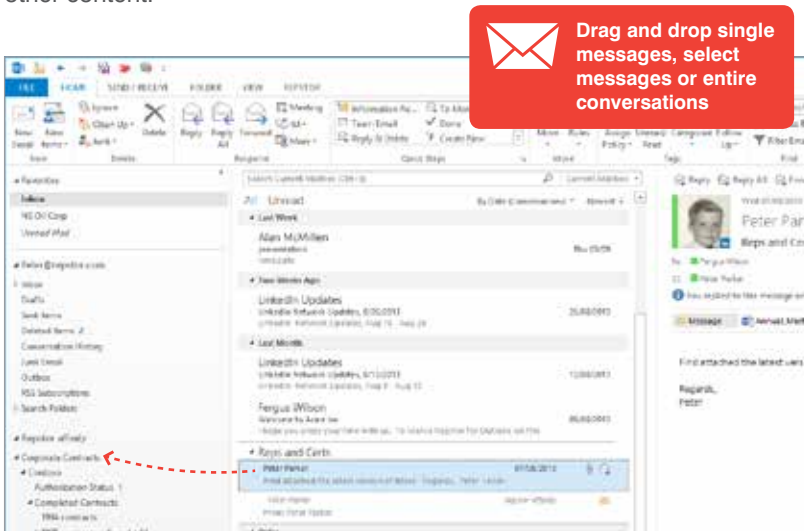
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Making content accessible

Repstor affinity allows easy and rapid addition of email, attachments, Microsoft Office and other project content and enables users to use and exploit existing and new Microsoft SharePoint content from within Outlook without the need to open a new application or user interface. Users also have enhanced ways to locate relevant content and locations so that no time is spent traversing large and complex hierarchies where large numbers of projects are being managed or filing requirements mean that the content is held in deep or wide folder structures.

Easy filing into complex hierarchies using Repstor assist

Advanced user facilities

Advanced facilities such as Microsoft SharePoint Content Organizer drop off libraries can also be used to exploit rules to file content to specific locations and support for Microsoft SharePoint content types, metadata, defaults, mandatory metadata and taxonomies mean that information management best practice and automation can be applied to enhance user productivity and efficiency. Users benefit from Microsoft Outlook previewers to ensure that they can quickly locate the correct email, attachment or other content.

Drag and drop single messages, select messages or entire conversations

Key Benefits

Ensuring user participation and SharePoint adoption

– Removes barriers to use by providing access via the most familiar desktop application – Microsoft Outlook

– View, adds and updates Microsoft SharePoint content through the familiar Microsoft Outlook folders interface.

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

– Add Emails, documents and other content to Microsoft SharePoint by dragging and dropping or using other standard Outlook functions

– Makes it easy for users to quickly find what they need by exploiting Microsoft Outlook native search capabilities

– Reduces or eliminates the need for change management

Efficiency and Productivity

– Automatically extracts email metadata to support searching

– Creates, views and edits documents remotely while on or offline

– Enhances collaboration and content management across geographically disperse sites by providing quick easy access to content and notification of changes

– Works even when offline and negates the impact of slow networks

– Makes filing faster and easier with no waiting for uploads or downloads

Meeting Compliance Requirements

– Easily captures important email content

– Exploits Microsoft SharePoint document management and other capabilities

– Leverages Microsoft SharePoint Records Management functionality

– Pushes content to specified users and groups without any user intervention ensuring important information is available and current

Product Features

affinity

Successful ECM adoption through Outlook.

Access and update multi-located Microsoft SharePoint and Fileshare content in Outlook

- ✓ Document Libraries
- ✓ Folders
- ✓ Lists

Easily File Content

- ✓ Drag and Drop email/attachments/other content
- ✓ Quick File – find folders quickly and easily and "fire and forget" to file email content
- ✓ Jump to Folder - find all of your content within a few clicks without navigating complex hierarchies

Work while on or offline

- ✓ Access Microsoft SharePoint and Fileshare Content
- ✓ File email/view/add/edit content
- ✓ Send and file to Microsoft SharePoint Folders
- ✓ Search

Utilize the Microsoft Outlook Preview Pane

Keep favorite folders easily accessible

Search for content

- ✓ Term Highlighting
- ✓ Property/Saved/Unread/Recent Searches
- ✓ Current and subfolder search
- ✓ Search locations
- ✓ Related items/sender

Exploit Microsoft SharePoint metadata

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

Highlight new/updated content using Unread notifications and search

Show as Conversations – maintain context for email content, including filed emails

Folder creation – add folders when needed

Bring together content from Fileshares and/or Microsoft SharePoint including SharePoint lists from multiple SharePoint systems

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

Automatically push project content to relevant teams/users/groups

Group content in virtual folders

Supports Microsoft Outlook rules

SharePoint properties in Outlook columns and views

Fully supports Microsoft Office 365, SharePoint 2007-2013 and Outlook 2007-2013

Try Repstor affinity now!
Get your free trial today:
www.repstor.com/affinity

Technical Advantages

No Pre-requisites

Highly efficient - coded in C++ with no impact to Microsoft Outlook performance and start up

Maintains user experience even when on poor/slow/latent networks

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ensures ECM projects are successful

by increasing user adoption.

www.repstor.com