

## Easy Access to Corporate Knowledge

Turn your Microsoft Outlook client into an information hub for the entire company.

## Add ECM Capability to Your Outlook Client

### Easy Access to Corporate Knowledge

Knowledge is the key asset of any strong company. Day by day, your employees accumulate and build new knowledge. But if it gets lost in e-mail clients, Office documents or other information silos, you don't benefit from it.

It is therefore of the essence to collect and store this data at a central location and make it available to other employees. One of the channels for information transfer is your Microsoft Outlook client. It allows you to speed up decision-making processes and work with greater efficiency. Combining this with centrally provided business processes that are seamlessly integrated with Microsoft Outlook essentially turns Microsoft Outlook into a user interface for true and efficient enterprise content management (ECM).

### Seamless Integration

d.3one in Microsoft Outlook enables you to directly integrate all your corporate information with Microsoft Outlook – for seamless and smart workflows. This places all relevant information right where you need it. Data access is simple as can be as users do not need to open any additional applications. Better yet, all documents,

digital records, workflows and business processes from d.3ecm are also seamlessly available in your Microsoft Outlook.

This makes it easy for users to share their knowledge with colleagues by transferring it to the audit-compliant d.3ecm system without the need to quit the current application. Sharpen your knowledge edge and always stay a step ahead of your competition with d.3one.

*d.3one directly integrates ECM functions  
with Microsoft Outlook*



# d.velop turns Microsoft Outlook into a Corporate Knowledge Repository

The d.velop d.3ecm system was designed to deliver legally and audit-compliant archiving while facilitating document and process management. d.3ecm centrally provides all functions, which are available across the entire company.

d.3one integrates all functions with Microsoft Outlook to allow users to draw on all benefits of the d.3ecm system without having to open any additional clients. This provides them with direct access to a vast range of ECM features.

## Benefits at a Glance

- Bundle a broad range of applications in the Outlook client
- Launch third-party applications right in the e-mail environment
- Store files in the digital archive via drag & drop
- Remotely control web applications via dynamic URL calls
- Display documents and information from third-party applications
- Create event chains (workflows) according to your specific needs
- Perform full-text d.3 repository searches directly in Outlook
- Direct attribute assignment when archiving e-mails and attachments

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### Information Management

Conveniently search for any kind of corporate data managed in the d.3ecm system directly from within Microsoft Outlook. For instance, find the required project record in the Microsoft Outlook user interface to add the desired project document from the record to the e-mail as an attachment –at the push of a button.

### Storing in Digital Records

It makes sense for a company to store e-mails that contain important information in a process-based manner. This is an easy task with d.3one in Microsoft Outlook. You can search for relevant records stored in the d.3ecm system directly from within Microsoft Outlook and can simply place the e-mail there via drag & drop. As an option, you can even assign keywords to the e-mail to help your colleagues find this information more quickly.

### Seamless Integration of Business Processes

d.3ecm offers various options for setting up efficient business processes based on centrally designed and managed digital workflows. They enable you to conveniently participate in digital business processes in

your Microsoft Outlook client without the need to leave the application. Moreover, specialist solutions from d.velop, such as electronic contract management or digital case processing, can be accessed directly.

This also means that tasks and messages delivered from d.3 are seamlessly integrated with Microsoft Outlook. For example, you can open the form for a current task obtained via the d.3ecm workflow directly in your Microsoft Outlook client and perform all necessary actions right there. After your work is finished, the workflow will be automatically forwarded to the next processor. Of course, you can also launch company-wide workflows in Microsoft Outlook.

You would like to find out how d.3one can be integrated into your Microsoft Outlook installation? Simply contact us. We are looking forward to helping your business excel.