

File, Find and Share



Consulcad is offering a free 30 day trial of Mail Manager.

To order your free 30 day trial please go to:

www.consulcad.com/mailmanager and fill out the online form.

Mail Manager is the low cost, easy to use software which sits on top of Outlook

It enables users to file find and share emails in systems folders.

USER BENEFITS

- Easy to use
- Little or no training required
- Treats emails just like any other document
- Allows you the ability to bring related data together
- Learns as you file
- Allows you to continue filing when disconnected
- Search tool is both fast and intuitive
- Includes work flow features

Its one thing to track changes to a section, plan or elevation, but the chain of emails that might have led to that change have not always been easy to find or back-up.

These days, our electronic documents and communication can easily inundate us with information. Whilst many firms choose to deploy a specialist document management system for CAD drawings and models, most emails are stored in a generic email client, normally Microsoft Outlook.

Mail Manager is an easy to use software layer, which sits on top of Outlook and provides some clever automated tasks and prompts to help each user as emails come in or are sent out. A key advantage being that emails can be stored in Windows standard folders, bringing related data together - for example by project.

Mail Manager does not rigidly force you to stay in control of your documents, it just provides the tools, should you so wish to do so to help you manage yourself.

Because Mail Manager is based on Outlook, users take to it easily. It lets you treat emails as if they were electronic documents, storing them or letting the user drag and drop the or automate their archival. It prompts users as they work through their mails to store them and this then makes all emails about a project instantly available to all those with rights to access that directory.

COMPANY BENEFITS

- All team members have access to emails
- Enables all related documents to be filed to one place
- Solves staff movement problems
- Aids compliance with data retention
- Enables compliance with data configuration
- Centrally administers filing configuration
- Prompts staff to file emails as they work
- Messages can be found when Mail Manager is not present

SYSTEM BENEFITS

- Reduces user storage space
- Less duplicate emails filed
- Provides simple and efficient backup and archiving facilities
- No limitations to where messages are stored

