

Invu Email Capture

Email overload? Ensure important information isn't lost to your business through locally stored silos?



"In 2001 nearly 12 billion email messages were sent every day; in 2009 this figure was 247 billion each day."
(Jupiter Communications, 2009).

It's no wonder that the biggest problem with email is reported to be sheer overload, accounting for 50% of all correspondence. This information and correspondence could be invaluable to your business. You have to retain the valuable mails. However, storing emails in your inbox means that critical information may not be effectively managed; even worse, you may not be meeting your compliance requirements.

Invu Email Capture uses your own policies to automatically index and archive emails and attachments, be they inbound or outbound. These are then stored centrally in Invu Document Management against the relevant folder alongside correspondence. You can search and retrieve all emails within seconds.

With emails potentially distributed amongst multiple personnel it's easy to get only half the picture when dealing with clients, customers or suppliers. Bringing all relevant emails together allows you to gain a true holistic view collectively with all other documents.

Better communication and improved service are only two of the benefits. Lost information is a risk to effective decision making and vast volumes are often left unmanaged in ad-hoc independent email stores.

Your information is unlocked to those who need it - it's secure in a central repository. Even better, automation means that the capture process is transparent to the end user.

Features

- Captures both inbound and outbound emails
- Personalised rules defined by sender, user and topic; automatically filters personal email
- De-duplicates email threads to save space
- Security processes remain intact
- Emails and attachments form part of the complete document file

Benefits

- Improves sharing within the business
- Saves time finding key business information and client correspondence
- Define the email rules you require for your business
- Increase compliance by securely retaining all email correspondence
- No need to learn new software, Invu takes control of the process behind the scenes
- Holistic view of all documents for clients and customers and suppliers including emails and attachments
- Filter out extraneous content e.g. personal emails

Want to know more? Call us on 01604 859893 or visit www.invu.net

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Invu automatically indexes 1500 emails a month to client folders. To have everything in one place makes our lives so much easier. //

Mike Bulcock, Bulcock & Co Accountants

Electronic Records Management – still playing capture with paper (AIIM 2009)

- “The volume of electronic records is “increasing rapidly” for 70% of organisations.”
- “44% reporting that the majority of their electronic records are unmanaged.”
- “Electronic records are more than twice as likely to be described as “Unmanaged” than paper records.”

Email Management – The good, the bad and the ugly (AIIM 2009)

- “Some 45% of organisations (including the largest ones) do not have a policy on Outlook “Archive settings” so most users will likely create .pst archive files on local drives.”
- “Sheer overload” is reported as the biggest problem with email as a business tool, followed closely by “Finding and recovering past emails” and “Keeping track of actions.”
- “Only 19% of those surveyed capture important emails to a dedicated email management system or to a general purpose ECM system. 18% print emails and file as paper, and a worrying 45% file in non-shared personal Outlook folders.”

You'll need...

Invu Document Management – Secure, auditable document storage and retention with quick fire search and discovery. Achieve major savings in time, efficiency and storage whilst improving security, business performance and regulatory compliance.

Have you thought about...?

- Invu Link** – Instant access to your documents as a natural part of your line of business process
- Invu Print Capture** – Find information even with unstructured content
- Invu SharePoint upgrade pack** – Enhance communication and collaboration in your business
- Invu Workflow** – Streamline and automate your processes with powerful workflow
- InvuCare software maintenance** – Product support and free upgrades. Buy a multi-year contract for extra peace of mind