

Document WorkBench™

Enterprise Email Archival Solution for MS Outlook



| **Secured** | **Organized** | **Searchable** |

... email remains the primary “smoking gun”
in litigation and audits and therefore
it’s even more important to manage it effectively.

AIIM (www.aiim.org)

Document WorkBench™ dwEmail - Enterprise Email Archival Solution for MS Outlook

Emails are Asset of an Organization

Recap that Emails is the “smoking gun”

Containing important business information

Could contain business discussions, or attached with business documents

That, need to be: preserved, archived, available and accessible

If not, Emails can be deleted or lost by users

To be drawn upon for business conduct

Not possible when emails are scattered and in silos

The Organization owns the Emails

By default, users owns the emails as it's stored in their local hard disk

Therefore, should not reside with Individuals in the organization

There should be a central storage

And, should be centralized for:

- **Business Continuity**
Emails deleted or lost, and / or users leaving the organization
- **Knowledge Base**

Archiving Emails – Business Needs and Challenges

Why is there a need for a Email Archival Solution

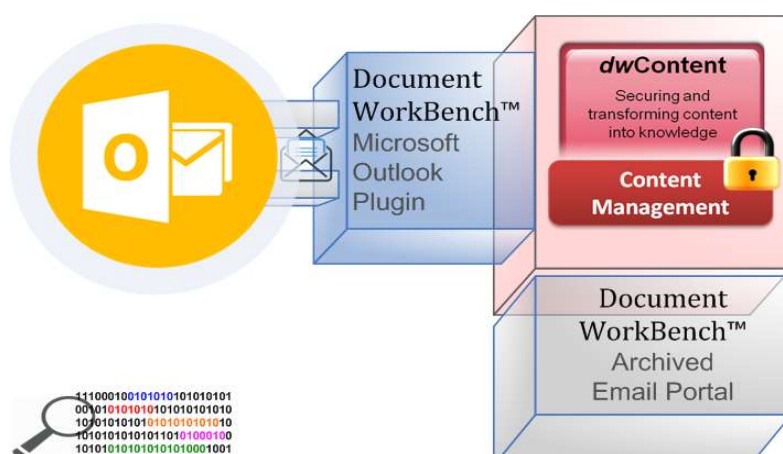
Email has become a common, if not the main, communication tool in business conduct today. It follows that **much business information is contained in emails and that renders emails a very important information asset an organization owns** and need to be preserved, archived, available and accessible to the organization concerned any time when the information contained in the respective emails or group of emails is needed for business purposes.

Other than preserving and providing for business continuity respects, email archival system should also be part of an organizations' knowledge base that could be drawn upon by its workforce for its business conduct, as well as, for management insights; the business information contained in the emails should be discoverable and searchable as a minimum.

Who really own the emails in your organization?

Worryingly, many organizations do not have a proper email archival strategy and system in place. There is more to just archival, really; there is a legitimate question regarding ownership of this important information asset in any organization. This question arises simply because more often than not, **emails reside with the people whom they are addressed to**, without an archival system, the organization concerned is not entirely assured of proper archival of business emails. This may result in discontinuity in business dealings whenever there are changes in personnel involved, knowledge may be lost when duties passed from one person to another.

Addressing the Business Needs and Challenges: Document WorkBench™ Email Archival Solution

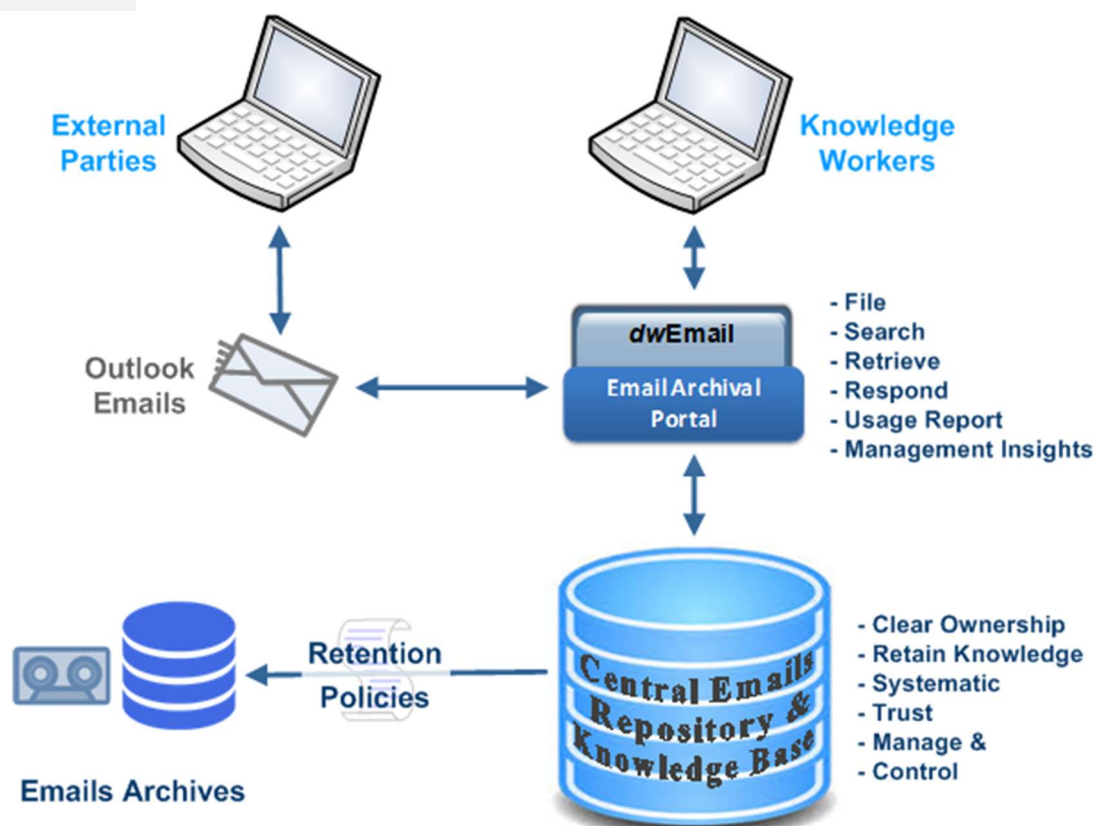


A repository with search capability to find and extract emails and attachments

Email, is a type of unstructured data, which is precisely what Document WorkBench™ (DWB) is built to manage.

The DWB Email Archival Solution consists of a Central Repository for filed emails, secured with encryption, security classification, role based access control, security policies and audit trail logging.

This ensures the right information is only accessed by the people having the right level of access permissions, and the usage is auditable.



As a Central Repository for filed emails, all emails could be searched with a google like search function (except where permissions disallow) with text contained in the email header, body, as well as any attachments; information is returned almost instantaneously. This is way more efficient and productive in information access and retrieval when compared with any email system in the market where a “across the organization” search would require soliciting the emails concerned from the addressee/s and knowing who there were to start off with.

A significant role played by the DWB Email Archival Solution is to ensure all business emails and data are truly owned by the organization concerned rather than be left with its employees.

DWB Email Archival Solution is developed to operate with **Microsoft Outlook**, via a **plug-in** developed specifically for Microsoft Outlook, a email solution which most users are familiar with, making it easy for implementation, as well as adoption.

Search and discovery can be performed within the DWB’s Microsoft Outlook plug-in or in the DWB **Archived Email Portal**, for information workers to find and draw knowledge from the emails Repository.

Other Features

- **Rules can be configured** to enforce auto and/or selective emails filing.
- **Drag and drop filing** to the DWB Repository from Outlook Client (for selective filing).
- **Auto-capture of data** from email header as meta-data for searching later.
- **Eliminate duplicate** emails filing.
- **Thread view** of retrieved emails.
- **Configurable retention** period of emails, for archival.

DWB Email Archival Solution is a member of DWB's Enterprise Content Management Suite of Products; Email is but another content type. DWB Email Archival Solution runs as an integral part of the larger DWB Enterprise Content Management Solution.



About Us

i-Magination Solution Pte Ltd (IMSPL) develops and sells Products, Solutions, as well as bespoke Software Applications.

We are a leading Enterprise Content Management (ECM) and Business Process Management (BPM) software and solutions provider. We believe that in today's increasing competitive business environment, enterprises need to rely on timely and relevant information to better manage their clients and operations so as to stay ahead in the knowledge-driven economy. With a wealth of experience developed over 20 years, we understand these challenges as we work with our clients in their relentless pursuit to succeed.

Contact Us

Phone: +65 6490 9588
 Fax: +65 6490 9599
 Email: dwbsupport@i-maginationsolution.com

Address: 61, Ubi Avenue 1, #05-05/06, UB Point, Singapore 408941

Awards



Asia Pacific Brands
Award
(2014)



Asia Prestige Award
(2016/2017)



Singapore SME 1000
(2011 & 2014)