infoRouter Add-in for MS Outlook

Compatible with MS Office versions 2000 – 2010

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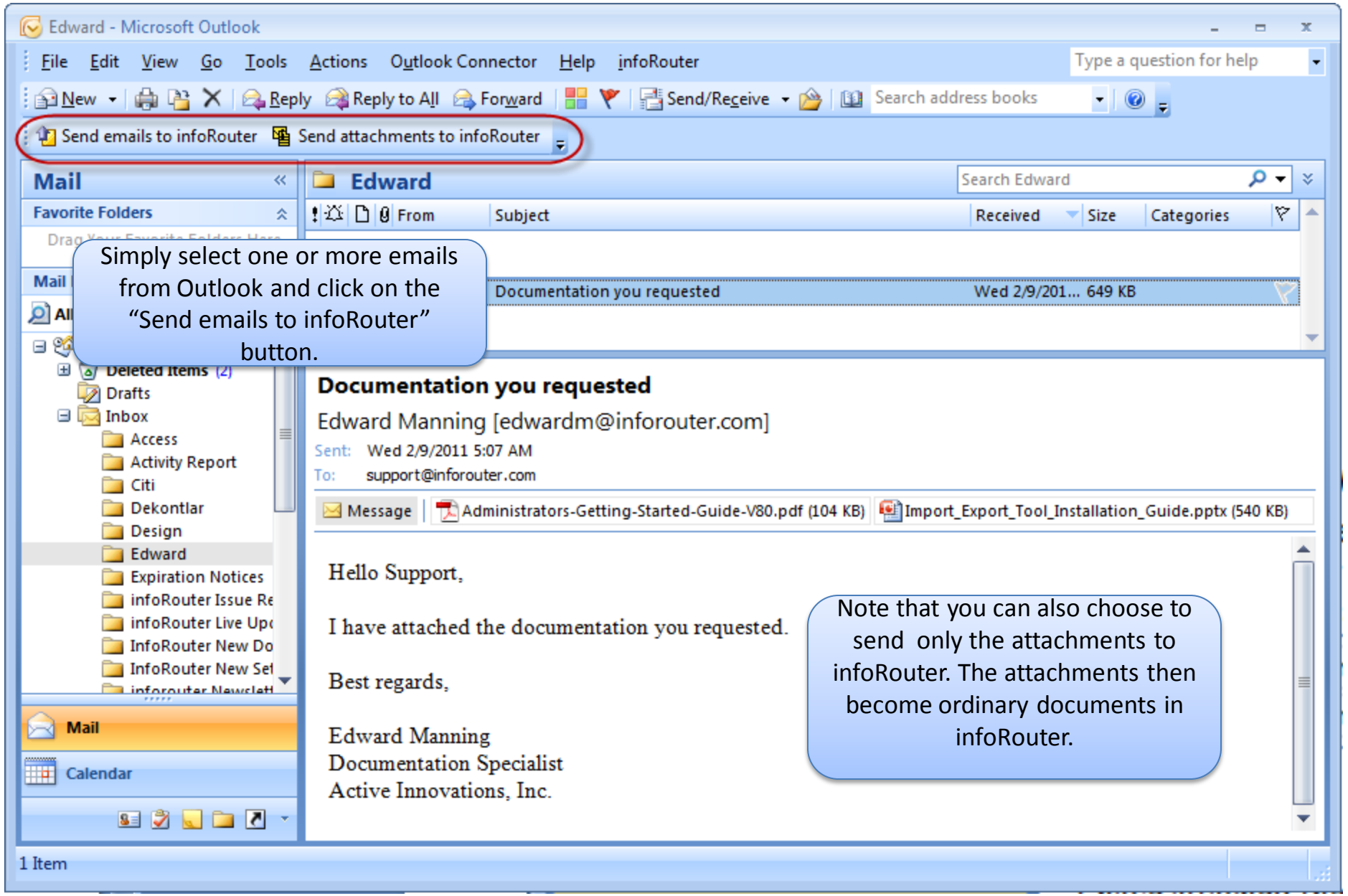
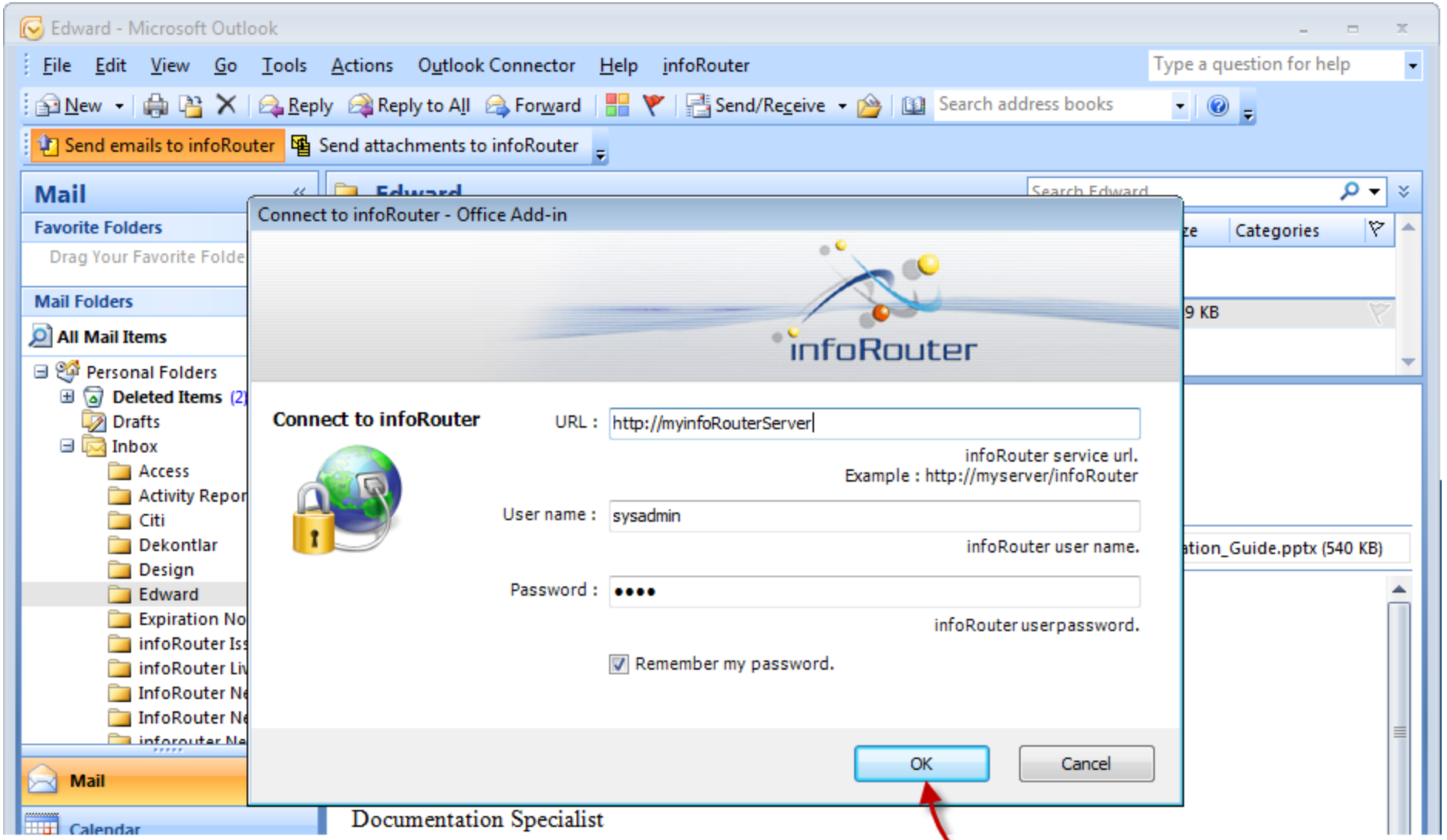
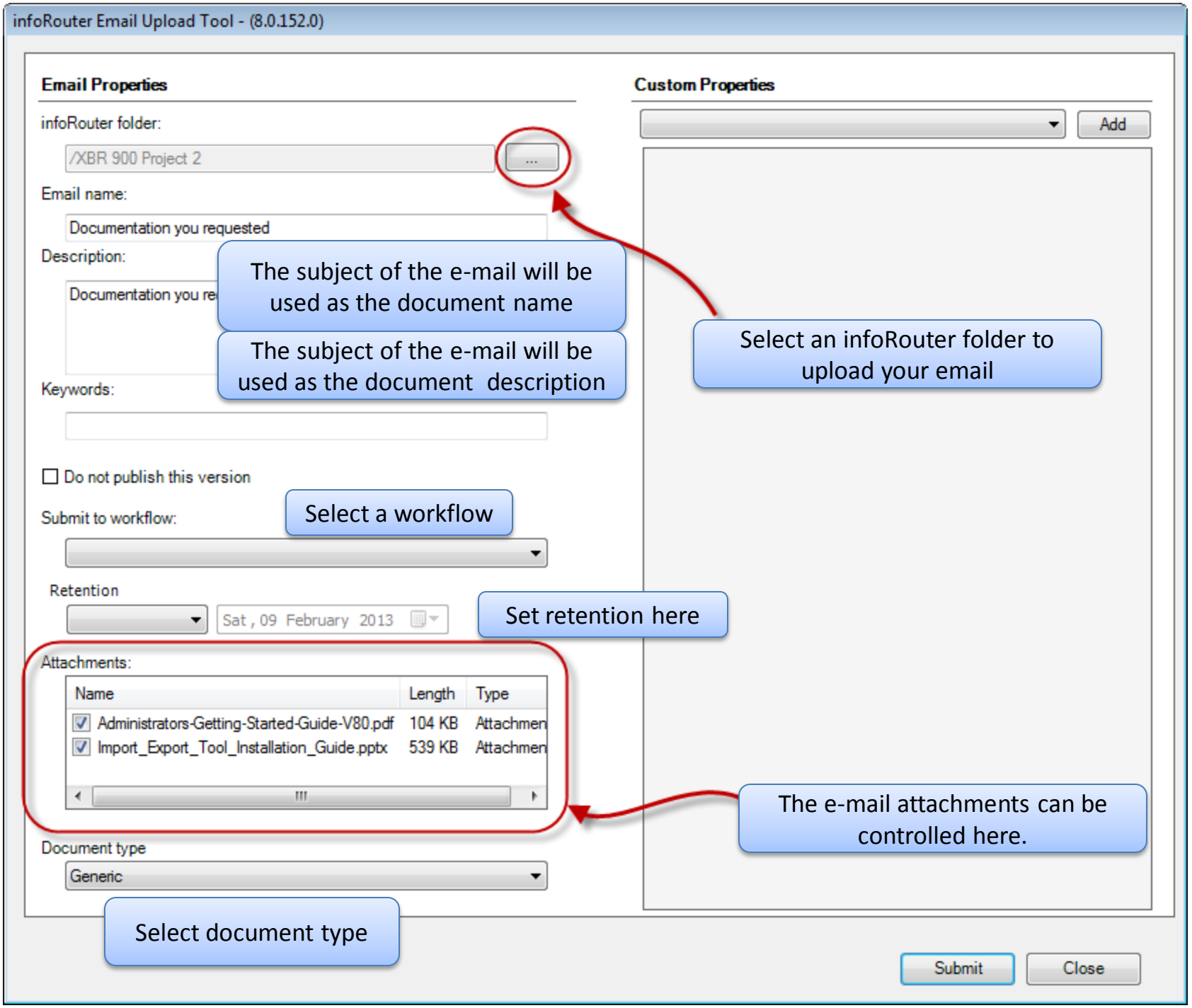
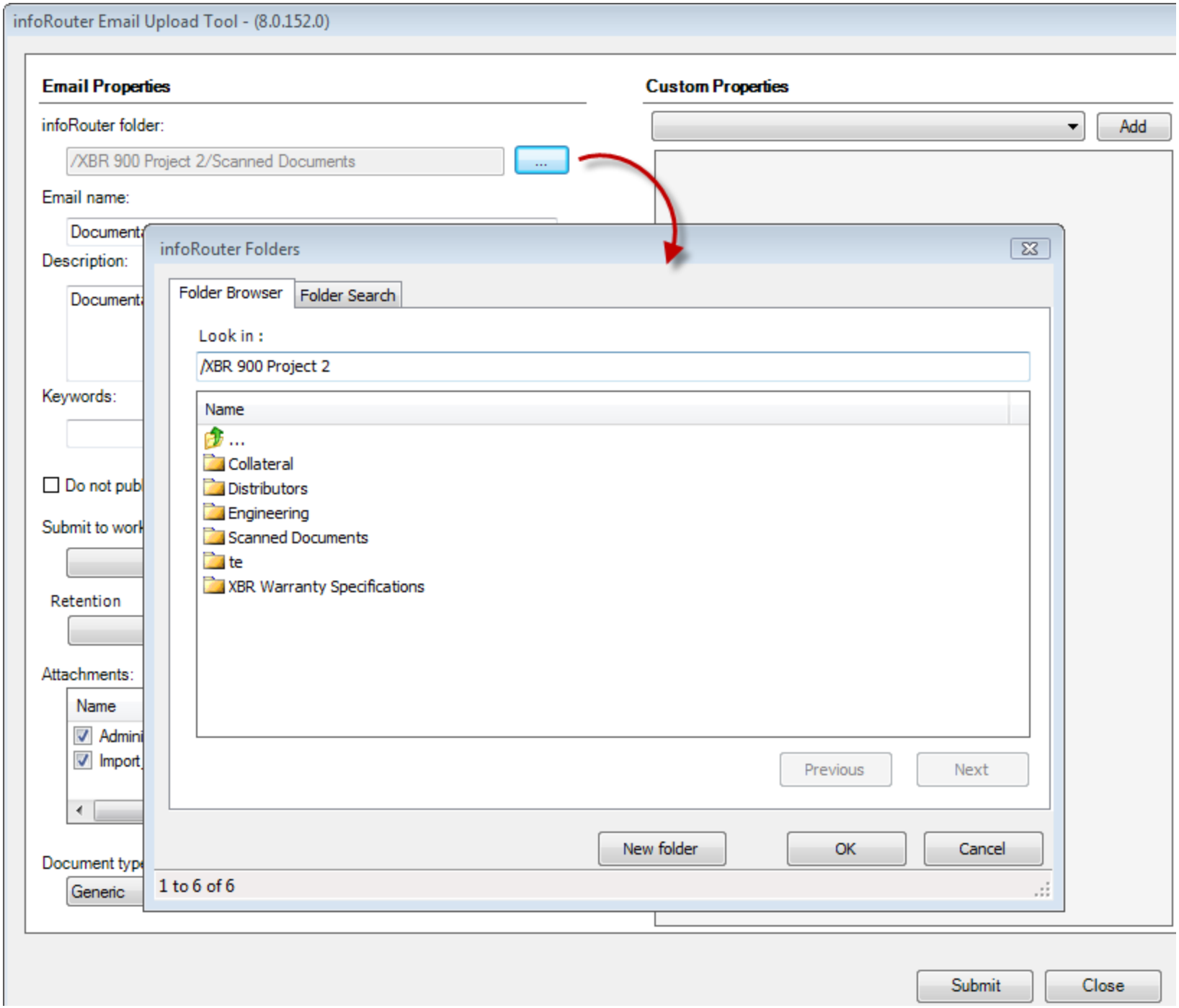
infoRouter Add-in for MS Outlook

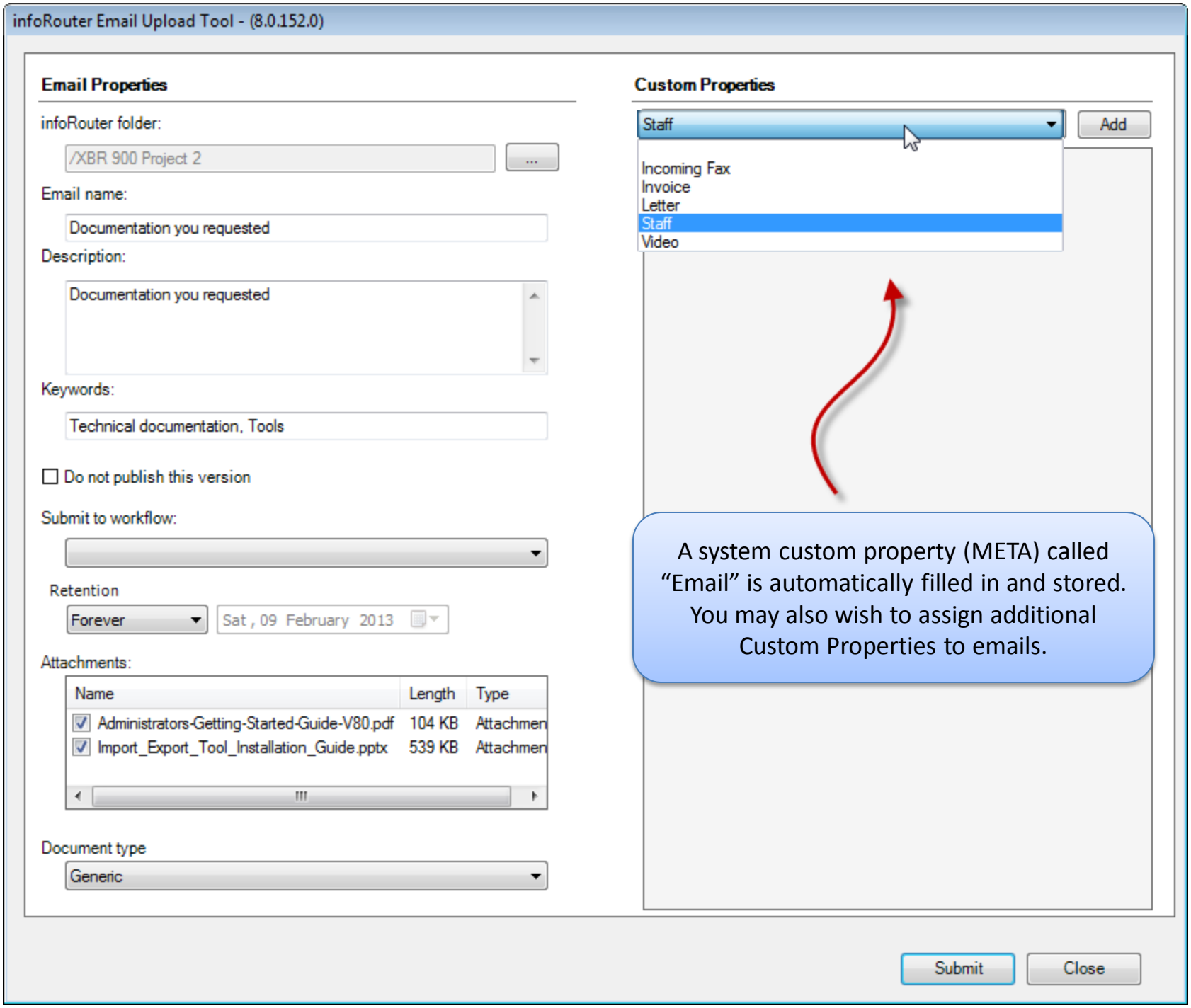


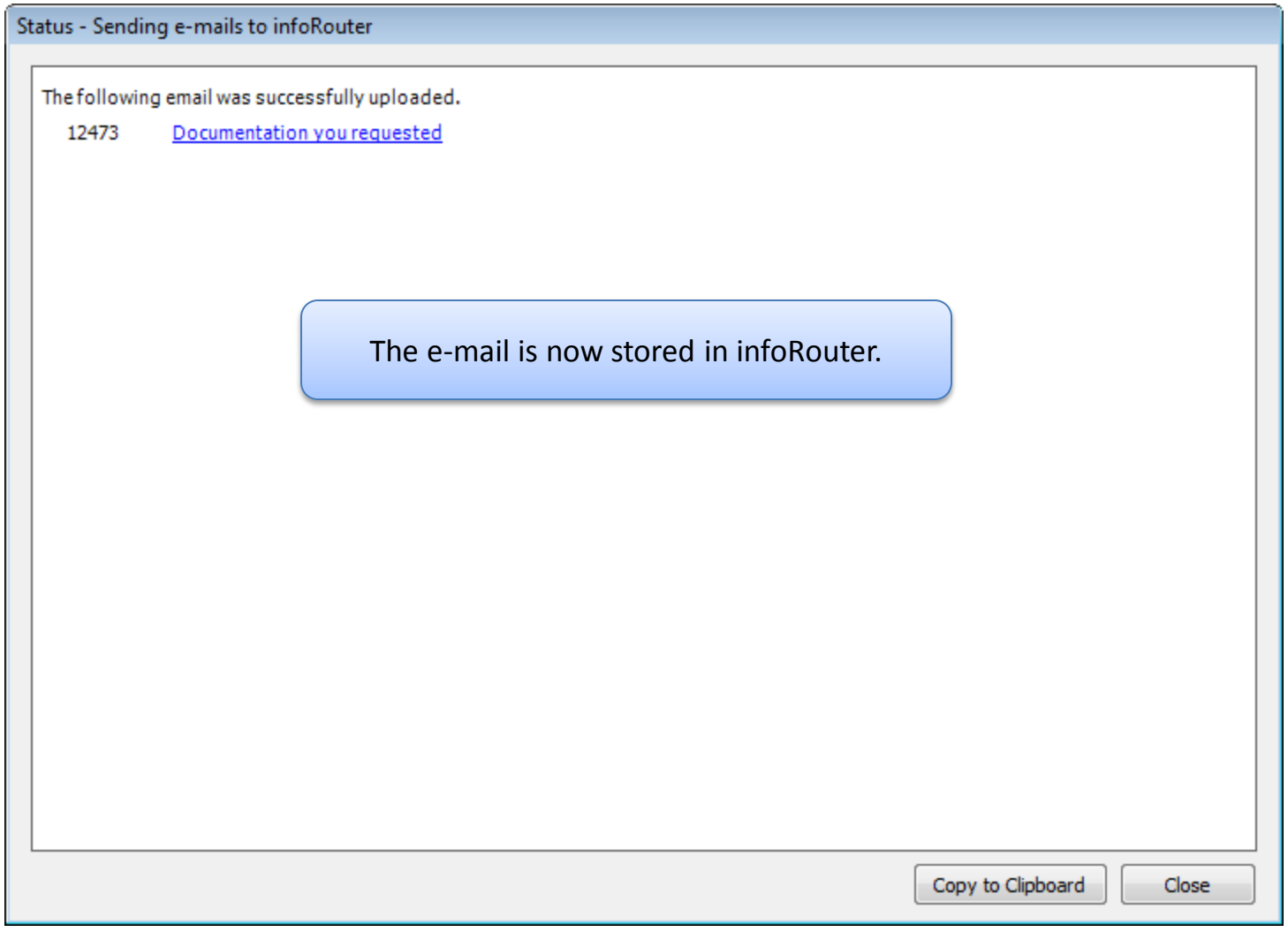


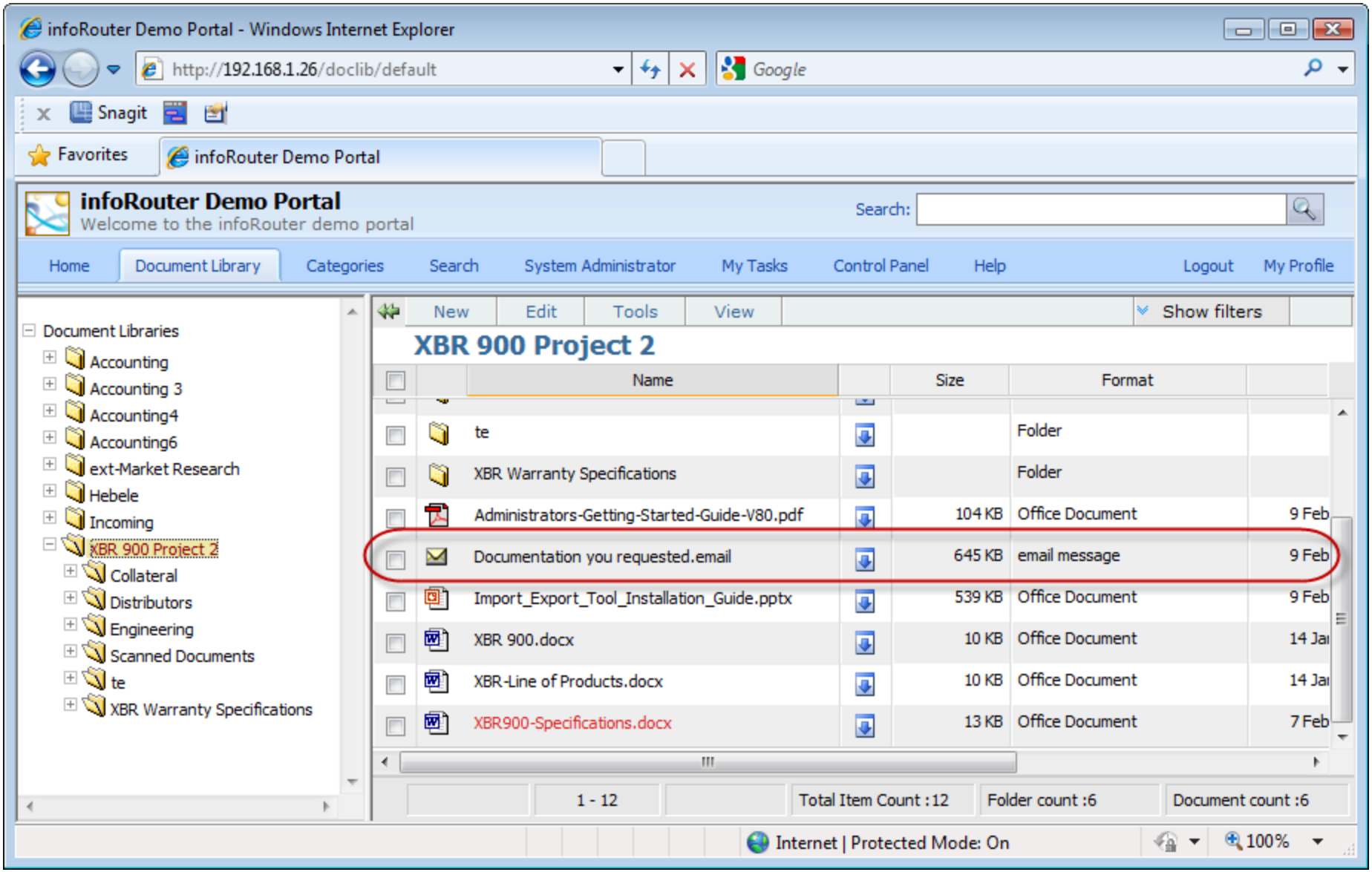
Enter your infoRouter credentials and click “ok” to login to infoRouter


infoRouter Email Upload Tool - (8.0.152.0)
Email Properties
infoRouter folder:
/XBR 900 Project 2
...
Email name:
Documentation you requested
Description:
Documentation you re
Keywords:
Do not publish this version
Submit to workflow:
Retention
Sat , 09 February 2013
Attachments:
Name
Length
Type
Administrators-Getting-Started-Guide-V80.pdf
104 KB
Attachmen
Import_Export_Tool_Installation_Guide.pptx
539 KB
Attachmen
Document type
Generic
Custom Properties
Add
Submit
Close
The subject of the e-mail will be used as the document name
The subject of the e-mail will be used as the document description
Select an infoRouter folder to upload your email
Select a workflow
Set retention here
The e-mail attachments can be controlled here.
Select document type

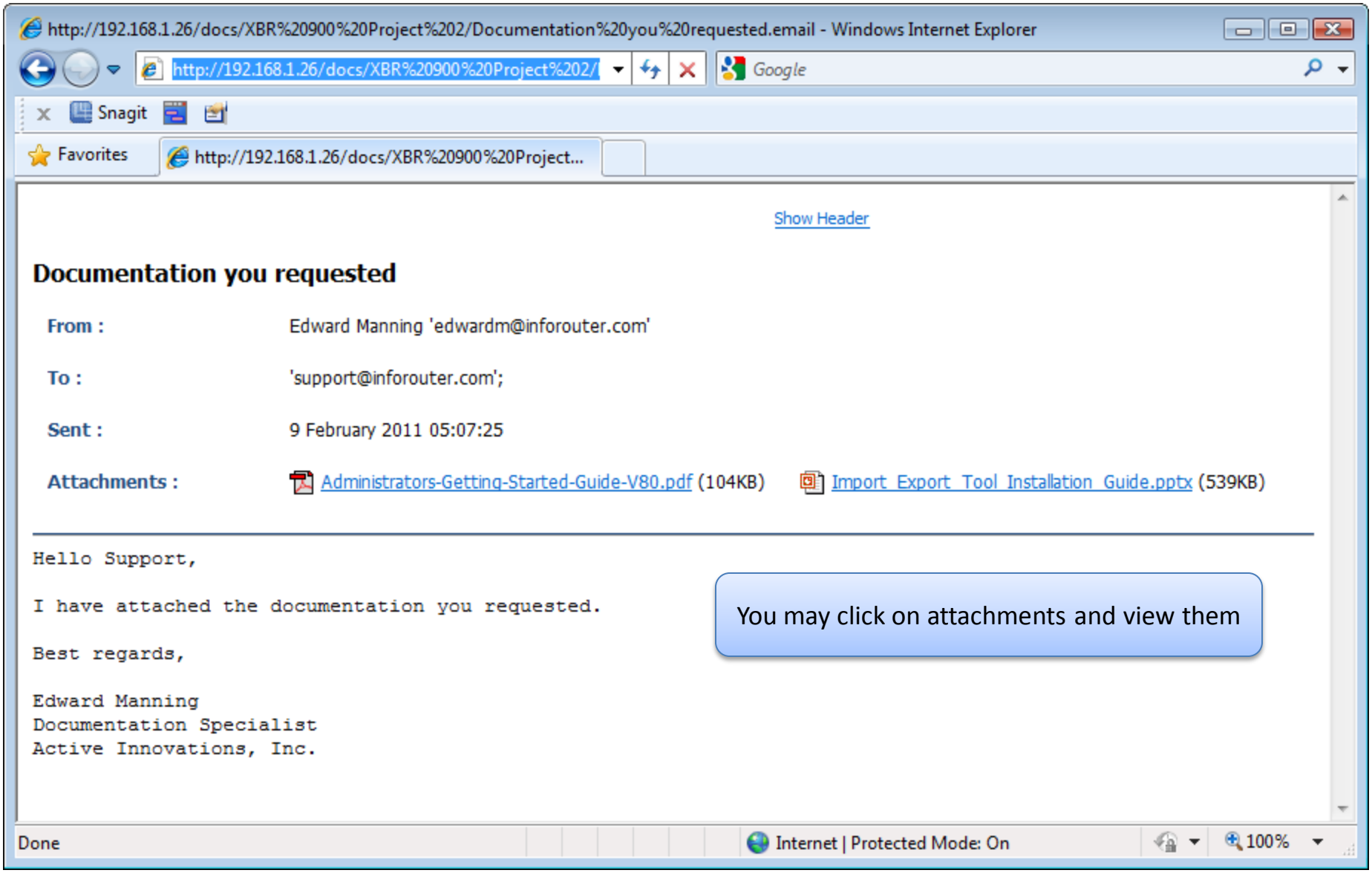

infoRouter Email Upload Tool - (8.0.152.0)
Email Properties
infoRouter folder:
/XBR 900 Project 2/Scanned Documents
...
Email name:
Description:
Keywords:
Do not pub
Submit to work
Retention
Attachments:
Name
Admini
Import
Document type
Generic
Custom Properties
Add
infoRouter Folders
Folder Browser
Folder Search
Look in :
/XBR 900 Project 2
Name
...
Collateral
Distributors
Engineering
Scanned Documents
te
XBR Warranty Specifications
Previous
Next
New folder
OK
Cancel
1 to 6 of 6
Submit
Close


infoRouter Email Upload Tool - (8.0.152.0)
Email Properties
infoRouter folder:
/XBR 900 Project 2
...
Email name:
Documentation you requested
Description:
Documentation you requested
Keywords:
Technical documentation, Tools
Do not publish this version
Submit to workflow:
Retention
Forever
Sat , 09 February 2013
Attachments:
Name
Length
Type
Administrators-Getting-Started-Guide-V80.pdf
104 KB
Attachmen
Import_Export_Tool_Installation_Guide.pptx
539 KB
Attachmen
Document type
Generic
Custom Properties
Staff
Add
Incoming Fax
Invoice
Letter
Staff
Video
A system custom property (META) called "Email" is automatically filled in and stored. You may also wish to assign additional Custom Properties to emails.
Submit
Close


Status - Sending e-mails to infoRouter
The following email was successfully uploaded.
12473
Documentation you requested
The e-mail is now stored in infoRouter.
Copy to Clipboard
Close


infoRouter Demo Portal - Windows Internet Explorer
http://192.168.1.26/doclib/default
Google
Snagit
Favorites
infoRouter Demo Portal
infoRouter Demo Portal
Welcome to the infoRouter demo portal
Search:
Home
Document Library
Categories
Search
System Administrator
My Tasks
Control Panel
Help
Logout
My Profile
Document Libraries
Accounting
Accounting 3
Accounting4
Accounting6
ext-Market Research
Hebele
Incoming
XBR 900 Project 2
Collateral
Distributors
Engineering
Scanned Documents
te
XBR Warranty Specifications
New
Edit
Tools
View
Show filters
XBR 900 Project 2
Name
Size
Format
te
Folder
XBR Warranty Specifications
Folder
Administrators-Getting-Started-Guide-V80.pdf
104 KB
Office Document
9 Feb
Documentation you requested.email
645 KB
email message
9 Feb
Import_Export_Tool_Installation_Guide.pptx
539 KB
Office Document
9 Feb
XBR 900.docx
10 KB
Office Document
14 Jan
XBR-Line of Products.docx
10 KB
Office Document
14 Jan
XBR900-Specifications.docx
13 KB
Office Document
7 Feb
1 - 12
Total Item Count :12
Folder count :6
Document count :6
Internet | Protected Mode: On
100%

This is how the e-mail will look like when clicked form within infoRouter.



You may click on attachments and view them

When an e-mail is stored in infoRouter, it becomes a permanent record that cannot be checked out or edited.

The default settings of infoRouter allow the uploads of emails into infoRouter in a form that is “as received”. You cannot selectively change the body text or upload selected attachments. This is to ensure that the infoRouter copy is identical to the one received. However, there is a system setting that will allow “partial uploads”.

The body of the e-mail, the subject and the attachments are fully indexed so it is very easy to search for and find e-mails in infoRouter.

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Did you know about the infoRouter Forum site?
24/7 Access to information about infoRouter

http://forum.inforouter.com

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