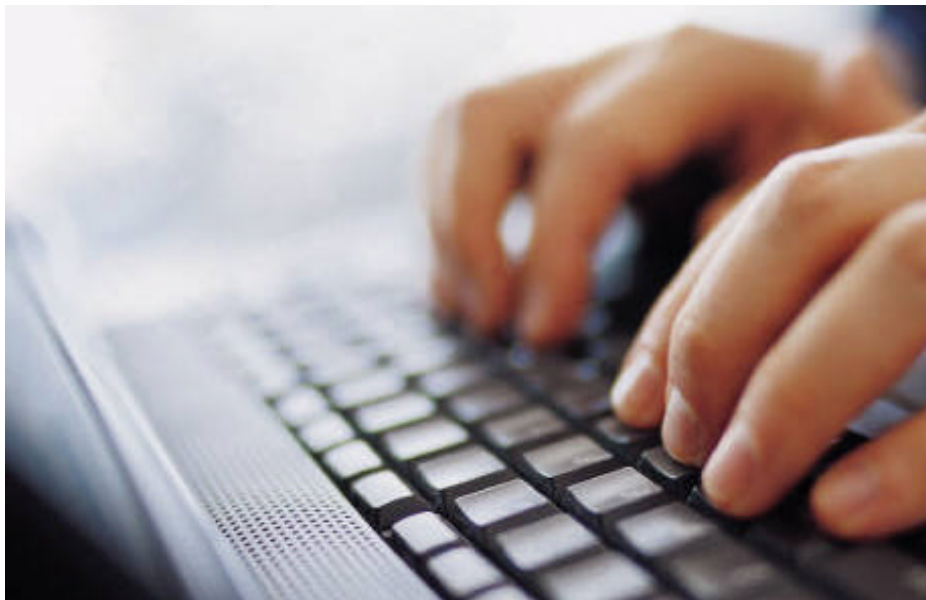


Manage email content and let your email system be the asset it can be to your business.

## AbilitySuite® for ... Email Content Management & Archiving



### Highlights

- ◆ Centrally store single instances of all email messages including attachments
- ◆ Easily categorise messages using your company's own keywords and taxonomy
- ◆ Easily apply access security settings to every message
- ◆ Retrieve email messages by context, e.g. by project, by customer, by claim number . . .
- ◆ Comply with industry specific records management rules
- ◆ Retain valuable knowledge and intellectual property
- ◆ Email discussion threads
- ◆ Flexible & easy-to-configure



### Email is the preferred form of business communications today

Email literally came from nowhere in the nineties to become the preferred method of general business communications. Worldwide, we send 31 billion emails *every day*, and that figure is expected to double by 2006.

### Knowledge, Intellectual Property, Commitments, Contracts, Legal Evidence —its all in the email

Not having email content management under control is a serious risk to businesses today. Legal exposure, compliance with industry regulations and statutory laws are ticking time bombs ...

The **AbilitySuite®** makes it easy to address compliance and manage important and valuable business knowledge contained in emails.



### Backup & Archiving is only half the answer

Most companies these days have well established backup procedures in place—and that's a good thing. Some organisations may even have deployed archiving solutions, which include the central storage of email messages. So why is it still so hard and so expensive to retrieve emails when they are needed for defence in court or even just to get the complete picture of a business relationship with a customer or supplier?

### Meaningful categorisation is paramount

What's needed is a simple yet meaningful way to apply your company's language—or corporate taxonomy—to the hundreds or even thousands of messages your people send and receive every day. The **AbilitySuite®** provides organisation and structure for email content.

### Security & Access Control will make it or break it

Ask your CEO if he or she would agree to having all their emails transferred to a central 'bucket' that all staff can access. Surely not. When security is assigned at each individual message as the email is sent or received, only authorised

people can subsequently retrieve and access such messages. With the **AbilitySuite®** you are able to give all staff access to the most powerful knowledge base in your company, knowing that they will only be able to access what they are permitted to see. That is vital!

### Email—Knowledge Management by stealth

It's important—and probably legally essential—to retain a good record of client interactions. If in addition to categorising, securing and centrally storing the most important email messages, all your people could also easily tap into this 'mind share' that would be Knowledge Management in action.

### Compliance and more...

The **AbilitySuite®** Email Content Management & Archiving solution provides easy-to-configure features to cater both for an all out 'capture

every message' compliance focused strategy as well as a 'capture only the important messages' knowledge management focused one. Colour indicators in each users inbox highlight messages, which have been captured AND categorised for knowledge management purposes as opposed to those that have been only captured for compliance reasons. In any case, the **AbilitySuite®** turns your email system into an asset rather than it being the burden it may have been perceived to be.

### Not just Email

The wider **AbilitySuite®** architecture, caters for all other types of electronic business documents.

### The first step to improving email management: call us today!

For a free demo of the **AbilitySuite®** Email Content Management & Archiving solution, or even a 30-day trial, contact us today.



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