

M-Files Lotus Notes Integration

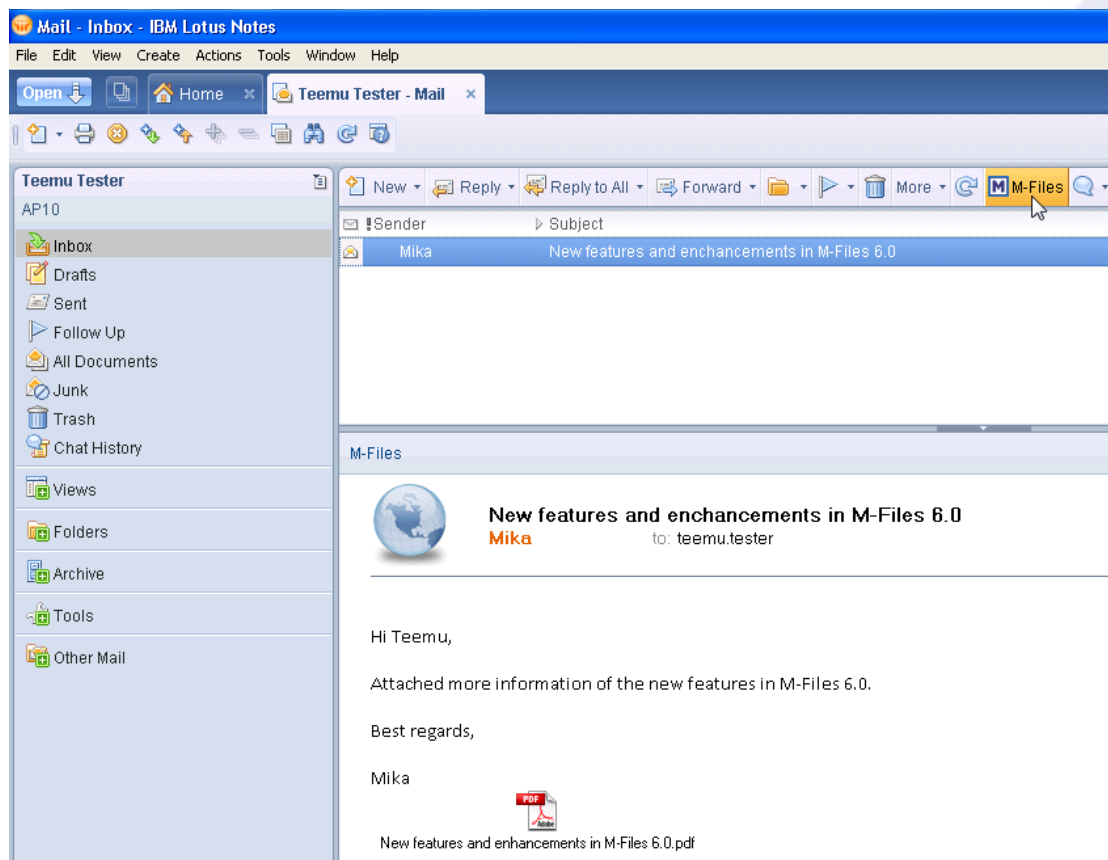
M-Files is a document management system that provides a quick and easy way to store your company's documents in a centralized manner for the use of all personnel as a business asset. The increased document reusability and the minimization of time spent searching for information frees a significant amount of time for the personnel to devote to the organization's core operations.

In addition to its use for storing all of a company's information material, from files of all types to entire projects, M-Files offers a wide array of possibilities for storing e-mail messages from different mail systems.

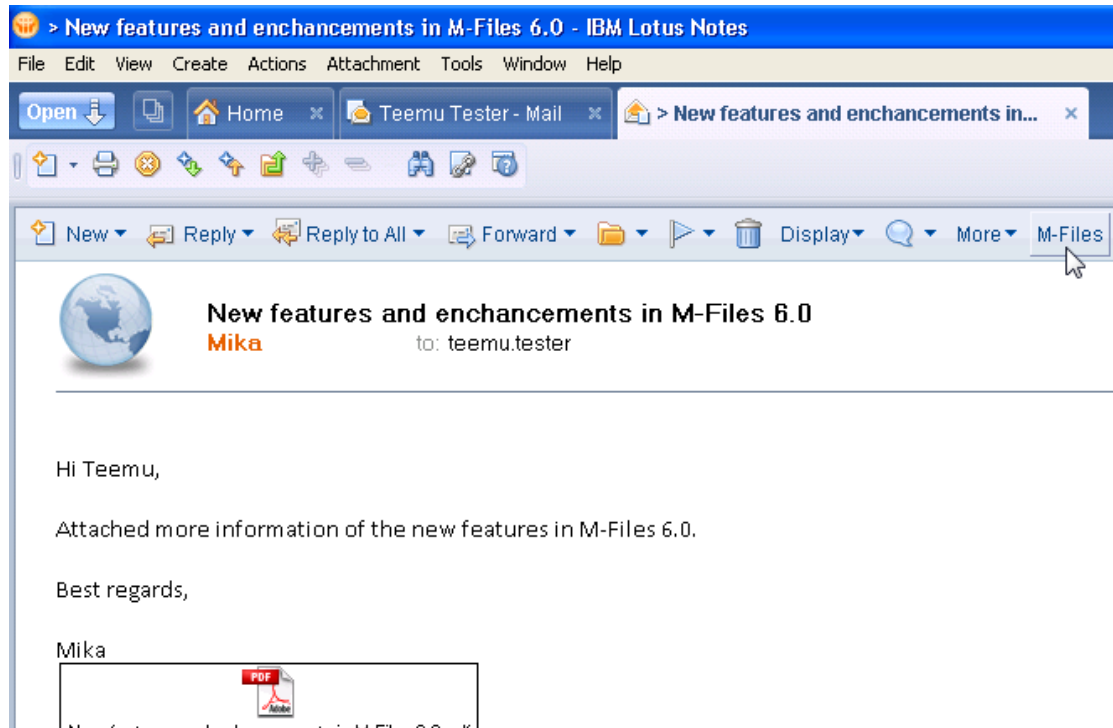
M-Files Lotus Notes Integration makes it easy to save e-mail messages, with or without the attachments, in M-Files. The application also prompts for confirmation if the same message has already been saved to M-Files. Moreover, the sender or recipient information is used as message metadata enabling views that show messages by customer and contact person.

Saving messages

You can save e-mail messages from the Lotus Notes e-mail client with or without any attached files. The M-Files button appears both in the listing menu and in e-mail properties.



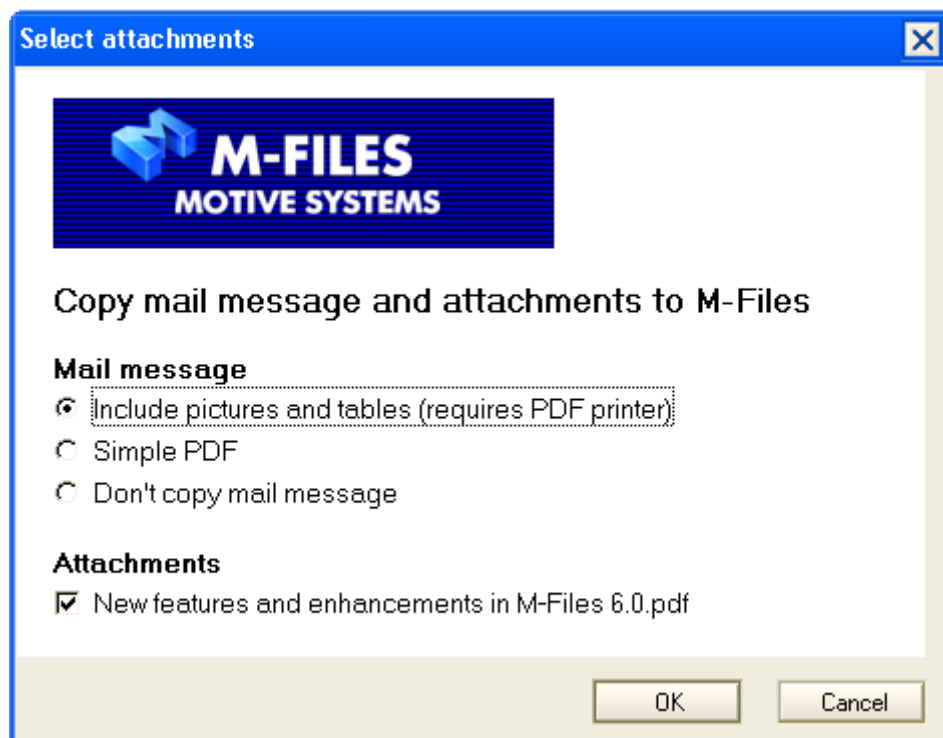
The M-Files button in the listing view.



The M-Files button in the message view.

Saving options

You can choose to save the mail message with embedded pictures and tables (HTML-format messages) or as plaintext. Moreover, you can save the attachments without the message itself.

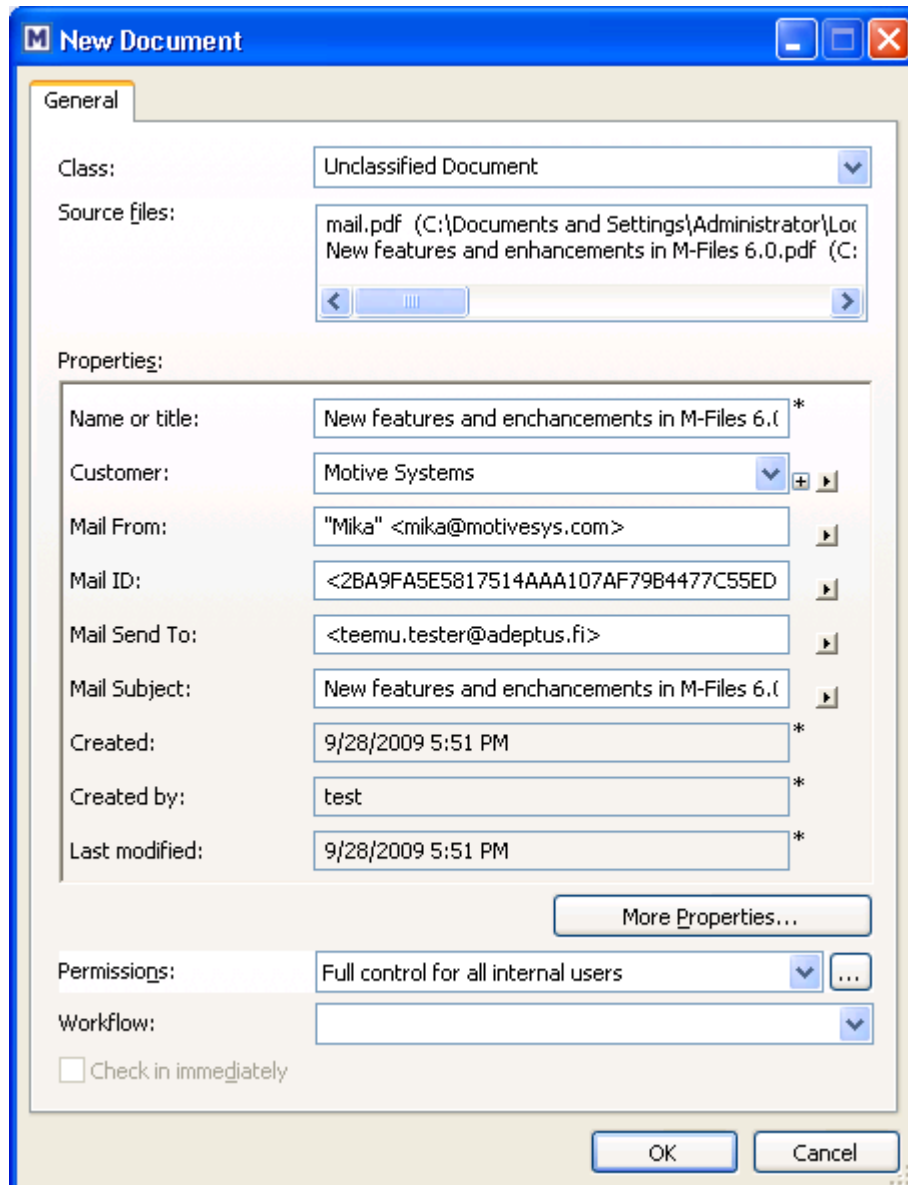


Mail saving options.

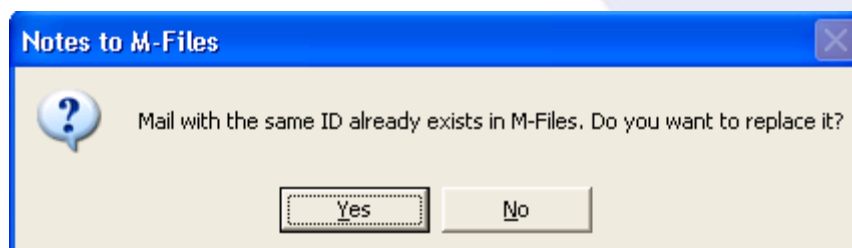
Classifying an e-mail message

E-mail messages are saved in M-Files according to the very same classes and properties used when you save documents from any other application, such as Microsoft Word.

M-Files automatically fills in the customer information on the basis of either the sender's or the recipient's e-mail address. Moreover, Lotus Notes has a unique identifier for each e-mail message and M-Files will inform you if the same message has already been saved in M-Files by you or a colleague!



E-mail messages are saved in M-Files by means of the normal metadata card.



Avoid duplicate saved messages: M-Files will notify you if the message has already been saved in M-Files.

Technical requirements: M-Files® 5.0 (or higher)
Lotus Notes

M-Files Lotus Notes Integration is an additional application available to M-Files users for a separate fee. For further details, please contact your M-Files representative or our sales department (sales@m-files.com).

You can save Lotus Notes e-mail messages and attachment files also without this add-on, by using the Export feature. However, this will not neither automatically insert sender or recipient information for document metadata nor check whether the message has already been saved in M-Files.