

Microsoft Office Integration

The Microsoft Office® link allows you to archive documents directly from MS Office applications: Word, Excel, PowerPoint and Outlook. Thanks to the complete integration of SAPERION, all documents you create can now be archived with complete revision security.

Use of the MS Office System 2003 Link option provides you with a new option for saving a created document. Now you can archive a document directly into SAPERION instead of saving it on your hard drive.

Advantages of the Microsoft Office Link option

- + You do not need to leave the Office application to archive and to re-archive.
- + Your interaction with MS Office is not affected. At the same time, your documents can be stored revision-safe and are automatically available to other users (if they have access rights).

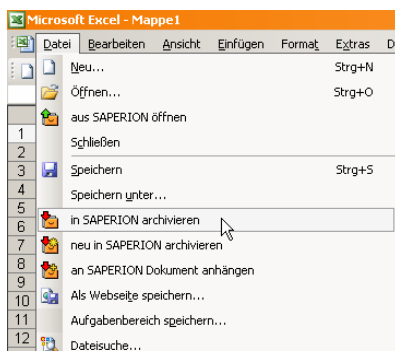


Abb. 1: Benutzen Sie die direkt integrierte Archivierungsfunktion in MS Office

- + The Microsoft Office Link Option allows you to search within the SAPERION DMS. This search is performed directly in the Office application. You can find documents created in this way at any time and continue editing.



- + Indexing also makes it considerably easier to find documents again, i.e. not just using the file name, but using a full-text search and/or a search for index criteria.

Archiving mail attachments

In addition to archiving the e-mail as a PDF or TIFF file, attachments can also be archived separately or as part of the documents. The SAPERION option "Rendering". is a prerequisite.

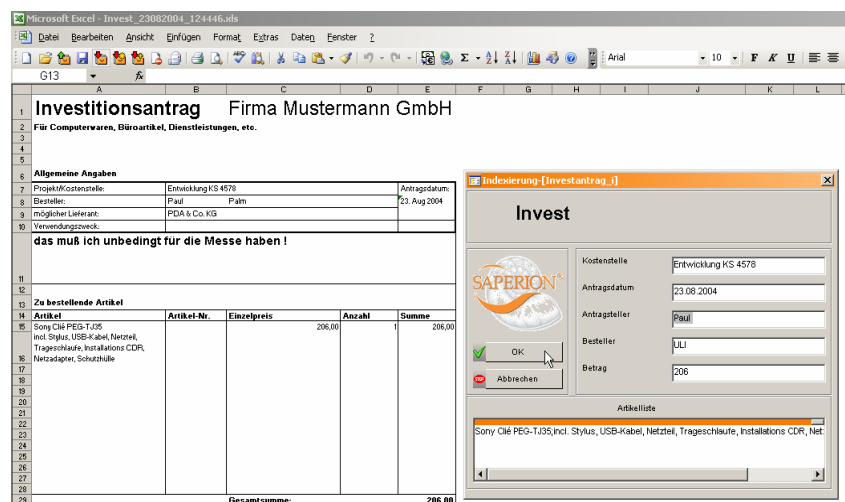


Abb. 2: Nutzen Sie Konstanten aus dem Dokument als Indexkriterium

Your advantage

- + For Word, Excel, PowerPoint and Outlook
- + Link Management with Office and SAPERION
- + Completely revision-safe

Searching for content in your mail attachments

It is also possible to carry out a full-text search within attachments (as long as they are office documents).

Other users can use the e-mails for research

Not only will Outlook run faster as it is freed from its data load but it is also easier to find old mails via full text search within SAPERION - also available to other users.

Furthermore you can design document types that can, for example, be user-related, group-oriented or project-related. They can then be archived directly in SAPERION at the touch of a button, for example, as invoices or delivery notes.

Searching the archive using index criteria

- + You decide for yourself which information from the document you use as an index criterion.
- + Constants (the document type, for example, letter), document properties (i.e., the document author) or parts of the document (i.e., the content of a specific Excel cell).
- + Indexing is easy for all Excel, Word and PowerPoint documents as well as Outlook mails.
- + No further manual indexing is normally required.

Link Management

Links within the office documents that refer to other office documents will be supported. The links will be analyzed and the documents referred to will be transferred automatically to the archive as well.

No training required

One further advantage is that no additional training is required for users as they work within the familiar MS Office user interface.

Technical Information

MS Office and SAPERION links are available as COM add-ins.

These add-ins are integrated in the Office applications in the menus parallel to [File][Load] and [File][Save] and thereby allowing archived data to be loaded using a SAPERION query form or direct archiving of the current edited data using a SAPERION indexing form.

Optionally the documents can be converted into individual TIFF pages and attached to the document in the original format by using the SAPERION option "Rendering".

Your advantage

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- + Link Management with Office and SAPERION
- + Completely revision-safe

Mehr Informationen

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