

## Take control of the data stream in your inbox.

Content proliferates and email inboxes are not adequate management systems for collecting, sharing and securing important documents. ILINX Email Import cuts through the clutter – enabling you to capture emailed content, index it, and deliver it directly into your workflows and business processes (following your organization’s security policies) with one simple click.



### Flexible Content Capture

You don’t just need email attachments; you need them in context. Capture the message body as a PDF or TIFF to be stored according to your retention policies. Create comprehensive data security by combining emailed content with drag-and-drop desktop files of any format.

### Configurable Indexing

ILINX Email Import opens from the Outlook context menu, revealing a full set of customizable index options. Capture the fields that matter most to you – including sender, subject, account or document ID and more. Database integration enables value search and validation.

### Enable Collaboration

Capturing content directly from email lets your entire team use a central repository to access the information sent to a single contact. Configure role-based access rules to share information between colleagues, or trigger a workflow to route it to line of business software or processes.

### Technical Highlights

1. Integrates with Microsoft Outlook Desktop and Microsoft Active Directory
2. Captures and indexes single or batch emails and attachments
3. Converts message copy to PDF or TIFF and stores along with attachments
4. Configurable index fields let you determine what value information to retain
5. Delivers data directly to databases, content management systems, and workflows

### Accounts Payable

Intake vendor correspondence and attached invoices, index with account information, and route through approvals for faster remittance.

### Service Continuity

Keep email correspondence accessible after staff turnover by incorporating business-related communication in your capture and retention business processes.

### Compliance

Get ahead of audits and public information requests by grouping email messages along with other file types as legally required.

### Process innovation made easy.

ImageSource makes process innovation easy through advanced solutions built on ILINX, the world’s most flexible process-improvement platform, delivered by a team of experts committed to customer-partner success.