

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.



Capture emails as records in real time

Important email records can get lost or forgotten in someone’s inbox, increasing risk. On-demand email ingestion enables users to capture important emails and associated attachments as they are received and preserve them into a repository.

Add email to an existing business process

Emails from external and internal stakeholders often start a process or are critical to keeping a process on track. Ad-hoc email ingestion seamlessly integrates with existing workflows, allowing users to incorporate captured emails into relevant business processes.

Enhance process compliance and security

Most organizations rely on timestamps to verify and validate requests – data that is often trapped within an email. ILINX Email Import creates a chain of custody that automatically records the date and time of receipt and keeps attachments and the original email linked to enable compliance.

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 client-partner success.