

Email Archiving

In today's business environment, emails are indispensable and have come to become the preferred communication tool. This is why it is required by law and various industry regulations to retain this important information in a way that is both complete and easily retrievable on demand. Relying simply on email servers and personal inboxes is hardly sufficient and often times inaccurate resulting in loss of data, compliance issues and business interruption. Email communications must be handled by a proper email archiving solution that can provide comprehensive storage, classification and retrieval of this important business information. Email archiving software should also be able to demonstrate that communication data resides in a secure repository safe from tampering and unauthorized access for fulfilling regulatory requirements.

Docsvault provides automated and reliable email collection and retention capabilities so you can archive and protect all your important emails. Email management and email archiving tools also help organizations ensure uniform access to relevant information at all stages of a business process.

Highlights

- ✓ Rules-based automatic or manual organization of emails captured in appropriate folders
- ✓ Store messages and attachments as separate documents and relate them in Docsvault to make them searchable independently of each other and still be related
- ✓ Manually or automatically assign additional information (index values) to each email message for quick retrieval and easy e-Discovery
- ✓ Find email communications easily with Full Text and advanced search tools
- ✓ Full audit trail logging on email records help track all the activities and tasks performed on an email

What it means for you?

The flexible automatic email management solution within the document management system enables organizations to accelerate and improve their business process. An email management system ensures that all documents relevant to your business are centrally located and easily accessible. Docsvault's email archiving feature can help reduce the time & cost associated with management of emails and mitigates risks of electronic communication including the distribution of sensitive information like financial data, HR information, contract agreements and personal communications. Its email retention policies can also help in complying with regulation such as HIPAA, SOX, SEC and Gramm-Leach-Bliley.

For More Details, visit:

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Automatically route email

You can automate emails for approval and review processes by creating different workflows. Docsvault Workflows will route emails to appropriate users and also send them timely notifications and information they need to act on tasks.

Establish an Email Retention Policy

Docsvault Records Retention feature makes it easier to keep email messages that are needed to comply with organization policy, government regulation, or legal needs and to remove contents that no longer have legal or business value.

Fast Facts

- ✓ Allows archiving of emails by account, year, and other criteria
- ✓ Enhances communication, workflow and customer satisfaction
- ✓ Helps avoid legal retention and compliance issues

Note: *Email Archiving is a feature of the Email Automation Add-on*