



ck.solution

automates your document workflow

cks.OUTLOOK



Microsoft Outlook Add-in for cks.DIGITAL 4.0

Move e-mails and attachments from Microsoft Outlook into cks.DIGITAL 4.0, assign business partners and SAP documents, and then archive them securely.

In many businesses, Microsoft Outlook is essential for internal and external communications. E-mail is used for enquiries, agreements, exchanging documents and orders. Sometimes this involves data and information that needs to be processed in a different place or archived securely and compliantly. With cks.OUTLOOK, you can simplify and accelerate this stage of the process by avoiding any discontinuity in media.

Move e-mails and attachments to your document management system without switching away from the Microsoft Outlook user interface

Invoices, delivery notes, customer orders etc. are often exchanged in electronic form as PDF files. cks.OUTLOOK is a useful Add-in which allows you to move e-mails and attachments straight from Microsoft Outlook to cks.DIGITAL 4.0 without having to switch back and forth between applications.

Assign e-mails and attachments to a business partner or SAP document in SAP Business One

E-mails can contain important information that you would like to link with a business partner or SAP document in SAP Business One. This information is archived securely and is available to other employees as long as they have the relevant authorization. In order to simplify the assignment, cks.OUTLOOK uses e-mail addresses to suggest business partners.

View e-mails that have already been archived in Microsoft Outlook

cks.OUTLOOK gives you a clear overview. A colour-coded classification of the e-mails tells you which ones have already been archived. You can also see with which business partner or SAP document an email has been linked within SAP Business One. This function is particularly useful for generic e-mail addresses which are shared by several users and it prevents the duplication of work steps.

Function	cks.OUTLOOK	Description
Move E-mails and Attachments to the Personal Inbox	✓	Move e-mails and attachments straight from Microsoft Outlook to your personal inbox in cks.DIGITAL 4.0
Archive Behind Business Partners	✓	Assign e-mails and attachments to a business partner straight away. Suggestions are made using e-mail addresses.
Archive Behind SAP Documents	✓	Archive e-mails and attachments directly behind a SAP document.
Colour-Coding of Archived E-mails	✓	In the Microsoft Outlook user interface, see which e-mails have already been archived and which data records they have been assigned to in SAP Business One.
SAP and cks.- Authorizations	✓	Use the SAP Business One and cks.DIGITAL 4.0 authorizations to restrict who can access and edit documents
Works with 'Web Outlook'	✓	The Microsoft Outlook cks.OUTLOOK Add-in can be installed on 'Web Outlook' as well as a local e-mail client.
Access Archived Documents Whilst on the Move	✓	Click an archived e-mail in Microsoft Office and access it directly via cks.WEB.

