

H&S

Information Architects

THE EASIEST WAY
TO WORK WITH DOCUMENTS



Microsoft 365 Add-Ons

A holistic solution for your Microsoft 365

SAP® Certified
Integration with SAP S/4HANA®

SAP® Certified
Integration with SAP NetWeaver®

Microsoft
Partner

Gold Application Integration
Gold Application Development

OVERVIEW

MICROSOFT 365 ADD-ONS

A total solution for your Microsoft 365 world - we offer complementary products such as inPoint CSE for email archiving, inPoint Office for MS Outlook, Word and Excel data integration, and inPoint Cloud Sync for your MS SharePoint Online and OneDrive archiving. With one goal - to keep the data not in Azure, but in the sovereignty of your company and connect it directly to your projects and customer files in a designated data room.

inPoint TOA

Export all Teams content regularly and permanently and store it audit-proof, in defined areas of your choice. Apply eDiscovery needs to comply with the necessary retention criteria.

inPoint CSE

The CSE email archive solution is a flexible and transparent archiving product for MS Exchange Server. Over 10 years of experience in email archiving are a guarantee for high security and reliability.

inPoint CLOUD SYNC

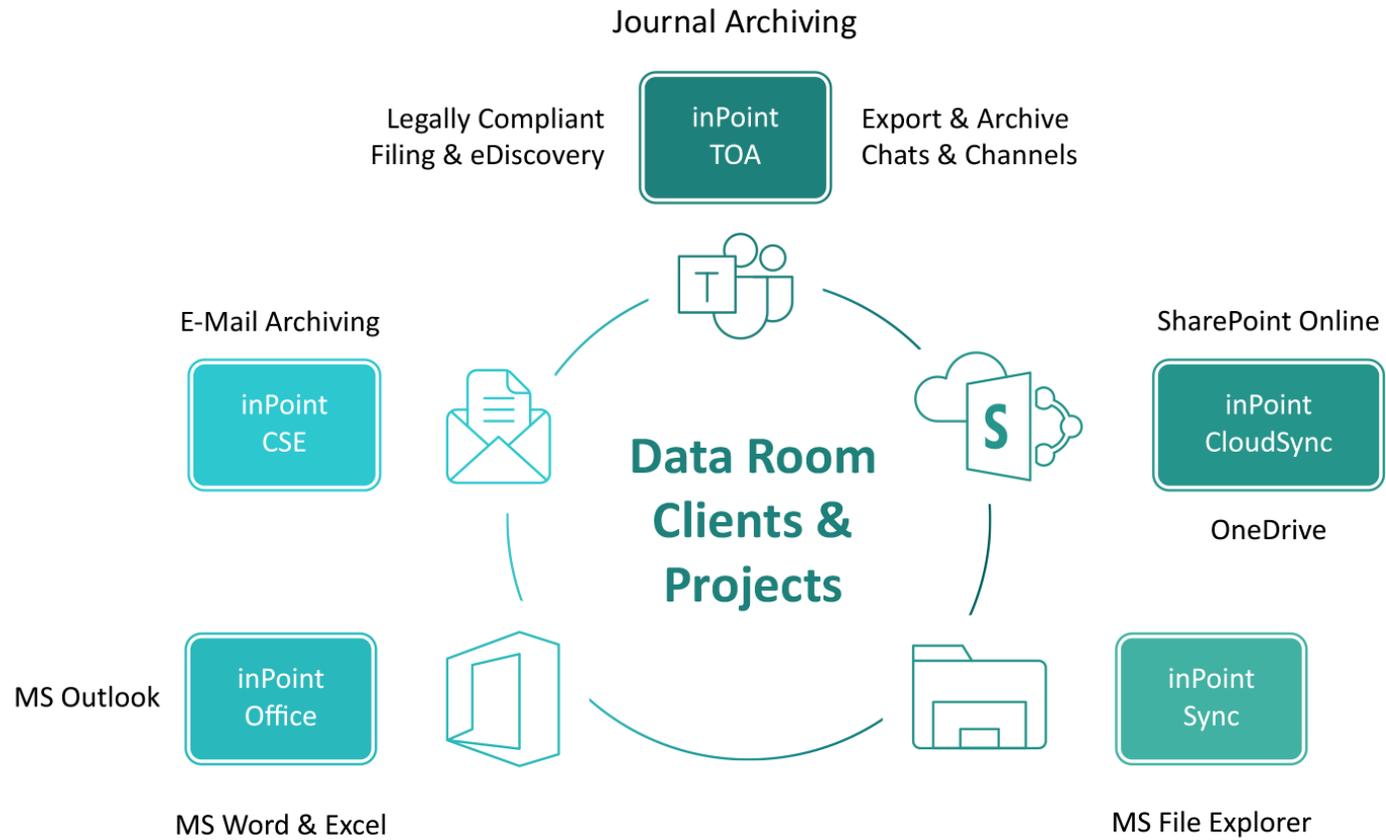
The Cloud Sync allows to link files from a MS Cloud source (SharePoint, OneDrive, Teams etc.) with a file in inPoint. The link is either made directly or as part of an automatic process.

inPoint SYNC & inPoint OFFICE

In the applications of MS Office archiving of files can take place by the integration of the archive system, as a drive in Windows, directly by the function "Save as".

ARCHITECTURE

MICROSOFT 365 ADD-ONS





01 | CLIENT & PROJECT DATA ROOM

inPoint

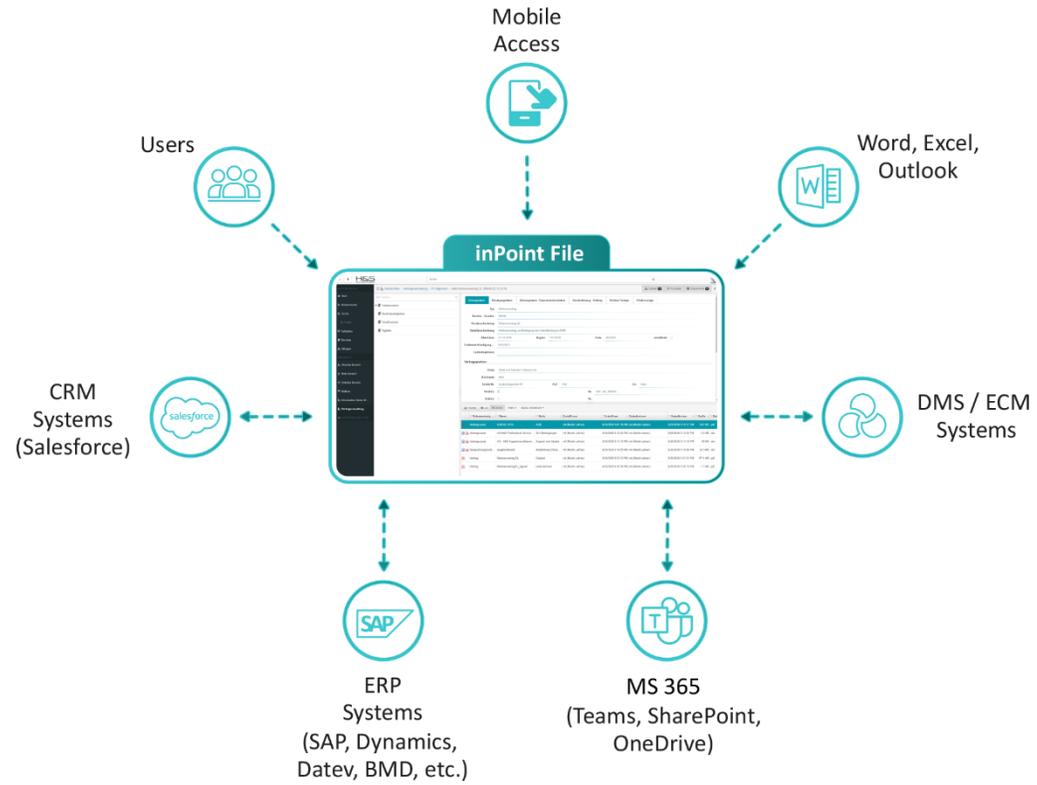
CLIENT & PROJECT DATA ROOM

OUR CLIENT & PROJECT DATA ROOM ENABLES YOU TO:

- Have a data room which is a secure long-term archive with retention time management
- Extend the data room with master data and documents to other applications
- Grant access to external partners to the data room or client file via 2 factor authentication
- Continuously synchronise your MS Teams data & chats directly with your customer or project files
- Have full control of your content in MS Teams of your customer or project file
- Keep the data not in Azure, but in the sovereignty of your company

inPoint FILE

CLIENT & PROJECT DATA ROOM



inPoint

CLIENT & PROJECT DATA ROOM

Teams

Your teams

- H&S Management
 - General
 - HS Development
 - HS Professional Service
 - HS Sales
 - 2 hidden channels
- H&S Software AG (H&S All)
 - General
- H&S Customers
 - General
- ABC Switzerland
 - DEF Austria
 - GHI Germany
 - JKL Germany
- H&S Kunden

ABC Switzerland Posts Files Wiki April Follow Ups Client File +

X_110 - Dienstleistungen Build (t&i)

Akte 1 Formular Dokumente 18

Opportunity Akteure Historie Todos Controlling Lessons Learned

Titel Dienstleistungen Build (t&i) **Erstellt** 04.10.2018 09:11:54

inPoint ID 8066d7267e5b43c18812002f0720656b

Vergabe bis 02.11.2018

Umsatz Vol. ██████████

Lead Reife % 110 - Auftrag abgeschlossen

BMD Angebot 2000000

DB1 49200,000

Projektmanager LEITNER Martin

Dokumente nach "Name" Filter Sortierung nach: Erstellt am

Klasse	Typ	Beleg Nr	Beleg Dat	Notiz
Angebot	Technisches Konzept			
Angebot	Angebot			DI Build - 16 PT
Angebot	Angebot			Leistungsbeschreibung zum Angebot 20
Projekt	Lastenheft			MLog Integration - Lastenheft der
Projekt	Projektplan			Projektplan
Angebot	Technisches Konzept			
Projekt	Technisches Konzept			Designdokument mLog
Projekt	Technisches Konzept			Definition der Attribute
Auftrag	Auftragsbestätigung			SCHWEIZ GMBH

inPoint

CLIENT & PROJECT DATA ROOM WEB VIEW

The screenshot displays the inPoint web interface. The top navigation bar includes the H&S logo, a search bar, and a breadcrumb trail: 'Globaler Bereich > Kundenakte > ABC Switzerland > X_110 - Dienstleistungen Build (t&i)'. The left sidebar contains navigation options like 'Start', 'Abonnements', 'Aufgaben', 'Suche', 'Treffer', 'Ablegen', 'Berichte', 'Globaler Bereich', 'Mein Bereich', 'Geteilter Bereich', and 'Papierkorb'. The main content area shows details for the project 'Dienstleistungen Build (t&i)', including its title, inPoint ID, creation date, and various metrics like 'Vergabe bis', 'Umsatz Vol.', and 'Lead Reife %'. A description of the project is provided below. At the bottom, a table lists documents related to the project, with columns for 'Klasse', 'Typ', 'Beleg Nr', 'Beleg Dat', 'Notiz', and 'Erstellt von'.

Klasse	Typ	Beleg Nr	Beleg Dat	Notiz	Erstellt von
Angebot	Technisches Konzept				mle (Leitner Martin)
Angebot	Angebot			DI Build - 16 PT	pke (Kern Peter)
Angebot	Angebot			Leistungsbeschreibung zum Angebot 2000453	mle (Leitner Martin)
Projekt	Lastenheft			MLog Integration - Lastenheft der	mle (Leitner Martin)
Projekt	Projektplan			Projektplan	mle (Leitner Martin)
Angebot	Technisches Konzept				Ins (Segal Leon)
Projekt	Technisches Konzept			Designokument mLog	mle (Leitner Martin)
Projekt	Technisches Konzept			Definition der Attribute	mle (Leitner Martin)

02 | inPoint TOA

inPoint TOA

TEAMS ONLINE ARCHIVE

DO YOU KNOW WHERE YOUR MICROSOFT TEAMS DATA AND CHATS ARE STORED IN M365 ?

We offer an innovative Cloud-Based solution for your organization!

inPoint Teams Online Archive offers compliant, secure archiving and management of your organizations Microsoft Teams communication and data transmission.

With inPoint TOA you have the possibility to export all Teams communication on a regular and permanent basis and thus store it in an audit-proof, original and complete manner in defined areas of your choice. It further allows you to analyse and utilize your content, apply eDiscovery needs and comply with the necessary retention criteria.

inPoint TOA

USE CASES



JOURNAL ARCHIVING OF ALL COMMUNICATIONS

Capture and archive all internal and external communication & files.

Compliance with the archiving obligation with inPoint or other DMS systems.



BRINGING SENSE AND ORDER INTO MS TEAMS

Export and archive completed projects.

Free your MS team from obsolete data that you can store externally due to regulations at low cost.



CONNECT TEAMS COMMUNICATIONS TO CUSTOMER DATA

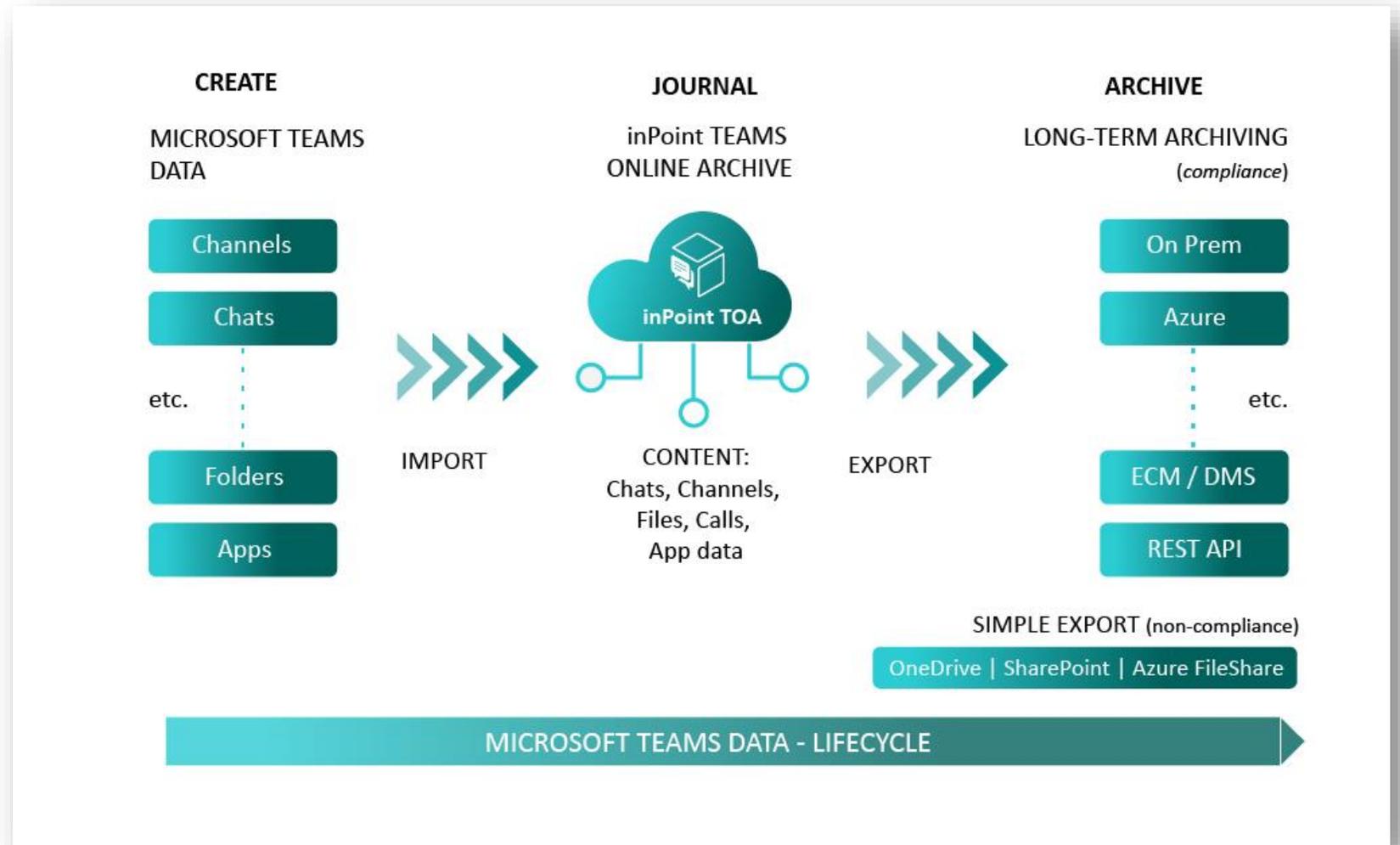
Capture and connect customer-related communication with your CRM/ECM/DMS.

Use eDiscovery functions to search

inPoint TOA

TEAMS ONLINE MANAGEMENT

As a whole, inPoint Teams Online Archiving (TOA) provides a compliant and structured way to store and manage your Microsoft Teams communications in one central location. These features ensure compliance and lifecycle management for your Microsoft Teams.



inPoint TOA

BASIC FEATURES

CAPTURE

All your Microsoft Teams conversations (single, group and channel communications, as well as files and content), are appropriately archived

ECM / DMS SYNC.

Periodic transfer and storage of Microsoft Teams messages in your ECM/DMS system

EXPORT (once-off & continuous)

You define when and where to. From a one-time export to continuous data synchronization

CENTRAL ADMIN AREA

Data areas worth archiving, from individual area selection to global archiving, are centrally managed

PUBLISHED PROFILES (continuous archiving)

You have total power over where you want your Microsoft Teams data to be exported to: Local File Storage, SharePoint Online, Azure File Share, inPoint, Open Data Protocol, Custom REST API, Database

RETENTION POLICIES

Retention policies allow organizations to monitor how long certain Microsoft Teams data needs to be retained

inPoint TOA

ADVANCED FEATURES

With inPoint:

ENTERPRISE SEARCH

A user-friendly, systematic and comprehensive search for all your team content

COMPLIANCE ARCHIVE

Maintain unchanged information and store user data for future searches in the compliance archive

eDiscovery

eDiscovery features allow you to search, create, and manage data in an easy-to-use web interface throughout your organization

inPoint TOA

ADMIN PANEL - SUBSCRIPTIONS

inPoint Teams Online Archiving (TOA) provides you with “subscriptions” that you can use to define which chats and channels from your Microsoft Teams environment should be archived.

The screenshot shows the 'Subscriptions' page in the inPoint TOA admin panel. The page has a dark blue header with the H&S Information Architects logo and 'inPoint.TOA' text. Navigation links for 'Overview', 'Manage', 'Licensing', and 'About' are present. A user profile icon 'AP' is in the top right. The left sidebar contains 'Subscriptions', 'Publishers', 'Filters', and 'Notifications'. The main content area is titled 'Subscriptions' and features a '+ Add Subscription' and 'Disable all Subscriptions' button. Below is a table of subscriptions:

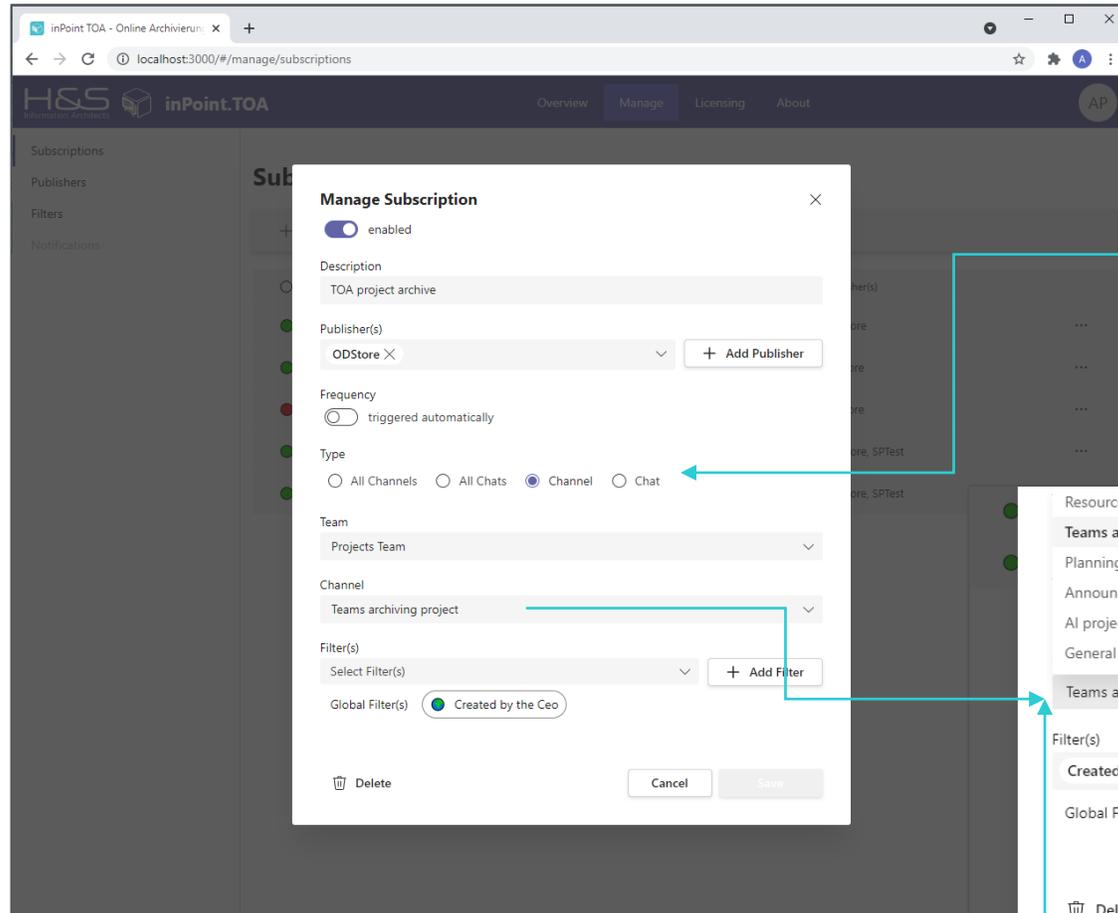
Type	Description	Publisher(s)
Channel	TOA project archive	ODStore
Channel	AI project archive	AZStore
All Chats	Archive all chats	AZStore
Channel	Test archive	ODStore, SPTest
Channel	Project team archive	ODStore, SPTest

A blue arrow points from the 'All Chats' row to a text box:

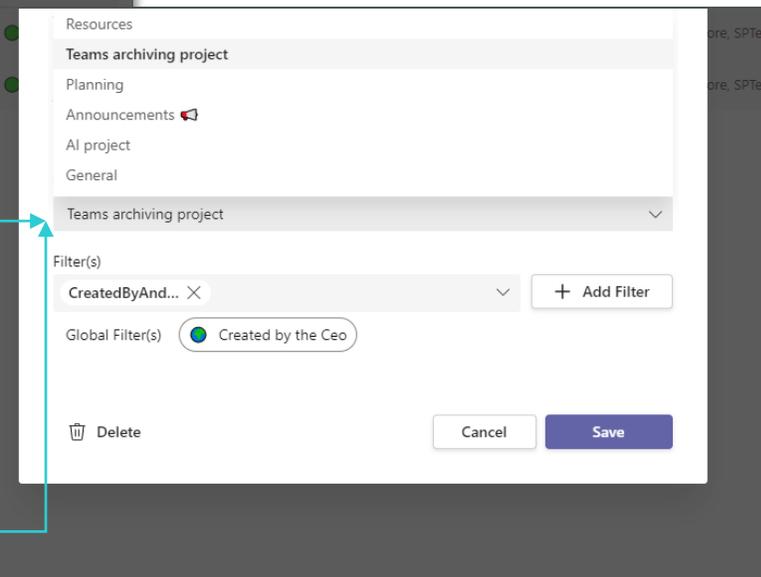
Subscriptions defines the scope of archiving. TOA will create a safe copy of your selected Teams data in your own Azure environment.

inPoint TOA

ADMIN PANEL SUBSCRIPTIONS



Manage your subscription by adjusting WHAT, HOW and WHEN to archive your data.



Dropdown menus show a list of your channels and teams. You can archive all channels and chats or only selected ones.

inPoint TOA EXPORT

WITH inPoint TOA WE PROVIDE A PERFECT SOLUTION FOR YOUR NEEDS:

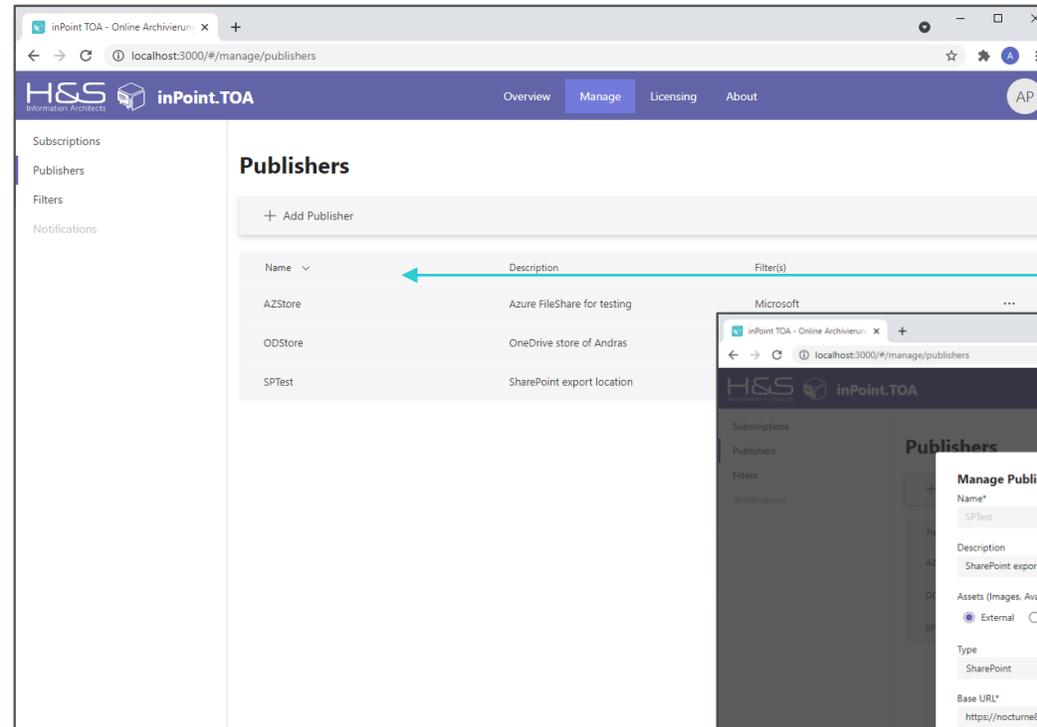
- Data backups and transfer of Teams content in the event of a company split, sale, etc.
- Automatic or manual export of all Teams information for a project or a customer.
- Export Teams data to an ECM/DMS system
- Central repository for all Teams data and related documents
- Common Store - a shared store for synchronising cross-client Teams areas in distributed organisations
- Journal archiving - a legally secure record of all content
- Enterprise search - a central efficient search in all Teams sources

inPoint TOA

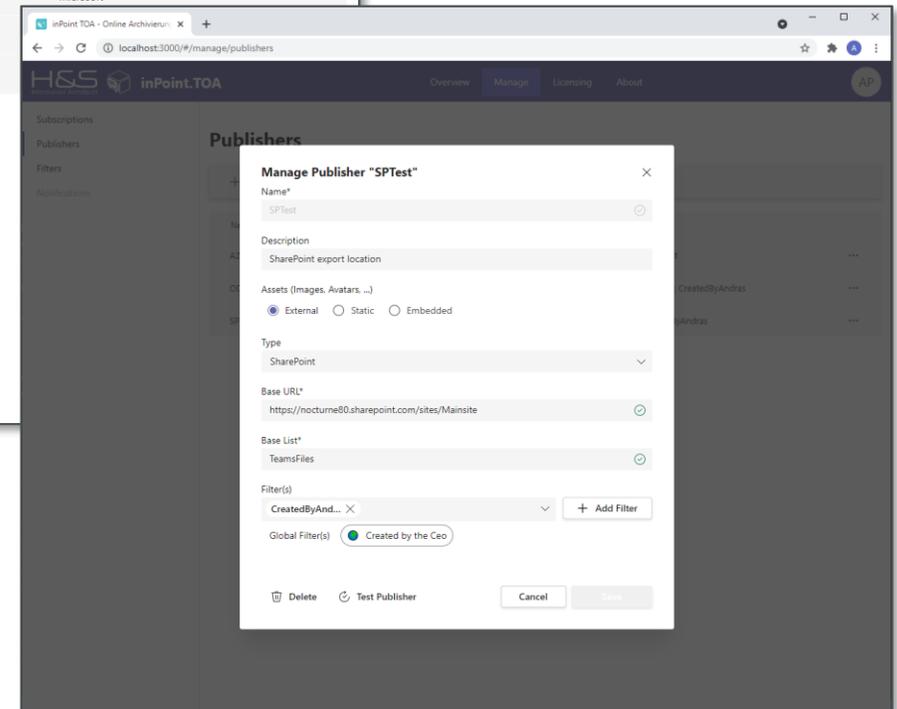
EXPORT PUBLISHERS

Publishers allow you to export content from chats and channels to a location of your choice — with just a few clicks. The following export options are available to you:

- Azure FileShare
- OneDrive for Business
- SharePoint Online

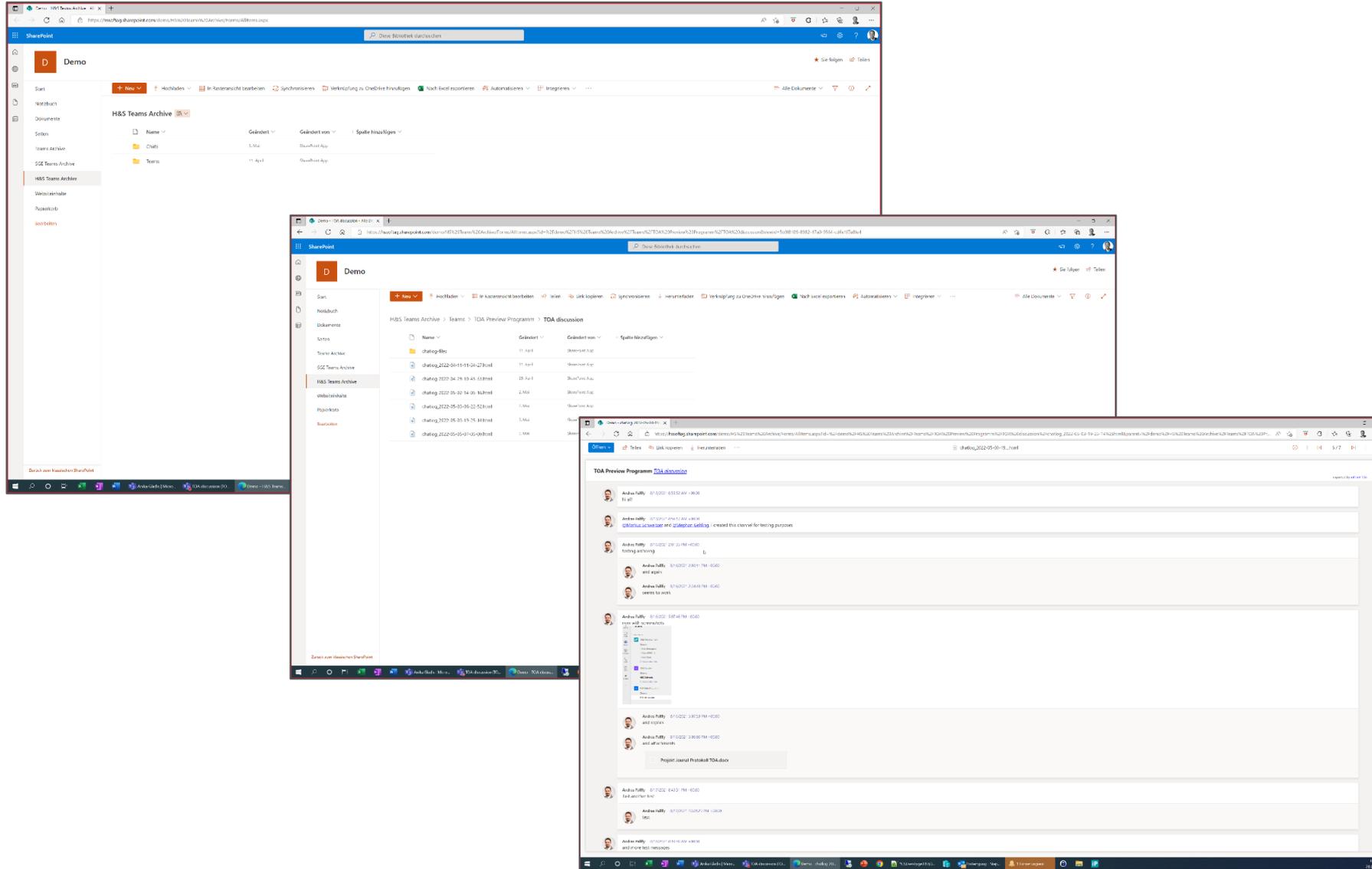


TOA lets you export the archived data. In Publishers you can control your export locations, like SharePoint Online, OneDrive or Azure File Shares.



inPoint TOA

VIEW CHATS & CHANNELS IN SHAREPOINT



LONGTERM ARCHIVE & eDISCOVERY

The growing amount of communication that occurs in Microsoft Teams, requires additional and better regulations, especially in information-sensitive industries. We offer a solution that allows companies to capture their content and be able to search for it at a later stage.

- Capture content such as Messages, Files, Audio, Video or Screen Sharing Content
- Store information separately from the cloud: choose between on-premise storing or hosting in a Virtual Private Server (VPS)
- Conduct enterprise searches with parameters like Text, Time, Users, Labels, Topics, Keywords & other
- For GDPR purposes, remove user info from the database
- Integrate with existing eDiscovery Systems
- Export Teams data to an existing ECM/DMS system

CHATS, CHANNELS & DOCUMENTS PRESENTED IN inPoint

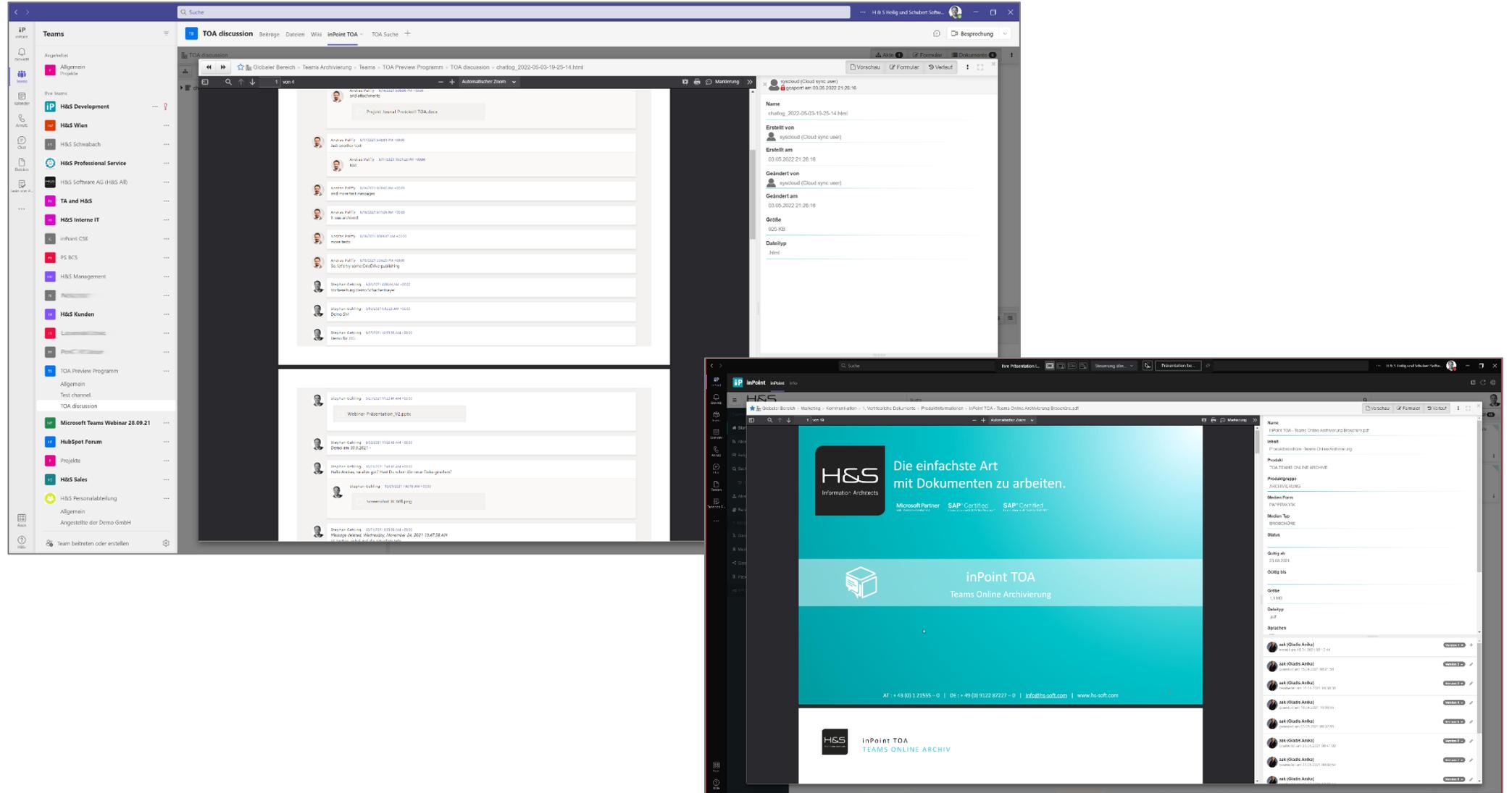
The screenshot shows the Microsoft Teams interface. On the left is the 'Teams' sidebar with various channels. The main area displays the 'TOA discussion' channel. At the top, there is a header for the channel with options for 'Bezeichnung', 'Formular', and 'Dokumente'. Below this, a document list is shown with columns for Name, Erstellt von, Erstellt am, Geändert von, Geändert am, Größe, and Dateityp.

Name	Erstellt von	Erstellt am	Geändert von	Geändert am	Größe	Dateityp
chdiag_2022-04-11-14-27	syskaid (Cloud systm user)	27.04.2022 15:22:48	syskaid (Cloud systm user)	27.04.2022 15:22:48	793,3 KB	PDF
chdiag_2022-04-11-14-28	syskaid (Cloud systm user)	26.04.2022 15:46:51	syskaid (Cloud systm user)	26.04.2022 15:46:51	788,1 KB	PDF
chdiag_2022-05-30-14-05-18	syskaid (Cloud systm user)	02.05.2022 16:06:35	syskaid (Cloud systm user)	02.05.2022 16:06:35	97,8 KB	PDF
chdiag_2022-05-30-09-22-02	syskaid (Cloud systm user)	03.05.2022 08:27:42	syskaid (Cloud systm user)	03.05.2022 09:23:42	936,1 KB	PDF
chdiag_2022-05-03-19-25-14	syskaid (Cloud systm user)	03.05.2022 21:26:10	syskaid (Cloud systm user)	03.05.2022 21:26:16	925 KB	PDF
chdiag_2022-05-04-07-04-08	syskaid (Cloud systm user)	05.05.2022 08:05:53	syskaid (Cloud systm user)	05.05.2022 08:05:53	26,7 KB	PDF

The screenshot shows the Microsoft Teams interface. On the left is the 'Teams' sidebar with various channels. The main area displays the 'TOA discussion' channel. At the top, there is a header for the channel with options for 'Bezeichnung', 'Formular', and 'Dokumente'. Below this, a document list is shown with columns for Name, Erstellt von, Erstellt am, Geändert von, Geändert am, Größe, and Dateityp.

Name	Erstellt von	Erstellt am	Geändert von	Geändert am	Größe	Dateityp
Hande	syskaid (Cloud systm user)	27.04.2022 15:22:42	syskaid (Cloud systm user)	03.05.2022 14:42	55,9 KB	PDF
Hande (Handwritten TOA)	syskaid (Cloud systm user)	27.04.2022 15:22:43	syskaid (Cloud systm user)	03.05.2022 14:43	1,3 KB	PDF
Handwritten TOA	syskaid (Cloud systm user)	27.04.2022 15:22:44	syskaid (Cloud systm user)	03.05.2022 14:43	898,5 KB	PDF
Handwritten TOA	syskaid (Cloud systm user)	27.04.2022 15:22:44	syskaid (Cloud systm user)	03.05.2022 14:43	324,9 KB	PDF
Handwritten TOA	syskaid (Cloud systm user)	27.04.2022 15:22:45	syskaid (Cloud systm user)	03.05.2022 14:43	17,6 KB	PDF
Handwritten TOA (1)	syskaid (Cloud systm user)	27.04.2022 15:22:46	syskaid (Cloud systm user)	03.05.2022 14:43	1,5 KB	PDF
Handwritten TOA	syskaid (Cloud systm user)	27.04.2022 15:22:46	syskaid (Cloud systm user)	03.05.2022 14:43	1,3 KB	PDF
Handwritten TOA	syskaid (Cloud systm user)	27.04.2022 15:22:47	syskaid (Cloud systm user)	03.05.2022 14:43	1,3 KB	PDF
Handwritten TOA	syskaid (Cloud systm user)	27.04.2022 15:22:47	syskaid (Cloud systm user)	03.05.2022 14:43	1,4 KB	PDF
Handwritten TOA	syskaid (Cloud systm user)	27.04.2022 15:22:47	syskaid (Cloud systm user)	03.05.2022 14:43	1,4 KB	PDF

DOCUMENTS & CHATS OPEN IN inPoint



SEARCH FUNCTION IN inPoint FULL-TEXT SEARCH

The image displays two screenshots of the inPoint software interface, demonstrating the search function. The top screenshot shows the search results for 'TOA discussion' in the 'Teams' section. The search results are displayed in a list view, with the 'Teams Archivierung' section highlighted. The search criteria are: 'Freitext Suche' (Free text search), 'Datentyp Auswahl (Beginnt mit)' (Data type selection (starts with)), and 'Name Auswahl (Beginnt mit)' (Name selection (starts with)). The search results include items such as 'Facility', 'Freitext', 'IDM Demo Suche', 'IDM Demo Suche email', 'IDM Immo (GEO)', 'IDM Immo (Kalender)', 'IDM Immo (Motor)', 'IDM Immo (Pufferlinie)', 'Infrastruktur', 'Kreditor-Rechnung', 'Kundenkarte', 'Lohnausweis', 'Motor', 'Personalverwaltung', 'Projektverwaltung', 'Standorte', 'Standortprojekte', 'Suche Rechnung', 'TAG Test', 'Teams Archivierung', 'TEST_X', 'TOA', 'VERTRAG Aufgabenbericht', 'VERTRAG Dokumentensuche', 'Vertragsverwaltung inkl. Dokumente', 'Vertragsverwaltung Ordner', and 'Zonenzugang'.

The bottom screenshot shows the search results for 'TOA discussion' in the 'Teams' section, with the search results displayed in a list view. The search criteria are: 'Freitext Suche' (Free text search), 'Datentyp Auswahl (Beginnt mit)' (Data type selection (starts with)), and 'Name Auswahl (Beginnt mit)' (Name selection (starts with)). The search results include items such as 'Facility', 'Freitext', 'IDM Demo Suche', 'IDM Demo Suche email', 'IDM Immo (GEO)', 'IDM Immo (Kalender)', 'IDM Immo (Motor)', 'IDM Immo (Pufferlinie)', 'Infrastruktur', 'Kreditor-Rechnung', 'Kundenkarte', 'Lohnausweis', 'Motor', 'Personalverwaltung', 'Projektverwaltung', 'Standorte', 'Standortprojekte', 'Suche Rechnung', 'TAG Test', 'Teams Archivierung', 'TEST_X', 'TOA', 'VERTRAG Aufgabenbericht', 'VERTRAG Dokumentensuche', 'Vertragsverwaltung inkl. Dokumente', 'Vertragsverwaltung Ordner', and 'Zonenzugang'.

03 | inPoint CSE

inPoint CSE

E-MAIL ARCHIVING



ARCHIVING FOR ALL REQUIREMENTS

Because administrators rarely make changes to archive settings, an easy-to-understand user interface is particularly important.

The ergonomic design in the MS Office look and feel meets this requirement to a particularly high degree. Creating and maintaining complex archiving jobs is easy, even for administrators with little experience.

The administrator selects the mailboxes and/or mailbox groups to be archived from the inPoint integrated Active Directory.



TIME MANAGEMENT

Compliance Ruleset - Archiving of all emails on arrival at MS Exchange mail server (journal mailbox).



ARCHIVING RULES

- when they reach a certain age
- exceed a certain size
- or are assigned to a certain message class
- If archive folders are created in Outlook, the e-mails can manually be moved there by the user and are archived at certain times.

inPoint CSE

E-MAIL ARCHIVING



SIS SINGLE INSTANCE STORE

With the inPoint Single Instance Storage (SIS) method duplicates of documents that are sent to multiple users are automatically removed. The result is more free storage space and higher stability of the Microsoft Exchange Server, as unnecessary data traffic is avoided.



LIFECYCLE MANAGEMENT

The Lifecycle Management feature allows retention categories to be created for individual messages, mailboxes or distribution groups. Emails are then moved to inexpensive long-term storage facilities at the specified time and can also be deleted once the retention period has expired.



E-MAIL ARCHIVE ACCES

With email archiving, users in MS Outlook have the option to search the archive. The full text search also extends to attachments.

inPoint CSE E-MAIL ARCHIVING

The screenshot displays the Microsoft Outlook interface with the inPoint add-in. The main window title is "Gesendete Elemente - sg@inpointdemo.local - Outlook". The ribbon includes tabs for "DATEI", "START", "SENDEN/EMPFANGEN", "ORDNER", "ANSICHT", and "inPoint". The "inPoint" tab is active, showing options like "Gruppierung", "Filter", "Dokumentenkorb", "Wiedervorlagen", "Einstellungen", "inPoint ausblenden", "Formulare", "Suche", "Workflow", "Portal öffnen", and "Skype".

The left sidebar shows the "inPoint" folder structure under "sg@inpointdemo.local", including "Posteingang 7", "Gesendete Elemente", and "Gelöschte Elemente". The main pane displays an email from Stephan Gehling with the subject "WG: Montag Morgen: Prozess wegen Korruption am BER, VW setzt auf Verhandlungen, Bauernverband". The email content includes a link to "Abonnement kündigen" and a section titled "Info von heute mit Excel Dokument".

The right sidebar shows the "inPoint" search results for "Suche unterhalb von '_HTML-SC'", listing folders like "EX13@inpointdemo.local", "sg@inpointdemo.local", and "cA-PST-Import".

The bottom status bar shows "ELEMENTE: 36" and "ONLINE MIT MICROSOFT EXCHANGE".

Von	Betreff	Erhalten	An
Stephan Gehling	WG: Freitag Morgen: IWF warnt vor schwacher Weltwirtschaft, Apple ...	Fr 09.09.2016 07:42	Ste
Stephan Gehling	WG: Montag Morgen: Prozess wegen Korruption am BER, VW	Mo 22.08.2016 08:5	Ste
Stephan Gehling	WG: EFS Meeting 10. August 2016	Fr 19.08.2016 07:38	Ste
Stephan Gehling	WG: EFS Meeting 10. August 2016	Mi 10.08.2016 12:5	Ste
sg@inpointdemo.l	Dienstag Morgen: Staatsanwaltschaft ermittelt gegen Winte	Di 21.06.2016 13:13	inP
Stephan Gehling	Info der Journal Archivierung	Do 02.06.2016 09:1	Ste

04 | inPoint CLOUD SYNC

inPoint CLOUD SYNC

INTEGRATION WITH MS CLOUD SOURCES

inPoint CLOUD SYNC

The Cloud Sync allows to link files from a MS Cloud source (SharePoint, OneDrive, Teams etc.) with a file in inPoint. If a user creates or changes a file, e.g. in his OneDrive directory, this file is also made available in the inPoint file. Changes are always versioned and displayed to the user via the proven inPoint function of versioning. If the user now wants to change the file that was created in the MS Cloud source in inPoint, MS 365 is called up when it is opened and the file is opened online in the respective program. A change is thus possible in both directions.

The link between the MS Cloud source and the inPoint file is made either directly by the authorized user or as part of an automatic process (e.g., triggered from the inPoint customer file when a channel is created for a team, etc.).

inPoint CLOUD SYNC OneDrive

The image shows a OneDrive interface for user Anika Kohl. The main area displays a folder named 'ABC Switzerland Client File' containing several files: 'Angebot ANG 2000487.pdf', 'RFC mLog DMS V0.2.docx', 'Projektplan.xlsx', and 'Design 05.12.2018 input HS.docx'. A search bar is visible at the top right.

Overlaid on the OneDrive interface is a project management dashboard for 'HSS'. The dashboard shows a navigation menu on the left with options like 'Start', 'Abonnements', 'Aufgaben', 'Suche', 'Ablegen', 'Berichte', and 'Papierkorb'. The main content area displays a project overview for 'Globaler Bereich - Kundenakte - ABC Switzerland - X_110 - Dienstleistungen Build (t&I)'. Key details include:

- Titel:** Dienstleistungen Build (t&I)
- Erstellt:** 04.10.2018 09:11:54
- InPoint ID:** 8066d7267e5b43c1881200210720656b
- Vergabe bis:** 02.11.2018
- Umsatz Vol.:** [Redacted]
- Lead Reife %:** 110 - Auftrag abgeschlossen
- BMD Angebot:** [Redacted]
- DB1:** 49200,000
- Projektmanager:** LEITNER Martin
- Beschreibung:** Bestellung 4100137540
- Wiss Aufwand / PT:** Installation - inPoint Struktur (T und P) 3

At the bottom of the dashboard, there is a table listing documents related to the project:

Klasse	Typ	Beleg Nr	Beleg Dat	Notiz
Angebot	Technisches Konzept			
Angebot	Angebot			DI Build - 16 PT
Angebot	Angebot			Leistungsbeschreibung zum Angebot 2000453
Projekt	Lastenheft			MLog Integration - Lastenheft der [Redacted]
Projekt	Projektplan			Projektplan
Angebot	Technisches Konzept			
Projekt	Technisches Konzept			Designdokument mLog
Projekt	Technisches Konzept			Definition der Attribute



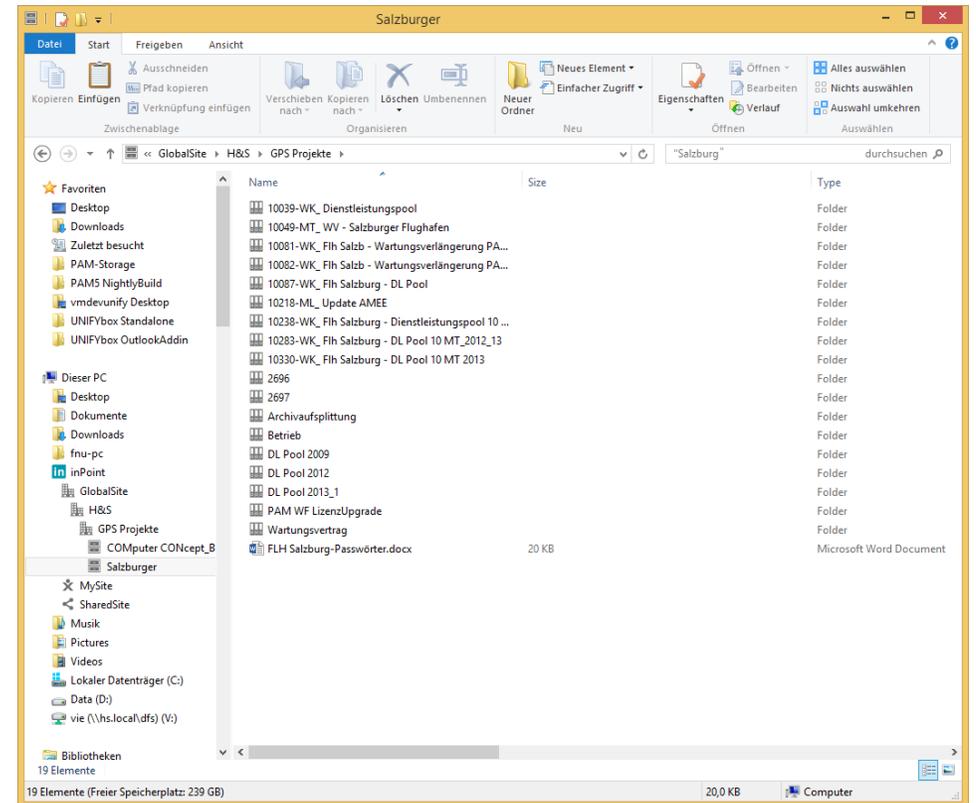
05 | inPoint SYNC & inPoint OFFICE

inPoint SYNC

INTEGRATION WITH FILE EXPLORER

MICROSOFT FILE EXPLORER

Through inPoint Sync the archive is integrated as a drive in Windows and can then be used like a regular storage path on a FileServer. Documents can thus be stored in the archive from any application by using the integrated "Save as" function. No special plug-ins are required that have to be programmed for the individual applications. This allows the third party applications to be updated without risking compatibility with inPoint.



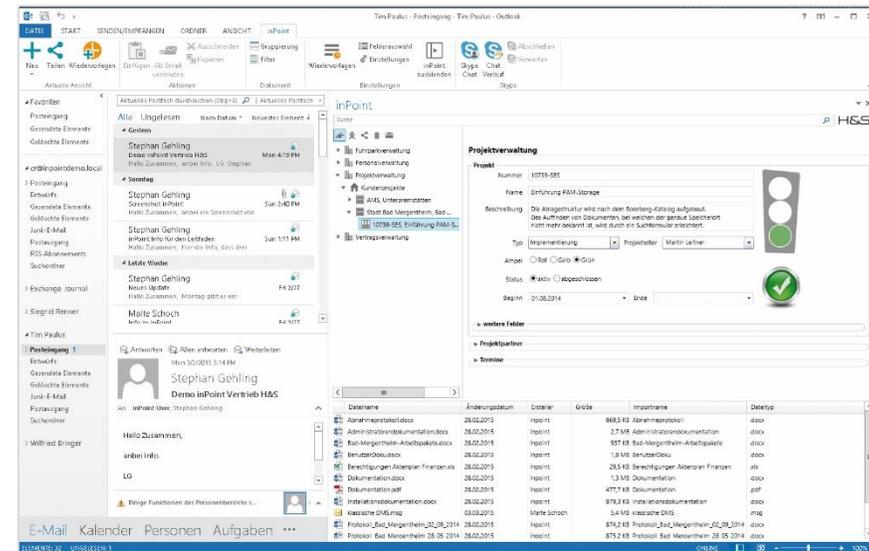
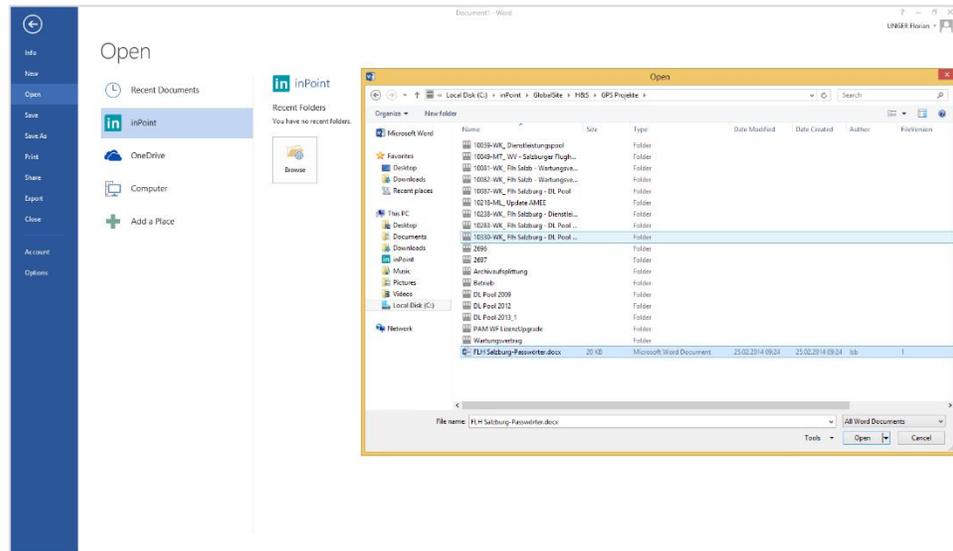
inPoint OFFICE

INTEGRATION WITH OUTLOOK, EXCEL, WORD

MICROSOFT WORD, EXCEL and OUTLOOK

The inPoint document management software is deeply integrated into the Microsoft world.

In the applications of MS Office an archiving of files can take place by the integration of the archive system, as a drive in Windows, directly by the function "Save as". By the Plug-In inPoint Office an additional symbol inPoint symbol is indicated in the menu bar, whereby access to a special filing window is given. In this window, the individual folders of the archive system can be accessed through a tree structure. Alternatively, a search for the correct storage location is also possible. In the case of a customer file, for example, the name or a customer number could be searched for. The exact search options depend on the stored document classes and index values and are therefore partly customer-specific.



H&S

Information Architects

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