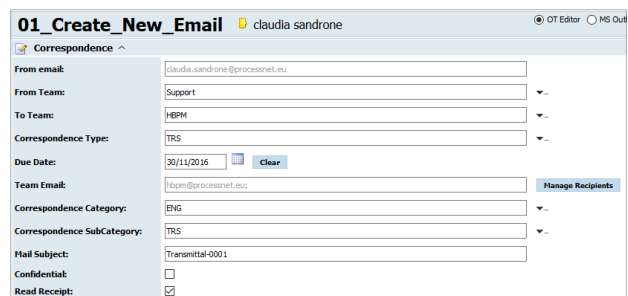# ProjectVault Electronic Correspondence Tracking

Electronic Correspondence Tracking optimizes project-centric communications process, enabling users to capture, share, track and archive emails and other electronic communications.

As electronic communications become part of regulated and other controlled process, businesses need to ensure better control over information they send and receive. ProjectVault's Electronic Correspondence Tracking is the only complete electronic correspondence management solution for OpenText Content Server users, designed to enable organizations to manage all incoming, outgoing and internal electronic correspondence.

## Track and manage your electronic correspondence

Electronic correspondence are traditionally highly dispersed. With ever more information transferred by email and other similar means, the process of managing the incoming, outgoing and internal correspondence related to projects and other business processes is becoming a increasing issue. Companies are constantly looking for better ways to reduce the time and effort involved in tracing correspondence and ensuring that responses are provided in a timely fashion.

Electronic Correspondence Tracking is designed to streamline the management of electronic communications associated with your structured projects. It optimizes your processes, enabling team members to capture, share, track and archive emails and other electronic communications into a central Content Server repository. It saves you time, reduces delays and eliminates unnecessary email traffic. In addition, Electronic Correspondence Tracking provides built-in localization capabilities, including Arabic language support. At any time, users can change their language preference and update the entire correspondence management UI on the fly.



- Reduce inter-team email traffic, no need for numerous CC and BCC's

- Securely capture all electronic project correspondence

- All team members have access to shared communications

- Built-in localization enables you to switch UI languages on the fly

- A single Content Server repository for all email communications

## Enhance communications transparency, improve control and increase efficiency

Communication transparency, control and efficiency are amongst the biggest issues cited by businesses looking to streamline their electronic correspondence processes. The ability to capture electronic communications from team members, eliminate duplicate messages and store the information into a secure, central repository ensures that information is not lost and can be readily shared without resending.

Through a simple drag and drop directly from Microsoft Outlook, Electronic Correspondence Tracking enables team members to quickly store email communications into individual project archives. It automatically extracts attachments, adding them into the repository and connecting them with the original message.

A detailed correspondence dashboard enables all team members to see the communications associated with each project. Integration with Content Server tasks and workflows also ensures that agreed deadlines are captured, tracked and met.

- Readily share messages in a controlled manner
- Capture and store messages directly from Outlook
- Ensure agreed deadlines are not missed
- Powerful search/filtering options make the right information available on time

## Integrate electronic correspondence into your business and regulatory processes

Using Electronic Correspondence Tracking, Content Server users can readily create and maintain connections between project-centric email correspondence and related Content Server objects such as documents, workflows and other correspondence.

Being built as a module within the Content Server platform, Electronic Correspondence Tracking has access to all core system functionality. Emails can be added to or trigger workflow processes, and records management rules, archive and retention policies can also be applied to correspondence objects.

In addition, Electronic Correspondence Tracking provides built-in localization capabilities, including Arabic language support.

- Integrate and optimize your electronic communications process
- Maximize your existing Content Server investment
- Ensure deadlines are met using workflow triggers
- Full access to existing Content Server functionality

## Benefits of ProjectVault Electronic Correspondence Tracking

- Turn unstructured electronic correspondence into structured, template base communication
- Share individual messages in a controlled manner
- Switch interface languages on the fly, built-in localization capabilities
- Centralized repository that holds all electronic correspondence, including critical e-mail attachements
- Ensure the right information is available via powerful search/filtering options

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