



KONICA MINOLTA

# dokoni CONNECT

## Category



Document Capture & Management

## Characteristics

- Document capture
- Document processing
- Document distribution
- Content management



Giving Shape to Ideas

 **dokoniCONNECT**  
Content Management by Konica Minolta



# MANAGING SHAREPOINT CONTENT FROM THE DESKTOP & WITHIN OUTLOOK

**With the rapid growth of unstructured corporate content, enterprises face increasing difficulties in managing documents and electronic information.**

Combining the modules Outlook Integration and Desktop Integration, dokoni CONNECT provides control of enterprise content and facilitates the management of unstructured information. This makes content easier to share, encourages collaboration, and boosts process productivity.

The Outlook Integration & Desktop Integration modules simply visualise the SharePoint folder structure and libraries in their interfaces, from where folders and libraries can be accessed and modified. Users save time by drastically reducing context switching between SharePoint, Outlook and the Desktop.

dokoni CONNECT shortens reaction times, increases the overall productivity, and ensures corporate governance – all of which reduces the cost of accessing and managing information.

dokoni CONNECT combines intelligent document distribution capabilities with comprehensive enterprise content management (ECM) functionality, enabling companies to leverage document management capabilities directly from the interface of their Outlook e-mail application and/or Windows Desktop Explorer.

# KEY FEATURES

## Document distribution

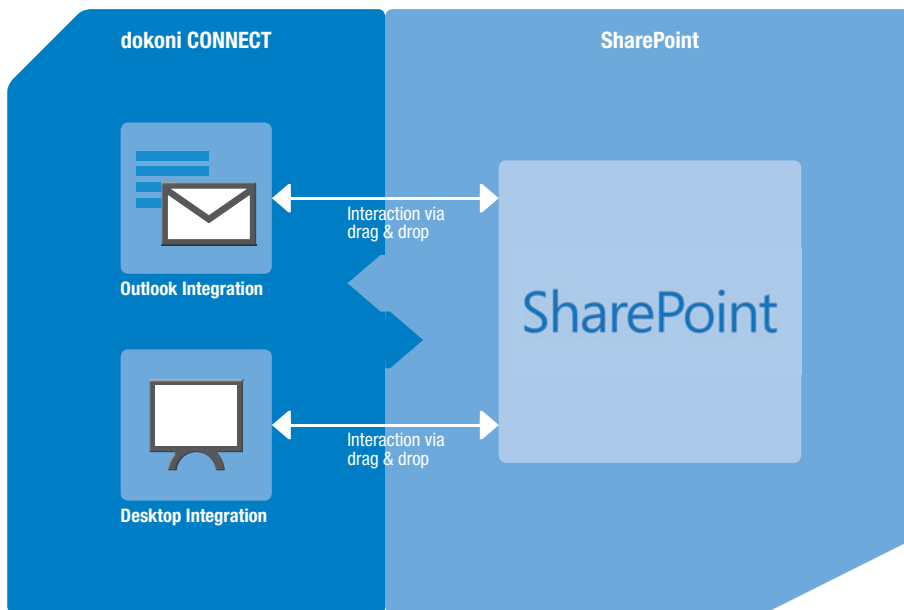
- **Integrating Outlook with SharePoint:** The Outlook Integration functionality enables users to integrate, manage, store and retrieve e-mails and attachments by simply dragging and dropping content into the filing system in SharePoint within Outlook.
- **Downsizing of e-mail inbox:** E-mail attachments can be stored from the Outlook e-mail interface directly to the dokoni SharePoint repository. Once stored, attachments can be replaced with an HTML link to reduce the size of the e-mail inbox.
- **Desktop integration with SharePoint:** SharePoint sites and repositories can be viewed inside the Windows Explorer folder. These repositories are accessible from any desktop office application so that documents and other content can be stored directly in a SharePoint library. This is possible via "save as" or "drag & drop" functionality and also includes advanced metadata management as well as automatic version management of all content.

## Content management

- **SharePoint functionalities inside Windows Explorer:** All SharePoint sites are viewed as Windows Explorer folders. Users can work with SharePoint folders on their desktop; including SharePoint functionality relating to documents, such as check out, check in, show versions and edit properties.
- **Content surveillance from within Outlook:** Users can view all documents in the SharePoint filing structure from within the Outlook interface and take advantage of comprehensive capabilities for the automatic capture and indexing of e-mail attributes, as well as automatic document versioning.
- **Instant document access according to viewing rights:** Depending on their rights, users can access, view and manage files, manipulate the folder tree and search specific SharePoint document libraries, which are also displayed in Outlook and the Windows Desktop Explorer.
- **Automatic management of metadata:** E-mail attributes such as the subject, sender, recipient, etc. and other metadata or properties are automatically captured during storage to the SharePoint content repository without the need for manual intervention. Users can also be requested to specify content type and properties for additional items.
- **My Folders & Favorites:** This displays Favorites and My Folders inside the Outlook interface, providing users with fast and easy access as well as the possibility to view and add e-mails, attachments and documents of their most-used SharePoint folders.
- **Version management & check-in/check-out:** With the automatic version management, users can edit a document without replacing its previous document version. As a result, multiple versions of the same document are no longer shown in folders. Users only see and are able to access the latest document version, because older versions are masked. However, it is also possible to display the older document versions if required. In addition, traceability and auditing of different document versions are ensured through the check-in/check-out functionality.



# WORKFLOW



# TECHNICAL SPECIFICATIONS

## SYSTEM REQUIREMENTS – Dokoni Connect Server

<b>Software</b>	Microsoft SharePoint Server 2010 Microsoft SharePoint Foundation 2010
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## SYSTEM REQUIREMENTS – Dokoni Connect Client

<b>Operating systems</b>	Windows Vista (32/64) Windows 7 (32/64)
<b>Software</b>	Microsoft Outlook 2007 .NET Framework 3.5 Microsoft Outlook 2010 .NET Framework 4.0
<b>Browser</b>	Internet Explorer 7, 8, 9
<b>Supported languages user interface</b>	English, French, Swedish, Finnish, Czech, Danish
<b>Supported languages admin interface</b>	English, French
<b>Important recommendation</b>	Escalation support from Konica Minolta is only available in English

The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.