Mail Manager

What do other Directors say about Mail Manager?

"Good email management is dynamite, and contributes to ensuring we have good and timely records of what has taken place."

Jon Carter, Commercial Director

Torsion

Directors and business leaders want to deliver profitable work, mitigate risk, and ensure information is accessible across the business. A leader's worst nightmare is having to have an awkward conversation without the relevant information to hand.

Mail Manager ensures everyone in the business is the most organised member of staff, ultimately providing you with peace of mind. You'll be able to produce all emails across any project or client within three clicks, you'll ensure consistent and complete record keeping and document management, and you'll reduce the amount of admin time required looking for critical information.

Don't believe us? Here's what other Directors and leaders say about Mail Manager.

enstruct

Tim Boulton, Director

"The ability to have a single repository of all the emails on various projects with incoming and outgoing is critical."

"You're at risk without Mail Manager. The functionality of the search and the ability to file emails makes life so much easier. Other systems just don't have the same level of search functions."

"In my mind, for any organisation that is bigger than half a dozen people, you have to have a system that can be shared organisation-wide, accessible by all, in order to see any and all of your project-related correspondence, both incoming and outgoing. I just don't understand how you can have a QA system otherwise."

"How can you have good document control and allow any of your team members to access relevant information if you don't have a robust and easy to use filing system?"

"Unlike other, clunky solutions, Mail Manager is literally up and running in 2 minutes. Additionally, it's a very quick job to get new users trained."

BARTAX

Geoff Claughton, Managing Director

Accounting firm in the UK

"With Mail Manager, we can easily access all previously sent emails on that topic, and mention 'further to our email below', which is a very effective way to get correspondence back quickly. We use Mail Manager a lot to refer back to previous emails and the sorting facility, that all the team has access to, allows the company to improve our overall performance."

"It saves around 10% to 20% of staff time, improving efficiency from staff looking into emails, which means they can now respond on the call instead of having to search for information and get back later on, allowing the ability to work very quickly over the phone."

"Mail Manager does what it says it does. It elevates Outlook to a new level."

Mail Manager

Colin Usher, Director

"Having tested Mail Manager across the practice we decided that it provides a simple, robust and effective means of dealing with email."

"For some time, we have been very aware that email is both a critical communication medium and record-keeping problem. A couple of years ago we decided that we needed to have a better way of keeping email in a job-based filing system. We used MS Outlook Public Folders to do this in the first instance, but this was never considered to be a satisfactory solution."

"As part of our ISO 9001 QA research, we recognised that it is very difficult to manage email and to ensure that copies of all critical email are actually stored correctly. Along with this, multiple copies of emails were being stored, which makes the finding of email a bit more complicated when searching back for historical documents."

enspire

Cameron Vella, Founding Director

"Not one email is left. That's our rule."

"If I need an email that I know someone has sent but I wasn't copied on, I don't have to wait for them to wake up to find it. I can just go to the search tool and find it. Without that functionality, I'd lose a lot of time."

"One employee would spend one hour per day for two weeks trying to manage a full inbox, which equates to around $1,500 - which would be doubled for a Director. Mail Manager removes this potential loss by ensuring emails are immediately filed to the appropriate server location."

Mail Manager

ARDENT
CONSULTING ENGINEERS

Steve Burton, Associate Director

"Mail Manager is an unsung hero, which has saved our bacon numerous times, where we have managed to locate emails quickly as evidence of what the client has said, sometimes years ago."

"The teams found it easy to implement and simple to use straight away. As the number of teams at Ardent continue to grow, each new employee starts with Mail Manager on their PC and as part of their induction is shown how the internal filing system works. They are up and running quickly, consistently filing their emails into one central location with minimal effort and complying with QA requirements."

"The extremely powerful search tool, allows individual member of the teams to search every single filed email no matter who sent or received it, sometimes going back over several years. Vital project information can be quickly found for getting fast responses to compliance and client requests."

Engineering firm in the UK

5plus architects

Adam Thornton, Founding Director

"Mail Manager is just part of the DNA at 5plus."

"All the drawings, all the letters and all the emails sit together in one place. That's one of the benefits of Mail Manager, being able to take the hassle out of 'where do I file this?'. Mail Manager does it for you and I know exactly where everything is."

"One of the main reasons Mail Manager works so well for us is the search function. I don't know quite how you do it but it's super-fast, super-smart and makes it incredibly easy to find any emails I need."

"Our project teams using Mail Manager means that I can open any project folder at any time and see what emails have been sent, and when."

"Now and again if you do ever end up in a legal situation where someone says 'I was never sent this', even if the email you're looking for is six email inboxes away from you or you've never directly had contact with the person you need to find an email for, you'll be able to find it in seconds."

Architecture firm in the UK

✓ Mail Manager

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Nasser Gamieldien, Commercial Director

"With Mail Manager, I can do 3 times the amount of filing. Where I used to spend more than an hour filing 100 emails, I can now file 300 in under an hour, so a third of the time. That makes me more productive and I personally don't get frustrated anymore with this task. It's easier to track information when an employee leaves the company as well, so there's no need to log in to their computers."

"Where time is money, being able to save time with Mail Manager is key. I went from working 7 days a week, to claiming back my weekends and being more productive. This started when my CEO saw I had over 2,000 emails and got worried I would burn out. So, we found Mail Manager, and it has truly changed my life. I actually enjoy my job now and can be more flexible and save time, as well as find emails during a meeting and avoid having another meeting in the future."

**cpr** COMBE PEARSON REYNOLDS CONSULTING ENGINEERS

David Reynolds, Director

"We hugely benefited from the free trial. The installation and setup were painless and effortless and we got near-instant results. Emails now practically file themselves and the ability to quickly search for files has been really important. The uptake has been really significant."

"From a senior director and management point of view, the ability to get across other individuals' saved emails is very powerful, and the quick search function is crucial for information discovery purposes."

✓ Mail Manager

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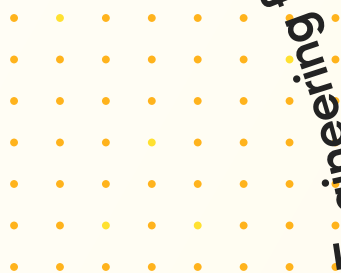
Mark Larson, Managing Director

"Mail Manager gives us the knowledge that important information is where it needs to be and has added a degree of peace of mind. I'm now not exposed in the way that I was in the past."

"Quite often there will be a long lag in communication with the owner over an issue, and we may have had a change of personnel. So, having somewhere the team can go and search and find the history of an item is really important because then they can gain this peace of mind as well."
"If you need a more detailed search, you can always pull up the powerful Mail Manager search, which gives you alternatives for how you can investigate items, and that's really helpful."

"Mail Manager basically organises your communication in a centralised location. Being disciplined about how people manage their emails is key for me as a business manager, and I think it's a vital element to having a successful business."

"Better email management reduces the need for shared mailboxes, removes barriers to accessing relevant project information, and enables teams to better keep track of multiple projects."

savills

Nick Bullock, Associate Director, IT Operations

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