Mail Manager
Mail Manager integrates with
OPENTREE

Graitec Opentree (formerly known as Cabinet) is a BIM compliant document management system for Architectural and Engineering companies, designed and configured to help with demanding document control requirements by effectively managing CAD drawings, project files and associated documentation to the latest demanding ISO 19650 standards.

At Mail Manager, we are always looking to help organisations integrate email into their information management and document management strategies, so partnering with Opentree allows users to streamline their processes by bringing best-in-class email management into their document management platform. The result is a more holistic document management platform.

Benefits:
- Businesses have full confidence in finding all relevant emails filed against a specific project
- Commercially sensitive information isn't left 'locked' in individual inboxes
- Email management is instantly standardised across the business
- Users don't have to spend hours trying to find or forward information they should have access to

How does Mail Manager work with Opentree?

1. Enable discovery of filing locations

Supports the filing and searching of messages in Opentree by discovering the "Email" document folders you have access to.

Note: Only folders that the user has access to will be available.

2. Destination folder name for discovery

Use to change the folder name to be discovered

3. Allow filing

When selected, Mail Manager will show the discovered folders available in the filing window

4. Allow searching

When selected, Mail Manager will show the discovered folders available in the search window

Other key points:

1. Clients using Opentree as a document management system designed and configured to assist with strict document control can now extend this success and time saving with the Mail Manager Integration.

2. Mail Manager integrates seamlessly with the Opentree workflow so that users are prompted to file emails to locations of existing projects.

3. Searching for specific emails on projects is simple with the functionality of Mail Manager Search.

4. Mail Manager also mirrors permissions of the users which means that only those email folders that the user is allowed to file to and search within are visible to them.

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