



Microsoft Office Integration Module

Questys CMx offers a tight integration with the Microsoft® Office 2010, 2007 and 2003 suite of products including Outlook®, Word®, Excel® and PowerPoint® with our Microsoft Office Integration Module.

Business users can get their daily work done without spending a lot of time learning or using another application. The Questys Microsoft Office integration module provides easy access to storing documents and emails into the Questys Content Management (CMx) repository without compromising usability.

Microsoft Office

From within Microsoft Word, Excel or PowerPoint you can type and edit your document as you normally would. When you are ready to save it into your Questys CMx repository, just click the Questys CMx Icon from the Add-Ins tab.

Microsoft Outlook Email

You can import emails directly from Microsoft Outlook into your CMx repository. Please note that the imported emails are stored in Outlook's '.msg' file format. The Microsoft Office Integration Module will automatically extract Outlook email specific fields from the email message as index data.

To import email from Microsoft Outlook, select a mail message (or multi-select multiple messages). Next, left-click and hold on one of the selected messages and drag them to the folder in Questys CMx where you want them stored. When your mouse is over the desired folder, release the left mouse button. The Questys CMx Email Import Dialog will display with the messages loaded. You can modify the location that the email messages will be stored, change the record category, and optionally add index fields.

The Bottom Line

Realize greater flexibility and improved productivity by importing documents directly from Microsoft Word®, Microsoft Excel®, Microsoft PowerPoint® and emails directly from Microsoft Outlook® into your CMx repository.

Features:

No need to learn another application:
Files can be directly saved to the Questys Content (CMx) repository without leaving the Microsoft applications.

Save files directly from MS Office:
The Questys icon from within Microsoft Office applications lets you easily save files directly to the Content Management (CMx) repository.

Drag & Drop emails from Outlook:
Microsoft Outlook emails can easily be saved in the Questys Content Management (CMx) repository with click