

DocuWare is a proven enterprise content management system. Paired with the StapleWare® Remote Capture module, migrate e-mails and attachments from your Microsoft Outlook folder structure or documents from your Windows folders and network drives into DocuWare in one configuration.

## Import from Network Drives

Documents stored in network folder structures are filed by folder, subfolder and filenames. Now you can import everything, while mapping the folder and file names to DocuWare, without losing the information you have built.

## Migrate from Outlook to DocuWare

Lots of businesses use Microsoft Outlook to manage their documents. Wouldn't it be nice to maintain the e-mail filing system that has been working and bring it into DocuWare?

*For example: A sales department has been filing e-mails in folders by Customer Name and then by Job Name in Outlook. Configure a Remote Capture task to import the e-mails and attachments while keeping the folder names and filenames. Now the sales team can find their documents in DocuWare the same as before!*

## Regular Expressions

Use regular expressions to parse out data from folders and filenames when mapping to DocuWare.



## Benefits

- DocuWare Cloud Compatible
- Import from folders to DocuWare
- Parse folder and file names
- Connect DocuWare to Dropbox
- Flag e-mails after import

## Applications

- Law Firms
- Construction
- Accountants