

SharePoint Office Add-Ins

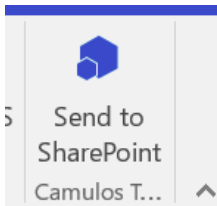
Outlook Add-In (OToS)

OToS is an Outlook Add-In which provides the ability to save your emails directly to a SharePoint list. Prior to OToS, our clients had to export their emails out to file explorer and then import them into SharePoint, then update the meta data for the file.

No longer!

Our OToS software (Outlook To SharePoint if you are wondering what the acronym stands for):

- Is completely customised to your site, your Document Libraries.
- Provides the ability to tag with Meta Data when you are saving.
- Is simple and easy to use.
- Can be deployed to an organisation through Office 365 Exchange Add-In.
- Loads into Outlook with ease as a side panel, no user intervention required.
- Will be available in Outlook for Windows, Outlook for Mac, Outlook Web and Mobile versions! Not just Outlook on your Windows desktop



The button will appear on your Outlook toolbar:

This is without you having to install anything on your computer. (we obviously do something in the background to make this happen)

Click on an email and Choose to file to SharePoint:

The Fields that you are presented with are specifically setup for your company. This is not generic software, it is customised to your specific needs.

Information can be retrieved from the email content or can be input by the user where applicable.

Uses the same information from your SharePoint site for Drop Down lists.

Where you have a Drop Down list that has a child/sub list (eg client, project), the second list is filtered and concise.

Camulos Outlook Add-In

SharePoint Meta data

Select Library	Client Documents ▼
Client	Please Select .. ▼
Matter	▼
To	Jody Fisher<jody.fisher@camulosconsulting.com.au>
sender	Jody Fisher<jody.fisher@camulosconsulting.com.au>
cc	None
Subject	this is a test email
dateTimeCreated	2017-06-26T05:06:18.812Z

SharePoint Office Add-Ins

Word Add-In (WoToS)

WoToS is our Word Add-In which provides the ability to profile your document metadata directly from within Word. Prior to WoToS, our clients had to go and find the document within SharePoint after saving it to update the Metadata.

Our WoToS software (**Word To SharePoint**):

- Is completely customised to your site, your Document Libraries.
- Provides the ability to tag with Meta Data when you are saving.
- Is simple and easy to use.
- Can be deployed to an organisation through an Add-In Catalogue in installed directly.
- Loads into Word with ease as a side panel.
- Is available for Windows, Mac, SharePoint Web and Mobile versions! Not just Word on your Windows desktop

Easy to use:

This is without you having to install anything on your computer. (we obviously do something in the background to make this happen).

- The Fields that you are presented with are specifically setup for your company. This is not generic software, it is customised to your specific needs.
- Uses the same information from your SharePoint site for Drop Down lists.
- Where you have a Drop Down list that has a child/sub list (eg client, project), the second list is filtered and concise.

The screenshot shows a side panel in Microsoft Word with the following fields:

- filename: Test document.docx
- Title: [Text Input]
- Department: [Drop Down Menu]
- Prospect: [Text Input]
- Related Employee: [Text Input]
- Document Type: [Drop Down Menu]
- Project: [Drop Down Menu]

At the bottom are two buttons: "Save" and "Insert Footer".

Sharepoint DMS Helper Software

The Bundle option includes both tools:

- Metadata manager
- Auto Folder creation