



**FastFiler** simplifies email management for Outlook and Interwoven users. Email is **the** mechanism for business communication. Lawyers are now **front-and-center** in the information life cycle; it is often impractical to delegate the classification of business records to others. **FastFiler** captures email when it is created, with or without a matter-centric environment.

## Simplify Email Management

**FastFiler** is a tool-bar add-in to Outlook, built on the Interwoven platform. FastFiler provides key features not offered natively:

- 1 File email at creation, commonly called Send + File. An Outlook toolbar makes it easy to add client and matter to an email, which are validated from your Interwoven library.
- 2 File directly to a workspace, without having to pick a folder. Our rules ensure the message is correctly filed.
- 3 Maintain an optional convenience copy of the filed email in Outlook for reference or to be accessed from mobile devices. An Outlook view shows the message as filed.
- 4 Manage email with or without matter- centrality.
- 5 Simplify the filing of email and attachments
- 6 Filing by Proxy – an Outlook delegate can file on behalf of another user – the profile will reflect the right author
- 7 File by Rules – setup FastFiler rules for filing email – by sender, by subject, and by adding to an Outlook folder.
- 8 File Confidentially – overrides the workspace or folder security.

Our experience shows that lawyers know what and when to file. **FastFiler** makes it easy.

## Benefits

- Manage email even before matter-centric workspaces are created.
- Profile email while sending.
- Maintain a convenience copy in Outlook or remove it from Exchange when filing.

## Detailed Components

- FileSite or DeskSite 8.x. Neither FileSite nor the Outlook integration module is required.
- A Baker Robbins & Company client-side DLL built on the Interwoven SDK.
- Microsoft .NET 2.0 Framework.

## Learn More

Baker Robbins is a strategic Interwoven product partner, active with product direction for the last twelve years. Our Team has deployed more seats of WorkSite than any other consulting partner or reseller. After the migration, our prestigious list of clients continues to rely on us for thought leadership and the innovative application of well-designed technology.