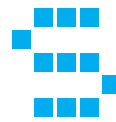




FACTSHEET



# Conversion

## APPLICATION CONVERTER MS OUTLOOK® ----->

DATA CONVERSION ON A SERVER FROM MICROSOFT OUTLOOK AND EXCHANGE INTO NEUTRAL FORMAT

// To achieve proper **archiving**, email traffic can be converted into **long term formats**. Bundled emails with attachments can be converted as well.

### ::: Benefit

**Reliable long term storage of emails and their supported document attachments. Remove mail traffic from the Outlook content and assign it to the appropriate context.**



### ::: Supported File Formats

- **PST files:**  
All information, which can be managed by an Outlook client (not only mails but also dates, contacts and tasks).
- **MSG file:**  
Mail from Outlook. This file is created when a mail is separately stored out of Outlook.
- **EML file:**  
Mail from Outlook Express and other email applications.

### ::: PST and MSG Contents

These contents (elements of a file) can be processed and converted:

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>➤ <b>Communication</b> <ul style="list-style-type: none"> <li>• Email with attachments</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ <b>Administration</b> <ul style="list-style-type: none"> <li>• Out of Office</li> <li>• Reading confirmation</li> <li>• Delivery error</li> <li>• Postmaster mailbox full</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ <b>Dates</b> <ul style="list-style-type: none"> <li>• Meeting refusal</li> <li>• Conditionally meeting approval</li> <li>• Invitation forward</li> <li>• Meeting request</li> <li>• Meeting retreat</li> </ul> </li> </ul> |
|--|---|---|

# Conversion

## ::: Email Attachments

Email files often contain attachments. The attachments are identified and converted by the conversion server in one click:

- **Files:** All file formats are supported, for which a SEAL Systems conversion service is installed:
  - All common Office formats (DOC, XLS, PPT, VSC, MPP, ...)
  - All common graphics and image formats (JPEG, TIFF, CGM, BMP, GIF, HTML, PDF, ...)
  - Includes CAD formats on request
- **Container:** ZIP, RAR, TAR
- **Mails:** Resolve according to header data, body and attachments possible

## ::: Output Structures

When a file with attachments is transferred for conversion, the original structures can be used for future processes as well. The structure is defined by its attached mail and eventually from the addition of files within the attachments.

- All files presented as a single entry of a simple list. Output formats: PDF, PDF/A
- Compiled in a PDF file with contents and bookmarks
- Mail inbox structure logged with XML with additional data like sender, recipient, subject etc.
- PDF portfolio (in preparation)

## ::: Licensing

Licensing is done at integration in a SEAL Systems conversion server for SAP or Teamcenter. Also, a user-related license can be beneficial.

## ::: System Requirements

Windows XP, 2003, Vista, 7, 2008 R2

A license for the respective application must be installed on the conversion server.

## ::: Product Code

CIMSO

## ::: Related Products

SEAL Systems converter for CAD

SEAL Systems converter for graphic formats

SEAL Systems converter for MS Office

Conversion server for SAP DMS / RM

Conversion server for Siemens PLM

Digital Process Factory® DPF

## Error Handling

- Test run (advisable with huge input data)
- Abort and logging of errors
- Failure page generation in case of file errors
- Logging of errors and warnings in XML
- Exit codes for ordering process

## Further Functions

- Filtering of wanted/allowed data type
- Setting of maximum dissolving level

## Interfaces

Application converters from SEAL Systems can be used in different environments.

- Conversion server for SAP DMS and SAP Records Management
- Conversion server for Siemens PLM Teamcenter DOC4TC

For other applications there is the server program DPF4Convert with integration interfaces.

- Command line with native or Java client
- Input directories (watchdog/listener)
- Interactive client
- Context menu Windows Explorer
- Web service

