

# State & Local Government

harmon.ie Solution

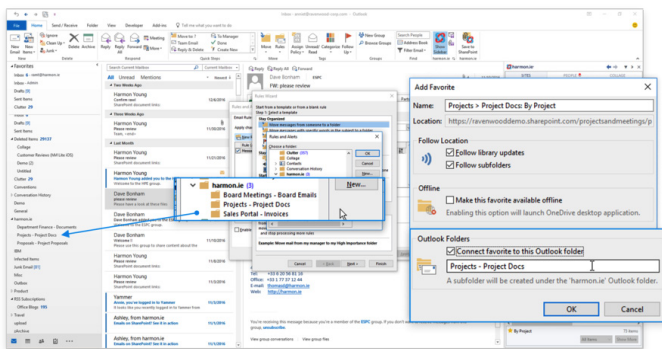
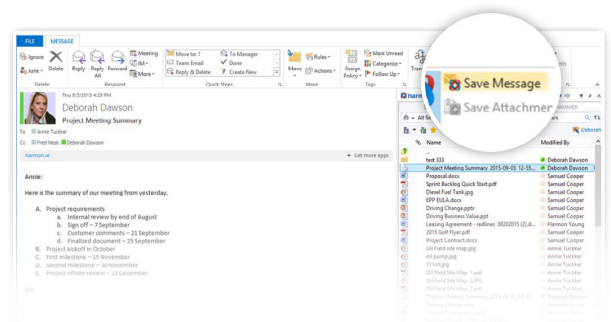
## The Challenge:

State, provincial, and local governments are obliged to comply with freedom of information legislation and to maintain strict records. Access to information is increasingly recognized as a prerequisite for transparency and accountability of governments. But managing and accessing huge amounts of data is not an easy task.

If that wasn't enough, governments are also struggling to manage documents, records, and projects, such as property deeds, construction, electrical and water sewage plans, for extremely long periods of time. Governments look to Outlook and SharePoint for managing information, but getting workers to capture and accurately classify emails and documents is really difficult.

## harmon.ie's Solution:

**Store** email messages and documents in SharePoint by dragging and dropping them from your Inbox or from Windows Explorer to the harmon.ie sidebar in Outlook.

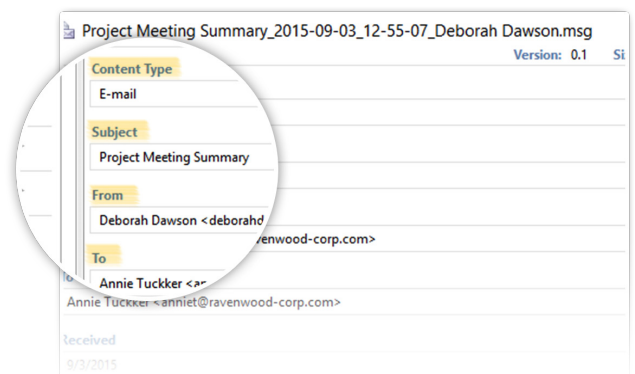


## Auto-capture

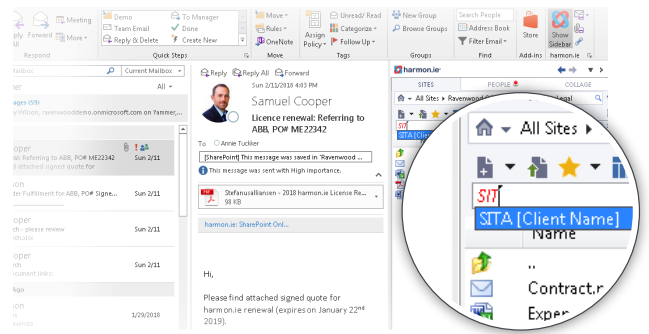
email messages: designate specific Outlook folders as **drop off folders** that map to SharePoint folders. Workers have the power to decide which emails to move to the drop off folders, to automatically capture and save them in SharePoint. Outlook rules can be set up to automate the upload process even more. For Office 365 users, harmon.ie can also provide smart recommendations about where to store each email in SharePoint.

**Classify** email messages and documents in SharePoint, so they can be easily found:

- harmon.ie automatically prompts you to fill-in required metadata, so you can be assured that documents and email messages are classified accurately and completely.
- harmon.ie automatically maps email headers such as **To**, **From**, **Subject**, and **Received**, to SharePoint metadata, making it effortless to comply with email retention policies.
- If you are using Office 365, harmon.ie can automatically add topics extracted from email content as SharePoint metadata.



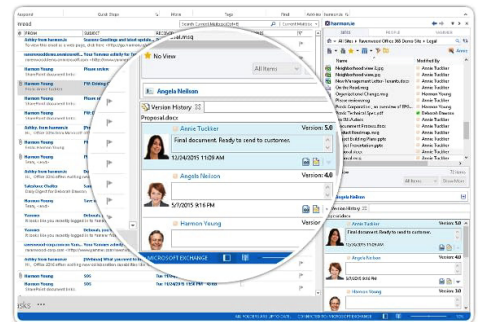
**Find** and retrieve email messages, documents, and records across multiple SharePoint sites (and SharePoint Record Center) for discovery, audits, and compliance requirements. Because emails and documents are classified correctly and efficiently, producing email messages and documents is a snap. With harmon.ie, workers are compliant with information governance requirements without the hassle of uploading emails and documents to SharePoint from the browser.



**Work** on the go; capture, classify, and find emails and documents from harmon.ie on smartphones and tablets. Plus, harmon.ie provides full-featured, secure SharePoint and Office 365 access from any mobile device: annotate PDF documents, view GeoTagging metadata of uploaded images, preview documents and emails, and more.

**Collaborate** with colleagues using email messages and documents stored on SharePoint. Realize the following benefits of SharePoint information governance from harmon.ie in Outlook:

- Eliminate document and email chaos by maintaining one copy of the truth
- Preserve accurate version history of email exchanges and documents
- Use draft emails to collaborate internally
- Prevent data leakage by sharing secured links instead of attachments
- Reduce litigation risks by being able to find emails and documents quickly



## harmon.ie Benefits

**Easily Upload and Classify Emails and Documents:** harmon.ie offers a host of methods to effortlessly upload documents and emails to SharePoint, and easily classify them using SharePoint metadata.

**Findability:** Use search, filter by tags, column filters, and more, to easily find documents and emails in SharePoint. Version tracking makes locating the latest copy simple.

**Project Management:** Use harmon.ie and SharePoint to manage citizens' inquiries, and government projects easily.

**Fulfill Freedom of Information Requirements and Reduce Legal Risk:** Fulfill freedom of information requirements by making it easy to retrieve emails and documents for discovery, audit, and compliance needs.

## About harmon.ie

harmon.ie (www.harmon.ie) makes user experience tools for the digital workspace, built to deliver information the way you think. harmon.ie empowers thousands of enterprise customers to realize the full business value of their existing Microsoft investments. The company is the recipient of a Microsoft Best App Award 2017, is a Microsoft Partner of the Year Finalist, and is an IBM global partner.



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