

Mail, excel, word integration in SAP®: biz²Office - *comfortable, fast and safe!*



inPuncto®

The full-extensive integration of e-mails and MS Office in SAP incl. document creation –
How does the **MS office integration in SAP** work?

The **MS office integration client biz²Office** integrates into the menu bar of the MS-Office application. From there the legitimization of the user towards SAP is carried out. If the user has appropriate SAP authorizations, the menu of the MS-Office application changes and the user can start working.

Storing complete e-mails in SAP with one click

You can directly allocate and archive e-mails in SAP, as well as attach documents from the SAP archive to outgoing e-mails. Files not belonging to the Microsoft Office world can be moved and copied via the comfortable module "biz²Office-Drag & Drop".

The software not only archives the complete e-mail (in msg-format) but also the individual components. Text and individual attachments are allocated to a document information record in order to enable the full-text search in SAP. The double filing of e-mails in SAP-DMS can be avoided.

Allocating and managing MS-Office documents in SAP-DMS with one click

You can quickly transfer documents into SAP: Choose the document type and link it to an business object if necessary and then click on "OK"! Documents that have been archived in the SAP-DMS can also be comfortably opened and processed in the MS-Office application.

Adding SAP data to MS-Office documents and automatically updating them

The biz²Office makes it possible to fill data fields in the MS-Office document with SAP values. For example a letter that contains a customer number from SAP is linked automatically with the customer data when it is filed and the address fields are filled directly out of SAP. The naming, allocating and versionizing is carried out automatically.

Your benefits regarding the MS office integration client biz²Office:

Faster:

- Fast and easy MS-Office SAP integration
- Choosing document types directly in the MS-Office application
- Familiar working with MS-Office
- SAP plays the role of the document management system

Better:

- Automatic insertion and updating of SAP data fields directly in the MS-Office document
- Older, released versions of MS-Office documents cannot be changed
- Avoiding double filing of e-mails (with multiple recipient addresses)
- Format-independent filing of e-mail attachments

Cheaper:

- Using the business logics of the SAP system in MS-Office as well
- No new investment in third party systems for external document management
- Controlling the document process from inside SAP and using MS applications as "editors"

