

Save time with StakeTracker's Outlook Module. Quickly convert stakeholder-related emails into communication records in StakeTracker, without even opening up StakeTracker!

Take control of your Inbox

Working your way through a pile of emails is never fun, but *StakeTracker's* Outlook Module lets you clear out your Inbox faster.

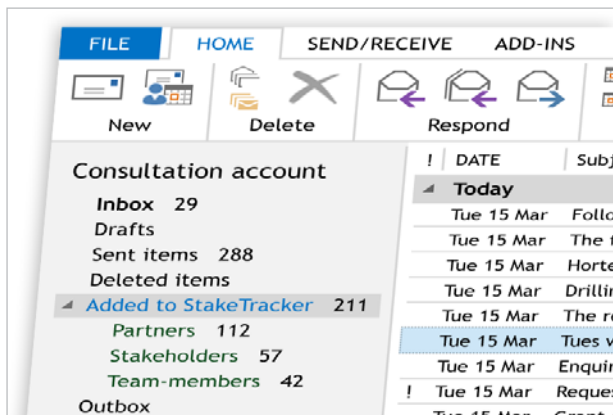
- **Save time on data entry**, because *StakeTracker's* Outlook Module pre-populates the stakeholder and team-member fields with the sender and recipients email addresses, so you can quickly convert any email to a new communication for *StakeTracker*.
- **Save time on analysis and reporting**, because all communications entered from Outlook use exactly the same pick-lists of topics, geo-references, and other consultation-project details you depend on in *StakeTracker's* online web application.

Work efficiently – stop rehandling email

Stop reading your email twice! Instead, read an email once and immediately convert it to a *StakeTracker* communication.

Outlook is familiar

Work from your own Inbox and Sent items, in the version of Outlook that you already know in order to start tracking stakeholder-related emails.



Automatic uploading

You control how much of the work *StakeTracker* Outlook module does for you automatically.

- **Keep the original message.** As you process each email, *StakeTracker's* Outlook Module automatically uploads a PDF of the entire email into the database, so you keep an exact copy of the original message as a formal record for legal purposes.
- **Upload attachments.** When stakeholders' email includes attachments—such as contracts, letters, or other documents—the Outlook Module automatically uploads selected emails into *StakeTracker*.

Later, you can review, report, and export these uploaded documents, to support your regulatory filings or share information with colleagues.

Puts your work where it belongs

- You can control where *StakeTracker's* Outlook Module moves your email once it's been converted into a communication. This keeps your Inbox empty and your other folders neat and tidy.

Safe and secure

- The Outlook Module runs as a trusted add-in, and runs seamlessly.
- *StakeTracker's* Outlook Module integrates directly with your online data, and enters the required data directly into your *StakeTracker* database, using the same Rapid SSL 128-bit security that you get when you access *StakeTracker* directly online.
- Since Microsoft Outlook is a robust product, it also helps prevent viruses from disrupting your activities.

