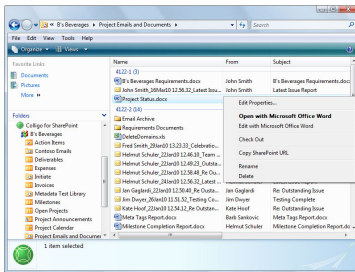# Colligo Contributor File Manager

Integrate SharePoint with Windows Explorer

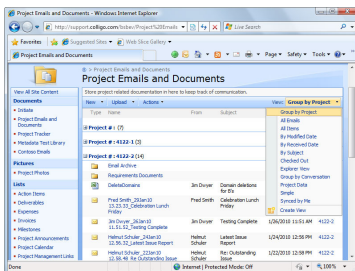## Enhance the SharePoint Desktop Experience

- View/Edit SharePoint Content in Windows Explorer
- Drag-and-Drop/Copy and Paste Files and Folders
- Open/Save to SharePoint from Desktop Apps
- Auto Extract Email Metadata
- Work Offline with Caching
- Add or Edit Metadata

Colligo Contributor File Manager

SharePoint Document Library

Colligo Contributor™ File Manager is an easy-to-deploy Microsoft® Windows® Explorer extension that increases SharePoint adoption by seamlessly linking folders on users' file systems with SharePoint document libraries. Local folders become "SharePoint aware" – online or offline — so users can access advanced features such as metadata, content types, and document templates, while adding and editing files using familiar desktop operations. In addition to the Windows Explorer interface, SharePoint folders can be accessed from any application that uses the standard Windows File Open/Save dialog.

Replace File Shares with SharePoint

Increasingly, organizations are moving collaborative content from network file shares to SharePoint because of its superior ability to structure and organize information. However, users often struggle with the Windows Explorer interface and/or require offline access to SharePoint content. Contributor File Manager leverages the power of SharePoint to store and share files by syncing designated local folders with document libraries.

Manage Metadata via Windows Explorer

Tagging is the key to organizing and discovering content. Contributor File Manager prompts users to add custom metadata when files are saved. Users can set enterprise managed and keyword metadata using the term store selector. Metadata can be automatically captured through default values specified on folders. Email properties (i.e. To, From, Subject, etc.) are automatically extracted from Outlook emails. When files or folders are drag-and-dropped between document libraries, the associated metadata is copied to the new location, making it easy to move content around or between SharePoint sites.
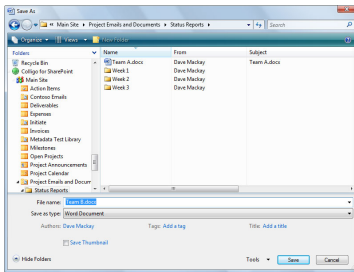
Seamless Integration with Desktop Applications

Contributor File Manager delivers a consistent experience, online or offline. The Windows Explorer File Open/Save dialog provides instant access to cached SharePoint folders directly from Windows desktop applications. Office metadata (accessed through the document information panel) is automatically synced to SharePoint, even if it has been edited offline.

- **Drives Adoption** – increases use of SharePoint as file share replacement
- **Better Content Management** – ensures that content gets tagged
- **Improves Access** – consistent user interface both online and offline
- **Desktop Deployment** – 10MB client can be silently installed – no server modifications
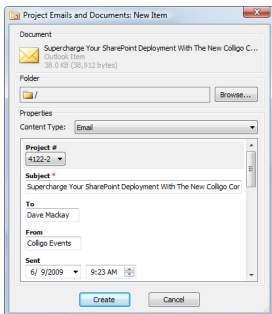
Direct Access To & From SharePoint – Using Contributor File Manager, any application that uses the standard Windows File Open/Save dialog can easily access locally cached SharePoint sites. Files and their associated metadata can be created, edited, and saved automatically to SharePoint. Users can set enterprise managed metadata using the term store selector.

"It wouldn't be an exaggeration to say that Colligo Contributor has been central to the success of our SharePoint project."

Richard Grove,
Senior Project Manager, Technology
Webcor Builders

Windows File Open/Save As

Custom Metadata Capture & Edit

Next Steps

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Contact Sales
1.866.685.7962
sales@colligo.com

Windows Explorer Interface – By enabling users to easily open, save, organize, and classify SharePoint files in Windows Explorer, Contributor File Manager makes SharePoint a viable option as a File Share Replacement. Metadata can be viewed and used to sort SharePoint files through the standard Explorer "Details" View.

Document & Form Libraries – Documents can be added to SharePoint libraries and folders using drag-and-drop or copy and paste with custom metadata applied immediately for classification. New documents can be created on the desktop using the same forms and content types available on the SharePoint server. Existing documents and items in document sets can be easily opened, edited, and saved.

File Management – SharePoint documents can be managed with Check-In, Check-Out, editing of metadata properties, and copying of the SharePoint URL with a simple right-click from the Windows Explorer interface.

Email Drag-and-Drop – Emails and attachments can be moved or copied to SharePoint libraries and folders using a drag-and-drop action. Message fields, including To, From, CC, Date, and Subject, are instantly captured. Users can set content types and apply custom metadata, then save emails as .msg files with an automatically generated unique name.

Folder Drag-and-Drop/Copy and Paste – Complete folder structures can be copied from the desktop or between SharePoint document libraries using drag-and-drop or copy and paste. The necessary folders are created in SharePoint, files uploaded, and metadata values set on each file imported. Users can specify custom metadata using default folder metadata, location -based default metadata or via a customizable metadata editor.

Synchronization Configuration Options – SharePoint content is synchronized to a local encrypted data store for instant access – improving user productivity over slow connections or when working offline. Full 2-way sync enables users to securely access, modify, and create SharePoint documents and metadata. Based on SharePoint permissions, users can select specific documents, libraries, or entire SharePoint sites for synchronization. Content is kept up-to-date with user or IT configurable automatic background sync.

Extensible Platform for Configuration and Custom Applications

All Colligo Contributor products are built on a common run-time platform that is extensible through an Application Programming Interface (API). Custom interfaces can be built on the runtime using the Software Development Kit (SDK).

Software Specifications

- WSS 2.0/3.0, SharePoint Foundation, SharePoint Server 2003/2007/2010
- Microsoft® Office 2003/2007/2010 and Office 365
- .NET Framework 2.0 or higher, Windows® 2000/XP/Vista/7
- Terminal Server environments supported
- Claims-based authentication supported
- Supported languages: English, French, German, and Spanish