



c4.Hub



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c4.Hub optimizes your email and file management

Save time and effort! Always keep your SharePoint at hand with c4.Hub.



SharePoint Usage Made Easy



Windows and Outlook Integration



Fuzzy Search Function



Multi Uploads & Metadata



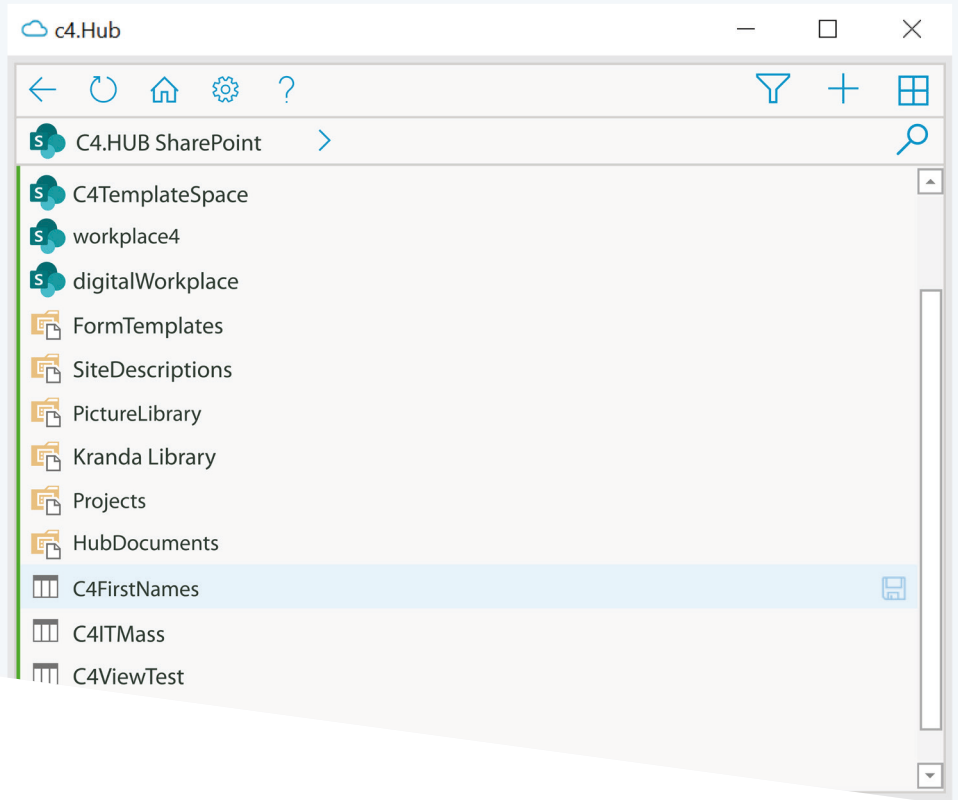
System Switch not Necessary



Open Files Directly from Hub



The main view in the Hub window presents an overview of your SharePoint structure with e.g. spaces, folders, lists, etc.



File and email management between Microsoft 365 and SharePoint with c4.Hub. The c4.Hub grants easy handling of files via drag & drop as extension for your SharePoint and office environment. Deep integration in your Windows and Office system enables simpler but precise steering of your documents. Additionally, files and emails can be transferred to your SharePoint directly via drag & drop. Other features of our Hub include an automated search for the right storage locations as well as controlling metadata also for multi uploads.

Storing and Searching

Storing data in the right place is easy, quickly finding it when it is needed is not. c4.Hub supports you in finding all the information when you need it. The well-programmed and error-tolerant search function will simplify file storing on SharePoint significantly. Not only can you search for the title of the document but also for structural

elements such as sites, subsites, metadata and list content. The “fuzzy” search function of c4.Hub finds what you are looking for!

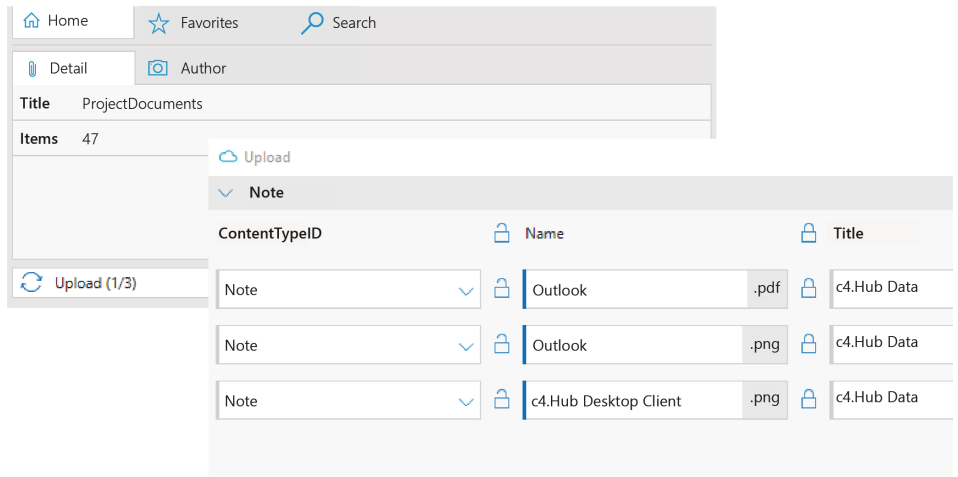
Deep integration

In order to create a seamless interplay between the Hub, SharePoint and Microsoft 365, the Hub is deeply integrated into your Windows and Office environment. Thereby, you are able to easily transfer files via drag & drop or copy & paste to your SharePoint and organize them. This comes in handy, especially when working

on emails and attachments in Microsoft Outlook. c4.Hub enables you to transfer your documents and emails easily between your SharePoint and Office environment without leaving Outlook.

Add-In in Outlook

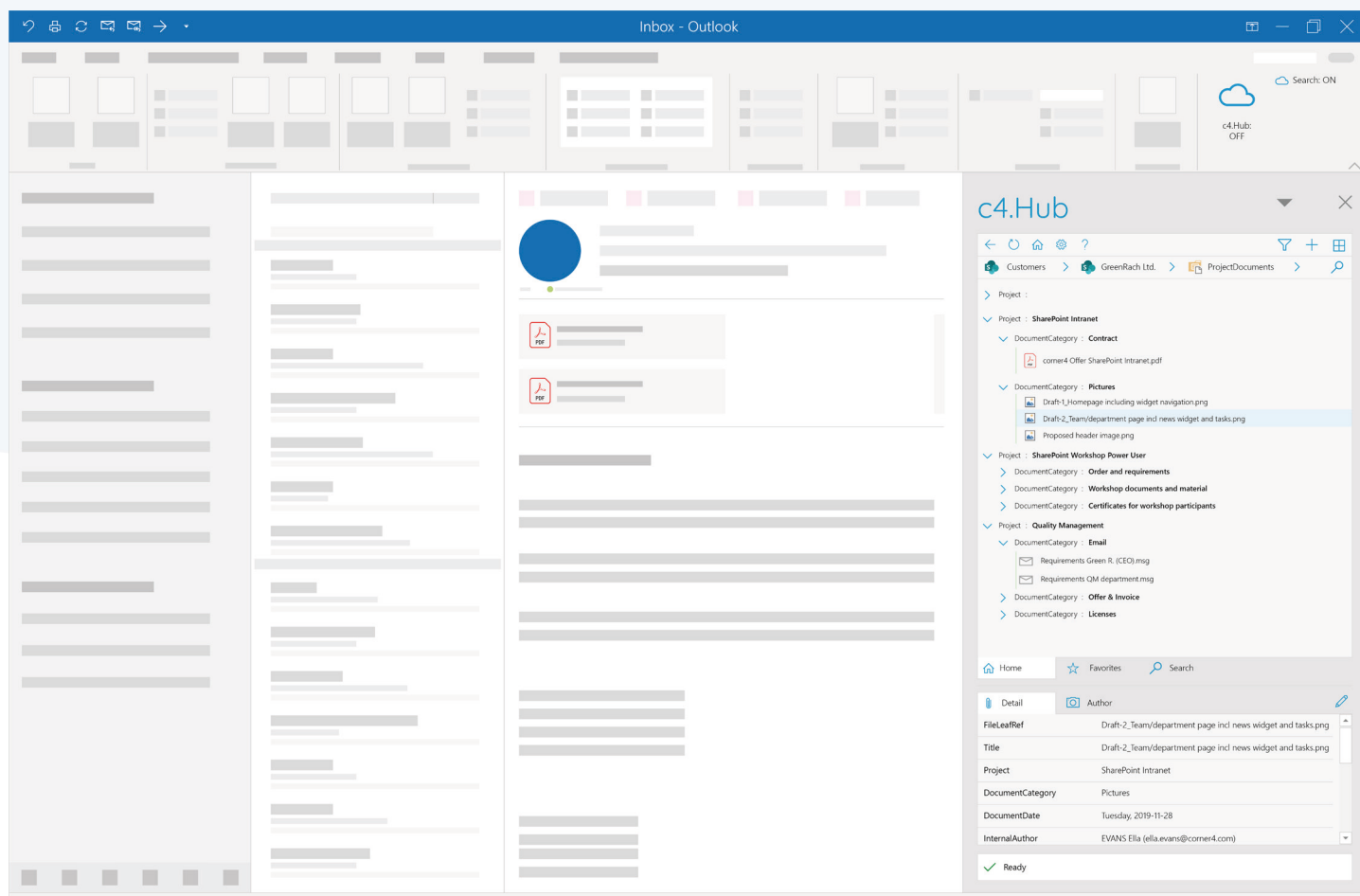
A key feature of c4.Hub is the Add-In integration of the tool in Microsoft Outlook. Seamlessly integrated into your Outlook window, the Hub already presents you with potential storage locations based on the content of the selected email.



Multi uploads of files or complete folders including metadata administration

In order to store the email or its attachment on your SharePoint, simply drag & drop it to the chosen location on your SP within the Add-In window. Done! The stored information can then be found e.g. in the relevant customer space on SharePoint.

Optimize your file management in SharePoint and always find what you are looking for with c4.Hub.



As Add-In in Outlook, the Hub enables you to transfer files and emails to your SharePoint without switching systems.

Metadata

c4.Hub also supports you in keeping in control of metadata. This data is used for storing and finding files later. During the transfer to your SharePoint, the Hub automatically suggests metadata based on intelligent prefilling and intuitive adaptations of context fields based on the content type. This not only makes the upload process quicker but also helps to keep information (metadata) of all files on your SharePoint complete. As soon as the upload started, c4.Hub notifies you.

Thereby, you are able to keep your SharePoint organized effortlessly.

Multi Upload

The possibility of automated metadata prefilling also improves the process of uploading multiple files or even folders to your SharePoint in one simple step. By using the Hub, you stay in control of further data processing of files and metadata in order to optimize the administration and organization of documents in your SharePoint. The intuitive adaption of forms

and fields based on content also helps the user when defining and managing metadata.

Preview in c4.Hub

Furthermore, the Hub offers the possibility to preview information about files and authors. All the necessary information such as title, the project it is saved in, date and time when the file was created or edited, the author, etc. is displayed. In the dedicated author's tab, contact information of the author can be accessed.

Next Steps

You would like to use c4.Hub in your company? Contact us for an appointment with one of our experts. Together we will analyze your requirements and work out how to integrate the c4.Hub in your SharePoint and Microsoft 365 environment. Feel free to contact us for more information about our other SharePoint solutions or visit our website.

The tabs in the lower part of the c4.Hub dialog window provide information about metadata and about the person who created or saved the document. Additionally, you are able to directly contact the respective person.

Outlook integration and document previews - SharePoint made easy with c4.Hub.

