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Maritime Email Features to Streamline Your Workflow

A collaborative email solution designed for the maritime shipping industry enables better communication among teams and positions shipping companies to react quickly to ever-changing conditions.



An Introduction to Collaborative Email in Maritime Shipping

Email collaboration is the next generation of maritime shipping communication, offering a comprehensive suite of features tailored for the proliferating industry. The ideal collaborative email tool should contain an intuitive interface that enables teams to easily access and store data, streamline processes, improve workflows, as well as track and monitor task progress between users.

Maritime email features that are designed with efficiency and productivity in mind will enable better communication across channels and management of data, among many other advantages that allow shipping companies to achieve harmony between teams. In reviewing the various capabilities, uses, and advantages of collaborative email software, we will discuss how maritime shipping companies can leverage these features to their fullest extent.

Categories

Manual and automatic categorization will simplify the task of managing large amounts of emails and ensure that users can prioritize important information. These tools allow users to easily organize, categorize, and filter with minimal effort so they can focus on content rather than wasting time searching through hundreds of emails a day.

Organizing emails can be a tedious undertaking, especially when using manual workflows such as drag and drop. This process can be error-ridden as users can easily miscategorize certain emails without notice. And because email inboxes in the maritime industry receive hundreds of emails a day, a manual process combined with a high volume of data can quickly become a strain on users and the system itself.

Fortunately, the right email solution contains efficient email filtering and categorization tools to improve the overall structure of a given email inbox. With these features, users can:

- Easily assign categories manually
- Automatically categorize emails based on rich criteria
- Quickly refine their inboxes & streamline the sorting process
- Achieve easier segmentation
- Locate a specified email no matter the date
- Use an unlimited number of criteria to file accurately

Category features are especially suitable for high-volume inboxes. Users should be able to refine their search parameters if they need more broad or narrow filters on specific folders and utilize the chronology feature for quick visual sorting of incoming messages. As such, filter and category systems empower users with greater control over their mailbox spaces and provide simple but effective organization solutions for busy shipping companies.



Search Functionality for Quick Data Retrieval

When it comes to finding and retrieving emails on the spot, collaborative email tools provide advanced search options to help users quickly find the information they need. An email tool with robust search capabilities will give users the ability to search their inbox using keywords from multiple fields such as to/from, subject, and date/time. This allows users to easily narrow their searches and find relevant emails without having to remember precise search terms.

A user-friendly search interface eliminates the confusion often associated with “prefix matching” or email clients that pull up search terms that begin with the word that has been typed in. By eliminating these guesswork elements, users can perform searches more quickly and accurately, ensuring they get the results they need and nothing that they don't.

An email tool with advanced search capabilities will also enable users to quickly and easily access the data they need without knowing exactly where it's stored. Powerful functionalities such as the ability to locate email addresses, conversations between colleagues, and customer inquiries in a fast and efficient manner will yield tremendous advantages to shipping companies.

Remembering every last detail of an email isn't realistic for teams that are dealing with high email environments. The ability to save previous searches as formulas eliminates the need for this, as the system can pull up your desired email within a few clicks. In addition, the added convenience of being able to perform such complex searches on mobile devices gives users equal access to rich and meaningful data even when on the go.

Advanced search capabilities in collaborative inboxes enable users to retrieve data quickly and accurately when they need it most. By gaining this level of detail and flexibility within its search system, maritime shipping companies can realize immediate time savings and ultimately less frustration when sorting through information.





Customize Applications Using an Open API

An open application programming interface (API) enables maritime shipping companies to build custom applications that can interact with the data available on a collaborative email platform. This allows businesses to streamline workflows and improve overall efficiency. With the ability to customize their own applications, companies can automate tasks and collect data in an efficient, timely manner.

For example, mass communication and data exchange between systems is essential for ongoing operations at many shipping companies. By creating an application that integrates with an open API, these manual processes can be automated. This is because maritime companies can customize their applications to perform these tasks, removing disparate systems and long manual processes that cause delays in workflow.











Customizing applications using an open API also allows for better scalability of a solution and gives way for greater flexibility in its implementation. This is important for businesses that need to adjust quickly to ever-changing market demands. Having the option of customizing their own applications based on the data collected through the system helps them stay ahead of the competition while still providing reliable service to their customers.

An open API is highly flexible and extensible, allowing companies to customize applications to their specific needs. Companies can leverage this feature to track production performance by collecting pertinent data. As a result, maritime shipping companies can optimize operational efficiency by identifying areas of process improvement and cost reduction by streamlining labor-intensive tasks.

Maritime shipping companies can gain more control over their operations by creating customized applications tailored specifically to their hyper-specific business requirements. With this kind of flexibility at their fingertips, shipping companies are able to maximize the benefits of utilizing industry-leading technology while continuing to deliver outstanding customer service.



Commonly Used Hotkey Functions:

-  Reply to email
-  Search
-  Insert template
-  Assign categories
-  Compose new email
-  Mark as read move on
-  Add comment on emails
-  File email to folder
-  File email to to-do list
-  Categories

Hotkeys Enable Significant Time Savings

Hotkeys are a powerful tool that enables users to optimize their email workflows, achieving greater efficiency and valuable time savings. Hotkeys can reduce the amount of time an employee spends navigating through emails, enabling them to access important information quicker.

In high email environments like that of the maritime shipping industry, these time savings are even more valuable. The ability to navigate emails faster means teams can better manage their workloads while ensuring that nothing slips through the cracks. With hotkeys, users can perform tasks with precision and accuracy.

An email platform that offers expanded access to hotkeys allows for further customization of workflows as well as greater flexibility with how users want their hotkey functions to work. Customizable hotkeys help users save precious minutes by simplifying tasks such as searching for specific emails or switching between views quickly, and many other workflow functions.

Enhanced Team Overview Facilitates Greater Collaboration Between Users

A Team Overview feature allows users to keep track of which actions their team members have executed on behalf of a certain email or task. This helps to ensure that all team members are aware of the actions completed on each email and can easily see which tasks still need to be completed.

This streamlined approach allows for greater collaboration among teams handling a high quantity of emails daily while also producing more transparency into who is responsible for specific tasks. With team members able to stay updated on every action taken by another teammate, this helps them work together towards successful maritime shipping operations.

A Team Overview feature should consist of two different views



Overview

A team overview feature will also show what emails other people are working on and how far along they are with it.

This helps prevent duplication of effort within teams, and optimize resources when needed for certain tasks or objectives; by being able to see who's working on what, it's easier for shared email users to work more effectively towards achieving project goals and objectives faster.



Timeline

A timeline function within the team overview will give users a chronological view of all the actions taken on an email and customize what type of action should be visible. A historical view will review all of the actions carried out in that email and sorted out accordingly.

This helps teams stay organized as they can improve coordination and delegate tasks if needed.

Collaborative Email On-the-Go

Using a mobile app for collaborative email, users can access, manage, and send emails from their phones on the go. App users should be presented with most of the desktop client's standard features. Allowing users to access these features anytime they want is especially helpful for those who are always traveling. It should also help ensure that workers can take care of business even when they are not connected to the internet.

An especially handy mobile app feature is a template system—it should allow users to use templates directly on their smartphone for greater efficiency on-the-go. This makes it easy for users to compose emails no matter where they are located.

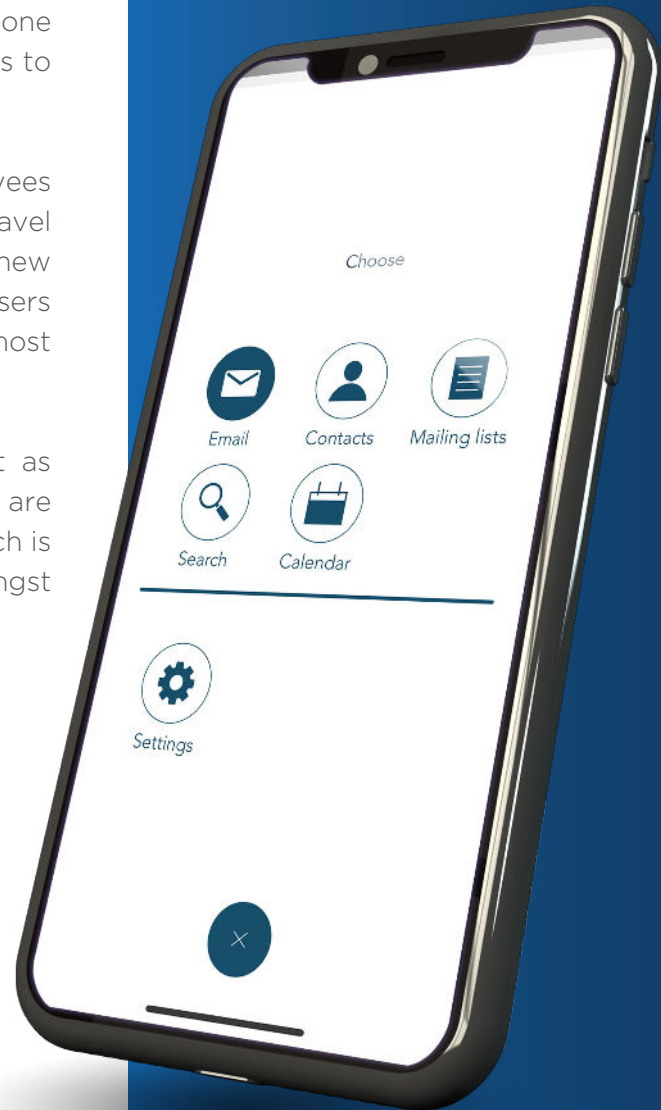
Moreover, mobile apps are great for maritime shipping employees who are traveling or offline for any reason, be it airplane travel or limited connection. Apps should be able to actively sync new emails so users can still access their most recent data. Users merely need to choose the folders and inboxes they most frequently use and cache emails on their chosen device.

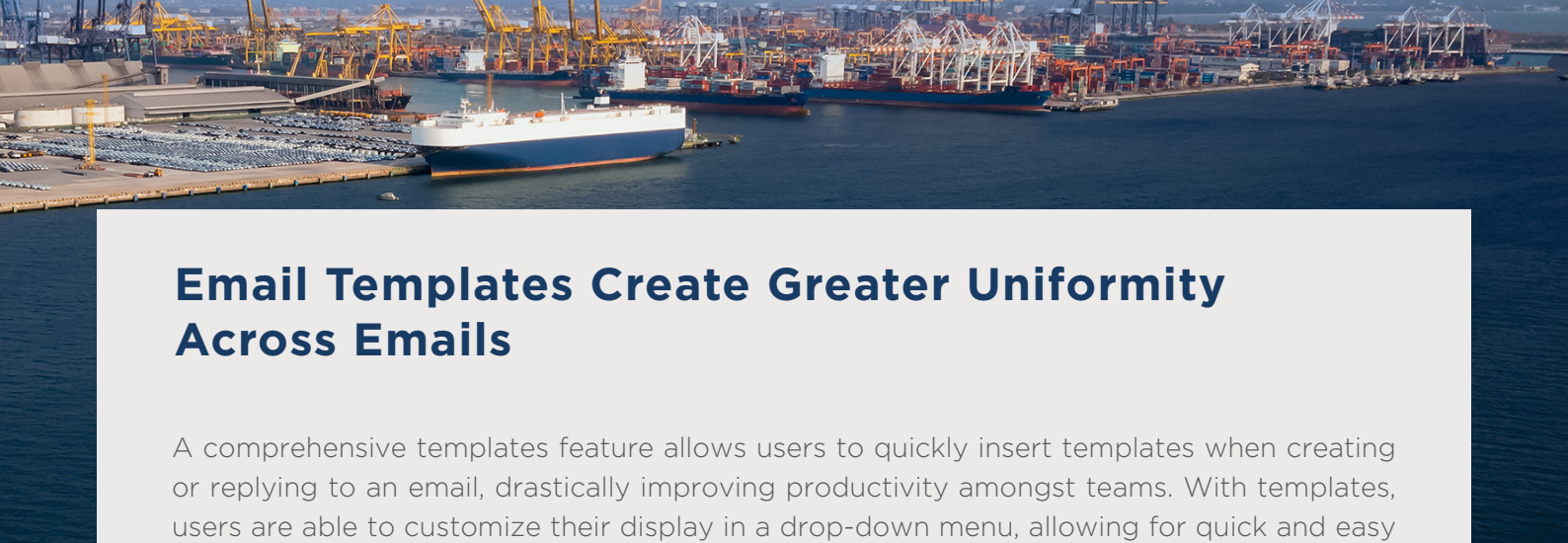
Mobile apps are created to be intuitive and utilized just as effectively as the desktop version. Additionally, they are constantly improving in functionality and performance, which is why they are quickly becoming the medium of choice amongst collaborative email users.

Mass Communication in a Couple Clicks with Mail Merge

All collaborative email tools should offer a powerful mail merge feature that simplifies the process of creating personalized emails to multiple recipients. Mail merge provides an easy way to personalize emails by allowing users to select which information from the contacts is automatically inserted into an email. Each contact's relevant details should be easily inserted into the email, eliminating any associated manual workflows.

A Mail Merge feature facilitates a more professional interaction as users have the opportunity to review the correspondence and create consistency in their outreach. Moreover, it improves mass email communication by personalizing specified fields and streamlining the process as a whole.





Email Templates Create Greater Uniformity Across Emails

A comprehensive templates feature allows users to quickly insert templates when creating or replying to an email, drastically improving productivity amongst teams. With templates, users are able to customize their display in a drop-down menu, allowing for quick and easy access as needed. Additionally, there is no limit to the number of templates a user can create, and they can be edited as needed.

The process of creating templates is also incredibly straightforward. Users can easily compose their own or edit existing templates with the help of a user-friendly interface. By taking advantage of a templates feature, businesses can ensure that all emails sent out are uniform in language and style—no matter who is sending them—which makes it easier for recipients to understand the message quickly. Having this kind of consistency increases professionalism and clarity in email communications, thus leading to better outcomes for both the sender and receiver.

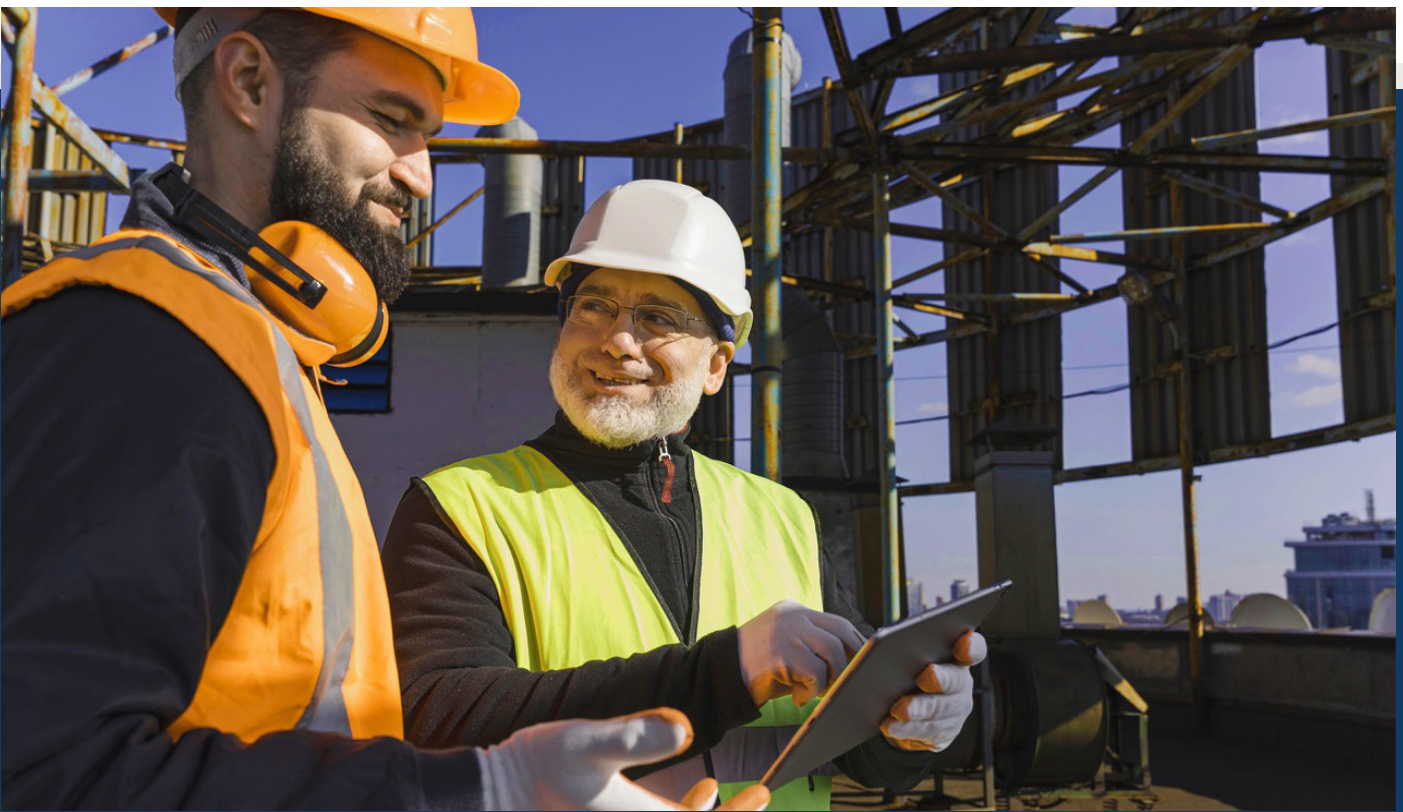
Like Mail Merge, templates are an extremely useful tool that provides users with a simple yet effective way to create consistency across email communication. By enabling users to quickly insert customized templates when creating or replying to an email, businesses can improve communication efficiency while also ensuring that emails are standardized across the board.

Let Automated Email Archiving & Folders Do the Heavy Lifting

Automated email archiving enables users to create an unlimited number of rules, so emails are auto-filtered into folders based on predetermined criteria. Organizing emails into the right folder is often a tedious process, but a feature like this takes the hard work off your hands with a smart approach to automatically file emails based on their contents.

Perhaps most impressive, users have the ability to store and access data up to the very first email they received as archives are linked to the live database. This simplifies the task of searching through an entire archive of emails, and gain full access to all data stored in the archive.

Automated archiving and folders are perfect for anyone looking for an efficient way to manage their emails without the hassle of manual intervention. With a feature like this at your disposal, you can easily stay organized without having to put in extra hours sifting through countless emails. In addition, these tools keep data safe in a highly secure system so users can rest assured it will never be compromised and is always within their reach.



Never Miss an Appointment Again with the Calendar Feature

A calendar feature increases visibility into appointment activity. This feature gives employees a clear view of their schedule, making it easy to plan and manage events. Users can view private and shared calendars in combined or separate views and gain a better sense of their teammate's availability.

The user interface should be intuitive and simple to navigate. With the appointment and task view options, users can get a quick overview of the timeline and associated tasks or appointments. Additionally, there are quick search features that enable users to easily find any type of calendar-related entry they may be looking for.

Collaborative Email Gives Maritime Shipping Companies the Upper Hand

A powerful and robust collaborative email solution that is specifically designed for the maritime shipping industry contains features that enable better synchronicity between teams and streamlined operations. With an expansive suite of features and functionalities, collaborative email tools are uniquely positioned to revolutionize the way shipping companies collaborate and communicate with each other.

This innovative system has everything necessary to replace traditional emails and shared inboxes, allowing users to fully utilize its capabilities to simplify the communication process in their maritime shipping businesses. If you are seeking a secure, integrated and efficient platform for your maritime shipping workflows, a collaborative email solution should be highly considered.




Nordic IT is Made for the Maritime Industry

Nordic IT has specialized in maritime communication solutions since 1982 and has been regarded as experts in collaborative email technology from 2001 to now. With offices in the USA, Denmark, Dubai, and Singapore, the Nordic IT team is ready to support clients at any time, no matter where they are located.

Nordic IT presently serves more than 250 clients and 6500 email users worldwide. They remain at the forefront of collaborative email technology by reinvesting profit share into further development of features and products. The reMARK solution is utilized by the largest, most-respected companies in the global shipping industry.

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