



## Seamless integration with AutoCAD means you can manage your drawings from within the application.

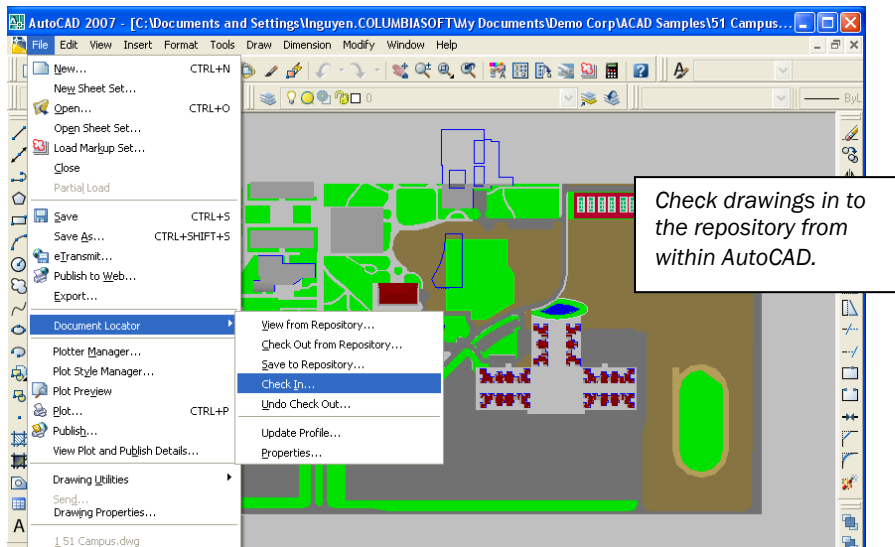
Document Locator leverages your investment in AutoCAD by providing an intuitive, integrated document management system to manage drawings and project documents.

- Perform common document management commands from within AutoCAD.
- Use extracted Title Block values and other drawing attribute values to profile drawings automatically when importing them to Document Locator.
- Improve team collaboration with version notes, notifications, and requests for approval on check-in.
- Manage all of your project files, including drawings and other image files, X-Refs and other documents with a master-dependent file relationship.

## Functionality where you need it.

Document management features are available from the AutoCAD File menu:

- Save an AutoCAD drawing to a repository.
- View an AutoCAD drawing in a repository.
- Check drawings in and out, and undo check-outs.
- View a drawing's document properties.
- Update a drawing's profiling information.



## Benefits

- **Access within AutoCAD** – Access common commands such as saving, viewing, and checking out files from within AutoCAD.
- **Improved project management** – Ensure accuracy by managing all of your project files together, including X-Refs with master drawings.
- **Eliminate uncoordinated changes** – Change master drawings and X-REFS using check-out and check-in to ensure that all changes are correctly captured.

## Solutions

- **Comprehensive system** – Integrates AutoCAD within a full-enterprise system to manage all project drawings and documents across the enterprise.
- **Security and auditing** – Control view and access rights for folders and their contents. Documents automatically inherit the security settings of the folder into which they are imported.

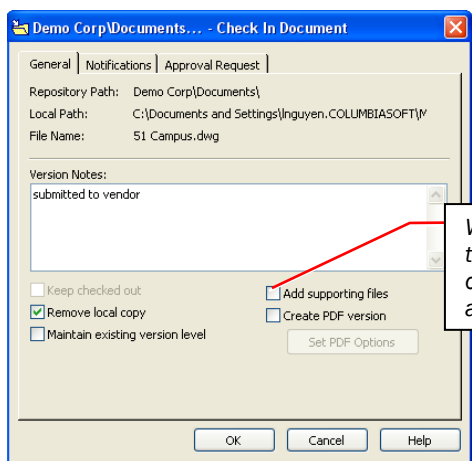
## Use AutoCAD drawing Title Block values to profile drawings on import.

Document Locator includes Profile Properties designed specifically for use with AutoCAD drawing files. When applied to AutoCAD drawings on import, these special Properties read the information embedded in a drawing file's title block and use it to profile the files in Document Locator. In addition to capturing OLE Property values from the title block, these Profile Properties can also capture the following values: Hyperlink Base, Project Name, Revision Number, Last Saved By (user), and Total Editing Time.

## Check-in options improve collaboration, keep team members informed.

When you check in documents, the Check-in dialog box presents options you can use to keep project team members informed and the project workflow moving:

- Add version notes to explain the changes you made.
- Send a notification message to team members to alert them that the document is checked in and available.
- Request approval for the documents.



*When you check in drawings that have X-REF files, you can select to check them in at the same time.*

## Manage projects and project files.

Document Locator supports a range of tools to help you manage and organize all of your electronic project documents, including AutoCAD, Microsoft® Office, Microsoft Projects, PDF files, email with attachments, TIFF images, and more.

- Share project documents with vendors and clients via the Web. The optional WebTools and WebView modules enable you to securely share documents with remote users.
- Mark up and share documents with customers and vendors. Document Locator is integrated with the optional Brava! Markup Module, a viewing and markup tool specifically designed to help architects, engineers, and construction firms collaborate throughout all project phases as digital drawings are created, revised, shared, and approved.
- Manage all of your project files in one place. The Projects directory provides a collaboration work area where you can manage all of your project files—including linked files—even if they are in separate folders in the repository.

## Related Features

- **Automated Workflow** – Automate your business processes.\*
- **Brava! Markup Module** – View and mark up files with overlays while preserving the original document.\*
- **Check-out and Check-in** – Prevent loss of data and unnecessary multiple copies of your drawings.
- **Document Approval** – Automate your document approval process and request approval for submitted documents.
- **Document Profiles** – Attach descriptive metadata to your project documents, making them easier to categorize, store, and retrieve.
- **Email Management** – Automatically profile and import email, attachments, and faxes.\*
- **Importing Documents** – Easily import hundreds of documents.
- **PDF Creator** – Convert your project documents to PDF without having to purchase a separate PDF conversion tool.
- **Web Access** – Control the level of Web access remote users can have to your repository documents.\*

For more information about products or purchasing, please visit:

[www.documentlocator.com](http://www.documentlocator.com)

**ColumbiaSoft Corporation**  
10300 SW Greenburg Rd.  
Suite 180  
Portland, OR 97223  
(503) 274-0504  
(800) 298-1172

\*Optional module required.

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