



Unify document management across business applications.

Document Locator connects with everyday business applications so you can manage documents and files in an enterprise approach, company-wide. In many cases, users can access the information they need right from within the applications they are already familiar with and use on a daily basis.

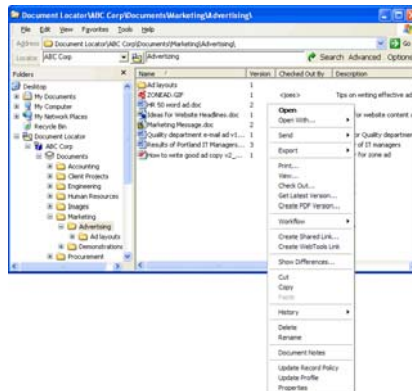


- Establish a single, enterprise repository for documents, drawings, and communications.
- Avoid silos of information held in different line-of-business applications, where access is restricted to licensed users of a particular application.
- Connect documents with records across multiple systems.

Microsoft® Windows integration.

Document Locator comes standard with a seamless integration within Microsoft Windows® that makes document management both intuitive and easy for people to use. Primary navigation is built into Microsoft Windows Explorer with a familiar tree and folder navigation. Right-click menus provide easy access to most document management commands. Document Locator is compatible with:

- Windows 2000, Client and Server
- Windows XP, Professional and Home
- Windows 2003 Server
- Windows Vista, Professional and Home
- Windows 2008 Server



Standard add-in integrations with everyday applications.

Standard integrations to many of the most common business applications allows users to store, retrieve and manage documents directly from within the software they use every day. Integrations are included with:

- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Visio
- Adobe Acrobat 8+
- Adobe Reader 8+
- AutoCAD with RealDWG
- Brava! Desktop
- Brava! Enterprise
- Corel WordPerfect

Benefits

- **Improved Efficiency** – Saves time by allowing people to save, search, and retrieve documents from within other software applications.
- **Faster User Adoption** – Speeds the learning curve and makes using document management easier.
- **Improves Collaboration** - Establishes a unified work environment where individuals and their knowledge are linked from across the company to leverage the collective intelligence of the organization.

Solutions

- **Enterprise Document Management** – Establishes a unified repository of documents that are accessible across groups and not limited to any one business application.
- **Federated Records** – Links documents and files to their associated records in other business systems for easy association and retrieval.
- **User-Adoption** – Keeps people working in the familiar applications they already use which eases user adoption and simplifies the overall use of document management.



Seamless
Windows
Integration

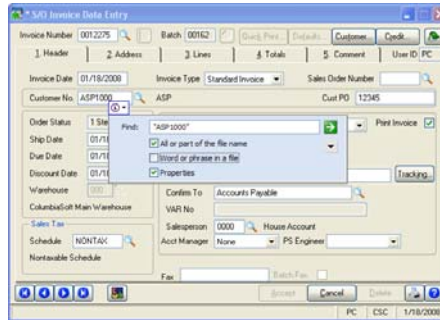
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Integrated searching and retrieval with DL Fusion technology.

An optional DL Fusion integration service allows users to search and retrieve files stored in Document Locator from within other applications. The DL Fusion integration includes:

- **Ad Hoc Searching**
Search and retrieve files with a click on any field inside other applications.
- **Preconfigured Hot-Key Searching**
Customize hot-key searches to retrieve documents related to field values displayed in other applications.



Deep integration with Optional Business Application Connectors.

Microsoft SharePoint® Connector

Document Locator and SharePoint combine to create a collaborative web environment with advanced document management capabilities. The optional integration leverages the investment in SharePoint to add simple-to-use capabilities for records management, document imaging, workflow, and more. The SharePoint Connector includes these three features:

- **SharePoint Web Part** – Provides Document Locator access on any SharePoint page.
- **Federated Searching** – Search and retrieve from both SharePoint and Document Locator in a single search.
- **Publish to Document Locator** – Collaborate on documents in SharePoint and publish to an archive to Document Locator.

eCopy ShareScan® OP Connector

Extend the capability of digital copiers and scanners with the combination of eCopy and Document Locator to perform ad-hoc document scanning. The eCopy Connector integrates Document Locator with eCopy-equipped devices so users can easily convert paper documents directly into digital files managed inside Document Locator.

Prolog® Connector

Link documents, drawings and files with their related project records inside Meridian Systems® Prolog® construction project management application using the Prolog Connector. Users of Prolog can access document management functions from within the Prolog application, while non-Prolog users have access to important project documents and can participate in project reviews and approvals.

Custom professional services SDK integrations.

Leverage the value of any existing business application with a custom-developed integration developed by our Professional Services team. Connect Document Locator to finance systems, CRM systems, project management applications, HR systems, and more so you can manage documents in a unified way across multiple business systems throughout the company.

Related Features

- **Automated Workflow** – Automate your business processes and use folder structure templates to include folder creation in a workflow.*
- **Document Approval** – Associate an approval workflow with folder structures to automatically trigger an approval workflow as files are imported.
- **Document Profiles** – Attach descriptive metadata to documents for quick searching.
- **Microsoft Integration** – Keep workers in a familiar environment.
- **Records Management** – Ensure compliance with government and industry regulations. Assign record policies on folders to enforce consistency.
- **Security and Auditing** – Assign security at the folder level using inheritance to propagate down as files are added into the system.

For more information about products or purchasing, please visit:

www.documentlocator.com

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* Certain features and integrations require optional modules.



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