



## Comprehensive search tools put valuable business information at your fingertips.

Document Locator's intuitive, comprehensive search capabilities enable you to:

- Mine your business documents (including email) for valuable information.
- Find documents easily using versatile, at-hand search tools.
- Create and save complex searches for repeat use and quick access to frequently-used documents.
- Protect specialized searches from unauthorized alteration and access.

## Access the wealth of business information your company handles daily.

Businesses create and receive valuable information every day, including everything from reports on internal operations to correspondence with vendors and customers. Much of this information is required when meeting government and industry compliance standards, and it can also be used to improve and protect your business interests, development, and processes.

- Avoid recreating documents just because you can't find them, don't remember when they were created, or who created them. Document Locator's full-text indexing and profiling metadata, combined with versatile search tools, make it possible to search on the contents of any business document regardless of file name, location, category, or document format.
- Search customer correspondence and customer support databases for solutions to problems that can be used to help other customers or to improve company products and services.
- Search for emails based on subject, sender, recipient, dates, content, etc.

## Flexible search tools make it easy to start a search from anywhere.

From almost anyplace in Document Locator, you can access built-in searches, saved searches, the Locator Search toolbar, and the Search Console.

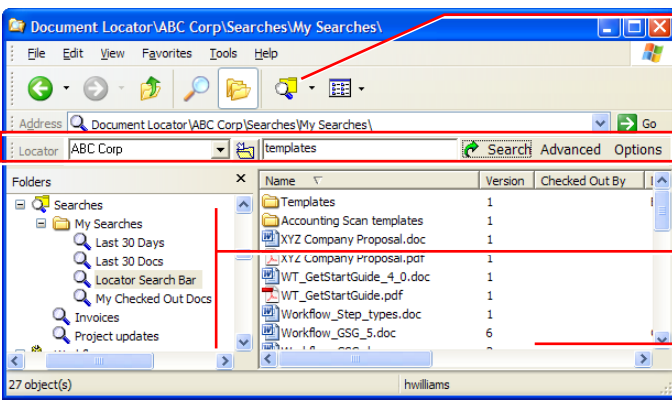
- Conduct searches using the Locator Search toolbar built into Windows Explorer. You have full access to all search criteria via pull-down fields and free-form text fields, plus one-button access to the Search Console for advanced searching.
- Access built-in searches such as My Checked Out Docs, and custom saved searches from the Windows Explorer view.
- Access Document Locator search tools from the Windows Explorer Standard Button bar.
- Access search tools from the right-click menu in Document Locator.

## Benefits

- **Instant search and retrieval** – Provides immediate results for both simple and complex searches.
- **Flexible queries** – Search on any combination of content, metadata, dates, notes, file activity, record management, size, workflow, and more.
- **Saved searches** – Create and save searches customized for specific documents, such as customer contracts or other business records. Repeatedly retrieve emails and attachments related to a specific meeting, project, legal action, etc.

## Solutions

- **Shared-file server alternative** – Replace anarchy on shared file servers with an organized, efficient means of locating important business information.
- **e-Discovery** – Produce required electronic documents, emails, and files relating to specific areas of business under short deadline.
- **Customer service** – Keep track of customer requests for orders and assistance.
- **Project management** – Capture and archive incoming communications from vendors, contractors, and clients.



Document Locator search tools button.

Locator Search Toolbar. Enter your search criteria here.

Access built-in and saved searches here.

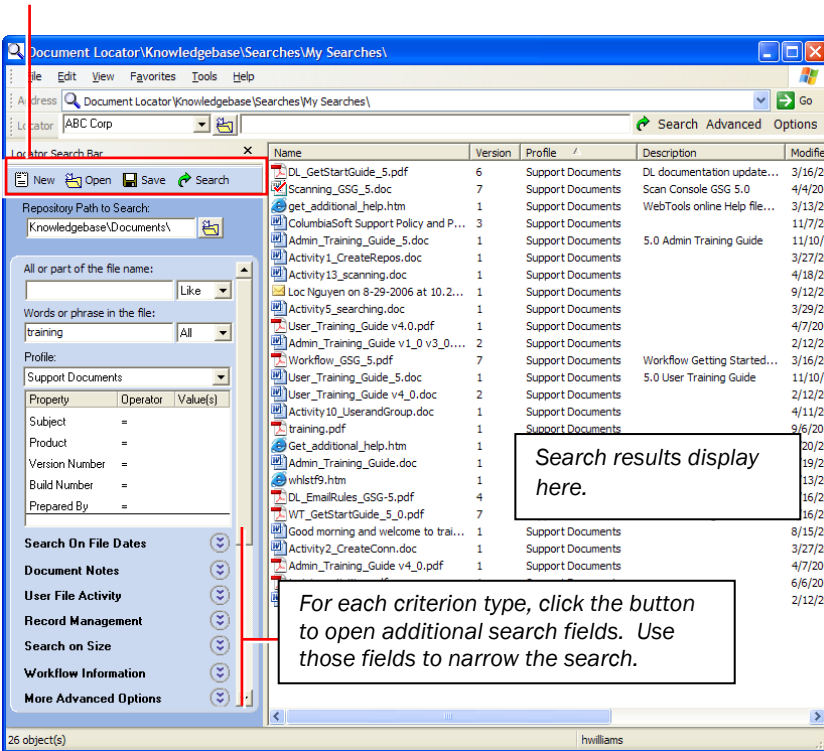
Search results display here.

### Create, save, and protect custom searches for repeat use.

Use the integrated Search Console to create complex searches using multiple criteria and then save them for later use.

- Instantly find documents that fit a specific profile or project need.
- Search across multiple directories to gather documents that meet specific search criteria.
- Edit, copy, and assign security to saved searches.

Clear previous search settings, save a search, open a saved search, and start a search from the Search Console toolbar.



The Search Console is integrated with Windows Explorer.

### Related Features

- Automated Workflow** – Find workflow information easily using Document Locator’s search tools.\*
- Check-out and Check-in** – Use special searches to find your checked out documents.
- Document Profiles** – Attach metadata and other profiling information to documents for easy search and retrieval.
- Importing Documents** – Find your recently imported documents based on date, status, etc.
- Microsoft Integration** – Keep workers in a familiar environment, which makes using the search tools even easier.
- Records Management** – Find important business records instantly.
- Scanning** – Get your paper documents out of file drawers and into Document Locator where you can find them with ease.\*
- Security** – Set security for custom saved searches.
- Version Control** – Search on document versions.
- Web Access** – Enable remote users to search for repository documents.\*

For more information about products or purchasing, please visit:

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

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\*Optional module required.



Seamless Windows Integration

