







Capabilities	Desktop	WebTools	WebView	Mobile
Versioning				
Access a document's version history	✓	✓		
Promote a previous file version	✓			
Check out a previous version	✓	✓		
Maintain existing version level	✓	✓		
Enter version notes	✓	✓		
Searching				
Search Toolbar	✓	✓	✓	
Advanced Search	✓	✓	✓	✓
Global Search	✓			
Save custom searches	✓	✓	✓	
Use custom saved searches	✓	✓	✓	✓
Edit custom saved searches	✓			
Preview documents before they are open	✓			
File and Folder Actions				
Create folders	✓	✓		
Import documents and folders	✓	✓		
Add files and folders via drag-and-drop	✓	✓		
Create new documents using templates	✓	✓		
View files	✓	✓	✓	✓
Rename files	✓			

 Standard
  Optional


Named Access Licenses include all methods of access. Other license options are limited to one method of access.

Capabilities	Desktop	WebTools	WebView	Mobile
File and Folder Actions Continued				
Post document notes	✓	✓		
Modify folder properties	✓			
Create and modify file dependencies (parent/child)	✓			
Delete files	✓	✓		
Delete folders	✓			
View a document's log	✓	✓		
View document properties and summary information	✓	✓	✓	✓
Change general document properties	✓			
Update a document Profile	✓	✓		
View document thumbnails	✓	✓	✓	
View file details	✓	✓	✓	✓
Send/Export files as email link or attachment/Zipped file PDF	✓			
Convert files to PDF	✓			
Check documents in and out	✓	✓		
Undo document checkout	✓	✓		
Access and manage files using mobile devices and tablets		✓	✓	✓
Document Reminders	✓			
File Favorites		✓	✓	
Workflows				
Access Workflow Directory	✓	✓		
Send, receive, forward, and reply to notification messages	✓	✓		✓
Use automated workflows	✓	✓		✓
Create automated workflows in the Workflow Route Manager	✓			

 Standard
  Optional

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Capabilities	Desktop	WebTools	WebView	Mobile
Recycle Bin				
View and empty files in Recycle Bin	✓	✓		
Restore files and folders from Recycle Bin	✓	✓		
Permanently delete files and folders from Recycle Bin	✓	✓		
Tools and other Modules				
File menu integration with Microsoft Office applications, Outlook, Visio, Microsoft Projects, and AutoCAD.	✓			
Administrative functions	✓			
Repository configuration tools	✓			
Create and manage Profiles and Profile Properties	✓			
Scan Station Module	✓			
Outlook Email Management	✓			
Email Archive	✓			
Access Records Management tools and information	✓			
Access Projects Directory	✓			✓
Compare documents using third-party differencing tools	✓			
Synchronize Active Directory accounts	✓			
Quickly categorize files with profile property info using the Document Profiler tool	✓			
Electronic Forms	✓			
Reports	✓		✓	

 Standard
  Optional

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