Organized collaboration with document check-in.

Document Check-in / Check-out is central to organized collaboration. It drives versioning, auditing, and safeguards against information loss.

- Document check-in and check-out protects important business information.

- Other users are kept informed of a document's status.

- Document logs preserve a record of each occurrence.

Benefits of Document Check-in / Check-out.

- Prevents the loss of shared work.

- Ensures changes are made to correct versions.

- Allows others to view or print a checked-out file, continuing access to the latest approved version even while updates are being made.

Informed collaboration.

Document Locator identifies documents that are checked-out. Documents can be checked out by one person at a time, however, others may still view a document while it is checked out. Users can see who has a document checked out.
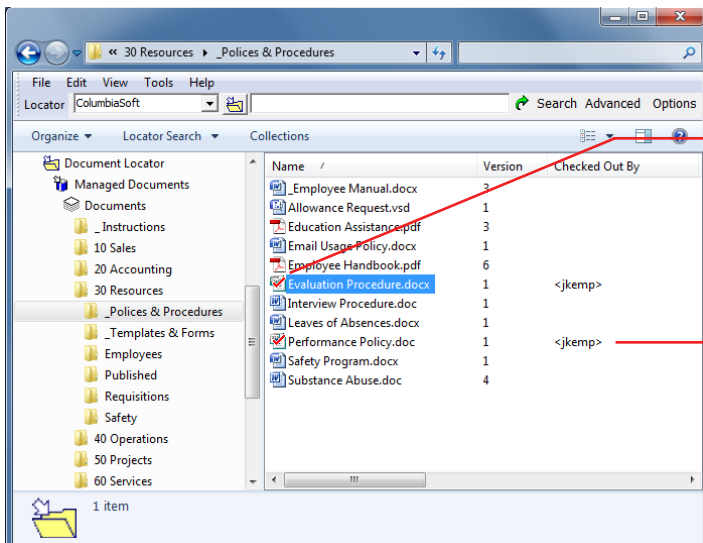
You can see a document's status at a glance. Checked-out documents have a red checkmark superimposed on their icons.

The user who checked out the document is listed here.

Benefits

- **Improved collaboration**
  An organized method for collaboration, where everybody knows the status of documents.

- **Preserved information**
  Prevents accidental deletion of files and information.

- **Familiar work environment**
  Check-out and check-in documents from within native Microsoft applications and Windows Explorer view.

Solutions

- **Shared-file server alternative**
  Replaces anarchy on shared file servers with an organized, efficient means for collaborating on documents.

- **Email alternative**
  Replaces email as a method for exchanging and collaborating on documents.

- **Workforce management**
  Administrators can review document check-out history.

(800) 298-1172
www.documentlocator.com

## Documents automatically open in their native application.

Upon check-out, documents open in their native applications.
Or, documents can be check out and opened later when ready to make changes.
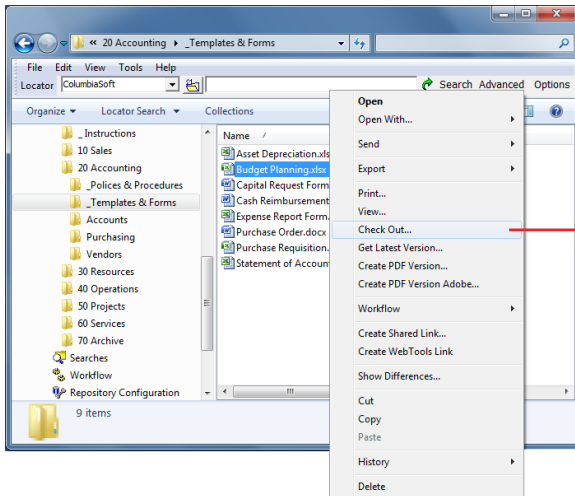
To check out a document, simply right-click the file and select Check Out.

Check-in documents from applications or Windows Explorer.

Check-in can be done from a document's application window or from a Windows Explorer window. The check-in process saves all changes in the repository and automatically increments to a new version. During check-in, version notes can be added, notifications can be sent, or approvals can be requested.
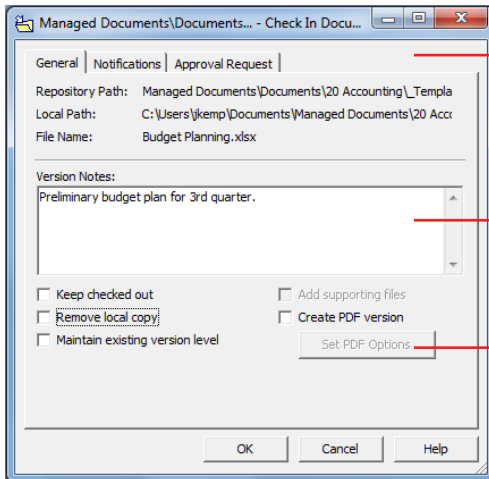
You can send notifications and document approval requests during check-in.

Version notes remind others of the revision history and are searchable to help you find a document later.

You can also elect to save the document as a PDF file.

Check-in's and Check-out's are recorded.

Every time a document is checked in or out, a log record identifies when it happened, the name of the user who performed the action, the version of the document affected, and any associated notes.

ColumbiaSoft™

Microsoft Partner | Gold Application Development Gold Cloud Platform

Autodesk® Authorized Developer

Adobe Solutions Network Commercial Developer