



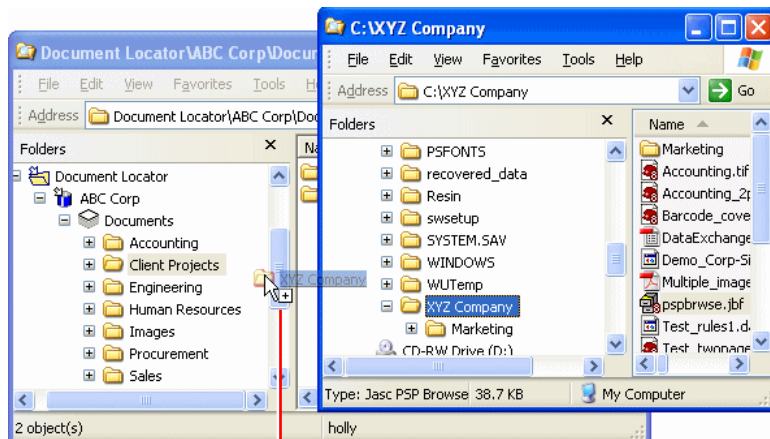
Seamless integration with Microsoft® Windows® makes importing documents fast and intuitive.

With Document Locator, you use familiar Windows operations to import files, so you can start managing documents immediately.

- Import documents using standard Windows operations such as drag-and-drop, copy-and-paste, or right-click and select.
- Import quickly—between 50 and 100 documents per minute, depending on document size and computer speed.
- Access imported documents immediately.
- Organize directories automatically. Document Locator recreates the original folder hierarchy by default when importing folder contents.

Simply drag and drop a folder to bulk-import thousands of files at once while preserving the folder hierarchy.

Whether you're importing files on your computer or files stored in field offices around the country, bulk importing is a snap. Dragging a root directory into the repository brings every sub-folder along with it. For example, in a single step you could import multiple files from your LAN or WAN.



In this example, the main folder "XYZ Company" and all its sub-folders are simply dragged into the destination folder, "Client Projects," in the Document Locator repository.

Benefits

- **Immediate deployment** – Bulk-transfer files in one drag-and-drop action while preserving folder hierarchies.
- **Fast user adoption** – Integrates document management functions right where people work using familiar Windows right-click and drag-and-drop operations.
- **Instant file access** – Indexes information immediately upon import to provide instant searchability and access.

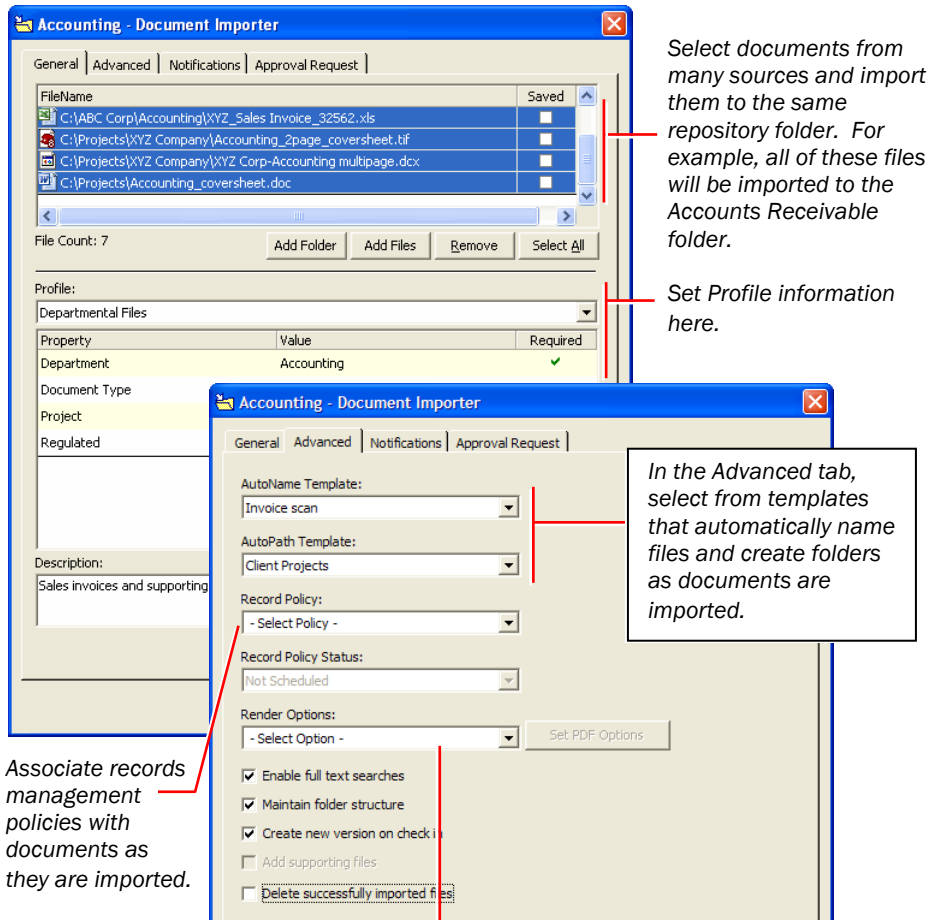
Solutions

- **Shared-file server alternative** – Replaces anarchy on shared file servers with an organized, efficient means for collaborating on documents.
- **Information security** – Protect important business documents from accidental deletion. Original copies of documents remain on the file server until you choose to delete them.
- **Regulatory compliance** – Import and properly index email and other documents for secure storage and easy retrieval.

Capture documents from many sources, then organize them with folders in Document Locator.

In addition to drag-and-drop, Document Locator makes it easy to pull in a set of documents from several sources, then organize them in the repository under one or more folders. You can browse for the documents you want to import and simply add them to the Document Importer dialog box. When importing:

- You can add Profile and other metadata information such as version notes and document descriptions.
- Imported documents automatically inherit the security settings of the destination folder.



Import documents as PDF files or import them and create PDF copies at the same time.

Imported files are easier to manage and find.

Features like document Profiles, version notes, and document descriptions make for more productive searches that allow you to find files immediately based on categories, keywords, and other metadata. Document Locator's search tools provide the means to search on nearly all aspects of a file: content, name, type, dates, events, status, user activity, notes, version, and more.

Related Features

- **Document Approval** – Request approval for documents as they are imported.
- **Document Profiles** – Attach descriptive metadata to imported documents, making them easier to categorize and retrieve.
- **Folder Auto Path Templates** – Create folders for documents automatically as they are imported.
- **Folder Properties** – Use folder properties to organize and control the formatting of imported documents.
- **PDF Creator** – Convert documents to PDF when you check them in or import them.
- **Records Management** – Promote sound record-keeping practices and regulatory compliance by associating record policies with folders and documents.
- **Scanning** – Automate the scanning process or scan and import documents manually.*
- **Searching** – Locate documents based on the profiling information you attached to files when you imported them.
- **Web Access** – Enable authorized remote users connecting through a Web browser to import documents.*

For more information about products or purchasing, please visit:

www.documentlocator.com

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*Optional module required.



Seamless
Windows
Integration

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Capture, Manage, and Share Information

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