



Microsoft Windows and Office integration makes document management easy to use.

Document Locator is a fully-integrated Microsoft Windows document management system.

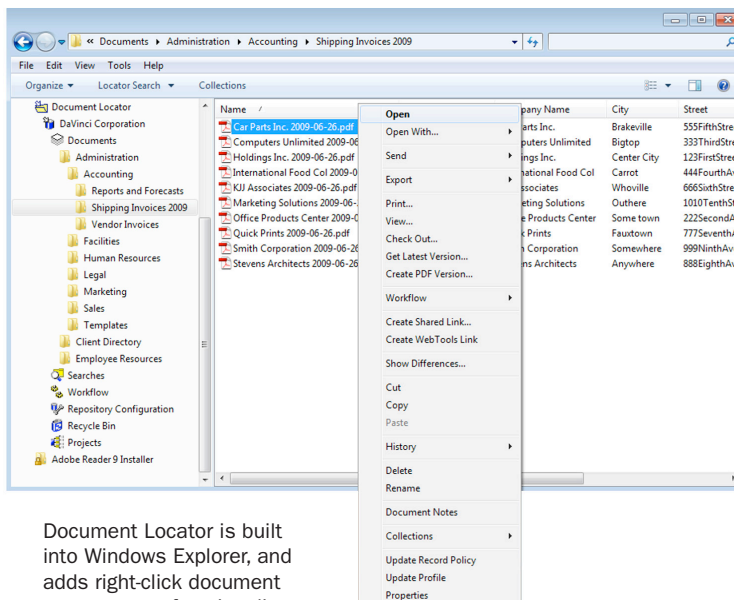
Integration with Microsoft Windows, the Microsoft Office suite of applications including Outlook, as well as other Microsoft applications like SharePoint, makes it easy and intuitive for people to use document management in their day-to-day business.

- Fast user adoption and less training because there's no need to learn a new user interface.
- People remain working in familiar environments.
- Document Locator manages any Windows-based documents.

Familiar Windows interface.

Document Locator's Windows Explorer interface allows people to remain working in the familiar folder-based environment. Navigation is built into Explorer and the Windows desktop, and appears similar to a mapped shared drive.

- Familiar tree and folder navigation
- Right-click menus for easy access to document management commands
- Built on Microsoft SQL



Document Locator is built into Windows Explorer, and adds right-click document management functionality.

Benefits

- **Easy navigation**
Document management functions are available right where people work, inside Windows, Office and other every-day business applications.
- **Fast user adoption**
Familiar Windows-interface reduces the need for training and increases user-acceptance.
- **File compatibility**
Manage any type of Windows-compatible file, including documents, images, databases, faxes, emails, scanned documents, and more.

Solutions

- **Information Technology**
Leverage existing software with added document and records management capabilities.
- **Shared-file server alternative**
Replace unstructured shared file servers with an organized, efficient system for collaboration and control.
- **Security and business continuity**
Protect against accidental deletion, and implement back-up of information for fast recovery.

(800) 298-1172

www.documentlocator.com

Fully integrated with Microsoft Office.

Full document management capabilities are available right where people do their work: inside Microsoft Word, Excel, PowerPoint, Outlook, and other Office applications. Users can store, retrieve, and manage documents directly from within these everyday applications.

- Save a document to a repository.
- View a document in a repository.
- Check documents out and in.
- View and update document properties.
- Update a document's profile.
- Undo a document check-out.



Document Locator is integrated into the Microsoft Office Ribbon.

Manage all of your Windows-based files.

Any type of Windows-compatible file can be managed within Document Locator, from documents and emails, to faxes and scanned files, images, Web files, and more.

Compatibilities

Microsoft Windows

- 64-bit or 32-bit
- Windows XP with SP3, Vista or Windows 7

Microsoft Windows Server

- Windows 2003 or 2008 R2

Microsoft Office

- Office 2003, 2007, or 2010

Microsoft SQL Server

- SQL Server 2005 or 2008

Microsoft SharePoint

- SharePoint 2010

Related Features

- **Adobe Acrobat Integration**
Commands are available from within Adobe Acrobat and Adobe Reader.
- **SharePoint Integration**
“Out-of-the-box” ready document management integrated with SharePoint portals.*
- **Fusion Integration**
Search and retrieve files directly from within other applications.*
- **Custom Integration**
Connect with finance systems, CRM, project management, HR, and other applications with Professional Service customizations.*
- **AutoCAD and Brava!**
Manage designs and drawings and collaborate using mark-up.*
- **Email Rules**
Manage Outlook email using rules that automatically profile and import email, attachments, and faxes.*
- **Email Archive**
Capture a complete record of all email and attachments companywide.*
- **Plus....**
 - Automated Workflow
 - Check-out and Check-in
 - Document Approval
 - Document Scanning
 - Records Management
 - Security and Auditing
 - Version Control

* Optional

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