Optional Web access makes it easy to share online.

Document Locator’s optional WebTools Browser and WebTools Desktop allow for easy access to files over the internet.

As a self-hosted solution, or hosted in the cloud, you maintain full control. Security determines who has access, and to which files they have access to.

- Employees working remotely have access to information from any location using an Internet connection.
- Customers and vendors can self-retrieve and deposit information.
- Satellite offices can connect and share information with headquarters.
- Administrators can offer customized content and information on a home portal page.
- A “Favorites” selector makes it easy to build a list of everyday files.
- You can preview files in a right-side viewing pane and in a pop-open window.

WebTools is designed to provide an intuitive, easy-to-use experience in a browser, or as seen above in a desktop application.

Benefits

- **Remote access**
  Share and collaborate with employees, customers and vendors worldwide using an optional web-browser interface.

- **Self-service**
  Eliminates the need to respond to requests for information, and allows people to access and share information from any location, at any time.

- **Controlled online document management**
  Provides a Web based solution while maintaining your control over information.

Solutions

- **Collaboration**
  Share information with people outside the office using collaborative tools like version control, notifications, approvals, and more.

- **Customer service**
  Allow customers to view and access documents over the Web.

- **Automation**
  Automate document-driven business processes across long distances, for instance among multiple offices or between employees at different locations.

- **Information Technology**
  Use NT-style or SQL Server security to control remote access to information. Create outside accounts without granting access to your internal network.
Related Features

- **Document delivery**
  Quickly organize, package, and deliver files, or archive them off-line.

- **Windows integration**
  Integrated within the Microsoft environment, making document management easy to use.

- **Custom integration**
  Connect with finance systems, CRM, project management, HR, and other applications with Professional Service customizations.*

- **Workflow automation**
  Connect remote users with your automated business processes.*

- **Plus…**
  - Check-out and Check-in
  - Document Approval
  - Document Scanning
  - Records Management
  - Security and Auditing
  - Version Control

*Optional module required.

Collaborative access using WebTools.

The WebTools option allows employees and others working outside the office to collaborate and share information.

- Import and export documents, create folders, create and delete documents, and view document information.
- Participate in approvals and workflows.
- Check-out, modify, and check-in multiple documents at a time.
- Receive, forward, reply to, and send notifications.

Secure “outside-the-firewall” access to information.

Access via the Web is controlled using either NT or SQL Server security, so information is secure. Logins and passwords protect repositories from unauthorized access.

WebTools Desktop application


- Quickly check-out and open files in their associated application, and check them back in again with similar ease as using Document Locator Desktop
- Quickly navigate between repositories.

The Webtools Desktop application gives you the WebTools experience on your desktop.

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