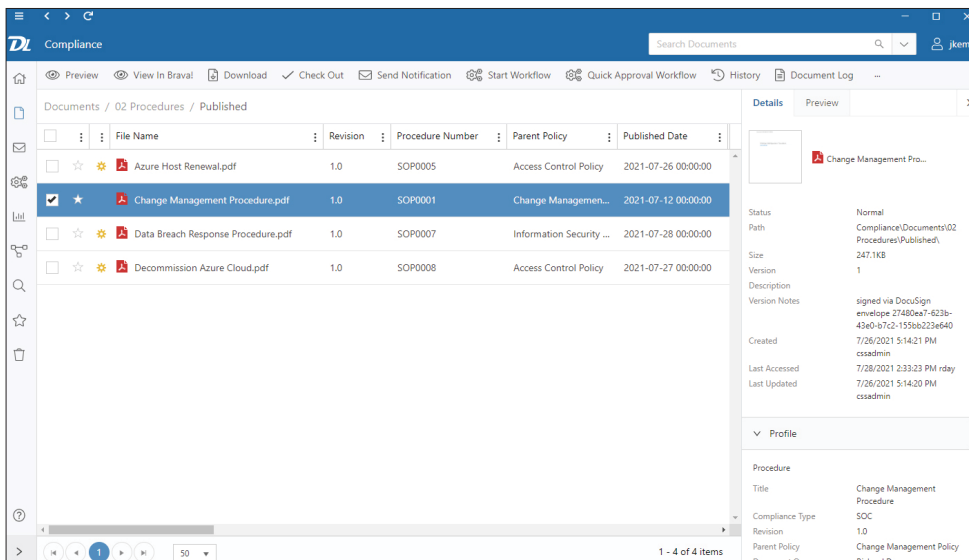


### Optional Web access makes it easy to share online.

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.

## 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.

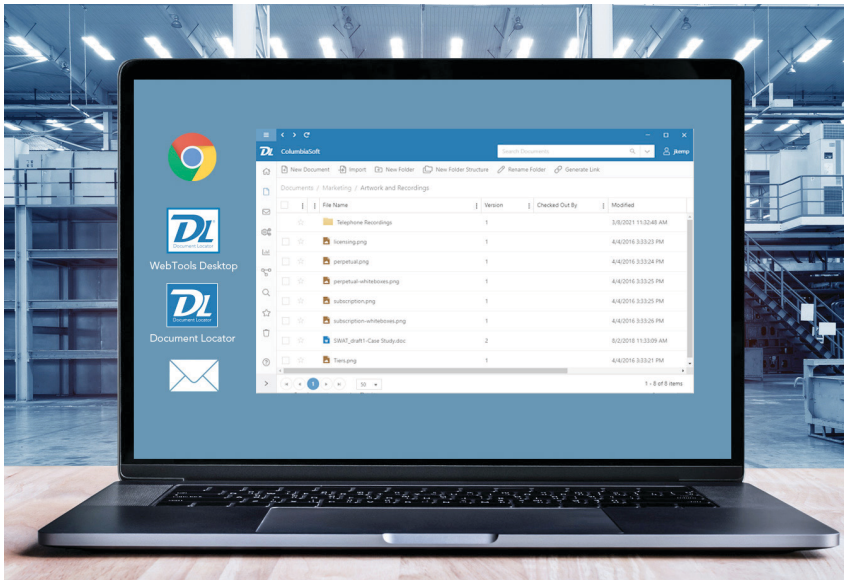
## Secure “outside-the-firewall” access to information.

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

Experience Document Locator’s Web navigation inside a Windows application using WebTools Desktop. The Webtools Desktop edition puts the ease of Web navigation in a Windows 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.

## 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.

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