

# Document Locator Capabilities



	Desktop	Web Desktop	Browser	Mobile	View*
<b>Versioning</b>					
Access a document's version history	✓	✓	✓		
Promote a previous file version	✓				
Check out a previous version	✓	✓	✓		
Maintain existing version level	✓	✓	✓		
Enter version notes	✓	✓	✓		
<b>Searching</b>					
Search Toolbar	✓	✓	✓	✓	✓
Advanced Search	✓	✓	✓	✓	✓
Global Search	✓				
Save custom searches	✓	✓	✓		✓
Use custom saved searches	✓	✓	✓	✓	✓
Edit custom saved searches	✓				
Preview documents before they are open	✓	✓	✓		✓
DL Add-In Open Dialog	✓				
<b>File and Folder Actions</b>					
Create folders	✓	✓	✓		
Import documents and folders	✓	✓	✓		
Add files and folders via drag-and-drop	✓	✓	✓		
Create new documents using templates	✓	✓	✓		
View files	✓	✓	✓	✓	✓
Rename files	✓	✓	✓		

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<b>File and Folder Actions Continued</b>					
Post document notes	✓	✓	✓		
Modify folder properties	✓				
Create and modify file dependencies (parent/child)	✓				
Delete files	✓	✓	✓		
Delete folders	✓				
View a document's log	✓	✓	✓		
View document properties and summary information	✓	✓	✓	✓	✓
Update a document Profile	✓	✓	✓		
Change document properties	✓				
View document thumbnails	✓	✓	✓		✓
View file details	✓	✓	✓	✓	✓
Send/Export files as email link or attachment/Zippped file PDF	✓				
Convert files to PDF	✓				
Check documents in and out	✓	✓	✓		
Express check in and out	✓	✓			
Undo document checkout	✓	✓	✓		
Access and manage files using mobile devices and tablets			✓	✓	✓
Document Reminders	✓				
File Favorites		✓	✓		✓
<b>Workflows</b>					
Review and Approve	✓	✓	✓	✓	✓
Access Workflow Directory	✓	✓	✓		
Send, receive, forward, and reply to notification messages	✓	✓	✓	✓	
Use automated workflows	✓	✓	✓	✓	
Workflow Route Manager	✓				

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<b>Recycle Bin</b>					
View and empty files in Recycle Bin	✓	✓	✓		
Restore files and folders from Recycle Bin	✓	✓	✓		
Permanently delete files and folders from Recycle Bin	✓	✓	✓		
<b>Tools and other Modules</b>					
Menu integration with Microsoft Office applications	✓				
Administrative functions	✓				
Repository configuration tools	✓	✓**	✓**		
Create and manage Profiles and Profile Properties	✓				
Outlook Email Management	✓				
Access Records Management tools and information	✓				
Access Projects Directory	✓	✓	✓	✓	
Compare documents using third-party differencing tools	✓				
Synchronize Active Directory accounts	✓				
Document Profiler tool	✓				
Reports	✓	✓	✓		
<b>Optional Tools</b>					
Scan Station Module	✓				
Email Archive	✓				
Electronic Forms	✓				

\* View is available in Web Desktop, Browser and Mobile.

\*\* User Manager and Group Manager are available in both Web Desktop and Browser

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