








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

 Standard
  Optional

Capabilities	Desktop	WebTools	WebView	Mobile
File and Folder Actions Continued				
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	✓	✓	✓	✓
Change general document properties	✓			
Update a document Profile	✓	✓		
View document thumbnails	✓	✓	✓	
View file details	✓	✓	✓	✓
Send/Export files as email link or attachment/Zipped file PDF	✓			
Convert files to PDF	✓			
Check documents in and out	✓	✓		
Undo document checkout	✓	✓		
Access and manage files using mobile devices and tablets		✓	✓	✓
Document Reminders	✓			
File Favorites		✓	✓	
Workflows				
Review and Approve	✓	✓	✓	
Access Workflow Directory	✓	✓		
Send, receive, forward, and reply to notification messages	✓	✓		✓
Use automated workflows	✓	✓		✓
Create automated workflows in the Workflow Route Manager	✓			

 Standard
  Optional

Capabilities	Desktop	WebTools	WebView	Mobile
Recycle Bin				
View and empty files in Recycle Bin	✓	✓		
Restore files and folders from Recycle Bin	✓	✓		
Permanently delete files and folders from Recycle Bin	✓	✓		
Tools and other Modules				
File menu integration with Microsoft Office applications, Outlook, Visio, Microsoft Projects, and AutoCAD.	✓			
Administrative functions	✓			
Repository configuration tools	✓			
Create and manage Profiles and Profile Properties	✓			
Scan Station Module	✓			
Outlook Email Management	✓			
Email Archive	✓			
Access Records Management tools and information	✓			
Access Projects Directory	✓	✓		✓
Compare documents using third-party differencing tools	✓			
Synchronize Active Directory accounts	✓			
Quickly categorize files with profile property info using the Document Profiler tool	✓			
Electronic Forms	✓			
Reports	✓	✓		

 Standard
  Optional

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