

N Named User
 C Concurrent Desktop
 D Dedicated Desktop
 W Concurrent WebTools
 V WebView

| | Licenses | Desktop | | | Web Desktop | | Browser | | Mobile | | View* |
|---|----------|---------|---|---|-------------|---|---------|---|--------|---|-------|
| | | N | C | D | N | W | N | W | N | W | V |
| 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 | | ✓ | | | ✓ | | | ✓ | | | |

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|--|----------|------------------|--------------------|----------------|---------------|------------|
| 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 | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 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 | | | ✓ | ✓ | | ✓ |
| Workflows | | | | | | |
| Review and Approve | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Access Workflow Directory | | ✓ | ✓ | ✓ | | |
| Send, receive, forward, and reply to notification messages | | ✓ | ✓ | ✓ | ✓ | |
| Use automated workflows | | ✓ | ✓ | ✓ | ✓ | |
| Workflow Route Manager | | ✓ | | | | |

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| 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 | | | | | | |
| 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 | | ✓ | ✓ | ✓ | | |
| Optional Tools | | | | | | |
| Scan Station Module | | ✓ | | | | |
| Email Archive | | ✓ | | | | |
| Electronic Forms | | ✓ | | | | |

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

(800) 298-1172
www.documentlocator.com

ColumbiaSoft Corporation
 15495 S.W. Sequoia Parkway
 Suite 190
 Portland, OR 97224