



## Organized collaboration with document check-in.

Document Check-in / Check-out is central to organized collaboration. It drives versioning, auditing, and safeguards against information loss.

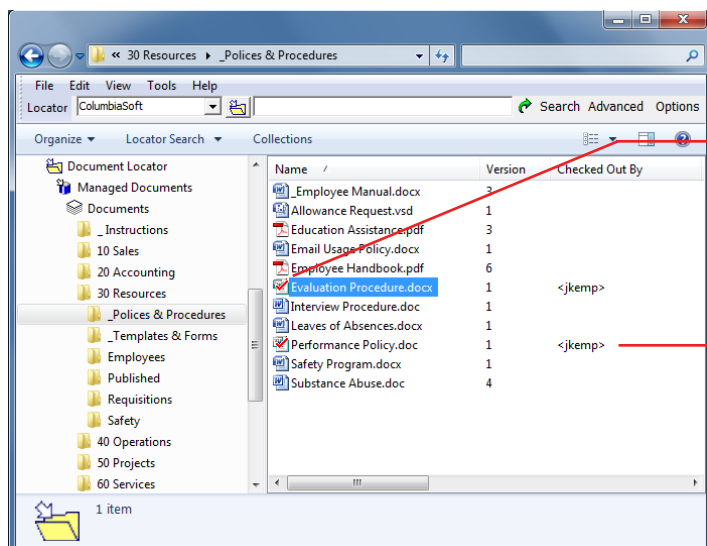
- Document check-in and check-out protects important business information.
- Other users are kept informed of a document's status.
- Document logs preserve a record of each occurrence.

## Benefits of Document Check-in / Check-out.

- Prevents the loss of shared work.
- Ensures changes are made to correct versions.
- Allows others to view or print a checked-out file, continuing access to the latest approved version even while updates are being made.

## Informed collaboration.

Document Locator identifies documents that are checked-out. Documents can be checked out by one person at a time, however, others may still view a document while it is checked out. Users can see who has a document checked out.



You can see a document's status at a glance. Checked-out documents have a red checkmark superimposed on their icons.

The user who checked out the document is listed here.

## Benefits

- **Improved collaboration**  
An organized method for collaboration, where everybody knows the status of documents.
- **Preserved information**  
Prevents accidental deletion of files and information.
- **Familiar work environment**  
Check-out and check-in documents from within native Microsoft applications and Windows Explorer view.

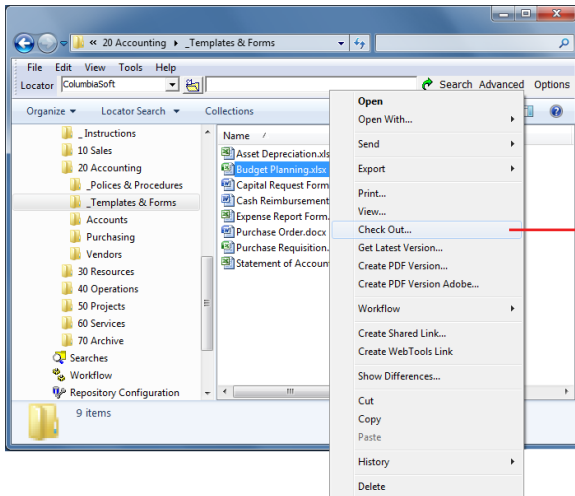
## Solutions

- **Shared-file server alternative**  
Replaces anarchy on shared file servers with an organized, efficient means for collaborating on documents.
- **Email alternative**  
Replaces email as a method for exchanging and collaborating on documents.
- **Workforce management**  
Administrators can review document check-out history.

(800) 298-1172  
www.documentlocator.com

## Documents automatically open in their native application.

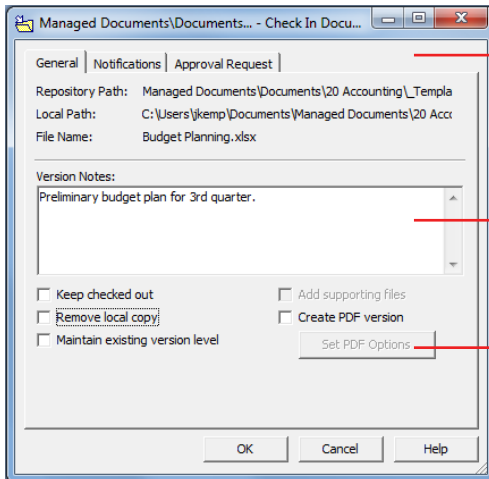
Upon check-out, documents open in their native applications.  
Or, documents can be check out and opened later when ready to make changes.



To check out a document, simply right-click the file and select Check Out.

## Check-in documents from applications or Windows Explorer.

Check-in can be done from a document's application window or from a Windows Explorer window. The check-in process saves all changes in the repository and automatically increments to a new version. During check-in, version notes can be added, notifications can be sent, or approvals can be requested.



You can send notifications and document approval requests during check-in.

Version notes remind others of the revision history and are searchable to help you find a document later.

You can also elect to save the document as a PDF file.

## Check-in's and Check-out's are recorded.

Every time a document is checked in or out, a log record identifies when it happened, the name of the user who performed the action, the version of the document affected, and any associated notes.

## Related Features

- **Document Workflow**  
Automate business processes
- **Notification Subscriptions**  
Set actions based on subscribed events.
- **Records Management**  
Maintain compliance using records policies.
- **Searching**  
Instantly locate documents based on full-featured search technology.
- **Security and Auditing**  
Protect documents from unauthorized access and alteration.
- **Version Control**  
Preserve all version history and be certain of the most current version.
- **Web Access\***  
Secure remote access via the Web.
- **Plus....**  
Document Scanning\*  
Adobe Acrobat Integration  
SharePoint Integration

\* Optional

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