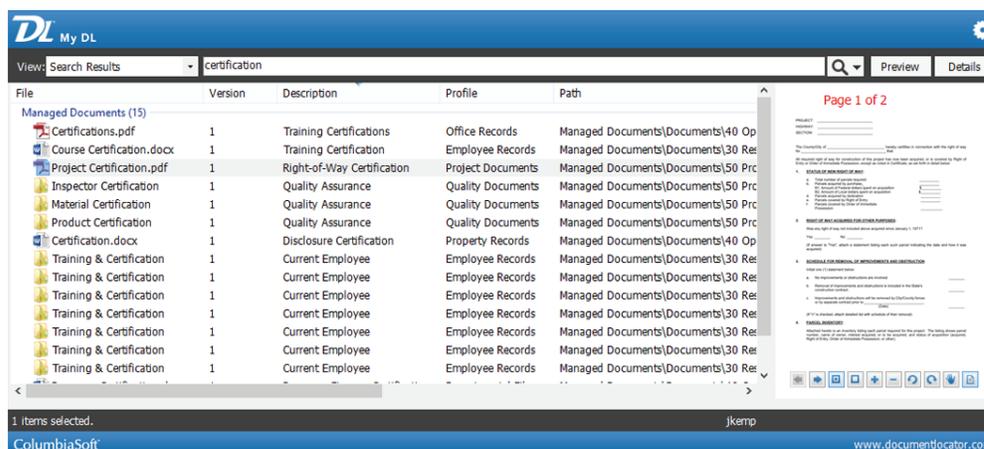**DL** Document Locator ™

Kodak

A place where expanded search, workflow notifications, and reports are readily at hand.

My DL is a home in Document Locator where users can go to search globally across repositories, view tasks, participate in workflows, and run reports.

As a component of Document Locator desktop, it provides a single location to perform many of the most common document management actions.

Search across repositories, view tasks and messages, participate in workflows, and run reports – all from a single location in My DL.

Global Search

Search across repositories and find files related but stored in separate areas. Global search in My DL makes it possible to find information in a single search, regardless of which repositories files are located.

Choose the repositories you wish to include in a single, federated search. Search by file content, property values , filenames, descriptions, version notes, and workflow comments. Security limits search activity to only those areas where users are authorized.

Benefits

- **Extended Search**
  Search across multiple repositories.

- **Accessibility**
  Access the most common document management tasks from a single user interface.
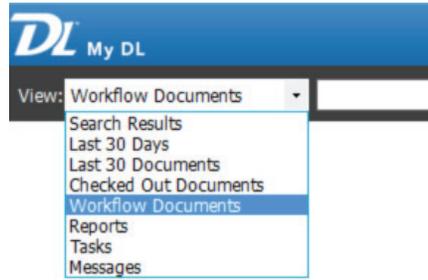
Solutions

- **Decisioning**
  Make faster, more informed decisions based on access to all the related files, regardless of which repositories files are located in.

(800) 298-1172
www.documentlocator.com

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The most common tasks

My DL is a one-stop location for many of the most common activities in Document Locator. In addition to search, anyone can access their own list of quick view items:

- Last 30 days files
- Last 30 documents
- Checked-out documents
- Workflow documents
- Reports
- Tasks
- Messages

My DL Features

- Access My DL from the Start menu or directly from within windows in the DL Toolbar
- Search globally across multiple document repositories.
- Select the repositories to search, and choose the search criteria to search by (full-text content, filename, metadata values, descriptions, version notes, and more).
- Preview files inside My DL before opening.
- View file details, including properties, record policies, and more.

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