**Document Locator**™

Stay informed about important document events.

Efficient communication is the cornerstone of a productive team-based organization. The Notification Subscription feature helps ensure team success by keeping members informed about project changes and other document and workflow-related events. This feature:

- Notifies subscribers about folder and file events such as when files are deleted, imported to folders, updated, checked out and checked in, copied, renamed, and more.
- Allows users to self-subscribe to document events or receive notifications through administrator-managed subscriptions.
- Lets you send and receive notifications via email, Document Locator's Messages folder, or both. You can also elect to receive popup notifications that display in the lower right corner of your screen.

Versatile notification subscriptions can be tailored to fit your needs.

You can subscribe to a variety of document, folder, and user events for documents and folders in the repository. Notification subscriptions are simple to set up, and once enabled, automatically send notifications to subscribers whenever a subscribed-to event occurs. This feature is easy to customize to meet each workgroup's needs, and security settings let you decide who manages subscriptions—users or administrators. You can tailor the subscriptions by limiting them to events performed by specific users, involving specific files or folders, or events that occur during specific time periods.
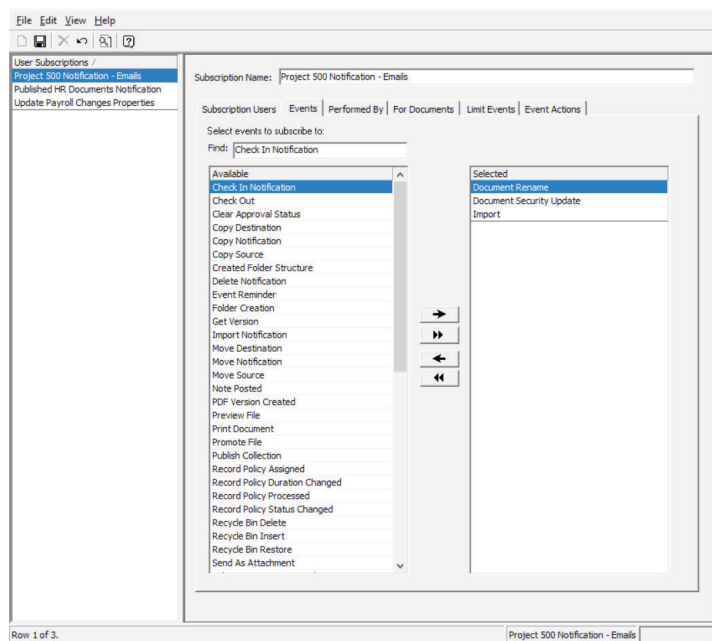
You set up repository event subscriptions in the Subscription Manager. If you have administrative rights, you can set up subscriptions for other users and you can see subscriptions that other users have set up for themselves.

Benefits

- **Improved awareness**
  Keeps workgroups and teams aware of project and workflow-related events with automatic notifications.

- **Self-service or administrator controlled**
  Allows users to selfsubscribe to notifications or administrators can pre-arrange notifications.

- **Customized information**
  Provides flexible settings that enable you to subscribe to a variety of events, including user actions, file actions, and more.

- **Email integration**
  Receive notifications via Outlook email and/or internally within the Document Locator system. Optionally, add the convenience of pop-up alerts.

Solutions

- **Collaboration**
  Keep users aware of actions occurring to files and folders. Automated announcements eliminate the need to communicate changes verbally or via multiple emails.

- **Communication**
  Use administrator-defined notifications to automatically inform employees of important changes and instructions.

(800) 298-1172
www.DocumentLocator.com

ColumbiaSoft™

Subscribed-to events can trigger special actions.

When you set up a subscription, you typically specify a message to be sent to the subscriber when the subscribed-to event occurs. However, with the optional Automated Workflow Module, you can also have the subscribed-to event trigger a custom action, such as:

- Copying or moving a file to a specified repository path or the Recycle Bin.
- Starting a workflow.
- Opening the latest version of a file.
- Publishing a file to a specified Web site.
- Updating a file's security or a record's record policy, and more.

Notifications can be delivered via Outlook email.

Document Locator's integration with Microsoft Outlook means you can choose to receive notifications via email. Just set up email information in the User Manager and in the repository's settings, and any user can pick up notifications in Outlook instead of the Messages folder in Document Locator's Workflow directory.
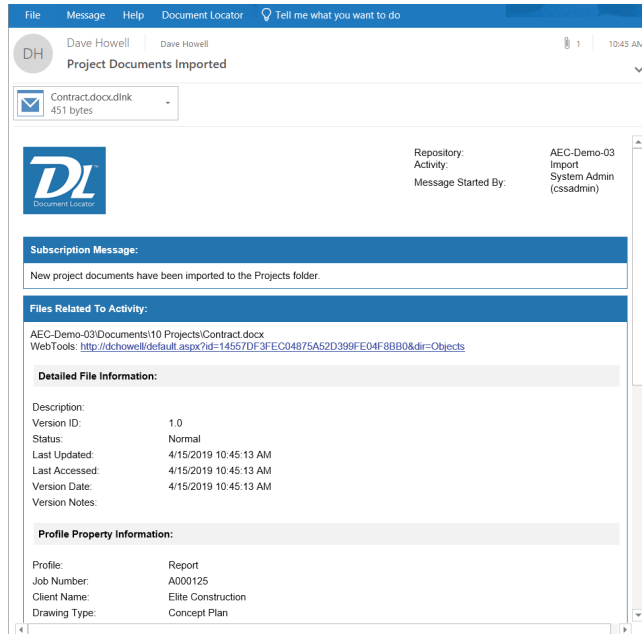
In this example of a notification delivered in Outlook email, a link to the document is embedded in the notification so you can easily access the document.

Subscription notification messages show repository, user, activity, subscription message, and files related to the subscription.

In addition to receiving notifications via email or internally, you can choose to have a popup alert display in the lower right corner of your screen when you receive a new message.
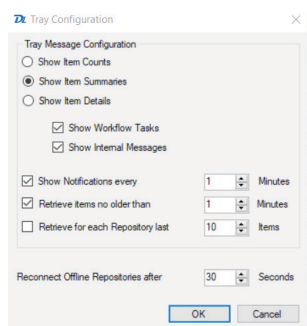
Click the linked message name to open the full message.

(800) 298-1172
www.DocumentLocator.com

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

ColumbiaSoft™