

Find files fast with instant searching

Document Locator's intuitive and comprehensive search capabilities make finding the files you need easy.

- Find documents using versatile search tools.
- Create and save complex searches for repeated use and quick access to frequently-used documents.
- Mine the content of documents (including email) for valuable information.

The value of search

- Avoid recreating documents just because you can't find them, or don't remember where they are located. Full-text indexing and profiling metadata, combined with versatile search tools, make it possible to search on the contents of any business document regardless of file name, location, category, or document format.
- Search customer correspondence and customer support databases for solutions to problems that can be used to help other customers or to improve company products and services.
- Search for emails based on subject, sender, recipient, dates, content, etc.

Flexible search tools make it easy to start a search from anywhere

From almost anyplace in Document Locator, you can access built-in searches, saved searches, the Search toolbar, and the Search Console.

- Search using the Search Toolbar built into Windows Explorer.
- Access all search criteria via pull-down fields and free-form text fields, plus one-button access to the Search Console for advanced searching.
- Use built-in searches such as My Checked Out Docs, and custom saved searches from the Windows Explorer view.
- Search globally across multiple document repositories using MyDL.
- Access search tools from the right-click menu.

Benefits

- **Full-text search**
Search and find files based on the content within.
- **Instant search and retrieval**
Provides immediate results for both simple and complex searches.
- **Flexible queries**
Search on any combination of content, metadata, dates, notes, file activity, record management, size, workflow, and more.
- **Saved searches**
Create and save searches customized for specific documents, such as customer contracts or other business records. Repeatedly retrieve emails and attachments related to a specific meeting, project, legal action, etc.

Solutions

- **Shared-file server alternative**
Replace anarchy on shared file servers with an organized, efficient means of locating important business information.
- **e-Discovery**
Produce required electronic documents, emails, and files relating to specific areas of business under short deadline.
- **Customer service**
Keep track of customer requests for orders and assistance.
- **Project management**
Capture and archive incoming communications from vendors, contractors, and clients.

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Create and save custom searches for repeat use

Use the integrated Search Console to create complex searches using multiple criteria and then save them for later use.

- Instantly find documents that fit a specific profile or project need.
- Search across multiple directories to gather documents that meet specific search criteria.
- Edit, copy, and assign security to saved searches.

Property	Operator	Value(s)
Version Status	=	Approved
Department	=	Legal
Document Type	=	Contract
Contract #	=	
Next Due Date	>	3/15/2015

In the Advanced Search window, choose from any combination of text or metadata values to perform simple or complex searches.

Search from within other applications

PowerSearch technology extends the ability to search for files inside Document Locator from within other applications. PowerSearch copies information from fields in other applications and triggers an instant search in Document Locator. You can configure PowerSearch to work with applications you use, and customize how it retrieves information.

Search and Preview Files

Search and see what is inside files before opening them using built-in document preview technology. Search and preview emails, documents, images, spreadsheets; almost all common file types can be previewed before they are opened.

Related Features

- **Automated Workflow**
Automate your business processes and create a workflow history.
- **Check-out and Check-in**
Check out previous versions of documents.
- **Document Profiles**
Create additional version-level metadata to track and profile document versions.
- **Importing Documents**
Find your recently imported documents based on date, status, etc.
- **Microsoft Integration**
Keep workers in a familiar environment, which makes using the search tools even easier.
- **Records Management**
Find important business records instantly.
- **Scanning**
Get your paper documents out of file drawers and into Document Locator where you can find them with ease.*
- **Security**
Set security for custom saved searches.
- **Version Control**
Search on document versions.
- **Web Access**
Enable remote users to search for repository documents.*

*Some options required.

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