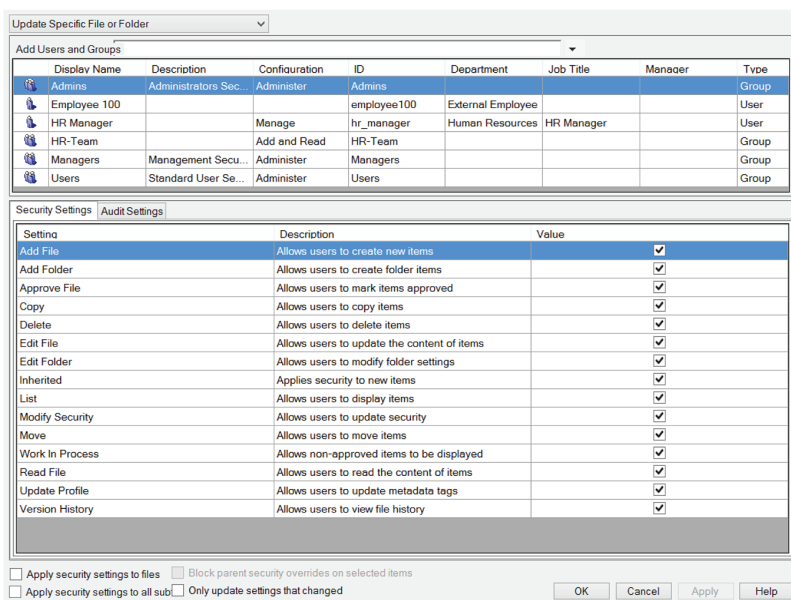


Comprehensive, flexible control of information

Document Locator provides a comprehensive set of security and auditing capabilities based on the familiar Microsoft® NT security model. You maintain your own data with complete flexibility to manage authentication credentials, and to grant access and activity privileges on a user or group basis. This means you control not only who accesses the information but how the information is accessed and what can be done with it.

Control access with user accounts and security groups

Creating user accounts is easy because Document Locator can selectively import your Windows user list, and from there, you can assign users to one of three default security groups—Administrator, Manager, or User—or, you can define your own group. Document Locator is also integrated with Microsoft Active Directory, which means that as new users are added to the system through Active Directory, the system administrator can add them to security groups.



Display Name	Description	Configuration	ID	Department	Job Title	Manager	Type
Admins	Administrators Sec...	Administer	Admins				Group
Employee 100			employee100	External Employee			User
HR Manager		Manage	hr_manager	Human Resources	HR Manager		User
HR-Team		Add and Read	HR-Team				Group
Managers	Management Secu...	Administer	Managers				Group
Users	Standard User Se...	Administer	Users				Group

Setting	Description	Value
Add File	Allows users to create new items	<input checked="" type="checkbox"/>
Add Folder	Allows users to create folder items	<input checked="" type="checkbox"/>
Approve File	Allows users to mark items approved	<input checked="" type="checkbox"/>
Copy	Allows users to copy items	<input checked="" type="checkbox"/>
Delete	Allows users to delete items	<input checked="" type="checkbox"/>
Edit File	Allows users to update the content of items	<input checked="" type="checkbox"/>
Edit Folder	Allows users to modify folder settings	<input checked="" type="checkbox"/>
Inherited	Applies security to new items	<input checked="" type="checkbox"/>
List	Allows users to display items	<input checked="" type="checkbox"/>
Modify Security	Allows users to update security	<input checked="" type="checkbox"/>
Move	Allows users to move items	<input checked="" type="checkbox"/>
Work In Progress	Allows non-approved items to be displayed	<input checked="" type="checkbox"/>
Read File	Allows users to read the content of items	<input checked="" type="checkbox"/>
Update Profile	Allows users to update metadata tags	<input checked="" type="checkbox"/>
Version History	Allows users to view file history	<input checked="" type="checkbox"/>

☐ Apply security settings to files
 ☐ Block parent security overrides on selected items
☐ Apply security settings to all sub...
 ☐ Only update settings that changed

OK Cancel Apply Help

Control access with user accounts and security groups

Benefits

- Information control**
 Controls access down to the file and feature level. Comprehensive, flexible security tools provide control over virtually every aspect of the repository and system, giving you truly secure information.
- Audit trail**
 Logs customspecified user activity and user attempts.
- Integrated with Microsoft Active Directory**
 Manage system access using Active Directory.
- Encryption options**
 Safeguards information by supporting encryption for business processes involving sensitive information.

Solutions

- Security and business continuity**
 Control view and access rights to files, folders, directories, and repository tools.
- Regulatory compliance**
 Prevent users from seeing restricted folders containing sensitive information such as HR documents or medical records.

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Control access to directories, folders, and documents

Once you've created user accounts, you can then grant access to documents on a group or individual user basis. You select the security level or the options you want a user or group to have for the selected directory, folder, or file. You can set a folder's security and then apply the settings to sub-folders and documents within them, or you can hide restricted folders from view entirely.

Control access to repository configuration tools

Manage access to administrative tasks and repository configuration tools by controlling which tools users and groups can access. For example, to prevent uncontrolled and inconsistent metadata creation, you can restrict access to the Property Manager and Profile Manager. Users will not even see the tools to which they do not have access.

Monitor user activity on specified documents and folders

The auditing feature enables you to track certain types of user activity performed on specified folders and files. When you set up auditing on a folder or file, a record of the tracked activities is recorded in the Security Audit log. You can configure auditing to track activity attempts, successes, or both. The log shows who performed what activity on which files and folders, and when. Administrators can restrict access to the Security Audit Log.

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.
- **Document Approval**
Protect the approval process by requiring approvers to supply a password.
- **Email Management**
Protect imported email from unauthorized access.*
- **Records Management**
Find important business records instantly.
- **Searching**
Create and protect custom searches.
- **Version Control**
Search on document versions.
- **Web Access**
Enable remote users to search for repository documents.*

*Some options required.

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