



Feature	Benefit	Standard	Optional
Microsoft Integration	Integrated within the Microsoft Windows environment, making document management easy to use.	✓	
Microsoft Office Integration	Places document management within the applications people use everyday.	✓	
Version Control	Determine the latest version at a glance, view and promote prior versions, and capture an audit trail of changes.	✓	
Check-in Check-out	Collaborate on documents without losing changes, and know the status of documents being worked on by others.	✓	
Document Profiling	Categorize documents with descriptive metadata information to improve organization and findability.	✓	
Outlook Email Management	Capture email records to manage and share email communications.	✓	
Email Archive Server Module	Automate the capture of all emails, including attachments, sent and received company-wide.		✓
Differencing Tools	Support for third-party differencing tools.	✓	
Audit Logging	Record document history in a complete audit trail.	✓	
Folder Auto Path Templates	Auto-naming templates for consistent naming standards.	✓	
Folder Properties	Control and organize folders to maintain folder consistency.	✓	
Task Manager	Automate tasks and schedule processes.	✓	
Notifications and Approvals	Collaboration among employees, customers, and vendors builds team-based productivity.	✓	
Event Subscriptions	Everyone stays informed with flexible and customizable event subscriptions and notifications.	✓	
Automated Workflow Module	Information routing, approval, and accountability solutions customized to automate business processes.	✓	
Web Interface	Secure, remote access to information that is maintained on-site at your location.		✓
Mobile Interface	Access files on the go using mobile devices and tablets		✓
Brava! Markup Integration	View and mark up nearly 200 document formats, including CAD files.		✓
Security and Auditing	Robust and flexible security with user and group account administration.	✓	
Open SDK-API	Create custom-built solutions for individual specifications.		✓
Professional Services	Installation, configuration, process optimization, integration, and deployment services.		✓
DocuSign Connector	Connect with your DocuSign account (sold separately) to automate signature gathering.		✓

CAPTURE

Feature	Benefit	Standard	Optional
Document Importing	Drag-and-drop, copy-and-paste, or save directly from within familiar business applications.	✓	
Scan Station Module	Capture paper documents to collaborate, automate, and archive.		✓
SmartBatch Add-In	Volume capture and imaging automation.		✓
Barcode Add-In	Capture barcode metadata and automatically process files.		✓
PerfectForms eForms	Capture form-based information and automate forms-based procedures.		✓

SEARCH

Feature	Benefit	Standard	Optional
Searching	Instant searches, custom searches, and saved searches to quickly retrieve documents.	✓	
Full-text Indexing	Real-time, instant search results based on document content and meta-data through full-text indexing.	✓	
Document Preview	See what's inside files in Document Locator before they are open.	✓	

DELIVER

Feature	Benefit	Standard	Optional
DL FastPack	Quickly organize, package, and deliver files, or archive them off-line.	✓	
PDF Creator	An enterprise-wide solution for PDF production and publication.	✓	
Adobe Acrobat Integration	Document Locator integrates with Adobe Acrobat to extend your ability to manage PDF files.	✓	

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