

Microsoft Windows and Office integration makes document management easy to use.

Document Locator is a fully-integrated Microsoft Windows document management system.

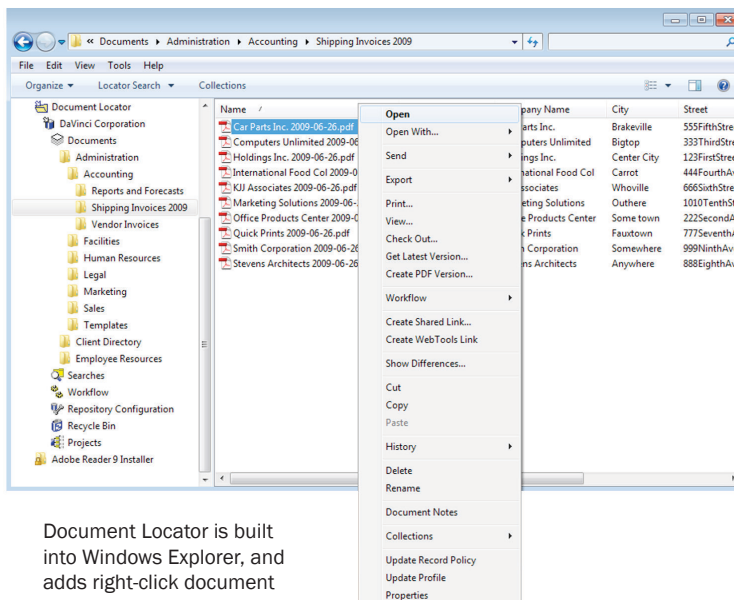
Integration with Microsoft Windows and the Microsoft Office suite of applications, including Outlook, makes it easy and intuitive for people to use document management in their day-to-day business.

- Fast user adoption and less training because there's no need to learn a new user interface.
- People remain working in familiar environments.
- Document Locator manages any Windows-based documents.

Familiar Windows interface.

Document Locator's Windows Explorer interface allows people to remain working in the familiar folder-based environment. Navigation is built into Explorer and the Windows desktop, and appears similar to a mapped shared drive.

- Familiar tree and folder navigation
- Right-click menus for easy access to document management commands
- Built on Microsoft SQL



Document Locator is built into Windows Explorer, and adds right-click document management functionality.

Benefits

- **Easy navigation**
Document management functions are available right where people work, inside Windows, Office and other every-day business applications.
- **Fast user adoption**
Familiar Windows-interface reduces the need for training and increases user-acceptance.
- **File compatibility**
Manage any type of Windows-compatible file, including documents, images, databases, faxes, emails, scanned documents, and more.

Solutions

- **Information Technology**
Leverage existing software with added document and records management capabilities.
- **Shared-file server alternative**
Replace unstructured shared file servers with an organized, efficient system for collaboration and control.
- **Security and business continuity**
Protect against accidental deletion, and implement back-up of information for fast recovery.

(800) 298-1172
www.documentlocator.com

Fully integrated with Microsoft Office.

Full document management capabilities are available right where people do their work: inside Microsoft Word, Excel, PowerPoint, Outlook, and other Office applications. Users can store, retrieve, and manage documents directly from within these everyday applications.

- Save a document to a repository.
- View a document in a repository.
- Check documents out and in.
- View and update document properties.
- Update a document's profile.
- Undo a document check-out.



The screenshot shows the Microsoft Excel interface with the 'Document Locator' ribbon tab active. The ribbon includes buttons for 'Check Out', 'View', 'Save', 'Check In', 'Check Out', 'Undo', 'CheckOut', 'Update', 'Properties', and 'Profile'. Below the ribbon is a spreadsheet titled 'Marketing budget' with columns for 'Category', 'Estimated Quantity', 'Estimated Cost per Unit', and 'Estimated Subtotal'. The spreadsheet is divided into sections: Research, Communications, and Networking, each with a total row.

Category	Estimated Quantity	Estimated Cost per Unit	Estimated Subtotal
Research			
Research firm fees	2	\$2,300.00	\$4,600.00
Web research	1	\$1,100.00	\$1,100.00
Independent research	3	\$300.00	\$900.00
Other research	2	\$250.00	\$500.00
Research Costs Total			\$7,100.00
Communications			
Promotional brochures	5,000	\$0.15	\$750.00
Television	5	\$4,000.00	\$20,000.00
Radio	13	\$350.00	\$4,550.00
Web	1	\$350.00	\$350.00
Communications Costs Total			\$25,650.00
Networking			
Memberships	3	\$50.00	\$150.00
Affiliations	2	\$20.00	\$40.00
Subscriptions	2	\$32.00	\$64.00

Document Locator is integrated into the Microsoft Office Ribbon.

Related Features

- **Adobe Acrobat Integration**
Commands are available from within Adobe Acrobat and Adobe Reader.
- **Custom Integration**
Connect with finance systems, CRM, project management, HR, and other applications with Professional Service customizations.*
- **Email Rules**
Manage Outlook email using rules that automatically profile and import email, attachments, and faxes.*
- **Plus....**
 - Automated Workflow
 - Check-out and Check-in
 - Document Approval
 - Document Scanning
 - Records Management
 - Security and Auditing
 - Version Control

* Optional

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