

ColumbiaSoft™

ColumbiaSoft's latest document management software increases office productivity with new preview and document profiling technology

File preview in the document management system that works just like Windows, plus a new document profiling tool for file classification, combine to boost efficiency in Document Locator 6.2.

Portland, Ore. – July 17, 2012 – From the everyday task of finding information, to the coding of documents for processing and better organization, the latest version of ColumbiaSoft's Document Locator (DL) software includes new preview and document profiling technology designed to make business more efficient using the [document management system](#).

“Document management is all about productivity, and DL 6.2 raises the bar with new tools that help people accomplish more in the workplace with greater speed and precision,” said ColumbiaSoft executive vice president, David Pogue. “We’re particularly excited about new ways our customers will be able to save, and some have already seen improvements of as much as 85% in the indexing of files like invoices in AP procedures.”

The new Preview technology in Document Locator lets users see what’s inside files before opening. Built into the Windows Explorer desktop view, it works just like the standard Windows preview pane. Documents, emails, images, spreadsheets, and most all common file types can be previewed.

Navigating through previews of files without opening saves time and makes finding information easier. Multi-page files can be previewed as well, and users can copy content from the preview of certain file types.

Also included in version 6.2 is new document profiling software designed to make classifying and categorizing files with metadata (facts about the files) faster and easier. Files that are properly indexed with metadata result in greater accuracy in searching, auditing, and automated workflow procedures.

The Document Profiler tool displays a side-by-side file preview along with entry fields for metadata on a single screen, allowing document processors to quickly categorize files with metadata details. Additional options allow for further automation of file processing with workflow, notifications,

FOR IMMEDIATE RELEASE

auto-file naming, and more. These automated steps can improve the efficiency of many routine and re-occurring business procedures, such as when invoices are received and processed for accounts payable approval.

About ColumbiaSoft Corporation

ColumbiaSoft is a leading [document management software](#) company that helps businesses better manage information to reduce risk and improve productivity. Information workers use ColumbiaSoft software to manage and share electronic documents, digitized paper documents, e-mail, faxes, and other electronic files to lower costs, automate business processes, and meet regulatory requirements. As a Microsoft Gold Certified ISV Partner, an Autodesk Authorized Developer, and an Adobe Solutions Network partner, the company's products fully integrate with familiar applications such as Microsoft Windows, Office, Outlook, SharePoint, Adobe Acrobat, AutoCAD, and more. ColumbiaSoft is a privately held company based in Portland, Oregon and was founded in 1998. For more information, visit www.documentlocator.com.

###

All referenced product names, and other marks, are trademarks of their respective owners.

Media contact:

Jim Kemp
Marketing Communications Manager, ColumbiaSoft Corporation
(800) 298-1172 x108
pr@columbiasoft.com