

# Document Locator® RELEASE INNOVATIONS



## v6.1 Document Locator® Document Management Solutions

With more features included in the core product, the Document Locator 6 series of releases delivers the most advanced document management technology at the greatest value. Document workflow makes business process automation a standard component; Outlook email integration is included; a new reporting feature makes it easier to monitor and audit information; and updates to several integrations maintain compatibility with the familiar applications people use every day.

### Business Process Automation

Automate the flow of documents and information using business process management (BPM) techniques in Document Locator to define, optimize, and control repeatable business processes. Integrated document workflow automates the flow of information, and eliminates many of the problems associated with paper-based, manually-driven processes. Errors, interruptions, and duplications are avoided; documents are no longer lost or misplaced in process steps; and all comments and approvals are electronically logged.

#### Efficiency

Build consistency and repeatability into business processes. Automated processes run faster, with shorter cycle times. Business processes can be optimized for cost, quality, service, and speed as a measure of continuous improvement.

#### Regulatory control

Define process according to requirements and policies for information management and reduce the financial risk of business processes not meeting regulatory obligations.

#### Cost savings

Automated, electronic processing eliminates the need to duplicate and ship paper documents among stakeholders.

Time spent in each step of a business process is reduced with business process automation. Integrated document workflow allows you to quickly define, create, and manage automated business processes. As people create, receive, route, review, and approve documents and other files, information is recorded and routed so that everyone is informed, productivity is increased, and audit logs are captured.

### Enhancements

- Business Process Automation
- Outlook Email Integration
- Reports
- Integration Updates
  - Microsoft Office 2010
  - Microsoft Sharepoint 2010
  - eCopy ShareScan 5.0
  - Brava! Enterprise 6.2

#### New in Version 6.1

- Core file actions are optimized for performance improvements in virtual private networks (VPN), wide area networks (WAN), and Web access.
- New PDF technology supports PDF/A file type, the ISO standard for digital preservation and document archiving. The new technology also easier to deploy in virtual server environments like Citrix or Windows Terminal Services.

#### New in Version 6, Service Pack 1

- Optional DL Fusion search integration tool is updated to also support Windows 7 and 64-bit applications.
- Adobe Acrobat Add-in Integration is updated to support Adobe Acrobat X and Adobe Reader X.
- Microsoft Outlook Email Management is included as a standard component allowing users to automatically import and index emails along with attachments.
- New menu-integrated “Create PDF using Acrobat” functionality. (requires Adobe Acrobat). For rendering documents in a PDF format.
- New single-click check-in/check-out functionality in WebTools Web access allowing easier document editing for remote users. (requires Internet Explorer.)
- New drag-and-drop email import using WebTools Web access provides users the ability to quickly upload emails into Document Locator. (requires Internet Explorer.)

## Reporting

Access real-time business intelligence using the new reporting components included in version 6. A package of standard reports details valuable information for auditing, system performance, process improvement, and more. Custom report creation using Microsoft SQL Server Reporting Services software provides flexibility to tailor new reports to specific business needs. Graphical design tools make it easy to create advanced dashboard style reports with graphical charts and grid matrixes.

- Utilizes Microsoft SQL Server Reporting Services software.
- Control access to reporting information with security.
- Includes an assortment of standard reports.
- Customized reports are easily created.

## Outlook Email Management

Manage and save email messages in Document Locator using the standard built-in Outlook Email integration. Customizable rules allow users to configure and automate document management actions based on the content of messages. Document Locator desktop software includes Outlook file menu integration, and an add-in toolbar for saving email to repository folders. Standard functionality also includes drag-and-drop from Outlook to repository folders, and handling email attachments together with the messages.

## Microsoft Office 2010

Integration with Microsoft Office is upgraded in Document Locator version 6 to support Microsoft Office 2010. Similar to prior integrations, this most recent upgrade also supports new ribbon bar functionality for Office 2010 that was not previously available in the 2007 office Add-In.

Microsoft Office integration allows access to document management operations from standard file menu and ribbon bar commands in applications like Microsoft Word, Microsoft Excel, Microsoft Outlook, and Microsoft PowerPoint.

## Microsoft SharePoint 2010

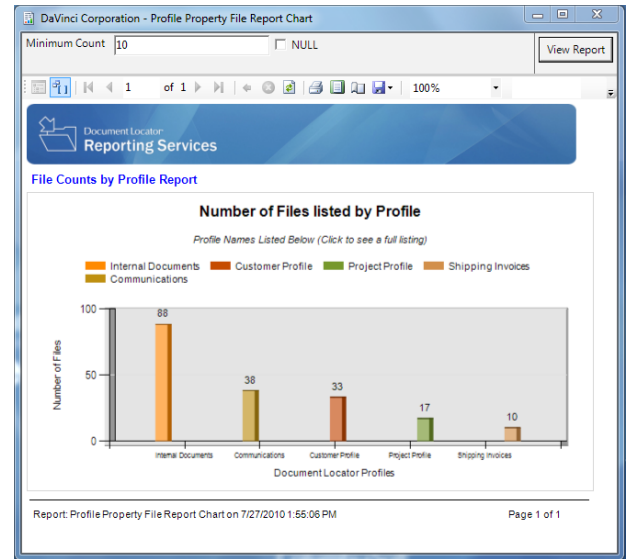
Integration with Microsoft SharePoint is updated to include support for MOSS 2010. The optional SharePoint Connection supports seamless integration of advanced document management capabilities in the SharePoint platform without the need for extensive, custom development.

## eCopy ShareScan Connector 5.0

An updated optional eCopy Connector integrates with the latest version of Nuance's eCopy ShareScan Connector 5.0, bridging the capabilities of document capture and control in Document Locator with digital copiers and scanners. The latest release supports a complete redesign of eCopy using .NET architecture and their new SDK.

## Brava!

Integration with Informative Graphic's Brava! is upgraded to support the most recent releases of the popular view, mark-up, and redaction tool. Document Locator now integrates with Brava! Enterprise version 6.2, and Brava! Desktop integration is updated to support Brava! Desktop 7.0.



Real-time business intelligence is easy to get in the latest edition of Document Locator, version 6. A new reports module includes standard reports and makes it possible to create new, custom reports.