

Globodox is one of the most feature packed document management systems available in the market today. No other document management system in its category offers such comprehensive, easy to use features.

## Ease of Use

**Familiar Outlook style user interface** - An easy to use, user interface similar to the familiar MS Outlook user interface. Designed to increase user efficiency for searching and managing documents.

**Search centric design** - ...makes sure that users get to their documents in the fastest possible way.

**Web Client** - With cross-browser support, the Web Client is more powerful and looks very similar to the Desktop Client.

**Templates and Profiles** - Store frequently used indexing data as Templates. Store re-usable settings for Scan, export etc. as Profiles.

**OCR** - Built in OCR automatically indexes scanned documents, making them searchable instantly.

**Quick Multi-user setup** - Configure setup for multiple users in a few easy guided steps.

**Task Centric Help** - Help file is structured with a task based approach where users can learn Globodox by learning how to perform specific tasks.

## Adding

**Add Documents and Folders** - Add documents and folders with built-in tools which make adding multiple documents and folders just as easy as adding single ones.

**Drag and Drop** - Simply drag and drop documents as well as folders into Globodox. When you drag folders they retain the same structure inside Globodox.

**Scan documents** - Powerful scanning interface lets you quickly add multiple single page or multi-page documents. Separate multi-page documents with blank pages or bar coded separator pages for better accuracy. Duplex scanning is supported. Drag and drop Email Messages Just as you drag and drop files from Windows Explorer you can also drag and drop e-mail messages from popular MS Outlook, Outlook Express and Windows Mail. You can also drag and drop attachments from these mail clients.

**Import indexing data** - Indexing data can be imported via CSV text files.

**Drag and drop text** - Drag & drop text from documents (e.g. MS Word .doc files). Text gets saved as a RTF file and gets added to Globodox. Similarly drag and drop text from a web page and the text gets converted to a htm file and gets added to Globodox.

**Drag and drop images from web pages** - Drag & drop an image from any web page and it gets added to Globodox. This feature may not work for all web pages and all browsers. A specific tasks.

## Managing

**Folders** - Folders behave very similar to Windows Explorer folders. Create Folders and Sub-Folders to quickly categorize your documents.

**Tags** - Attach simple text tags to every document. Tagging is a quick way of indexing. Search or group documents based on their tags.

**Document Type** - Document Types allows you to use a more structured approach to manage your documents. Using Document Types, you can store specific indexing information with each document (for e.g. store Invoice Number, Invoice Date, Invoice Amount with each stored Invoice and store Sender Name, Date with each stored Letter).

The main advantage of this approach is that detailed information about each type of added document can be captured by creating very specific data fields. Doing this also increases the number of ways you can look for documents.

**Stacks** - Documents can be arranged in a Stack. Stacks can have their own indexing information. So, you can search for documents by searching for stack's indexing info. Stacks multiple documents share the same indexing information.

**Linking** - You can create multiple links between related documents and stacks. This way you can easily jump from one document to another. For example you can link an invoice to a check or a letter to it's reply.

**Annotation** - With the annotation feature you can draw, highlight, stamp, write comments, etc. directly over an image. Redact tool, lets you hide portions of a document from specific users. You can choose to burn the annotations on the image, so they become permanent part of the image. Use built-in stamps or create your stamps to mark document approval etc. Each user can also create a stamp of her signature.

**Document Notes** - Store unlimited number of notes along with each document. Apart from the note text each note will contain the date, time as well as the name of user (note creator).

**Check-in / Checkout** - When you edit a document, you can checkout that document so that other users are prevented from modifying the same document, till the time you check-in the document. When a document is checked out, other users will still be able to view the document but they will not be able to modify the document.

**Versions** - Create and retain multiple versions of the same document. You can easily access the older version of a document at any time. You can add Version Notes to remember the changes made for the version.

## Searching and sorting

**Quick Search** - Simultaneously search in multiple fields by typing in a single search term in the quick search box.

**Advanced Search** - Expand the search bar to see more options and customize the search (multi-condition searches). Save searches for later reuse.

**Sorting** - Sort search results, just like in Windows Explorer, by clicking on the column header.

**Hide Columns** - Choose the columns you want see and hide the ones you do not require.

## Collabrating

**Email** - Email documents with a single click.

**Burn to CD/DVD** - Burn documents/data or both to a CD/ DVD directly from Globodox.

**Export Wizard** - Export documents/data or both, using the Export Wizard. Saves the export settings as a profile and reuse it for future exports.

**Import** - Import documents and data from a CSV (Comma Separated Value) format file. During the process choose how you want the data and documents to be managed in Globodox.

**Print** - Print one or more documents with a single click.

**FAX** - Fax one or more documents directly from Globodox.

## Routing (Workflow)

**Route** - Workflow is fully integrated with Globodox. You can now route documents with a single click.

**Tasks and Messages** - Receive your tasks and messages from the workflow in the inbuilt Inbox. Set options to receive notification in your regular e-mail client. Option to receive tasks and messages by regular email as well. Users can see these in their regular mail client (e.g. Outlook, Gmail) Inbox.

**Designer** - Design workflows that replicate your day-to-day business processes using the Workflow Designer.

**Monitor** - Know the current state of all the workflows that are currently running. Pause, resume or cancel workflows from here.

## Security

**Roles** - Map security roles to existing designations/job profiles in your organization to decide the level of access each user has to the document repository. Multiple users can be assigned to a single role, also a user can be assigned to multiple roles.

**Security Labels** - Create re-usable custom security templates which let you decide user access on a per documents or per folder basis.

**Share, Restrict or Assign** - Control access by simply sharing and restricting a document from another user. Transfer ownership by assigning the document to another user.

**Control Printing and Saving** - You can disallow printing, saving to local machine, emailing by simply denying the Distribute permission for a document.

**Encryption** - Encrypt your documents using industry standard strong encryption algorithms such as AES, Blowfish and Triple-DES.

**Event Logging/Auditing** - Log details about user actions like addition and modification with the Event Logging feature. Export logged events as XLS, CSV, HTML etc.

## System Requirements

**Processor:** Intel PIII or equivalent

**Free hard disc space:** 200 MB

**RAM:** 512 MB (1 GB recommended)

**Browser:** Internet Explorer 6.0 (SP1) or higher

**Microsoft .Net Framework 2.0** (If not present, it will be automatically downloaded and installed during setup.)

## Supported Operating Systems

- Windows 2000
- Windows XP
- Windows 2003
- Windows Vista

## Supported Databases

**MS Access** - You do not need MS Access to be installed on your machine to create or use MS Access based Globodox DBs. Globodox installs all the files/drivers it needs to create MS Access based Globodox DBs.

**MS SQL Server** - One machine on the network running MS SQL Server is required if you want to create and use MS SQL Server based Globodox DBs.

**MS SQL Server 2000, 2005, 2008** are supported.

**MS SQL Server Express Editions** are also supported.

**MSDE** - can also be installed (if you do not have MS SQL Server installed) to create and use MS SQL Server based Globodox DBs.

**MySQL** - One machine on the network running MySQL Server is required if you want to create and use MySQL based Globodox DBs.

MySQL 5 or higher are supported. Clients need MySQL ODBC Client Driver 5.1.4 or higher.

To see the Globodox features in action, visit the animated tutorial section on our website at..

[http://www.itaz.com/globodox/animated\\_tutorials.htm](http://www.itaz.com/globodox/animated_tutorials.htm)

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