

A new **View** of your documents.



DL Document Locator

Version 6.2

Get a new view of your documents with two additions in Document Locator version 6.2 that make everyone more productive using document management.

First is a built-in Preview that speeds everyday tasks by showing the content of files even before the files are open. Second is a new Document Profiler tool that simplifies the process of bringing large volumes of files into the system or categorizing documents in high-volume, automated procedures.

See what's inside with the new Preview

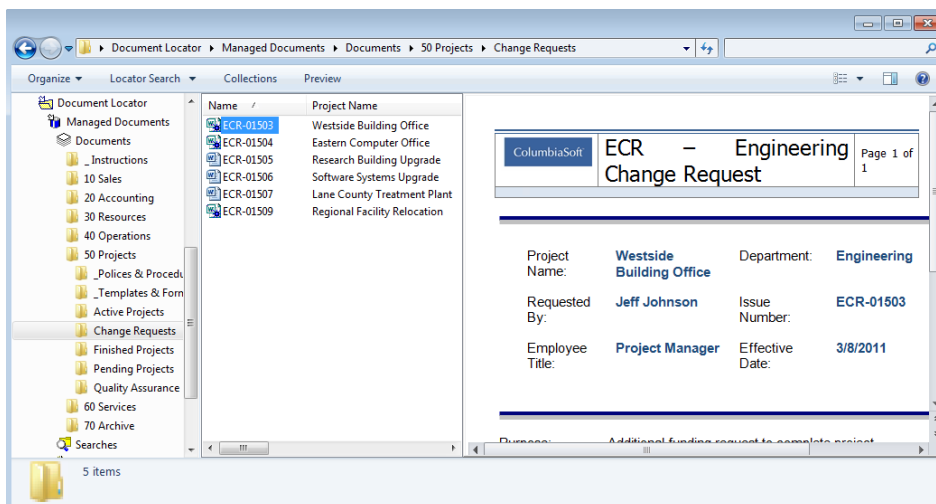
See what's inside files before they are open using the new Preview. Built right into the Windows Explorer desktop view, it works just like the standard Windows preview pane. You can preview emails, documents, images, spreadsheets... almost all common file types. You can even preview multi-page files, and copy content from the preview of certain files.

- Flip through files to see what's inside before opening.
- Find images, messages, and content, faster.
- Built into Windows, it works just like the Windows preview pane.

Enhancements in v6.2

- **Preview**
See what's inside files before they are open in a new built-in Preview.
- **Document Profiler**
Quickly view and categorize documents with metadata and systematically speed up processing of large volumes of files.

Preview and Document Profiler are standard components within Document Locator, and available immediately to existing customers on Support and Maintenance upon upgrade.



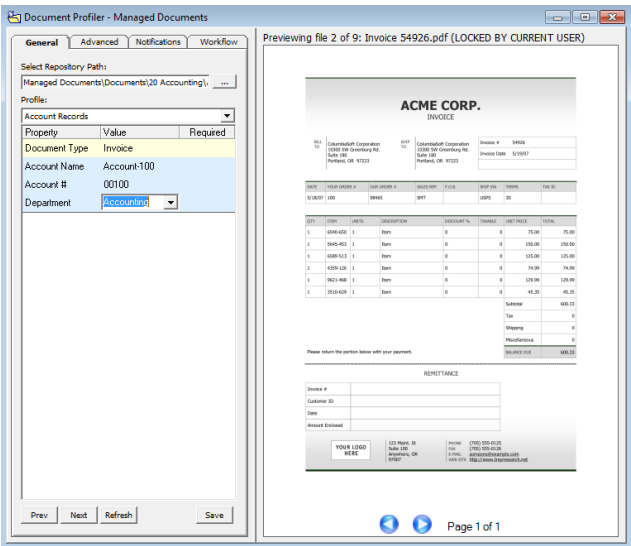
With Preview, you can see what's inside files in Document Locator before opening just like the Windows preview pane.

Quickly categorize files with the new Document Profiler

Processing documents and classifying them for more accurate searching, auditing, and automated workflow is easier and faster using the new Document Profiler tool.

Document Profiler displays a file preview along with entry fields for metadata (facts about the files) on a single screen. The side-by-side view makes it a breeze to quickly categorize files with profile property details. Advanced options let you automate the follow-up actions that occur next... workflow, notifications, auto-naming, file-saving, and more can all be configured to automatically process documents into the system.

- Quickly index documents with side-by-side preview and metadata entry on single screen.
- Systematically process large volumes in bulk imports and in-bound procedures.



Preview files and enter metadata values with a side-by-side view in the Document Profiler tool in Document Locator.

Streamline accounts payable processing

As invoices arrive and are scanned into the system, use Document Profiler to quickly code files with metadata values like amount, vendor number, project number, etc. Once tagged, files can be immediately placed into workflows for approval.

Speed new rollouts

Bring new departments and business procedures into document management by importing files into a temporary location where information is immediately searchable and secure. Over time, use Document Profiler to properly categorize and structure information.

Tackle backfile scanning

Scan filing cabinets and storage boxes full of paper records directly into Document Locator where everything is immediately full-text searchable. Over time, deploy available resources to systematically categorize files using the Document Profiler tool.

