Document Management Features

- **Windows Integration**
    - Seamlessly integrates with Windows .
    - Little training - users work the way they always have, using the standard Windows commands they already know.
    - Supports all Windows applications - including Office, CAD, accounting, billing and inventory solutions, etc.
    - Direct access to Document Management data using standard windows file commands such as Open, Save, Save as, etc.

- **Functional**
    - Single location from which all files are accessed.
    - Virtual-local drive - bridging the gap between centralized data storage and local computer. The only document management solution to offer this functionality.

- **Customisable**
    - Customisable document properties - known as "metadata" allows files to be organized and streamlined according to your specific requirements. Browse files by class, project, or any properties you define.

- **Fast Search**
    - Powerful search capability - enables you to instantly locate files by typing in simple keywords Research indicates office workers spend up to 16% of their time searching for files.
    - Search on customised metadata, file contents or both.

- **Revision Control**
    - Automatically preserves and tracks all previous versions - key criteria for quality standards.
    - Records a change log with usernames, timestamps, and comments. Eliminate simultaneous
    - Automatic naming and numbering options

- **Collaboration and Workflow**
    - Advanced workflow capabilities for formal processes.
    - Simple assignments for ad hoc collaboration.
    - E-mail notification of new and modified documents.

- **Independent of Location**
    - Remarkably fast over remote connections.
    - Offline mode, with automatic synchronization. Travelling users can view, create, edit, and store documents.
    - Web Access to make documents available to anyone with a Web browser.
    - Replication to geographically separate facilities - speeds up document handling for remote offices.

- **Customised Views**
    - Dynamically view documents in any hierarchical structure you choose.
    - Make the same document available from multiple folders without creating copies.

- **Security**
    - Restrict access to sensitive documents while maintaining a single storage location.
    - Customisable permission settings.
    - Compatible with Windows Active Directory.
    - Automatically schedules backups of all data.