

doc-link™ MOBILE AND WEB CLIENT

YOUR DOCUMENTS ARE WHEREVER YOU ARE

With today's workforce becoming increasingly mobile, access to critical documents has become crucial. The mobility update for *doc-link* 3.0 addresses this need. It includes two new ways to access *doc-link*: by mobile app and through Web Client, add-on modules for *doc-link* 3.0 build 39 or higher. User roles/permissions determine each user's range of functionality. Not only will you have access anywhere but you have options to work on the device that is most convenient..



doc-link MOBILE

doc-link mobile apps make basic tasks on a phone/tablet easy. If you know how to use *doc-link*, you can use *doc-link* Mobile. The native apps are built to utilize the best features of both the iOS and Android platforms and are free to install from the Apple App Store and Google Play.

INQUIRY

Search for documents while on the go

Searching for documents on a phone or tablet utilizes easy-to-use pre-defined searches called Quick Searches. The *doc-link* Administrator can configure Quick Searches and assign them to users via Role Manager. Quick Searches specify the top-level folders, document types and the searchable properties. This function utilizes a Repository User License.

WORKFLOW APPROVAL

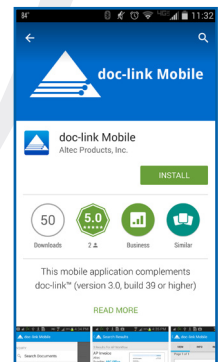
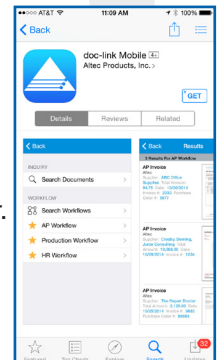
Review documents in your workflow status

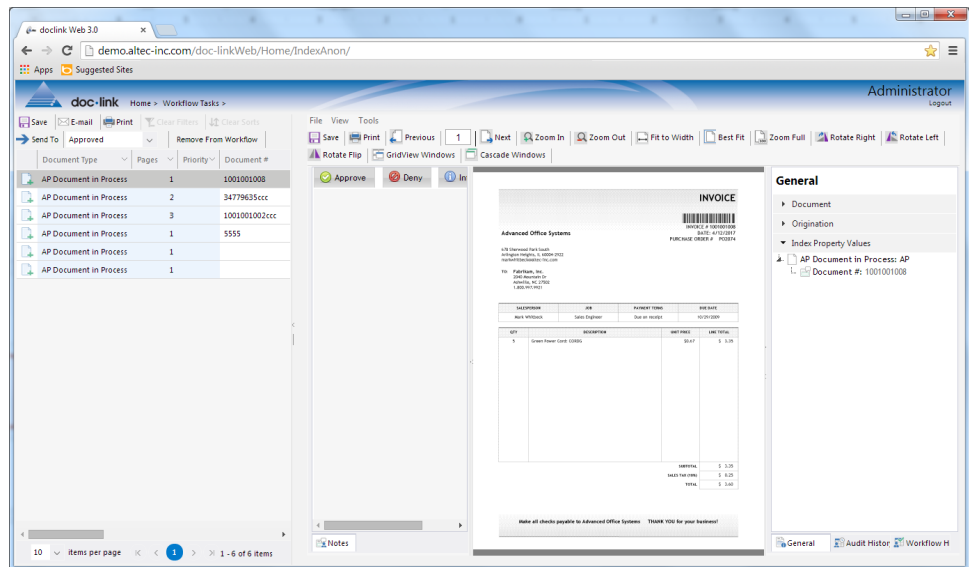
Look at document properties, notes and supporting documents; review burned-in distribution stamps on documents; add notes and send documents to the next status. This requires the Workflow module and utilizes a Non-Integrated Workflow User License.

PREREQUISITES

doc-link Mobile server-side components require *doc-link* 3.0 build 39 or higher and are installed and configured at your site. Once configured, there is nothing else for the Administrator to install.

- Purchase of *doc-link* Mobile module required
- Apps free to download from Google Play or Apple App Store





doc-link WEB CLIENT

doc-link Web Client was designed to be as similar to Smart Client as possible, allowing for a smooth transition. It requires no downloads; just go to your webpage and log in. This module can be used on Google Chrome, Internet Explorer (10 or higher), Mozilla Firefox and Safari browsers.

SEARCH

Use Advanced Search and Quick Search

Web Client includes an Advanced Search window similar to Advanced Inquiry in Smart Client. It also utilizes pre-defined searches called Quick Searches. The *doc-link* Administrator can configure Quick Searches and assign them to users via Role Manager. Quick Searches specify the top-level folders, document types and the searchable properties. This function utilizes a Repository User License with the exception of external users.

WORKFLOW APPROVAL

Review documents with ease

Look at document properties, notes and supporting documents; review burned-in distribution stamps on documents; add notes and send documents to the next workflow status, all online with Web Client. This requires the Workflow module and utilizes a Non-Integrated Workflow User License.

BUSINESS PARTNER PORTAL

Grant access to key business partners

Configure partners as external users through *doc-link* Administrator and assign appropriate Quick Searches to their role. This will grant them access to only Quick Searches and relevant documents once they log into your *doc-link* website. No Repository User Licenses are used.

SHAREPOINT INTEGRATION

Allow access to doc-link documents from Sharepoint

Sharepoint integration comes in the form of a Quick Search widget; searched documents then are displayed in Web Client. This can be hosted on a Sharepoint webpage and allows access to *doc-link* documents within Sharepoint. Use of this requires Sharepoint 2010 or higher.

PREREQUISITES

doc-link Web Client server-side components require *doc-link* 3.0 build 39 or higher and are installed and configured at your site.

- Purchase of *doc-link* Web Client module required