

Features and Functionalities

eDocsOnline provides a complete online storage and document management system designed to address the needs of everyone. The following describes the features presented in *eDocsOnline* that permit you to organize, manage and administer your files and documents with ease.



✓ **Bi-dimensional structure**

Bi-dimensional structure provides the ability to create document-to-folder and document-to-document relationships. Document-to-folder is a familiar folder hierarchy that supports a classical folder tree where you create folders and sub-folders according to your needs.

Document-to-document allows you to quickly organize documents into logical groups.

Learn more about Bi-dimensional Structure.

✓ **Access Control**

Access to any folder can be quickly and safely restricted to individuals or groups. You decide which individuals get permission to view, modify or delete your documents and information. By setting different levels of access, you can have your data completely blocked, or shared with colleagues, distant workers and business partners.

Learn more about Document Management Security.

✓ **Integrated Search**

Integrated Search allows you to retrieve your information in a convenient way. Three embedded searches help you find a document quickly and easily. Preset search automatically retrieves recently created or modified documents. Quick search retrieves documents and files by keywords while Advanced search looks for a document by specific criteria.

Learn more about Document Search and Retrieval.

✓ **Full-Text Search**

The powerful indexing and full text search engine allows you to search the contents of your favorite file types including Microsoft Office (Word, Excel), text file, Adobe Reader and more. Type in a word or phrase that appears in the body of the text and pinpoint the information you need in a second.

Learn more about Full-Text Searching.

✓ **Version Control**

An automatic version control of your files and documents is built into the system. It eliminates common version frustrations and prevents documents from being overwritten or deleted as documents are modified. Files can be quickly rolled back to previous versions when required. All versions are maintained. You can easily view any version or download it to your desktop.

✓ **Document Notification**

Notification process allows you to be immediately notified or to notify other members of your workspace and even external users of changes to a document. A built-in process sends by e-mail a link to your document. Your addressee clicks on a link in the notification e-mail that conveniently brings him/her to the document directly within *eDocsOnline*.

As a result notification keeps the whole group up-to-date wherever you are.

✓ **Template Customization**

A template is a base for a document. It provides central control over how the document is composed when being created. A properly chosen template systemizes your data and helps to retrieve it easily.

Template is 100 % customizable. For example, an Invoice template created by you, may have "Description", "Delivery Date", "Customer", "Terms of payment", and "Customer" fields that must be completed when invoices are entered into *eDocsOnline*.

Learn more about Templates and their Customization.

- ✓ **SSL-encryption**
Your information is deployed under Secure Socket Layer (SSL) encryption. SSL is an industry standard protocol and is supported by all major web browsers. The data is protected with a built-in 128-bit SSL code that is virtually impossible to decrypt. This allows you to store your sensitive and confidential files and documents without hesitation.
- ✓ **Customize Profiling**
You can easily change workspace settings and customize the look and feel of your workspace. Change date format, name format, document ID format, document status name or maximum size of attached file according to your needs and preferences.
- ✓ **Virus Protection**
eDocsOnline automatically scans every file to protect your files from viruses. Virus scanning is updated regularly. It is set to automatically clean or quarantine any infected files. You can enjoy the piece of mind knowing that your documents are virus-free.

All of the above features are present in the Business Version. The Individual Version lacks some of them. Here is the full list of features included in each version.

Features	Individual Version	Business Version
Internal Members	1 member only	5 members and more
External Members	Unlimited	Unlimited
Folders	Unlimited	Unlimited
Storage Space	1 GB +	5 GB +
Document-to-folder structure	x	x
Document-to-document structure		x
Access Control		x
Notification Process	x	x
Preset Search	x	x
Quick Search	x	x
Advanced Search	x	x
Full-text Search	x	x
Version Control	x	x
Document Status	x	x
Document History	x	x
Template Customization		x
Personal Contacts	x	x
Built-in e-mail	x	x
Customized Profiling	x	x
SSL Encryption	x	x
Virus Protection	x	x
Single Point of Login	x	x
Session Security	x	x
Integrated Help System	x	x
24/7 Customer Support	x	x

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eDocsOnline.com also offers a 15-day free trial of the fully functional version with no obligation.
 For further questions, please contact us at support@edocsonline.com .