

# DropBox Module

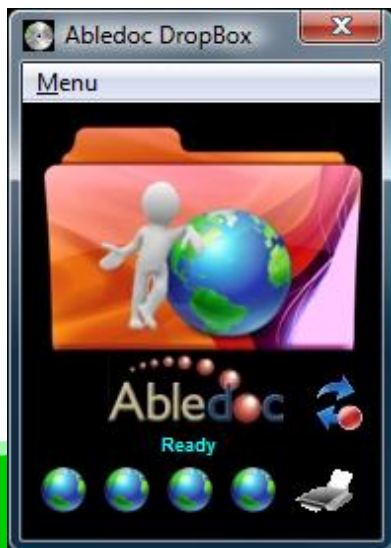
## Abledoc DropBox

The Abledoc DropBox provides users a simple method for dropping files into DocFinity or any other ECM system regardless of where they are located. The DropBox can be used to store any electronic file including Word, Excel, Powerpoint, PDF, Pictures, Video, Sound, Email and others.

## Remote Users

There are many reasons the Abledoc DropBox gets deployed. For example a business may have remote sales staff that need an effective way to move files back to the main office without fear of Spam Filters or large email attachments blocking or loosing the item. Staff can be working at a clients site without home office connectivity and continue to capture documents in the offline mode. When he has a connection to the home office the files will transfer.

Customers may have staff located at customer sites that are creating or updating project related files daily. Getting these files to a secure location is essential when offsite. A failed hard drive or a lost or stolen laptop can result in disaster if the only electronic copy of the 200 page project plan is GONE.



## Simple Drag and Drop

Users can take items found on their desktops and drop them onto the DropBox. These items are then moved into the DocFinity or any other ECM system.

## Index Values

The Abledoc DropBox can be configured to output an index file; the metadata is then inserted into the database when the item is imported. These index values are then made available as filters when searching the repository. Index values are also used for security and to drive a workflow process.

## Connectivity

The Abledoc DropBox can be configured to connect using FTP over the internet/intranet or a WAN network connection.

## Online/Offline Mode

In the event a network connection is not available, the DropBox will enter into Offline mode and store the items locally. When the network comes back online, the DropBox will move the cached items to the server. This allows a user to continue to work even if the network becomes unavailable.

## DropBox FileMover - Importing Faxes

The Abledoc DropBox can monitor a directory for files and when a new item is found, the DropBox will move it to the DocFinity or any other ECM system. The DropBox will assign index values based on the directory it is monitoring. A fax server can output faxes to a directory for the DropBox to monitor.