



WORLDOX GX Features



*Summary of WORLDOX GX
Enhancements and New Features
March 2006*



WORLDOX GX

File Level Security

With WORLDOX GX, security groups and file-level access controls set in WORLDOX synchronize with Windows Active Directory seamlessly and transparently. Synchronizing security with Windows means that users denied access to a file in WORLDOX are also prevented from using Windows Explorer or other means to circumvent WORLDOX security. WORLDOX GX security provides file level, secured documents at the operating system (OS) level.

Active Directory Integration

With WORLDOX GX, security groups and file-level access controls set in WORLDOX synchronize with Windows Active Directory seamlessly and transparently. Synchronizing security with Windows means that users denied access to a file in WORLDOX are also prevented from using Windows Explorer to circumvent WORLDOX security. When security is activated in WORLDOX GX, files are secured at the operating system (OS) level.

Toolbar Buttons

The icons used for toolbar and command buttons throughout WORLDOX have been updated. In addition to lending the program a more up-to-date appearance, the new buttons are used in menus, dialogs, program windows, and elsewhere throughout the program to make it easier to identify related commands and features.



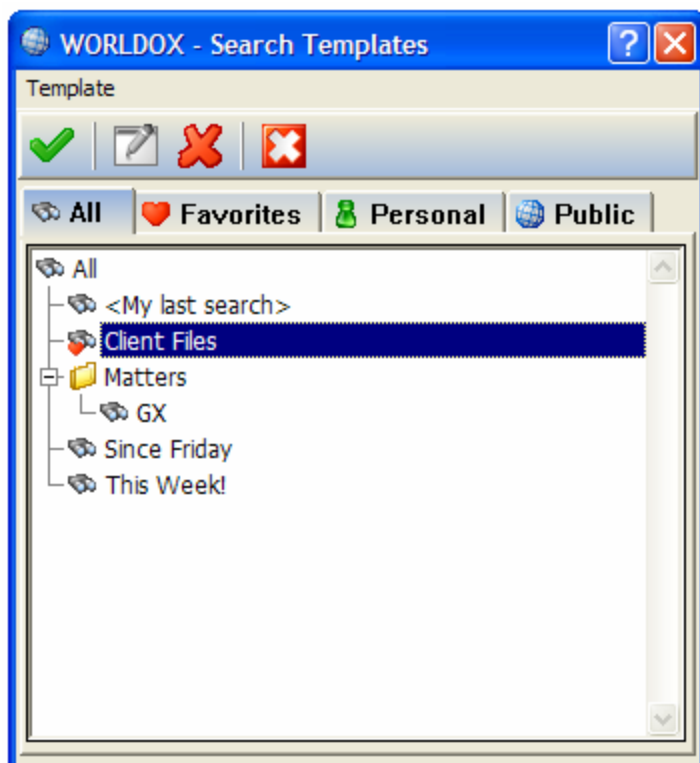
Toolbar Gradients and List Colors

Toolbar color gradients and color options for lists such as file lists, field tables, and version lists, give WORLDOX a whole new look. You can even set your own colors for toolbar backgrounds and lists.

Dialog Appearance

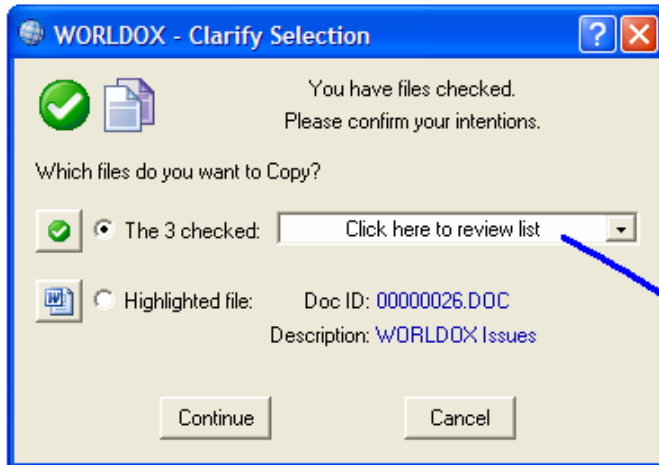
Dialogs and windows in WORLDOX have been streamlined, improved visually, and made generally more informative.

For example, the Search Templates window offers a series of tabs to help organize your list of templates.



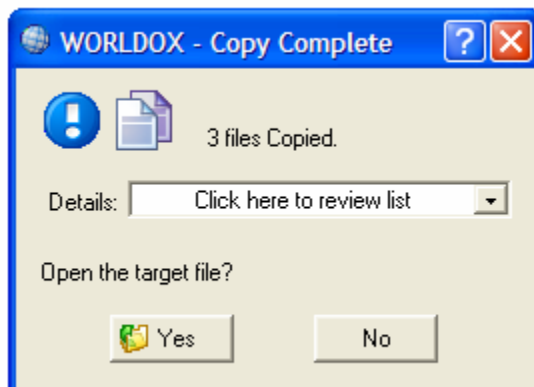
Review Lists in Dialogs

The new review list feature in WORLDOX dialogs lets you review the files you have selected before a command has acted upon them.



#	Doc ID	Description	Location	
 	1	00000033.DOC-4	Notes from initial client interview	Cleveland Office (off-line)\42001\400
 	2	00000032.DOC	Request for information on the accident scene	Cleveland Office (off-line)\42001\400
	3	00000021.MSG	Review edit for revised TM contracts	Client Files\WSC\GX

Review lists also appear in confirmation dialogs, so you can view the files that have been acted upon by the most recent command or action.



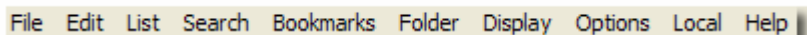
Document Tabs

Document tabs, at the bottom of the WORLDOX File List, provide access to document comments, profile, content, and relations quickly and easily, directly from WORLDOX. You can click any tab at any time to display its contents. You can edit comments and profile information directly in the document tabs. With the Relations tab active, you can drag documents to relate them.



Reorganized Menus

WORLDOX GX menus have been reorganized for improved access to commands. The main menu bar appears as follows:



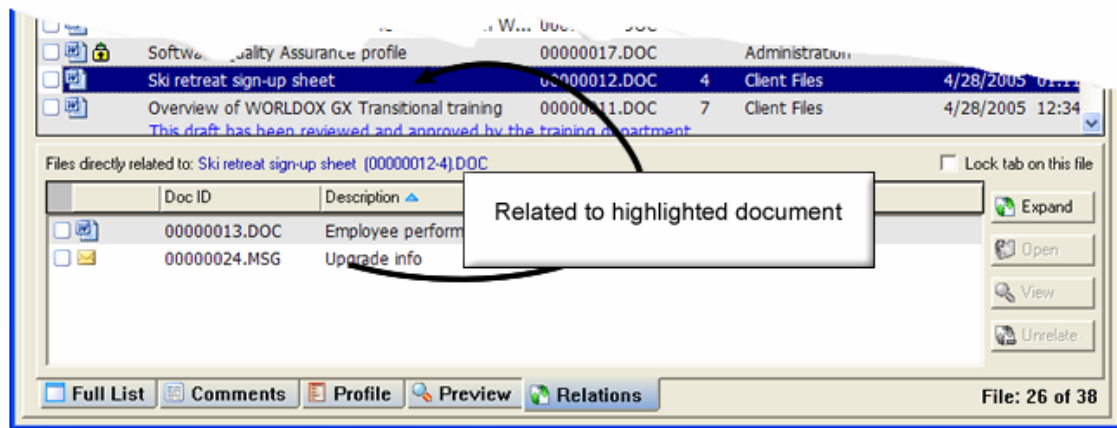
For more information on individual menus, click in the menu in the preceding illustration.

Integrated Versions List

Previously displayed in a dedicated window, Versions are now shown directly in the main WORLDOX File List, in a special worklist tab. This provides better access to previous versions, which have been expanded to include full profiling capabilities. In other words, each version of a file now has its own profile, including comments.

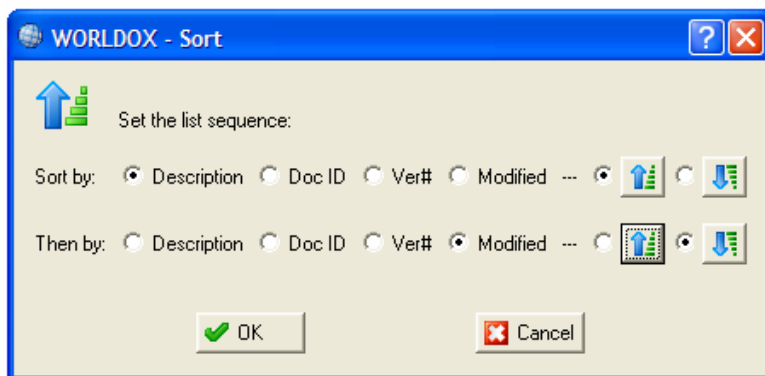
Integrated Relations List and Tab

The Relations tab, at the bottom of the File List, displays the documents related to the current document. You can also define relations by dragging documents to the Relations tab. Related document lists can also be displayed in a special Relations worklist tab, offering easy, immediate access.






Enhanced Column Sorting

You can set columns for sorting using a more intuitive dialog that lists all the columns in the display, in the order in which they appear. Simply chose your primary and secondary sort columns and the direction (ascending or descending).



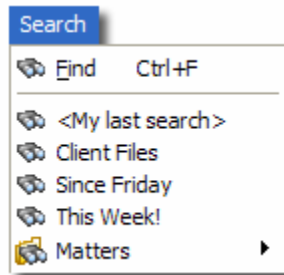
Dynamic Date Grouping Headers

WORLDGX can dynamically group files when sorted on any date-based column. +

	Description
Modified: Yesterday (Tue 10/11/2005)	
<input type="checkbox"/> 	Final paperwork is ready for signature
Modified: 2 days ago (Mon 10/10/2005)	
<input type="checkbox"/> 	FW: Are you going to be at the Refi session this..
<input type="checkbox"/> 	Stacks also introduce Alpha Access Evaluation(TM)

Search Templates in Search Menu

Search templates are easily accessible in the Search menu for immediate access from any WORLDOX work list.

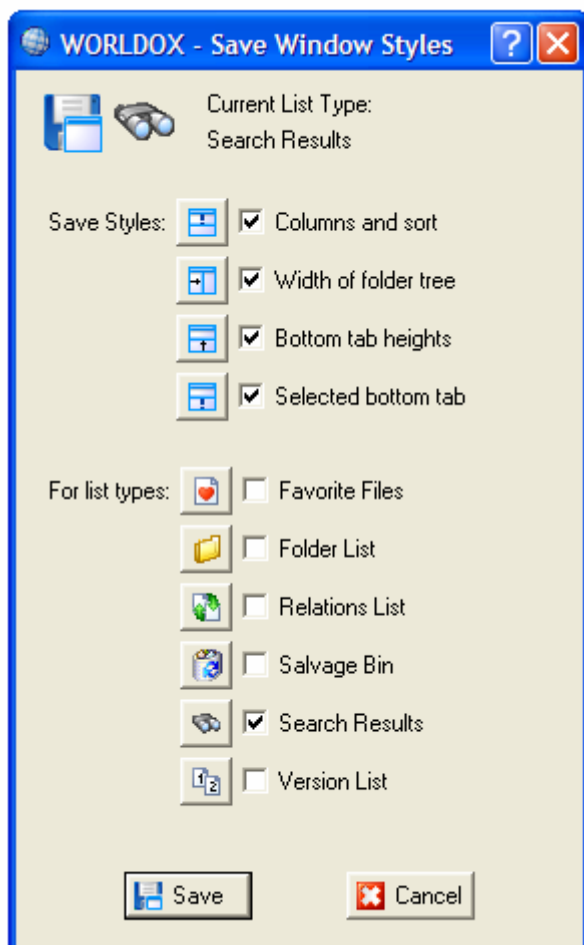


New Summary Reporting

The new summary reporting feature gives up up-to-the-minute information about your documents. You can immediately see how many documents are in the system based on any criteria that you can specify in a search. For example, you can view, client by client, how many documents have been created in the last week.

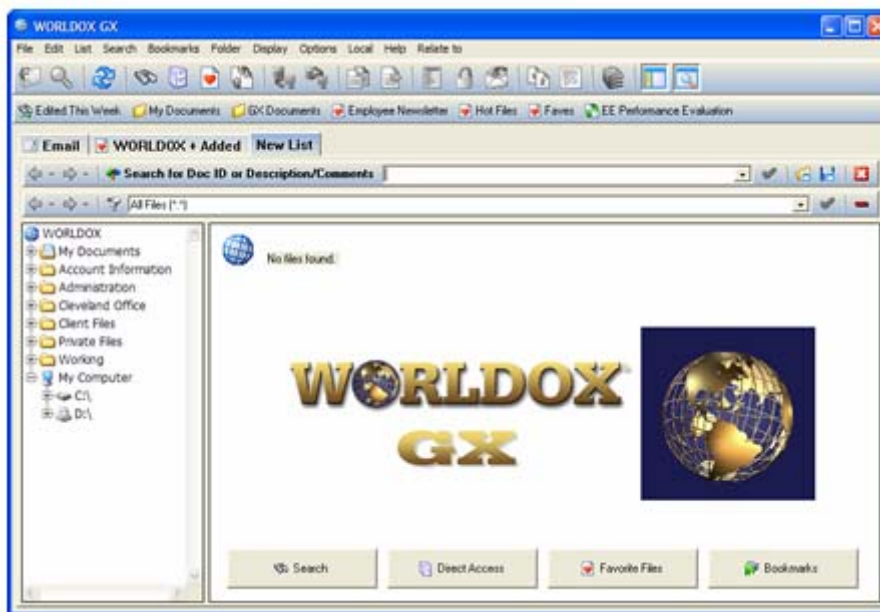
Window Styles Feature

Window Styles are a new feature that lets you save several window layout elements for a variety of WORLDOX list types.



New List Navigator

WORLDOX now puts navigation controls at your finger tips when opening a new worklist tab, or when no files match a search or other navigation attempt. The New List screen explains why no files are listed, and offers several common methods to navigate or search for additional files.



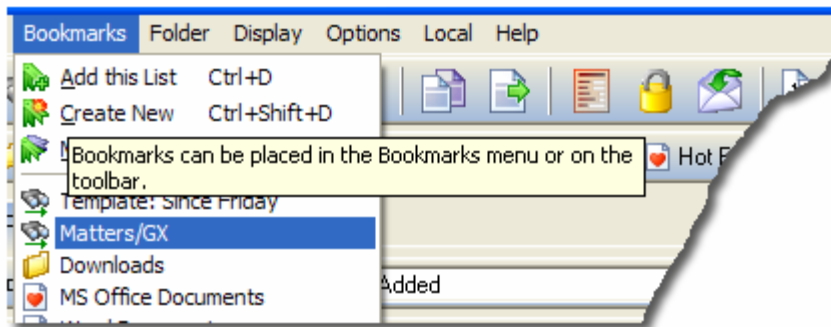
Note: The Empty List Navigator replaces the Quick Pick window in previous versions of WORLDOX.

Bookmark System

Bookmarks in WORLDOX GX provide a whole new way to save and restore file lists.

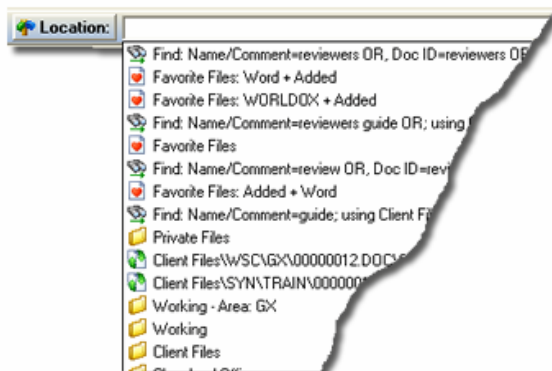
Note: Bookmarks replace the system of Speed Buttons in WORLDOX 2002.

You can create Bookmarks to any file list in WORLDOX and place the Bookmark on the Bookmark toolbar or in the Bookmarks menu, for immediate access.



List History

The Location button displays a history of the most recent file lists viewed in WORLDOX. You can click the Location button and choose any list in the menu to navigate to that list.



Worklist Improvements

Worklist tabs in WORLDOX GX are now persistent. Previously, worklist tabs were temporary, such that each time WORLDOX was closed then reopened, all but the main tab would disappear. In WORLDOX GX, worklist tabs are persistent throughout the entire WORLDOX session. Once you open a tab, it will remain available until you close it or until you exit WORLDOX for the day.

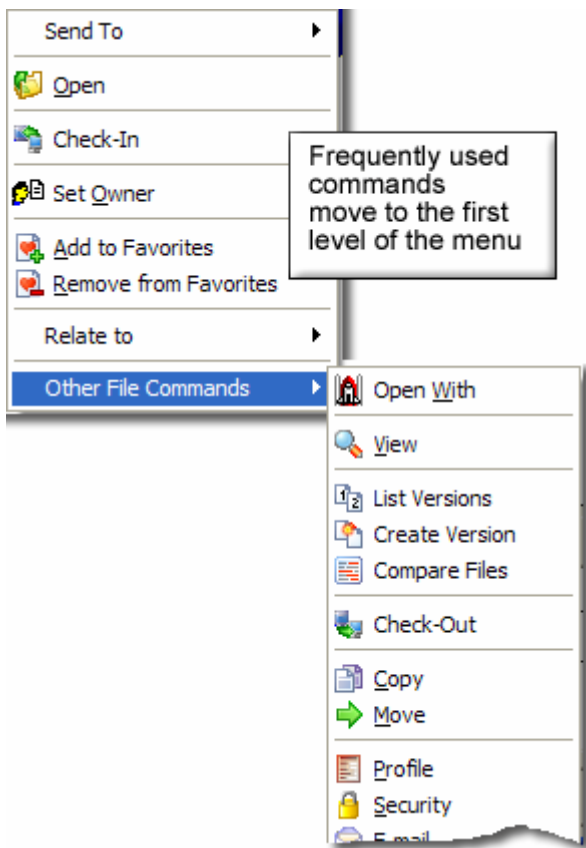


Worklists have also been enhanced with Browser style Back and Forward buttons. Use the buttons to navigate between file lists displayed in a worklist tab. Each worklist tab includes its own set of Back and Forward buttons.



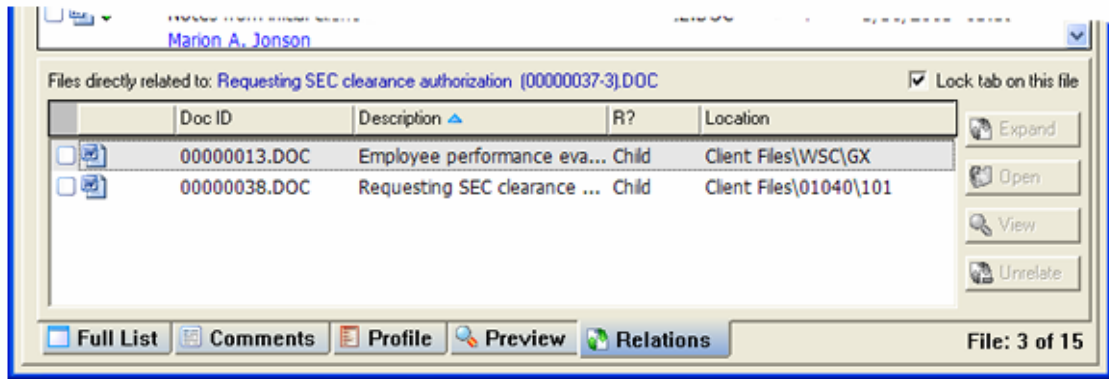
Improved File Context Menu

The File context menu opens when you right-click a file in the File List. The menu now features command icons to make it easier to identify commands at first glance. The menu also has been divided into two levels with your most commonly used commands in the primary level, and other file commands in the second level. As you work with commands, they move to the first level for easier access.



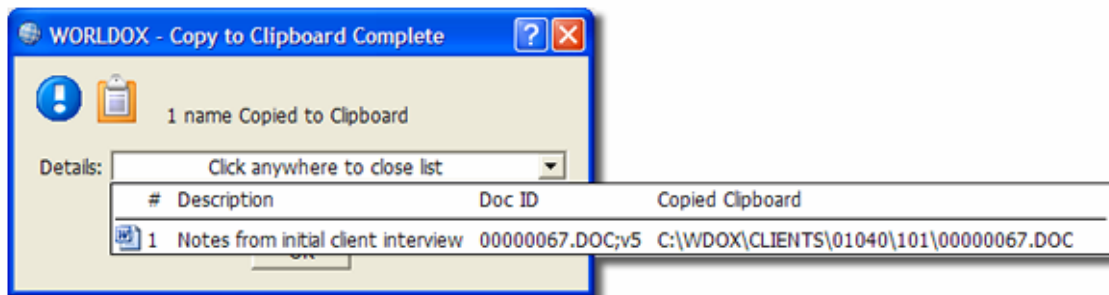
Creating Relations

Creating relations between documents with the Related Documents command, has been simplified. You can simply drag a document to relate to the Related tab at the bottom of the WORLDOX File List.



Copy Location to Clipboard

You can use the new Copy Location to Clipboard command, in the [Edit menu](#), to copy the full path of any document to the Windows clipboard.

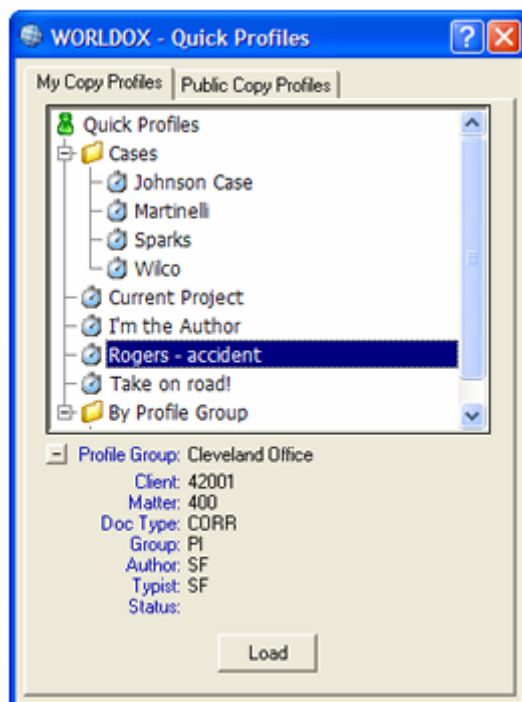


Color Command

The Color command, available on the [Display menu](#), offers a great deal of control over the appearance of various lists and toolbars throughout WORLDGX. You can color backgrounds for various display lists, toolbar backgrounds, and colors within lists, such as highlighting.

Quick Profile Enhancements

The Quick Profile system has been expanded and improved in WORLDGX. You can create a folder-based structure to organize Quick Profile templates. The bottom of the Quick Profile windows shows the contents of the highlighted Quick Profile Template. You can select a default template by right-clicking a template and choosing the Set Default option.



Internet Style Searching

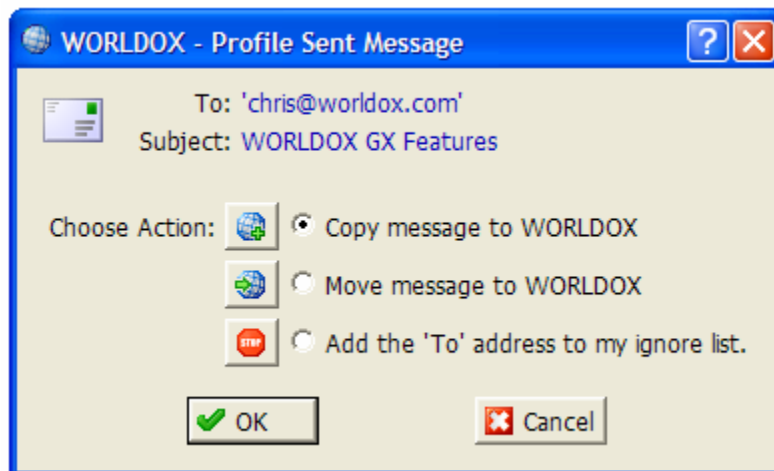
WORLDOX GX introduces a new, simplified syntax for full-text searching. The new syntax is similar to that for text searches performed on common Internet search engines. You'll also find new options for searching e-mail messages profiled with WORLDOX.

Lotus Notes E-Mail Support

WORLDOX GX extends its highly acclaimed e-mail management features and capabilities to Lotus Notes (6 and higher). Notes users have direct access to the messages in their inbox without having to leave WORLDOX.

Profiling Sent Messages

When you send out an e-mail message, WORLDOX GX offers you the option to profile the outgoing message. This allows you to combine your outgoing e-mail messages within the overall WORLDOX document repository.





Expanded E-mail Header Information

More e-mail header fields (metadata) are now automatically captured when profiling e-mail messages, including From, To, CC, BCC. The same information can be included in search forms. WORLDOX GX captures the following e-mail header information:

- To
- From
- CC
- BCC
- Sent
- Received
- Reply/Forward
- Reply/Forward Date
- Attachments

Save Attachments As Versions

A file sent out and returned via e-mail as an attachment may now be re-saved as a version of the originating file.