



Kronodoc 4.0 Base Offering

DOCUMENT MANAGEMENT

- Storage and retrieval of files in any formats
- Management (creation, editing, deleting) of document properties
- Support for multiple files in one document
- Customizable document properties
- Automatic generation of document numbers
- Two-level document version control (minor / major version)
- Search documents based on file content and/or document properties
- Boolean search (AND, OR, NOT) of document properties
- Storable searches and search templates for easy re-use
- Drag & drop checkout and check-in of files
- Locking of documents and files for changes
- Linking of documents to multiple folders
- Support for compound (parent - sub) document structures
- Access control via predefined access profiles and / or roles
- Document change history
- Mass editing of document properties
- User group based access control for document status changes
- Timed document status changes

FOLDER STRUCTURE MANAGEMENT

- On-line creation and editing of folder structures
- Customizable folder properties
- Support for multiple folder structures in same workspace
- Browsing of folder structure with interactive tree browser
- Linking of folder structures to multiple locations in workspace
- Searching of folders based on keywords, properties
- Access control via predefined access profiles and / or roles
- Folder change history
- Mass editing of folder properties
- User group based access control for folder status changes

WORKSPACE MANAGEMENT

- Web-based configuration of new and existing workspaces
- Customizable workspace properties
- Customizable workspace list
- Creation of workspaces from scratch or based on templates

- Repository specific configuration of document and folder attributes, users, groups and roles
- Archival of workspaces for read-only access and reduced disk usage
- Import and export of workspaces

MESSAGING AND COLLABORATION

- Sending of links to content to other users
- Sending of files via email
- User and workspace manageable distribution lists
- System-generated notifications triggered by content modifications
- System-generated alerts for status changes that have not been performed on time
- Folder and document specific distribution lists for system notifications
- Online commenting of documents

REPORTING

- Customizable document lists, export as CSV / XLS
- Real-time statistics about usage statistics, work status, work process from dashboard
- Oracle based data repository for easy access by 3rd party reporting tools

DOCUMENT PACKAGE MANAGEMENT

- Import / export of document packages (CSV, ZIP, TAR, XLS)

INTEGRATION INTERFACE

- Webservice interface for data-access for external applications
- XML interface (HTTP request + XML response)

INTERNATIONALIZATION

- English user interface
- Support for UTF-8 character set
- Easily localizable to other languages

PROPERTY TRANSFER

- Transfer of Kronodoc properties to MS Office files
- Transfer of MS Office file properties to Kronodoc

SECURITY

- Encrypted (HTTPS) communication between client and server
- Authentication via username and password
- Audit trail of all accesses and changes to content

TECHNOLOGY

- 100% based on web technologies, support for Internet Explorer, Firefox and Safari
- Oracle 10g used for storing structured data
- Runs on Red Hat Enterprise Linux 4 and 5



Kronodoc 4.0 Additional Offering

DOCUMENT CIRCULATION

- Document status transitions triggered by approval of predefined users
- Circulation and follow-up of document packages for commenting
- Delegation of comment circulations
- System based notification of commenting / approval that has not been performed on time

MS OFFICE CONNECTOR

- Save file directly from MS Word, MS Excel and MS PowerPoint

MS OUTLOOK CONNECTOR

- Saving multiple email messages with attachments MS Outlook
- Saving email headers as Kronodoc properties

MS EXCEL REPORTING

- Mass updating of properties based on Excel spreadsheet
- Export of Kronodoc properties to Excel template
- Export of document package (ZIP with Properties + files)

MS ACTIVE DIRECTORY CONNECTOR

- User and group management in Active Directory
- Replication of user data for access to users deleted from Active Directory
- (Optional) Single sign-on of users logged to the internal network domain controller

CAD FILE MANAGEMENT

- Support for structured CAD drawings (CADRef)

SMARTPASTE

- Copy imported document package to work structure as new documents, edited documents or new document versions
- Move imported document package to work structure as new documents, edited documents or new document versions

PDF CONVERSION

- Conversion of files to Kronodoc for supported file formats to PDF or PDF/A

ADVANCED DATA

- Support for multiple values in custom property fields
- Custom property reference to other documents
- Custom properties from external value database
- Evaluated custom property fields

ADVANCED REPORTING

- Real time reporting of document process metrics
- Real time reporting of information sharing from dashboard

KRONOMAIL

- Storage of received email based on predefined rules
- Project email inbox / outbox for storing received / sent email messages

ADDITIONAL LANGUAGES

- Finnish user interface
- Swedish user interface