

Manage Documents

Organize

Edit

Protect

Track

Manage Documents

DotNetNuke is the leading Web Content Management Platform for Microsoft .NET. The Professional and Enterprise Editions include a document management capability which empowers your organization to organize, edit, protect and track documents.

Whether you use the DotNetNuke Professional or Enterprise Editions for an intranet, extranet, or public web site, these document management features provide powerful document sharing and collaboration options. This is a cost effective, powerful alternative to expensive enterprise content management solutions.

Organize

Hierarchical Organization

You can organize files and folders in a hierarchy with as many levels as required. The folders are presented to users in a familiar Windows Explorer format. The AJAX-based folder structure has drag and drop functionality that allows users to easily rearrange the folder hierarchy. The system includes template themes and users can create and save new themes.

The system includes a built-in video and media gallery. Document files can be displayed with or **without metadata visible**. **File metadata is searchable using the standard DotNetNuke search engine**. Documents can be syndicated.

Organize by Folder and Category

You can associate a document to a folder and decide what folders other users or user roles can view. You can also define a hierarchy of categories with as many levels as needed. Presented to users as a tree structure, categories can help users organize documents by different areas of interest.

You can associate a document to as many categories as required and decide what categories (and what documents inside those categories) a user role can view. You can upload documents once, but list the documents multiple times by assigning them to more than one category.

Library Synchronization

Synchronization of document libraries makes it simple to import an existing document set into your document library. You can create libraries from scratch or point to a pre-existing folder structure and automatically synchronize the new document library with the existing folders.

Content Sharing

Content is shared across your entire site. Every instance of the document management module has access to the entire folder hierarchy. However, each instance of the module can be restricted to access a specific set of subfolders.

Edit

Direct Document Editing

Powerful WebDav capabilities such as editing and saving a document allow you to directly modify documents on the server where they are stored. To use this option, folders must be configured

DotNetNuke Corp.
155 Bovee Road, Suite 201
San Mateo, CA 94402
www.dotnetnuke.com
650.288.3150



as a WebDav folder on the server. Once the folder is setup, you can edit any type of editable content, as long as the client application supports WebDav. Note the WebDav feature bypasses some features such as versioning, tracking and moderation.

Document Editing

If you do not use WebDav, you have the option to open the document or save it to your hard disk. However, any changes you make to the document will be local, and must be uploaded if you want the changes to be online.

Protect

Restrict Access

Once your document files are organized in folders and categories, you can grant access rights to user groups or specific users for those folders and categories. A variety of access rights can be granted to each user or user group including View, Add, Edit, Delete, and many more. Secure files can be set which do not allow document download through a direct link, thus avoiding the risk that a user may access the file and bypass the security checks and controls.

Document Moderation

Document moderation provides a powerful workflow mechanism that ensures all content posted will be reviewed and approved before being published.

Moderation is assigned on every folder (it can be inherited), so you can combine unmoderated and moderated folders. Document moderation choices include:

- Sent to be Revised
- Rejected
- Accepted
- Update and Save

A user that is a moderator cannot moderate their own documents. However, there is an exception for Administrators and Superusers.

Track

Version Control

You may save versions of documents and restore them on demand. Versioning is automatic when you upload files in the same folder with the same name. You can also opt to create a version manually or turn versioning off.

When a document is versioned, you will be able to access the versions of the document and view a chronological list by clicking on the icon that appears next to the document in the list or in the document editing area.

Subscribe

Document tracking can be at the document or folder level. Document library users can easily monitor changes via subscriptions and alerts. Every time a document change occurs, a

DotNetNuke Corp.
155 Bovee Road, Suite 201
San Mateo, CA 94402
www.dotnetnuke.com
650.288.3150



notification message is sent which will allow users to review changes in their documents. RSS subscriptions are available.

Document Statistics

Statistics are an essential tool when analyzing user behavior as well as areas (folders or categories) that interest users. The DotNetNuke document management feature offers an advanced statistics center reachable by authorized users through the tools menu at the top of the folder tree. Administrators can review document download statistics or view statistics at the folder or at the category level.

Contact Us Now

Contact us now for further information about Document Management for the Professional and Enterprise Editions. You can reach us at (650) 288-3150 or Marketing@DotNetNuke.com.

DotNetNuke Corp.
155 Bovee Road, Suite 201
San Mateo, CA 94402
www.dotnetnuke.com
650.288.3150

