

# REVEAL™ Desktop Document Manager



*“Desktop Document Manager is ideal for sharing frequently changing documents like price lists because it lets me look up past pricing information from the same location as current pricing.”*

Distributing dozens of reports from legacy and midrange systems to users across your enterprise is common place in many companies. This is not case with Word, Excel, PowerPoint, PDF and other desktop documents. How are these documents shared with others? How are versions maintained when the documents are widely dispersed? Is the process of managing desktop documents taking up too much time, energy, human and computing resources?

If your enterprise is struggling with these issues, you need REVEAL Desktop Document Manager. It can help your organization make more efficient use of your network resources especially if desktop documents are routinely distributed through e-mail.

## Features

- Allows capturing, storing, viewing and distributing of Word, Excel, PowerPoint, MS Access, MS Project, PDF documents and others.
- Easy to distribute, store and track versions of documents such as product specifications, pricing, personnel and training manuals, HR documents, spreadsheets, PowerPoint presentations and more
- Allows users to view, download and print files as needed
- Utilizes security rules and allows you to set up predetermined security groups
- Allows REVEAL to be used as a centralized distribution and version control point to capture reports and documents
- Allows users the ability to create and share document templates with associated macros
- Retains prior versions of documents in the repository for reference
- Uses the intuitive and graphical REVEAL browser interface, so it's easy for employees to learn and use

*“Desktop Document Manager is great for people creating their own reports to share with other users.”*

