



# DMFolders

**DMFolders** is the ultimate foldering application for OpenText eDOCS™. Based upon a rules engine that works with your specific business processes, DMFolders automates the creation, hierarchy, security, population, and subscription of DM folders that match your requirements, regardless of industry or size.

**DMFolders** enables an organization to standardize and centralize the folder creation process across all eDOCS libraries. With DMFolders, foldering structures can be quickly created and automatically replicated organization-wide, providing a process-centric approach to the information management processes.

**DMFolders** is based upon business rules that define all aspects of the process: the source, structure, naming conventions, security requirements, population and location of folders, either centralized or distributed across multiple libraries.

**DMFolders** enables information to be logically and easily indexed, stored and retrieved, regardless of source of origin (e.g. images, documents, faxes or e-mails). DMFolders is ideal for organizations looking to reduce effort and manual oversight, minimize redundancy, ensure consistency and smooth the transition and implementation of folder creation.

## DMFOLDERS FEATURES:

- **DMFolders Autobuilder:** automatically maintains folder structures by querying metadata to determine when new folders need to be added, eliminating the need for users to create folders.
- **DMFolders Migration:** migrates project folders by user group or office, including documents and sub projects, and can automatically place iconized projects into users' workspaces.
- **DMFolders Maintenance:** automatically determines which (if any) folders need to contain your documents, creates the folders that do not exist, places the document into the folder(s), and even adds folders to workspaces for users, all based upon your business rules.
- **DMFolders Consolidation:** can merge folders from multiple libraries into a single 'Master' Folder Library, reducing the search effort for locating documents, while improving overall system performance.
- **DMFolders Workspace:** prunes obsolete folders from users' workspaces based upon days of inactivity or when an item is closed or disabled.
- **DMFolders Subscription:** provides a simple interface for users to manage their own workspaces, and for people to assign this task to others.

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For further information on this or any of our products, contact your authorized OpenText eDOCS partner or [sales@wertheimglobal.com](mailto:sales@wertheimglobal.com) | [www.wertheimglobal.com](http://www.wertheimglobal.com)

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