

Feature	Capture	Compliance	Security	Process	Collaboration	Search	Integration	Reporting
Workflow								
State-based workflow		✓	✓	✓	✓			
Workflow email and dashboard notifications		✓	✓	✓	✓			
Workflow routing using transition restrictions		✓	✓	✓	✓			
ACL control using workflows		✓	✓	✓	✓			
Review / approval workflows	✓	✓	✓	✓	✓			
Unlimited workflow branches		✓	✓	✓	✓			
Automatic workflow association		✓	✓	✓	✓			
Automatic triggers for document actions on workflows		✓	✓	✓	✓			
Group and roles based task assignment		✓	✓	✓	✓			
Records & Contracts Management								
Time-based notifications on individual documents		✓	✓	✓	✓			
Automatic Time-based notifications applied to document classes		✓	✓	✓	✓			
Unique document Ids		✓	✓	✓	✓	✓	✓	
Configurable electronic signature prompts		✓	✓	✓	✓			
Archive documents to separate repository		✓	✓	✓	✓			
Electronic signatures audit trails with reasons		✓	✓	✓	✓			
Document immutability for records management		✓	✓	✓	✓			
Email and Discussion								
Document discussion threads		✓	✓	✓	✓			
Email and RSS notifications for workflows, alerts and subscriptions		✓	✓	✓	✓			✓
Document subscriptions		✓	✓	✓	✓			
Email document links from within interface		✓	✓	✓	✓			
Email one-time download link		✓	✓	✓	✓			
Email documents from within Office Integration		✓	✓	✓	✓			✓
Searching and Indexing								
Full-text searching on common document formats		✓	✓	✓	✓	✓	✓	
Document metadata search		✓	✓	✓	✓	✓	✓	
Support for search wildcards		✓	✓	✓	✓	✓	✓	
Advanced query builder		✓	✓	✓	✓	✓	✓	✓
Boolean searching (AND/OR)		✓	✓	✓	✓	✓	✓	
Save and reuse advanced searches		✓	✓	✓	✓	✓	✓	✓
Share saved advanced searches		✓	✓	✓	✓	✓	✓	
Search from within Microsoft Office Integration		✓	✓	✓	✓	✓	✓	
Search from Microsoft Windows Desktop Client		✓	✓	✓	✓	✓	✓	
Document content preview snippet on search results		✓	✓	✓	✓	✓	✓	
Text Extraction for popular document formats	✓	✓	✓	✓	✓	✓	✓	✓
Access Control								
Role and group based access control		✓	✓	✓	✓			
Role allocation on a folder basis		✓	✓	✓	✓			
Organizational units with delegated administrative rights		✓	✓	✓	✓			
Granular control of permissions		✓	✓	✓	✓			
Active Directory and LDAP integration		✓	✓	✓	✓			
TLS Support for LDAP and AD		✓	✓	✓	✓			
Dynamic permissions based on metadata		✓	✓	✓	✓			
SSL Support		✓	✓	✓	✓			
Anonymous access to controlled content		✓	✓	✓	✓			
User profiles		✓	✓	✓	✓			
Metadata								
Document tagging	✓	✓	✓	✓	✓			✓
Tag cloud search and browsing	✓	✓	✓	✓	✓			✓
Customizable document metadata layer	✓	✓	✓	✓	✓			
Hierarchical metadata categorization		✓	✓	✓	✓			
Cascading metadata field association		✓	✓	✓	✓			
Document linking		✓	✓	✓	✓			
Audit Trails								
Version history		✓	✓	✓	✓			✓
Capture user comments on actions	✓	✓	✓	✓	✓	✓		
Audit trails with comments		✓	✓	✓	✓			✓
Access logs		✓	✓	✓	✓			✓
User activity reports		✓	✓	✓	✓			✓
Workflow reports		✓	✓	✓	✓			✓
Content Import								
Bulk upload zip archives	✓	✓	✓	✓	✓			
Metadata capture	✓	✓	✓	✓	✓			
XML import	✓	✓	✓	✓	✓		✓	
Import from server filesystem	✓	✓	✓	✓	✓		✓	
Version Control								
Checkin/checkout version control		✓	✓	✓	✓			
Document locking		✓	✓	✓	✓			
Check-out document report		✓	✓	✓	✓			
Version history		✓	✓	✓	✓			✓
Document content and metadata comparison		✓	✓	✓	✓			
Administrator check-out report and override		✓	✓	✓	✓			✓
User Dashboard								
Configurable dashboard with reporting		✓	✓	✓	✓	✓		
Recently viewed documents dashboard list		✓	✓	✓	✓	✓		
Checked-out documents dashboard list		✓	✓	✓	✓	✓		
Notifications dashboard list		✓	✓	✓	✓	✓		
Document and folder quick links dashboard list		✓	✓	✓	✓	✓		
Publishing								
RSS reader		✓	✓	✓	✓	✓		
Conversion to PDF		✓	✓	✓	✓	✓		
Automated publishing using workflow		✓	✓	✓	✓	✓		
Bulk content zip archive download		✓	✓	✓	✓	✓		
Bulk document checkout		✓	✓	✓	✓	✓		
Unique URL for all content		✓	✓	✓	✓	✓	✓	
3rd Party Integration								
Microsoft Office XP/2003/2007 integration	✓	✓	✓	✓	✓	✓	✓	
Microsoft Windows Desktop integration	✓	✓	✓	✓	✓	✓	✓	
Microsoft Outlook integration	✓	✓	✓	✓	✓	✓	✓	
Integration with Zoho productivity suite (KnowledgeTreeLive only)	✓	✓	✓	✓	✓	✓	✓	
Drop Box for drag and drop from desktop	✓	✓	✓	✓	✓	✓	✓	
Automatic email capture from Outlook	✓	✓	✓	✓	✓	✓	✓	
Document and XML import for integration with Fax and Bulk Scanning	✓	✓	✓	✓	✓	✓	✓	
TWAIN compliant scanner integration	✓	✓	✓	✓	✓	✓	✓	
WebDAV	✓	✓	✓	✓	✓	✓	✓	
API's and Development								
PHP-based API		✓	✓	✓	✓	✓	✓	
PHP plugin API		✓	✓	✓	✓	✓	✓	
RESTful web services API		✓	✓	✓	✓	✓	✓	
SOAP-based web services API		✓	✓	✓	✓	✓	✓	
Comprehensive API Documentation		✓	✓	✓	✓	✓	✓	
Extensible CSS and Smarty Template based user interface		✓	✓	✓	✓	✓	✓	
Constructable URLs to content		✓	✓	✓	✓	✓	✓	