square9® softworks

File XChange

Windows File System Integration

Create a more collaborative environment by integrating GlobalSearch Content Management Software with the Windows file system.

Take Control of Your Documents Without Opening GlobalSearch

Search   View   Edit   Add

GlobalSearch: File XChange

A Content Collaboration Tool, Compatible with GlobalSearch Desktop, Web and Cloud Platforms

File XChange allows users to search, view, open, edit and add documents seamlessly in any line-of-business applications, using the combined power of GlobalSearch document management and Windows Explorer.

Through a standard Save command, File XChange captures documents directly and securely into GlobalSearch, while providing the ability to open them within their native application (such as Microsoft Office or Adobe Acrobat). You don't even need to open GlobalSearch.

More Effective Content Management

It's easy to create and edit content in any of your locally installed applications (like Microsoft Word® or Excel®). Simply save and index a document into your GlobalSearch Archives through your File XChange drive. With seamless integration, you never have to leave your application and your changes will show up immediately in GlobalSearch.

Advanced Search

Quickly navigate through File XChange drives with the new Archive tree view in Windows Explorer, which uses the advanced searching capabilities of GlobalSearch. To find and open a document from your Window File XChange drive, simply browse to the desired Archive and run a search. Then, just double-click to open in your application like you would any other Windows file.

Content Remains Protected

Regardless of the application users are working in, all files are secured, even without opening GlobalSearch. If a user saves a document in its content authoring application, but does not have sufficient editing rights, GlobalSearch will block the save and notify the user. All GlobalSearch Archive and Search Security settings remain enforced.

File XChange Enables Users To:

- Open documents stored within a GlobalSearch Archive directly from common business programs

- Quickly navigate through GlobalSearch Archives from within the Windows Explorer

- Drag and drop files, including email, into File XChange for automatic indexing

- Leverage the advanced searching capabilities of GlobalSearch, without opening the software

- Ensure compliance and document security using GlobalSearch permissions

- Easily manage document revision control for automated change tracking

- Save Word docs, PDF files and more with the same process used to save Office content

- Access multiple File XChange drives from the Windows system tray

Find out more at
www.square-9.com/filexchange