

09 January 2019

Nelson Maligro, ON6
Philippine Navy

Via email: nelsonmaligro@gmail.com

Dear Sir:

Thank you for meeting with us last November 2018 to discuss your document management requirements.

May we take this opportunity to summarize the Globodox DMS objectives discussed during the meeting:

1. To respond quickly to the search/retrieval of records.

Globodox DMS provides several search methods including the retrieval of records by indices or by a document's content, very similar to how a search and retrieve is made in Yahoo or Google.

2. To demonstrate office efficiency.

Retrieval of records can be by school name, by teacher's name such as last name, first name, middle name, locality, and other fields. **FMWC** would like to define. **Globodox DMS** provides simple and advance search functions.

3. To have a backup of records electronically.

Electronic records (scanned civil registry images, Microsoft Office files, email, and other forms of electronic files) placed into Globodox DMS can be copied into external medias to serve as a backup of original paper and office records.

4. To maintain disaster recovery measures in times of fire, rain, and earthquakes.

In case of disaster, **Globodox DMS** can utilize these external disks/CDs and recreate the server database for business continuity.

5. To relieve employees from clerical activities such as searching, retrieving and printing.
6. To provide security of original documents.

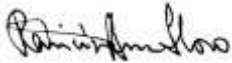
Paper documents do not need to be accessed, thereby minimizing loss or misfiled documents through the use of **Globodox DMS**. Moreover, minimizing the handling of paper documents minimizes the wear and tear caused by handling.

7. To provide transfer of technology to the employees of **FMWC** through training and implementation of the **Globodox DMS** system.

We have also enclosed our proposal for your request of 10 full license and 9 viewing license for the Globodox Standard version.

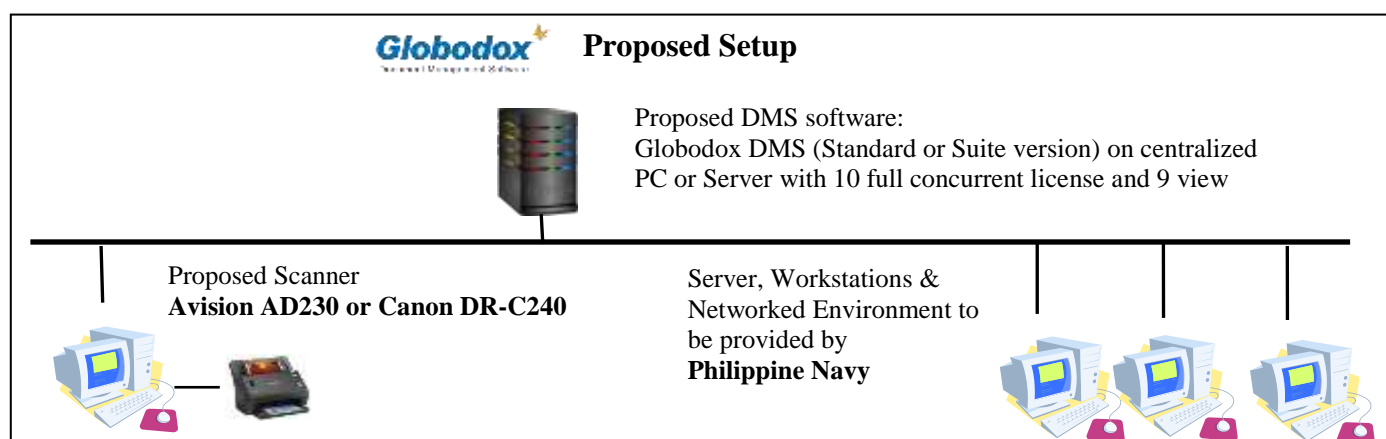
Please feel free to let us know of areas that need further clarification.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Patricia Ann Floro'.

Patricia Ann Floro
Vice President, Business Systems
Floro International Corporation

I. Financial Summary



Globodox Standard version

Globodox Standard for ten (10) full concurrent license (@P62,500 per full license)	P 625,000.00
Nine (9) view concurrent license (@P65,000 per 3 view)	P 195,000.00

	P 820,000.00
Less Package Discount	(210,000.00)

Total Globodox Standard Package for 10 full + 9 view	P 610,000.00
Installation and Training (2 days)	P 15,000.00
	=====
Total Globodox Standard for 10 full + 9 view Concurrent license	P 625,000.00

Globodox Notes:

Globodox can have a variety of "full" user and "view" user license configuration.

"Full User license" allows users to index (add), modify, delete, search, view, and print simultaneously.

"View only User License" means the user can search, view, and print but cannot add, edit, or delete records.

Financial Summary (continuation)

B. Scanner Options

Avision AD230

P 35,000.00

- Fast, 40ppm /80ipm scanning in color, grayscale and monochrome (200 dpi)
- Fast, 30ppm / 60ipm scanning in color, grayscale and monochrome (300 dpi)
- Max. document width up to 9.5 in. (242 mm)
- Robust 80-page automatic document feeder
- Hard and embossed card scanning up to 1.25 mm in thickness in portrait or landscape feeding
- Long page scanning up to 3000 mm (118")
- Optical resolution: 600 dpi
- Daily duty cycle up to 6,000 sheets

Canon DR-C240

P 47,000.00

- Automatic Document Feeder Scanner with
- Card/Passport/folded document scanning
- 45 pages per minute (Bitonal/grayscale), 30 pages per minute (color)
- Scan width: 2.0 - 8.5", length: 2.8" – 14.0"; long document up to 39.4"
- Optical resolution: 600 dpi
- Daily duty cycle up to 4,000 scans

Please refer to brochure of respective scanners for more details

Prices includes:

1. Value Added Tax is inclusive on all prices and valid until 15 February 2019.
2. Delivery of CDs containing installation programs, e-manuals;
3. Training onsite (Metro Manila) is for up to 6 personnel.
4. Video training material on how to scan, index, search, etc.
5. Globodox license is perpetual and includes a one year software maintenance agreement (SMA) comprising of on-site or remote support, and software upgrades that may occur throughout the year. Extension of the SMA is optional and retroactive.
6. Limited Warranty of Avision and Canon products of one year excluding consumable parts such as scanner feed rollers and feed mechanisms.

II. Globodox DMS Features

A. Functionality Features of Globodox Standard Version

1. **Globodox** is capable of defining fields or metadata fields for different document types. For example, one can define the following fields for Vouchers: Voucher number, date, payee name and amount.
2. **Globodox** provides a preview screen of images and Microsoft Office files without the need to download the document in either LAN or Web environment.
3. **Globodox** allows retrieval/storage of documents including TIFF, JPG, PDF-Image, PDF Searchable, CADD, Email, Word, Excel, Powerpoint, Video, and any other electronic file.
4. **Globodox** is able to link documents belonging to different groups.

Another way to organize documents aside from data fields and tags, is to link them to each other even from different folders/groups. **Globodox** allows linking any document to multiple documents. All links are two ways - so if one links a voucher's record to a supplier's portfolio, one can see the link in either voucher or portfolio record.

5. **Globodox** is able to stack documents
Stacking allows related documents to be together while allowing more information about the related group to be added. For example, **Globodox** may have a group for supplier design records and another group for supplier's invoices and payments, for example. A stack can be created to relate the design files to a particular accounting record and store additional info about that supplier.
6. **Globodox** maintains the ability to search and retrieve documents by its indices (data fields), tags, links, and stacks.
7. **Globodox** has the ability to search and retrieve documents by its content even on raster images such as tiff, jpg, and PDF-image files. Content information may be revised especially for documents that are handwritten or unclear.
8. **Globodox** has simple search methods or advance search methods such as "begins with", "ends with", "contains", "does not contain", "on or before date", "on or after date", "today", etc.

Globodox DMS (continuation)

A. Functionality Features of Globodox Standard Version

9. **Globodox** provides document template creation so that particular areas of a form document can be OCR (including barcodes) and automatically place the data into desired indices. Several areas within the document can be identified as fields/indices for the OCR/barcode conversion process.
10. **Globodox** maintains Folder monitor feature which watches one or more specified folders on a disk. Documents added into this "watch folder" are automatically added into Globodox even when Globodox is not running. This feature allows one to add documents automatically without the need to log on to the Globodox system.
11. **Globodox** combines the watch/monitor folder with template and OCR processing. For example, if document forms are placed on the watch folder, the documents are added into **Globodox** automatically (without the need to log on) and at the same time, specific areas of the form are OCR and automatically placed on the proper indices in **Globodox**.
12. **Globodox** allows retrieval/storage of documents including TIFF, JPG, PDF-Image, PDF Searchable, CADD, Email, Word, Excel, Powerpoint, Video, and any other electronic file.
13. **Globodox** provides version control allowing one to one to create and retain multiple versions of the same document whenever the document is edited.
14. **Globodox** maintains a method of backing up data into external drives/medias and restoring data when needed.
15. **Globodox** provides annotations such as stamping, highlighting, signature, notes, etc. with options to have the annotations temporary not permanent into the document. The annotations trace who created them, date and time.
16. **Globodox** allows notes/comments outside of annotation to be created. The notes or comments are tracked by who, date and time crated.

Globodox DMS (continuation)

B. Security Features of Globodox Standard Version

1. **Globodox** provides options for documents to be encrypted to ensure that users outside of **Globodox** will be unable to view the documents.

Enabling the document encryption feature controls unauthorized access to the documents if someone bypasses **Globodox**.

That way, even if someone accessed the documents using Windows Explorer, they would still not be able to view or open the documents. Therefore the only way to view the document or open it for editing would be through **Globodox**.

2. **Globodox** allows portions of a document to be redacted so that the framed portions within the document are hidden away from viewing by unauthorized users; while authorized users will be allowed to view the redacted area. The redaction is not permanently imprinted on the document, and can be deleted or moved.

The document can be printed with or without the redaction.

3. **Globodox** allows annotations of a document without editing the document. These annotations can be secured from unauthorized users. Annotations include:
 - a. Redaction
 - b. Highlighter
 - c. Notes
 - d. Bookmarks
 - e. Stamps
 - f. Watermark
 - g. Signatures

These annotations may be printed with the document or may not be included in the document's printout.

4. **Globodox** controls what documents can be viewed and what parts of the documents can be viewed.
5. **Globodox** controls who can print the document
Even if a document can be searched, retrieved, and viewed, printing may not be allowed for that particular user. **Globodox** controls who, and who can not print a document.

Globodox DMS (continuation)

B. Security Features of Globodox Standard Version

6. **Globodox** controls who can email the document
7. **Globodox** controls who can fax the document
8. **Globodox** controls who can export the document
Even if a document can be searched, retrieved, and viewed, exporting the document may not be allowed for that particular user. **Globodox** controls who, and who can not export a document.
9. **Globodox** controls who can annotate and who can view the annotations or what users are restricted from viewing the annotations (highlighter, notes, bookmarks, stamps, signatures, watermarks).
10. **Globodox** controls who can edit, delete a document
11. **Globodox** allows printing of document with or without annotations.

A document that has been annotated can have its annotations printed out or not printed. This is especially useful if one needs to further comment on a document that already has been scanned.
12. **Globodox** allows notes to be added into the document without editing the documents. All added notes have stamps indicating who and when the notes were added.
13. **Globodox** maintains Password Policies.
 - a. Provides maximum number of days after which the password expires.
 - b. Provides minimum number of characters of a password.
 - c. Provides maximum number of login attempts before locking the user.
14. **Globodox** audit trail per user is maintained
Details that are logged include the name of the user performing the action along with the date and time of the action. Almost any action a user can perform in **Globodox** can be logged or the administrator of **Globodox** can choose what actions should be logged.
15. **Globodox** audit trail per document is available.
Aside for audit trail of the user, there is an audit trail of a document. The details for each document can include the name of the user performing an action on the document, the date and time of the action.

Globodox DMS (continuation)

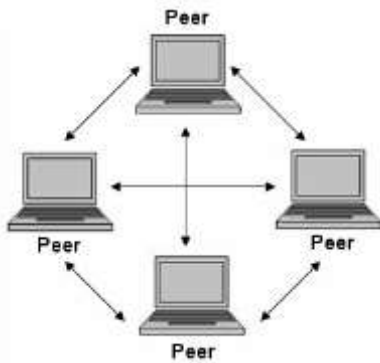
C. Other Features of Globodox Standard Version

1. **Globodox** can export data and images for reporting purposes
Documents including their indices and images can be extracted out by authorized users of **Globodox** software for reporting purposes.
2. **Globodox** can Import data and images.
Globodox allows importation of data. Importation may be used to restore backed up data or to provide a fast method of adding a large data into **Globodox**.
3. Has built in reports that determine:
 - a. User Role Maps
 - b. Documents Added – Grouped by User
 - c. Documents Added – Daily Report
 - d. Documents Added – Monthly Report
 - e. Documents Modified – Grouped by User
 - f. Documents Modified – Daily Report
 - g. Documents Modified – Monthly Report
4. **Globodox** licensing is based on concurrent use. There can be unlimited number of users declared, but Globodox will only allow concurrent or simultaneous use of the system based on the license count the Company purchases.
5. **Globodox** Licensing is a Perpetual License. This means that it is an option not to upgrade the software yearly. If the maintenance agreement on software upgrades is not availed of, Globodox can still function fully.
6. **Globodox** provides training seminars and video training materials aside from User/Administration manuals.
Training for both end users and appointed administrators are provided for two (2) afternoons. Along with the training are user manuals and video training medias to be able to review the features of the system without the need to re-invest on training/seminar fees.
7. **Globodox** includes a one year Software Maintenance Agreement comprising of phone call maintenance support and program upgrades. The Software Maintenance Agreement can be optionally renewed and is retroactive.
8. **Globodox Standard** version can be upgraded to the Globodox Suite version which includes additional modules for the internet/intranet, Workflow, Active Directory, and Application Program interface (API).

D. Minimum Installation Requirements of Globodox Software

The Globodox DMS software can run on a peer-to-peer environment or on a server based environment.

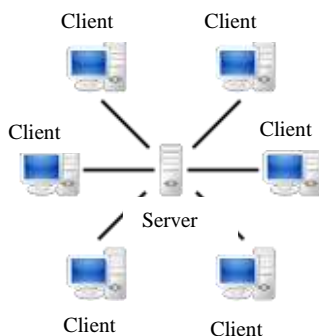
- A. Under a peer-to-peer environment, each computer in the network can act as a server for the others, allowing shared access to files and peripherals without the need for a central server.



Globodox requires that the computer that will be a server shall need the following specifications:

- Window based operating system such as Windows 7 Pro, Windows 8.1
- 2GHZ processor or higher
- Memory of 8GB or higher
- Microsoft.Net Framework 2.0 (this is already provided with Windows)
- Hard disk drive of 1TB or higher (for document storage purposes)
- External disk drive of 1TB (for backup purposes)
- Microsoft SQL Express (this can be provided)

- B. Under the client-server-based environment, individual clients request services and resources from a centralized server.



Globodox requires that the server shall need the following specifications:

- Windows Server version 2003, 2012, or 2014
- 2GHZ processor or higher
- Memory of 8GB or higher
- Microsoft.Net Framework 2.0 (this is already provided with Windows)
- Hard disk drive of 1TB or higher (for document storage purposes)
- External disk drive of 1TB (for backup purposes)
- Microsoft SQL Express (this can be provided)

- C. Requirements for Workstations under a LAN environment:
Windows 8.1 or higher, 4GB RAM or higher

E. Requirements From The Philippine Navy

Personnel to be provided by The Philippine Navy

- a. I.T. technician To ensure that the minimum requirements of the server and workstations are met.

To confirm installation of the Globodox DMS.

To conduct backup services are made on a weekly bases to ensure recovery in case of disaster.

Note: on a multi-user environment, I.T. must ensure that all designated workstations are connected to the server.

- b. DMS Project Leader To coordinate and to act as the main contact during the implementation of the project.

To organize a DMS team responsible for training and re-training to respective departments.

To function as the Globodox administrator controlling the security roles of every user.

The Philippine Navy shall be required to assign a key personnel or one Project Leader and three to six other users. The designated "Project Leader" person does not need to be a technically trained personnel but the Project Leader is one who is familiar with the different types of documents to be maintained and the requirements of the respective departments.

The Project Leader's responsibility includes the maintenance of Globodox DMS and user support. He shall be responsible for disseminating information and security functions to his respective users.

The Philippine Navy shall also be responsible for the implementation of the Policies and Procedures recommended under their own Process Flow Manual.

F. TRAINING SYLLABUS

The purpose of this course is to orient the users on the development, maintenance, security, and protection of a DMS. At the end of this course, the users are able to maintain the DMS library, provide the necessary protection from un-authorized users, audit user activities, and conduct daily measures of record protection for disaster/recovery purposes.

For IT Personnel and DMS Administrator

- a. Installation of Globodox DMS Day 1 (9am – 12noon)
- b. Globodox Description of environment Day 1 (1:30pm – 5pm)
- c. CREATION OF DEPOSITORIES (Storage of documents)
- d. Backing up Globodox

For DMS End Users

- e. Creation of Document Types Day 2 (9pm – 4pm)
- f. ADDING Documents into FOLDERS or DOCUMENT TYPES
- g. LABELING Documents for Facilitating Search
- h. SEARCHING for Documents
- i. ANNOTATING Documents
- j. SECURING Documents
- k. DISTRIBUTING Documents
- l. CREATING Reports

Company Profile

Floro International has been in the document conversion services for over 35 years and has the experience of handling more than 100 million pages of records. Our company maintains an **ISO 9001:2015 certification** particularly in the field of **scanning and indexing/encoding and microfilmin**. The Company is also ISO certified for **Document Management archiving and retrieval** of electronic records.



ISO Certified in the field of
microfilming, scanning, indexing

Partial List of References under Documents Conversion Services

COMPANY NAME	SCOPE OF WORK
1. Genealogical Society of Utah	Microfilming of 50+ million birth certificates, marriage certificates, for National Statistics Office)
2. Bangko Sentral ng Pilipinas	Digitizing of (Monetary Board Resolutions, HRMD HRMD, Medical Records, and Loan Documents
3. Pag-Ibig Home Development and Mutual Fund	Digitizing of Loan Schedules and Loan Contracts
4. Armed Forces and Police Savings and Loan Association,	Digitizing membership cards, signatures, fingerprints
5. Asian Library of the Ramon Magsaysay Award Foundation	Digitizing of President R. Magsaysay Letters
6. Ateneo Manila University	Digital conversion from Microfilm, 100,000 pages of newspapers
7. Kodak Philippines, Ltd.	Microfilm to Digital conversion of Civil Registry Records, 1 million pages
8. Supreme Court, Philippines	Digitizing of 1968-1998, indexing 1988-1998 Supreme Court Rulings into HTML
9. National Historical Commission of The Philippines	Digital Conversion of Rare Books Microfilm Digital conversion Project with NHCP and Presidential Commission on Good Governance
10. National Archives	Microfilming and Digital Conversion of Notarial Documents and Spanish Records
11. University of Sto. Tomas Registrar Office Library Hospital	Microfilming and / or Digital Conversion of Student Records Rare Books/Newspapers Patient Records
12. Intel Philippines	Microfilming and Digital Conversion of Employee and Medical Records
13. Pasig City General Hospital	Digitizing 1.1 million outpatient records

Company Profile (continuation)

Floro International also is the master reseller of a document management software called



Sohodox and the Globodox Enterprise. Globodox Enterprise is the complete solution for document management. It lets manage files and folders in the speediest way possible, and finds them with minimum efforts because of its search



centric design. Customers from all over the world use Sohodox or the Globodox Enterprise. These customers include the U.S Food and Drug Administration, Marshall Space Flight Center of NASA, U.S Department of Justice, New Zealand Westpac Trust, Doosan of Korea, Switzerland Avis Rent a Car, Thailand Philips Semiconductors, and many others.

Here in the Philippines, several Globodox users are:

- | | |
|--|---|
| 1. National Archives of the Philippines | 31. National Historical Commission of the Phil. |
| 2. Ricoh Philippines | 32. Dept. of Social Welfare, Philippines |
| 3. Manticao Municipal Civil Registry | 33. Carmona Civil Registry |
| 4. Carmona City Hall | 34. Louis Berger Group, Philippines |
| 5. University of Sto. Tomas Registrar | 35. University of the Philippines, Manila Registrar |
| 6. University of Sto Tomas High Education | 36. University of the Philippines, Manila HRMD |
| 7. De La Salle, Lipa, Batangas | 37. Sta. Rosa Hospital and Medical Clinic |
| 8. National Food Authority | 38. University of Sto. Tomas Hospital |
| 9. Manila Jockey Club | 39. St. Lukes Hospital Manila Clinic |
| 10. Avec Shares | 40. Chong Hua Hospital Cebu |
| 11. Alas Oplas & Company, CPA | 41. Los Banos Doctors Hospital |
| 12. Philippine Navy–Office of Ethical Stds | 42. Jose Reyes Memorial Hospital |
| 13. Philippine Navy - RMO | 43. Fundline Finance Corporation |
| 14. Philex Mining Corporation | 44. Autonomous Region of Muslim Mindanao |
| 15. Lopez Holdings Corporation | 45. Food Development Center |
| 16. Makati City Hall | 46. Pacific Office Machines |
| 17. Copylandia Corporation | 47. Building Care Corporation |
| 18. Palafox Associates | 48. Philippine National Oil Company |
| 19. Philippine Reclamation Authority | 49. Asiapro Cooperative |
| 20. Development Bank of the Philippines | 50. BPI Globe Banko |
| 21. First Philippine Holdings Corporation | 51. Southeastern University |
| 22. Dangerous Drugs Board | 52. Bureau of Fisheries and Agriculture |
| 23. Beneficial Life Insurance | 53. Cabinet Secretary of the President, Malacañang |
| 24. Unistar Credit and Finance Corporation | 54. Center for Intl Trade Expositions & Missions |
| 25. DPWH Region VII | 55. Ilocos Norte, Civil Registry Offices |
| 26. City of Manila | 56. Third Generation Holdings Corporation |
| 27. City of Mandaluyong | 57. Security and Exchange Commission |
| 28. Department of Education, NCR | 58. Office of the President Peace Process |
| 29. Office of the Governor, Pangasinan | 59. National Economic and Development Authority |
| 30. Globe Fintech Innovations, Inc. | 60. Armed Forces of the Philippines - DND |

January 2nd, 2019

Certificate of Sole Distributor

To Whom So Ever It May Concern

This is to certify that:

**Floro International Corporation
Unit 717B
ACG Building, Shaw Boulevard
Wack Wack, Mandaluyong 1550
Philippines**

Is the Sole Distributor for the Philippines and as such is empowered to sell, install and train ITAZ Technologies Private Limited products such as the SOHODOX and GLOBODOX Document Management Software (DMS). Floro International Corporation is also empowered to support these DMS products for the Annual Maintenance Agreement.

ITAZ Technologies Private Limited shall provide all necessary efforts to maintain and support Floro International Corporation in the DMS solutions and services offered to their clients.

This certificate is issued for whatever purpose it may serve.

For **ITAZ TECHNOLOGIES PVT. LTD.**



Director

Shiraz Ahmed
Chief Executive Officer,
ITAZ Technologies Private Limited

ITAZ Technologies Pvt. Ltd.
Regd. Office: C-3096, Oberoi Garden Estates,
Chandivali Farms Road, Near Chandivali Studio,
Andheri (E), Mumbai - 400072.

Telephone: +91 22 67020098
Fax: +91 22 67020077
E-mail: info@itaz.com
Web: www.itaz.com





This is to certify that the Quality Management System of:

Floro International Corporation

Head Office: Unit 717B, ACG Building, Barangay Wack Wack, Shaw Boulevard,
Mandaluyong, Philippines

Factory: 48E, Quirino Street, Barangay Pinagkamaligan, Tanay, Rizal,
Philippines

has been approved by ISOQAR to the following standard(s)

ISO 9001: 2015

Certificate Number: 2000-001

Scope of Activities: Microfilming, Scanning, Indexing, Document Management
and Retrieval

Signed:
(on behalf of ISOQAR)

Initial Registration Date: 24 August 1999

Effective Date: 7 December 2018

Expiry Date: 09 December 2021



This certificate has been issued by ISOQAR Inc, 24840 Burnt Pine Drive, Suite 5, Bonita Springs, FL 34134, USA and will remain current subject to the company maintaining its system to the required standard(s). This will be monitored regularly by ISOQAR. The use of the ANAB Accreditation Mark indicates Accreditation in respect of those activities covered by the Accreditation Certificate. Further clarification regarding the scope of this certificate and the applicability of the standard requirements may be obtained by consulting the organisation

Use the table below to compare the features and help you choose the product that is right for your requirements. If you have any questions or need additional information, please contact us at floro@floro-intl.com. We will be glad to provide all help necessary.

✓ = built-in ! = optional module		
Feature	Globodex Standard	Globodex Suite
Create multiple databases	✓	✓
Create MS Access based databases	✓	✓
Create MS SQL Server based databases	✓	✓
Create MySQL based databases	✓	✓
Windows Active Directory Integration New!	!	✓
Auto log-in on Startup option	✓	✓
Last logged-in username remembered	✓	✓
Remember Password option	✓	✓
Add folders from disk	✓	✓
Add existing files from disk	✓	✓
FTP Based File Stores	✓	✓
Drag and drop files and folders from Windows Explorer	✓	✓
Batch addition of existing files (find and add files)	✓	✓
Scan documents	✓	✓
Save scanned documents as multi-page TIFF files	✓	✓
Save scanned documents as PDF files	✓	✓
Add pages to existing Tiff and PDF documents	✓	✓
OCR scanned documents	✓	✓
Background OCR/Text Extraction New!	✓	✓
OCR documents containing text in a different language	✓	✓
Zone Map	✓	✓
Batch scanning	✓	✓
Support for TWAIN compatible scanners	✓	✓
Support for scanners with an ADF (Automatic Document Feeder) attachment	✓	✓
Quick search	✓	✓
Customize Quick Search	✓	✓
Advanced search	✓	✓
Saved Searches	✓	✓
Parameterized Saved Search	✓	✓
Document Full Text Search (see FAQ)	✓	✓
Thumbnail View / List View	✓	✓

Horizontal / Vertical Layout	✓	✓
Built-in MS Word and MS Excel Viewer New!	✓	✓
View password protected MS Word (.docx) and MS Excel (.xlsx) files New!	✓	✓
Import data from text files	✓	✓
Export data to a text file and other formats	✓	✓
Destination Profiles Manager	✓	✓
Create Folders and Sub-Folders	✓	✓
Clone Folders	✓	✓
Attach Tags to documents	✓	✓
Create Document Types for documents	✓	✓
Drag & drop documents from Globodox to Windows Explorer	✓	✓
Export Folder Structure	✓	✓
Search Folders and Tags	✓	✓
Folder Monitor	✓	✓
Add Annotations	✓	✓
Add Redact	✓	✓
Add Stamps	✓	✓
Create Notes	✓	✓
Deskew tool, Despeckle tool, Eraser	✓	✓
Link documents	✓	✓
Fax documents	✓	✓
Email documents	✓	✓
POP 3 Email Capture	✓	✓
Store email attachments as separate documents in Globodox New!	✓	✓
Automatic linking of attachments to their respective email for faster access New!	✓	✓
Identify Unread Messages New!	!	✓
Basic Image manipulation tools	✓	✓
Create Users	✓	✓
Store documents in removable storage devices	✓	✓
Create saved Profiles for scanning, export, import etc.	✓	✓
Event auditing (Log information about user actions)	✓	✓
Document check-in/checkout	✓	✓
Draft Mode (draft check-in of documents) New!	!	✓
Document encryption	✓	✓
Document versioning	✓	✓
Create Stacks	✓	✓

Link documents and stacks	✓	✓
Groups	✓	✓
Hierarchical Security Groups New!	✓	✓
Support for Globodox* Modules	✓	✓
Security framework to control access to databases, fields, records and documents	✓	✓
Security Labels	✓	✓
Roles	✓	✓
Share Documents	✓	✓
Assign Documents	✓	✓
Restrict documents	✓	✓
Control Printing and Distribution	✓	✓
Control editing or modification	✓	✓
Barcode detection	✓	✓
Inactivity time out option	✓	✓
Command Line Options	✓	✓
Built-in Usage Reports	✓	✓
Workflow / Routing	!	✓
Web Client in addition to the Desktop Client	!	✓