

Personal Document Management: Functional Categories

Customer Centric POV

Document IN-telligence

- File Awareness (find/index)
- File Locations
- Connectors
- Email Attachments
- Upload/Download
- Direct Delivery
- Sync



Document Organization

- UI Views
- Triage Functions
- Inbox
- Watch List
- Active List
- Tagging
- Notifications



Document Actions

- PDF Services
- PDF Manipulations
- Send For...
- Share/Publish
- Archive
- Delete
- Secure/Protect
- Track

