

# Working Folder Functions & Specifications

## Functions & Specifications

Item	Description
<b>Number of User</b>	10 to 500 users per Cabinet
<b>Capacity</b>	100 to 5000 GB per Cabinet
<b>File Size</b>	Max. 5 GB per file <sup>*1</sup>
<b>Number of documents that can be stored in each Cabinet</b>	Up to 5000000 documents
<b>Number of folders that can be stored in each Cabinet</b>	Up to 100000 folders
<b>Encryption of Communication Path</b>	SSL (SSL 3.0 is not available.)
<b>Authentication</b>	User registration by administrator User authentication using password
<b>Access Right</b>	Access permissions can be set for each user and group on Folders in Public Folder and all Drawers (Up to 100 permissions can be set for users and groups in total)
<b>Access Control</b>	Access control by IP address is available
<b>Log Management</b>	Save and display document operation log (maximum: one year)
<b>Storage Period</b>	Administrators can set the storage period for documents/folders in Public Drawer and Trash Bin. Storage Period options: [Indefinite] (by default), [30 days] and [60 days].
<b>E-mail Notification</b>	Send e-mail notification when document is stored
<b>Document Disclosure</b>	Documents can be disclosed for specific period of time by e-mail notification of Web link
<b>Version Control</b>	Up to 100 versions (can be changed by document)
<b>Document / Folder Operation</b>	Create new Folder Move file / Folder Delete file / Folder (can be restored from Trash) Change file / Folder name
<b>Logo Customization</b>	Customer logo image can be displayed on the Home screen
<b>PC (Web Browser)</b>	Files can be uploaded / downloaded from Web Browser
<b>PC (DocuWorks Desk)</b>	Files can be uploaded / downloaded from DocuWorks Desk with drag & drop operation <sup>*2</sup> <sup>*3</sup> Select a folder in Working Folder as a store location for DocuWorks Document Tray Option <sup>*4</sup>
<b>Mobile</b>	File upload / download using mobile application <sup>*5</sup>
<b>Multifunction Devices</b>	Scan to Working Folder, print from Working Folder and auto routing using Job Flow <sup>*6</sup> are

Item	Description
	available *7

- \*1: When uploading via Web UI.
- \*2: Require DocuWorks 7.3 or later version.
- \*3: Require DocuWorks Extended Folder for Working Folder 1.1 or later version.
- \*4: Require DocuWorks Document Tray Option 1.2 or later version.
- \*5: DocuWorks Viewer Light (iOS) or DocuWorks Viewer Light (Android) is required. DocuWorks Viewer Light (iOS) can be downloaded from App Store at free of charge. DocuWorks Viewer Light (Android) can be downloaded from Google Play™ at free of charge.
- \*6: Support auto routing of incoming fax document.
- \*7: Supported file formats: DocuWorks (XDW), DocuWorks Binder (XBD), PDF, TIFF.