



The DOCOVA Plugin

The following features are built into DOCOVA, however are only available if the DOCOVA Plugin is running, or in some cases, are enhanced if the DOCOVA Plugin is running.

Feature	Plugin Required	Added Functionality if Plugin Available
Folder Control *		
Import Files	✓	
Export Files	✓	
Import Folder (v5)	✓	
Folder Perspective *		
Tools - Export To Excel	✓	
Tools - Import Files	✓	
Tools - Export Files	✓	
Tools - Compare Documents	✓	
Folder Perspective – Right Click Menu *		
Print Attachments	✓	
Document – Attachments Section		
Attach A File		Able to select multiple files to attach at one time.
Scan A File	✓	
Right click - Edit File	✓	
Right click - Rename File	✓	
Right click - Paste	✓	
Right click - check out/in	✓	
Document – Tools *		
Compare Documents	✓	
Acquire from scanner	✓	

The DOCOVA Plugin also provides the following functionality:

- **Secure File Sync *** Allows a user to sync files in DOCOVA to their local drive
- **Pass-Through Authentication** If the user has set their credentials for a given DOCOVA instance, when that instance is accessed in a web browser, the DOCOVA Plugin will pass the credentials so that the user does not have to authenticate.
- **Drag and Drop *** Drag files from the local file system to the DOCOVA Plugin, and right to the folder where the files are to be added. On Drop, the user is prompted to select which Document Type to store the files in.
- **Quick Access *** Allows a user to navigate through the selected DOCOVA instance, similar to how they would in a web browser, but with reduced functionality.
- **MS Office or desktop integration** The DOCOVA Plugin is required for any custom or provided docTypes where integration with the local PC is needed. For example, updating bookmarks in an attached Word document, or making custom calls in windows script, or automatic conversion to a PDF document.

* Applies to DOCOVA Libraries and Folders only