



# Soft Documents

Soft Documents allow users to add a document along with a description and category information without a physical file.

There are many occasions where a user has a need to add a document to Livelink® but does not have the physical file available. Soft Documents are “placeholders” that contain all the information of a regular document including category values, a description and audit trail information. The physical file can be added at any time as a new version. Once a file has been added to a soft document the item becomes a regular Livelink® document.

Soft Documents allow users to add documents to Livelink® when it is appropriate rather than when the document is ready.

There are many times when a document needs to be added to Livelink® before it is available:

- Hard Copy documents stored outside of Livelink®
- Workflow processes that can't wait for the physical document
- Placeholders for renditions
- Simple documents that contain descriptions only

Key information is captured in the knowledge base and indexed when appropriate.

Soft Documents are indexed just like any other Livelink® object. When a new version is created with the physical file the full text data is indexed and available through standard Livelink® search.

## ADD DOCUMENTS WITH A DESCRIPTION AND CATEGORY WITHOUT A PHYSICAL FILE

### Key Features

- Allows creation of Livelink® documents without requiring a file to be uploaded
- All activity is tracked through the Audit Trail
- Soft Documents can be converted to regular documents at any time by adding a new version
- Users can add “document placeholders” that include a description, category information and appropriate name
- Soft Documents can be used as placeholders for hard copy documents that are stored outside of Livelink®

## Benefits

### Add Important Organizational Information to Livelink®

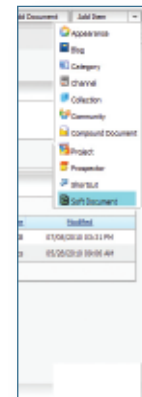
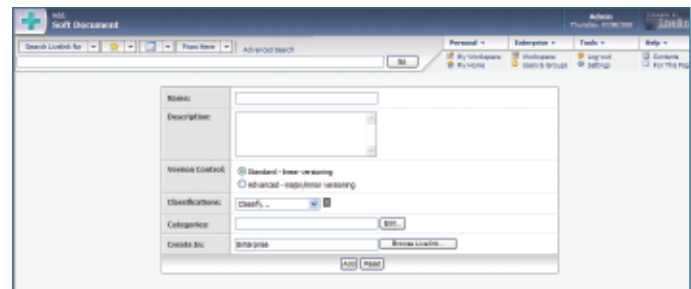
Not all information in an organization is available immediately or in electronic format. The ability to add these items in Livelink® increases the accuracy of your knowledge base.

### Key Metadata is Captured and Indexed

The metadata associated with documents is often more important than the document content. Capture critical metadata in a natural format.

### Easy to Use

Intuitive interface that does not require additional time and money spent on training.



## Specifications

Browsers	All standard browsers
Servers	Livelink® Version 9.x on UNIX® and Windows®
Databases	Oracle® SQL*Server®