

Document Import Kit for SharePoint

Migration tool for Microsoft SharePoint

Product Overview



Document Import Kit for SharePoint 2003 (DocKIT) is a powerful, easy-to-use tool to import documents from multiple file systems & network shares into Microsoft SharePoint Portal Server 2003 and Microsoft Windows SharePoint Services. Our latest release supports Microsoft Office SharePoint Portal Server 2003 & Windows SharePoint Services

2.0 document & picture Libraries.

Benefits

DocKIT has been designed and developed to address the specific needs of companies that are deploying SharePoint Portal Servers / Windows SharePoint Services and importing their existing documents and file repositories into Microsoft SharePoint Portal Server 2003 / Windows SharePoint Services.

The major advantages of using DocKIT as against manual import of documents:

- Provides a one-step solution to import documents and its associated file properties
- Imports documents from different file server locations and network shares into SharePoint periodically based on certain import rules
- Imports metadata stored in a CSV/Excel/TXT file and applies it to the respective documents in SharePoint
- Imports file properties of source documents namely - Title, Subject, Author, Category, Keywords, Comments, Created and Last Modified Date and applies it to the respective documents in SharePoint. Also imports Manager and Company file properties in the case of MS-Office documents.
- Retains the existing NTFS permissions and simultaneously safeguards SharePoint security
- Renames invalid characters in source folders & files (in local computer or network locations) to valid characters while importing them in bulk to a SharePoint document or picture library
- Schedules the import process to run at scheduled intervals

Key Features

SharePoint Portal Server 2003 & Windows SharePoint Services SQL support

Supports SQL store of both SharePoint Portal Server 2003 & Windows

The DocKIT application proved extremely useful for importing large numbers of files and folders quickly and easily into SharePoint. Previously, we were having to import files individually, but through using DocKIT we were able to deal with huge directories in a fraction of the time that it would have taken. An excellent tool, really glad we found it.

-Andy Fearn, Guildford Borough Council, UK

SharePoint Services Document & Picture Libraries.

Importing to multiple destinations

DockKIT enables simultaneous import of documents into multiple document/ picture libraries located in a SharePoint Site or Area.

Conditional Import

Import files from multiple folder locations (local/network drives and network shares) to a destination library in SharePoint, if certain conditions (or rules) are satisfied. You can run the import process at scheduled intervals. You can create rules based on file created date, last modified date field, file type filters and metadata values. You can define a set of conditions to be satisfied for DockKIT to import files to the destination library at periodic intervals. DockKIT will automatically import only the files that satisfy the conditions (or rules) at predefined intervals.

Facility to import external metadata of documents

DockKIT allows you to import metadata of documents stored in an external file, thereby eliminating the burden of manually entering values to the documents while checking in. This feature is extremely useful if you have the document properties (metadata) stored in a database or spreadsheet or any other application.

Facility to import file system properties

DockKIT allows you to import file system properties ('General' and 'Summary' properties) - Title, Subject, Author, Category, Keywords, Comments, Created and Last Modified Date and apply it to the respective documents in SharePoint. DockKIT also imports Manager and Company file properties in the case of MS-Office documents.. This feature is extremely useful if you want to store the original file system property values in the respective SharePoint columns.

Mapping of roles based on existing NTFS permissions

Customizable user interface to map NTFS permissions to equivalent Site, Area & Library rights in SharePoint

Schedule Task

Schedule task allows you to schedule the import process at a specified scheduled intervals. DockKIT imports the documents to SharePoint based on the import settings and task schedule.

Creation of Sites/Libraries

Using DockKIT, you can create a new Site (and sub-site), Document Library, and Picture Library, without the need to create it in the Microsoft Central Administration Console.

Display existing permissions of a Site/Area/Library

DockKIT displays the permissions that are associated with a Site, Area & Library in SharePoint

System Requirements

Hardware: Intel Pentium processor, 512 MB of RAM, 4 MB disk space to install DockKIT

Operating System: Windows 2003 Server

Software: Microsoft SharePoint Portal Server 2003 (or) Windows SharePoint Services v2.0 with the latest service pack must be installed



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