InfoSearch Feature Sheet

Secure On-Premises (Behind Firewall) & Team-Only Access

Overview

InfoSearch consolidates documents scattered across desktops, shared drives, private servers, and cloud platforms into a central, structured environment. Information is enriched with context, metadata, and relationships so teams can find, understand, and act on knowledge quickly.

Core Platform Features

- Centralized knowledge repository with retention of source metadata (file names, types, timestamps, owners, folder hierarchy)
- Flexible organization using Items (logical containers such as projects or contracts)
- Data Catalog with Categories, Subcategories, and Tags for cross-cutting context and filtering
- Advanced keyword-based search across Items and associated documents, with metadata filtering
- Document management supporting single and bulk uploads
- Bulk ingestion via formatted Excel for Categories/Subcategories, General Information (Items/articles), and documents
- Context capture on Items (who/when/what) to preserve history and improve retrieval

Deployment & Security

- On-Premises installation on a local server behind your corporate firewall (client/server model)
- Team-only access enforced via network restrictions and role-based permissions
- Administrator-controlled account creation and management for internal users

Administrative Features

- Create and manage user accounts via the administrative interface
- Govern Items and document associations across the repository
- Define and manage Categories/Subcategories and the overall data model

Bulk Operations

- Bulk upload of Categories/Subcategories using Excel templates

- Bulk upload of General Information (Items/articles) using Excel templates
- Bulk document upload with assignment to one or more Items

Benefits
- Unified, searchable knowledge base reduces time spent hunting for information
- Stronger governance and auditability through structured metadata and admin controls
- Rapid onboarding of legacy content via bulk ingestion workflows