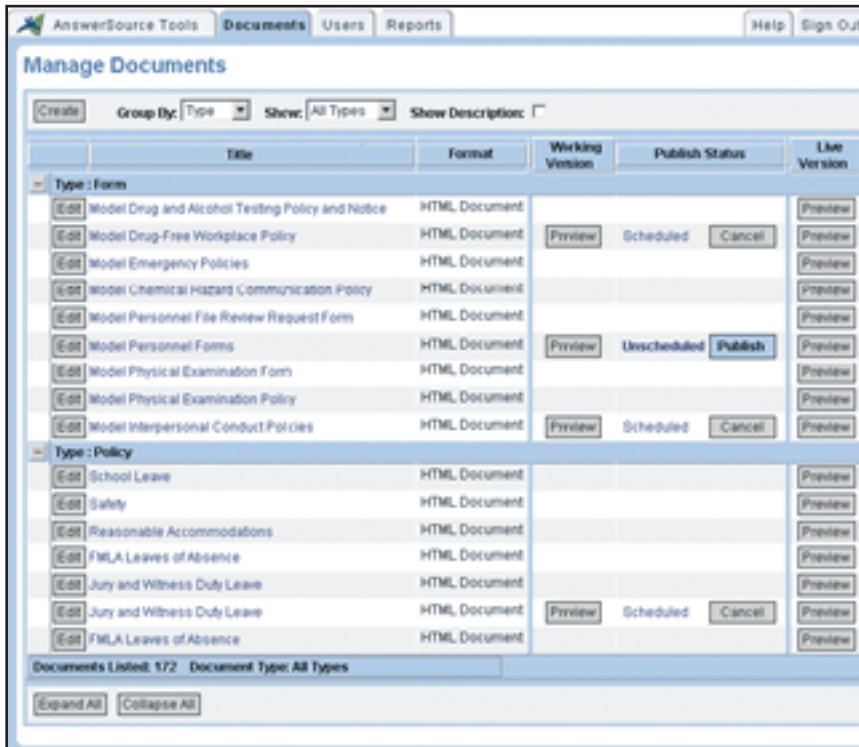# What's New?

A Simplified Solution

AnswerSource has always provided real benefits to clients with its flexibility and straightforward administration, and every product upgrade has further extended these benefits. *AnswerSource*, Version 3.2 is no exception and makes the system easier to use and manage than ever before. Just look at some of the new capabilities.

All functions for creating and managing documents are accessed through this control center in AnswerSource Tools. Once a document is created, you can edit, preview, publish or even cancel publish from this one area.

Home Page: Create and manage your own *AnswerSource* home page. You can set up the same look as your corporate site, and users will never know they have left your company Intranet or Portal. Plus, you change it as frequently as you wish.

File Upload: *AnswerSource* now accepts numerous file types. Upload html, pdf, Excel, gif and many more file structures. Even audio and video files, common for staff training and education, can be uploaded into *AnswerSource*.

Document Links: Set up links from one page directly to related documents in the system, on the network or elsewhere on the Internet.

Document History: *AnswerSource* automatically tracks the original document author, subsequent editors and dates of document creation, edits and uploads for easy document auditing.

Logo Storage: Upload and utilize multiple logos. Companies can assign individual logos to specific documents, especially helpful for organizations with multiple divisions and subsidiaries.

Flexible Document Publishing Options: Publish individual documents as they are ready to go live rather than waiting until an entire bundle of content is ready to be uploaded. Batch publishing is still available for times when a group of documents need to be uploaded at once.

Display Dates: Set future publishing and expiration dates for documents to automate information distribution and archiving.

Document Availability Options: Choose whether a document shows up in the index, search results or not at all to help guide users through a designated path in their research.

Administrator Roles: By designating who can create, edit and publish documents, you can easily manage review and approval steps prior to publishing information to *AnswerSource*.