Worldox / DMS Tips

The questions below are meant as discussion topics to have with firm management. Some of them have very clear answers and some may be handled differently depending on firm culture.

- Have you upgraded to our current code release?

- Does WDAdmin have a complex password?

- Are there WDAdmin accounts that are also Domain Admins?

- How many people are Worldox Managers?

- Has Active Directory Integration been deployed?

- Are document retention policies set up?

- Are confidential documents protected using Cabinet restrictions or ethical walls?

- Are UNC paths used to access Worldox Cabinets?

- Are users who no longer work for the firm or require access to Worldox still enabled on the system?

- Are security groups used to allow quick and easy document security settings?

- How are files within Worldox accessed remotely or shared externally?