When to use Xoralia and when to use SharePoint

When Xoralia is associated with one or more document libraries in your SharePoint you can carry out most common tasks inside the user-friendly Xoralia interface. However, some tasks can't be done in Xoralia or are best done in SharePoint.

The table below outlines typical document management tasks that a document owner might carry out, and indicates whether it can be done inside Xoralia or SharePoint (or both). Some of these may change as we improve Xoralia, allowing you to do more from within the Xoralia interface.

Task	Can be done in Xoralia?	Can be done in SharePoint?
Adding or creating new documents in a document library	No	Yes
Reviewing existing documents (i.e. making changes to a doc) when there is no workflow associated with a document	Yes	Yes
Reviewing existing documents (i.e. making changes to a doc) when there is workflow associated with a document	No	Yes
Changing the expiry date on a document	Yes	No

Adding or changing metadata properties of a document (e.g. document owner, tags, version number etc.)	No, except expiry date	Yes
Managing version numbers (note that there are two types of version numbers – for more information on this, see Understanding policy version numbers)	No	Yes
Rolling back to a previous version of a document	No	Yes
Archiving old documents that are no longer needed	No	Yes
Carrying out document workflow tasks such as approving document changes, requesting approval from a manager etc.	No	Yes
Creating a document workflow or adding an existing workflow to a document	No	Yes
Assigning a document for users to read and asking them to attest to having read it	Yes	No
Viewing reports and analytics on who has and who hasn't attested to reading a document	Yes	No

The table below outlines typical tasks that an end user (e.g. an employee who is not a document owner) might carry out, and indicates whether it can be done inside Xoralia or SharePoint (or both):

Task	Can be done in Xoralia?	Can be done in SharePoint?

Searching for a document	Yes	Yes
Reading a document	Yes	Yes
Reading an assigned document and attesting to having read it	Yes	No
Viewing document read tasks that have been assigned to me	Yes	No
Checking which assigned documents I have read and haven't read	Yes	No