



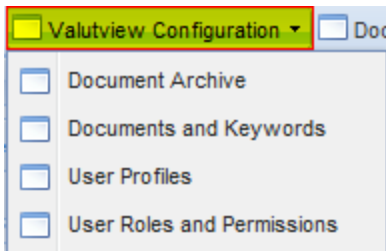
Menu Overview

The following is a brief description of the Vaultview Toolbar menus found on the Vaultview Document Search screen and their functionality. Additional instructional information provided in the User Guide.

There are three primary menus, Vaultview Configuration, Document Management, and Vaultview Logs. Access to menus and menu items is configured by User Roles. Access to advanced menu options can be restricted and hidden from view for User Roles which do not require elevated access.

Vaultview Configuration

The Vaultview Configuration menu is used to access system configuration settings such as the location of the image repository, types of documents and keywords, user credentials and security.



Document Archive – Used to configure the location of the image storage repository, server name and share name, as well as the Volume Storage Capacity size in MB.

Note: The Document Archive menu item should only be configured during initial setup of Vaultview. Changing this setting could result in the inability to access image data. Access to the Document Archive menu item should be restricted.

Documents and Keywords – Used to configure additional Document Types for storage within Vaultview and associated document type keywords. Additionally deleted records can be either restored, or permanently deleted from Vaultview in the Document Types and Keywords menu.

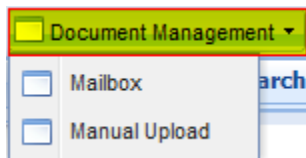
User Profiles – Used to setup and administer user credentials. Actions such as adding new users and assigning User Roles, removing expired users, resetting user passwords, or unlocking user accounts.

User Roles and Permissions – Used to configure custom User Roles that either allow or deny access to Vaultview menus or menu items such as Document Archive, Manual Upload, Vaultview Logs are just a few menus and menu items that can be restricted. Vaultview functions such as printing, emailing, and or editing keywords can also be restricted. Keyword Filters used to ‘filter’ user access within a Document Type are also configured here.



Document Management

The Document Management menu is used for accessing the user Vaultview internal mailbox, and manually uploading documents into Vaultview.



Vaultview Logs

The Vaultview Logs menu is used for reviewing User Security Logs and Document Management Logs. Information such as successful and failed system logins, and document actions such as deleting or editing of documents are stored within the logs.

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