

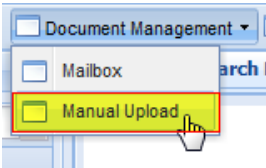


Manual Upload

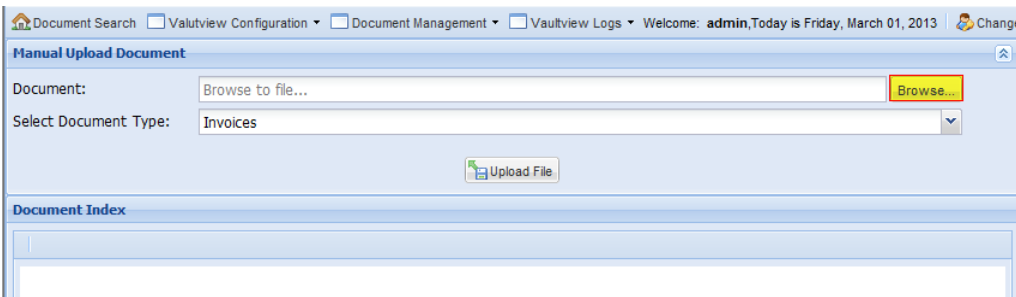
The following outlines procedures for manually uploading documents into Vaultview.

Document Management – Manual Upload

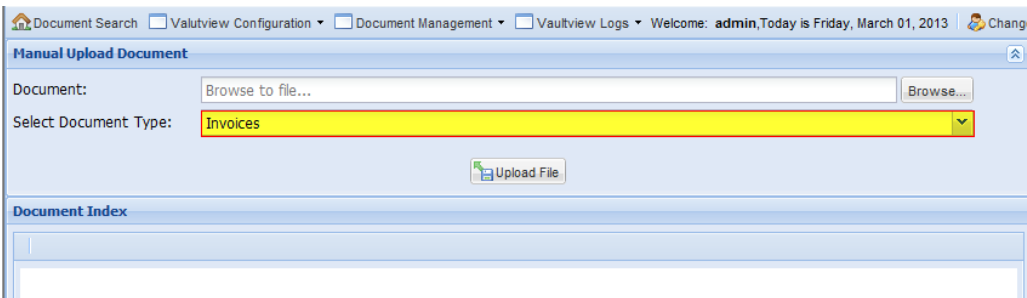
You can manually upload individual documents through the Document Management menu by selecting Manual Upload.



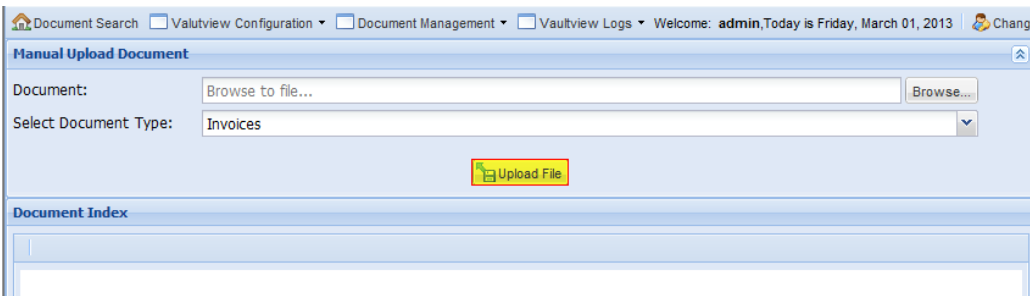
To Manually Upload, select the Browse button, you will be prompted to browse for and select your document.



Once you have selected your document, select the Document Type, this is where you want to store the document in Vaultview.



Once you have selected your document type, click Upload File.





Once the file has been uploaded successfully you will be prompted to enter keyword or index information for the document. Complete the Keywords section and Click Save.

Document Search | Valutview Configuration | Document Management | Vaultview Logs | Welcome: admin, Today is Friday, March 01, 2010

Manual Upload Document

Document:

Select Document Type:

Document Index

20130301155109INV00155014.TIF

Selected Document

Keywords

Invoice No.:

Invoice Date:

Customer No.:

Location:

Customer:

LicenseNo:

Sales No.:

Invoice Total:

Contact Information

Support

Email: support@tronitech.com

Phone: 1-800-582-7652

Web: www.tronitech.com/support

Sales

Email: sales@tronitech.com

Phone: 1-800-582-7652