



Getting Started – Vaultview

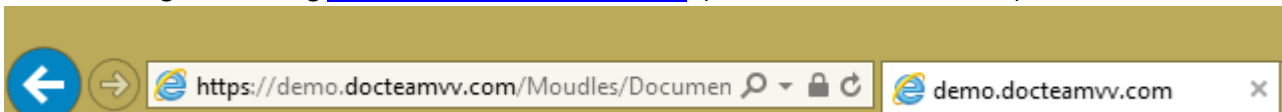
New to Vaultview? This guide is perfect for you or someone that needs a quick refresher. This easy to read, simple to understand guide walks you through all of the steps to start using your new Vaultview website. These instructions are everything you will need to know in order to get started with Vaultview and begin interacting with all of your content.

Accessing the Website

Login to Vaultview

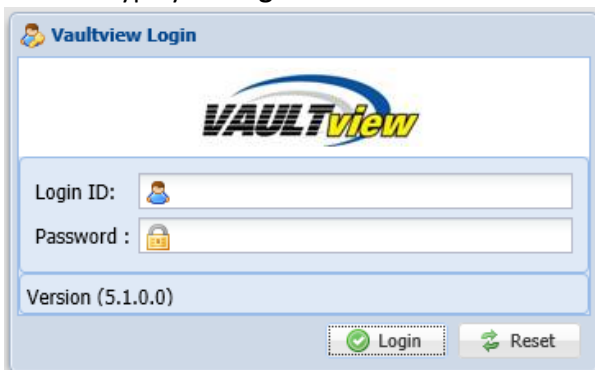
The next step is to navigate to the website and login. Every customers' website address is different, so this guide will be using a demo site to explain accessing the site. A Vaultview user profile is necessary to login. Please contact your Vaultview administrator, or send an email to support@tronitech.com to create a user profile. The following is list of instructions to access the Vaultview website:

1. Open **Internet Explorer** and type the URL into the address bar
This guide is using <https://demo.docteamvv.com>, (Your URL will be different)

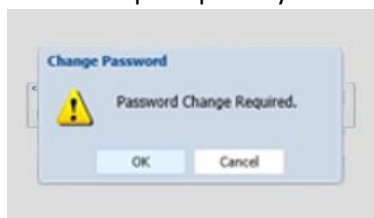


Note: It is recommended at this time that you add your URL to your Internet Explorer Trusted Websites settings. Please follow the instructions at the bottom of this document for adding to Internet Explorer Trusted Websites.

2. Type your **Login ID** and **Password** in the spaces and click **Login**



3. Click **OK** if prompted by the **Change Password** dialog box





4. Type your new password into the spaces provided and click **Change**

The website will redirect to Vaultview's Document search screen, after clicking the Change button. Please contact support@tronitech.com if any problems occur when accessing the website.

Document Search and Retrieve

The document search page is the first page you will see after accessing Vaultview, and contains utilities for searching, managing, and configuring Vaultview.

Document Search

1. To do a general search, select document type.



- Hit Search and the viewer to return all documents, or enter search criteria to filter the search results. Double click on any item in the result list, or select View from the Select Action menu.

Document Search Results

<input type="checkbox"/>	Patient Name	Social Security #	Patient DOB	Document Type	PageCount	FileType	Action
<input type="checkbox"/>	Perry Newman	555-66-7777	12/22/1978	01-Notes	2	PDF	Select Action
<input type="checkbox"/>	Perry Newman	555-66-7777	12/22/1978	07-Misc	1	PDF	Select Action
<input type="checkbox"/>	Perry Newman	555-66-7777	12/22/1978	06-Hospital	2	PDF	Select Action
<input type="checkbox"/>	Perry Newman	555-66-7777	12/22/1978	03-Radiology	1	PDF	Select Action
<input type="checkbox"/>	Perry Newman	555-66-7777	12/22/1978	04-ER visits	2	PDF	Select Action
<input type="checkbox"/>	perry newman	555-66-7777	12/22/1978	05-Consultation	2	PDF	Select Action

Keyword Search

For Advanced Keyword search information (see “Vaultview – Document Search and Results”)

Enter in Keywords within the specified field and hit the search button. Results will populate in the viewer.

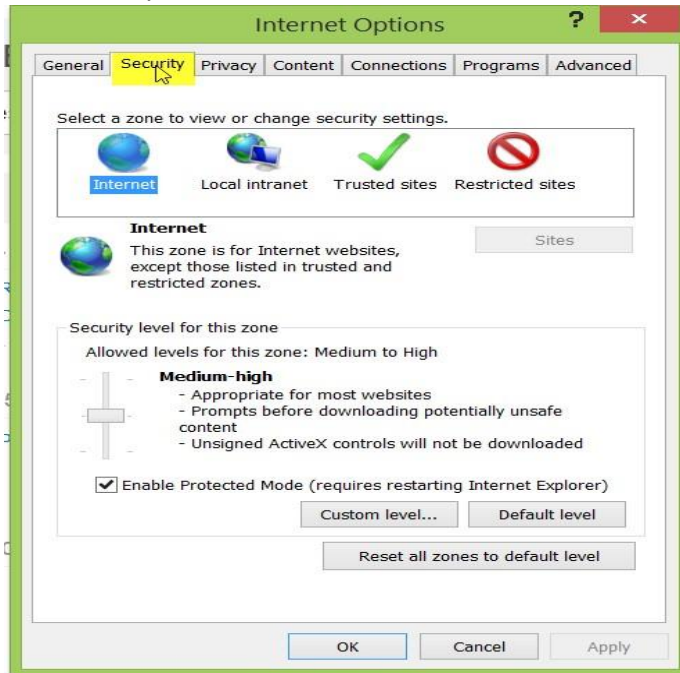
Print & Download Functions

To utilize the Print and Download functions we recommend adding your URL to Trusted Sites.

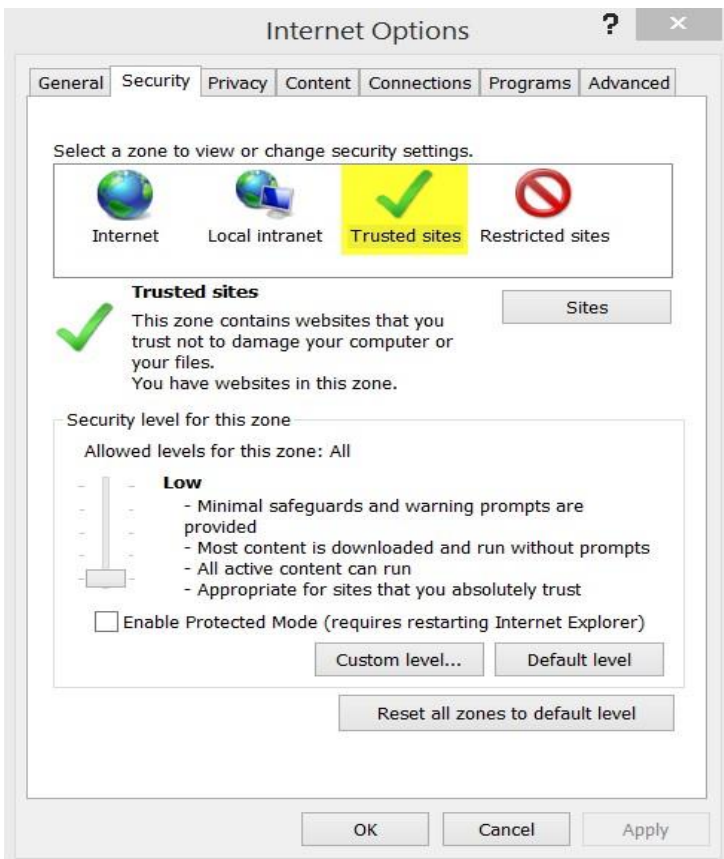
Add to Internet Explorer Trusted Sites:

In later versions of Internet Explorer **Internet Options** can be accessed using the “**Gear**” icon in the upper right corner of Internet Explorer. (You can access **Internet Options** under the **Tools menu** in earlier versions of Internet Explorer.)

1. Select the Security tab.



2. Select Trusted Sites



3. Click the Sites button and “Add” your website to the list of Trusted Sites.



4. Set the Security level for this zone to Medium-Low or Low and Click Ok.





After adding Vaultview to your trusted sites, all functions will be available on the website. Please contact support@tronitech.com if any problems occur during the installation process.

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