



Annotations

Vaultview Annotations can be enabled by “User Roles” to allow users access to the following types of document annotations.

- Free Hand Drawing
- Note
- Highlighter
- Redaction

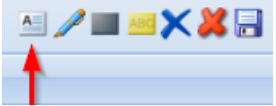
**Annotated documents DO NOT alter the Original Stored image within Vaultview. Instead a second Annotated Copy is stored in Vaultview separate from the Original Image.*


Annotation Security

- View – Allow users to view annotations; cannot delete or modify existing annotations, cannot add annotations. (Users are restricted from moving annotations such redactions, drawings, and highlights but are able to move Notes to view document information that may be located behind the Note.)
- Edit – Allow users to view annotations; cannot add annotations, can delete or modify annotations.
- Full – All users to view, add, modify or delete.

Adding Annotations

Annotations are accessed through the Vaultview Viewer toolbar.

| Text Annotation | | | | | | | | | |
|---|---|--------|------------------|--------|----------|------------------------|-------|---------------------------|-------|
|  | <p>Please note due date of invoice shown here.</p> <table border="1" data-bbox="784 1276 1279 1402"><thead><tr><th>Number</th><th>Payment Due Date</th></tr></thead><tbody><tr><td>315122</td><td>07/14/13</td></tr><tr><td>to be paid by 07/14/13</td><td>29.03</td></tr><tr><td>to be paid after 07/14/13</td><td>30.05</td></tr></tbody></table> <p>3151220613</p> | Number | Payment Due Date | 315122 | 07/14/13 | to be paid by 07/14/13 | 29.03 | to be paid after 07/14/13 | 30.05 |
| Number | Payment Due Date | | | | | | | | |
| 315122 | 07/14/13 | | | | | | | | |
| to be paid by 07/14/13 | 29.03 | | | | | | | | |
| to be paid after 07/14/13 | 30.05 | | | | | | | | |

| Free Hand Drawing | | | | | | | |
|---|---|---------------|----------|-------------------------------|-------|----------------------------------|-------|
|  | <p>allows the User to circle an area of a page within a document.</p> <table border="1" data-bbox="508 1633 1133 1738"><tbody><tr><td>183026-315122</td><td>07/14/13</td></tr><tr><td>Amount to be paid by 07/14/13</td><td>29.03</td></tr><tr><td>Amount to be paid after 07/14/13</td><td>30.05</td></tr></tbody></table> | 183026-315122 | 07/14/13 | Amount to be paid by 07/14/13 | 29.03 | Amount to be paid after 07/14/13 | 30.05 |
| 183026-315122 | 07/14/13 | | | | | | |
| Amount to be paid by 07/14/13 | 29.03 | | | | | | |
| Amount to be paid after 07/14/13 | 30.05 | | | | | | |

| | | | | | | | |
|---|---|-------------------------------------|-------------------------------------|--------------------------------------|--------------|---|--------------|
| Redaction | | | | | | | |
| | <table border="1"> <tr> <td>Account Number [REDACTED]</td> <td>Payment Due Date 07/14/13</td> </tr> <tr> <td>Amount to be paid by 07/14/13</td> <td style="text-align: right;">29.03</td> </tr> <tr> <td>Amount to be paid after 07/14/13</td> <td style="text-align: right;">30.05</td> </tr> </table> | Account Number [REDACTED] | Payment Due Date 07/14/13 | Amount to be paid by 07/14/13 | 29.03 | Amount to be paid after 07/14/13 | 30.05 |
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| Amount to be paid by 07/14/13 | 29.03 | | | | | | |
| Amount to be paid after 07/14/13 | 30.05 | | | | | | |

| | | | | | | | |
|---|--|--|-------------------------------------|--------------------------------------|--------------|---|--------------|
| Highlight | | | | | | | |
| | <table border="1"> <tr> <td>Account Number 183026-315122</td> <td>Payment Due Date 07/14/13</td> </tr> <tr> <td>Amount to be paid by 07/14/13</td> <td style="text-align: right;">29.03</td> </tr> <tr> <td>Amount to be paid after 07/14/13</td> <td style="text-align: right;">30.05</td> </tr> </table> | Account Number 183026-315122 | Payment Due Date 07/14/13 | Amount to be paid by 07/14/13 | 29.03 | Amount to be paid after 07/14/13 | 30.05 |
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| Amount to be paid by 07/14/13 | 29.03 | | | | | | |
| Amount to be paid after 07/14/13 | 30.05 | | | | | | |

Deleting Annotations

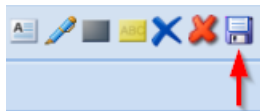
Annotations can be deleted using either the 'Delete Selected' or 'Delete All' buttons.

| | |
|-----------------------------------|--|
| Delete Selected Annotation | |
| Delete All Annotations | |

*Only Users with 'Edit' or 'Full' permissions can delete annotations.

Saving Annotations

When adding / deleting annotations you must 'Save' the annotations to the document / page before closing the document. Annotations can be saved by clicking the 'Save' button on the toolbar.





Contact Information

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