

Print & Email

This document contains information about the Print, Email, and Download functions. While printing will work in similar fashion regardless of the browser used, Email is a bit more complicated. There are two different email methods available for use, and there are some browser specific differences as well. These differences are outlined below. Both features work in conjunction with the document search results, printing, and email operations. You have the options to Print and email as individual documents or as batches. You can even print or email with annotations.

*Note: Printing and Emailing of documents requires that the user have proper permissions to do so, and the plug-in be installed. For information on installation of the plug-in please see the **Getting Started** documentation.*

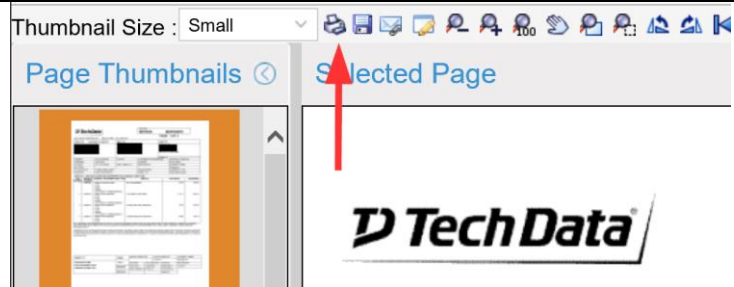
Printing from the Image Viewer

(Printing documents No Longer requires the installation of the Internet Explorer Plug-In)

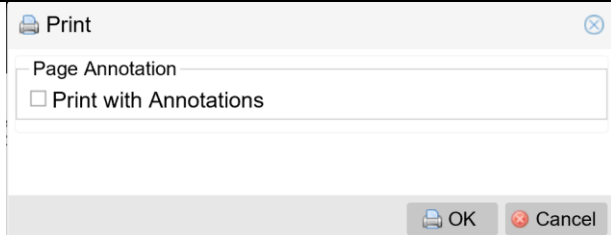
(Requires Adobe Reader to be installed on the user pc)

(Screen shots for this documentation were taken using Internet Explorer. When using Google Chrome the steps are the same though some of the screen shots, particularly from Adobe Reader when presenting print options during the final step of the print process.)

Select Print from the viewer toolbar.

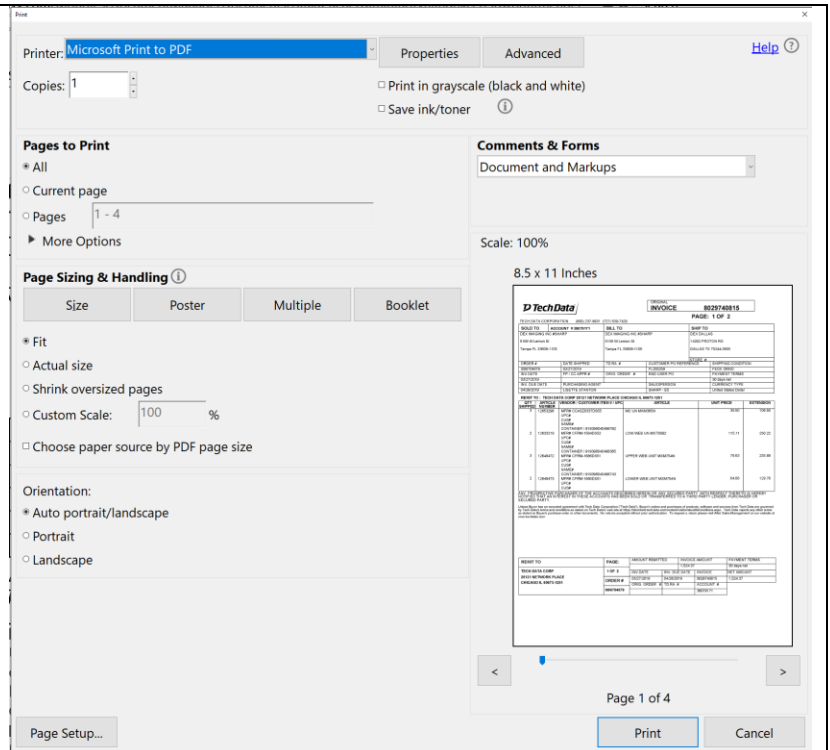


Depending on your user permissions you may be prompted to print with or without annotations.



Print & Email

Select your options, desired printer, all pages, current page, or range of pages and print.



Printing from the Search Results, also known as Batch Printing

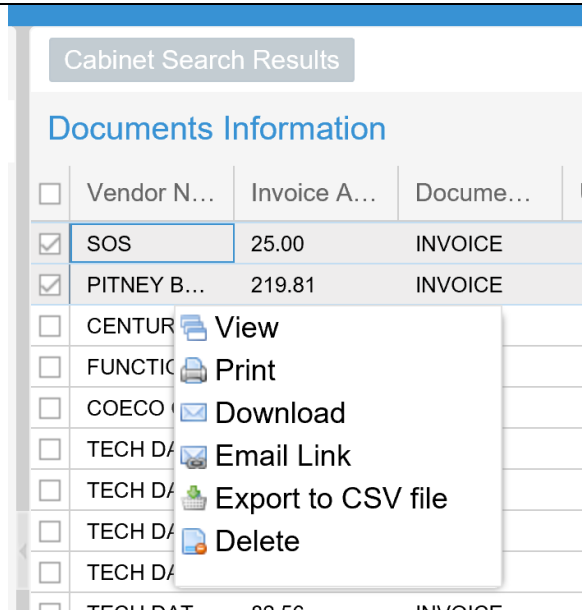
(Printing documents No Longer requires the installation of the Internet Explorer Plug-In)

(Requires Adobe Reader to be installed on the user pc)

(Screen shots for this documentation were taken using Internet Explorer. When using Google Chrome the steps are the same though some of the screen shots, particularly from Adobe Reader when presenting print options during the final step of the print process.)

Batch printing is available when checking one or more documents within the search results.

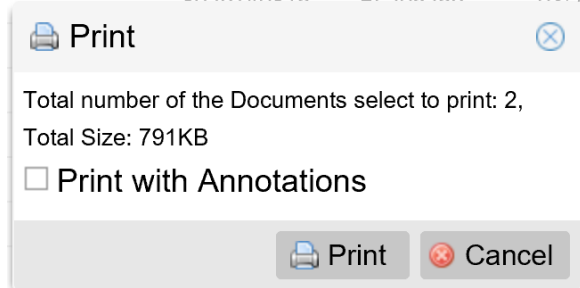
To access Batch Printing, right click on the search results and select Print from the pop-up menu.



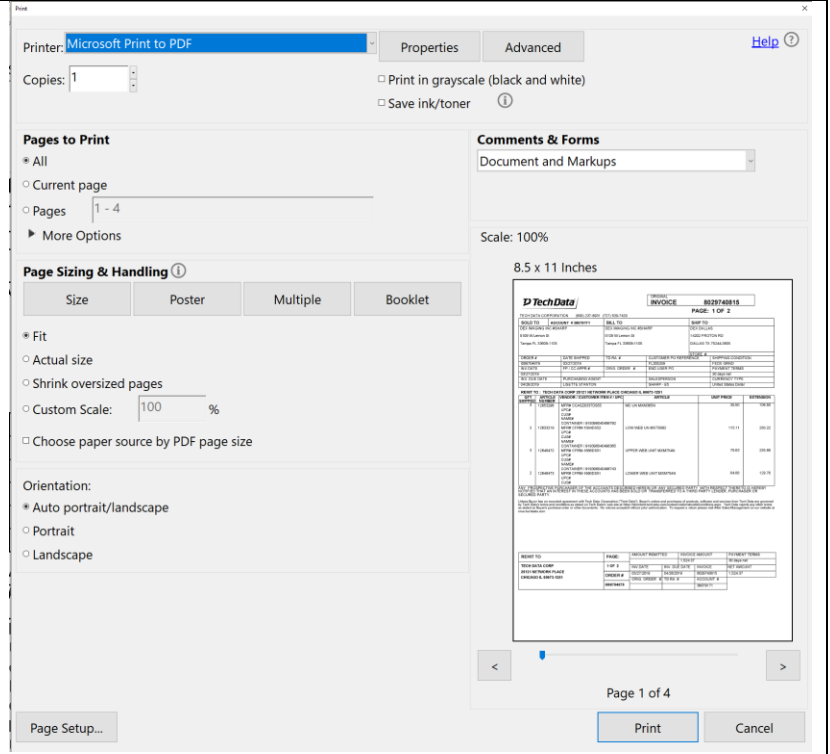
Print & Email

Depending on your user permissions you may be prompted to print with or without annotations.

This dialog will also confirm the number of documents selected for Batch Printing.



Select your options, desired printer, all pages, current page, or range of pages and print.



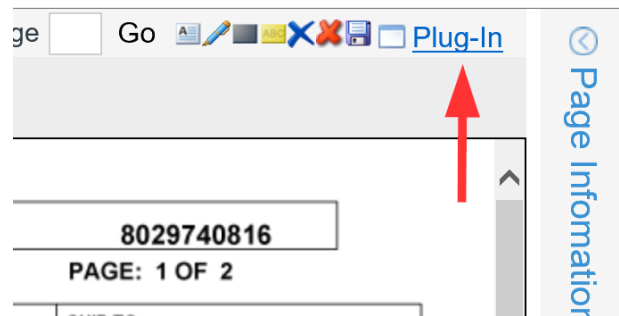
Email

There multiple options available for email depending on browser used, your company mail system, and document security.

Internet Explorer

Using Internet Explorer users can send an email directly from the system using either Microsoft Outlook, or a 3rd party email service such as Gmail or Yahoo Mail.

This type of email also requires the installation of the Internet Explorer Plug-In which can be downloaded for installation by clicking the link on the right side of the image viewer when viewing a document. Additional documentation on the installation of the Plug-In can be found in the knowledgebase.

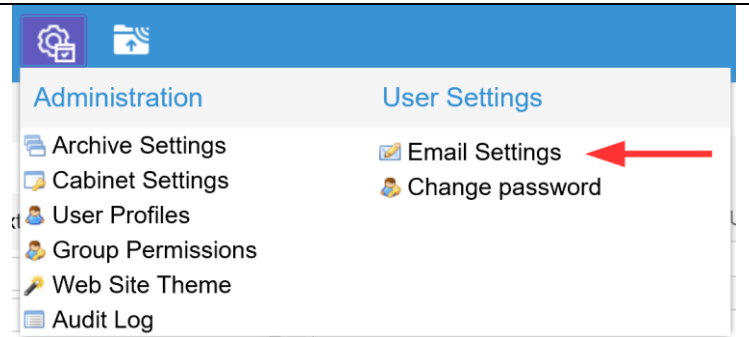


Print & Email

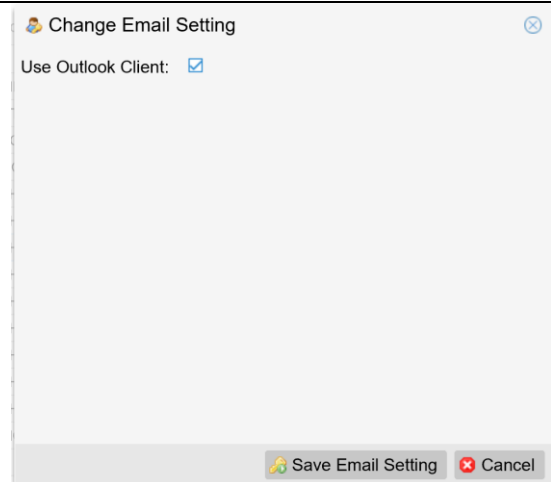
Disclaimer – the “Email” option described below available in Search Results and in the image viewer toolbar is only available in Internet Explorer via installation of the ActiveX Plug-In. If Using Google Chrome users must “Save” or “Download” documents either through the Image Viewer or through the Search Results Batch Download option. The downloaded document(s) can then manually be attached using any email client.

Changing your Email Settings

By default, your user profile is configured to use a Microsoft Outlook Client. To change this setting users can go to the settings menu and select Email Settings.



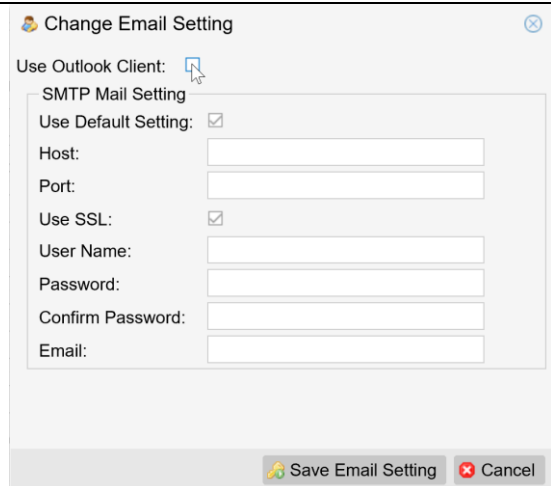
Email Settings default to “Use Outlook Client”, when this setting is enabled clicking the Email button will open a New Email within Outlook on the PC with the documents attached.



Unchecking the “Use Outlook Client” checkbox will allow the user to enter custom settings for 3rd party email providers such as Gmail or Yahoo Mail.

Users will need to refer to their mail provider for specific settings.

When using this option, the system uses a built-in email client which will launch with the selected documents attached. Simply enter your mail recipient, subject, message, and then click Send Email.

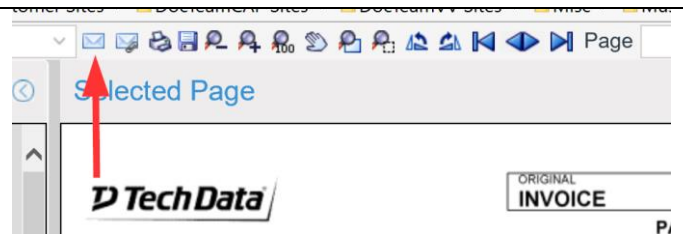


Print & Email

Email from the Image Viewer (Internet Explorer)

(Email of documents Requires the installation of the Internet Explorer Plug-In)

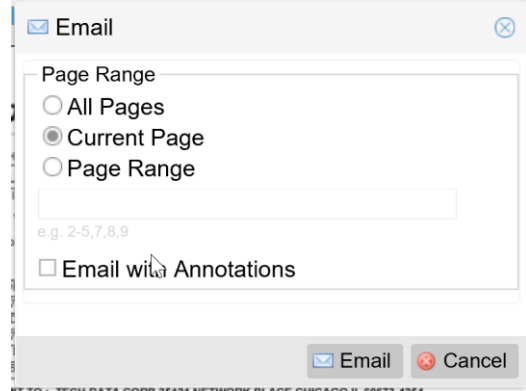
Email is available within the image viewer on the toolbar.



Users with proper permissions will be prompted for a Page Range and to email with or without annotations.

Clicking Email will launch the email client with a new email dialog and document attached.

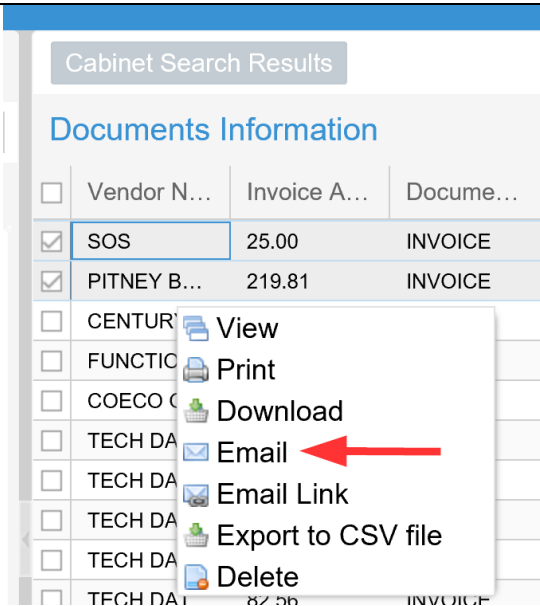
(If "Use Outlook Client" is checked users may be prompted with a security notification, select allow or ok when prompted)



Email from the Search Results, also known as Batch Email (Internet Explorer)

(Email of documents Requires the installation of the Internet Explorer Plug-In)

Email is available within the document search results.



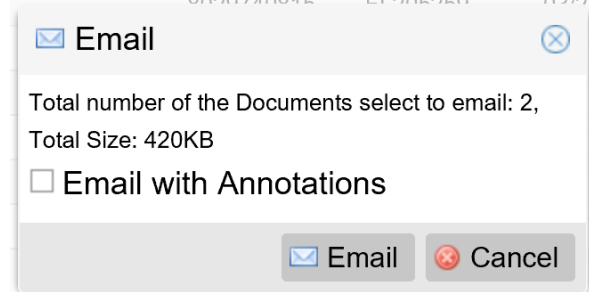
Print & Email

Depending on your user permissions you may be prompted to email with or without annotations.

This dialog will also confirm the number of documents selected for Batch Email.

Clicking Email will launch the email client with a new email dialog and document attached.

(If "Use Outlook Client" is checked users may be prompted with a security notification, select allow or ok when prompted)



Email Link

(Works with any browser.)

(Does not require a Plug-In)

The Email Link option is available just as previous options, either through the image viewer toolbar, or the search results, and is available regardless of the browser used.

Where the Email Link options differs is in how the emails are transmitted. When using Email Link email is not sent through your usual email server, it is instead sent through the systems built-in email server. The "from" portion of the email will be the email address that was entered into the systems user profile.

ie. If user John Doe from abc warehouse is logged into the system and his user profile has jdoe@abcwarehouse.com as his configured email address, this will be the "from" address mentioned above.

Documents are also NOT directly attached to the outgoing email message. Instead there is a link attached to the outgoing email. The email recipient will need to open the link to access the document. If they have not used the system previously they will need to follow on-screen instructions to setup an account to access the document. If they have used the system previously they simply need to login to access the document.

Documents sent using Email Link are only available for a limited time and will expire after 7 days.

Contact Information

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