

## Getting Started

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

### Accessing the Website

#### Login

Navigate to the website and login. You can utilize both Internet Explorer and Google Chrome. Every customers' website address is different, so this guide will be using a demo site to explain accessing the site. A User ID is necessary to login. Please contact your administrator or send an email to [support@tronitech.com](mailto:support@tronitech.com) to create a User ID. The following is list of instructions to access the website:

Open Internet Explorer and type the URL into the address bar

Sample: <http://<Your Site Name Here>.docteamvv.com>.

*(Use the web address given to you by your support team or sales representative.)*

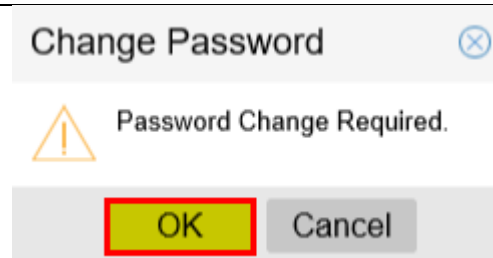
*Note: It is recommended at this time that you add your URL to your Internet Explorer Trusted Websites settings. Please follow the instructions at the bottom of this document for adding to Internet Explorer Trusted Websites.*

Type your Login ID and Password in the spaces and click Login



Click OK if prompted by the Change Password dialog box

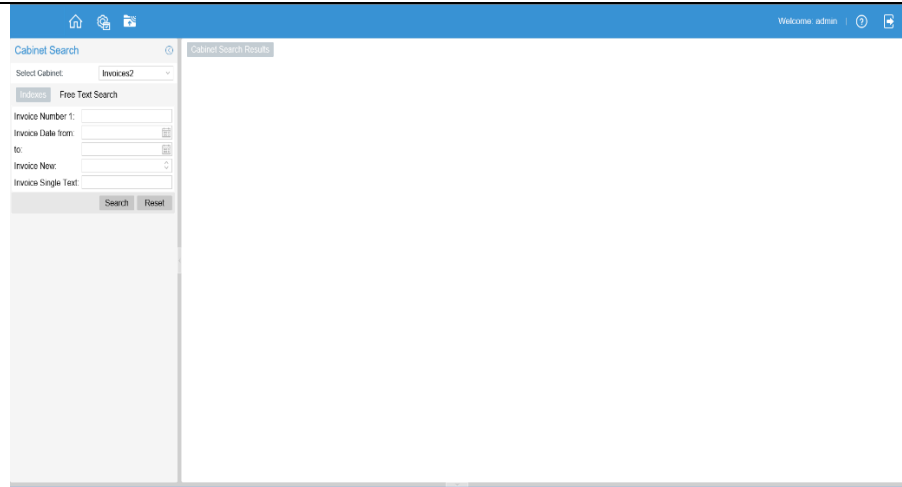
Type your new password into the spaces provided and click **Change**



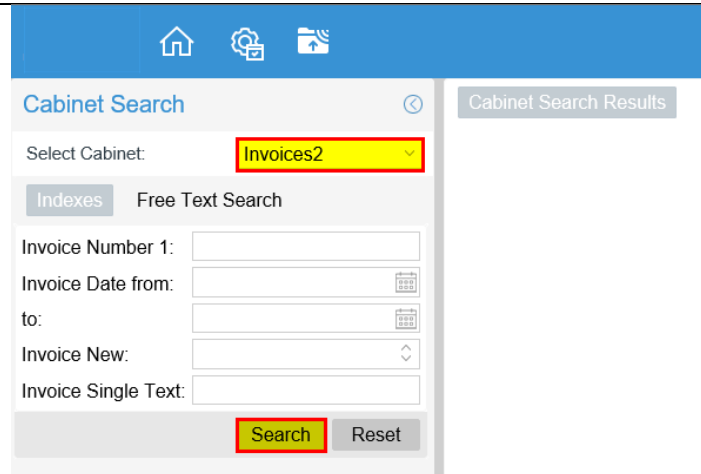
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### Document Search and Retrieve

After logging in, the document search page is your home page, and contains utilities for searching, managing, and configuring your documents.

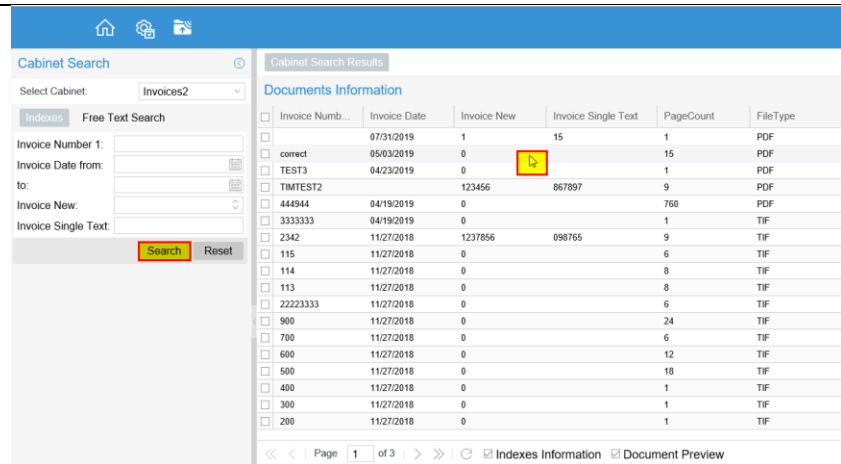


To do a general search, select Cabinet type.



Click Search or Press Enter 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 right click and select View from the populated menu.

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



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### Email & Print Functions

Email – Microsoft Outlook integration is supported when using Internet Explorer, however, this requires the installation of an ActiveX plug-in. The link to the plug-in is found within the image viewer on the toolbar.

Users can still email documents without the plug-in in Internet Explorer, and with additional browsers such as Google Chrome. Users would simply download documents from the system and attach them to the desired email.

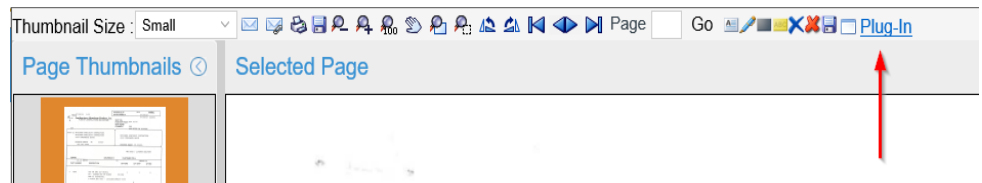
Users can also setup third party email integration with providers such as Google Gmail, or Yahoo. This is available in all browsers and supports direct email. Please view additional documentation on Gmail Support.

Documents can be printed natively from Internet Explorer, Google Chrome, or Mozilla Firefox. No additional software is required.

### Installing Vaultview Plug-In (Optional)

**Internet Explorer Only.** To install the plug-in, simply login, open a document and follow the instructions below.

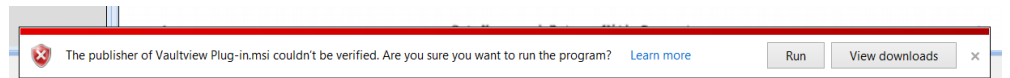
From the Document Viewer toolbar, select Plug-In to download the plug-in.



Depending on browser security settings you may be prompted to Save or Run the plug-in. Click Run.

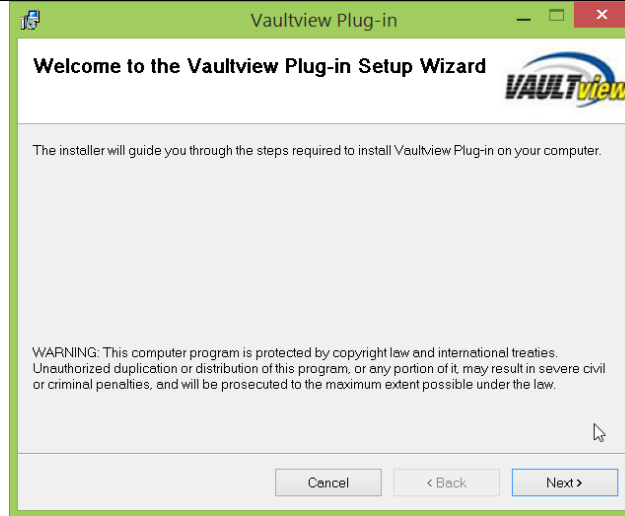


You may get an additional prompt stating the publisher could not be verified. Click Run.

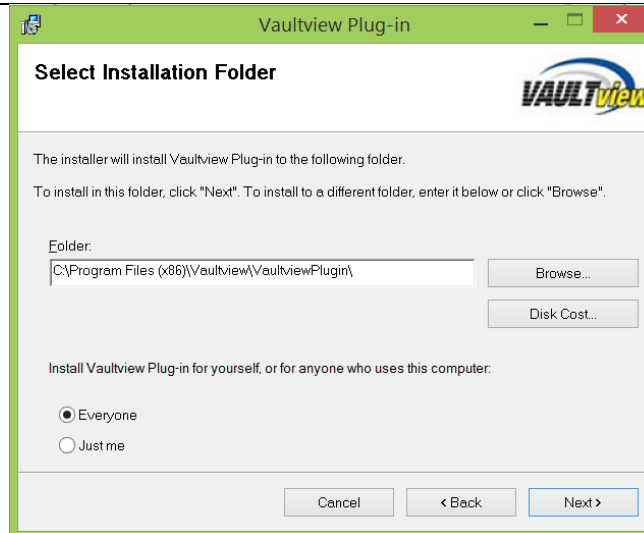


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Click Next to begin the installation.



Click Next to install for Everyone



Click Next, then Next again to begin the installation.

If prompted by User Account Control to allow the installation, Click Yes.

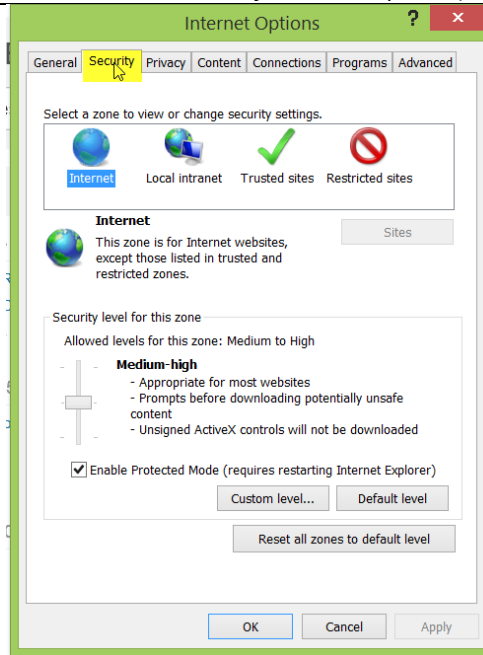
Click Ok to any additional prompts or confirmation dialogs.

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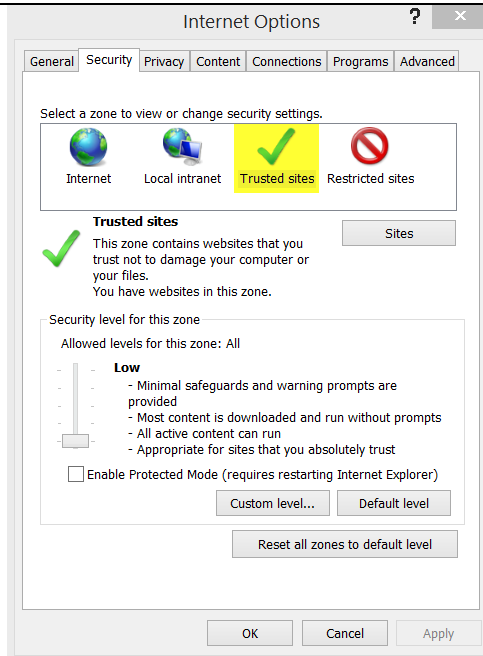
### **Add to Internet Explorer Trusted Sites:**

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.)

Select the Security tab.

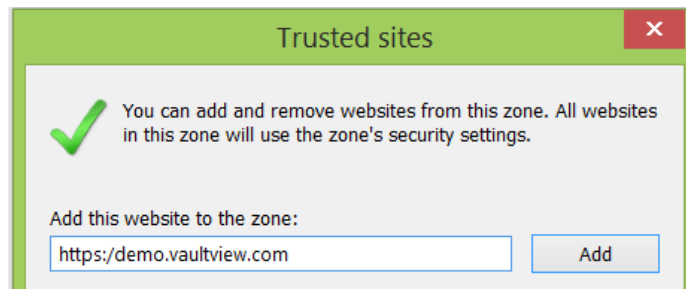
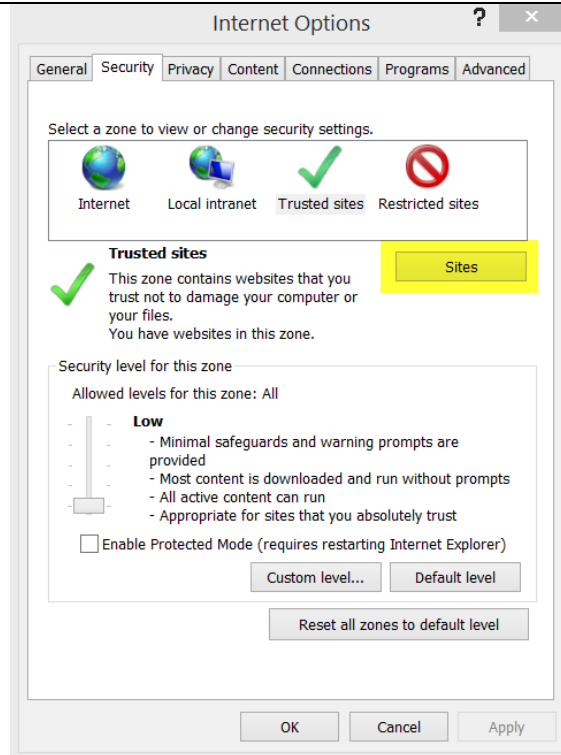


Select Trusted Sites



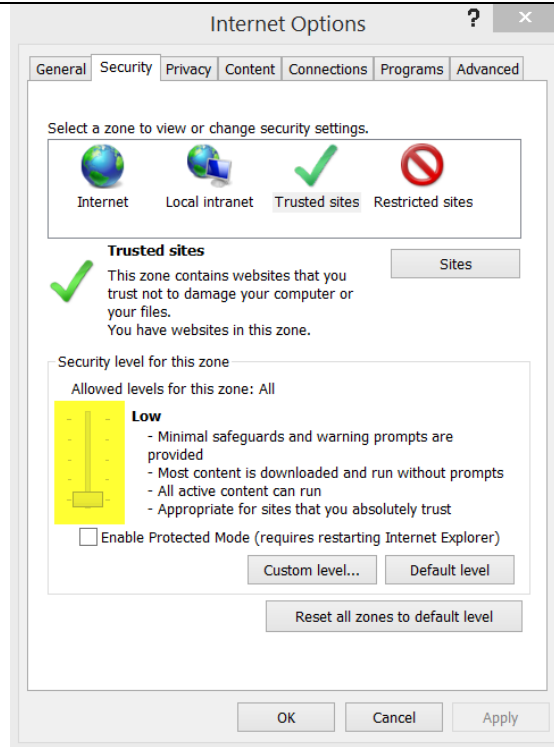
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Click the Sites button and “Add” your website to the list of Trusted Sites.



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



### Contact Information

#### Support

Email: [support@tronitech.com](mailto:support@tronitech.com)

Phone: 1-800-582-7652

Web: [www.tronitech.com/support](http://www.tronitech.com/support)

#### Sales

Email: [sales@tronitech.com](mailto:sales@tronitech.com)

Phone: 1-800-582-7652