



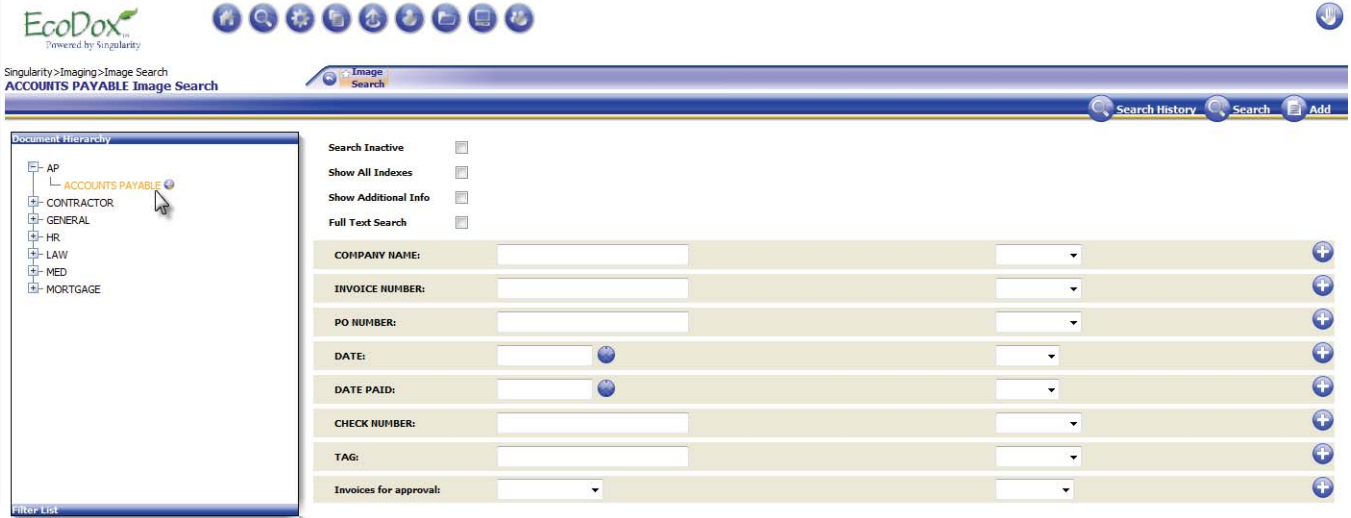
Goal: File documents in EcoDox in their native format using the Add Button.

Complexity Level: Functional User

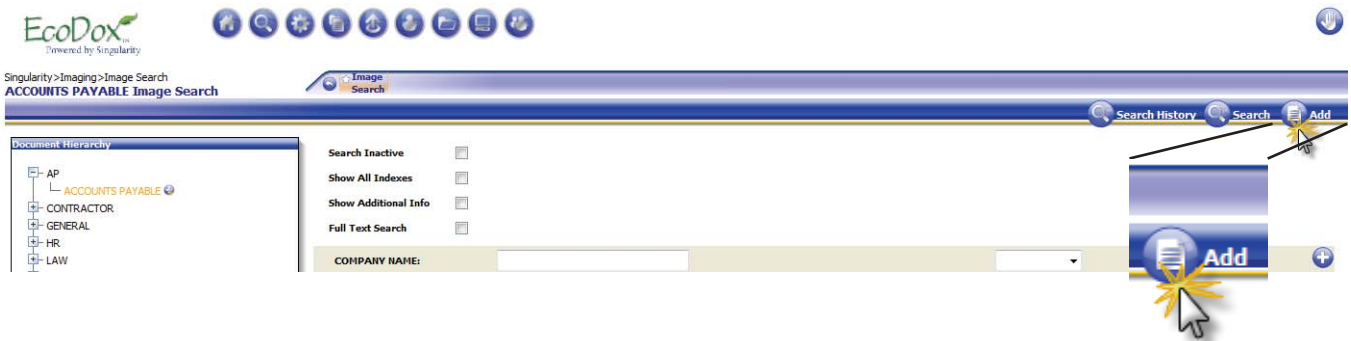
Prereq / Related Instructions: NONE

How To: Add Native Documents

Step 1: Select Doc Class - Select the **Doc Class** where the document is to be filed.



Step 2: Select Add - Select the **Add** button.



Step 3: Fill in fields - “Files” is used when adding a document such as Microsoft Word, Excel, Notepad, PDF, JPEG... “Images” is used to add Tiffs and those files which are preferred to view in the EcoDox viewer. Choosing “Images” allows users to annotate documents instead of opening them in their respective program and resaving as a new version upon making changes.



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How To: Add Native Documents

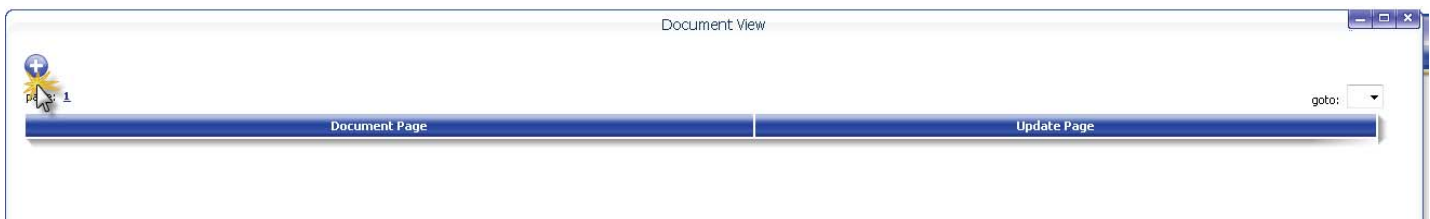


Step 4b: Fill in Field - Continue to fill in fields. Calendars can assist in submitting dates if needed.

Step 5: Save- Once done with indexing, click the **Save** button.



Step 6: Browse- A blank screen will appear with a **plus sign**  in the upper left hand corner. Click the plus button and browse to the file to be added.



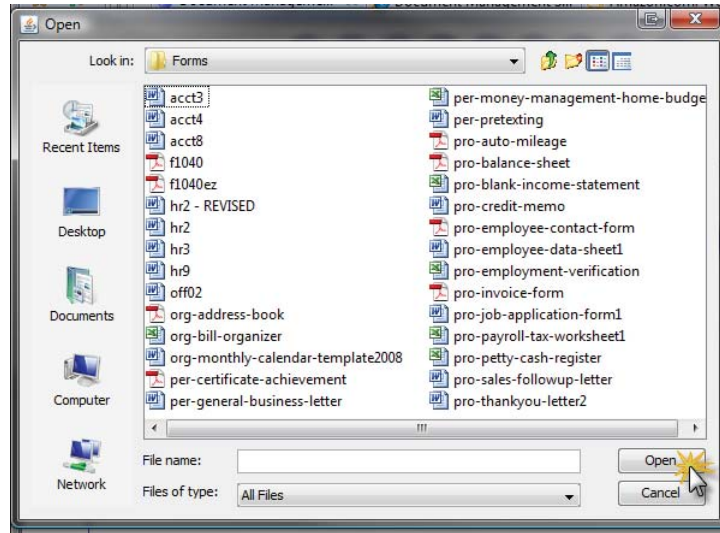


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Prereq / Related Instructions: NONE

Step 6b: Browse- Select the file to be added and Select Open



Step 7: The file(s) will appear as links which will then, when selected, open on the user's computer in its respective program. (example: .doc will open in Word. As long as those programs exist on the user's computer. This is an example of a "file" type).



Step 6: Image Submission- If Images were selected, then continue filling out the rest of the fields and select submit.



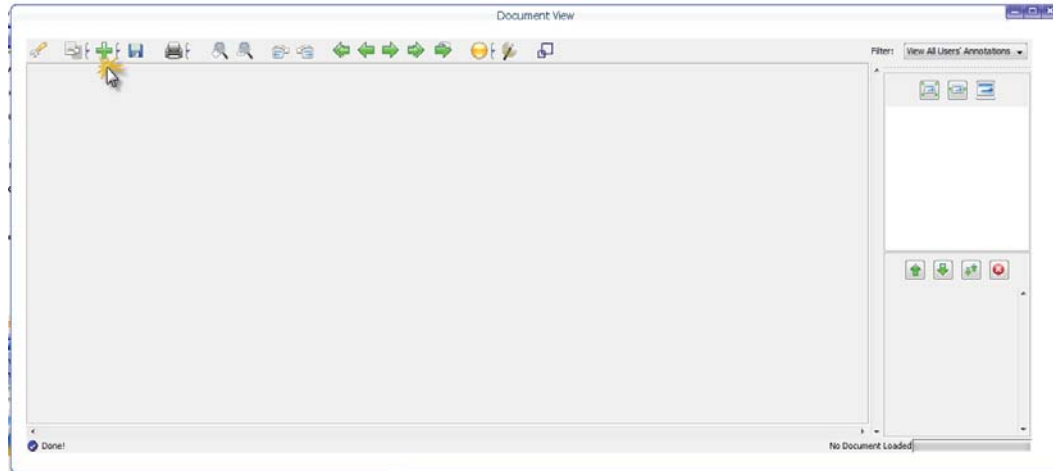


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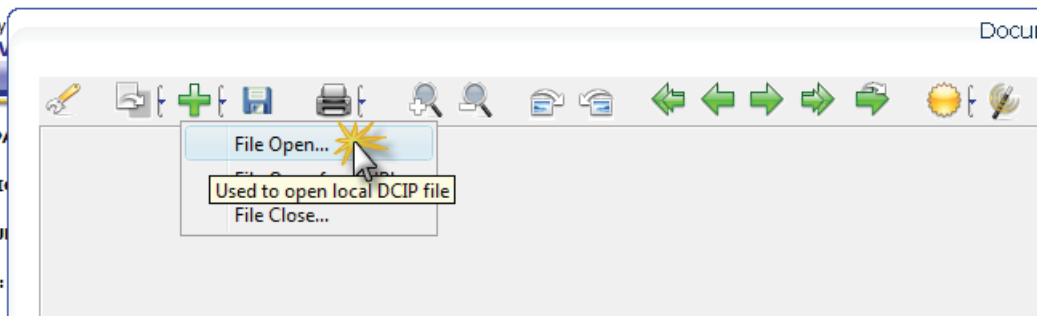
Complexity Level: Functional User

Prereq / Related Instructions: NONE

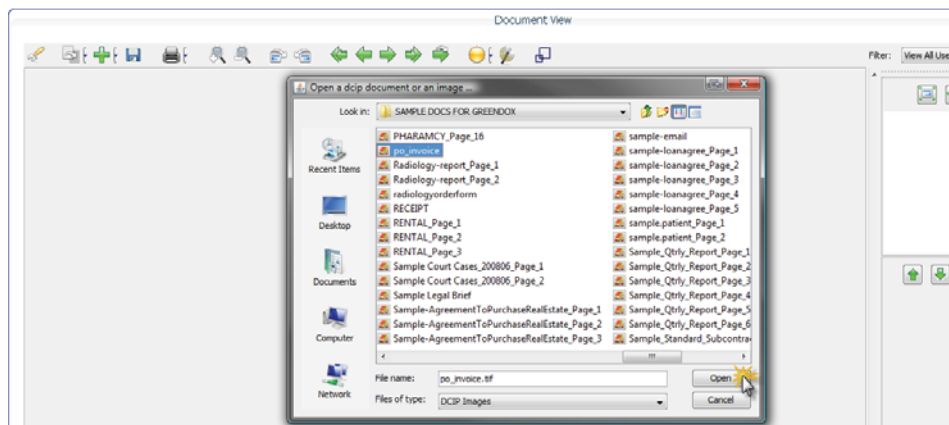
Step 6b: Image Submission- After selecting Save, a blank EcoDox viewer will appear. Select the Green Plus button  to browse for files.



Step 6c: Image Submission- Select File Open to browse for files.



Step 6d: Image Submission- Select the File and then Select Open



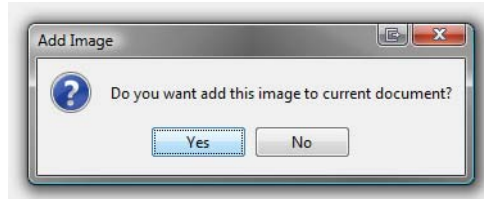


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Complexity Level: Functional User

Prereq / Related Instructions: NONE

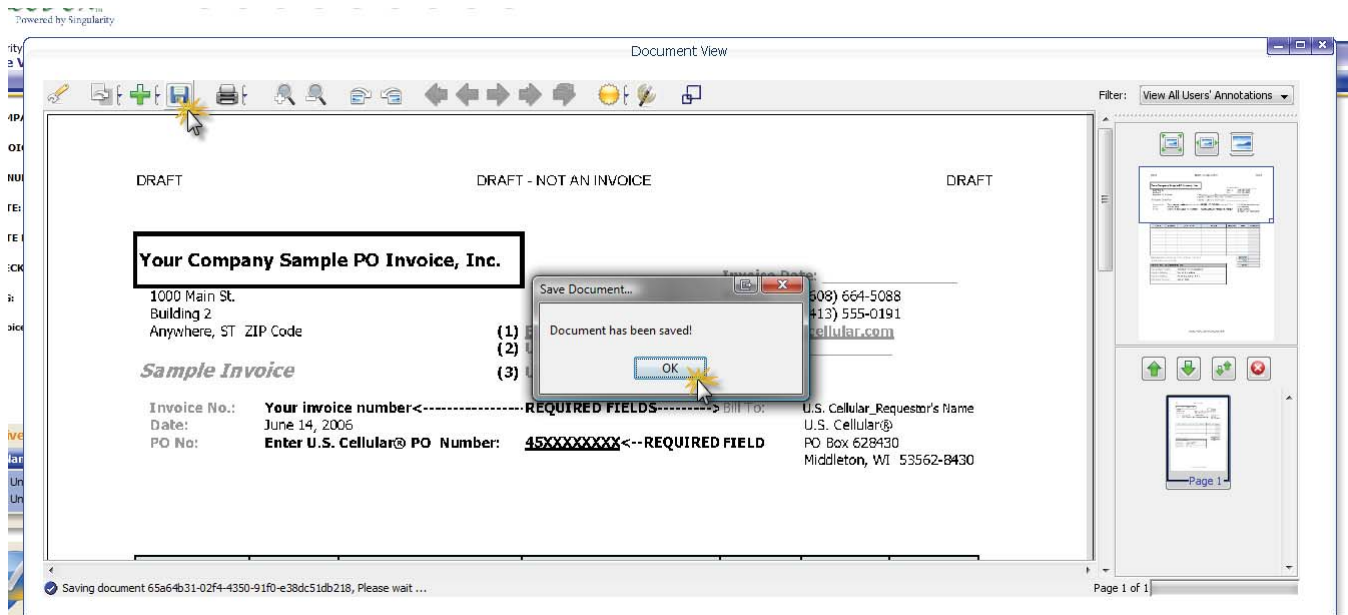
Step 6e: Image Submission- Select Yes and then the file will appear.



Step 6f: Image Submission- The Image will appear.



Step 7: Save- After any changes have been made or before leaving the EcoDox Viewer it is important to Select the SAVE button.



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How To: Add Native Documents

Step 8: Add and Annotate- Add more files by following the previous steps using the Green Plus button. Also Annotate with the toolbar after selecting the tool button.



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Document View

DRAFT DRAFT - NOT AN INVOICE

Your Company Sample PO Invoice, Inc.

1000 Main St.
Building 2
Anywhere, ST ZIP Code

Sample Invoice

Invoice No.: Your invoice number<-----REQUIRED FIELDS-----> Bill To:
Date: June 14, 2006
PO No: Enter U.S. Cellular® PO Number: ~~45XXXXXXX~~<--REQUIRED FIELD

(1) E-mail: U.S.Cellularrequestorname
(2) U.S. Cellular® Requestor number: _
(3) U.S. Cellular® Cost Center:

Invoice Phone: Fax:

Step 9: Save- Again, After any changes have been made or before leaving the EcoDox Viewer it is important to Select the SAVE button.



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Complete!!!

