



DOCUMENT MANAGEMENT SYSTEM

A digital filing cabinet for smarter and seamless archiving



CAPTURE

Scan or import
documents for storage



INDEX

Sort and file using
barcodes, OCR and other
system references



STORE

Utilize local or cloud
storage with SharePoint
or OneDrive

Customers are using the Document Management System to...



Automatically file signed
proof-of-delivery documents
with customer invoices and
order details



Sort documents into multiple
filing methods (month/year,
customer/vendor, etc.)



Align vendor purchase
and payment details



Digitize signed paper
timesheets and eliminate
physical filing

Email Integration: Send documents directly from DMS, or get automated status emails

Template Security: Restrict templates (workflows) so that only certain user groups can run, edit, or view

DM

Friday, March 1, 2024

randy

Build: 1.3.0

Log Out

FileToolsViewHelp

Favorites

View Documents

Run Job

Template

Job Scheduler

Import Index Values

Index Import Maintenance

View Scanning Errors

Favorites

Document Manager

Application Manager

View Documents

NewExportFieldsLogViewsRefresh

Selected Template:

RCG AP

Create Custom Filter...

Drag a column header here to group by that column

	Job Date	Check Number	File Path	Page	Source File N	Vendor ID	Vendor Name	Check Year	Check Date	Added By	Date Modified
	2/28/2024 8:00:09 PM	57726	57726.pdf	2	scan.pdf	FACE50	FACET CORP	2024	2/28/2024	admin	2/28/2024 8:02:33 PM
	2/28/2024 8:00:09 PM	57725	57725.pdf	4	scan.pdf	AMER91	AMERICAN MICROSYSTEM	2024	2/28/2024	admin	2/28/2024 8:02:33 PM
	2/22/2024 8:00:10 PM	222243	222243.pdf	2	scan.pdf	USBCTE	US BANK - COLIN	2024	2/22/2024	admin	2/22/2024 8:02:13 PM
	2/22/2024 8:00:10 PM	222242	222242.pdf	2	scan.pdf	USB100	US BANK - RANDY	2024	2/22/2024	admin	2/22/2024 8:02:13 PM
	2/22/2024 8:00:10 PM	6910021	6910021.pdf	8	scan.pdf	UPS100	UNITED PARCEL SERVICE	2024	2/22/2024	admin	2/22/2024 8:02:13 PM
	2/22/2024 8:00:10 PM	6910020	6910020.pdf	4	scan.pdf	REPU50	REPUBLIC SERVICES	2024	2/22/2024	admin	2/22/2024 8:02:13 PM
	2/22/2024 8:00:10 PM	6910019	6910019.pdf	27	scan.pdf	OPEN50	OPEN SYSTEMS, INC.	2024	2/22/2024	admin	2/22/2024 8:02:13 PM
	2/22/2024 8:00:10 PM	6910018	6910018.pdf	4	scan.pdf	MILF61	CITY OF MILFORD	2024	2/22/2024	admin	2/22/2024 8:02:13 PM
	2/22/2024 8:00:10 PM	222241	222241.pdf	2	scan.pdf	FBS100	FIRST BANK OF SD	2024	2/22/2024	admin	2/22/2024 8:02:13 PM
	2/22/2024 8:00:10 PM	57724	57724.pdf	2	scan.pdf	WEAV50	WEAVER, MAVITY, SHORT ASSOC	2024	2/22/2024	admin	2/22/2024 8:02:13 PM
	2/22/2024 8:00:10 PM	57723	57723.pdf	4	scan.pdf	SOUR50	BIZNUITY	2024	2/22/2024	admin	2/22/2024 8:02:13 PM
	2/8/2024 8:00:09 PM	6910017	6910017.pdf	9	scan.pdf	VERI51	VERIZON WIRELESS	2024	2/8/2024	admin	2/8/2024 8:02:48 PM
	2/8/2024 8:00:09 PM	208243	208243.pdf	2	scan.pdf	USB100	US BANK - RANDY	2024	2/8/2024	admin	2/8/2024 8:02:48 PM

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Favorites

Document Manager

Application Manager

Viewing Document: 6910020.pdf

documentViewer.aspx

4 / 4

93%

1

2

3

4

REPUBLIC SERVICES

907 Willow Grove Rd
Feltton DE 19943-292424
Customer Service (302) 284-4440
RepublicServices.com/Support

2/22/24 179813

Account Number 3-0426-0008627

Invoice Number 0426-001070142

Invoice Date February 20, 2024

Past Due on 02/20/24 \$156.69

Payments/Adjustments \$0.00

Current Invoice Charges \$163.36

Total Amount Due \$320.05

Payment Due Date Past Due

Reference	Quantity	Unit Price	Amount
A A910030925		\$75.00	\$75.00
A A217342278		\$31.77	\$31.77
		\$5.95	\$5.95
		\$45.64	\$45.64
		\$5.00	\$5.00
			\$163.36

Total Fuel/Environmental Recovery Fee

Late Fee 02/20

CURRENT INVOICE CHARGES, Due by March 11, 2024

Simple account access at your fingertips.

Download File

Print File

Email File

Close Window

Email File

Send To: accounting@rcgweb.com

Email Subject: Recycle

Email Body: Ask them to increase size of recycle dumpster.
Thanks,
Randy

Send Email

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FileToolsViewHelp

Document Manager

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Run Job

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Import Index Values

Index Import Maintenance

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Favorites

Document Manager

Application Manager

BackSaveDeleteLog

Search:

Edit Record

Record Information

Date Created:5/9/2023 11:52:17 AM

Created By:admin

Last Modified:2/8/2024 2:57:12 PM

Modified By:randy

General Information

File Source

Indexing / Scanning

Processing / Splitting

Output Locations

Field Descriptions

Custom Fields

Security

Enable Security:

Security Settings:

#	Access Group	View Documents	Run Jobs	Correct Errors	Edit Template
Edit	ALL	☒	☒	☒	☒
Edit	TX	☒	☐	☐	☐

DM - Monday, March 4, 2024randy

Build: 1.3.0Log Out

FileToolsViewHelp

Favorites

View Documents

Run Job

Template

Job Scheduler

Import Index Values

Index Import Maintenance

View Scanning Errors

DMS Settings

Favorites

Document Manager

Application Manager

BackSaveDeleteLog

Search:

Edit Record

Record Information

Date Created:12/6/2019 4:45:14 PM

Created By:admin

Last Modified:5/9/2023 11:53:12 AM

Modified By:admin

General Information

File Source

Indexing / Scanning

Processing / Splitting

Output Locations

Field Descriptions

Custom Fields

Security

Duplicate File Option:

Append At:

Kickout Directory:

Validate Drive Connections

Output Locations

New	Sequence	Directory	Custom P	Custom Fi	Validation	Operator	Validation	Use Micro	Drive ID	Tenant ID	Client ID	Client Secret
Edit Dele	1	\\192.168	[Int1]Ver	[Index]				☐				

Custom Path Formatting (Case-Sensitive):

- Index Value: [Index]
- Original File Name: [FileName]
- Custom Text Fields: [Text1] through [Text10], [Int1] through [Int5], [Decimal1] through [Decimal5]
- Date Fields: [Date1] through [Date5], or [Current] for current date
- Date Suffixes (Year, Year2Digit, Month, MonthNumber, DayOfMonth, DayOfWeek, or any format string like dd/MM/yyyy): [Date1:Year], [Current:Month] etc
- Additional Scanned Values (use sequence number from Input): [Scanned1]
- Document number when splitting by # of pages: [SplitNumber]
- Subfolder path (relative to Source Directory), if any: [Subfolder]
- For Substrings of text fields, enter the 0-indexed start character, and optional length. Examples: [FileName:0:2] for the first 2 characters of the file name, or [Text1:3] for characters 4 onward in Text1.

You can set custom validation for any output location. If you do, it will only save files to that location when the comparison is true.

DM - Friday, March 1, 2024randy

Build: 1.3.0Log Out

FileToolsViewHelp

Favorites

- View Documents
- Run Job
- Template
- Job Scheduler
- Import Index Values
- Index Import Maintenance
- View Scanning Errors

BackSaveDeleteLog

Search:

Edit Record

Record Information

Date Created:10/14/2020 11:30:16 AM

Created By:admin

Last Modified:2/29/2024 8:00:08 PM

Modified By:admin

General Information

Id:

1

Description:

RCG AP Daily

Custom Source Directory:

Import Index Values Before Running:

☒

Time of Day to Run:

7:00 PM

Last Run Time:

2/29/2024 8:00:08 PM

Run Order:

1

Template:

RCG AP

Is Active:

☒

Schedule Type:

Daily

Weekday to Run:

Email Settings

Email For All Runs:☒

Email For Kickouts:☒

Email For Errors:☐

All Runs Email To:

william@rcgweb.com

Kickouts Email To:

accounting@rcgweb.com

Error Email To:

Favorites

Document Manager

Application Manager

DM - Monday, March 4, 2024randy

Build: 1.3.0Log Out

FileToolsViewHelp

Favorites

- View Documents
- Run Job
- Template
- Job Scheduler
- Import Index Values
- Index Import Maintenance
- View Scanning Errors
- DMS Settings

Run Job

Select Template:

RCG AP

Refresh

Output File Type:

Convert To PDF

Convert to Searchable?:☒

Update Index Values Before Running:

No

Source Files:

No scannable files were found in the source directory.

Run Job

Results:

Index Value	File Path	File Type	Page Count	Result
No data to display				

Favorites

Document Manager

Application Manager