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

File | Tools | Search | View | Help

Document Manager

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

Favorites
Document Manager
Application Manager

View Documents   Search: [   ] 🔍

New | Export | Fields | Log | Views | Refresh

Records on File (180 Total)
RCG AP

Job Id ▾ | Job Date ▾

	Image Id	Index Value	File Path	File Type	Date Added	Added By	Date Modified	Modified By	Job Run Id	Page Count	Source File Name
⊟ Job Id: 12; Job Date: 12/4/2020 1:31:44 PM											
	180	2496161	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:35:11 PM	admin	12/4/2020 1:35:11 PM	admin	22	10	scan0002.pdf
	179	2496160	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:59 PM	admin	12/4/2020 1:34:59 PM	admin	22	5	scan0002.pdf
	178	1130204	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:53 PM	admin	12/4/2020 1:34:53 PM	admin	22	4	scan0002.pdf
	177	3913001	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:47 PM	admin	12/4/2020 1:34:47 PM	admin	22	3	scan0002.pdf
	176	3359696	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:43 PM	admin	12/4/2020 1:34:43 PM	admin	22	2	scan0002.pdf
	175	2595005	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:41 PM	admin	12/4/2020 1:34:41 PM	admin	22	5	scan0002.pdf
	174	1130203	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:34 PM	admin	12/4/2020 1:34:34 PM	admin	22	5	scan0002.pdf
	173	1130202	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:26 PM	admin	12/4/2020 1:34:26 PM	admin	22	7	scan0002.pdf
	172	57132	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:17 PM	admin	12/4/2020 1:34:17 PM	admin	22	3	scan0002.pdf
	171	57133	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:12 PM	admin	12/4/2020 1:34:12 PM	admin	22	5	scan0002.pdf
	170	57134	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:05 PM	admin	12/4/2020 1:34:05 PM	admin	22	2	scan0002.pdf
	169	57135	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:34:01 PM	admin	12/4/2020 1:34:01 PM	admin	22	3	scan0002.pdf
	168	57136	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:33:56 PM	admin	12/4/2020 1:33:56 PM	admin	22	2	scan0002.pdf
	167	57137	\\192.168.50.202\rcgoutpu	pdf	12/4/2020 1:33:52 PM	admin	12/4/2020 1:33:52 PM	admin	22	2	scan0002.pdf

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Back | Save | Delete | Log   Search: [   ] 🔍

Edit Record

Record Information

Date Created:	12/6/2019 4:45:14 PM	Created By:	admin
Last Modified:	11/13/2020 11:44:14 AM	Modified By:	admin

General Information

Template #:	1	Template Name:	RCG AP
Template Description:	RCG AP Barcode Workflow	Index Type:	Full
Linked Data Template:		Use Source Directory:	☑
Source Directory:	\\192.168.50.202\My Input	Source File Outcome:	Archive original files
Output Base Directory:	\\192.168.50.202\rcgoutput	Output Custom Directories:	[ValueInt1]/Vendors/[VarChar1]
Output Custom Filename:	[Index]	Default Output Type:	PDF
Duplicate File Option:	Increment		

Use Filename as Index: ☐

Scan Locations

	New	Sequence Number ▲	Name	Is Index?	Encoding Type	Text Type	Text Can Contain Spaces?	Coordinate Type	Start X	Start Y	Width	Height
	Edit Delete	1	Index	☑	Barcode - Code 128		☐	Pixel	80	730	330	135

Field Descriptions

Text Field 1:	Vendor ID	Decimal Field 1:	Check Amount	Integer Field 1:	Check Year	Date Field 1:	Check Date
Text Field 2:	Vendor Name	Decimal Field 2:		Integer Field 2:		Date Field 2:	
Text Field 3:	Pay To Vendor	Decimal Field 3:		Integer Field 3:		Date Field 3:	
Text Field 4:	Pay To Vendor Name	Decimal Field 4:		Integer Field 4:		Date Field 4:	
Text Field 5:		Decimal Field 5:		Integer Field 5:		Date Field 5:	
Text Field 6:							