

2020D*e*DOC

Documentation Management System



User Guide



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TRADEMARKS

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Welcome to 2020DOC

2020DOC is the software tool used for setting up a documentation management system and is an integral part of any institution's data management workflow. 2020DOC automates the conversion of paper documents to electronic documents for fast retrieval while minimizing storage space and providing accessibility of all documents across a network. Documents such as loan contracts, signature cards, employee records and client correspondence are scanned and stored in a customized database. An institution can scan any item that needs to be stored on a short or long term basis.

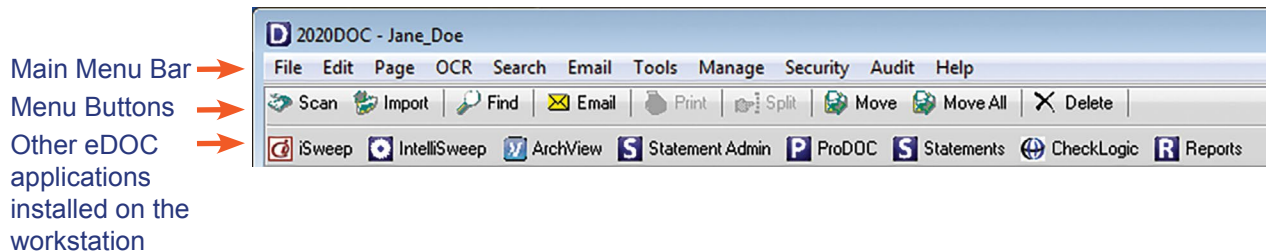
Users of 2020DOC will be able to perform some or all of the following functions depending on their assigned permissions. Only assigned administrators are allowed to edit permissions in Users and Groups. If a menu command or sub menu command is not highlighted when a user tries to access (grayed out), it means that the user did not receive permission from the administrator to perform the task.

- 🌐 Create a table, define field names and index criteria.
- 🌐 Scan documents into a table.
- 🌐 Import documents into a table.
- 🌐 Export documents and index information.
- 🌐 View Documents.
- 🌐 Search index information.
- 🌐 Print documents.
- 🌐 Email documents.

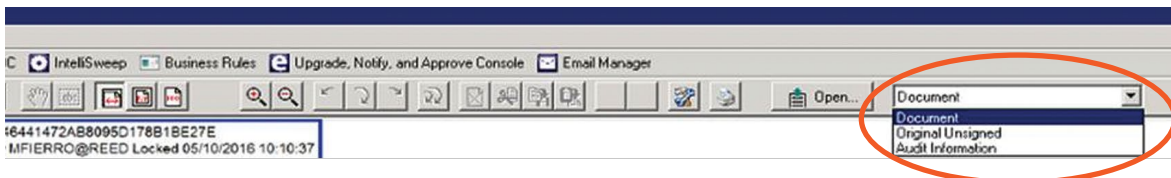
Main Menu Bar and Menu Buttons

This User Guide contains basic instructions for working within the 2020DOC environment. Throughout this manual, the user will be directed to use commands or functions on the **Main Menu Bar** or **Menu Buttons**. Clicking on, for example, the command **File** in the **Main Menu Bar** displays a dropdown submenu with subcommands or subfunctions.

Access to the **Main Menu Bar** commands and their subcommands is dependent on the permissions assigned by the administrator and the items selected in locations. If the menus appear differently in the dropdown submenus of the **Main Menu Bar** than what appears in the sections that follow, it is a result of the assigned permissions or content. The **Menu Buttons** duplicate many of the functions seen in the **Main Menu Bar** but offers easier accessibility.



For users of eDOCSignature, an additional dropdown box will be visible in the righthand corner of the menu. This dropdown will allow the user to select between different parts of the document.

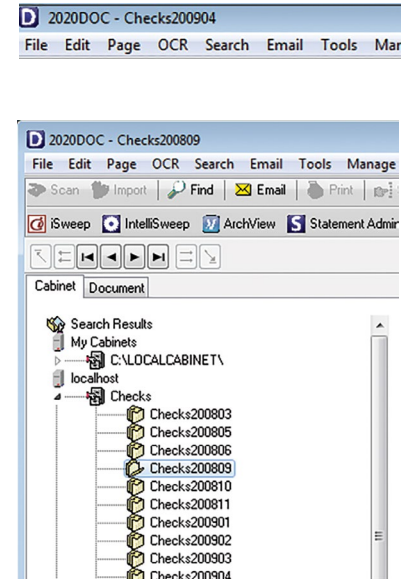


Understanding 2020DOC

Documents are created, deleted, and stored in two types of locations, private **Local** locations and shared **Network** locations. The **Local** location contains a set of Borland Database Engine (BDE) cabinets nested under **My Cabinets**. The Network location contains a set of SQL cabinets nested under the server host (network server name or IP address).

Private Local Locations – These locations can be used for scanning, importing, and indexing documents before they are moved to the network for shared access. Performing these operations locally can help ensure that all documents are accurately captured and indexed before they are published to a shared network location.

Shared Network Locations – These locations should be used for all long-term document storage. Documents stored here include items that are scanned using one of the eDOC Innovations supported scanners.

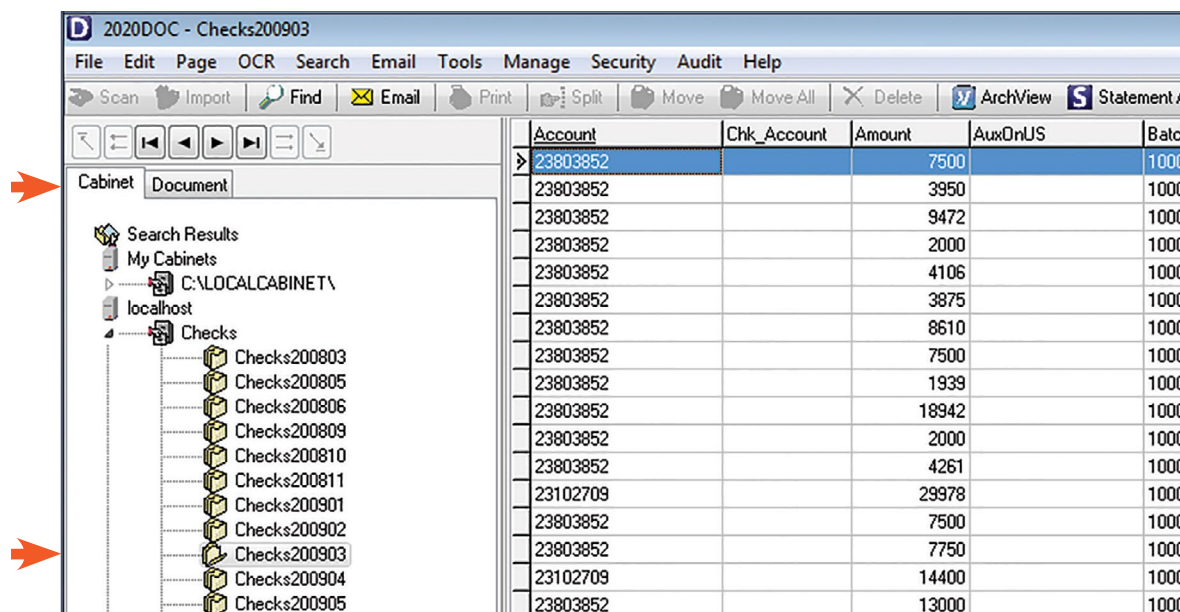


Launch Software

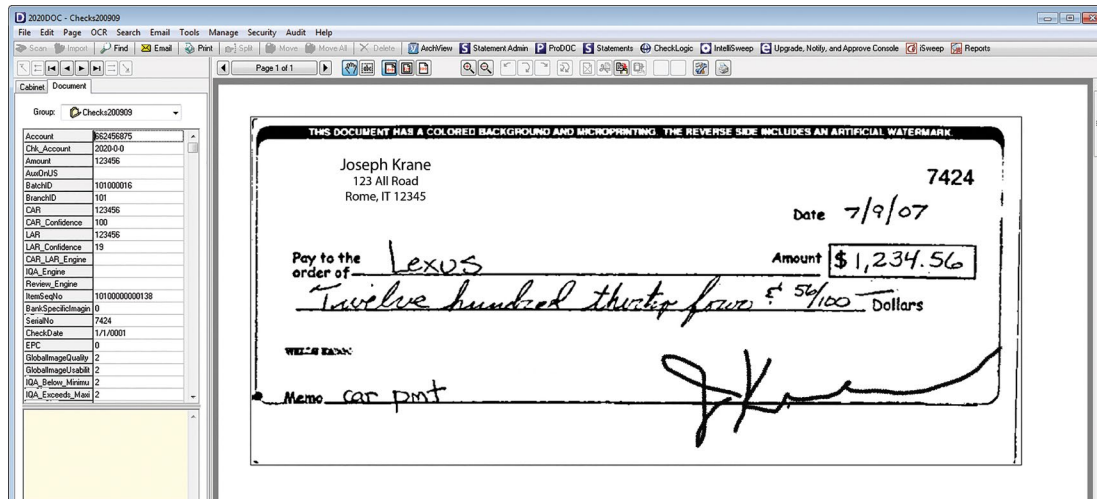
Launch the software by double clicking on the **D** on the home screen. Users will be prompted to a log-in screen. Once logged in, the **Table Data** window will open.

Table Data

From the left pane of the screen highlight the **Cabinet tab** and table. The table data for that folder will appear in the right pane of the window.



Double click on an item in the table to open the document, or highlight the table and select the **Document** tab. The selected document will open in the right pane of the window.

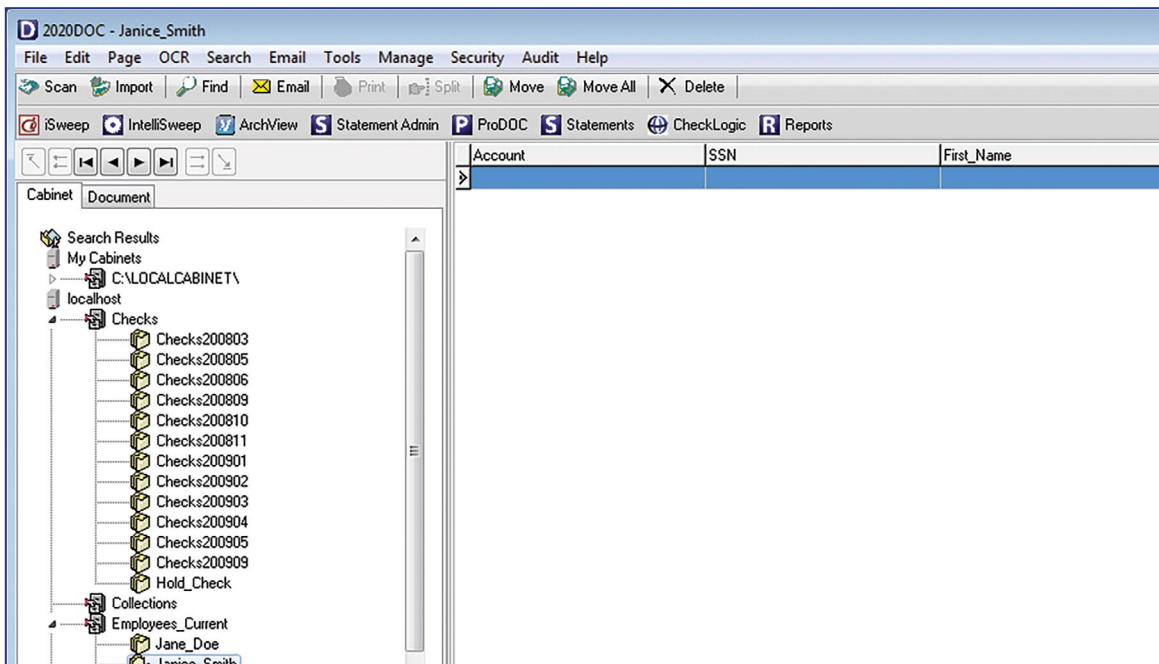


Scan

A scanning device must be installed before any scanning can be performed.

To scan a new document, select a location where the scanned documents will be placed. Click **Scan** from the **Menu Button**.

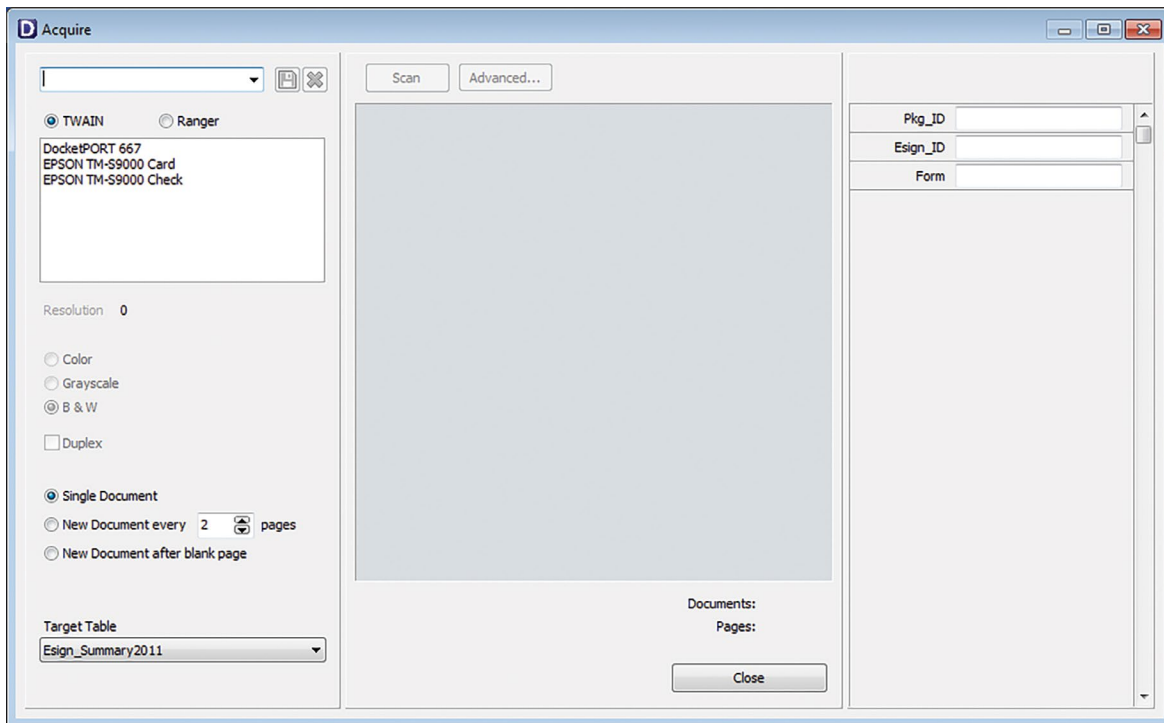
To scan into an existing document, open the document in view mode and click **Scan** from the **Menu Button**.



Scan Sequence

When the **Acquire** window opens, choose the scanner and select scan options for the documents. If this is a new document, the user will have the option to specify the index information. If this is an existing document, specify where the newly scanned pages will be added.

Click either **Scan** or **Advanced**. Choosing advanced will display the scan driver's own dialog to allow a user to select advanced features provided by the scanner.



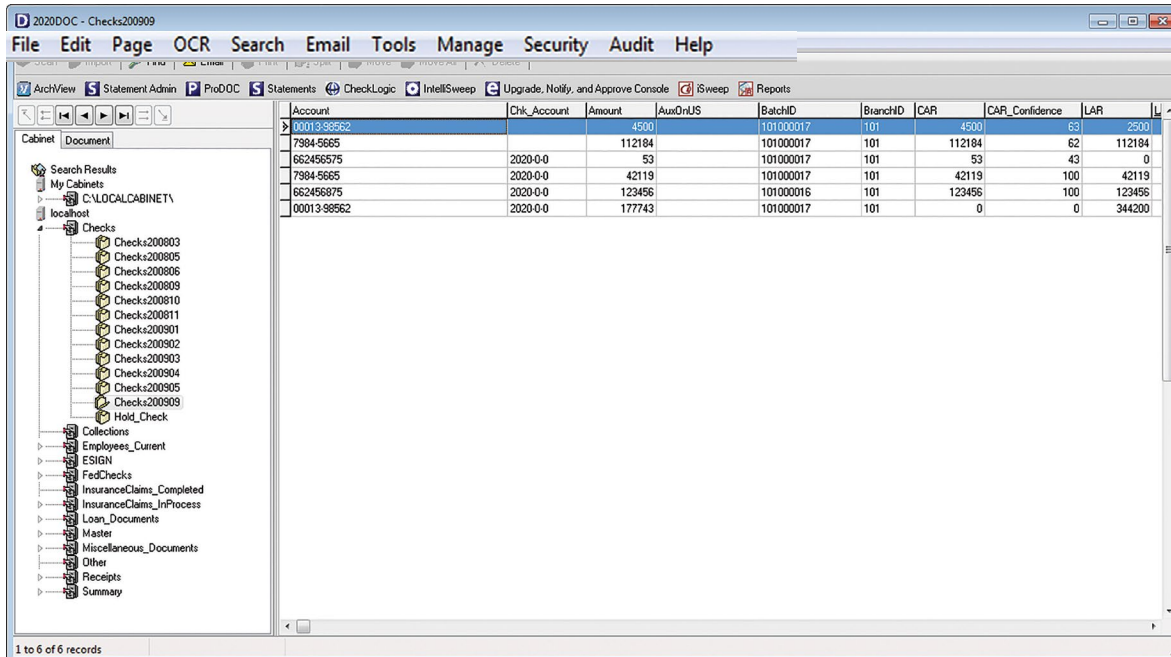
As documents begin to scan, each scanned page will be displayed in the preview pane. Click **Cancel** at any time during the scanning process. However, it should be noted that some scanners do not respond immediately to the cancel request.

When the document has finished scanning, click **Close** on the scan window to return to the 2020DOC main page. The newly scanned documents will appear in the document list at this time.

Index Documents

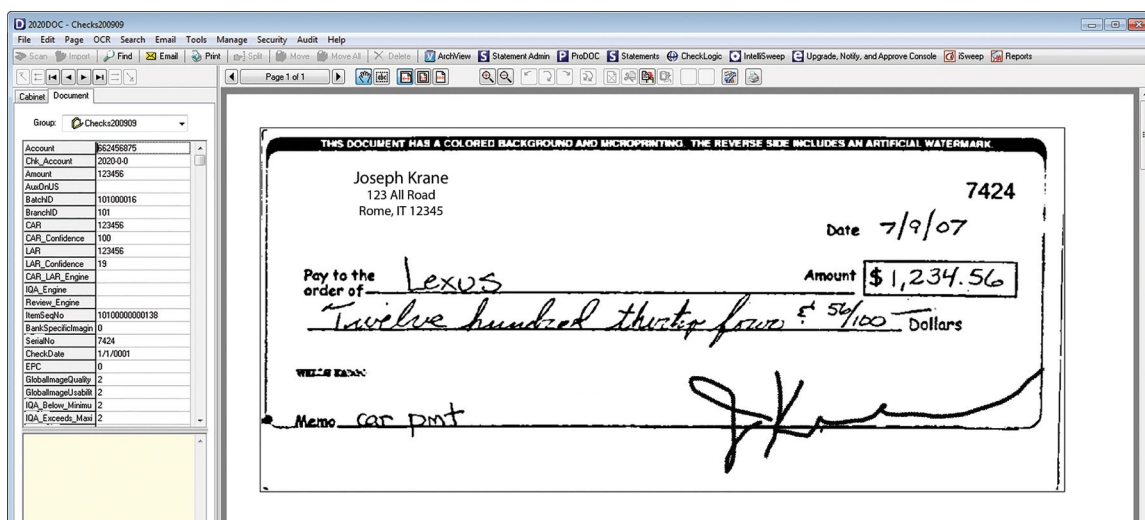
Once documents are scanned or imported, they must be indexed for later retrieval.

To begin indexing, highlight the table in the left window pane that contains the documents to be indexed.



The contents of this table display on the right pane of the application window. Double-click the first record that needs indexing or select it and click the **Document** tab.

The document opens for viewing and the index fields appear on the left for entering information.



Split Documents

Once documents are scanned, they may be divided into smaller documents for further processing. Click **Split** on the Menu Buttons to open the **Split Document** window.

To split a document, select from the **Existing Document** window the page/s for the new document, then click **Create New Document**. Pages may be replaced in the **Existing Document** window by checking **Copy pages instead of move**. The order of the pages in the **New Document** may be changed by shifting the documents into place.

The screenshot shows the 2020DOC application interface. The menu bar includes 'File', 'Edit', 'Page', 'OCR', 'Search', 'Email', 'Tools', 'Manage', 'Security', 'Audit', and 'Help'. The 'Split' button is circled in red. The main window displays a document titled 'POLICYHOLDER NOTICE – IDENTITY RECOVERY COVERAGE'. On the left, there is a table with the following data:

Account	998
SSN	86-9283732
First_Name	eDOC
Last_Name	Innovations
Other	
Form	Policyholder Notice
Description	Identity Recovery Coverage
Document_Expiration	10/9/2009
Size	2615305
Created by	BWEEKES
Created on	8/7/2008 1:07:14 PM
Pages	
Archive Page	
Archive	

The document content includes a title, a paragraph of text, a list of actions, and a section titled 'Identity Theft Can Cost You Time and Money'.

To apply index information to the new document, copy data from the existing document or add new information manually. To copy the index information from the existing document, check the fields from the existing document's index table. These fields will be applied to the new documents index table automatically. To apply new index information manually, uncheck the fields from the existing document's index table and type in the new index information in the corresponding fields for the new document.

The screenshot shows the 'Split Document' window. The 'Existing Document' pane on the left shows a table with the following data:

Account	EZY123	<input type="checkbox"/>
SSN	87-6584712	<input type="checkbox"/>
First_Name	eDOC	<input type="checkbox"/>
Last_Name	Innovations	<input type="checkbox"/>
Other		<input type="checkbox"/>
Form	Commercial Package Polc	<input type="checkbox"/>
Description	Errors and Omissions	<input type="checkbox"/>
Expiration_Date	12:00:00 AM	<input type="checkbox"/>

The 'New Document' pane on the right shows a form with the following fields:

Trigger Field:

Account:

SSN:

First_Name:

Last_Name:

Other:

Form:

Description:

Expiration_Date:

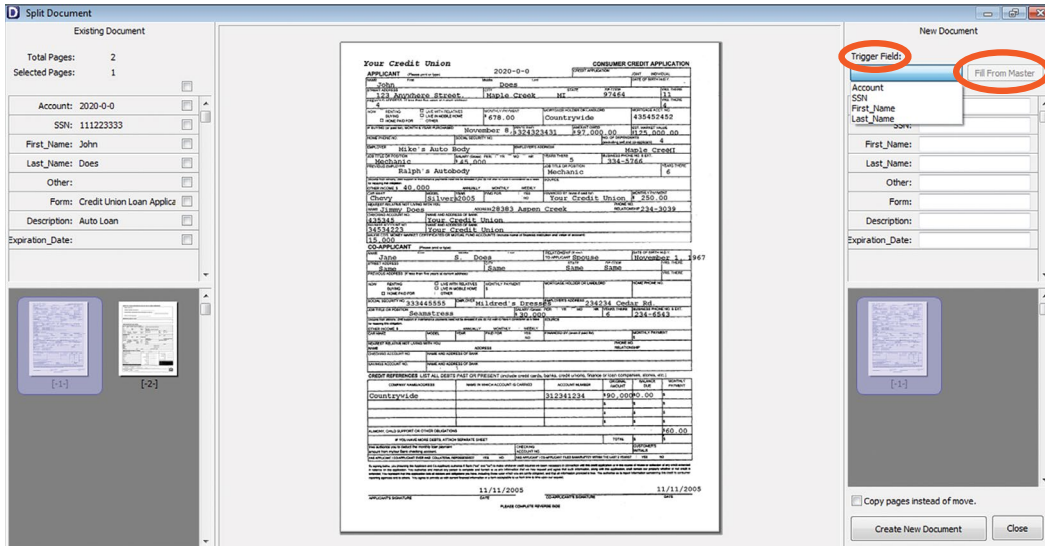
Copy pages instead of move.

Buttons: Create New Document, Close

Trigger Fields

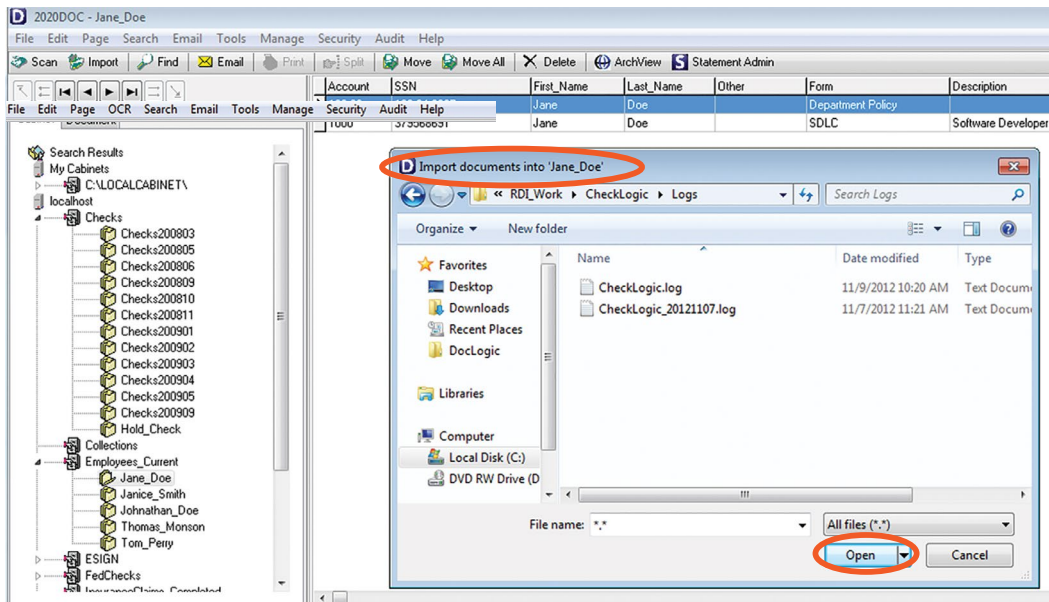
To fill the blank fields in a document from an associated Master database, select a **Trigger Field** and click **Fill From Master**.

The **Trigger Field** must match the information as seen in the **Split Document** window. Once these two fields are validated, the application will fill in the remaining fields that correspond to the Master database.



Import Documents

To import documents into a selected table, click **Import** on the **Menu Bar** or select **File | Import Documents**. A window will open with a header that reads **Import documents into...**(the selected table). Select the file and click **Open**. The file will import into the table.

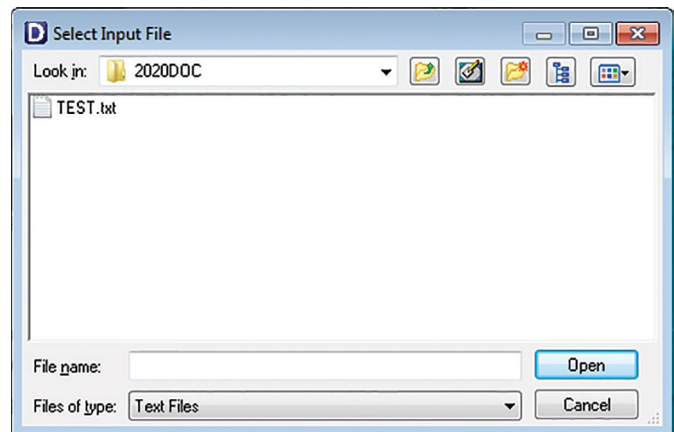
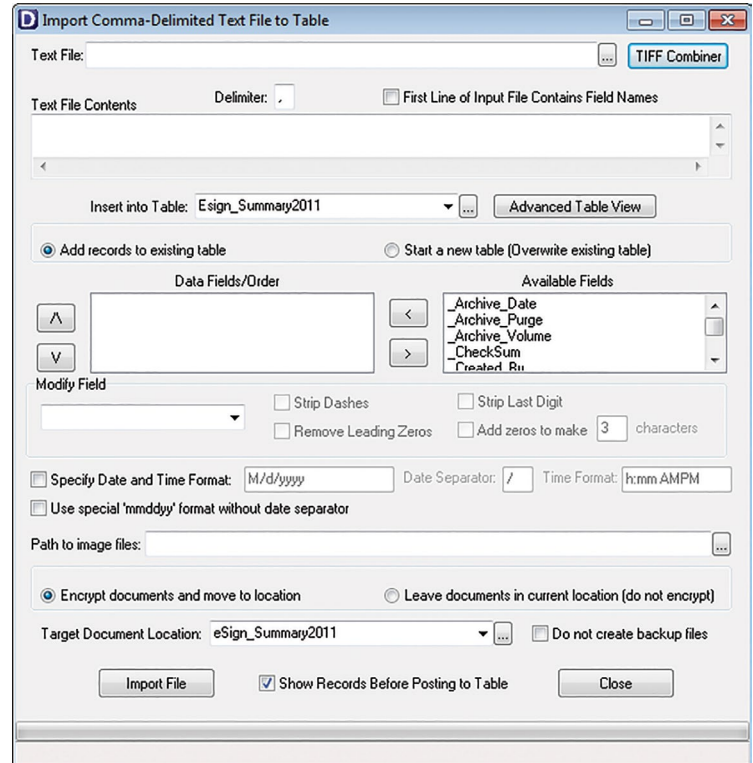


Importing a Text File to a Table

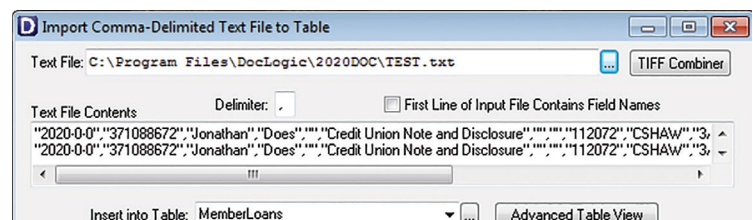
Import Text File to Table allows a user to add text files external to 2020DOC into tables inside 2020DOC.

From the **File Menu**, select **Import Text File to Table...** This will open the **Import Comma Delimited Text File to Table** window.

Click on the ellipsis button in **Text File** box. This will open the **Select Input File** window. Navigate to the text file to import and click **Open**.



The information from the file will automatically populate into the **Text File** and **Text File Contents** boxes of the **Import Comma-Delimited Text File to Table** box. Verify **Text File Contents** and **Delimiter**. Check **First Line of Input File Contains Field Names** if applicable.



The **Insert into Table** lists all of the SQL tables that are available for importing. If importing into a table, select the table from the dropdown.

Clicking **Advanced Table View** opens the **View Doc Table** window to view selected table and its fields. Click **Close** to exit back to the **Import** window.

To add to a table, select **Add records to existing table**. To create a new table, or to replace all data in a table, select **Start a new table**.

Data Fields/Order are the data fields that will be populated from the index file. These fields must be in the order that the data is in in the index file. **Available Fields** are the fields in the destination table, plus some default fields.

Modify Fields and specify **Date and Time Format for the file to be imported**.

The **Path to image file** ellipsis will open the **Select Image Files Directory** window.

Make other selection as needed from the **Import Comma-Delimited Text File** to Table as needed.

Clicking **Import File** will open the **View Doc Table** which will show the documents and fields that will be imported. After reviewing, click **Close**.

Clicking **Close** on the the **Import Comma-Delimited Text File to Table** will return the user to the main program window.

Doc_ID	Loc_ID	Size	FilePath
00050E3A8D1A4DC48FC760C0236B011		112072	00098\00050E3A8D1A4DC48FC7
00C75795707D45E882C57B56BFCCF31		103800	00085\00C75795707D45E882C57
0130B84EEDA946E59742FCBA7372E1		116992	00096\0130B84EEDA946E59742
017D06B553C54ACD90579371C259281		112600	00072\017D06B553C54ACD9057
017D95D4EF5745C9A48FE95C77DA21		420696	00068\017D95D4EF5745C9A48F
023E77EFD9ED4C69A6D9C6FE379341		109468	00031\023E77EFD9ED4C69A6D!
034B726F0EDF40BD886B5624C0372C1		143152	00074\034B726F0EDF40BD886B
03B07D29A0AA48C092B789644A8CA1		112072	00058\03B07D29A0AA48C092B7
05AD89E0A680497FBA21A8A44282731		110128	00004\05AD89E0A680497FBA21
05B2440AE03140C984F88B582A96E61		143442	00040\05B2440AE03140C984F8
078277CE7F2D425EA0AE45967303351		97030	00099\078277CE7F2D425EA0AE
0C4992F80A2344E285E61D8A6C19FF1		143152	00037\0C4992F80A2344E285E61
0C5AF177FECB477A8AF22E7A9290C1		766060	00086\0C5AF177FECB477A8AF2
0CD0566673FE416BB1433455F7287941		130492	00044\0CD0566673FE416BB143
0CE80F17D9DC4BF9968BF81E90C4C1		112072	00019\0CE80F17D9DC4BF9968E
0F581D54EFFB4851B4DF5FE1A18A111		143152	00049\0F581D54EFFB4851B4DF

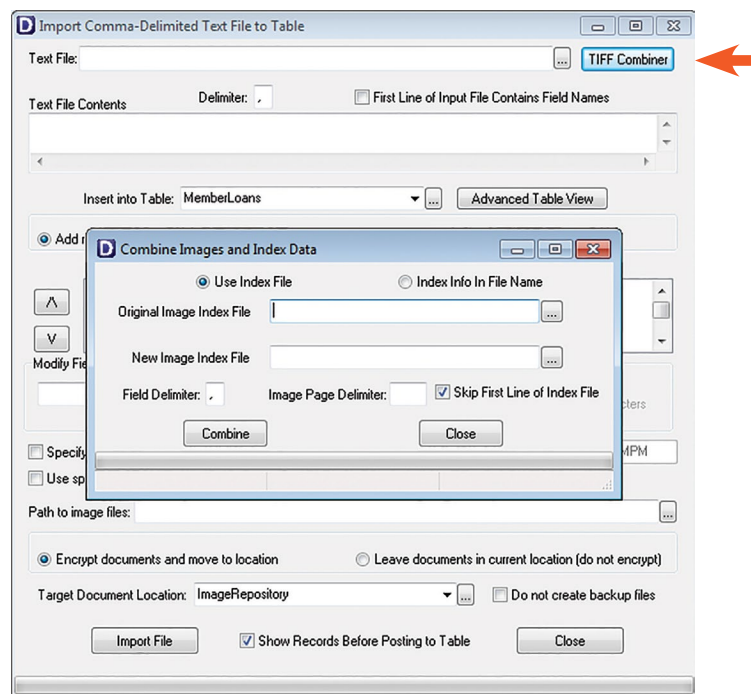
TIFF Combiner

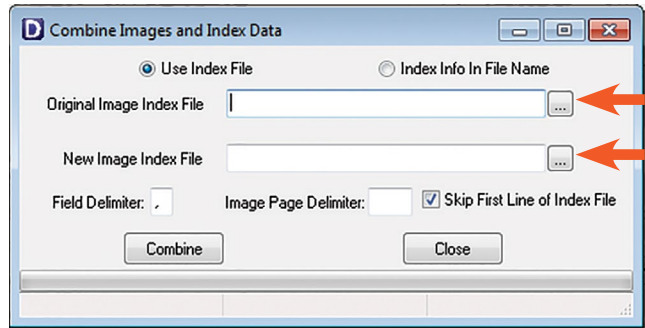
The purpose of the **TIFF Combiner** is to generate compatible index and image files for single page TIFF images or from image files that have index information in the file name. TIFF Combiner operates on two different file types. Select **Use Index File** for a file type ending in.csv (mytestindex.csv) . Select **Index Info In File Name** for a file type ending in.tif (acctnum_iname_fname_ssn.tif).

A **CSV** file (comma-separated values) stores tabular data (numbers and text) in plain-text form. A CSV file consists of any number of records separated by line breaks of some kind. Each record consists of fields, separated by some other character or string, most commonly a literal comma or tab. Usually, all records have an identical sequence of fields.

A **TIFF** file (Tagged Image File Format), saved with the file ending .tif, is a file format for storing images.

Clicking on the **TIFF Container** opens the **Combine Images and Index Data** window. Select **Use Index File** if the files to be imported have an associated index file. Select **Index Info In File Name** if the filename of the files to be imported contain the index information.





Clicking on the ellipsis buttons will open the **Select Image Files Directory** window where users can select a path.

Click on the **Original Image Index File** ellipsis button to open the Select Image Files Directory. Browse to the location of the original image index file. Click on the **New Image Index File** to locate where the new image index file will be placed.

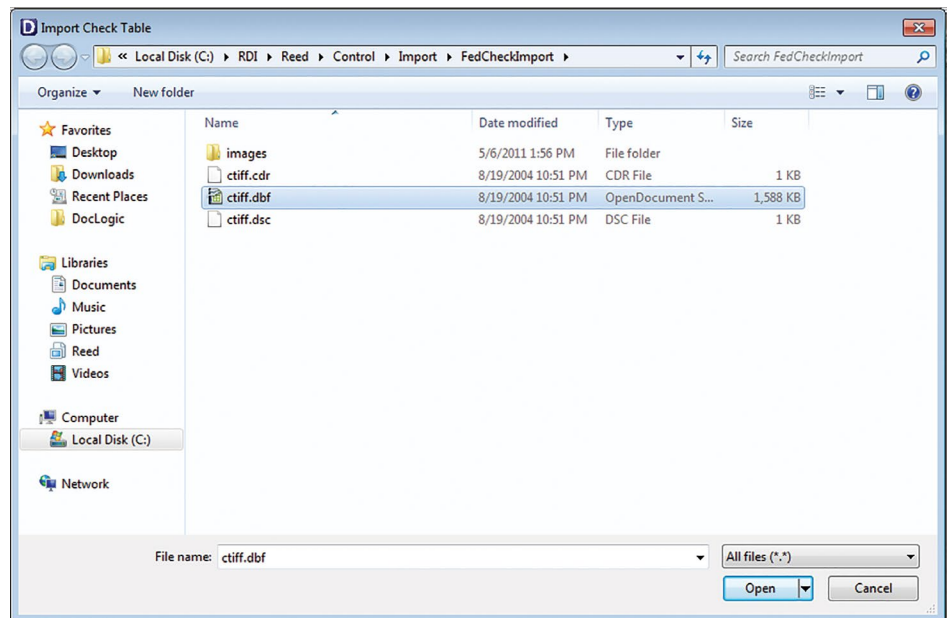
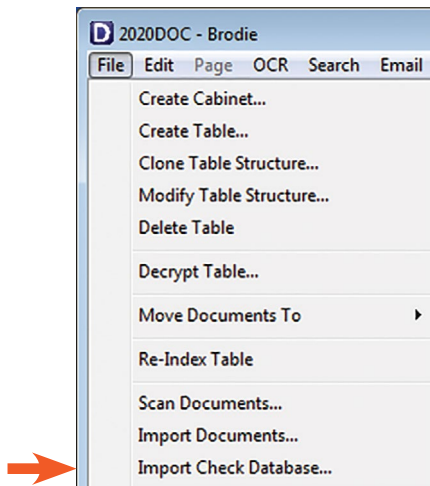
Verify or enter **Field Delimiter** and **Image Page Delimiter**. Check **Skip First Line of Index File** if the first line of the file are headers.

Click **Combine** to merge multiple image files into a single image file and create a new index file with the new image file name. The new index file name should be the filename found in the index file with the same extension as the index file (i.e. filename1.001, filename1.002, filename1.003).

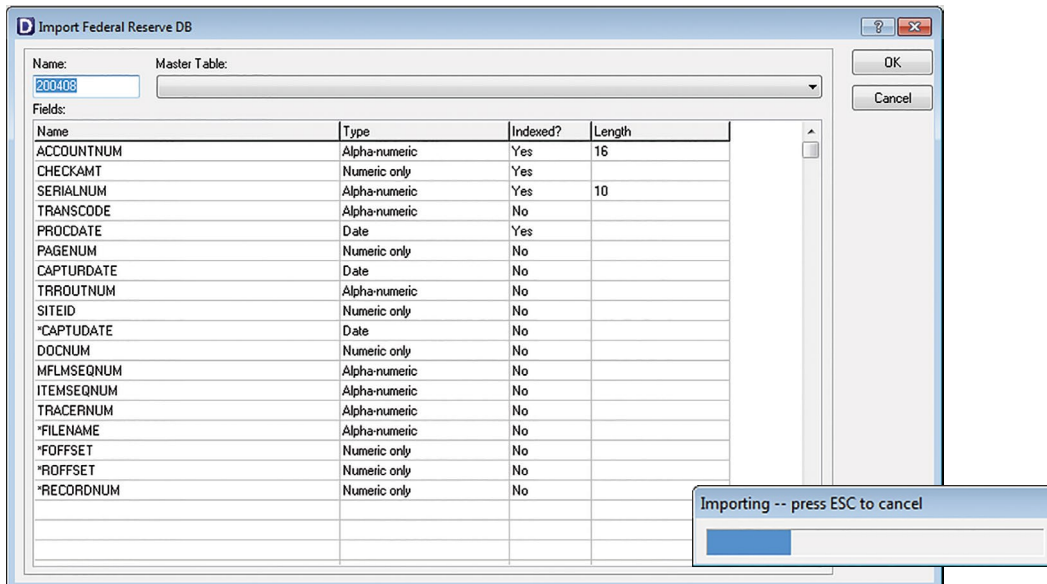
Click **Close** to exit the **Combine Images and Index Data** window.

Import a Check Database

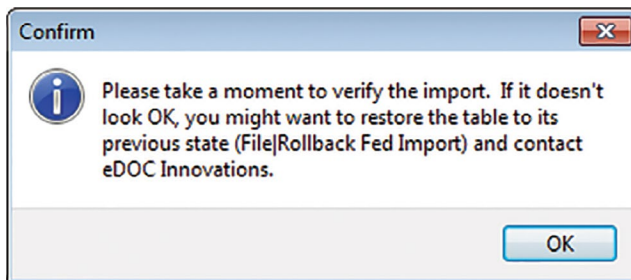
Import Check Database allows a user to import a check database. To import a check database, such as Fed Checks, select the **Cabinet (BDE)** where you want the database to be placed. Select **File | Import Check Database** and browse to the location of the database file (.DBF) to be imported.



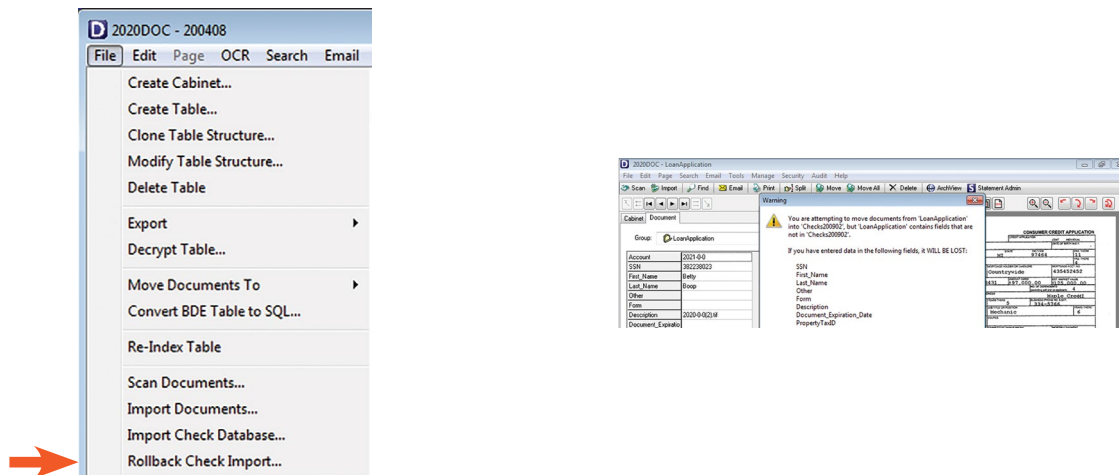
The Import window will open with the name of the database and the field data. These can be modified, but EDI recommends that you do not do this. Click **OK** to begin the import. The **Importing ...** window will show the progress of the import.



Once the data has been imported, a **Confirm** window appears to remind the user to validate the import.



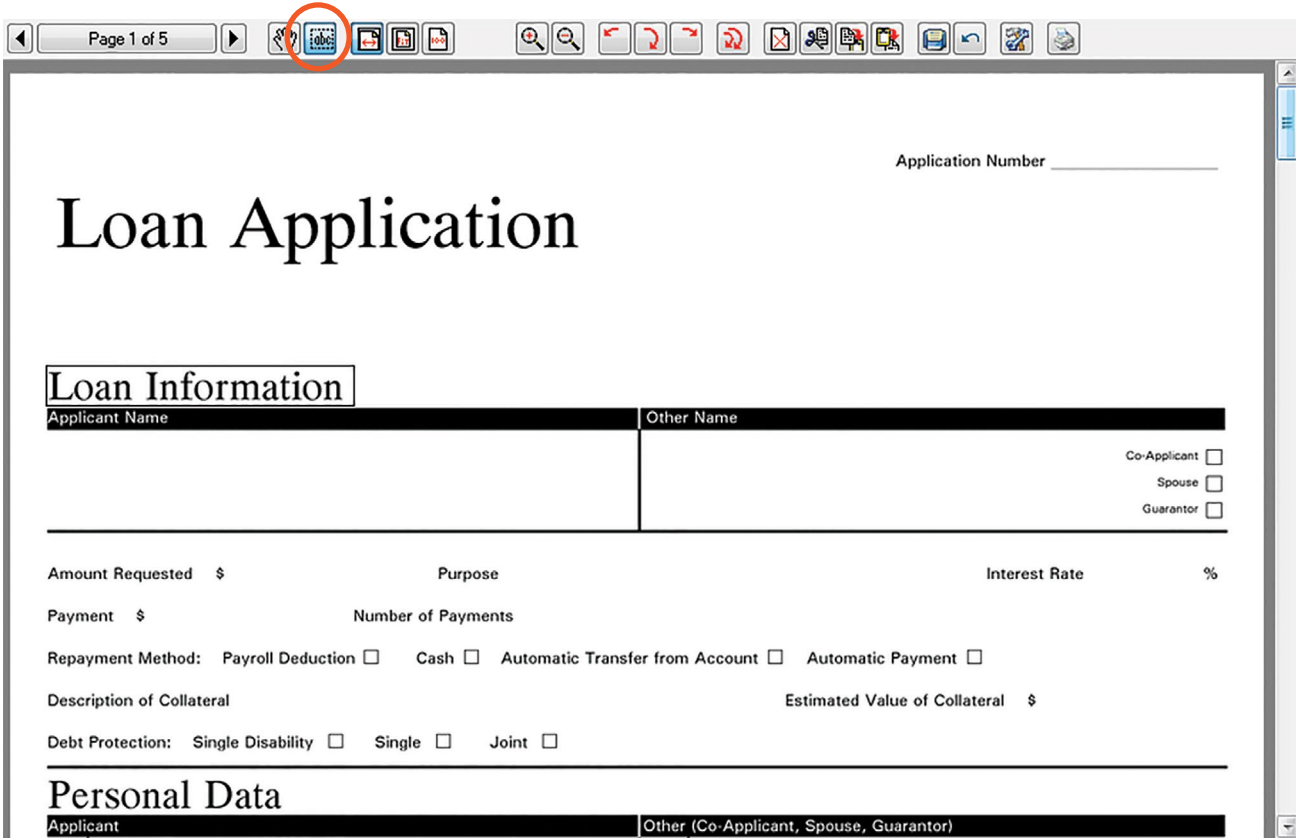
When reviewing the import, if the data did not come through properly, the database can be restored to its previous version by selecting **File | Rollback Check Import**.



Performing OCR

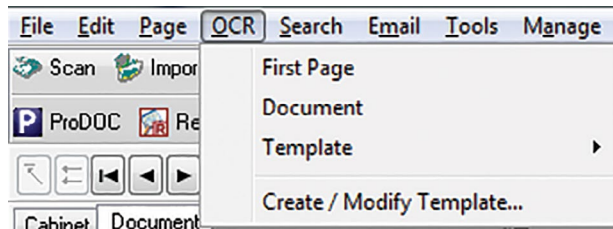
Once documents are scanned, **optical character recognition (OCR)** may be performed on any part of a page, on a full page, or on a document.

To OCR an area on a page, in the **Document view** select the **OCR** button then draw a box around the area.



To draw a box around an area, place the cursor at one corner of the data and then hold the mouse button down and draw diagonal to the opposite corner of the data. When the mouse is released, the box is completed and the data inside will be recognized.

After the data has been recognized, an arrow with the OCR button will appear. Put the arrow on the field where you want the OCR data to be placed and click the left mouse button. To OCR an entire document or a single page, open the document then click on the OCR menu in 2020DOC. There are four options.



First Page will OCR only the first page of the document.

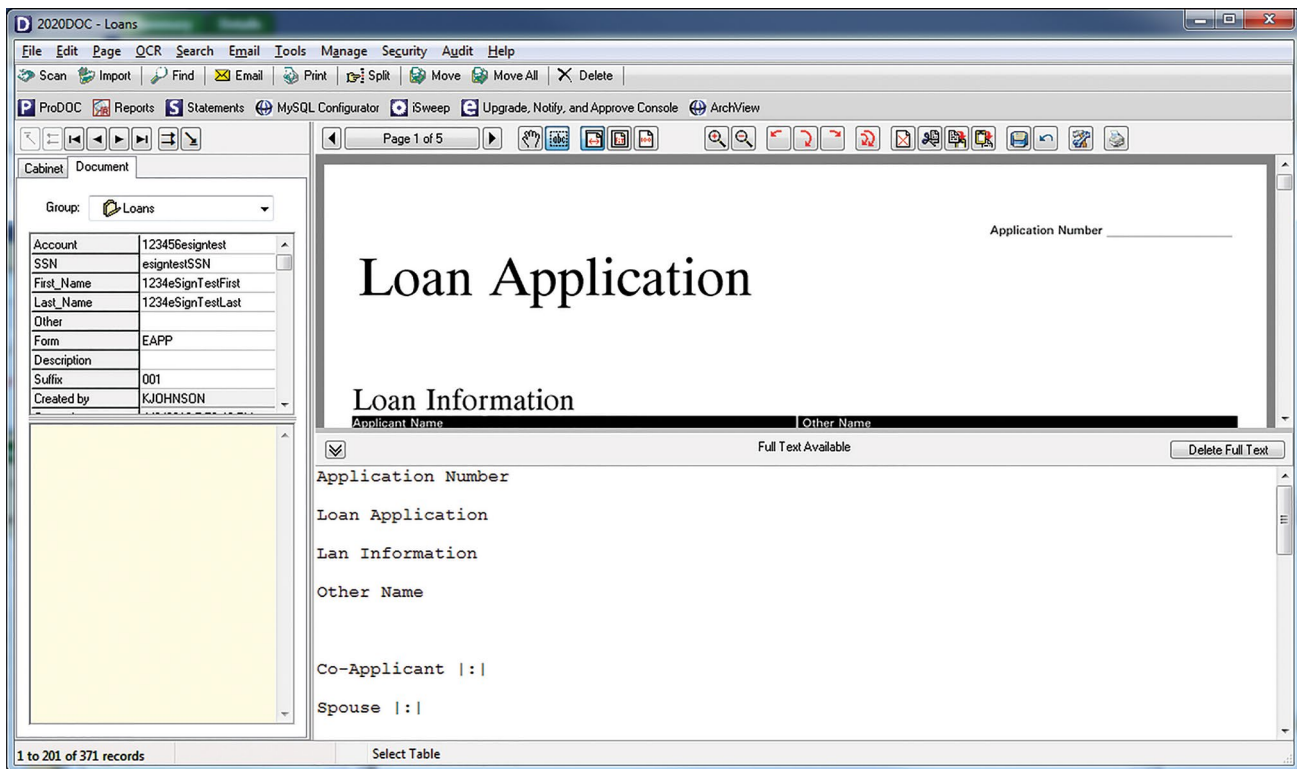
Document will OCR the entire document.

Template allows the user to select a pre-defined template to use to OCR the document.

Create / Modify Template... allows the user to create or modify a template that will be used by the Template option when running OCR on a document.

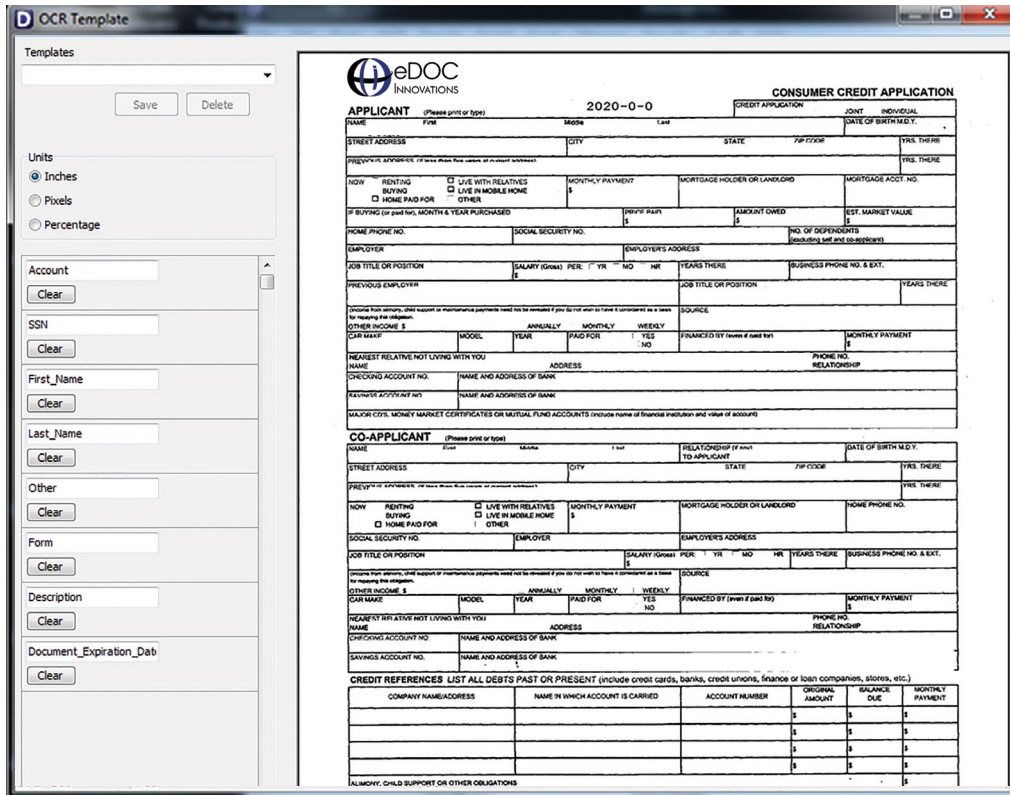
When OCR has been used to read a full page or document, the screen will split horizontally showing the OCR text below the image. The allows the user to push the screen down and hide it below the original image. The **Delete Full Text** button will delete the OCR text.

To change the size of the window, place the mouse on the line separating the image from the OCR text and then click to move up or down making the screen larger or smaller.



Setting up an OCR Template

Open the document to use as the template and click the **OCR** menu and choose **Create / Modify Template...**



To modify a specific template chose it in the dropdown, make changes then click the **Save** button.

To delete a specific template, choose it in the dropdown then click the **Delete** button.

To create a new template, type the new name for the template in the **Templates** dropdown and make changes. Click **Save** to save.

To specify the field location, click the **Clear** button below the field name then draw the box on the form in the location where that data should be pulled from. Repeat process for all applicable fields.

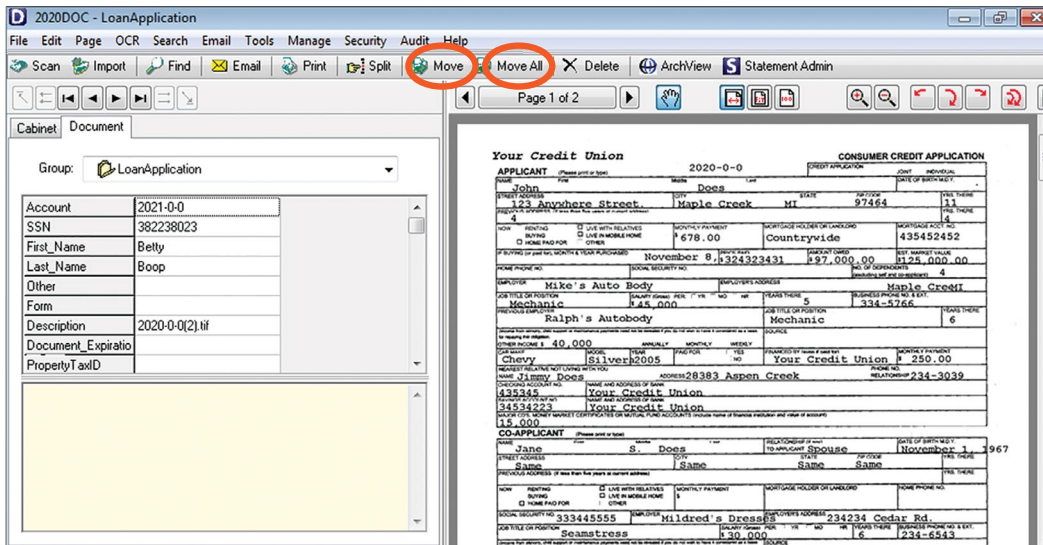
To add a new field, use the **Add Field** button. To remove a field, click the **Delete Field** button.

When all changes are complete click the **Save** button and close the window to return to 2020DOC.

Move / Move All

The Move / Move All option works in both the Document Tab and the Cabinet tab. In the cabinet tab, the Move button will move any highlighted document and the Move All button will move all documents in that table.

To move a record, open a table and select the record and click **Move**. (Multiple records are selected by holding down the **Ctrl** key and clicking on additional records.) If you want to move the entire contents of a table, select **Move All**.



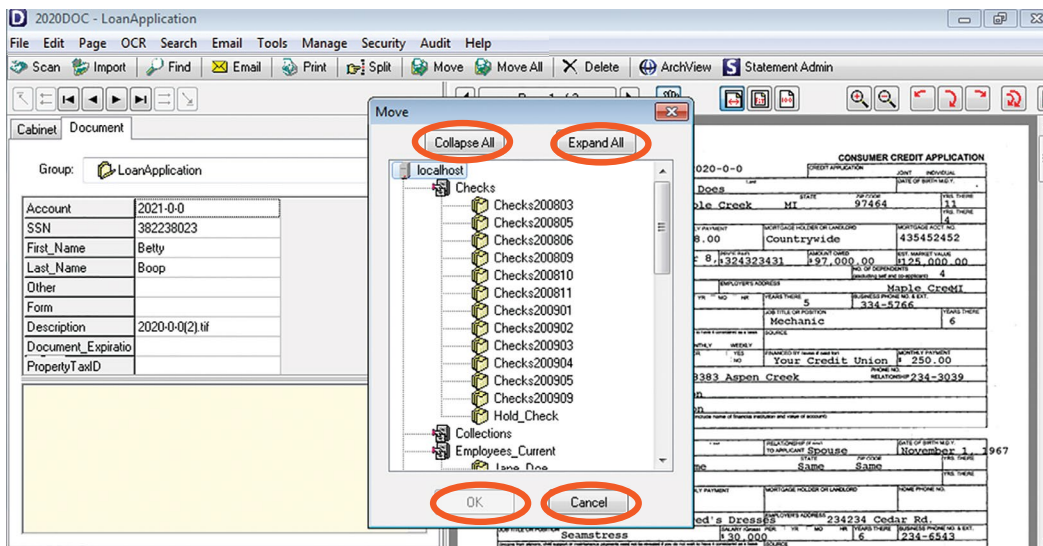
Expand All opens all subfolders in the directories.

Collapse All reduces the view to directories only.

OK moves the selected record/s to the high-lighted table in the window.

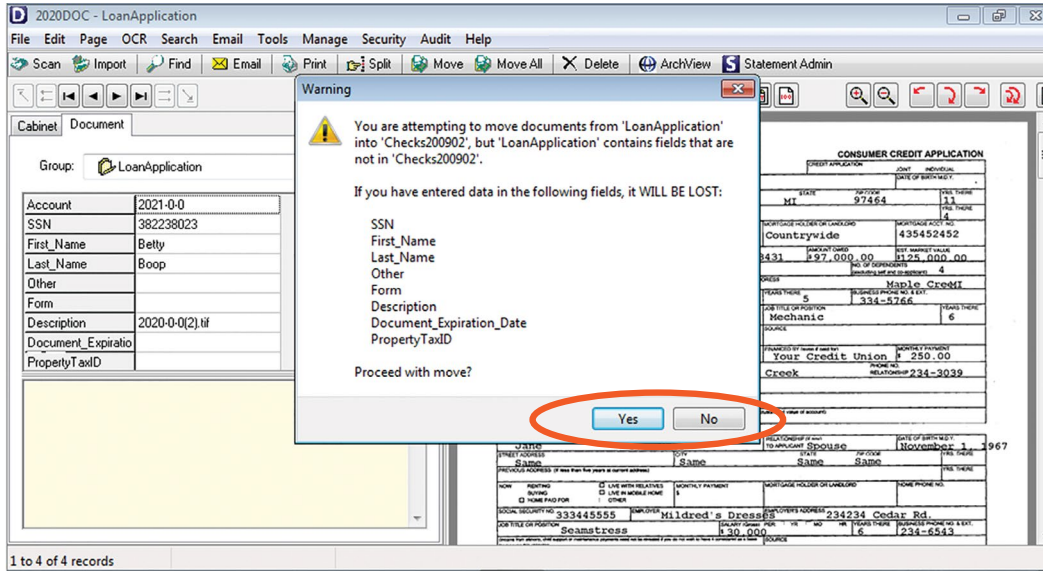
Cancel ends the Move operation and returns you to the Main Menu.

After clicking **OK**, the **Confirm** dialog box opens. Click **Yes** to complete the move.



If the record you are moving has fields that are not in the table you are moving to, you will get a warning. Make sure you want to discard the fields listed before selecting Yes.

Discarded fields are not retrievable. **Yes** completes the move. **No** cancels the move and return you to the application.



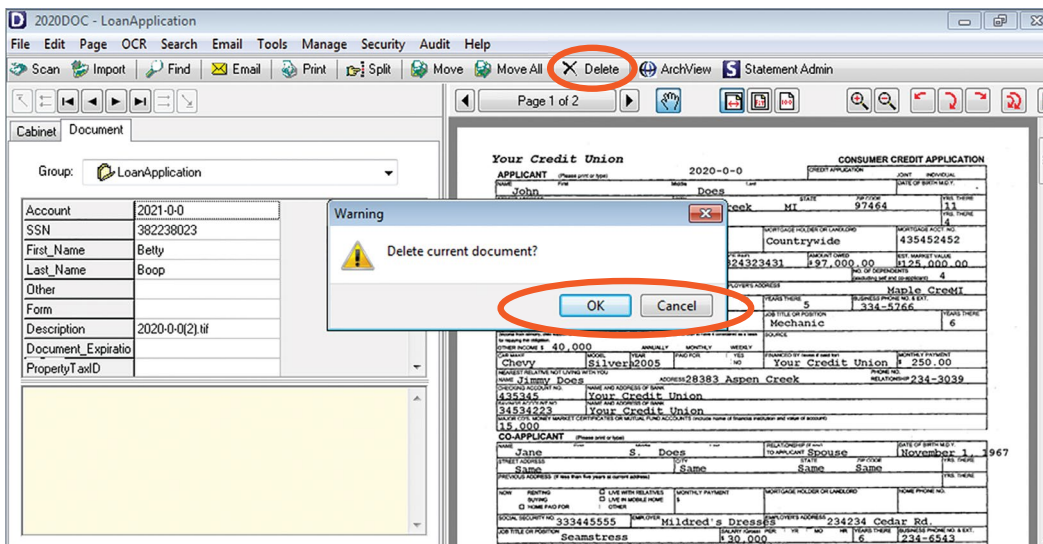
Delete Documents

To delete a document, highlight the document and click **Delete**.

A warning window appears. Click **OK** to complete the deletion. Click **Cancel** to cancel.

Once deleted, a document cannot be recovered.

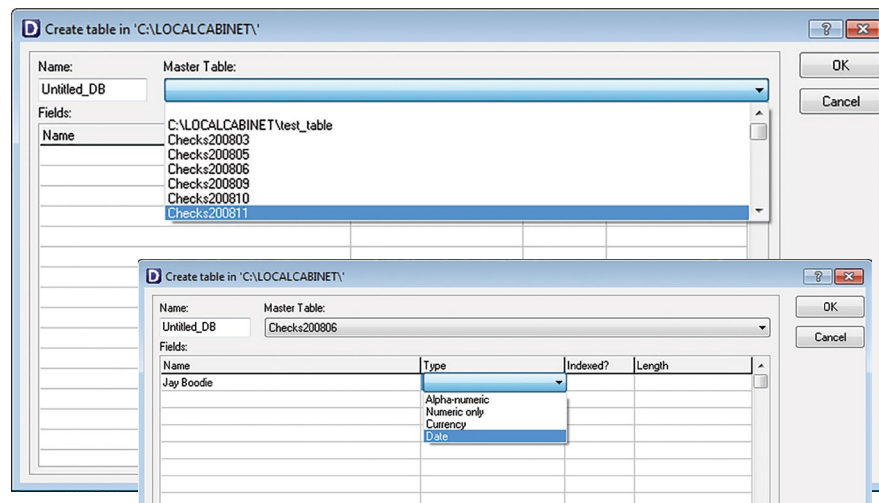
To delete multiple documents, hold down the **Ctrl** button on your keyboard and highlight the documents by clicking on the documents to be deleted. Click **Delete**.



Create Table in My Cabinet (BDE)

To create a table in a **My Cabinet**, select **File** and scroll to **Create Table**. The **Create Table in C:\LOCAL CABINET** window will open.

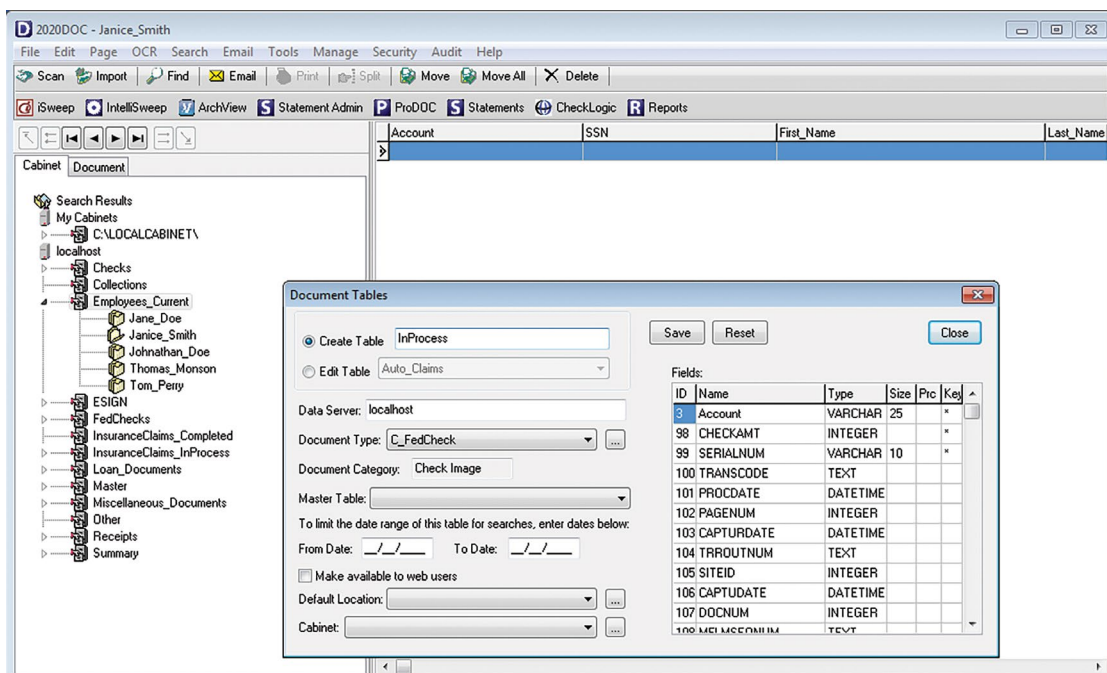
Name the table and scroll to the **Master Table** text box to be used. In **Fields** enter the Name, Type, Index, and Length of each field that is to be included in this table. The field types/lengths should match local cabinet (BDE) table types for scanning/moving. When moving from a local table to a SQL table if they do not match exactly the data in the field will be lost. Click **OK**.



Create SQL Tables

Highlight one of the existing Cabinets and select **File**. Scroll to **Create Table**. This opens the **Document Tables** window.

Document tables are tables that hold all the index information for the images stored in the 2020DOC program.



Document Tables

Document tables are tables that need to be created to hold all the index information for the images stored in the 2020DOC program. Best practice is to have every table use its own unique default location (one per table).

Select **Create Table** from the **File** menu. Enter the name of the new table.

Select the **Document Type**.

The **Document Category** is assigned as part of the Document Type. For most documents, the document category will be *Image*. If a table is created to scan documents into and a different category is chosen, the function may not work properly. The other categories are used for different functions in the software. See page 21 **Document Type** for more information.

Select a **Master Table**.*

A **date range** will limit the dates of the search.

Check **Make available to web users** to make this document usable in other eDOC Innovations web programs.

Click the down arrow to select the **Default Location** (default image location). To create a new location, click the ellipsis button. This will display the **Modify Location IDs** window where you may **Add** a location.

Select the **Cabinet** to store this table. To create a new cabinet click the ellipsis button. This will display the **Add or Delete** buttons. Add a cabinet. Click **Save** to save changes or **Reset** to reset information.

Document Tables

Create Table

Edit Table Auto_Claims

Data Server: localhost

Document Type:

Document Category:

Master Table:

To limit the date range of this table for searches, enter dates below:

From Date: To Date:

Make available to web users

Default Location:

Cabinet:

Save Reset Close

Fields:

ID	Name	Type	Size	Prc	Key

Adjust and Move Field Size

Fields may be adjusted by moving the right column line of a field in the table's header. Roll the mouse over the line until the movement arrow appears ←||→. Left click the mouse and the line will become bold. Hold down while dragging to the desired location.

To move a field, left click the mouse on the header of the field. The line will become heavily bold. Move the field to the right or left to change the location of the field.

Sort a Column

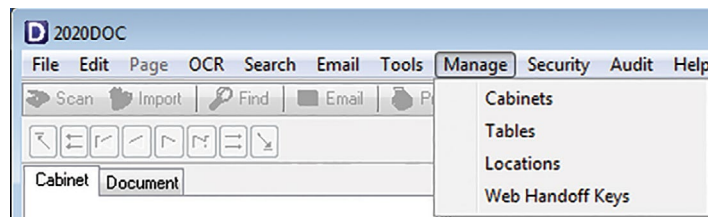
To sort the column in ascending order, right-click the mouse on the column header.

To sort the column in descending order, right-click the mouse on the column header again

Document Type

Every table created needs an associated Document Type for indexing and searching.

Select **Manage** from the Main Menu. Select **Tables**. The **Document Tables** will open. Assign a name in the **Create New Type** box.



Click on the browse (ellipsis) button and the **Document Types** window will open.

Select the down arrow on **Document Category** to display options.

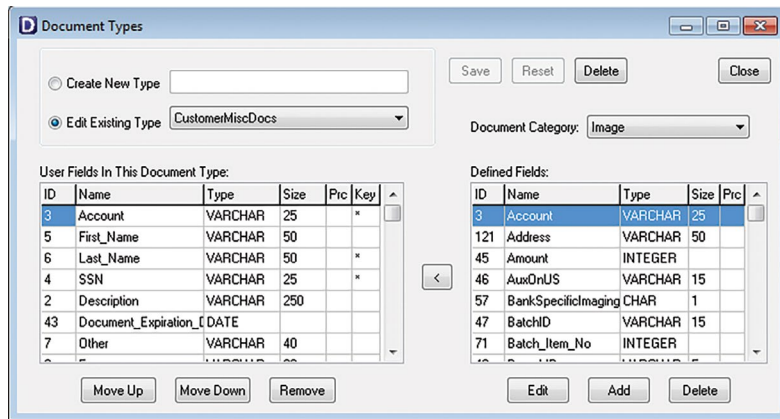


Image for most document types.

Multi-Image for future enhancement.

Check Image for all imported check tables.

Report for future enhancement.

Statement for Email 4 Statements.

Multi-Check for CheckLogic scanned checks.

Customer-Check for customer check.

Fields display in the **User Fields In This Document Type** box.

Key Select the cabinet to store this table in by clicking the down arrow. This is the cabinet where selecting specific fields as a Key value will index the data to provide much faster searching on documents. An example would be selecting the Account, SSN, and Last Name as Key values. To set a Key value, double-click the left mouse button inside the Key column across from the field Name that is to be a Key value.

Move Up Moves a field up in the list.

Move Down Moves a field down in the list.

Remove Deletes a field from the list.

Defined Fields Select the fields to use with this document type from the Defined Fields window by highlighting the field and then clicking the < (left arrow). To create a new Defined Field refer to the Defined Fields section immediately following this section.

Edit Allows changes to the field selected.

Add Displays Field Definition window to add a new field.

Delete Removes a field up from the list.

Click **Save** to preserve the changes, **Reset** to start over, or **Close** to exit the window. The saved new Document Type is now available in the Document Tables window.

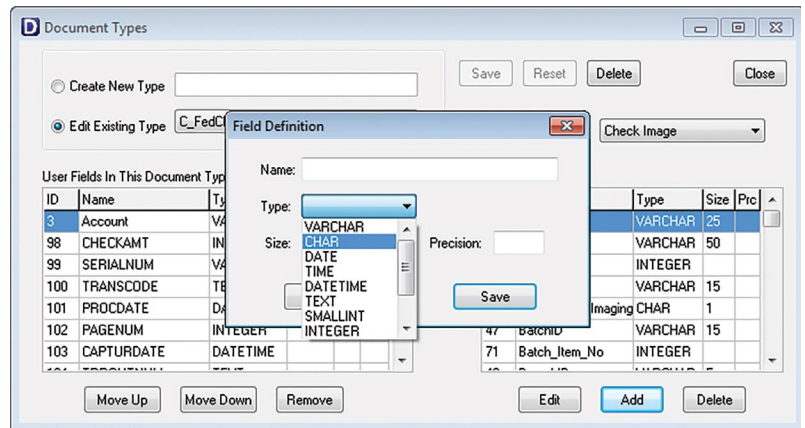
Defined Fields

To add a new **Defined Field**, from the **Document Type** window click the **Add** button. Enter a Name and select a Type.

Click **Save** to preserve the changes and exit, or **Cancel** to exit without saving.

Edit allows changes to the field selected. Delete removes a field up from the list.

The saved new Document Type is now available in the Document Tables window.



VARCHAR	Variable number of characters up to 255 characters.*
CHAR	Fixed number of characters up to 255 characters.*
DATE	Inputted into 2020DOC as MM/DD/YYYY store in SQL as YYYY-MM-DD.**
TIME	Allows for time inputted as HH:MM:SS.**
DATETIME	Both date and time as stated above.**
TEXT	Allows for very large fields of text up to 65535 characters.**
SMALLINT	Allows for number inputted between the values of -32768 to +32767.**
INTEGER	Allows for very large numbers between the values of -2147483648 to +2147483647.**
DECIMAL	A floating point number. It is necessary to enter a size and precision. A size of 12 and a precision of 2 is often used for currency.
REAL	Used for currency.***
OPTIONS	Allows creation of a list of values to select from.
Size	Field length. (10 would define a field length of 10 characters.)
Precision	The number of decimal places in the number. Currency often uses two decimal places.

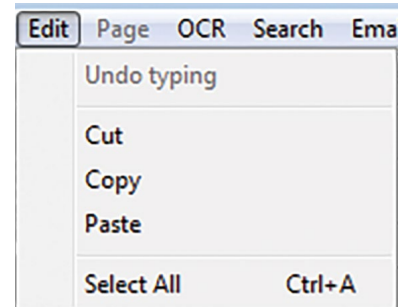
*Required to enter a size but precision is not required.

**Not required to enter a size or precision.

***Required to enter a size and precision

Edit Menu

Undo typing	Removes information typed in the notes field of a record that displays in Document view.
Cut	Removes highlighted material and saves it to the clipboard.
Copy	Saves highlighted material to the clipboard.
Paste	Inserts saved material at the cursor location.
Select All	Highlights all documents in the open Cabinet.



Page Menu

The Page Menu can open with one or all of the following commands.

Cut	Removes highlighted material and saves it to the clipboard.
Copy	Saves highlighted material to the clipboard.
Delete	Permanently removes document being viewed.
Paste	Inserts saved material according to selection.
Before page 1	Inserts clipboard material before the first page.
After page 1	Inserts clipboard material before the second page.
As new document	Inserts clipboard material into a new document.
Count All	Counts the number of pages in selected document.

Tools Menu

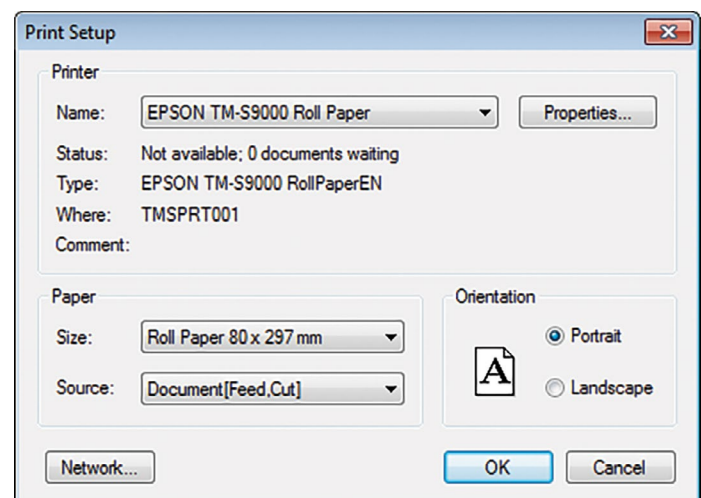
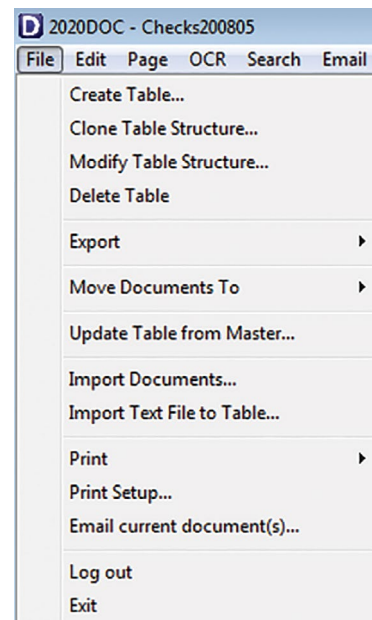
Configure in the Tool Menu searches parameter-based searches usually used with the Command Line Interface API. Refer to 2020DOC Administrator Guide Appendix B for more information on parameter-based searches and Command Line Interface API.

Print and Printer Setup

From the **File** menu select **Print**.
Selecting **Print | Document ...** prints the selected document. Selecting **Print | List ...** prints a list of all the documents in the table

Once the print selection is made, the Print window will display. Print range and number of copies may be specified. Properties may also be modified. Select **OK** to print or **Cancel** to return to the main menu.

Printer Setup opens the operating system Print Setup window. At this window and the windows available through the buttons, all properties of a printer may be specified. The content of this window varies depending on the installed printer. Refer to your printer manual for help.



Search Menu

Click on **Search** to find information in localhost (MySQL) tables.

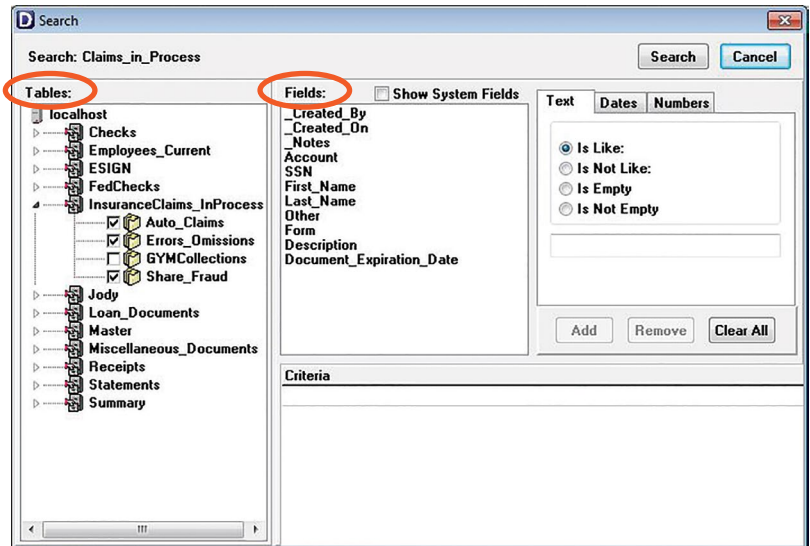
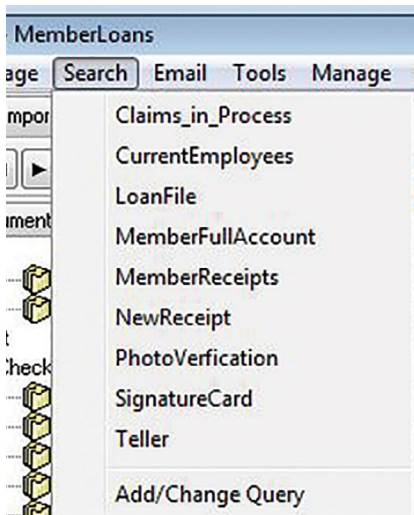
From the **Tables** window select the table/s to be searched.

From the **Fields** window select the field/s to be searched.

If the field you have chosen is a text field, enter the text criteria you want to search on in this window.

If the field you have chosen is a date field, enter the date criteria you want to search on in this window.

If the field you have chosen is a numeric field, enter the numeric criteria you want to search on in this window.

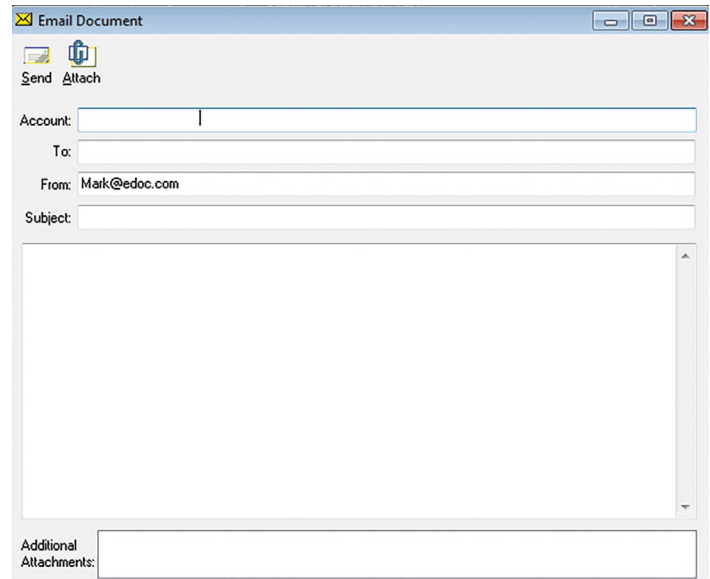


Email Documents

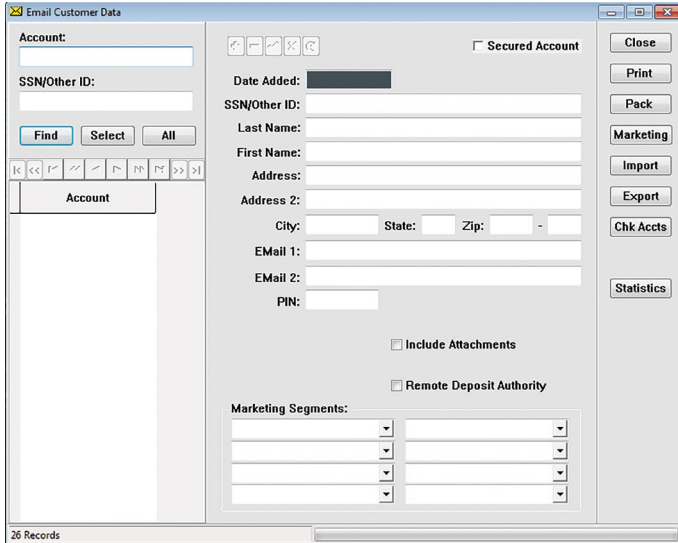
Users can email the current document they are in by simply selecting **Email** on the Menu Buttons. The user's default email will pop up. The user also can add attachments to the email.

A drop-down menu will open using **Email** on the Main Menu where you will have the following options:

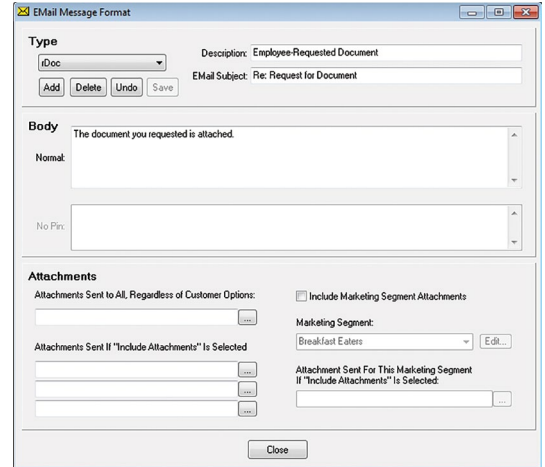
- Customer Data
- Message Format
- Marketing Segment
- Email Settings



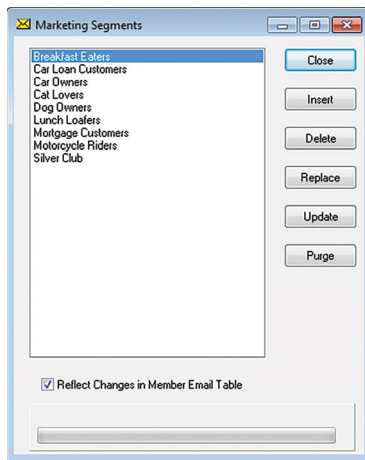
Note: eDOC Email Manager Application must be installed on the server to manage the ending of the documents. Members also must have a PIN number established before sending the document or the document will be sent unencrypted. To add a pin use the Email Customer Data screen.



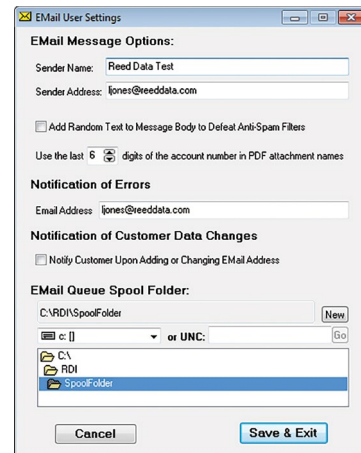
Customer Data allows the user to **Print, Pack, Marketing Import or Export** customer data.



Message Format allows the user to select type of document and allows attachments and marketing segments.



Marketing Segments are inserted or deleted based on customer interests.

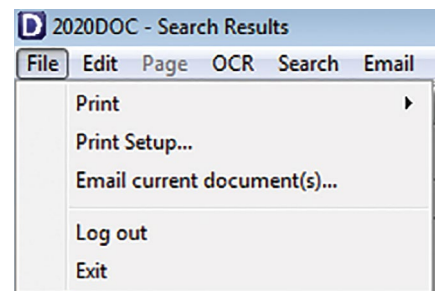


Email User Settings can be customized for Notification of Errors and Customer Data Changes.

Log out and Exit

Log out exits the program and displays the Login User window. At the Login User window a user must Login or the program will close.








Exit closes the 2020DOC program.



2020DOC Partner Programs

2020DOC is often used in conjunction with one or more eDOC Innovations capture products. If your menu Button has other icons after the Delete button, other programs have been packaged with your 2020DOC. The example below shows the added menu buttons, ArchView and Statement Admin that have been packaged with 2020DOC. Clicking on these icons will launch the program. Please refer to their User Guide manual for further information.



-  ArchView – automated backup functionality.
-  CheckLogic – Check 21 capture.
-  ProDOC – individual form and receipt capture.
-  2020eDOC – internet viewing of account information.
-  2020iDOC – internet browsing of 2020DOC system images.
-  idocVAULT – automated storage and recall of electronically captured receipts.
-  DocLogic Desktop – integration of all EDI products.

Need Help?

Clicking on **Help > About** opens the Splash screen where the product name and version number is recorded. If you need assistance with the software a Customer Service Representative is waiting to assist you.

Customer Service Representatives can be reached at 800.425.7766



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