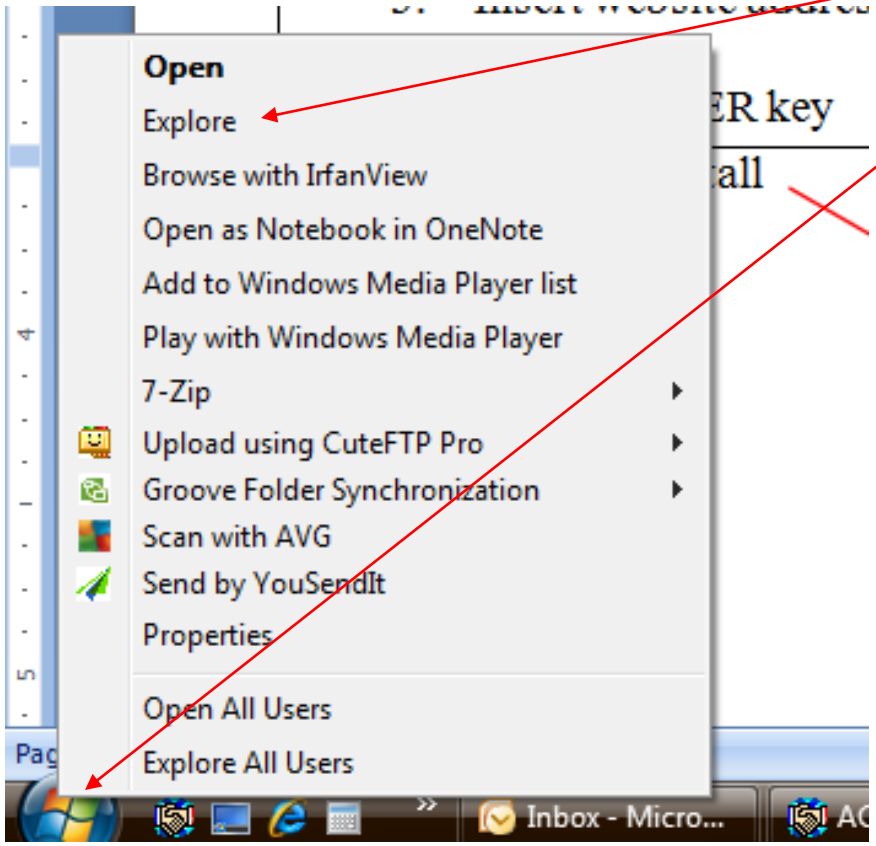
Docview Ingest Installation Instructions For XP & Vista Users

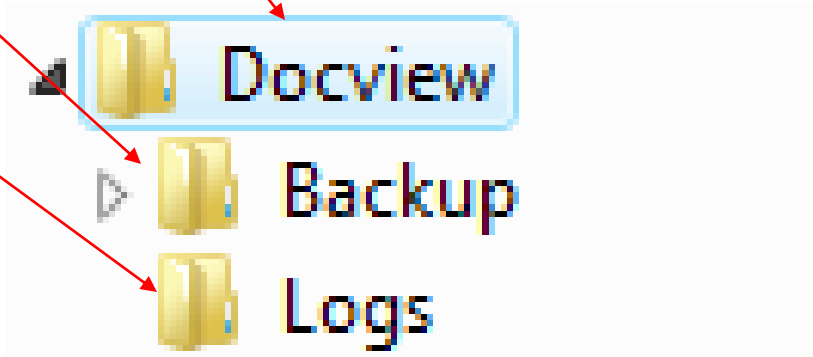
It is understood that users should have a basic knowledge of computers and terminology

Go to bottom left of your computer and right mouse click on START

Then left mouse click on EXPLORE

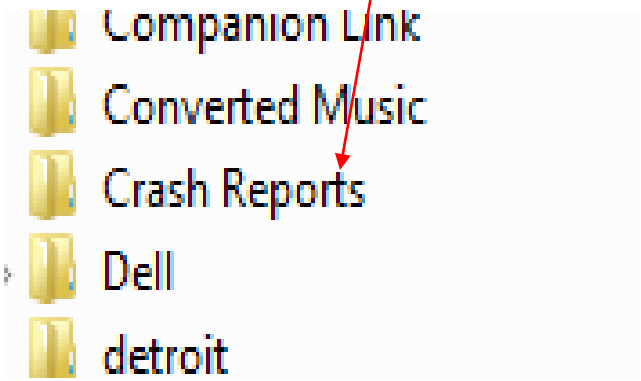


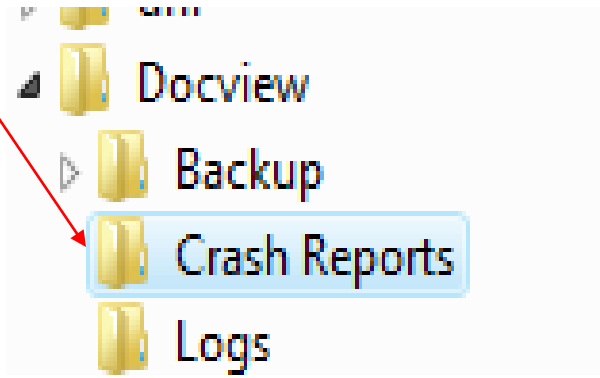
Create a new folder called DOCVIEW
Within that folder create two new folders
BACKUP
LOGS



If you do not already have a **shareable folder** where you put scanned or other type of image files of your crash reports, you will need to create such a folder. This folder can be anywhere on the network as long as all users can add, modify and delete files within it.

It can be on a server by itself or you can create a folder within the Docview folder





Go to your Desktop or Start Menu and Click on the icon to open Internet Explorer

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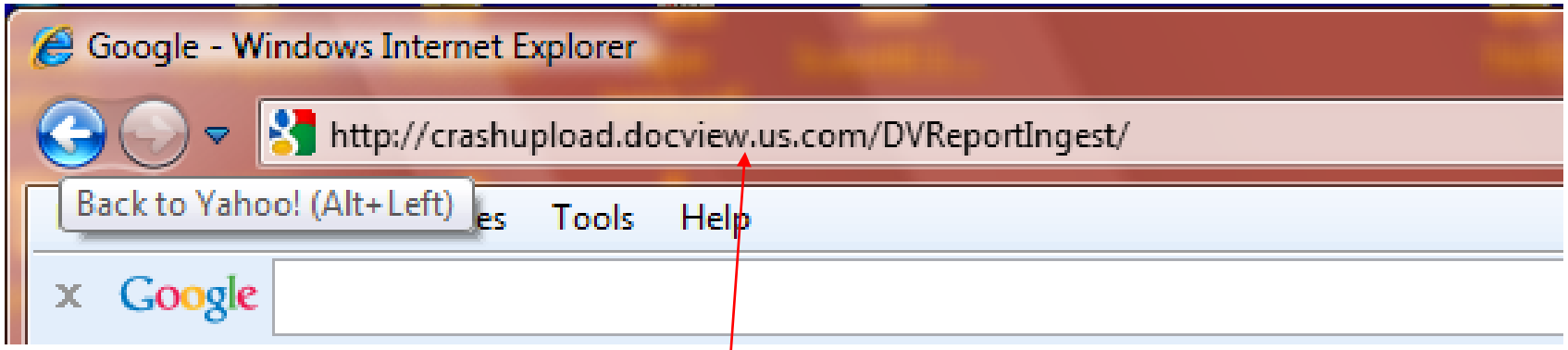
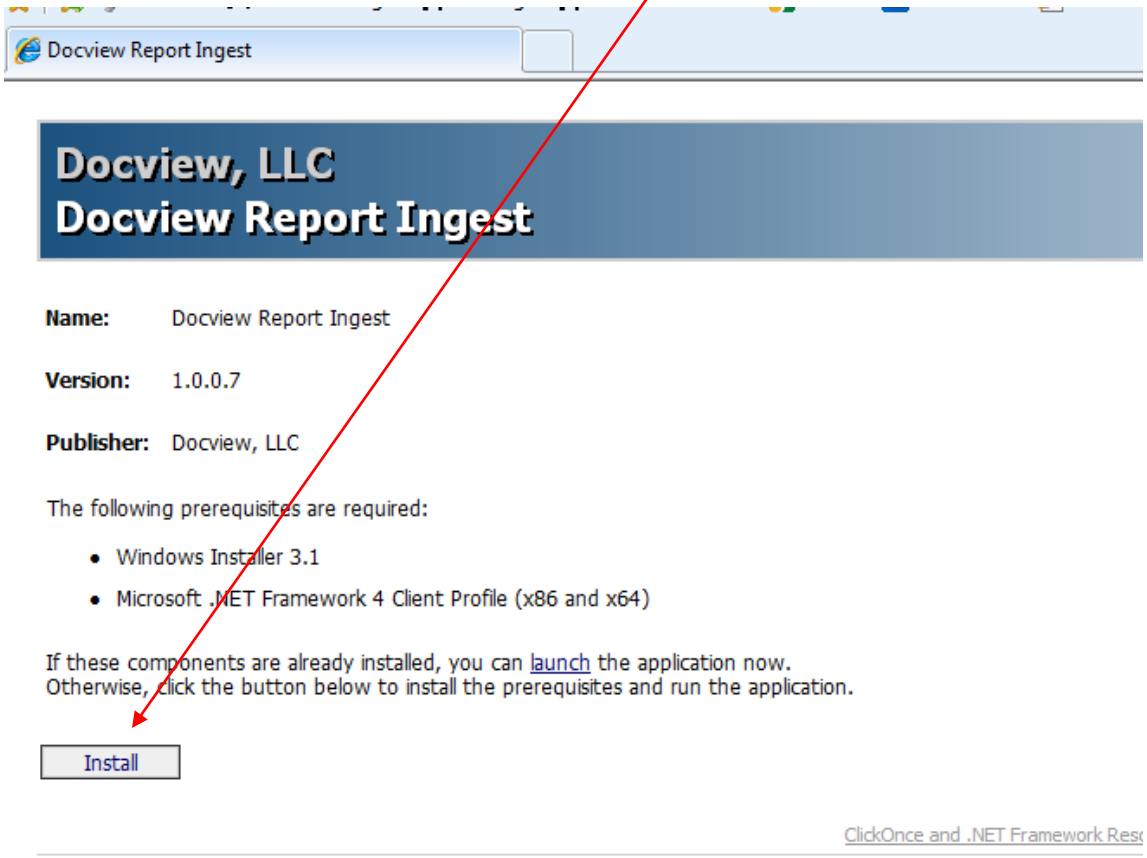


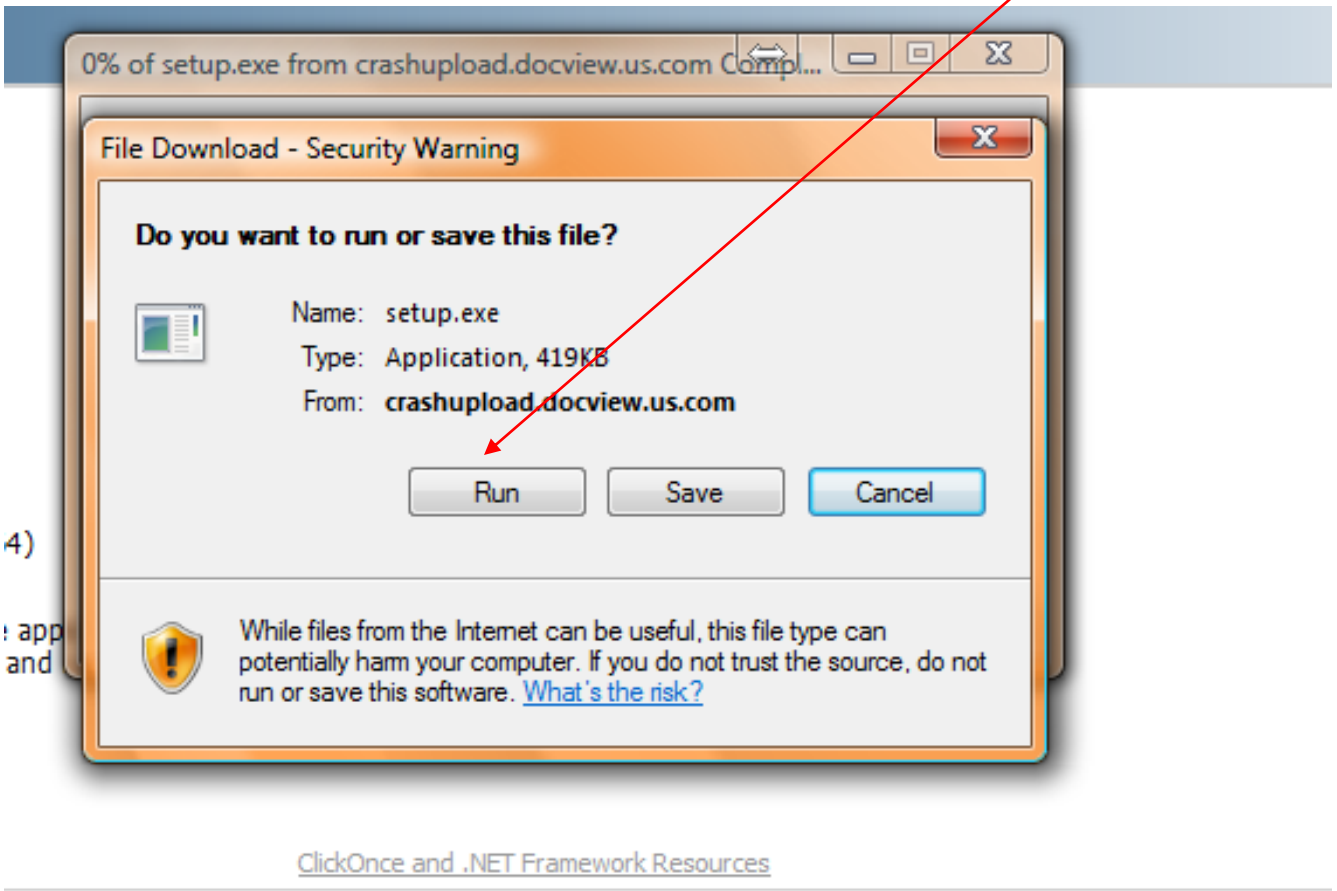
Insert website address provided to you in the letter

Touch ENTER key on your keyboard

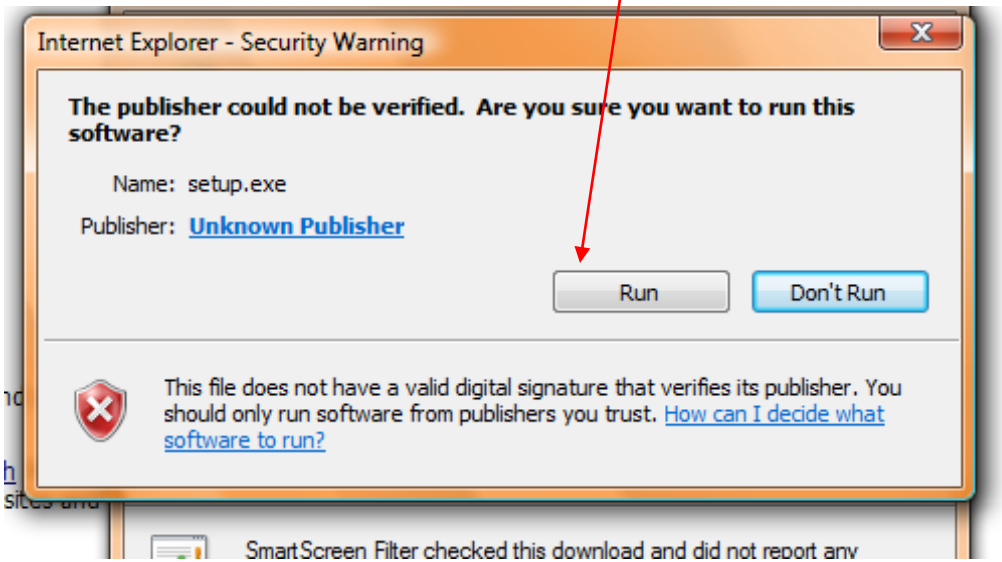
Click on Install



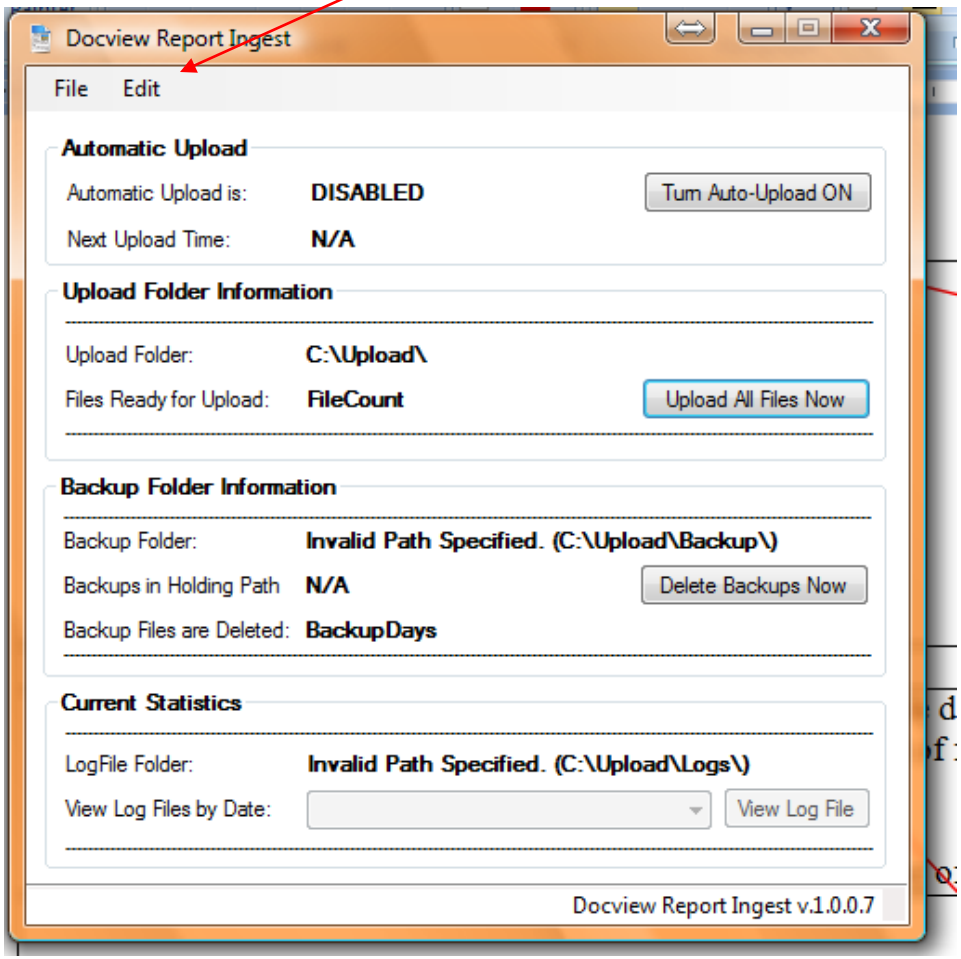
A window will pop up. Click on RUN



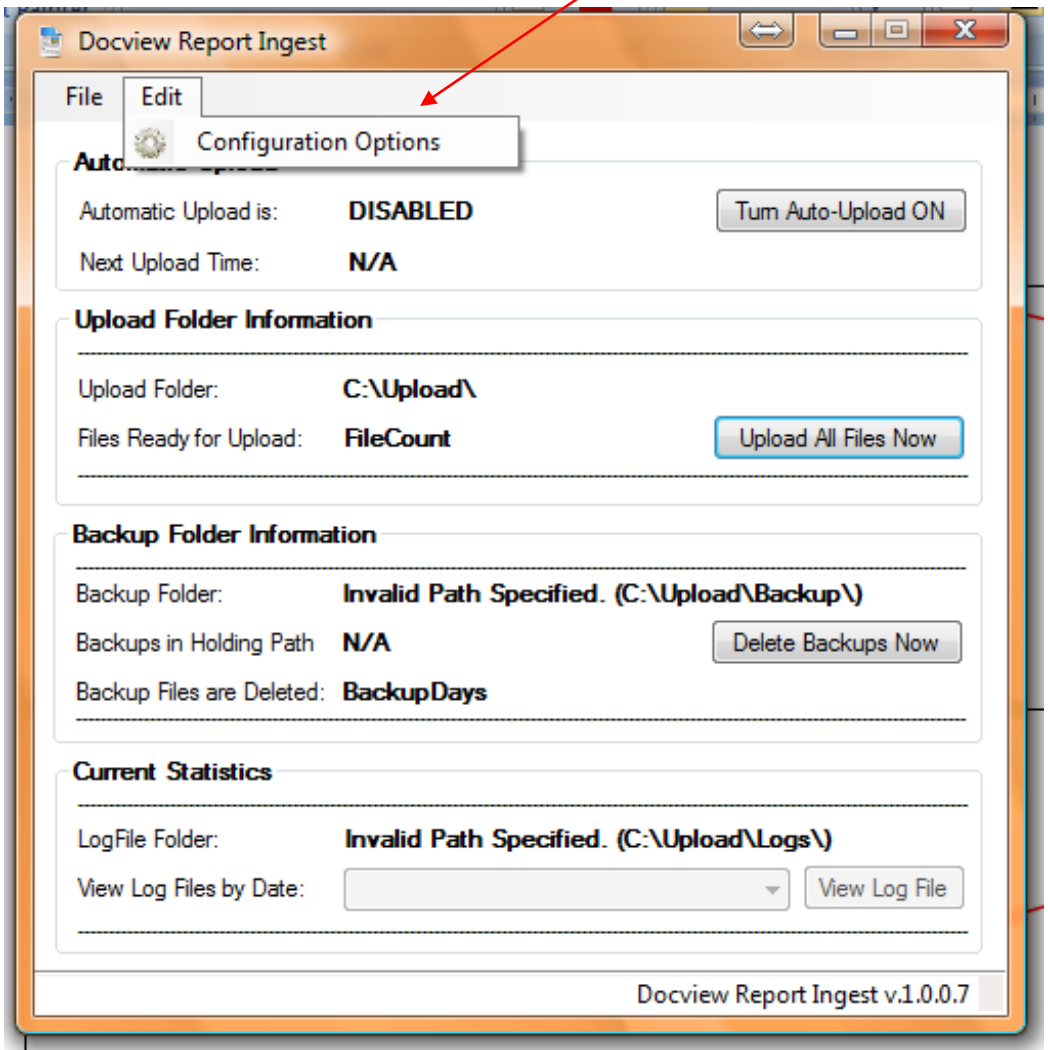
You may get a warning such as this.
Click on RUN



Once the application has been installed, you will seen the screen below. Click on “Edit”



Click on “Configuration Options”



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Type your User Name provided for logging into Docview

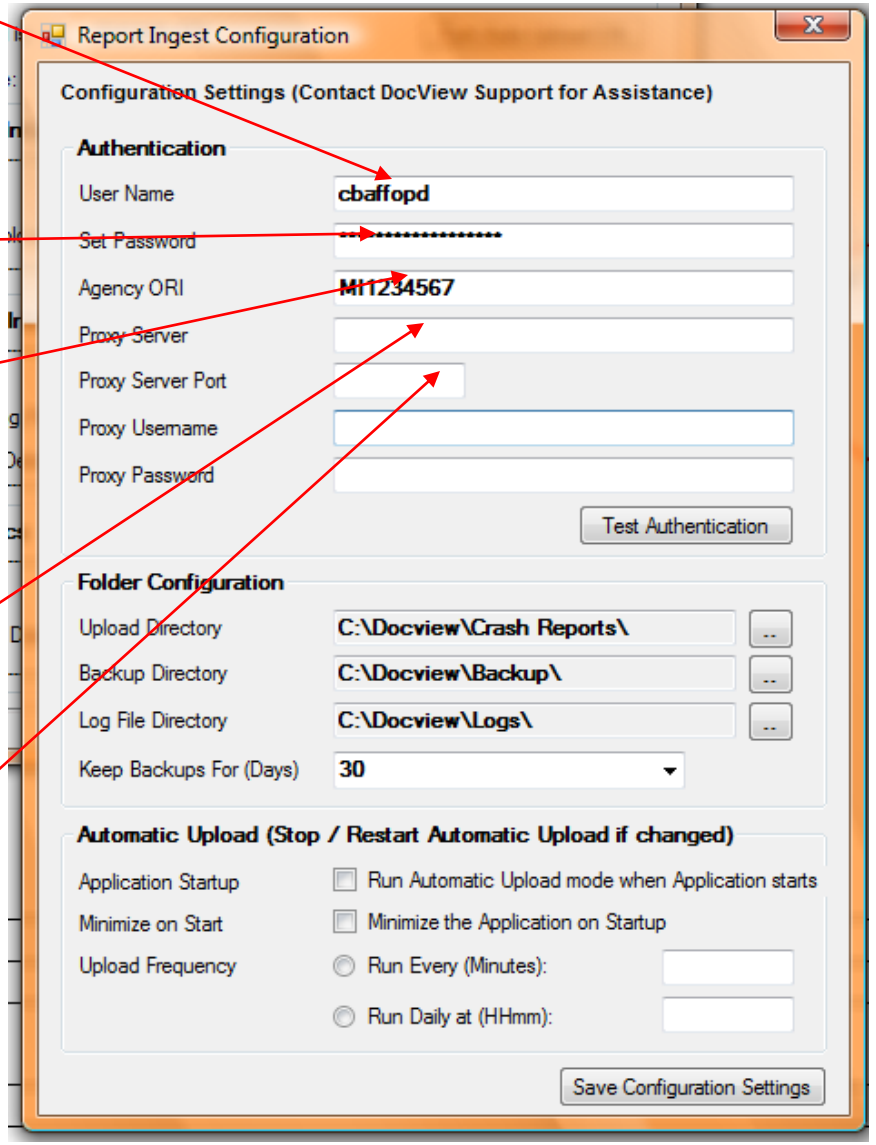
Type Password provided to you in the letter

Type Your ORI Number (NM1234567)

If Your Agency uses a Proxy Server, type the

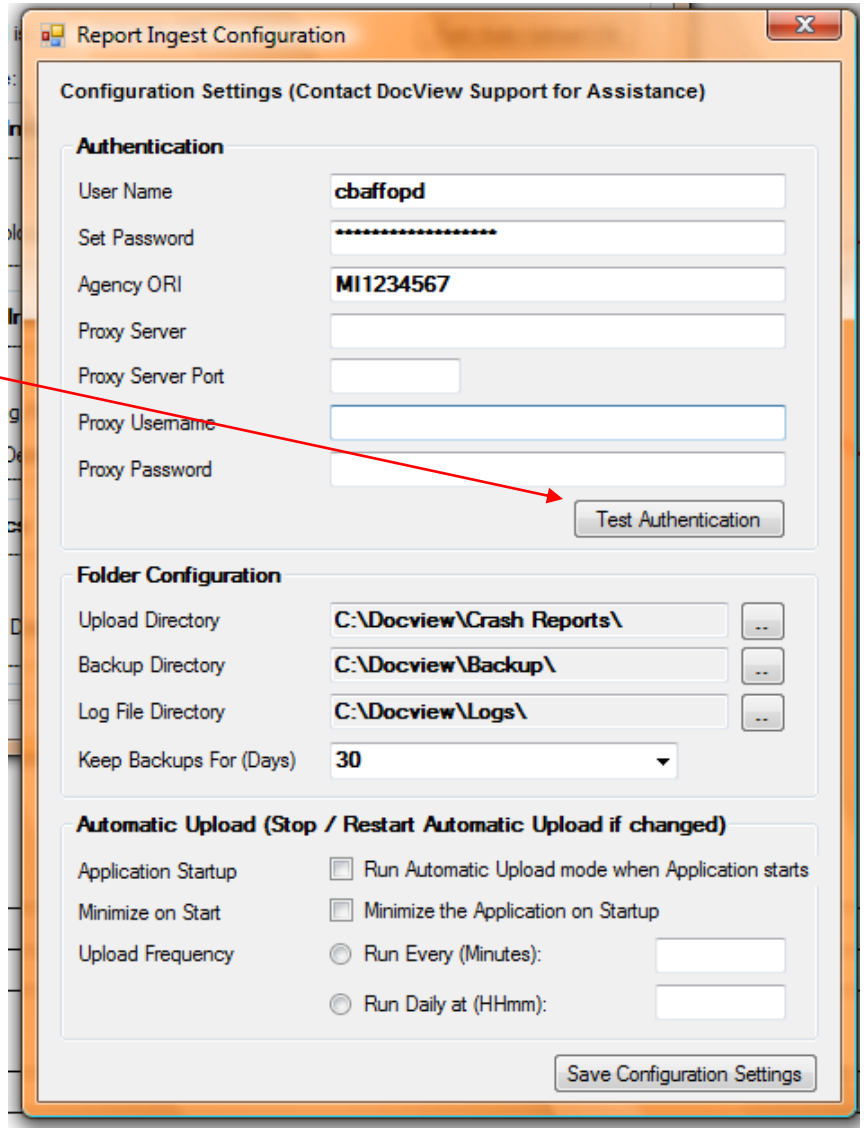
Proxy Server address (ie. 123.12.12.16)

Proxy Server Port (ie. 8080)

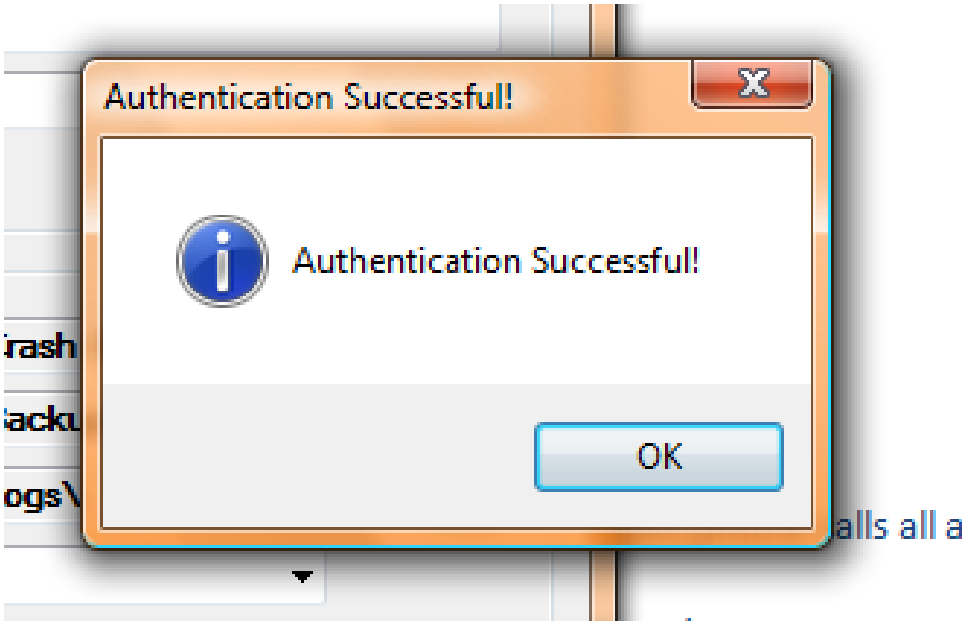


ALL OF THE ABOVE ARE CASE SENSITIVE

Click on “Test Authentication”



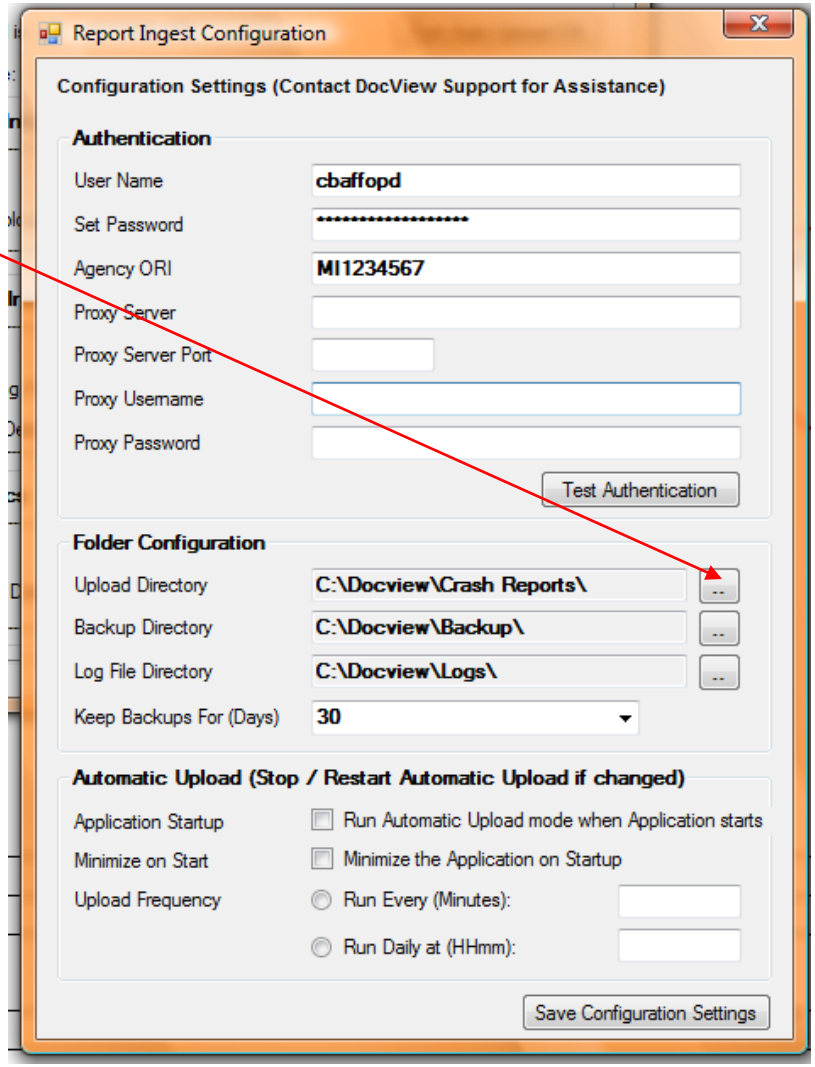
You should get the following message. If not, call Chuck Baffo at 586-532-5555 for technical help



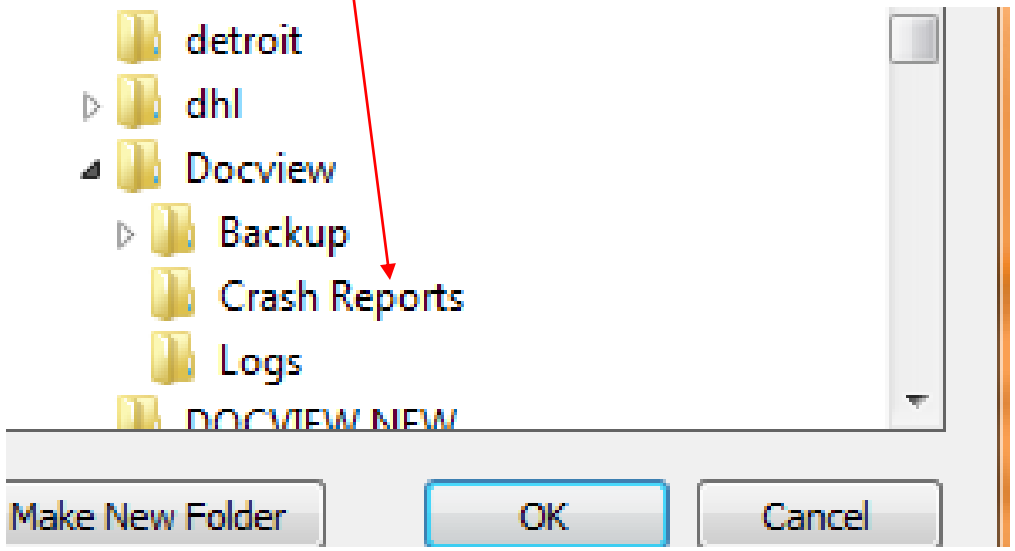
You will need to configure where certain folders are stored.

Left Mouse click on the browse box for where the images of the crashes to upload are located. This is a shareable folder that should already be created.

(If you were using a version of Doclink where when you scanned reports, they were automatically uploaded without having to be stored in a shareable folder, you will need to create a shareable folder. See slide #4

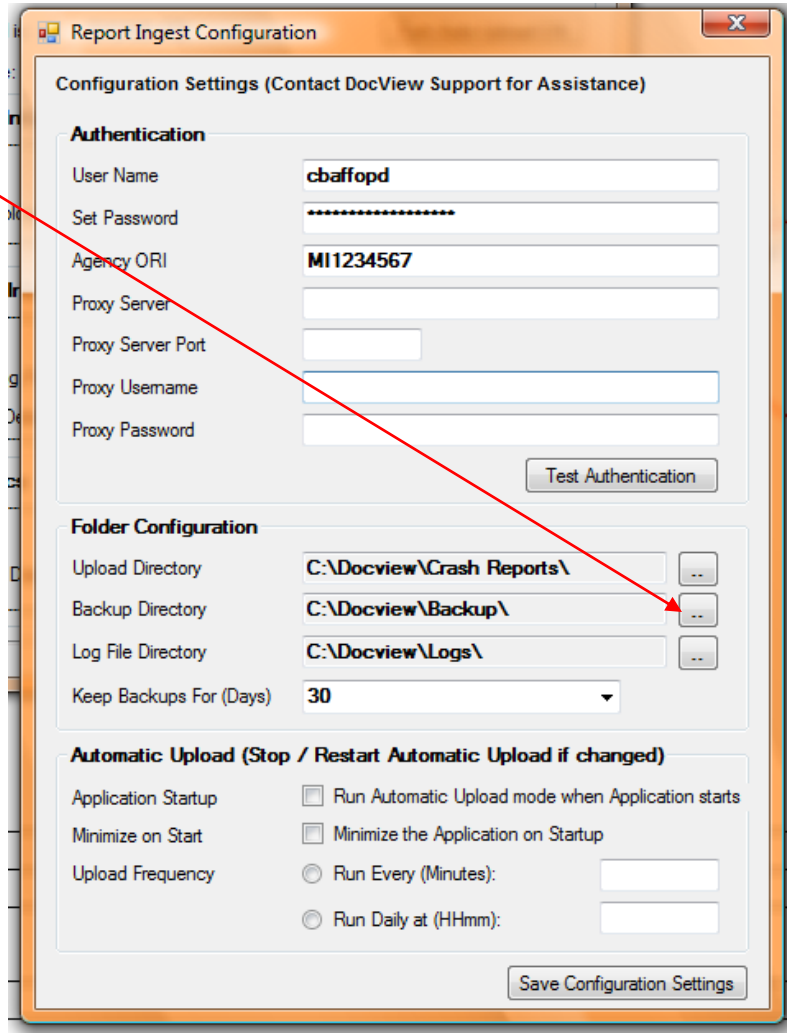


Click on the folder where you have stored the crash report

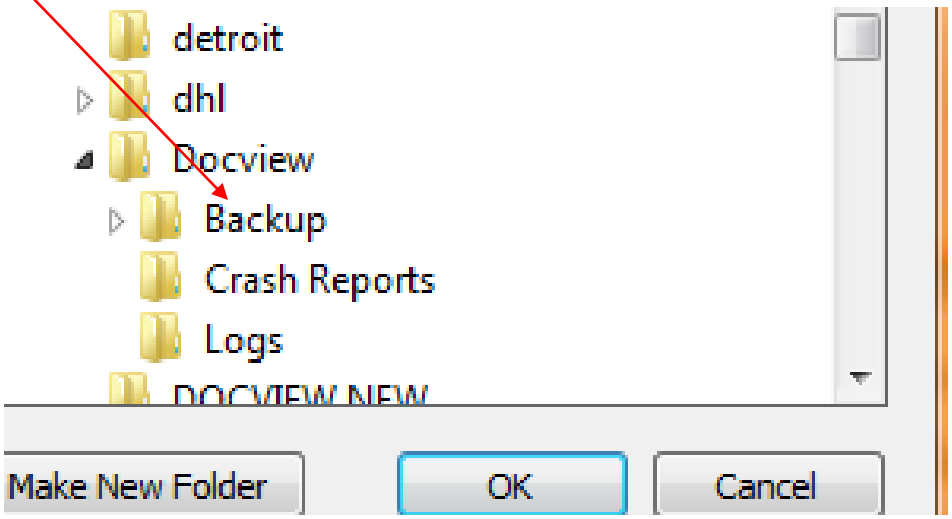


Then click “OK”

Click on the browse buttons for the Backup folder

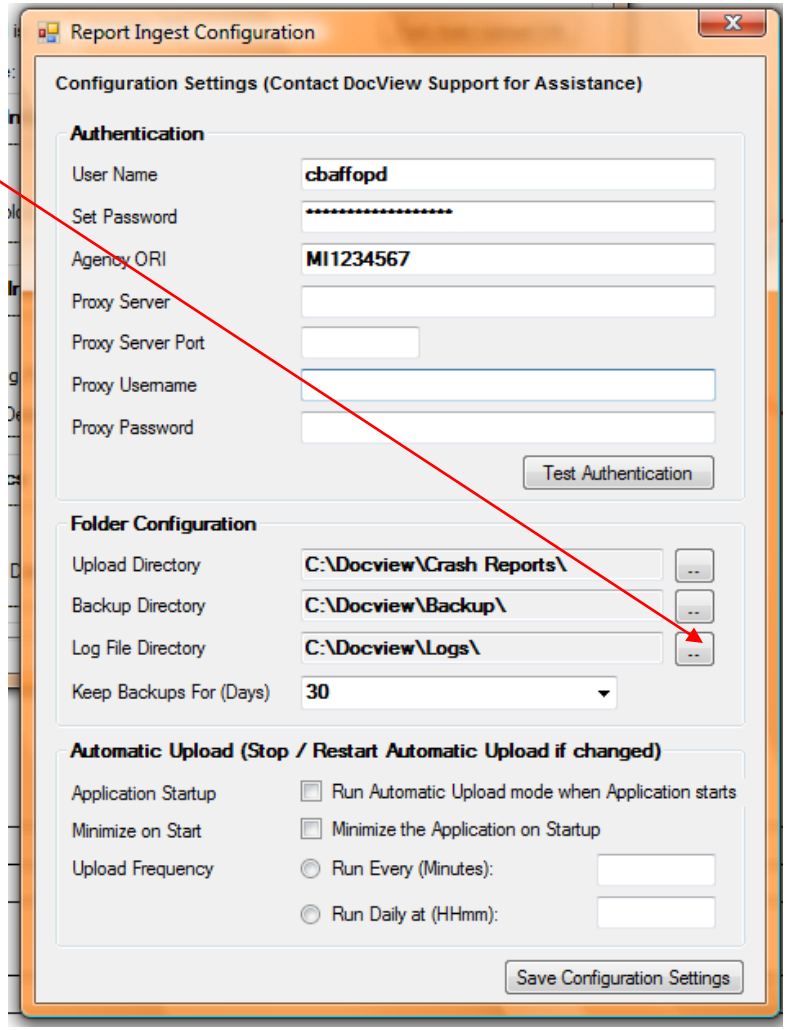


Click on Backup Folder

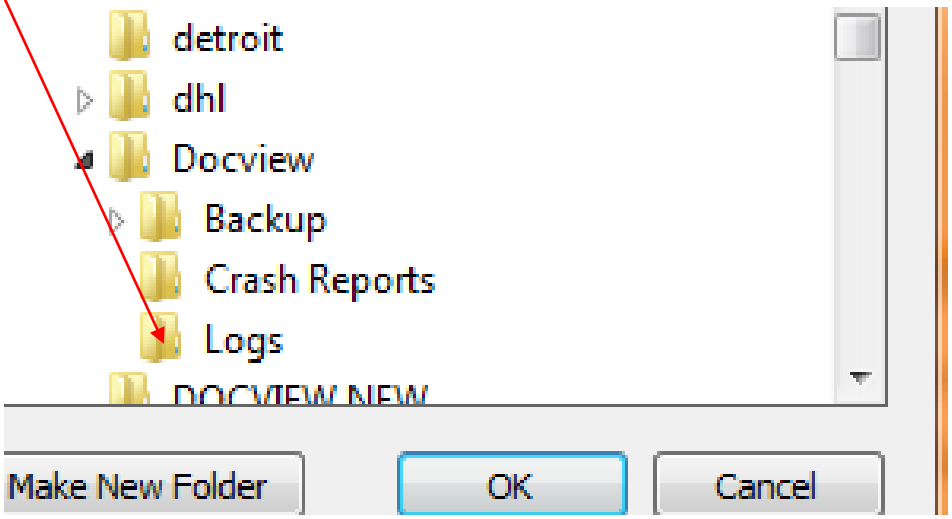


Then click on “OK”

Click on the browse buttons to designate Log File Directory

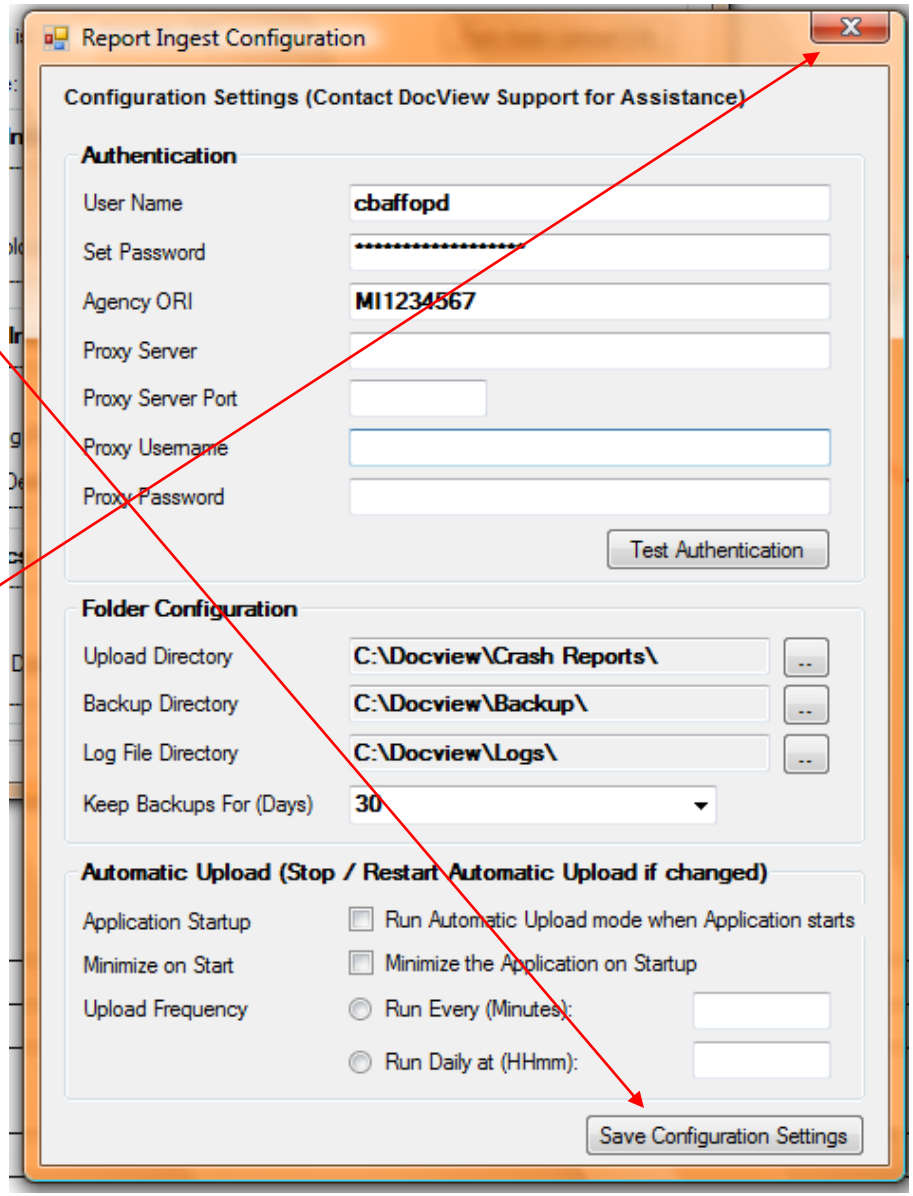


Click on Logs Folder



Then click on “OK”

Click on “Save Configuration Settings”

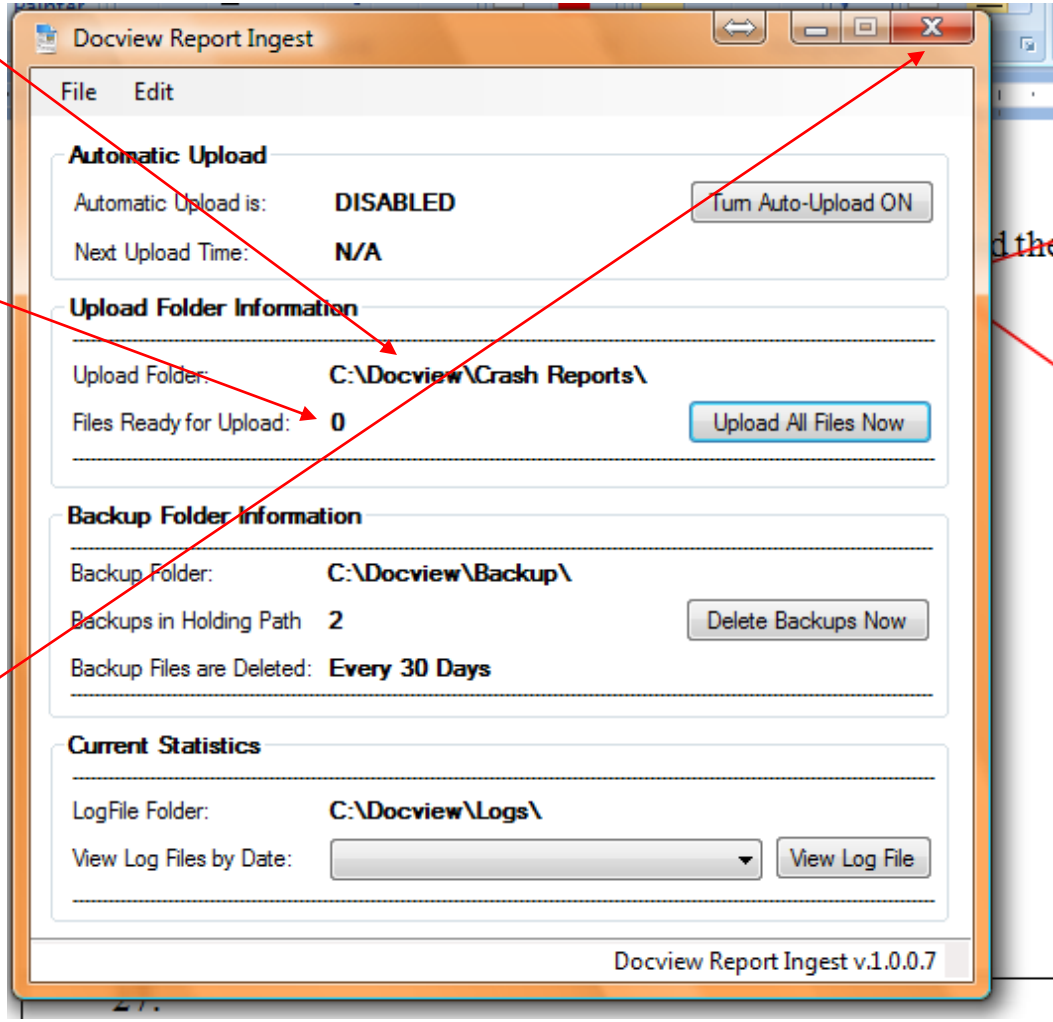


Then click on “X” at top right to close this window

Verify that the upload folder is where you put your crash report images

Number of files ready for upload will correspond to number of scanned batches that are in this folder at this time

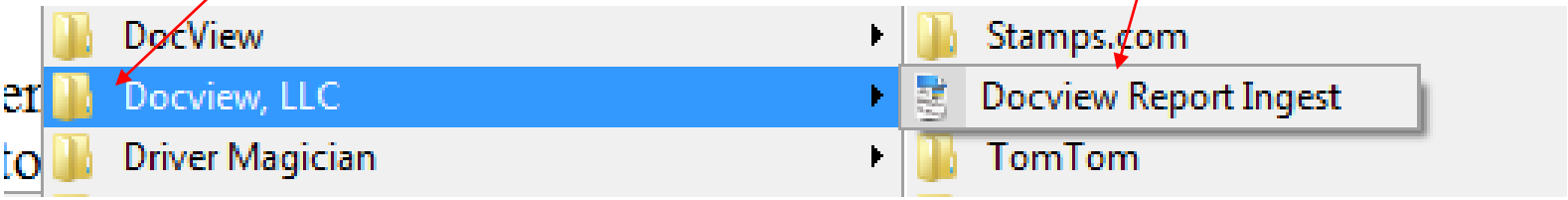
When done, close window by clicking on “X” at top right



Your new Docview software is fully installed and can be found in the Start Programs at bottom left

First Browse to and click on “Docview, LLC”

Then click on “Docview Report Ingest”



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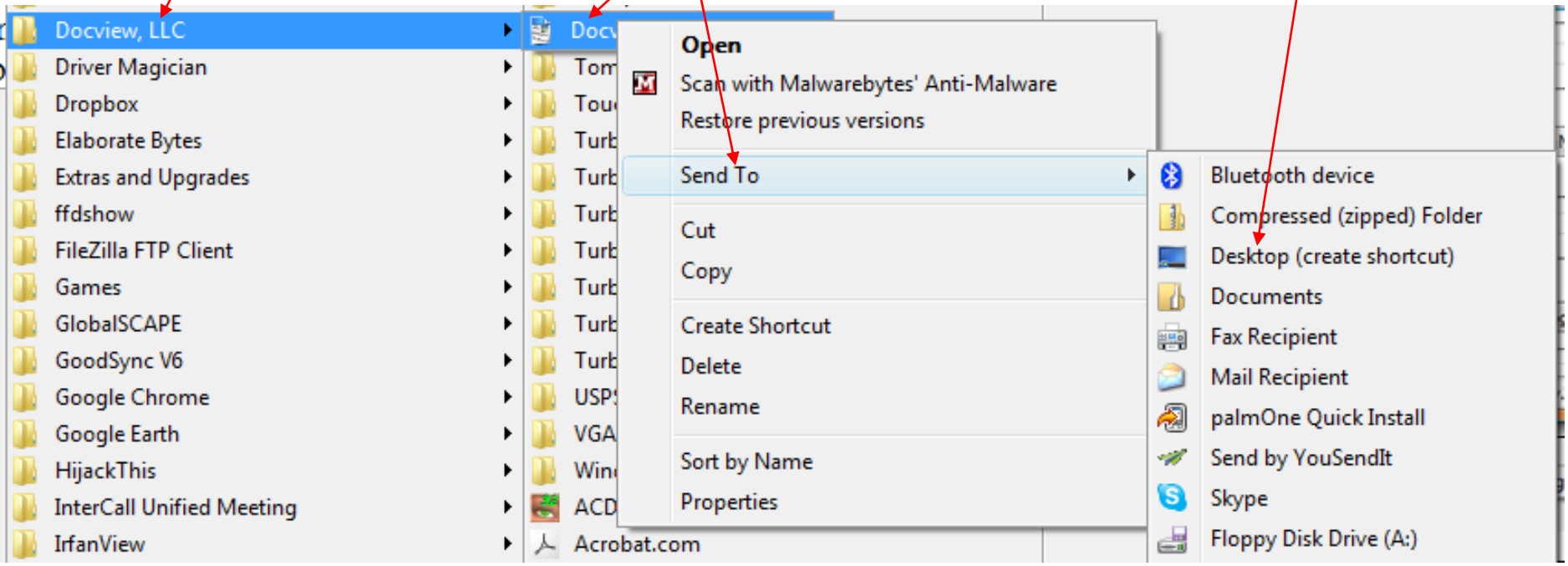
To create a shortcut on your desktop, go to START at bottom, Left Click on Docview, LLC" left then Right Click on "Docview Report Ingest"

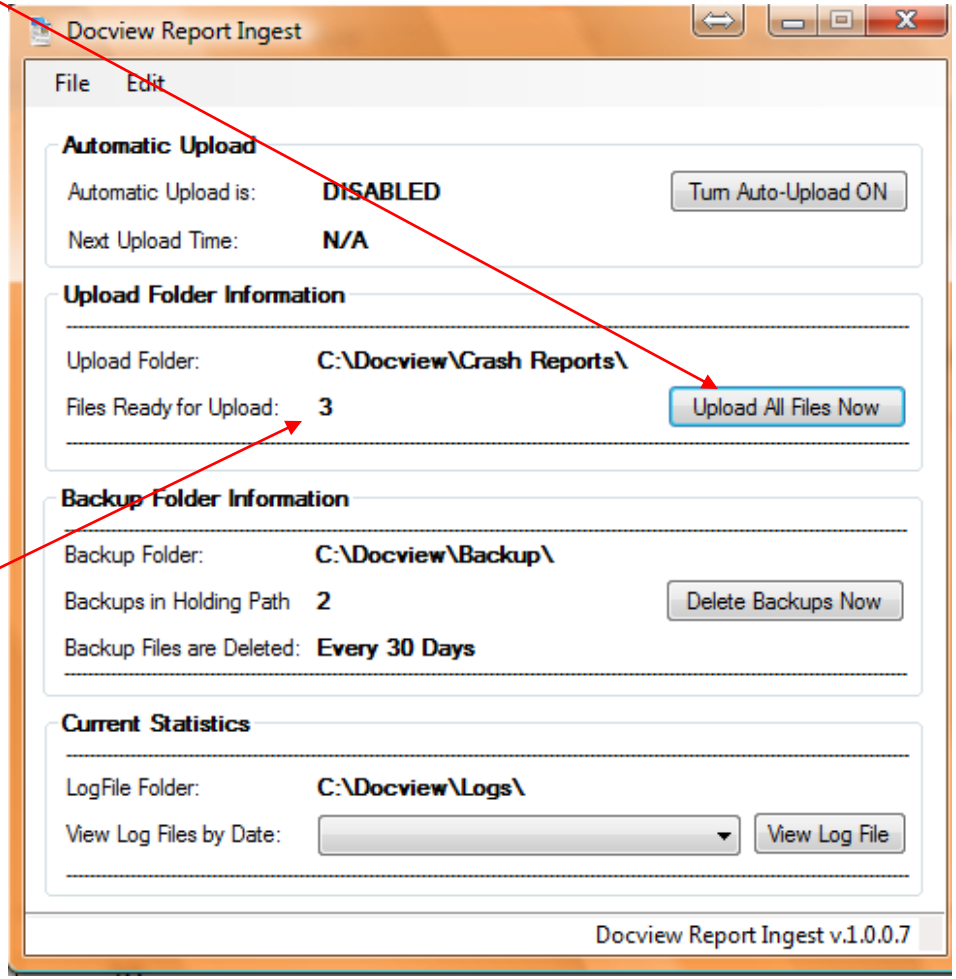
Then Left Click on "Send To"

Then Left Click on "Desktop"



At any time of the day, once you are done scanning or putting PDF files into the Crash Reports directory for uploading, you may go to either the Start at bottom left of desktop, or to the Icon on the desktop if you created a shortcut, to be able to upload your reports

Click “Upload All Files Now” to upload reports to Docview

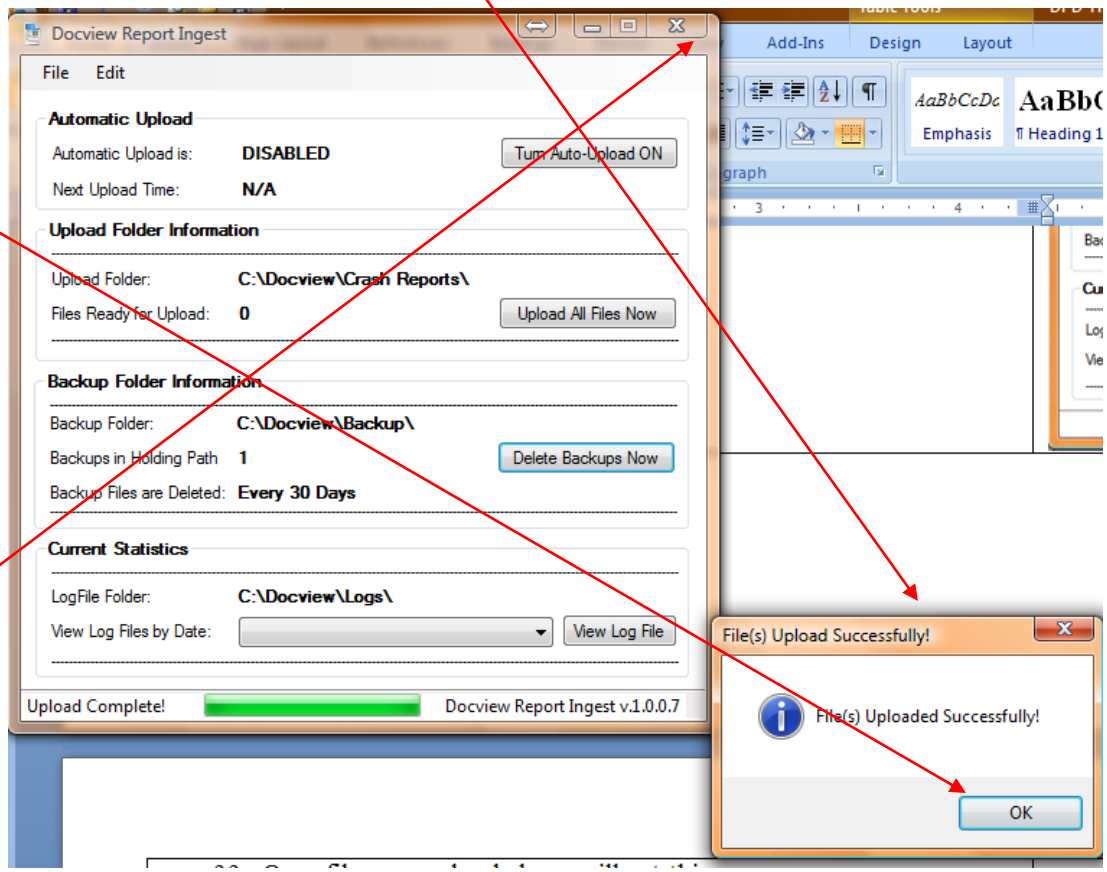


Notice that the number of files to upload will become zero after uploading

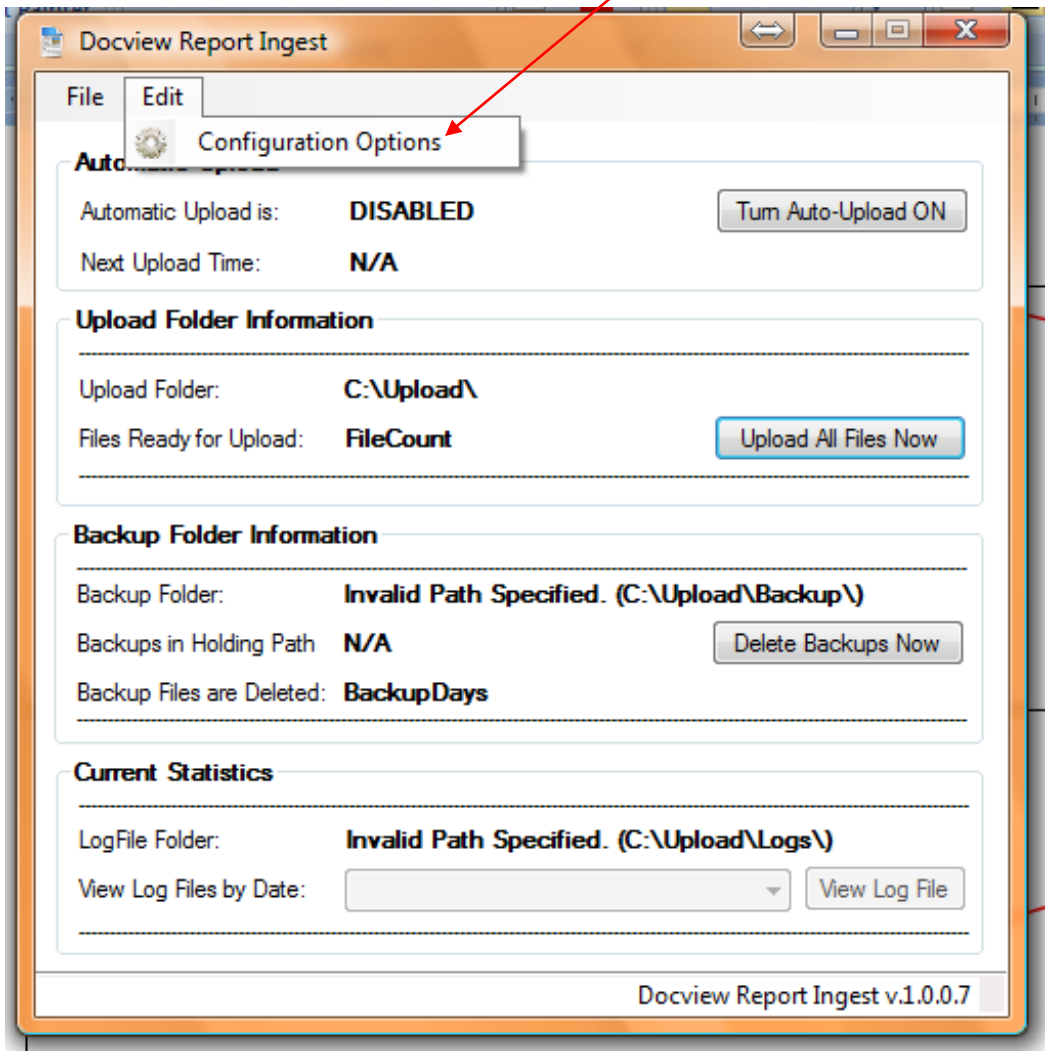
Once files are uploaded you will get this message

Click “OK”

Then close the software window by clicking on on the “X” at the top right



The Ingest application also has the ability to upload your crash reports automatically. To set this up, return to the Configuration screen by clicking the ‘Configuration Options’ item from the Edit menu.



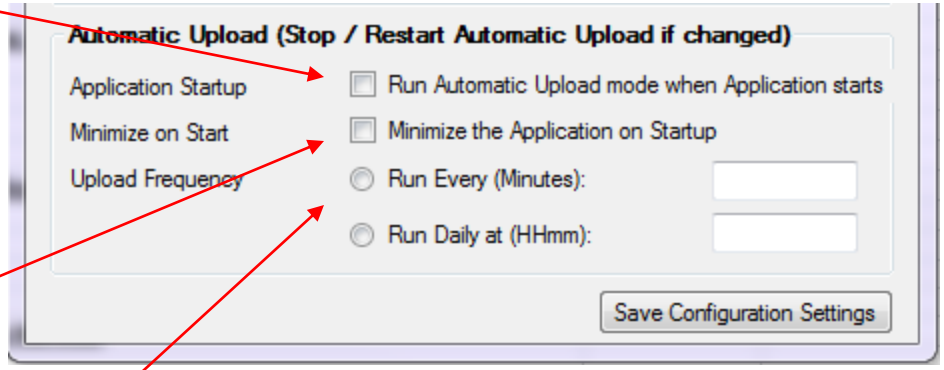
The Report Ingest application has several features designed to allow you to automatically upload your Crash Reports while the application is running.

- It can be set to switch into Automatic Upload mode whenever it is opened.

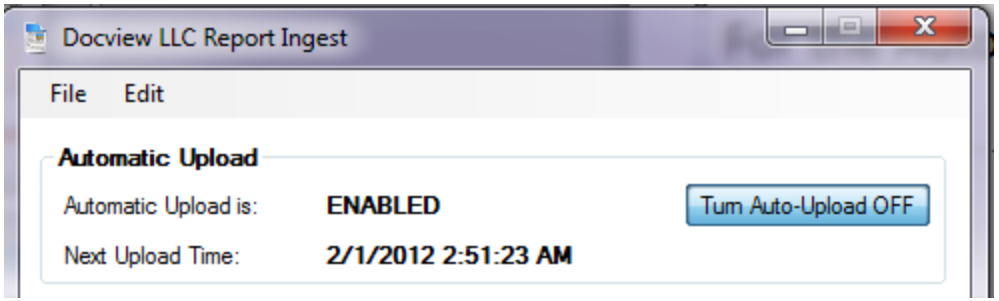
- The application can be set to minimize itself to the tray when it is started (this is usually used in conjunction with Automatic Upload mode).

- When in Automatic Upload mode, the application can be set to upload files at a particular time of day or at a set interval / number of minutes.

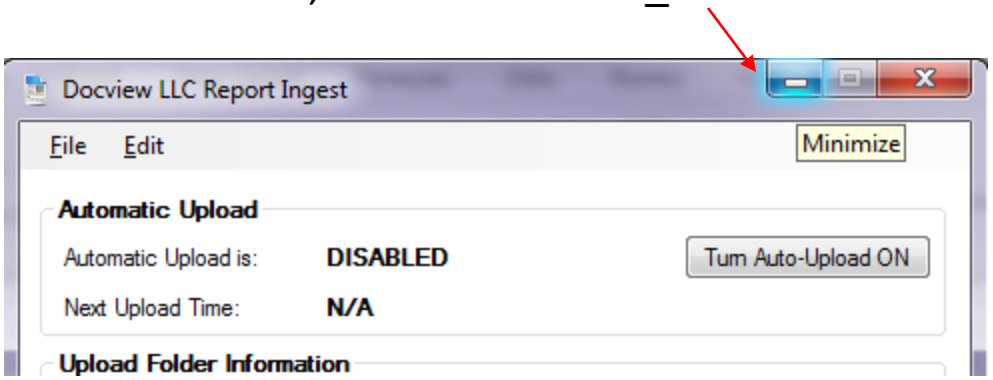
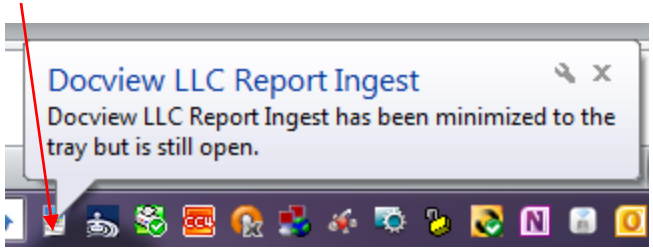
  Once you have set your desired configuration, click the ‘Save Configuration Settings’ button.



Once the Automatic Upload feature has been enabled, you will see the upload schedule status on the main application window, as shown:



For the Automatic Upload feature to work, the Report Ingest application must not be closed. You can, however, minimize the application to your System Tray by clicking the Minimize button, shown with the _



The application will minimize to your System Tray. You can restore it to normal size by double-clicking on the tray icon.