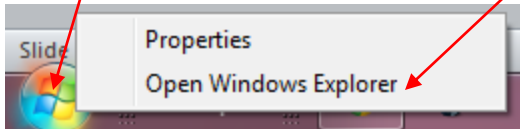




Docview Ingest Installation Instructions For Windows 7 Users

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

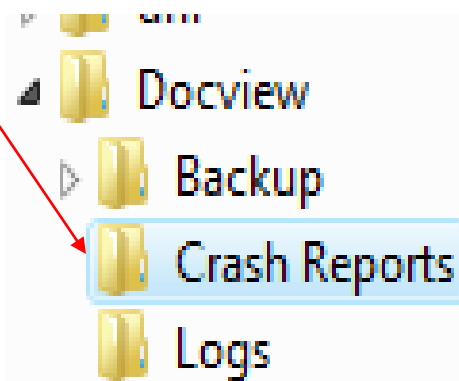
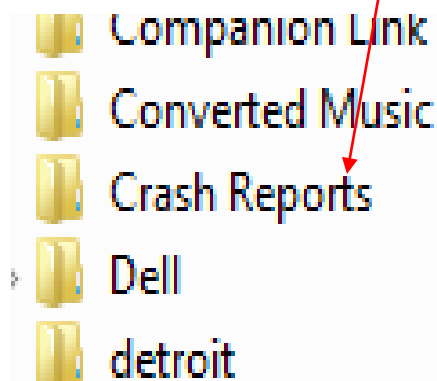
- **Go to bottom left of your computer and right mouse click on START**
- **Then left mouse click on OPEN WINDOWS EXPLORER**



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

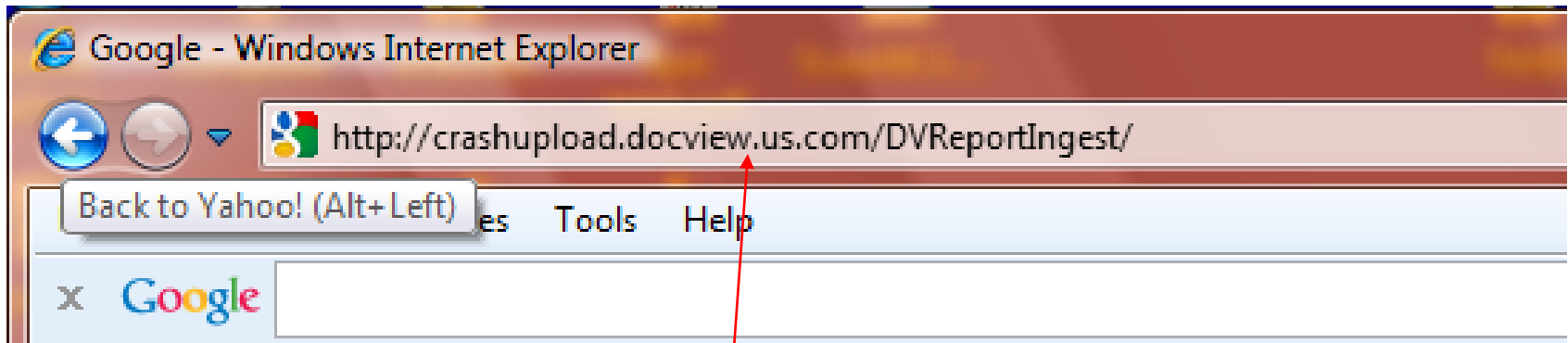


- If you do not already have a **shareable folder** where you put scanned or other type of image files of your crash reports, you will need to create such a folder. This folder can be anywhere on the network as long as all users can add, modify and delete files within it.
- It can be on a server by itself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

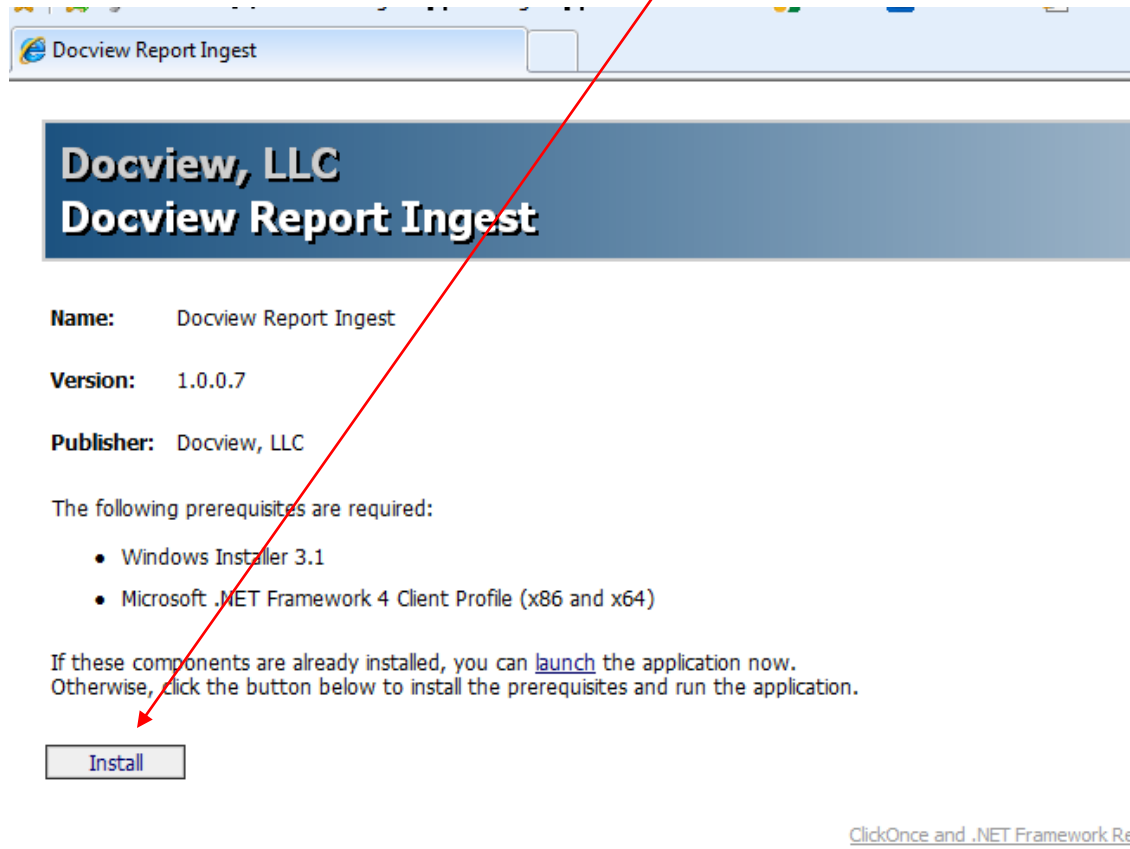




Insert website address provided to you in the letter

Touch ENTER key on your keyboard

Click on Install



Docview Report Ingest

Docview, LLC Docview Report Ingest

Name: Docview Report Ingest

Version: 1.0.0.7

Publisher: Docview, LLC

The following prerequisites are required:

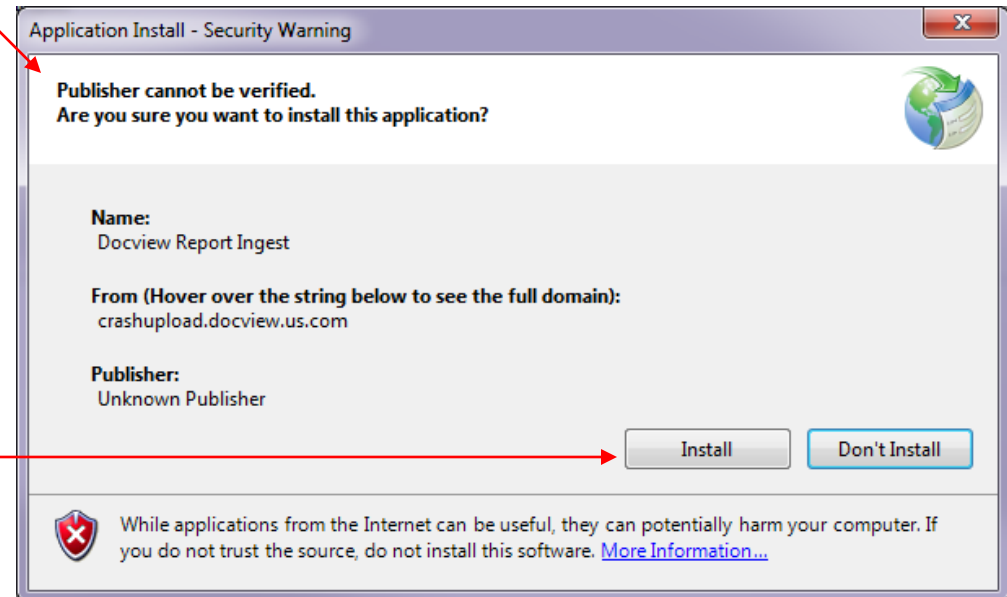
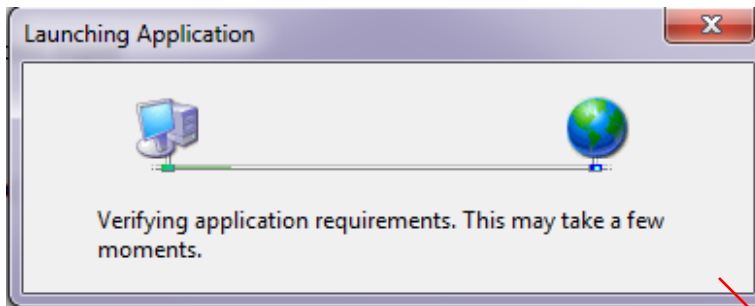
- Windows Installer 3.1
- Microsoft .NET Framework 4 Client Profile (x86 and x64)

If these components are already installed, you can [launch](#) the application now.
Otherwise, click the button below to install the prerequisites and run the application.

[Install](#)

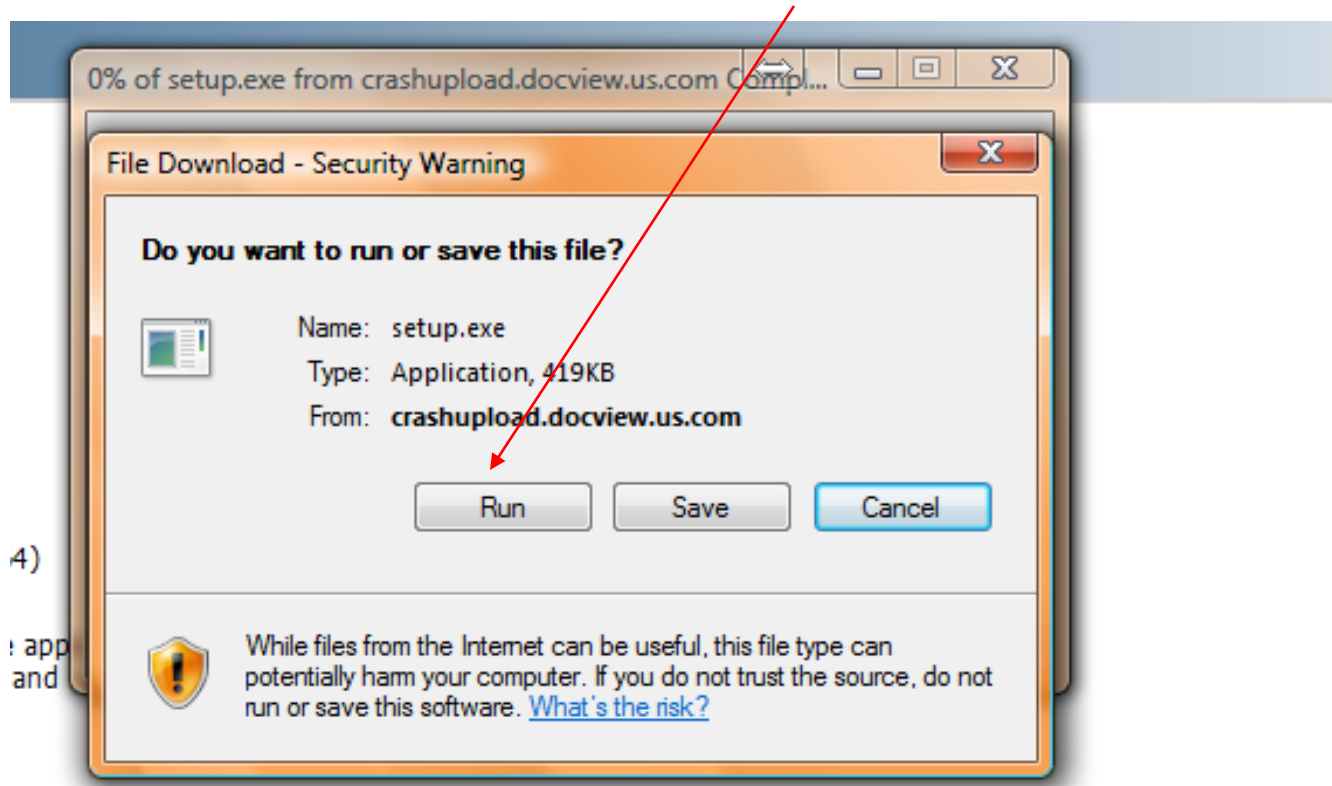
[ClickOnce and .NET Framework Res](#)

Depending upon your computer's configuration, you will see one of two installation screens. Most Windows 7 users will see the following:

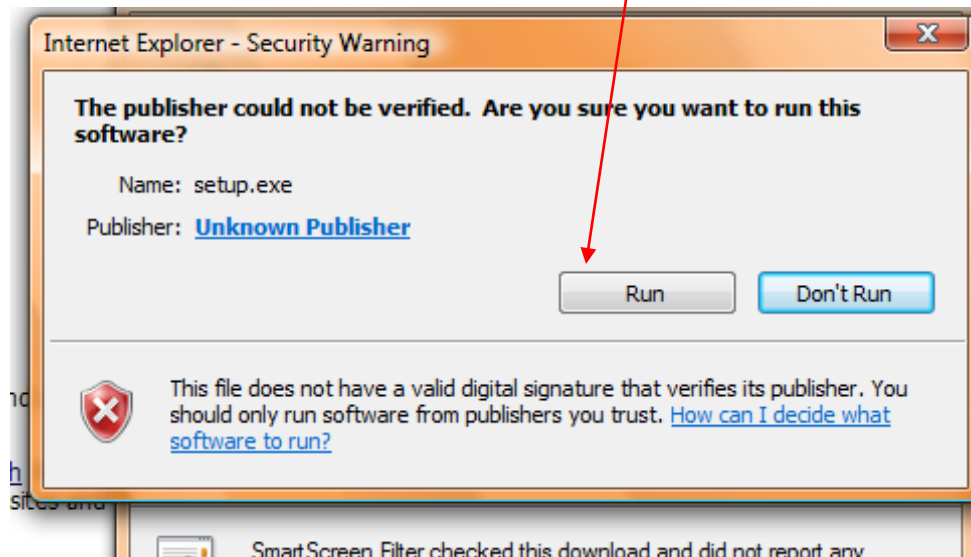


Click on the Install button to download and install the application.

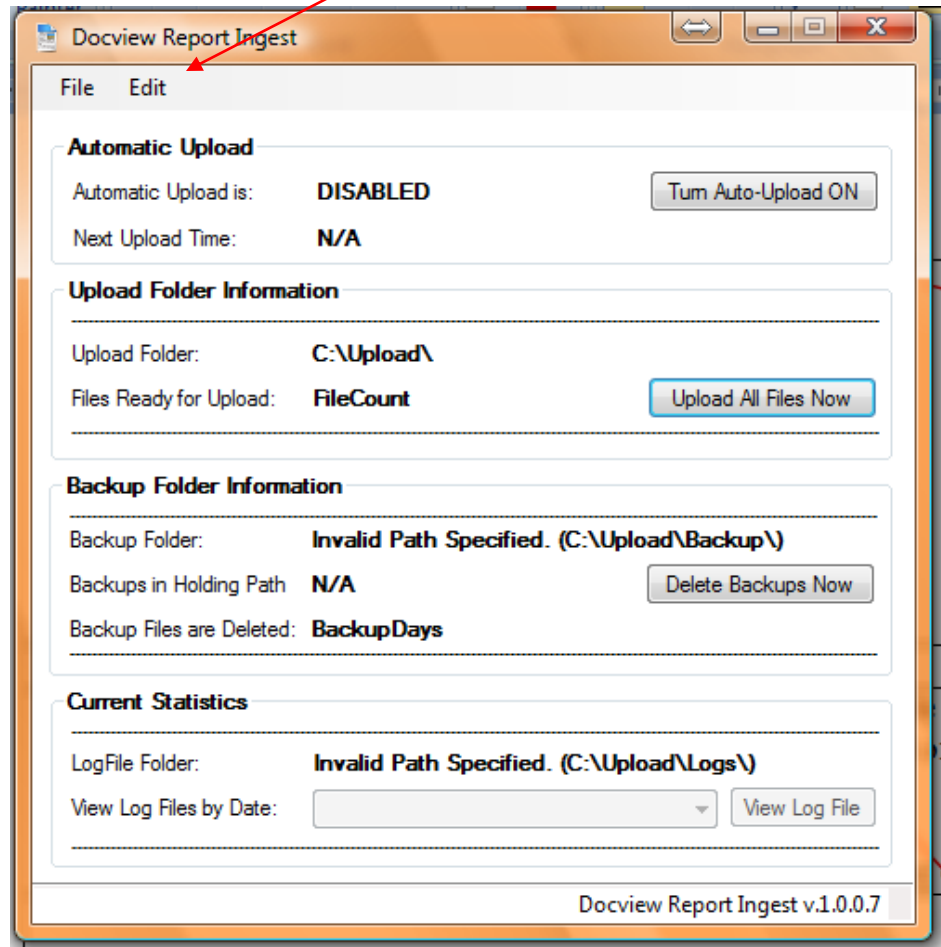
In some cases, a window will pop up instead. Click on RUN to download and run the installation.



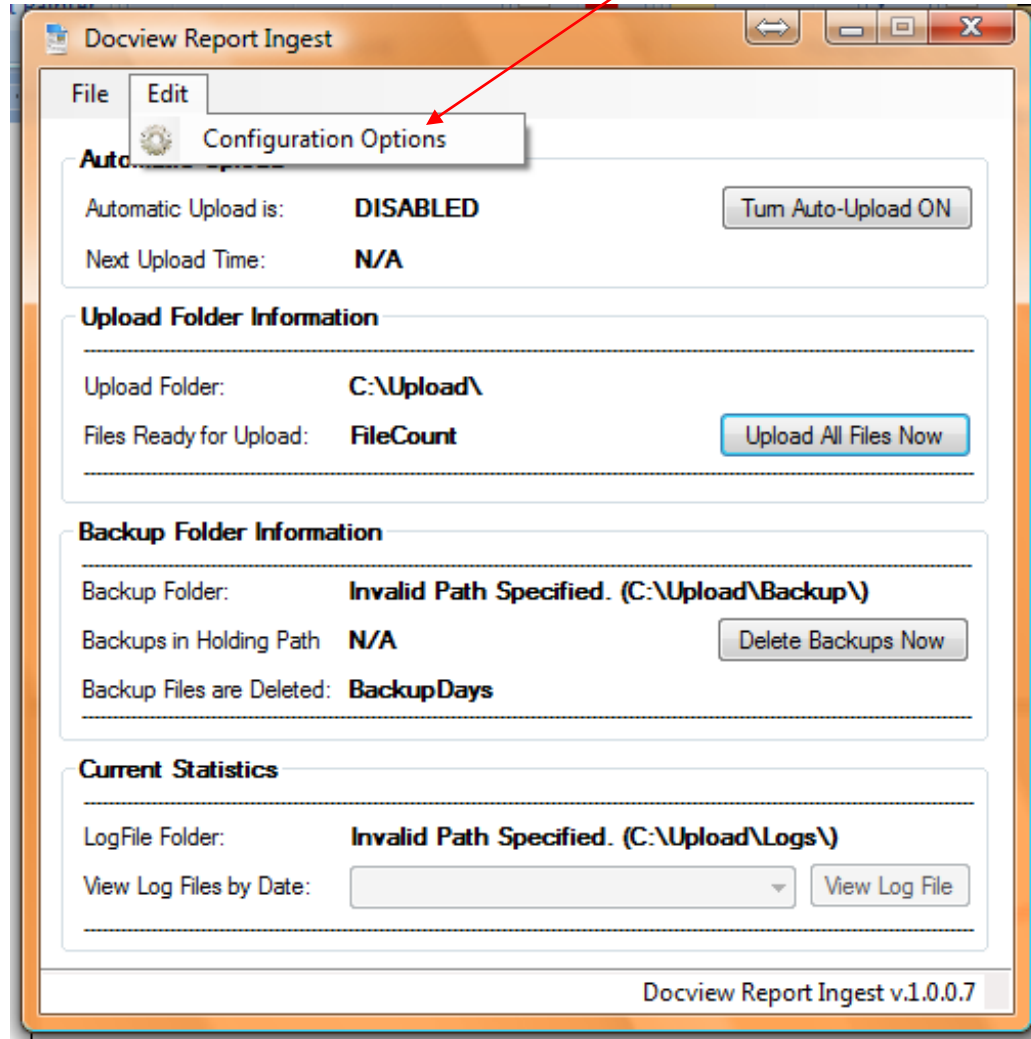
- You may get a warning such as this.
Click on RUN



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



Click on "Configuration Options"



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

The screenshot shows a window titled "Report Ingest Configuration" with a close button in the top right corner. The window contains two main sections: "Authentication Settings" and "Folder Configuration".

Authentication Settings (Contact DocView Support for Assistance)

- User Name:
- Set Password:
- Agency ORI:
- Proxy Server:
- Proxy Server Port:
- Proxy Username:
- Proxy Password:
- Test Authentication button

Folder Configuration

- Upload Directory: ..
- Backup Directory: ..
- Log File Directory: ..
- Keep Backups For (Days):

Automatic Upload (Stop / Restart Automatic Upload if changed)

- Application Startup: Run Automatic Upload mode when Application starts
- Minimize on Start: Minimize the Application on Startup
- Upload Frequency: Run Every (Minutes):
- Run Daily at (HHmm):

Save Configuration Settings button

Click on “Test Authentication”

Report Ingest Configuration

Configuration Settings (Contact DocView Support for Assistance)

Authentication

User Name:

Set Password:

Agency ORI:

Proxy Server:

Proxy Server Port:

Proxy Username:

Proxy Password:

Folder Configuration

Upload Directory: ..

Backup Directory: ..

Log File Directory: ..

Keep Backups For (Days):

Automatic Upload (Stop / Restart Automatic Upload if changed)

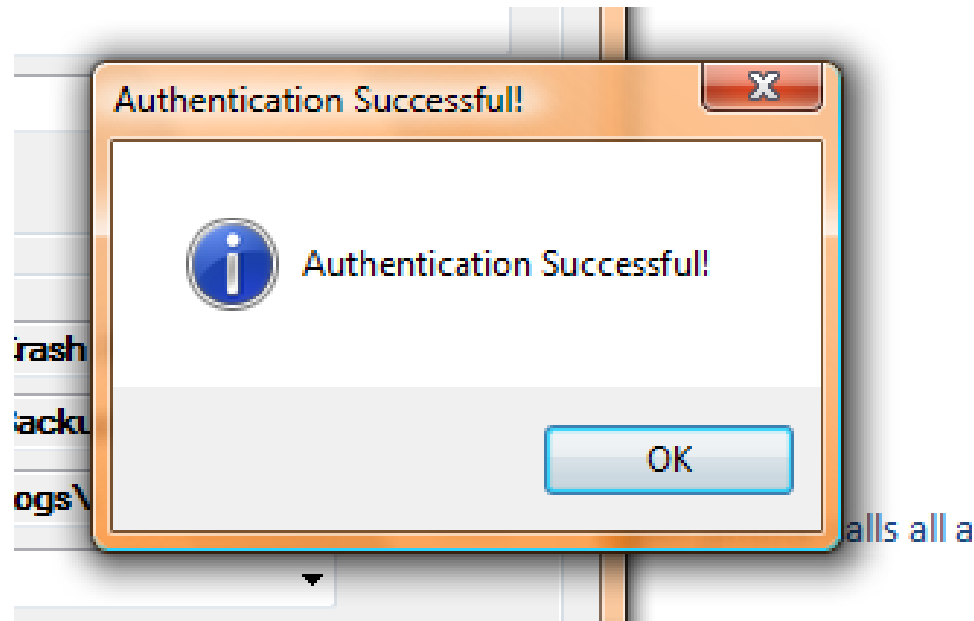
Application Startup: Run Automatic Upload mode when Application starts

Minimize on Start: Minimize the Application on Startup

Upload Frequency: Run Every (Minutes):

Run Daily at (HHmm):

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 #3

Report Ingest Configuration

Configuration Settings (Contact DocView Support for Assistance)

Authentication

User Name:

Set Password:

Agency ORI:

Proxy Server:

Proxy Server Port:

Proxy Username:

Proxy Password:

Folder Configuration

Upload Directory:

Backup Directory:

Log File Directory:

Keep Backups For (Days):

Automatic Upload (Stop / Restart Automatic Upload if changed)

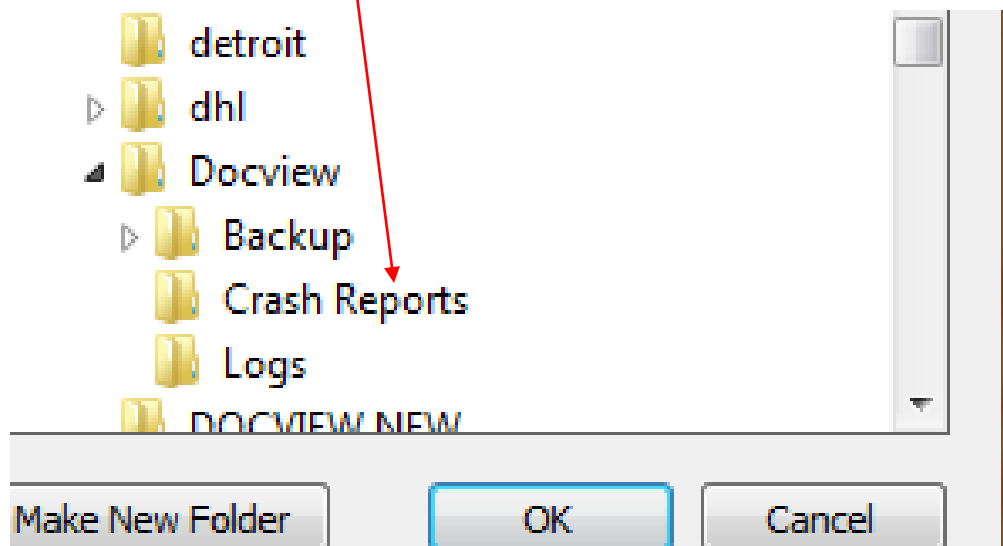
Application Startup: Run Automatic Upload mode when Application starts

Minimize on Start: Minimize the Application on Startup

Upload Frequency: Run Every (Minutes):

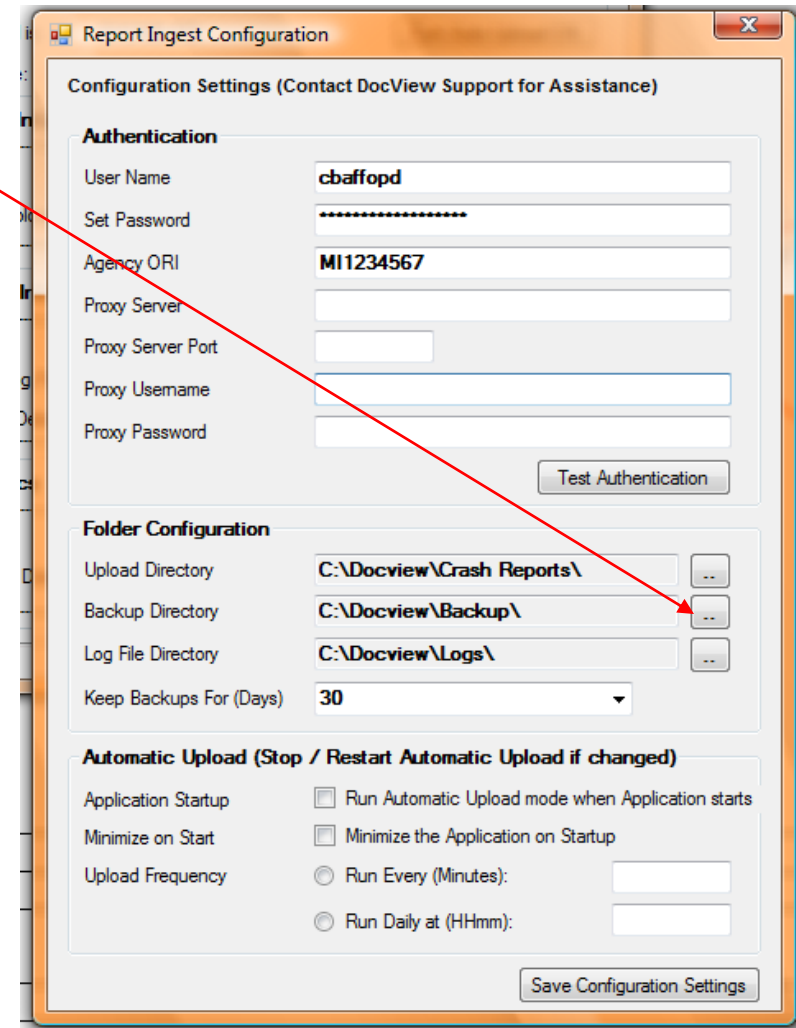
Run Daily at (HHmm):

Click on the folder where you have stored the crash report



Then click "OK"

Click on the browse buttons for the Backup folder

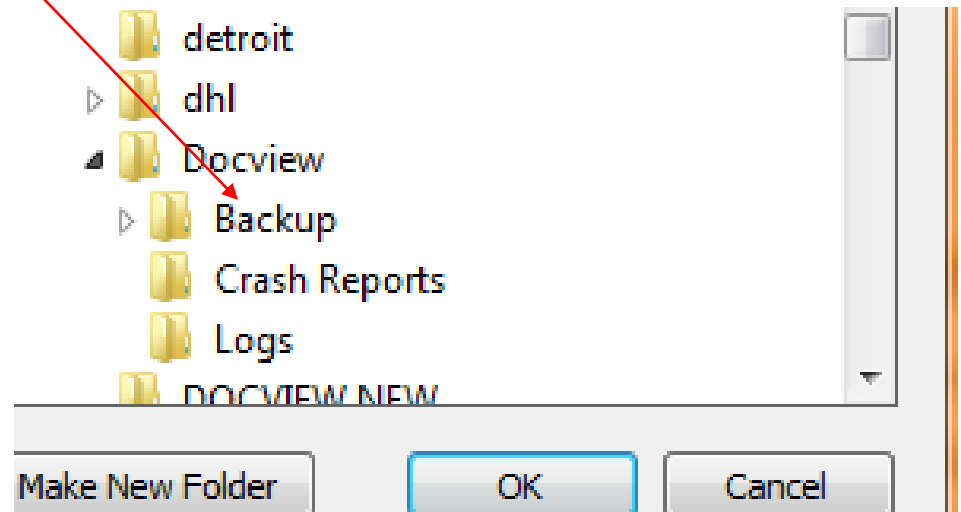


The screenshot shows a window titled "Report Ingest Configuration" with a close button in the top right corner. The window contains the following sections:

- Configuration Settings (Contact DocView Support for Assistance)**
- Authentication**
 - User Name:
 - Set Password:
 - Agency ORI:
 - Proxy Server:
 - Proxy Server Port:
 - Proxy Username:
 - Proxy Password:
 -
- Folder Configuration**
 - Upload Directory:
 - Backup Directory:
 - Log File Directory:
 - Keep Backups For (Days):
- Automatic Upload (Stop / Restart Automatic Upload if changed)**
 - Application Startup: Run Automatic Upload mode when Application starts
 - Minimize on Start: Minimize the Application on Startup
 - Upload Frequency:
 - Run Every (Minutes):
 - Run Daily at (HHmm):

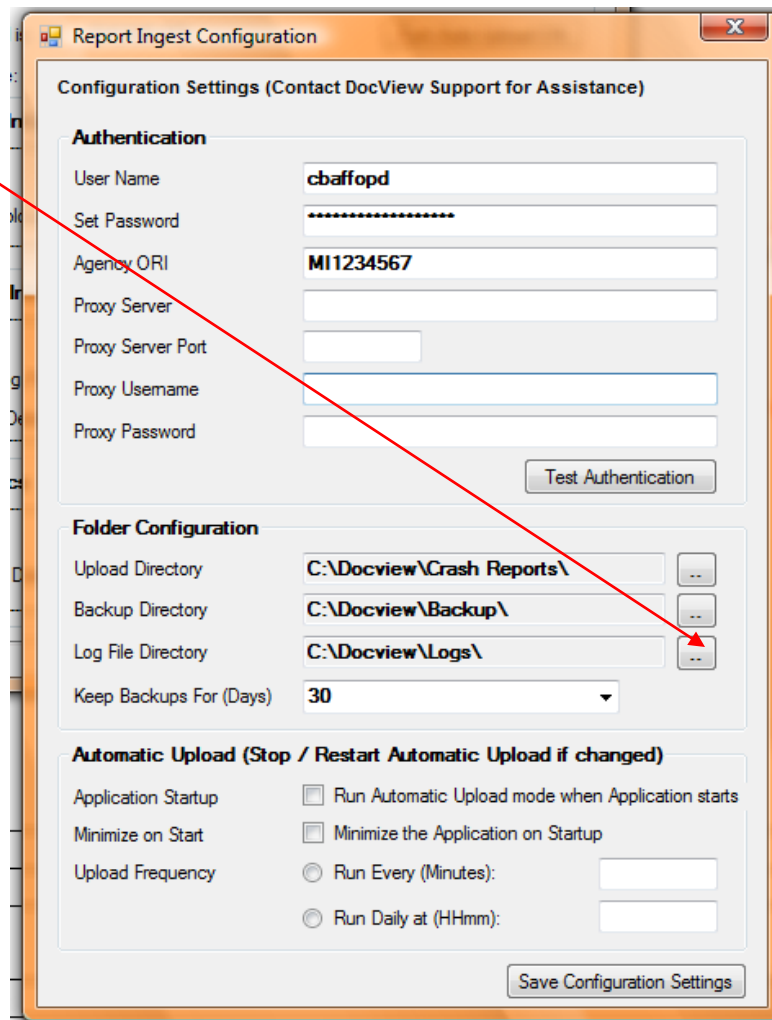
A red arrow originates from the text "Click on the browse buttons for the Backup folder" and points to the browse button (..) next to the Backup Directory field.

Click on Backup Folder



Then click on “OK”

Click on the browse buttons to designate Log File Directory

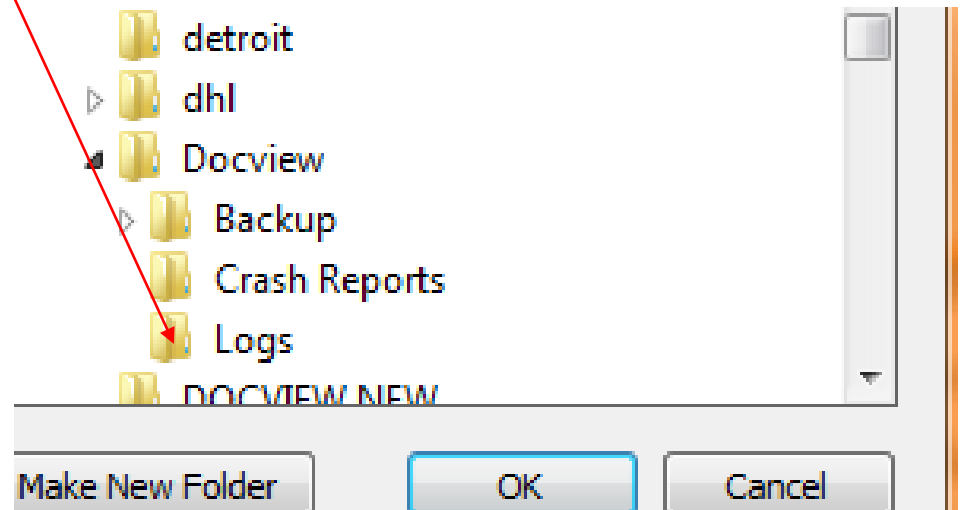


The screenshot shows a window titled "Report Ingest Configuration" with a close button (X) in the top right corner. The window contains the following sections:

- Configuration Settings (Contact DocView Support for Assistance)**
- Authentication**
 - User Name:
 - Set Password:
 - Agency ORI:
 - Proxy Server:
 - Proxy Server Port:
 - Proxy Username:
 - Proxy Password:
 -
- Folder Configuration**
 - Upload Directory:
 - Backup Directory:
 - Log File Directory:
 - Keep Backups For (Days):
- Automatic Upload (Stop / Restart Automatic Upload if changed)**
 - Application Startup: Run Automatic Upload mode when Application starts
 - Minimize on Start: Minimize the Application on Startup
 - Upload Frequency: Run Every (Minutes):
 - Run Daily at (HHmm):

A red arrow originates from the text "Click on the browse buttons to designate Log File Directory" and points to the browse button (..) next to the Log File Directory field.

Click on Logs Folder



Then click on “OK”

Click on “Save Configuration Settings”

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

The screenshot shows a Windows-style dialog box titled "Report Ingest Configuration". The dialog is divided into three main sections: Authentication, Folder Configuration, and Automatic Upload. The Authentication section includes fields for User Name (cbaffopd), Set Password (masked with dots), Agency ORI (MI1234567), Proxy Server, Proxy Server Port, Proxy Username, and Proxy Password, along with a "Test Authentication" button. The Folder Configuration section includes fields for Upload Directory (C:\Docview\Crash Reports\), Backup Directory (C:\Docview\Backup\), Log File Directory (C:\Docview\Logs\), and a dropdown for Keep Backups For (Days) set to 30. The Automatic Upload section includes checkboxes for "Run Automatic Upload mode when Application starts" and "Minimize the Application on Startup", and radio buttons for "Run Every (Minutes)" and "Run Daily at (HHmm)", each with an associated input field. At the bottom right, there is a "Save Configuration Settings" button. A red 'X' button is located in the top right corner of the dialog box. Two red arrows originate from the text on the left: one points to the "Save Configuration Settings" button, and the other points to the "X" button.

Report Ingest Configuration

Configuration Settings (Contact DocView Support for Assistance)

Authentication

User Name:

Set Password:

Agency ORI:

Proxy Server:

Proxy Server Port:

Proxy Username:

Proxy Password:

Test Authentication

Folder Configuration

Upload Directory: ..

Backup Directory: ..

Log File Directory: ..

Keep Backups For (Days):

Automatic Upload (Stop / Restart Automatic Upload if changed)

Application Startup: Run Automatic Upload mode when Application starts

Minimize on Start: Minimize the Application on Startup

Upload Frequency: Run Every (Minutes):

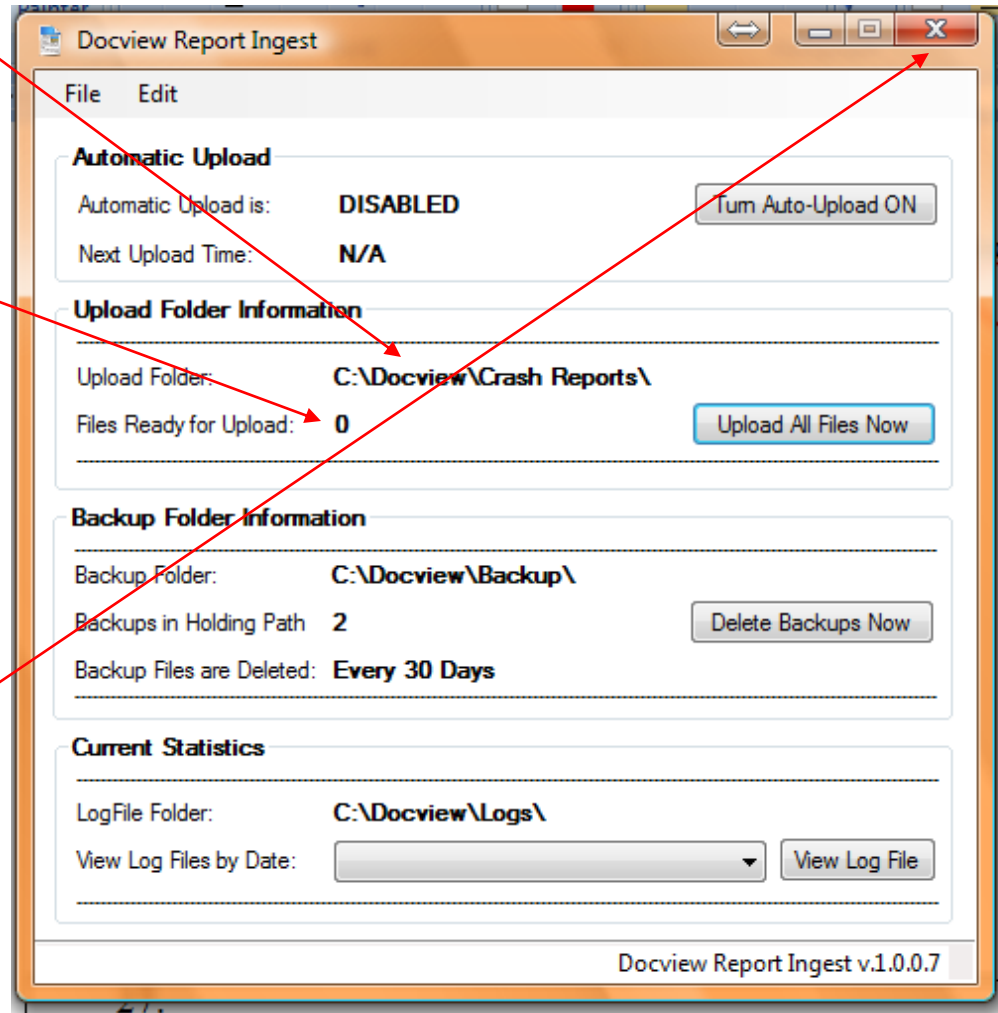
Run Daily at (HHmm):

Save Configuration Settings

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

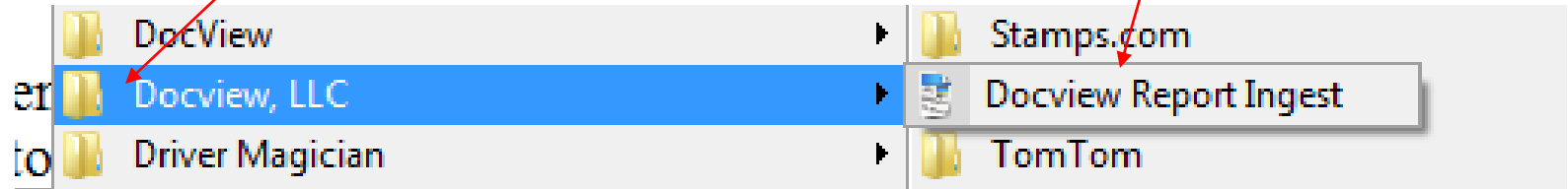
When done, close window by clicking on "X" at top right



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”

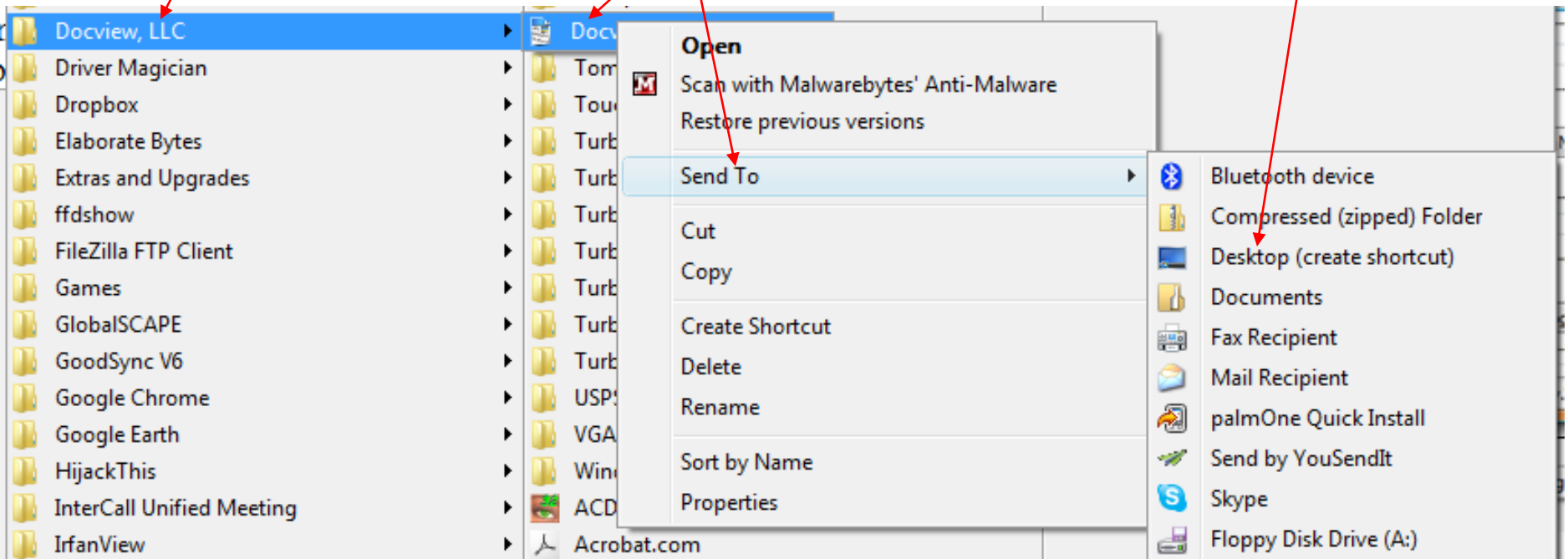
Then click on “Docview Report Ingest”



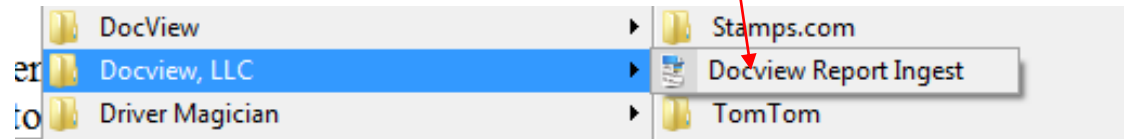
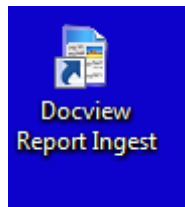
To create a shortcut on your desktop, go to START at bottom, Left Click on Docview, LLC” left then Right Click on “Docview Report Ingest”

Then Left Click on
“Send To”

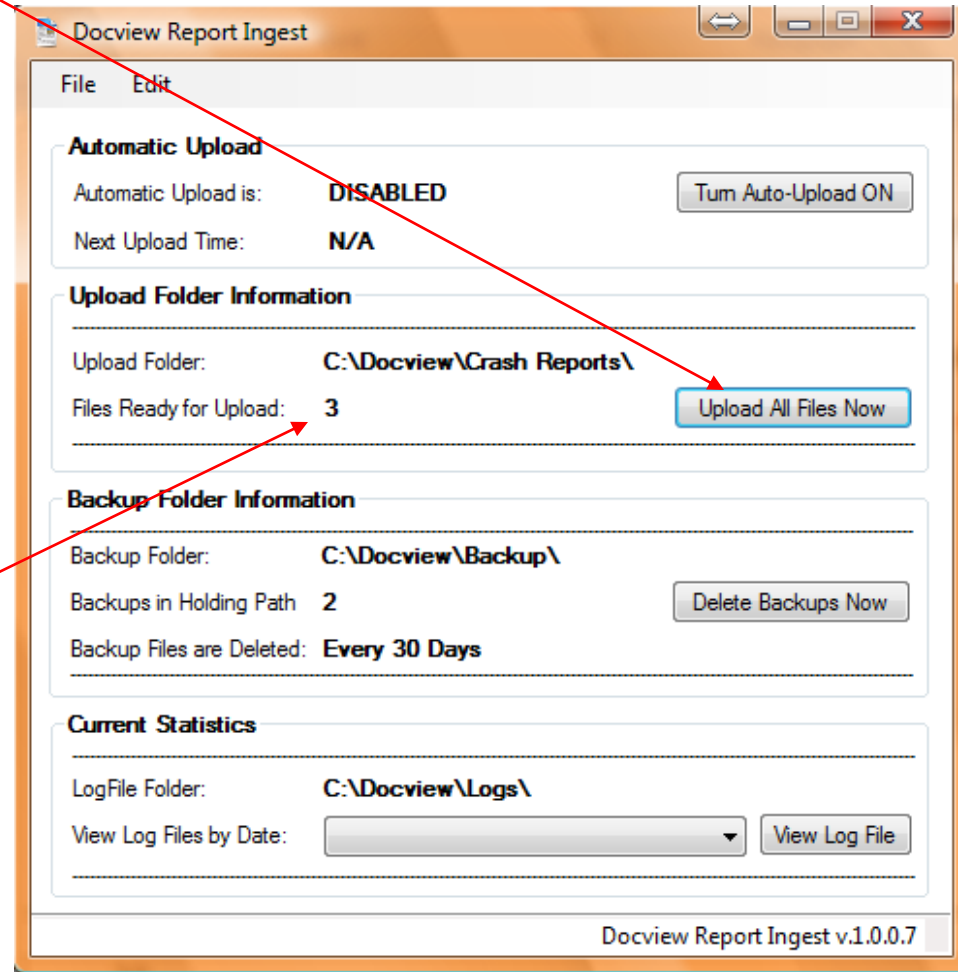
Then Left Click on “Desktop”



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**

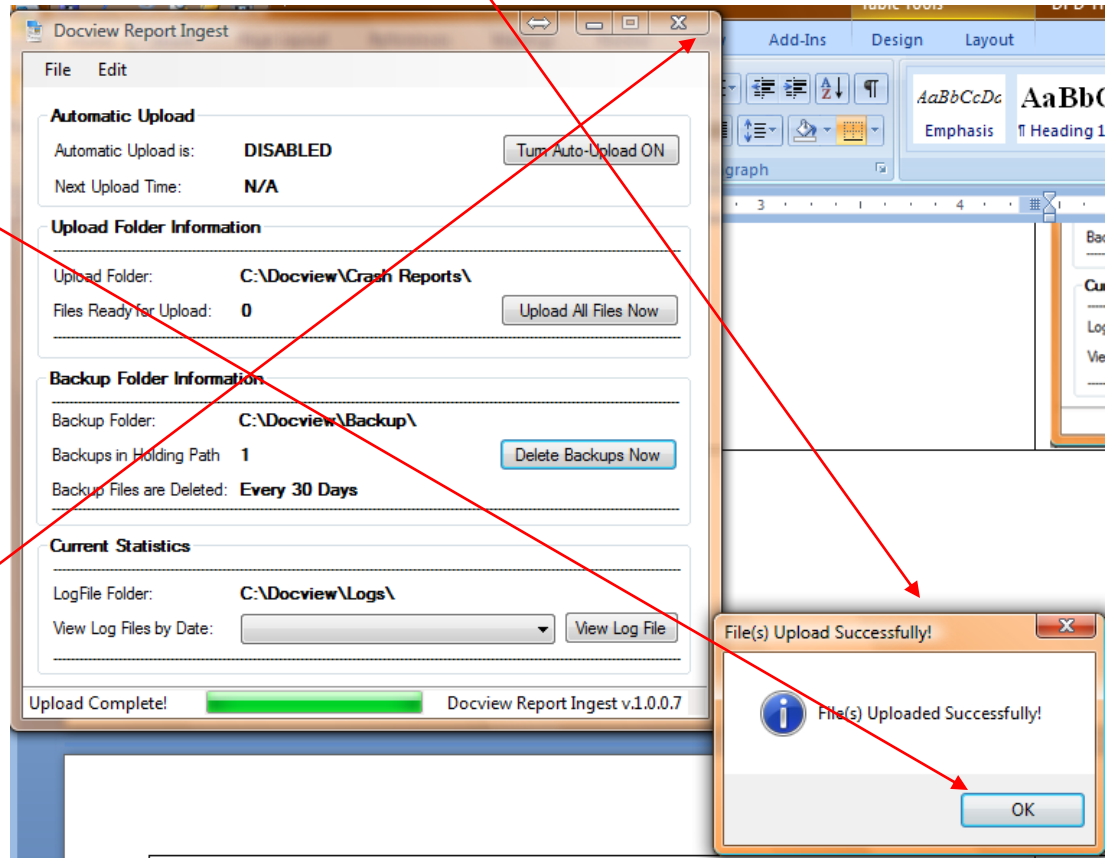


**Notice that the number of
files to upload will become
zero after uploading**

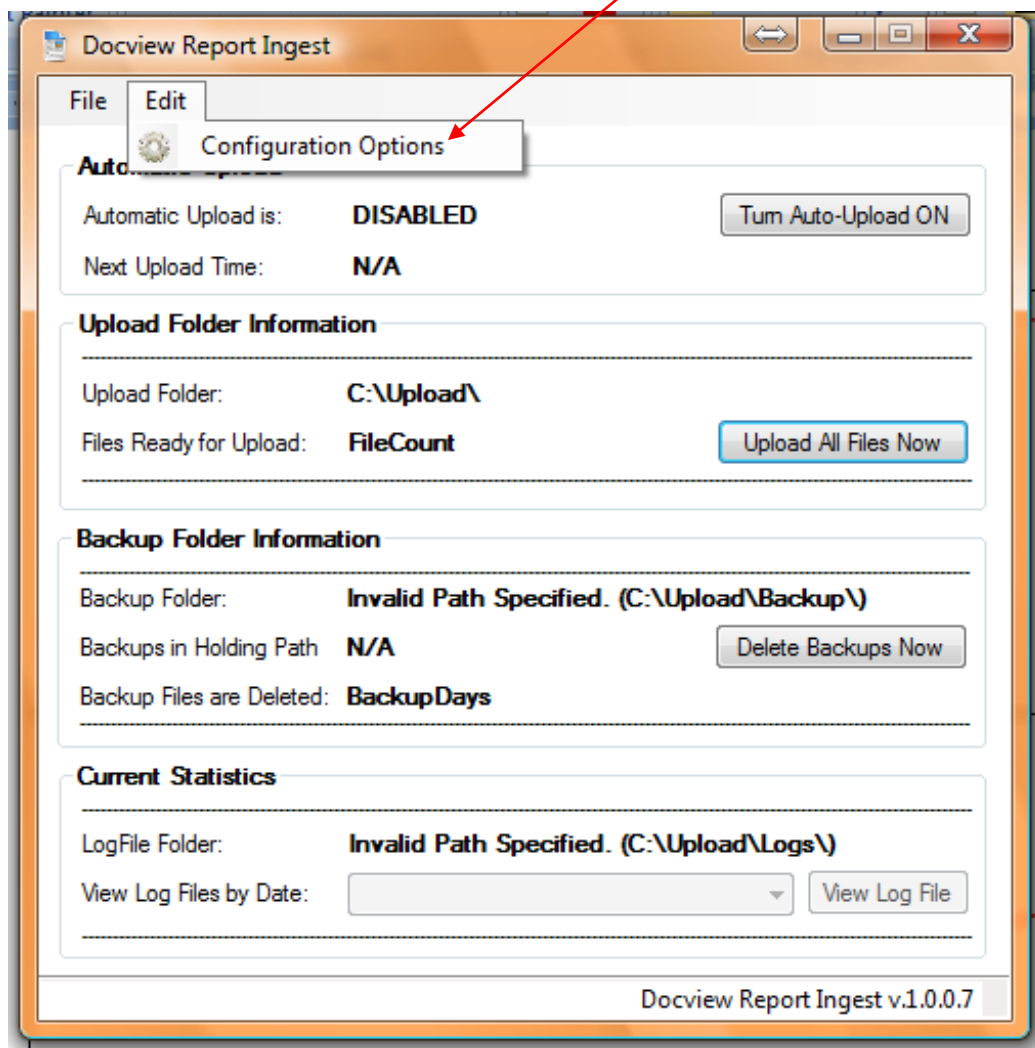
Once files are uploaded you will get this message

Click "OK"

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

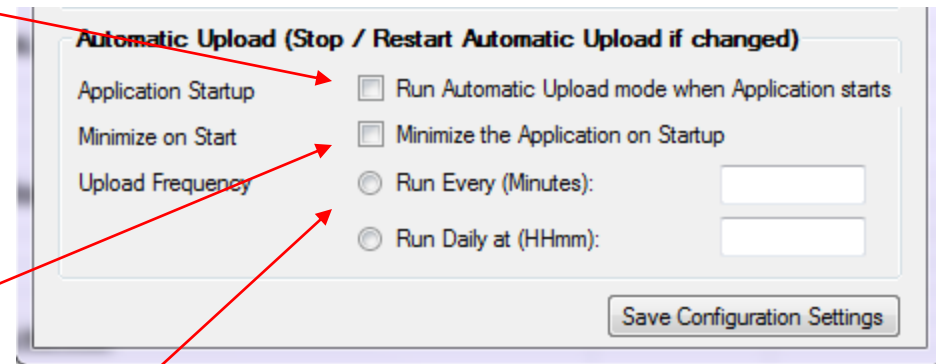


The Ingest application also has the ability to upload your crash reports automatically. To set this up, return to the Configuration screen by clicking the 'Configuration Options' item from the Edit menu.



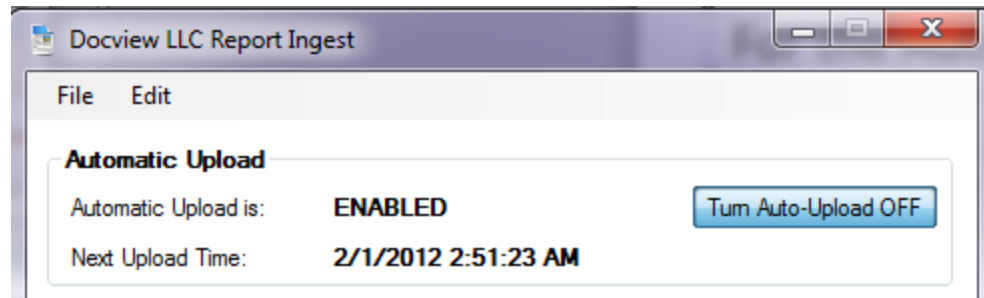
The Report Ingest application has several features designed to allow you to automatically upload your Crash Reports while the application is running.

- 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.

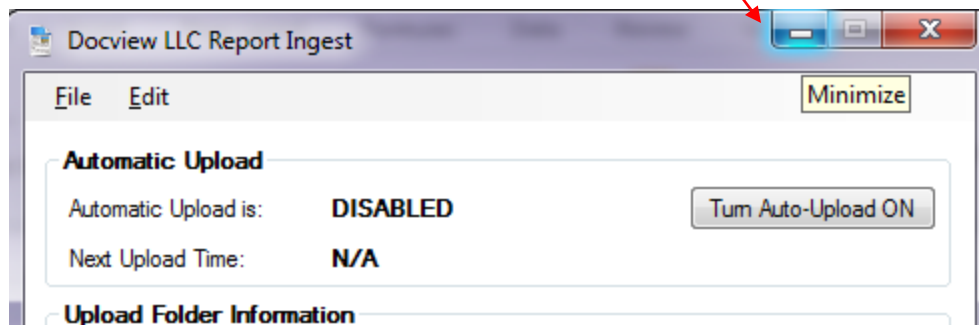


Once you have set your desired configuration, click the 'Save Configuration Settings' button.

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.

