

User Manual

Version 3.5.0

GPL edition

Viewer, Document editor

Editorial

Electronic document management systems have become a viable method to make the work with documents more and more efficient. On the one hand, scanners are now more powerful than ever in quickly and cheaply digitalizing documents. On the other hand, databases and OCT-technologies have become so advanced that they make efficient work with those digitalized documents ever so cheap and fast without requiring expensive hardware. bitfarm-Archiv DMS unites all available technologies into one powerful document management system, which contains many abilities and options that can outline a company's processes on the level of documents. To support you, the user, we want to offer this manual as a reference guide and assistance for some of the most commonly used features of this program. This way, you will receive the support you need, even after having become acquainted with it.

In case you have any suggestions for this manual or the user interface, do not hesitate to let us know. We will make our best effort to integrate them logically.

For this, please visit our support-forum at:

<https://sourceforge.net/projects/bitfarm-archiv/forums>

You can also find more information on the bitfarm-Archiv GPL-Edition at:

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I.

The bitfarm-Archiv Viewer is the central application of the bitfarm-Archiv-system. It is used to edit and organize all archived documents.

The viewer offers, depending on the authorization given to you, an overview of the entire archive and its structure. On first glance, the archive structure and handling might resemble that of the Windows file structure, but the idea behind it is a different one. The goal of this program is to minimize the number of archives as much as possible, in order to simplify the search for documents, and render the need for manually searching through complicated and unorganized folder structures obsolete. It will also free you from having to copy a document multiple times, just to make them available in different contexts.

This way a document, say an incoming invoice, can stay in an 'incoming-invoices' folder, but it will also appear in contexts such as:

- The organization of a project, which needed to purchase mean, through the name or number of the project,
- Connecting the purchase to an order to check if the agreed upon conditions are met,
- accounting, who send the receipts to certain accounts,

by simply filling in additional fields or shortcuts automatically, or manually. Where the document is located does not actually matter.

Documents can be assigned to users, with notifications and instructions attached to them, using pre-established workflows.

Through the viewer, you can process a document in many different ways. Meanwhile the original document is only one click away, removing the need for navigating through a seemingly infinite amount of folders. You can add, edit, and format instructions, or underline information on archived documents, with just a view clicks.

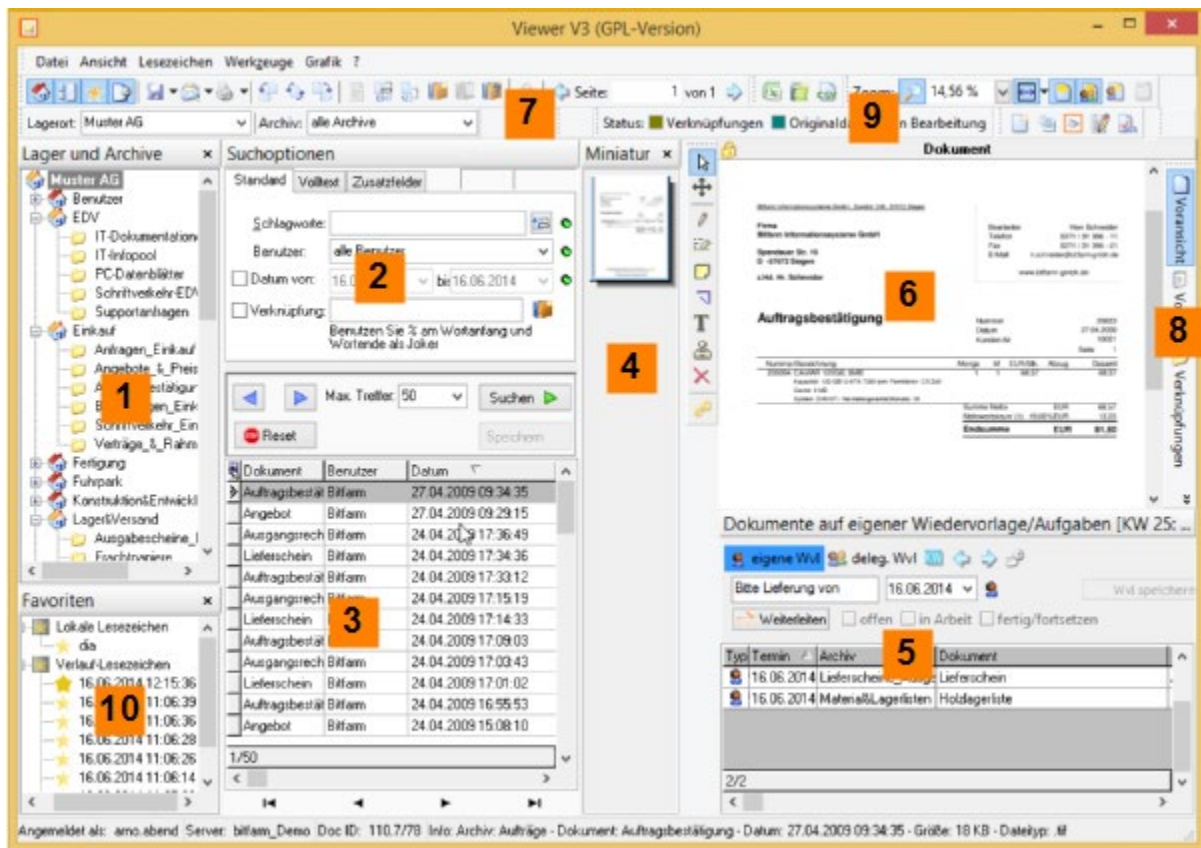
The viewer also makes it possible to export individual documents, or even entire archives. This enables you to make documents available outside of the network, or to quickly send files and links to archived documents.

Attention: Depending on the authorizations given by your administrator, some of the options outlined in this manual may not be available to you.

II. The bitfarm-Archiv viewer – Overview

- 1: Archive tree
- 2: Search area
- 3: List of results
- 4: Miniature view
- 5: List of resubmissions
- 6: Preview
- 7: Toolbar
- 8: Document-properties tab
- 9: Status buttons

10: Search history and bookmarks

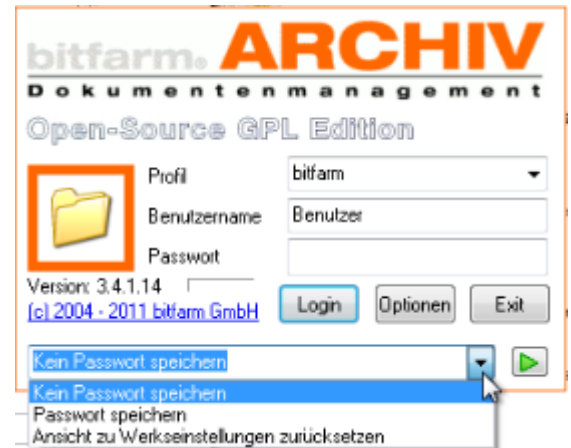


III. Operating the bitfarm-Archiv viewer

1. The login window

When opening the viewer, a login-window will appear, in which you be prompted to select a profile, and then enter your username and password (GPL 3.x: 'User' without password). The password will not appear legible, for security reasons. After you have entered username and password, you proceed by clicking on *login*.

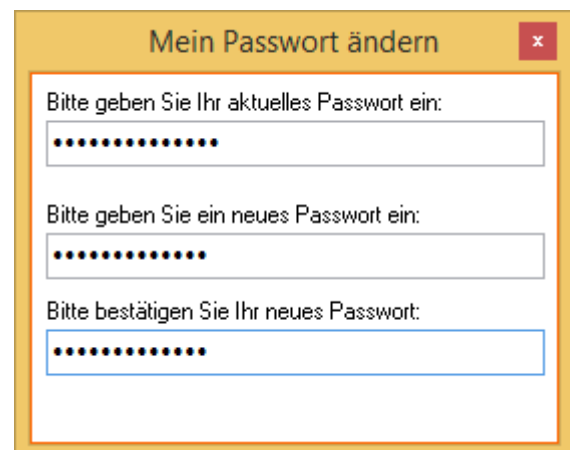
You have also the ability to change some setting beforehand by clicking on *options*. This will open a *drop-down menu*, which offers you three options: *do not remember password*, *remember password*, and *restore default view-settings*. If you want to have the password field filled in automatically before every login, click on *remember password*. If you select *do not remember password*, you have to enter the password manually with every login. You should only select the first option, if you are the only person that has access to your PC! *Restore default view-settings* is not commonly used, unless you want to fix an issue with the viewer-presentation. You can perform every action by selecting them and then clicking on the green arrow on the right.



2. Changing the password

The password used for initially logging into the *bitfarm-Archiv viewer* can and should be changed immediately. In the *file* menu you can find the option *change password*. Clicking on it opens a window, which asks for confirmation of the old password as well as entering the new password two times (to avoid typos since the letters are illegible).

Clicking on *save* will save the new password; clicking on *cancel* will cancel the process.



3. General mouse behavior in the viewer

NEW: Positioning the mouse over the viewer will lock the mouse-wheel to the arrow-position on the viewer. Moving the mouse on the document-view will immediately enable the zoom-mode. Via the miniature view you can use the mouse-wheel to scroll through the pages of longer documents. Via the tree, the list of results, and the additional fields the function of the mouse-wheel will also be interpreted according to the position of the mouse.

4. Archive-tree (1)

The *Archive-tree* enables an overview of the entire archive. It displays the storage locations (house symbol) and archives (folder symbol). However, you can only view the archives for which you have the authorization.


5. Miniature view (4)

In the *miniature view* you can navigate through the documents by using the navigation-buttons, or by clicking on the page you want to view. The page will then appear in the viewer. The page you are currently viewing will be marked by a red frame.

6. Search (2)

In this area you can set up different filters for your search, by using the forms available in the file tab on top.

7. Interface

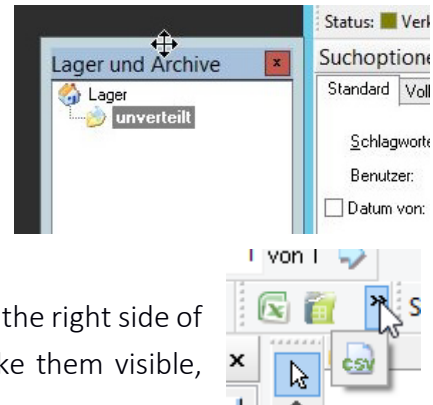
You can personalize the interface of your viewer using the symbols shown  on the right. With the house-symbol you can show or hide the *archive-tree* (1). The next one you can toggle the *miniature view* (4). The star shows the *saved searches and bookmarks* (10). Finally, the right symbol shows the *list of resubmissions* (5).

a) Tooltips

All buttons in bitfarm-Archiv are equipped with so-called *Tooltips*, which offer information on their function when moving the cursor over them.

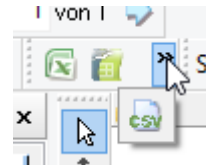
b) Undocking viewer components

It is possible to *undock* the *archive tree*, *miniature view*, and *resubmissions* by dragging them out of the viewer-window. When double-clicked, they jump back into place. By clicking in between the spaces, you can adjust their size.



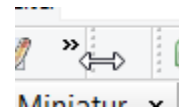
c) Show hidden symbols

Depending on the size and resolution of your viewer-window, some of the symbols may not show up. The double arrows on the right side of each tab show, which symbols are currently hidden. To make them visible, simply click on the arrows and then activate the symbol.



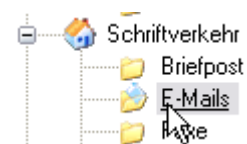
d) Undocking and scaling toolbar elements

By 'grabbing' the dotted line on the left corner, you adjust the size of the bars and make more, or less elements visible, move them, or *dock them out* completely to make them appear as a window. They can also be moved back in place by double clicking them.



8. Search

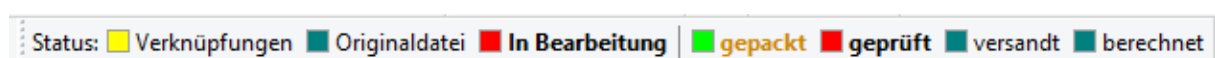
You can search the entire archive in bitfarm-Archiv. However, if you know exactly in which *archive folder* or *storage location* your document is located, you can select that folder to make the search faster and reduce the number of results. Furthermore, you cannot search for the contents of additional fields using the *global search*. To do this, you need to use the full-text search, which will be able to search for those as well.



bitfarm-Archiv offers different search options, which can help you to get the most useful set of results: the *default search*, the *full-text search*, and the *search via additional fields*.

a) Default search

The *default search* enables you to search for special features of a wanted document, which helps you to obtain accurate results. Of course you can combine different search-options. For example: show all documents that a user has added only on a certain day, or show documents that have added to them certain references as well as their current status.



Attention: To perform a status search, mark the related status fields by clicking once for 'status set' (green) and twice for 'status not set' (red).

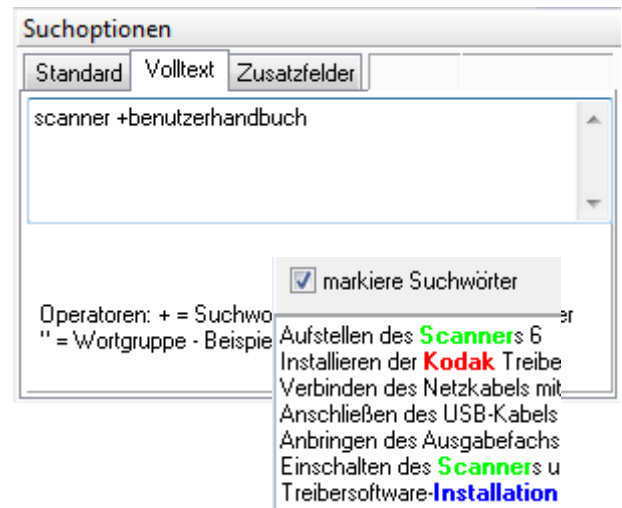
Example: In the example above, these would be the archive's documents that have the status *packed* but not the *checked*. Setting these automatically sets the *status* check box to enabled.

In the same way, you can search for documents that have an *in progress* status.

e) Full-text search

The main function of the full-text search is to search for a document via a certain word. You can narrow the search even further by activating the *semantic full-text search*, or by including the keywords of the document in the search.

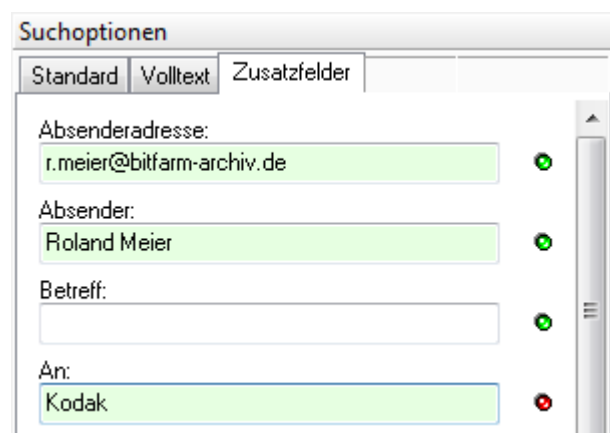
In the full-text of the found document you can *highlight* the *terms* used for the search. To do this, select the tab *full text* next to the document preview and tick the box *highlight search-terms*. The used terms will now appear in color.



f) Additional-field search

If documents of an archive possess *additional fields* you can perform a search according to their contents. This offers very quick and accurate results, especially when the contents of multiple additional fields are defined.

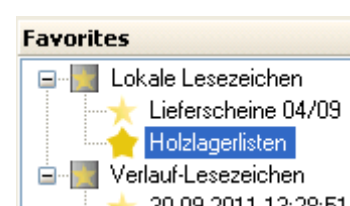
Using the buttons on the right side you can also use for its negation. The button will turn red when clicked. In the given example you would therefore search for all E-mails, which were not addressed to Kodak.



With two consecutive quotation marks you can also search for *blank* additional fields.

g) Search history and favorites-search

All of your past searches are saved and can be viewed by clicking on the star button in the toolbar. Now, you can see a tree in which *local bookmarks* and *history favorites* are listed. By right-clicking an archive in the archive tree, you can view and select your saved favorites.

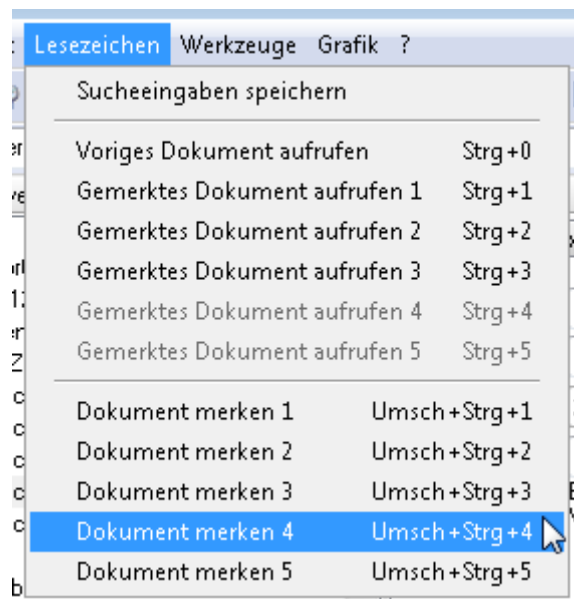


In the *history favorites* you find your search history, and are by default named after date and time of their creation.

You can open every *favorite* by double-clicking it. You can drag and drop it from the history to the *local bookmarks*. Select the name of the *favorite* and click on it again to edit it.

Now you can create a local bookmark much faster by clicking *remember search* in the *bookmark* menu. Now, a dialogue box opens in which you can enter a name for this search bookmark. Click on *OK*, and the bookmark will appear in your local list.

Up to five individual documents can be saved as *bookmarks*. For this, open a document and select the menu option *favorites* and then *remember document* along with the number you want the document assign to. Alternatively, you can remember a document by holding Ctrl + Shift and pushing a number from 1 to 5, and retrieve it by holding Ctrl and pushing the assigned number. The viewer keeps remembered documents even after a restart. By holding Ctrl and pressing 0 you can also open the previous document.

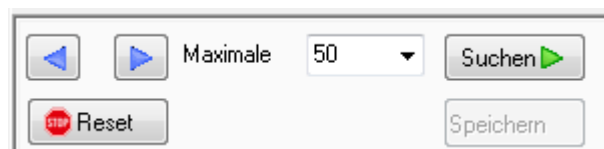


h) General search functions

In every search you can choose how many documents are shown at most. The list always shows the newest first, if the number of result exceeds that of the set limit.

With the *Reset*-button you can delete all entries you have made in the search-window. This will delete **all** entries that you have made in the *standard-search*, *full-text search* and the *additional-field search*.

With the blue arrow pointing left move a step backwards in the search history, while the one pointing right will bring you one step forward (unless you already are at the latest search).



You can sort the *list of results* in any way you want. If the search has been performed on a specific archive, you can find its *additional fields* as a column on the right side of the standard columns. You can view them by scrolling right, or you can pull on the right edge to make more columns visible. Columns can be rearranged by selecting and dragging them. Clicking on the head of a column sorts the table according to the content of that column.

Attention: If documents cannot be found, it might be because the user forgot to *reset* before entering the search criteria, and as a result the old criteria still limit the search!

Hint: If you get too many results, you can limit the *search* even further to get more accurate results. To do this, you can combine multiple words (or components) or numbers (or components) in the *full-text* search. If necessary you can also add other search options like *status-buttons*, one or more *additional-fields*, or a time-window (e.g. date of scan).

Example: All invoices of the last four weeks from the supplier Ingram, which are not booked yet.

Hint: If a document, which you have just scanned in, does not appear in the viewer, it might be because the bitfarm-Archiv server is processing many documents, and thus the document could still be in the *queue*. You can view the state of the *queue* by moving the cursor on the area shown in the picture.

9. Zooming and dragging

In the preview you can zoom in and out of the document by scrolling the mouse-wheel. If the switch with the magnifying glass next to 'zoom:' is pressed, the zoom function for the mouse-wheel is available immediately when you move the cursor into the preview panel. The zoom is not fixed to the center of the document, but to the point, where the cursor currently is. When clicking the mouse, the cursor turns into a hand. Now you can drag the document around in any direction freely by moving the mouse.

Since this mode is deactivated after adding an *annotation* in the viewer, you need to reactivate it by clicking the arrow-icon in the *toolbar*.

10. Annotations (private and public)

If you have the necessary permissions, you can add public and/or private annotations to the document. These can be objects such as stamps, notes etc. Private annotations are, by default, only visible to yourself, unless you make the necessary changes (in the *document editor*).

With help of the three buttons (shown on the right) you can edit the layout of the annotations on the current document. The left button shows or hides all annotations. The middle and right button toggles between showing public (middle) and private (right).



11. Adding object (notes, highlighting) in the preview

Most tools for adding notifications or annotations are available in the *preview* (additional options are available in the document-editor). In the toolbar of the preview, you can use five different *preferred stamps*, as well as many different *pens*, *marker*, *notes*, *line* and *text*. You can also choose to change the shape and positioning. Presets for different tools can also be set up.

NEW: To make the use of annotations even more simple and fast, we added new shortcuts for the most commonly used functions of the viewer and document-editor:

- *F7* – Activate the scroll-zoom-mode (alternative to clicking the arrow-icon).
- *F8* – Activate the select-edit-mode (alternative to clicking the four-way-arrow-icon).
- Using the *Tab*-key (and *Shift-Tab*), you can jump between each element.
- With *return* you enter the *edit*-mode of that element. In a text field you can use this to begin writing immediately. The cursor will jump to the end of the already existing content.
- The *save*-button is deactivated when working with annotations, because they will be saved automatically. Only when deleting annotations you will be asked to *save*. With the *Esc*-button you can restore the document as it was before deleting the annotation (before the last *save*). You can also use *Esc* for the additional fields, for the same purpose. Attention: this is not possible after saving a second time.
- Some more new features are related to moving around annotations. Now, they will react more logically to collision with other annotations. When saving text-annotations, it will now be reduced to its minimal required size to increase the space for additional annotations.



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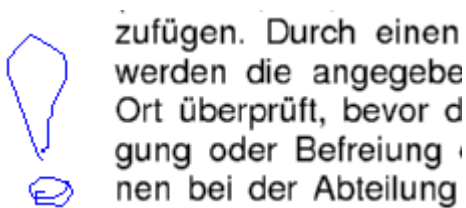
To highlight text with a *text marker*, select the text-marker-tool by activating the related button. Now click on the document and draw a box around the text you want to highlight while holding down the mouse-button.

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id, Talsbachstraße 31, 570

When letting go of the mouse-button, the area will be painted to the preset color.

You can add a *note* to the document in similar way. First, select the note-tool. Then, you can draw a rectangle in the size necessary for the text you want to add. When releasing the mouse-button, a note will appear.

Now, you can overwrite the default-text 'new note' with your annotation.



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You can use *lines* and *pencils* to underline or mark text in the document. Select one of these tools and click on the point of the document, where the *line/drawing* should start. The pencil draws for as long as the mouse-button is held

down. When releasing the mouse-button, while using the *line-tool*, a straight line from the starting to second point, where the mouse-button is clicked again, will appear. Click the mouse-button twice to finish the object.

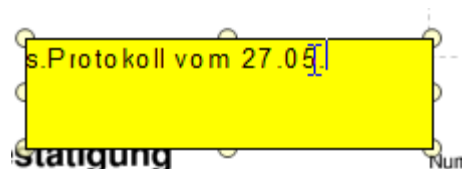


Using the *text tool*, you can add *text elements* to the document. Select the text tool and one of your preset text-favorites. Now you can draw a rectangle and click it to edit it (twice to reedit), if necessary.

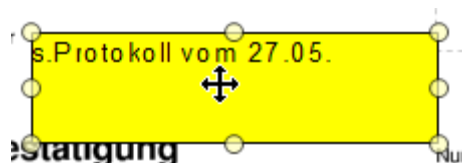
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The *cross arrow*, which you can find in the toolbar underneath the arrow-symbol allows you to change the size and position of the objects.

Activate the tool and click on the object that you want to edit, in order to mark it. Several drag points should now appear on the edges. You can use these to change the size of the object by clicking and holding the mouse button, and pulling in the direction you desire.



To relocate an object, click it and then hold the mouse-button. The cursor turns into a cross and you can move the object to any point of the document.



You can change the preset for your objects by making the *options* appear with help of the gear-icon. You can find further information on the *options-window* in the *document-editor* section.



12. Graphics menu

Some of the options to edit documents after the *import* can be found in the *graphics* menu. You can also undo all changes with the *restore original document* option in the *tools* menu.

a) Options for graphical objects

To access the options for objects, you can use the toolbar as well as the *graphics menu*. This way you can change the settings of *annotations*, *stamps* etc.

i) Invert colors

The *invert color* function replaces each color of your document with its counterpart in the color space. This will basically create a negative version of the original image.

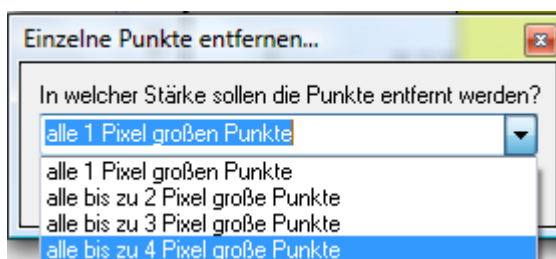
j) Align page

Especially with *Autoscan*, there is a high chance that one or more pages of a document are imported crooked. You can counter this with the function *align page*.

k) Remove spots

If the scan produced unwanted spots on the document, you can remove them by using the *remove spots* button in the *graphics* menu. In the drop-down menu you can select, up to what size spots should be removed from the document.

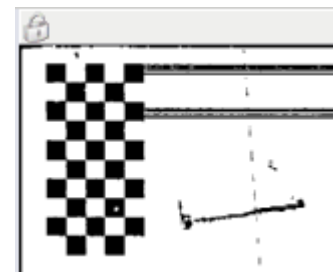
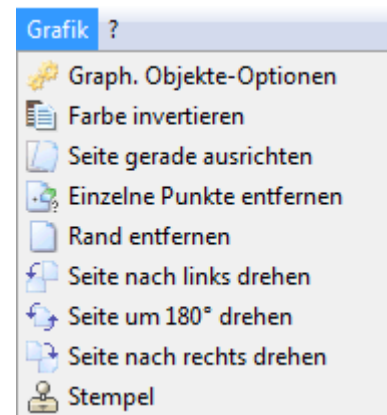
l) Remove margins



Remove white edges cuts out the white edges of a document up to the first black spot or area on each side.

m) Rotate page

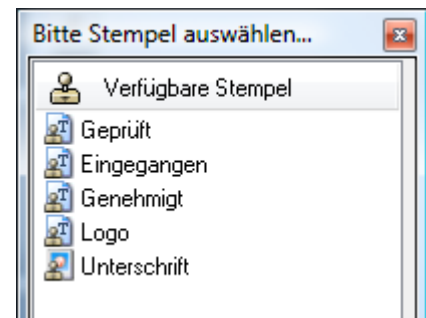
You can *rotate* the page clockwise or counter-clockwise by 180°. This function is especially useful for unsorted or vertically scanned landscape documents.



n) Using stamps

When clicking the standard *stamp tool* in the *graphics* menu, a window will appear, in which you can select the desired *stamp* from a list. Click on a stamp to highlight it, and then click on *OK* to activate it.

After choosing the *stamp*, you can place it by clicking on the desired location within the preview of your document.

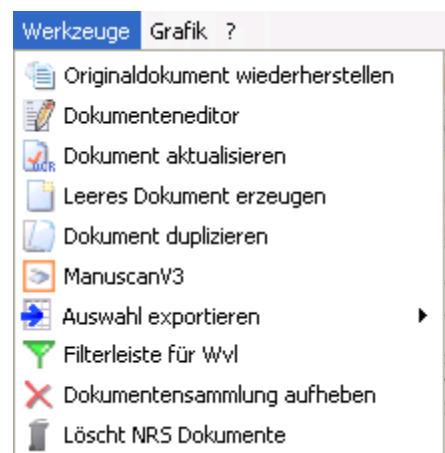


13. Tool menu

In the *tools* and in the *graphics* menu you can find many different functions. However, these are more related to processes related to entire documents, and not to graphic options of individual pages.

a) Recovering original document

With the *recovering original document* you can reverse changes to the document such as: the *removal of spots*, or the *inverting* of a document. Annotations are unaffected by this, unless you agree to having annotations removed as well.



o) Document editor

This menu item starts the *document editor*, which offers even more options for editing than the tools in the *preview*.

p) Update document

If a document generates no or a flawed *full text*, you can use this option to queue the document again for another text-recognition.

Even if a file that should be supported does not generate a preview, you can do it retroactively (provided you have solved the underlying problem) with *update document*.

Attention: It is not always possible to create a *full-text* this way. If no TIF-file is generated due to an unsupported file-format, text-recognition will not be possible. Another reason for no or a flawed *full-text* can be a scan of lower image quality. If needed, contact your administrator.

q) Generate a blank document

Using this function, you can generate a new document with an empty white page. You can use this to file, for example, notes independent from documents into an archive. This will also generate a related TXT-file, which you can also use for notes and texts.

r) Duplicate documents

You can create a duplicate of your document. This will also create a copy of the original file, if one exists. However, annotation will not be carried over to the copy.

s) Manuscan V3

Manuscan can be selected directly from the *Viewer*.

t) Export selection

The files of documents, which you have selected in the *list of results*, can be saved as a CSV-, Excel-, or OpenOffice-file. The documents and their files now appear in the table, and can be viewed in the related selection. (The content of additional fields cannot be viewed after a search through all archives, because archives usually have different additional fields.)

A	B	C	D	E	F
DISP_NAME	USR_NAME	TStamp	In Bearbeitung	geprüft	freigegeben
neue Eingangsrechnung	h.müller	06.08.2008 13:46	nein	nein	nein
Fuj_fi-6130C-fi6230C	b.bauer	05.08.2008 14:55	nein	nein	nein
ANG2950595	h.müller	05.08.2008 14:55	nein	nein	nein
Angebot fi-6130	h.müller	05.08.2008 14:55	nein	ja	nein
AGBs	r.bart	05.08.2008 14:55	nein	ja	ja
Publikation1	s.reimann	05.08.2008 13:03	nein	ja	ja
AW Dokument	b.bauer	05.08.2008 12:48	nein	nein	nein
WG Dokument	b.bauer	05.08.2008 12:48	nein	nein	nein

u) Filter-bar for resubmissions

To find a specific resubmission quicker, you can search it using the filter-bar. This function will make a line appear above the list of resubmissions. Here, you can enter the searched term and activate the filter by hitting *Enter*.

Attention: Enter the exact and entire term to get a result! A search for word-components is not possible.

v) Cancel document collections

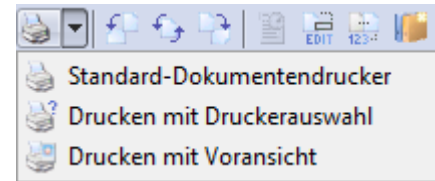
If you have reserved documents in order to send it via e-mail, you can use this option to delete the collection, if there is no need for it anymore. Only then, you can create a new collection.

w) Delete non-tamper-proof documents

This function is only active, if you have permissions to delete documents in the related archive. Generally, you can only delete documents that are not tamper-proof.

14. Printing

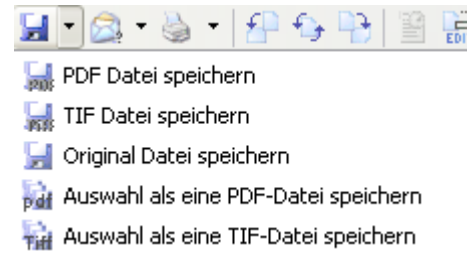
To print out the current document, you only have to click on the appropriate button in the toolbar. If you click on the printer-icon, then the document will be printed out immediately from the default printer. The same thing goes for selecting the *default document-printer* from the drop down menu to the right of the icon.



You can also choose a different printer by clicking *choose printer and continue*. With *printing with preview* you can make additional changes to the image before printing.

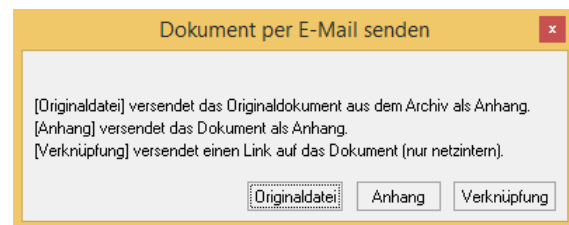
15. Sending documents; saving/using documents outside of bitfarm-Archiv

To send or externally save a document or its related file, right-click the preview of the document, or choose the desired sending-method from the save options in the toolbar. The context menu now offers you different options: saving the document as a TIF or PDF-file, or sending via E-mail.



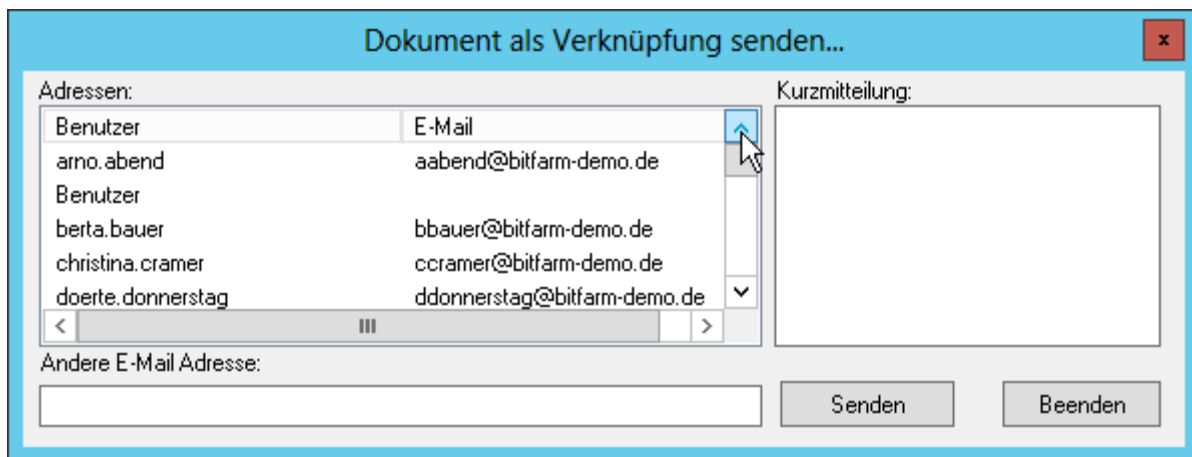
Using the toolbar options *save as a PDF or TIF-file* you can compile a single file from multiple documents!

The option *send document* to send the document via e-mail as a PDF or TIF-file (depending on what preference you selected during the installation of *bitfarm-Archiv*). You can also send it as a DocLink (A link, which allows the receiver to open a document from within the system).



Attention: Only users, who have the access to the archive, can open this link!

In this case, not an e-mail, but a dialogue-box will open. This box will ask you to choose a recipient from a list of registered users, or ask you to enter their e-mail-address. You can also enter a short message. The e-mail will be automatically generated and sent after clicking *send*.



Both functions: *schedule TIF/PDF for delivery via e-mail* and *schedule original file for delivery via e-mail* can be done on multiple documents in a row. If you now select the option *send collected documents*, your e-mail program will automatically generate an e-mail with the document attached to it.

By using *save document locally*, *save document locally as TIF*, you can save a local copy in the original format as well as in the selected format respectively to a location of your choice. When selecting this option, a dialogue box will appear, in which you can choose a folder. If you do not want to manually choose a folder each time, you can select a default folder. To do this, go to *View → Options → tab: General*. Now, you can choose a folder, in which the document with this function will always be saved.

16. Tree-tools

When right-clicking an archive in the archive tree you will see the so-called *tree-tools*. *Merge all* will fold the entire archive tree together. *Expand all* will make the entire tree appear, with all its archives and storage locations.

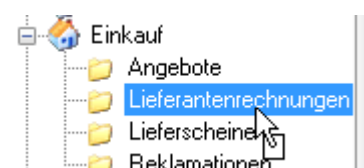
With *refresh tree* you can load the tree once again. This is useful when you have added an archive, which does not appear yet.

Export folder will locally send all the original files and previews from an archive into a location of your choice.

Stars mark the predefined searches for the current archive or storage location, which you can run by simply clicking them.

17. Moving documents within the archive

Documents can be moved from one archive to another via *drag-and-drop*. You can achieve this by left-clicking the document, holding down the button and moving it to the target archive in the *archive-tree*, then releasing the mouse-button (for multiple



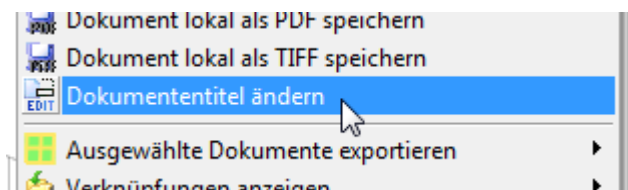
documents: hold Ctrl while selecting and dragging). To do this, you will also need the necessary authorizations. In case of any problems, contact your administrator.

You also cannot move documents, if they are currently being *processed*! Double-clicking on the status-notification *processing*, will reveal the user, who is currently working on the document, if the status is generated from a resubmission. If no user appears, every user will be able to change the status by clicking and saving.

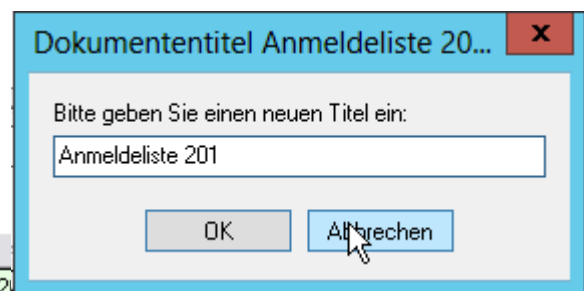
Attention: Data from *additional fields* are only 'moved' if the target archive has an *additional field* with an identical name.

18. Renaming documents

Right-click the preview of the document you want to rename. It is not important if you click on the document-review, or the document itself in the list of results. In the contextual menu, choose 'rename document' and a window should appear.



Now, you can enter the new title of the document, and then click on OK.



The new title will now appear in the list of results, and the terms entered will be added to the keywords of this document.

Document names can be used to make the list of results more organized and clear to the viewer. If you search in an archive, you can also have the additional fields of that archive appear as a sort column.

However, this is not possible, if you search globally inside a storage location, or if you search via a shortcut.

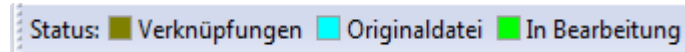
Datum				
18.06.2008				
20.06.2008 16:44:17	10448	11508	Wo	
20.06.2008 16:45:24	10448	11508	Wo	
20.06.2008 16:46:32	10448	11508	Wo	
01.07.2008 13:30:10	10449	11512	Där	
02.07.2008 16:31:17	10450	11516	iT-c	
18.07.2008 16:14:02	10451	11518	Vita	
18.07.2008 16:14:52	10451	11518	Vita	
18.07.2008 16:15:49	10451	11518	Vita	
29.07.2008 10:21:06	10452	11520	Fair	

19. Status

Above the preview you can find several colored switches. These offer information on the document and the possibility to edit the document or some of its properties, for example, to adjust it to the workflow.

a) Default status-fields

Three status fields are, by default, available for every document in all of your archives: *Links*, *Original file* and *being processed*.



The significance and use of these switches:

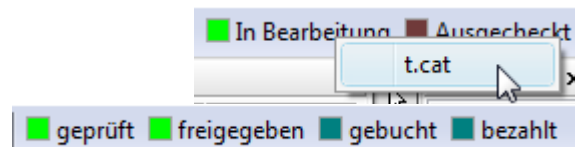
The switch *Links* shows up green, if the links are available. If not, the switch's color will light up olive. By clicking the switch you can view the links, and by clicking a link you can view all of its linked documents.

If the switch *original file* is blue, the original file of the archived TIF-file still exists. By clicking on this switch, you can open the original document and edit it.

If the *being processed* switch shows up light-green, the document is currently being worked on by another user. If this has been set through a workflow and not manually, you cannot change its status, unless you are the one in charge. If that is the case, you can simply double-click the switch to reveal who is currently working on the document. You can also search for the status *being processed* in the same way as the other status.

x) Individual status-fields

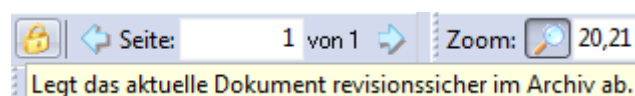
Additionally, as an administrator, you can add special status-fields bound to the archive. The can be used for the workflow, or to transfer information through a document. In the example, you can see that it was already checked and booked, but there has not been any payment yet. If the fields are related to a workflow, the document will then be sent to the resubmissions of the person responsible for the payments, who should be the only one able to change its status. The document also has the status *processing*, which will only change after the finishing the workflow.



20. Tamper-proof filing

If a document is filed *tamper-proof*, it cannot be edited anymore. The *original file* can still be edited, but will then be saved as a new document.

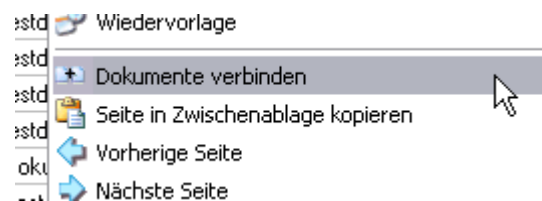
In the top-left part of the preview you will see a padlock. If the padlock appears gray, the document is not *tamper-proof*. If it appears gold, it has been made *tamper-proof* permanently. You can make a document *tamper-proof* by clicking the padlock in the toolbar.



21. Connecting documents

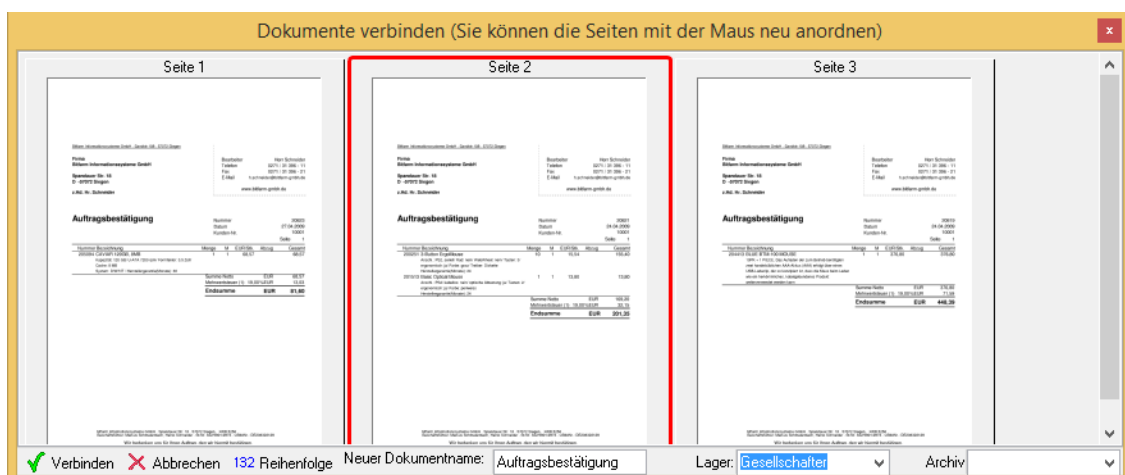
In order to *connect* two or more documents, all of them need to either be *tamper-proof* or *non-tamper-proof*. Furthermore, you cannot connect documents of which original files still exist.

Mark the documents you want to connect and right-click one of them. Choose *connect documents* in the resulting context menu.



A notification should appear which warns you that by connecting documents, all *private* annotations will be deleted. If you do not wish to do that, select *no*.

Now, a window opens, in which you can select the order of pages within the document by relocating the pages with the mouse. Here, you can also rename the document.



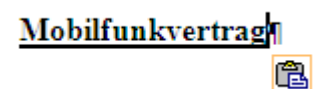
If everything is set up, you can finish the process by clicking on *connect*. The documents are now connected into a single one, which will appear in the list of results. In case the original documents were tamper-proof, a new one will be created. In case it was not, then the old document will be overwritten by the new one.

22. Show documents

By right-clicking the *preview* of a document you can copy the *DocID (Doklink)*, which you can paste in many different applications.

a) Using a Doklink in applications that can use HTML

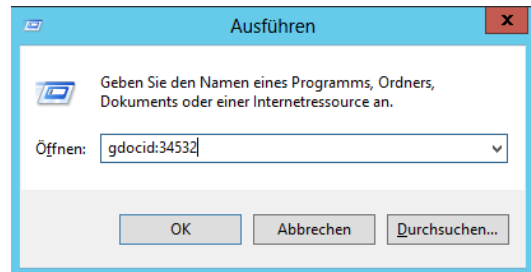
When copying a Doklink into a, say, Word-document, or e-mail, the title of the document will show up as shown in the picture. Holding *Ctrl* and clicking the link, will bring up the document



directly inside the viewer. For this you will need to have the permission for access to the related archive.

y) Using 'run'

To get directly to a certain document, which you know the *gDocID*, select 'run' in the start menu and enter '*gdocid:*' and the *gDocID* as the parameter (here '34532'). Clicking on *OK* will start the viewer and bring up the wanted document.

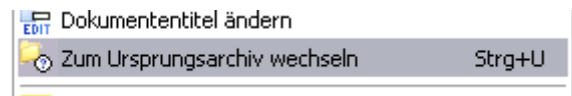


23. Retroactively filling-in additional fields

To fill in *additional fields* subsequently, select the document and switch to the tab *additional fields*. Now, you can edit or complete the content of the fields. Clicking on *save*, will add the content of the additional fields of this document to the database.

24. Switch to the root archive

Sometimes it is necessary to search through multiple archives at once. This can be the case, for example, if you want to view the contents of additional fields of a document. For this it might be necessary to jump to the root archive of a document without having to search for the document again. You can find this option by right-clicking the context-menu, or by simply pressing *Ctrl + u*.



Attention: Other documents, in the list of results of previous searches, will disappear after the switch!

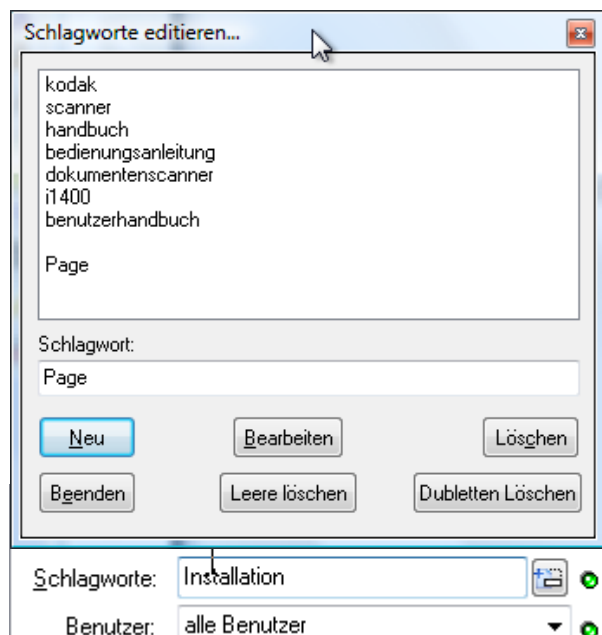
25. Retroactive keywording



To edit the *Keywords* of a document, click on the button in the *toolbar* as shown in the picture on the left.

A window will open, in which you can view the *Keywords* belonging to that document, as well as its options. Here, you can add, edit, and remove *Keywords*. 'Delete spaces', for example, will delete the spaces underneath 'user manual'.

There is an even easier way to add *keywords*. While viewing the document, to which you want to add a *keyword*, enter it in the *search options*. Now, click on the button to the right of the text field to add the *keyword* to the document.



26. Working with links

a) Create a new link

The easiest way to create a *new link*, is by right-clicking the document (it is not important whether you do it happens in the *preview* or in the *list of results*), then selecting *create new shortcut* under *link tasks*.

In the resulting dialogue-box you can choose the name of the link and save by clicking *OK*.

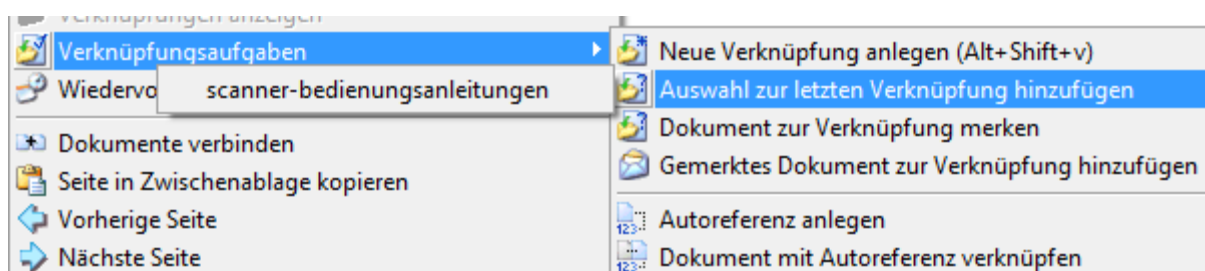
You can also use the *toolbar* to create a *link*. For this, click on the symbol shown in the picture while having the document open. Now too, the dialogue-box for naming and saving the link will open.



Select multiple documents using *Ctrl*, if you want to create a *link* for them all at the same time.

z) Add documents to the newest link

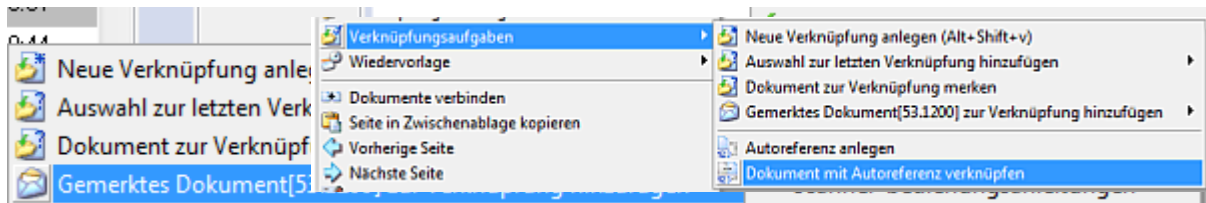
To add a document to a *link*, that you have just created, right-click the document and select *add to newest link* from the menu under *link tasks*. You can do the same thing by pressing the button in the *toolbar*.



aa) Add documents to the newest link

To connect a document to an already existing *link*, you can also right-click it and select *reserve for link*, then right-click the *preview* of a document, which already has the *reference*, and select the option *add reserved document [DocID] to link*.

bb) Auto-references



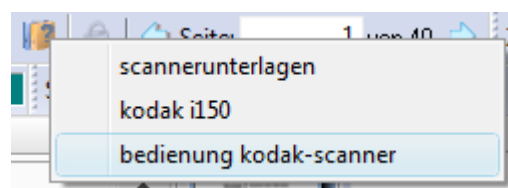
In the same way you can generate new *links*, you can also generate new *auto-references*. Right-click the document and select *create auto-references*, and then add documents to connect to the auto-references by clicking on *link documents with auto-references*. The newest/last used *auto-reference* will be selected. The title of an *auto-reference* is composed of *autoref*, followed by the date and time of its creation.

The following steps are identical to the ones with *links*.

cc) View available links

To determine if a document possesses *links*, can be viewed through the *link-status* field. If it appears yellow, there are *links*. To see how many *links* the document has, move the cursor on the button.

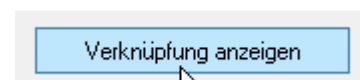
By clicking on the button, a list with all *links* of this document will roll out. They show up with name, and you can select one to view all documents linked to it. You can also view and select the linked documents via the button in the link-menu.



You can view the *links* that have already been created for a document, as well as the number of documents, connected to this link, by clicking on *links* on the right edge of the viewer next to the document. A list of all *links* connected to that document will appear.

Verknüpfung	Anzahl
3.4.5. GPL	3
Viewer	2

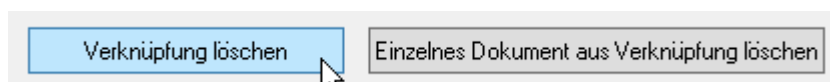
By clicking the button *show linked documents* underneath the list of *links*, you can view all documents connected to the currently selected link.



dd) Delete links

To remove a *link* from a document, or to delete it entirely, select the appropriate *links*, and click on *remove single document from link* underneath the list of links (the *link* will remain, but the selected document will not be connected to it anymore), or *delete entire link* (the *reference* will be deleted and all documents connected to it will lose this *link*).

27. Edit original files



You can edit the *original files* of documents, if they are not *tamper-proof*.

If they are filed *tamper-proof*, they cannot be edited anymore. You can view them, but not save them with the same name. Changes can and should, only be made after archiving it again.

28. Resubmission-functions

a) View a resubmission

With help of the *resubmission-functions* you can manage the *workflow* of your documents. You can make documents appear in your *resubmission-box*, by clicking on the button shown on the right (If the document is red, it means that the document has been *resubmitted* and not worked on yet; if not, the icon will be white).



Now, the documents in your *resubmission-box* will show up in the list underneath the *preview*. Here, you can edit the date, editor, or content of the information-field (*save!*). The task can be directed towards one *editor* or an entire *group*. The option *return when done* will send the document back to you when it has been edited by another user.

Under 'view'-'options'-'resu.-Del.-Fav.' you can store the most frequently used resubmission-settings, that is, settings for resubmissions to users, to which you regularly assign documents with the same conditions. This way, you can assign documents with just one click (on the button in the top-right of the list of resubmissions).

Hint: You can sort the *list of resubmissions* according to your desired criteria, by clicking on the head of the column, by an ascending or descending order.

Dokumente auf eigener Wiedervorlage [KW 33: 11.08.2008 - 17.08.2008]

eigene Wvl deleg. Wvl KW

Hallo, Überarbeitung bis 14.08.2008 Wvl speichern

☐ Nach Erledigung ☒ offen ☐ in Arbeit ☐ fertig/fortsetzen

Typ	Termin	Archiv	Info	Controller
	14.08.2008	archiv 6	Wer hat das angenommen?	tom
	14.08.2008	archiv 6	Daten manuell aufnehmen	tom
	14.08.2008	archiv 6	Hallo, Überarbeitung bis Dienstag wäre gut. Danke!	tom
	14.08.2008	E-Mails	Zur Kenntnisnahme	m.jerry

If the document is marked yellow, it means that it has the status *processing*. If it is red it means that it has exceeded its set deadline.

By clicking a document in the list, you activate the button in the top row and are now able to change the status of that document. By default, a new document in your workflow will be *open*. By selecting *processing*, the document will turn yellow. By selecting *done/continue workflow*, the document will be removed from your *list of resubmissions* and then sent to the next station of the *workflow*. *Cancel* will stop the *workflow* and also remove the document from the list.

Attention: The option *cancel workflow* is only available, if you have the necessary permission to do so in the related archive!

With the button on the top left you can switch between viewing the *own* and the *assigned resubmissions*. Clicking on CW will show all the resubmissions of the current calendar week. With the arrow-keys you can change between the weeks forward and backward. In the title bar you can see which calendar week is currently displayed.

Clicking on *ass. resu.* (*Assigned resubmissions*) shows a list of all the documents you have

Dokumente auf delegierter Wiedervorlage [Liste aller vergebenen Aufträge]

eigene Wvl deleg. Wvl

Heute noch mit 14.08.2008 Wvl speichern

☐ Nach Erledigung

Typ	Erinnerung	Termin	Info	Archiv	Dokument	Bearbeiter
	14.08.2008	14.08.2008	Heute noch mit Unterlagen raus!	E-Mails	E-Mail Nach	m.jerry
	15.08.2008	14.08.2008	Bitte vorm Wochenende beantworten!	E-Mails	E-Mail Nach	m.jerry
	28.08.2008	14.08.2008	Mit der Bitte um Korrektur.	testarchiv2	Fehlerbericht	m.jerry
	21.08.2008	14.08.2008	Erledigt!	E-Mails	Rechnung	m.jerry

assigned to other users.

Aside from yellow and red documents, there are also green ones. These are resubmissions, which you have assigned and have been marked *done* by the assigned worker. This way you always have a concise overview of the status of the documents you have sent to someone else within a *workflow*.

Above, you can see three post-boxes, which offer you additional views. In the blue one, you find all the documents that have not been processed yet, regardless of whether they have been assigned to you, or you have assigned them to someone else. The red one contains documents that are currently being processed. The green one contains all documents that have been processed and are marked as *done*.

Attention: In this case too, you can only stop the workflow, if you have the necessary permissions for that archive.

By clicking on the right button with the X on the left, you will remove all *done* documents from your list.

Using the list of assigned resubmissions you can also further assign documents to other users and have them returned when done.

ee) Create a resubmission

By right-clicking a document, you can create a resubmission for it. A dialogue-box will appear, in which you can set the configuration for the working on the document. You can also decide to add a note for the recipient.

Dokument auf Wiedervorlage/Aufgabe legen

Wiedervorlageoptionen: Nach Erledigung zurück ▼

Wiedervorlagedatum: 18.06.2014 ▼

Erinnerung: 25.06.2014 ▼

Bearbeiter:

Einzelner Bearbeiter: friedrich.freitag,doerte.donr ▼

Gruppe mit folgenden Bearbeitungsmethoden:

Jeder einzeln: EDV,Einkauf ▼

Einer für alle: ▼

Notiz:
Bitte Vorgaben prüfen und weiteres Vorgehen besprechen!

✓ Speichern ✗ Abbrechen

In the *resubmission options* you can set, if you want receive the finished document (with assigned resubmissions), and if you want to have a notification e-mail sent.

Furthermore, you can set up a reminder, and if you want to assign the document to just one person, or an entire group. When assigning to a group, you can also decide, if the document has to be worked on by every single member (*each individually*), or if only one member of the group suffices (*one for all*).

ff) Show resubmissions of documents

If the switch shown on the right is activated on the current document, then it is in your *resubmissions*. Clicking on the switch will open the *resubmissions*-window, in which you can view and edit the relate entry.



29. History

By clicking on the *history*-button on the right side of the preview, you can view all the actions performed on the current document, together with their date, time, and user who has performed these changes. Clicking on the column head, sorts the entries in an ascending or descending order.

Datum	Benutzer	Aktion
18.02.2010 13:16:41	m.jerry	Neues Schlagwort [Geprüft 18.02.2010,13:17:21,m.jerry] hinzugefügt.
18.02.2010 13:16:41	m.jerry	Neue Annotation mit folgendem Text:Geprüft 18.02.2010,13:17:21,m.jerry auf Seite 1
18.02.2010 13:16:52	m.jerry	Stempel Genehmigt am Dokument gespeichert.
18.02.2010 13:16:53	m.jerry	Neue Annotation mit folgendem Text:Genehmigt 18.02.2010,13:17:33,m.jerry auf Seite 1
18.02.2010 13:16:53	m.jerry	Neues Schlagwort [Genehmigt 18.02.2010,13:17:33,m.jerry] hinzugefügt.

30. Viewer options

You can set up the graphical interface and functions of you viewer in the *view* menu under *options*.

a) The 'General' tab

Under the *general* tab you can personalize the viewer to match your work habits.

Under *default saving location* you can set up a folder, in which documents will automatically be saved when using the *save locally* function, unless you want to manually select a location each time you want to save locally.

Here, you can also set up the auto-zoom mode and your preferred printer. If you untick the *use Windows default printer* (right column, under *interface design*), you activate the menu, in which you can decide which printer will be the default printers for all jobs, in which you do not *manually select a printer*. This can be useful when the *archive printer* is set as the default printer. In most cases you do not want to print from the archive, back into the archive. Here, you can simply select a *default printer*.

The *tooltips* can be turned into speech bubbles, if wanted. You can do this by selecting *show as balloons* in the *tooltips*. If you check the option *number of links* in *show tooltip*, the balloons will also contain information on the number of links of a document.

Automatically switch to preview will always show a clicked document in the preview, regardless of whether the last one was shown in full-text or in the history.

By default, scrolling the mouse-wheel backwards in the preview will zoom into the document. If you want to achieve the opposite effect, you can change it in *reverse mouse-wheel zoom direction*.

If you have problems opening an original file, try: *activate alternative launching method*.

You can now automatically sign into the viewer by using *Windows integrated authentication*. This will skip the login-window. When this feature is active, another user can sign in to a running viewer via *re-register* in the *file* menu.

When having *do not show login-window at startup* checked, a viewer-window will open when starting, if you have your password saved, or if you log in with *Windows integrated authentication*.

You can set up the *default e-mail delivery* by selecting if you want to always send files as an *attachment* or as a *link*, in the drop-down menu. With the default settings the program will always check, if you choose *send file via e-mail*. You should only use *send as a link*, if you want to send a document that is, for one reason or another, difficult to access for the recipient (for example: if they have no or limited access to the archive.).

Default-cleanup you can change the preset for deleting *spots*. By default, clicking on *delete spots*, you will be prompted with the question, if you want to delete only smaller spots or bigger spots as well. If you have set up a preference, this prompt will not appear, and the preferred method will be chosen.

Here, you can also change the *interface-design* of your viewer. Try out, which of the offered designs you like the most.

Via *synchronize time with* you can select a local computer for the viewer to adapt its time.

Save full-text in PDF will save the full-text in the PDF-document under the keywords, if the document is saved as a PDF from the archive.

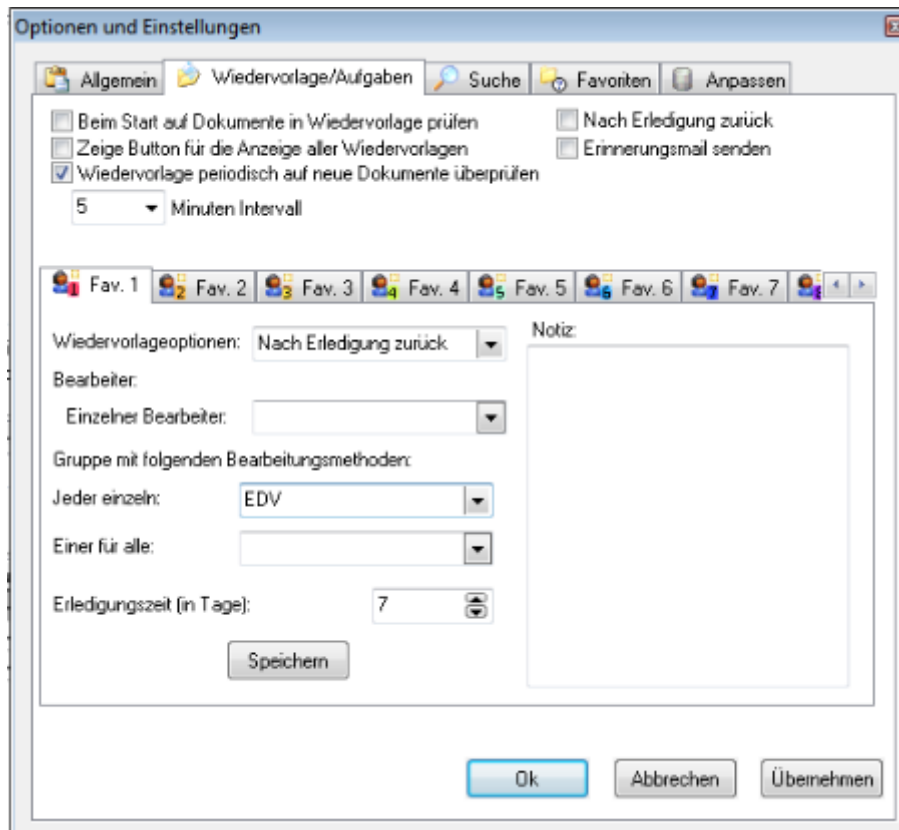
Checking the box *send document as Adobe PDF* will attach the document as a PDF, when choosing the option *send document*.

If you use Outlook to send e-mails, you can activate *use Outlook OLE instead of MAPI when sending e-mails*. This has the advantage that you can still work in the viewer, if the e-mail is opened but not sent.

If you want to make the content of notes available for the *keyword-search*, you can check the box *use content of notes in keyword-search*. With *import content of notes into full-text*, the content of newly created notes will always be imported into the full-text. This way you can search for it as well.

gg) Resubmissions/tasks

You can change the settings of your *resubmissions* in the tab *resubmissions*.



Check the box *check the resubmissions for documents at startup*, if you want the viewer to show the *resubmissions-area* after every startup so you can view all the documents that are currently in your *resubmission-box*.

With *show button for displaying all resubmission*, you activate the button, with which you can also view the resubmissions that are assigned for later. In the standard view you will only see unfinished resubmissions, which are due for the current calendar-week.

Regularly check resubmissions for new documents checks in the preset time period (set in the drop-down menu) the *resubmissions* and notifies you, if there are any new documents.

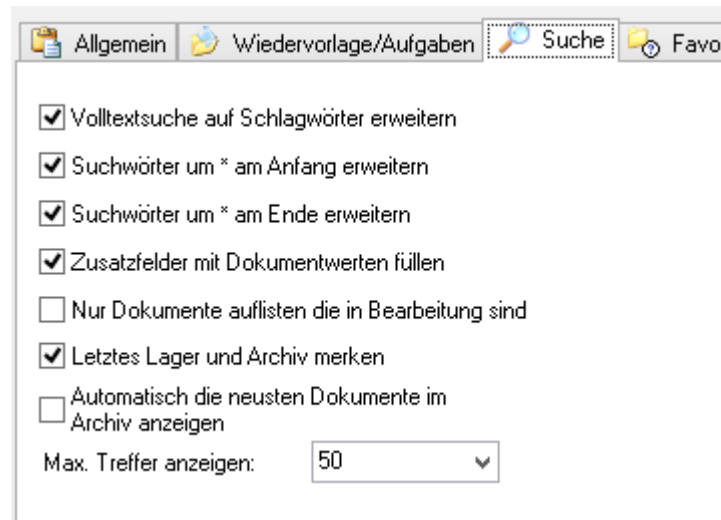
Checking the box *return when done* will send a document, which you have assigned to another person, back to your *resubmissions* when it is done. *Send reminder e-mail* informs the person responsible for a document that it is due and waiting in the *resubmissions*.

Attention: This function is not immediately available after every installation. For information on your type of installation, consult your *administrator*.

Resubmission-processes that you use regularly can be set up as *presets (icons for quick distribution)*. These *icons* will then appear in the toolbar and can be triggered with just one click.

hh) Search

In the *search* area you can save your search preferences as default options.



The function *include keywords in full-text search* will also include the lists of keywords in the search. This way you can find documents, which do not contain the search term, but documents related to it will still show up.

The * is used as a placeholder when searching. If the search term should, by default, be treated as a word component (beginning/end), you need to activate *add * to the beginning/end of a search term*.

Unticking the box *fill additional fields with document-values* will hide the values of additional fields of documents, and the mask will only be used for search.

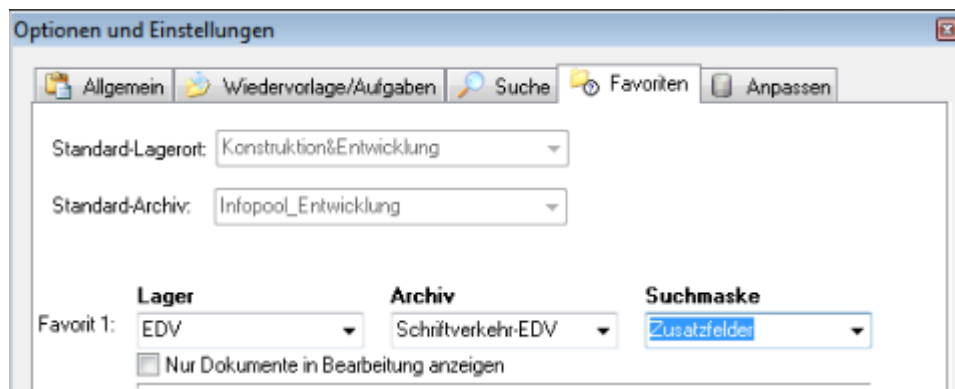
If you only want to view documents, in the *list of results* that are currently being worked on check the box *only list documents in process*.

If you want to *automatically view the newest documents*, instead of having to perform a search first, check this box.

Finally, at the bottom you can set up the maximum number of results being shown.

ii) Favorites

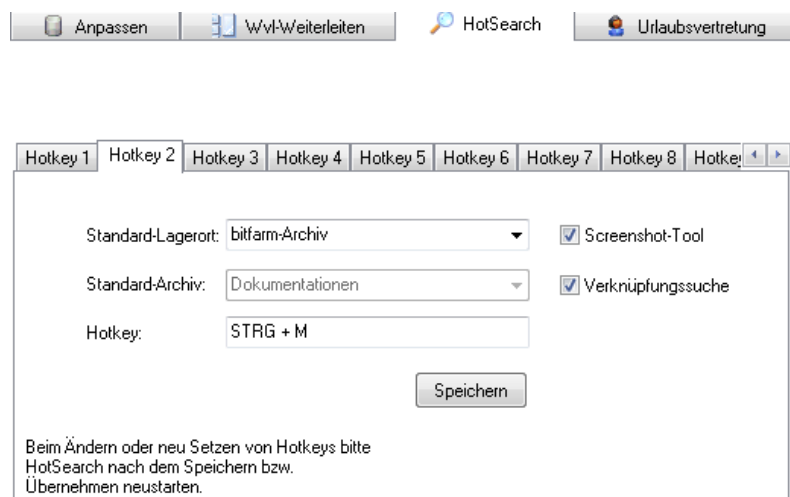
Under the *favorites* tab you can determine, which archives show up in the toolbar, when clicking on favorites-archives.



To do this, select a *storage location* to view its *archives*. In the *drop-down menus* under *search mask* you can decide, if you want to have the default search mask, the full-text search, or the search mask for additional fields in the foreground, when viewing the favorites. You can also *only show documents being processed*, by ticking the box under the *favorites* entry. Your *favorites* will then appear in the toolbar as a colored folder.

jj) HotSearch

In the same way you can use *Ctrl + b* to search an archive for a copied term; you can do the same thing with *hotkeys* in predefined storage locations and archives. Under the tab *HotSearch* you can define up to ten *hotkeys* for your most frequently searched locations.



The *screenshot-function* allows you to search for

terms from other applications that do not enable you to copy the information via Ctrl-C, and therefore the available HotSearch-function cannot be used. To do this, you can draw a box around the area containing the information. HotSearch will create a screenshot and cuts out the relevant area. The OCR-function will scan the picture and starts a search in the viewer. This works on all clients without any delay, but is limited to numbers only!

Now, you can also search for a link directly. This way you can, for example, view an entire order in the DMS by selecting the order number in the ERP.

Attention: Changes are applied after restarting *HotSearch*.

Attention: Clicking on *apply* will not *save* the changes! Make sure to click on *save* as well.

kk) Personalization

With *personalize* you can show and hide the toolbars of the viewer.

IV. Document editor

In the document editor you have more advanced editing options available than in the viewer. You can access the document editor by clicking the switch *edit document* in the *tool menu*. Select this function by right-clicking, or double-clicking the document.

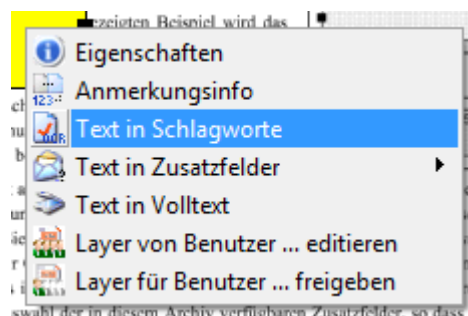
1. Additional objects and editing options

a) Selecting

By clicking on the *select*-button (see picture) and then on the desired object, you select it. Now, you can edit the object's size, shape, and position with just a few clicks. Using switches from the toolbar will now also affect this object. In the editor you can now also delete the object by clicking *delete object* (red x), or by using the Del-key.

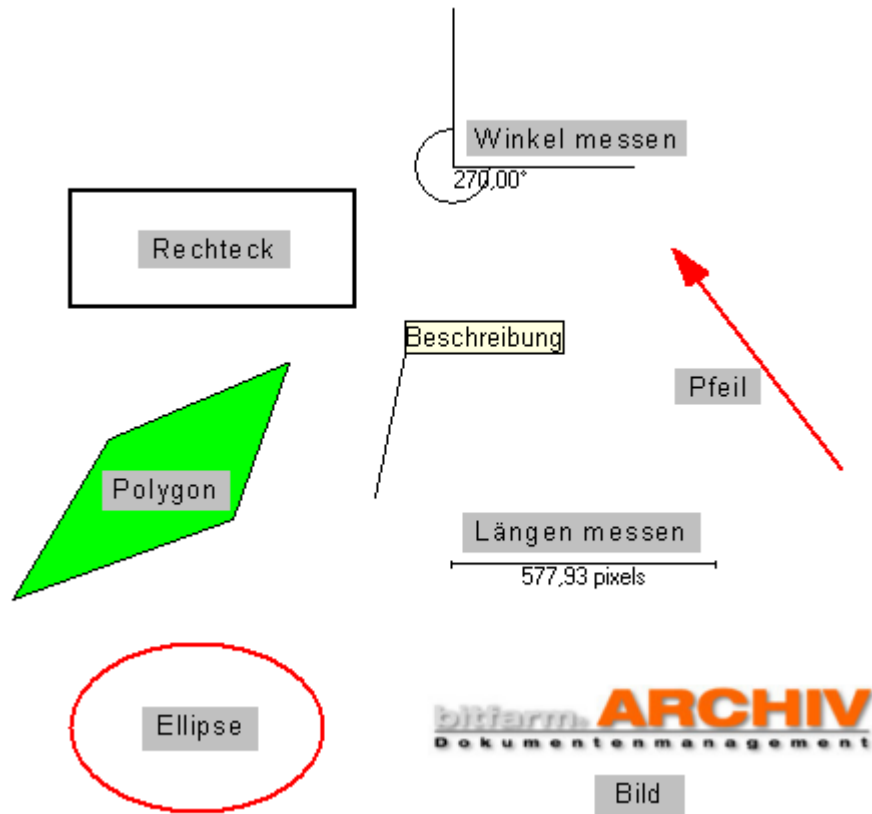


Right-clicking the selected object opens a context-menu, in which you can select from a number of editing options. *Properties* opens the properties window, in which you can make changes to the formatting. *Info* shows you information on the size and position of the object. *Text to keywords* will copy the text in the object to the list of keywords. *Text to additional fields* opens another context-menu containing the additional fields for this archive. With this you can quickly import the contents from the object into one of the additional fields. With *text to full-text* the content will be added at the end of the full-text (always save in between multiple objects, otherwise the previous text will be overwritten!). With *edit layers of user ...* you can view and edit the private layers of another user, if they have set the permission to do so. This, in turn, can be done with *share layer with user...*



II) Additional objects

The following picture shows more available objects, you can access when working in the editor. If the save-switch is not active after inserting or editing an object, it will be saved automatically after closing the editor.



Rectangles, polygons and ellipses are added by clicking and dragging them to the desired size, much like *notes* and *text*.

Description and *arrows* work similarly. Click on one point of the document and then drag a line to the desired end point. *Descriptions* will add a note at the end; with the arrow you can decide on which end the tip will appear (or if both ends should have a tip) in the properties.

To *measure the length* click and hold the mouse-button, then drag to the point until which the distance should be measured. The length will appear next to or underneath the line.

With *angles* you first draw a line, and then another one from its end (the mouse-button does not have to be pushed down continuously, but only clicked once on the resulting corner). The angle will be measured *counter-clockwise*.

Clicking on the *image* button opens a dialogue-box, in which you can select a picture. Another click will place the picture on the document (position of the mouse corresponds to the top-left corner of the picture).

mm) Arranging objects

When objects overlap, the newest one will normally be above the older one. This can be changed with the switches *notes to the foreground* and *notes to the background*. The action will then be performed on the currently selected object.

nn) Navigating through pages

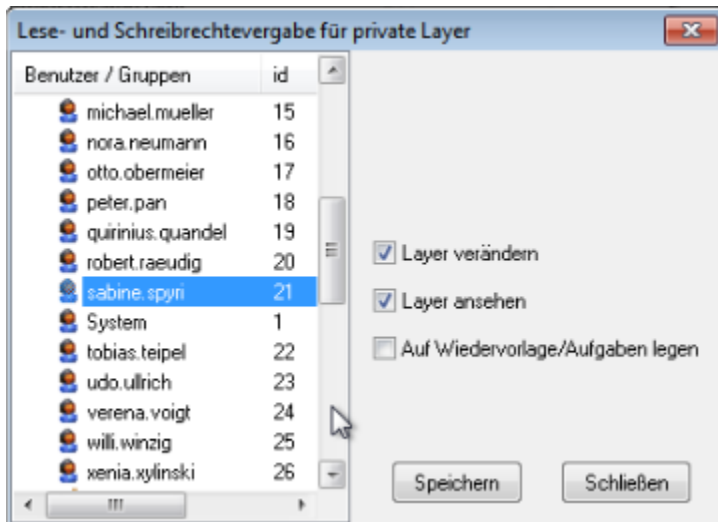
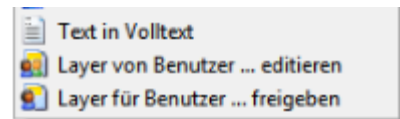
Using the arrow-keys, you can navigate through multiple pages of a document in the editor. You can jump to the first, or the last page, and also go one page forward, or backward. Next to the buttons you can see, on which page you currently are.

You can also directly jump to a certain page, by entering the page number.

oo) User-layers

Like in the viewer, there are multiple layers for *annotations* available. In the default view you can see the *public layer*. You can switch to your *private layer* in order to add annotations that can only be viewed by users you have given permission to do so. With the switch *user layer* you can access to other users' layers, if they have given you permission to view their private layers.

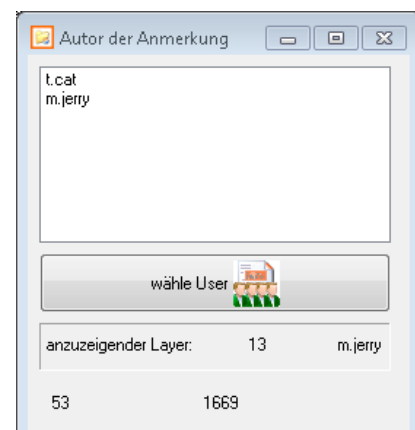
Right-clicking a document in the document editor will open this context-menu. If you select *make layer available for...* a window will opens.



As you can see: you can use it to make your private layers of that document accessible for other users to read/write, as well as send it to their resubmissions.

The other user can then access this layer through the upper menu by clicking *User Layer* or *Layer of user...*

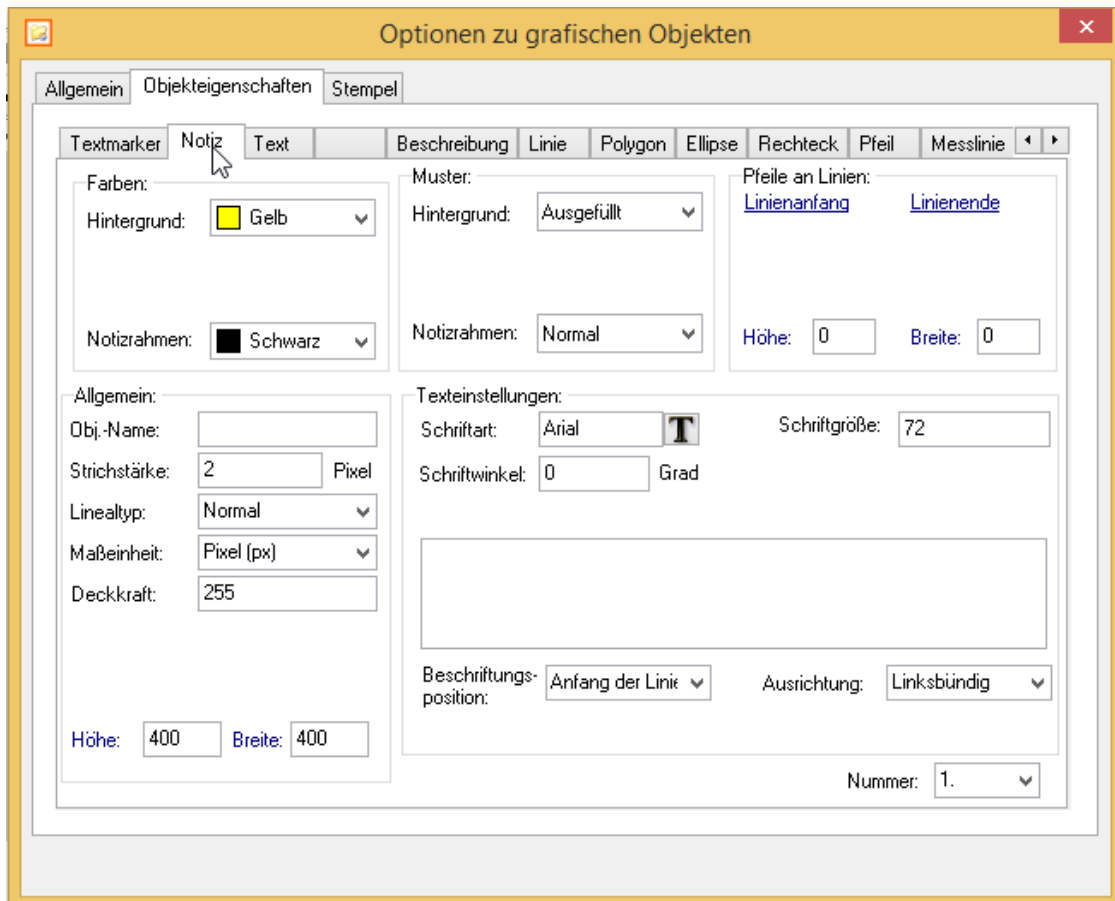
Now, a list with all the accessible layers, in which you can choose from the user of which you want to see, or edit the private notes.



31.Options

a) Changing object properties

In the editor you can change basic settings for *annotations* under *Extras, Options*. These will then also apply to objects added in the preview.



Select the type of object, which you want to edit, from the second row of tabs. With the arrows in the upper-right corner you can scroll through further types of annotations. You can cache the new settings by clicking *apply*, and to save and close the window, click on *OK*.

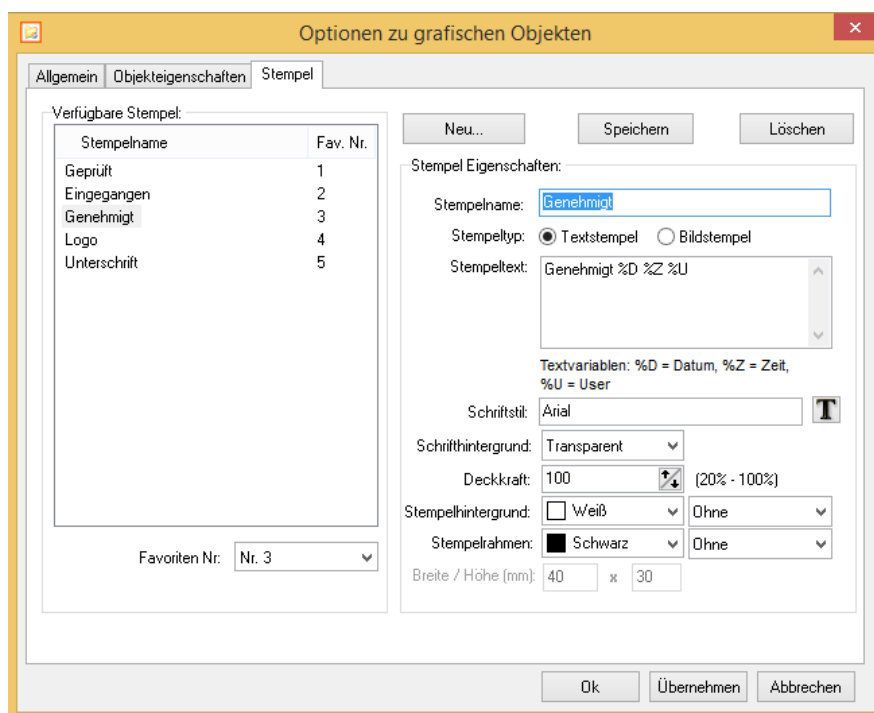
With *notes*, *text*, *highlighter* and *freehand lines* you can create up to 5 presets each. You can select the number of the preset from the drop-down menu in the lower-right corner.

Objects, in which text can be edited, can adjust their size to the text while being written. Underneath the text field you can decide, whether the box should expand horizontally, or vertically.

With the *tab*-key you can navigate through the fields in the mask. If a *tab* is active, you can scroll through the tabs using the *cursor keys*.

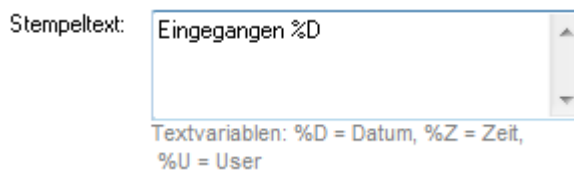
pp) Create and edit stamps

To create new stamps, select the tab *stamps*. In this view you can enter an empty mask by clicking *new*. Here, you can enter a descriptive name for the new stamp.



Now, you set the new stamp to either a *text-stamp*, or a *picture-stamp*.

If you choose a *text-stamp*, you can enter the text for the stamp in the *stamp-text* box, and format it with the *T*-button. In the box, you can also use variables such as: date (%D), time (%Z), and user (%U). When applying the stamp, it will now display the current date, time, or logged-in user.



If you choose *picture-stamp*, the text-field turns gray. Clicking the switch next to *stamp-picture* will open a menu, in which you can select a picture. It will then appear in the box underneath.

To add a stamp to the *favorites*, you can use *fav. number* to assign your stamp to one of five available slots. You can also adjust the height and length of the picture stamps.

To edit a stamp-template, select the stamp from the *available stamps* box, and edit it just when adding one to a document.

Attention: Remember to save the changes by clicking on *save*! When switching to another stamp, or when clicking on *apply*, the changes will **not** be saved!

NEW: When stamping the stamp will not be resized by the user, but rather its size gets adjusted to the text. This was changed because when releasing the mouse-button too early, or multiple times in between, no stamp appeared to be added, when in reality it was so small that it appeared invisible.

32.Key commands in text-objects

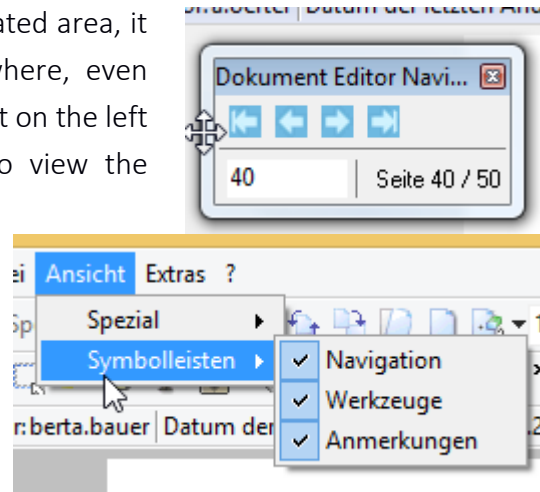
When working with text-objects (notes, text fields, stamps), you have many *shortcuts* available, which can simplify and speed up the process. In the following you find a list of shortcuts and their functionality.

Center text	Ctrl + e	Flush left	Ctrl + l
Flush right	Ctrl + r	Justified text	Ctrl + j
Show font options	Ctrl + f	Convert selected text to italics	Ctrl + i
Convert selected text to bold font	Ctrl + b	Underline selected text	Ctrl + u
Highlight selected text with a color	Ctrl + g		

33. Personalize user interface

Like in the viewer, you can undock or completely hide toolbars. You can *undock* by simply clicking and dragging it with the mouse. As soon as you drag it outside of its designated area, it turns into a window, which you can place anywhere, even outside of the document editor. You can also place it on the left or right edge. This way you gain more space to view the document in portrait mode.

You can hide individual toolbars by clicking on 'view', and then select the toolbar you want to hide in the menu *toolbars*. Via the same route you can also make a toolbar show up again.



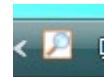
V. HotSearch

Oftentimes you will need to search an archive for a document, which has been created in another Windows-application, or from which data has been exported into another application. With *Hotsearch*, you will be able to find the desired document in the fastest way possible.



1. Using Hotsearch

Hotsearch will usually be started when starting the computer. You can see that the program is active, when the *Hotsearch*-symbol shows up in the right section of the task bar.



By using *Ctrl-C* and then *Ctrl-B* you can enter previously selected text from any application as search-text into the viewer, and then perform a full-text search in the last selected archive or storage location. You only need to make sure that the application allows *copying* of information. For example: in your ERP-application, you can select the content of the field 'invoice number' by double-clicking it, and then make the invoice appear by simply using *Ctrl-C* and *Ctrl-B*.

In the same way you can use *Ctrl-B* to search an entire archive for a copied term, you can use your *hotkeys* to do the same thing in certain storage locations and archives. Under the tab *HotSearch* in the options you can define ten *hotkeys* for the most frequently used search locations.

Attention: Changes are only applied after restarting *Hotsearch*.




















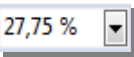


34. Notification for new resubmission





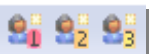
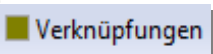
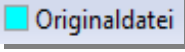
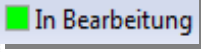




When *Hotsearch* is running, it will regularly check your resubmissions. If it recognizes any changes, the symbol on the right side of the task bar starts to blink, and a speech bubble will appear which notifies you of the changes. The *Hotsearch*-icon will blink until you open the resubmissions in the viewer. By double-clicking the *Hotsearch*-symbol, the viewer opens, if it is not open yet, and shows you the document which has been added.






VI. The bitfarm-Archiv viewer – control elements













1. Toolbar elements

	Shows or hides the archive-tree		Shows or hides miniature view
	Shows or hides your search-bookmarks		Shows or hides the list of resubmissions
	Saves the document locally (options as a drop-down menu)		Sends the document as an E-mail (options as a drop-down menu)
	Prints out the document (options as a drop-down menu)		Rotates the current page counter-clockwise
	Rotates the current page by 180°		Rotates the current page clockwise
	Shows the resubmission-entry of the current document (for the appointed user)		Enables editing of keywords
	Creates a new link for the selected documents (auto-reference)		Creates a new shortcut for selected documents (dialogue-box for naming)
	Connects all selected documents to last active link		Shows all documents linked to current document
	Files the documents tamper-proof		
	Activates the mouse-wheel zoom, if the cursor is placed on the preview		Shows current view-size of the preview and enables its adjustment (drop-down menu)
	Shows the current autozoom-mode and offers further options (drop-down menu)		Shows or hides annotations of the document

	Shows public annotations		Shows private annotations
	Shows underlying letterhead		Enables direct access to five archive-bookmarks set by the user
Lagerort: <input type="text" value="Schriftverkehr"/>		Shows the current storage-location	
Archiv: <input type="text" value="E-Mails"/>		Shows the current archive	
	Quick-assignment icons (can be configured under <i>options</i>)		Shows available links and enables view of linked documents
	Shows available source files and enables viewing of them		Shows if the document is being worked on, and allows changes to its status
	Jump to the last search		Jump to the next search
Maximale <input type="text" value="50"/>	Sets maximum number of results		Start search
	Stops search and resets the search-settings		

35. Note-toolbar and additional functions in the editor

	Tool for zooming into and moving a document		Aktiviert Anfasser zum Vergrößern/Verkleinern, ermöglicht Verschieben
	Makes selected stamps available (favorites)		Makes pencils in different colors available (drop-down menu)
	Makes markers of different colors available (drop-down menu)		Makes notes in different colors available (drop-down menu)
	Activates the lines-tool		Activates the text-tool and offers selection of text-bookmarks
	Opens a list of available stamps		Enables adjustment of graphic-options
 Speichern	Saves last changes		Saves the document locally
	Shows or hides the annotations-toolbar		Levels the current page
	Removes edges from the current page		Removes unwanted spots (options as a drop-down menu)
 User Layer	Opens a list of the available private layers from multiple users		Activates the marking-function for annotations
	Add a description		Draw a polygon
	Draw an ellipse		Draw a rectangle
	Draw an arrow		Add an image

	Measure distance		Measure an angle
	Annotations into the foreground		Annotations into the background
	Shows object properties		Shows object information
	Delete objects		Show first page
	To last page		To next page
	Show last page		
		Shows which page of how many is being shown, and allows input of page number	

36.Hotkeys

The following hotkeys can be used in bitfarm-Archiv:

- Ctrl – select multiple elements in the list of results (like Windows-Explorer),
- Shift – selects an area in the list of results (like Windows-Explorer),
- Ctrl-A – selects the entire list,
- Ctrl-U – Jump back to the root-archive ,
- Ctrl-Shift-{1-5} bookmark document,
- Ctrl-{1-5} show bookmarked documents,
- Ctrl-0 jump back to the last document,
- Alt-W – open/close resubmissions,
- Alt-Shift-V create shortcut
- Alt-Shift-W create resubmission
- Hold Shift-key while moving documents will bring you to the target archive.