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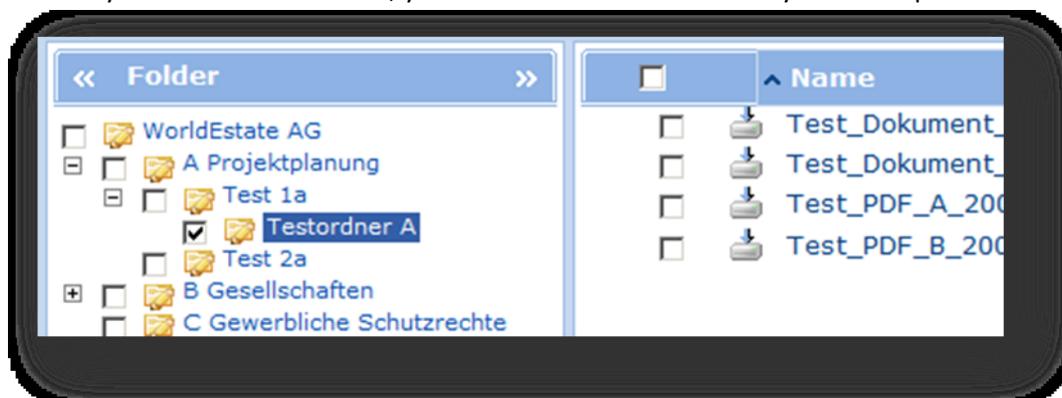
docurex™

General structure of the docurex data space system

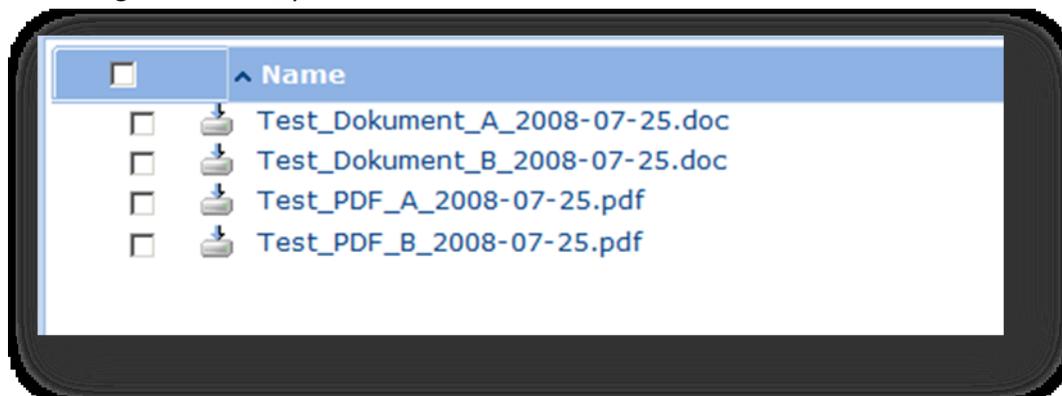
Data space index

Use of the data space index

Docurex documents are created in folders and subfolders. At the beginning, you are in the root directory. On the left hand side, you find the folder structure of your data space.



On the right hand side, you find the content of the marked folder.

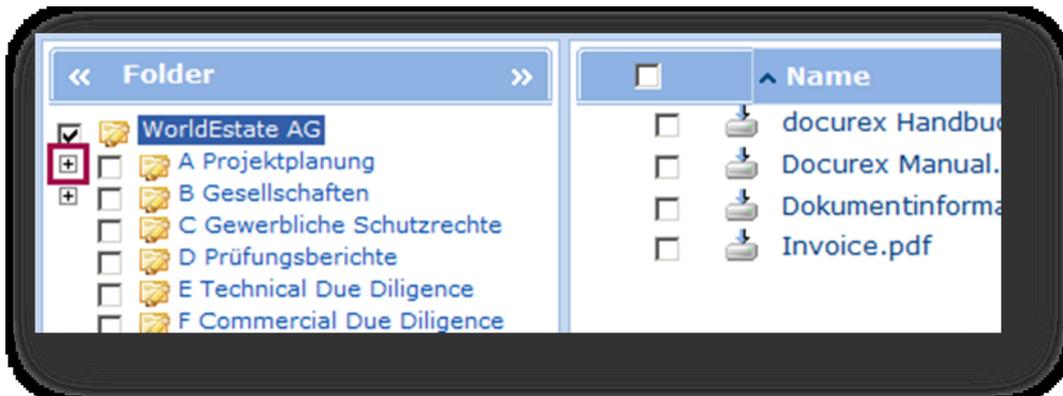


Click on the floppy disk in order to download the file. Alternatively, you can also double click on the file in order to download it.

Opening and closing of folders

To open or close a folder, please proceed as follows.

1. Click on the “plus” symbol next to the folder which you would like to open.



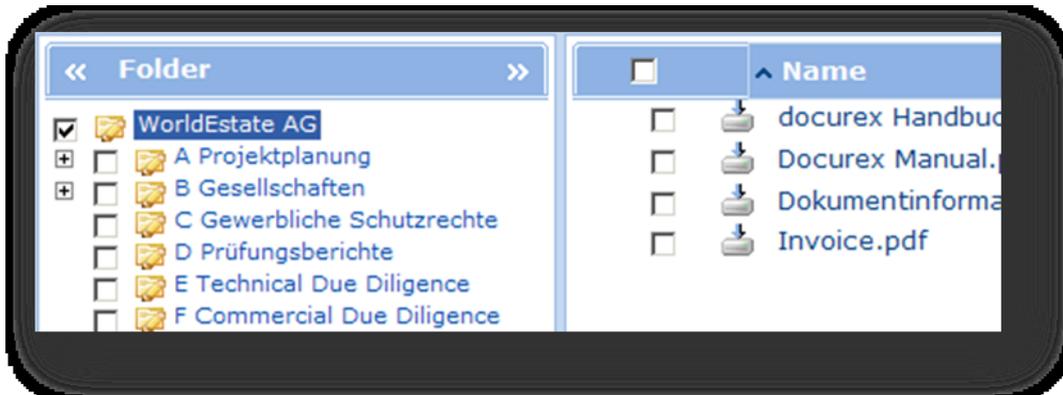
2. Now you see the subfolders of the opened folder.



3. Click on the “minus” symbol next to the folder to close it again.



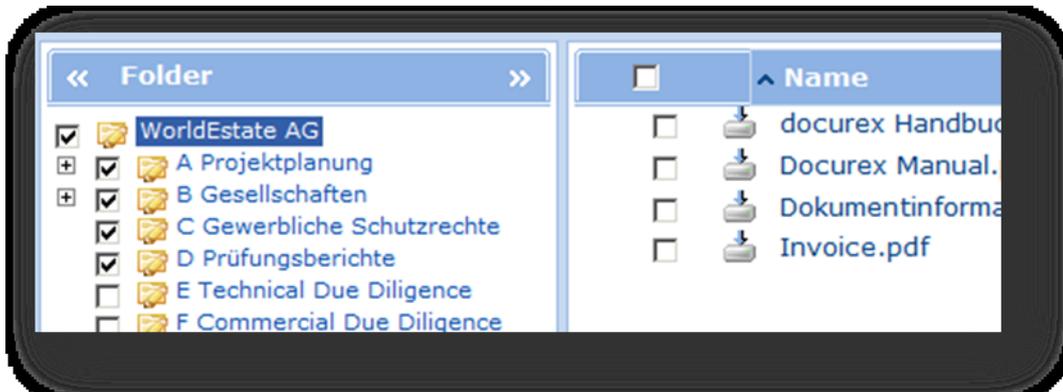
- Now you see the folder without subfolders.



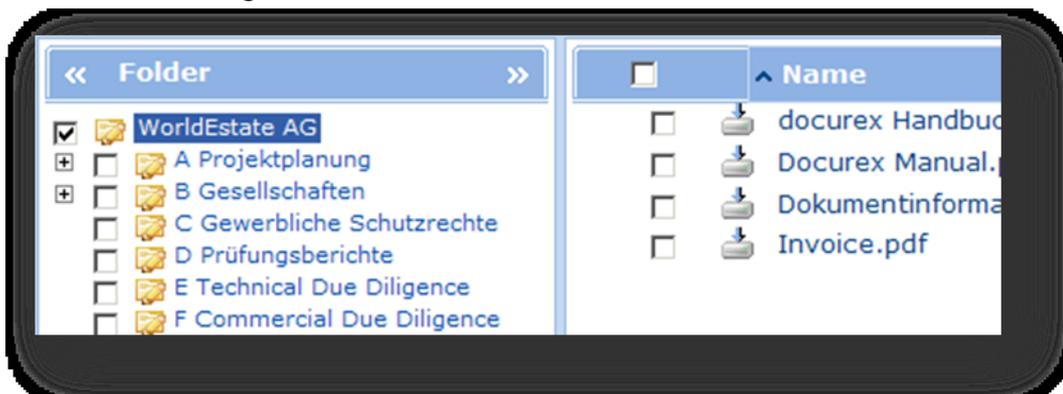
Marking of several folders

To mark several folders, please proceed as follows:

- Click on the boxes next to the folders, which you would like to mark.



- Click on the boxes again to unmark them.



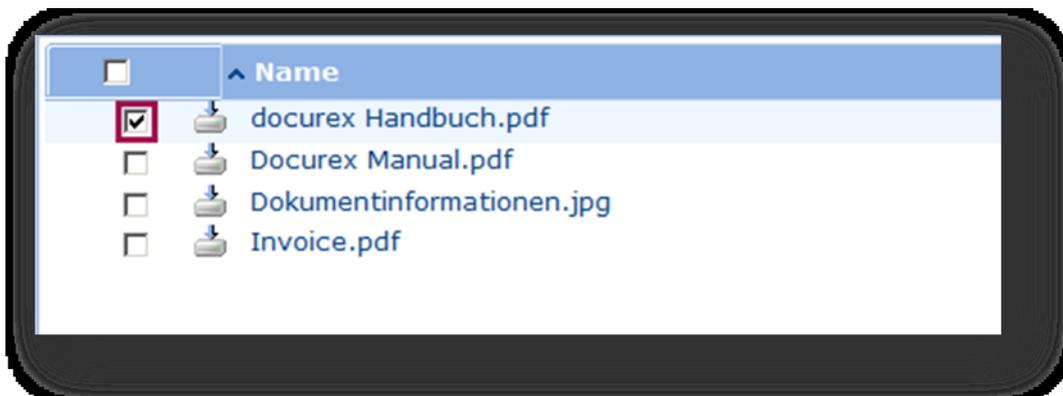
Managing of folders and documents

Documents

Selection of documents

To select a document in the document viewer, please proceed as follows:

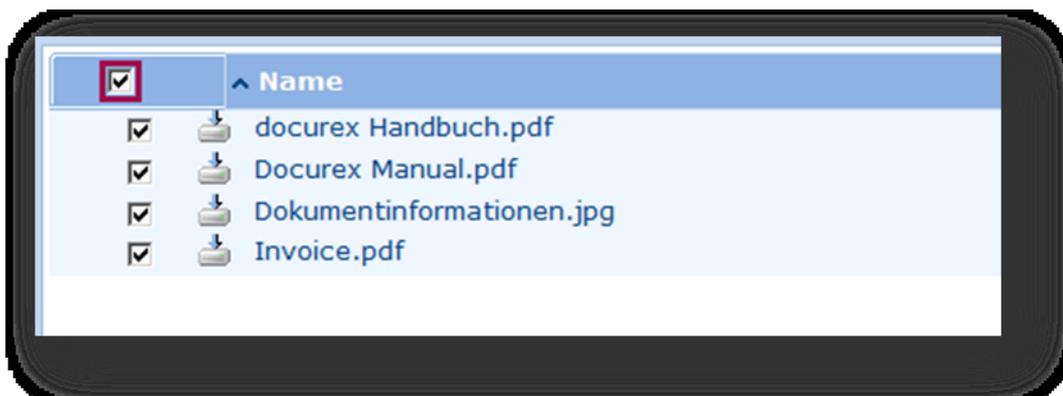
1. To select a document, click on the box in front of the document name.



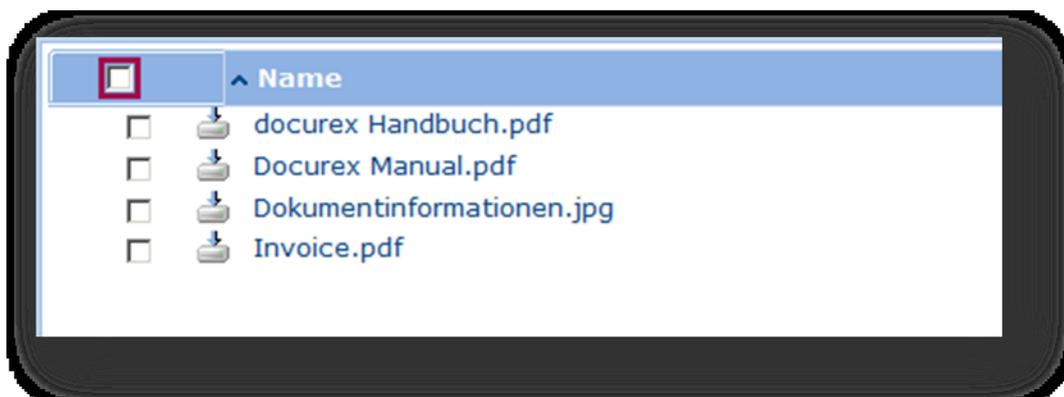
2. The selected document is highlighted in colour.
3. To select further documents, repeat step 1.

To select all documents in a folder, please proceed as follows:

1. Click on the box in the header of the document overview.



2. All documents are selected and highlighted in colour.
3. To cancel the selection of all documents again, remove the tick in the header of the document overview.

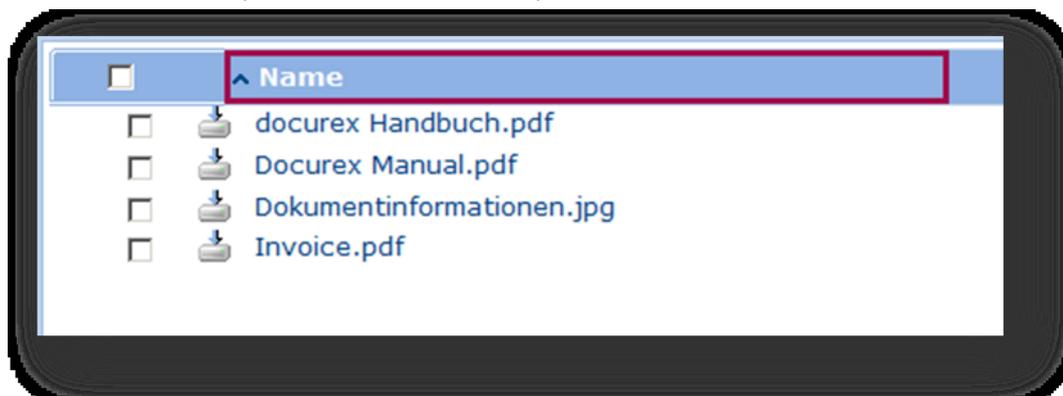


4. The selection of all marked documents is cancelled.

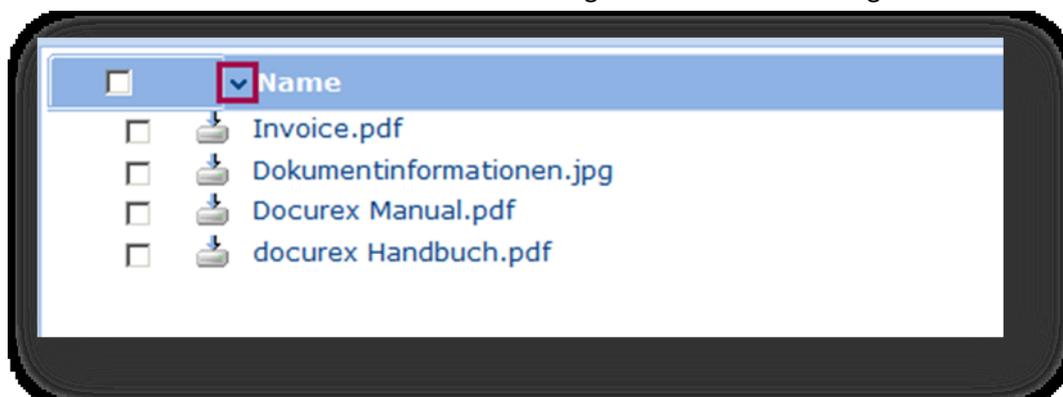
Sort documents

To sort the list of documents, please proceed as follows:

1. Click on the column, which should be sorted, in the header of the document overview.



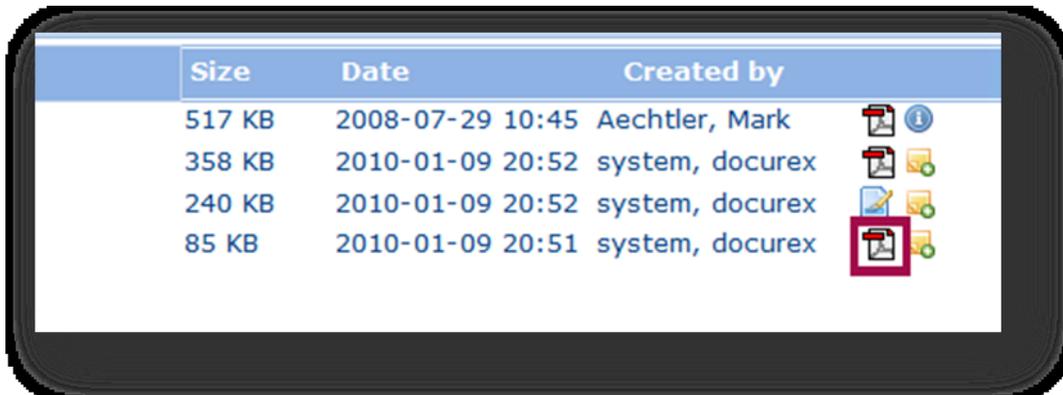
2. The list of documents is sorted.
3. Sortable columns are: "name", "size", "date", and "created by".
4. The currently selected sorting order is displayed by a small arrow at the right end of the sortable column. Click on the sortable column again to invert the sorting direction.



Document preview

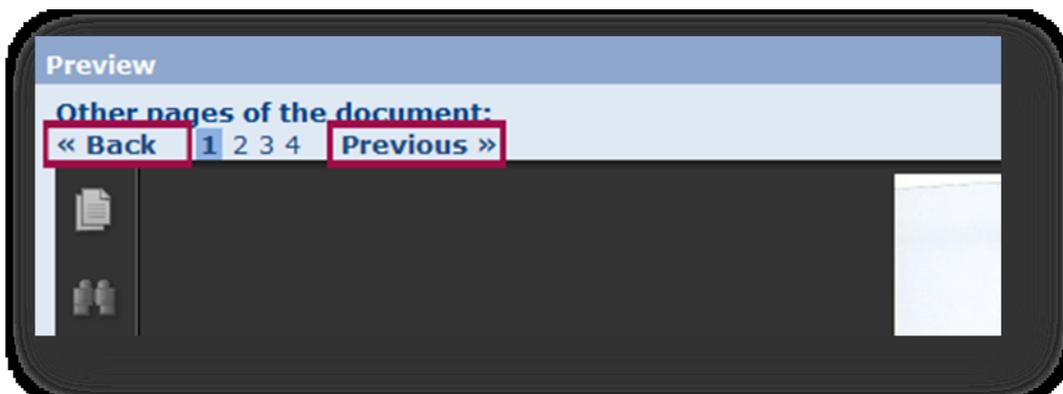
To display the preview of a document, please proceed as follows:

1. Click on the file icon in the list of documents.

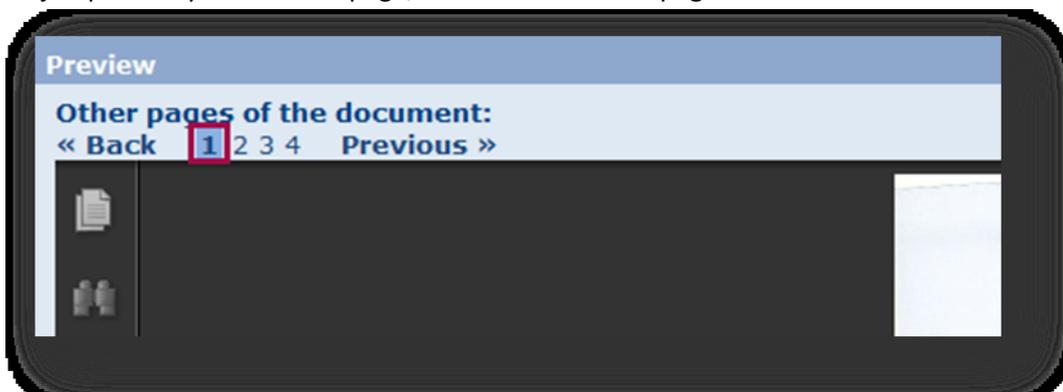


| | Size | Date | Created by | |
|--|--------|------------------|-----------------|---|
| | 517 KB | 2008-07-29 10:45 | Aechtler, Mark |   |
| | 358 KB | 2010-01-09 20:52 | system, docurex |   |
| | 240 KB | 2010-01-09 20:52 | system, docurex |   |
| | 85 KB | 2010-01-09 20:51 | system, docurex |   |

2. The window “preview” appears.
3. In case of a multi-page document, you have the possibility to move by clicking on the “next” or “back” button.



4. To jump directly to a certain page, click on the desired page number.

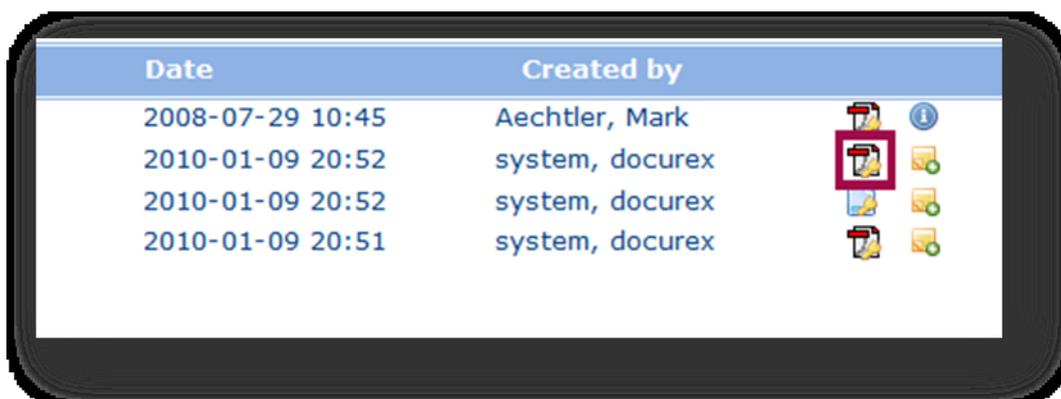


5. The currently selected page is highlighted in colour in the page navigation.
6. To leave the preview again, please click on the button “close window”.

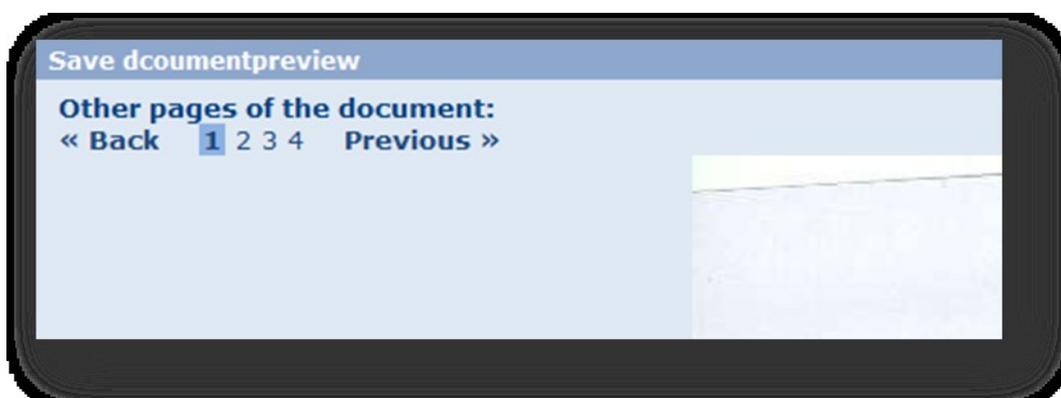
Safe document preview

To be able to use the safe document preview, please proceed as follows.

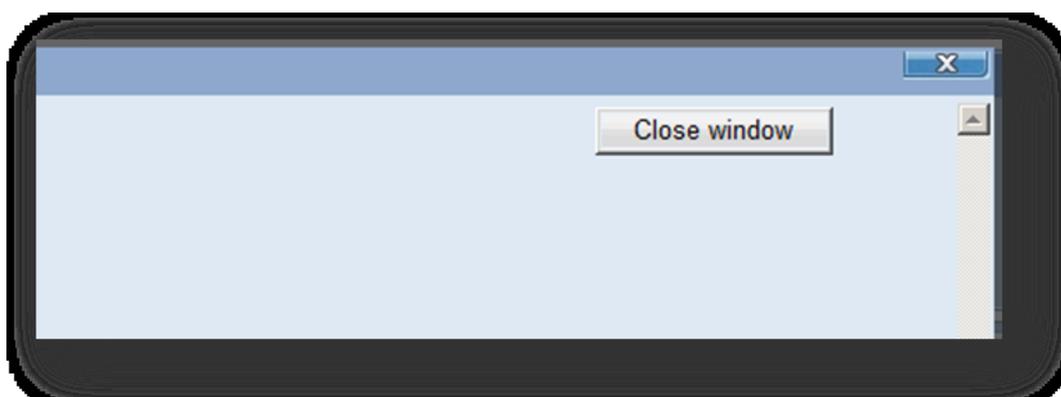
1. In the list of documents, click on the file icon with the key



2. A new window opens in which you can view your document preview in a safe mode.
3. To move in a multi-page document, click on the button “next” to move forward or on the button “back” to move backwards. You can also click directly on the page number to access the respective page.



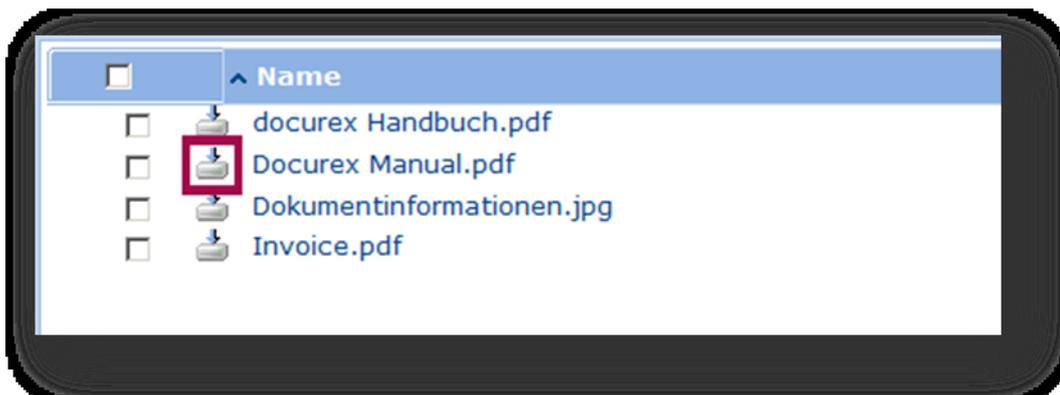
4. Then click on the button “close window” to close the window.



Download individual documents

To download an individual document, please proceed as follows:

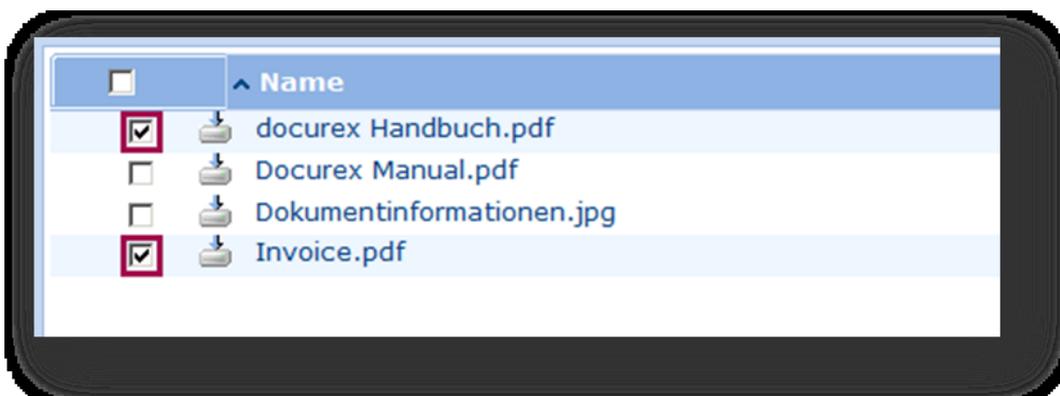
1. Click on the button “download document” in the window with the document overview.



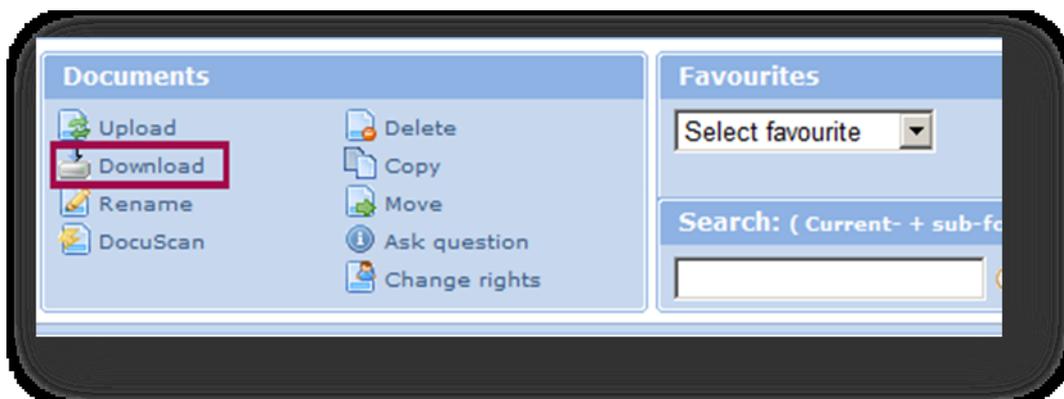
Download several documents

To download several documents, please proceed as follows:

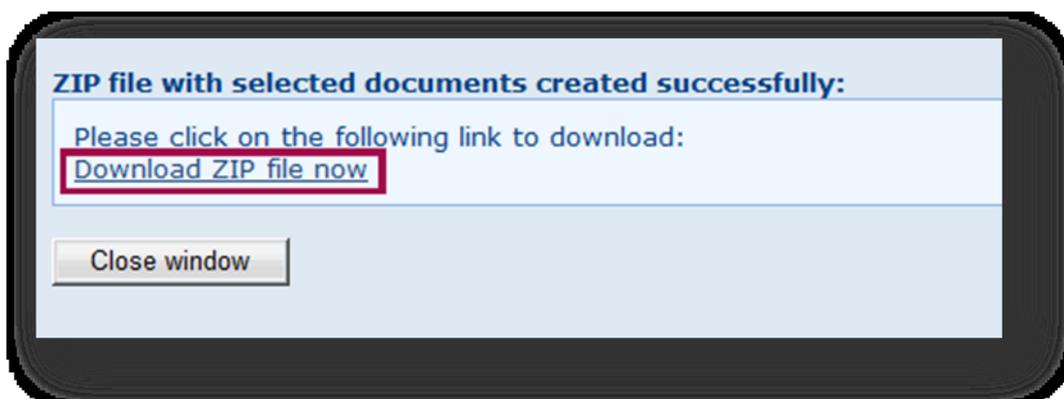
1. Select the documents which you would like to download.



2. The selected documents are highlighted in colour.
3. On the tab “folder”, click on the “download (.zip)” button.



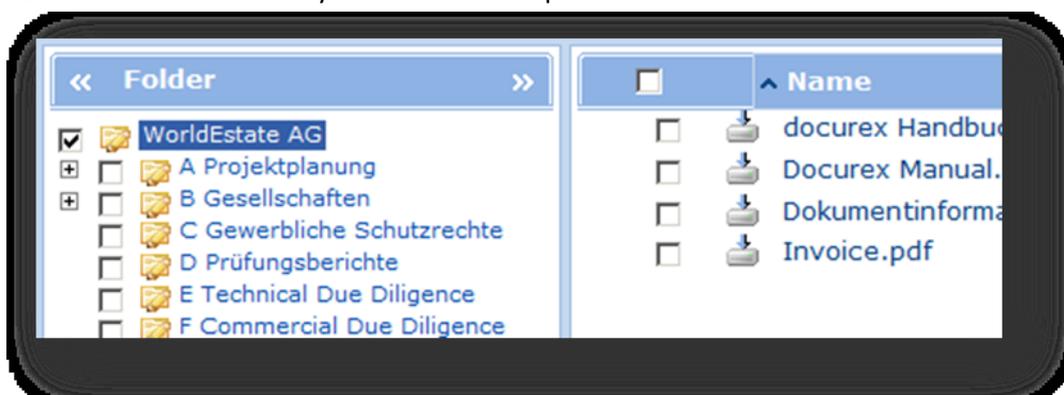
4. The window “download documents” appears.
5. To prepare the documents for the download, click on the “yes” button.
6. When all documents are ready for the download, you can save the documents on your computer by clicking on the link “download zip-file now”.



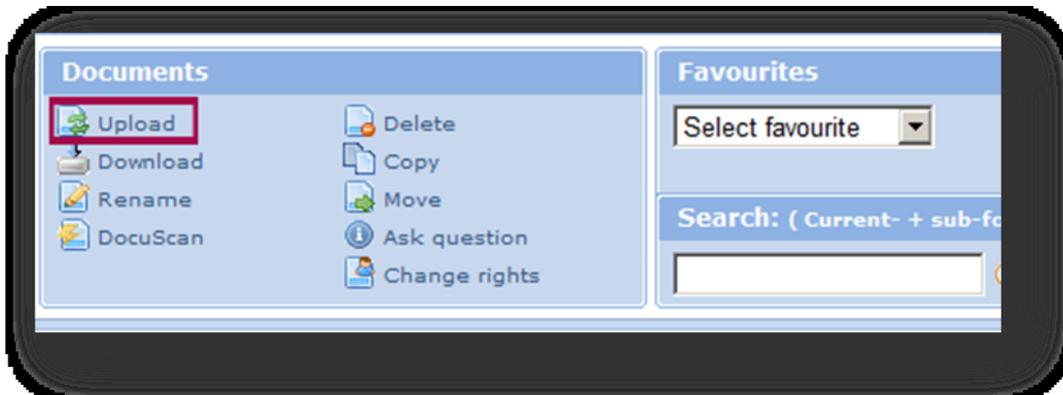
Upload one or several documents into the data space

To upload one or several documents into the data space, proceed as follows:

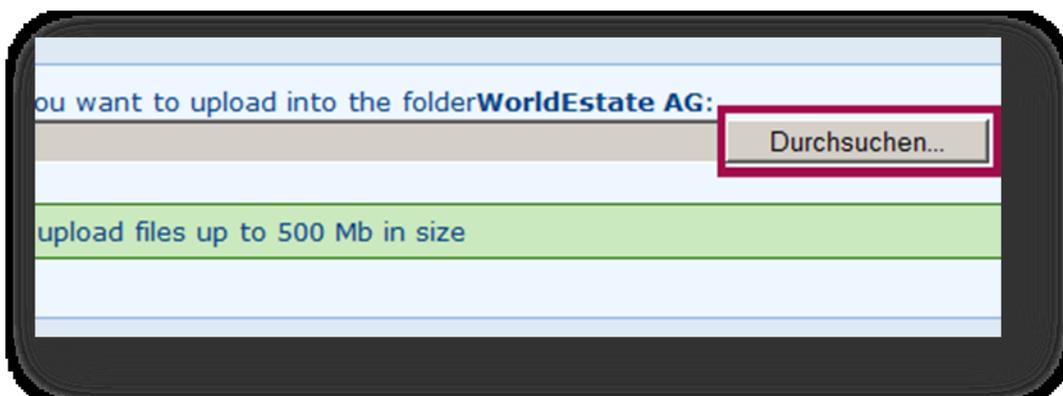
1. Select the folder in which you would like to upload the documents.



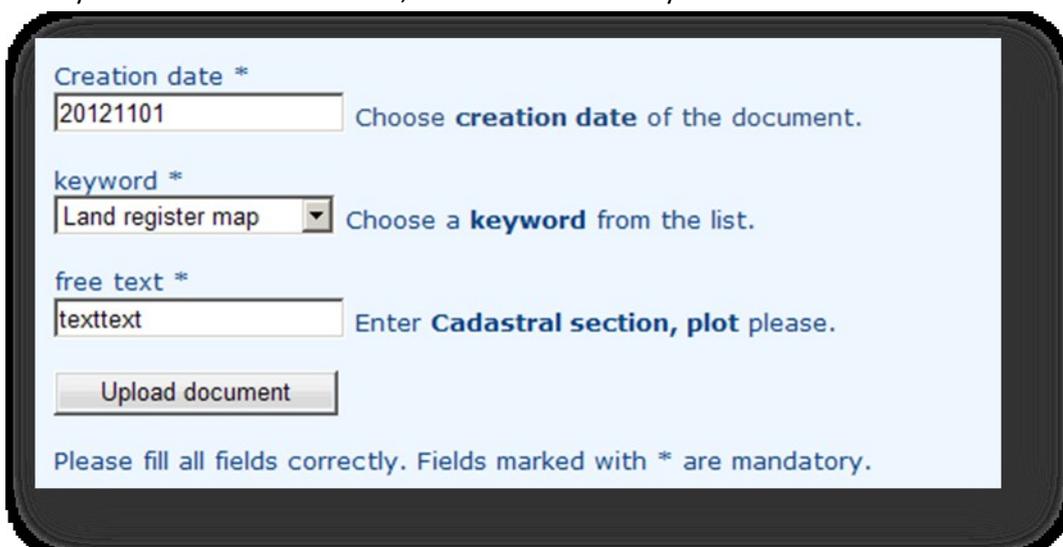
2. The selected folder is automatically marked. Please note, only one folder should be marked to upload documents.
3. On the tab “folder”, click on the “upload” button.



4. The window “upload documents” appears.
5. Select the document which you would like to upload into the data space, by clicking on the “browse” button.



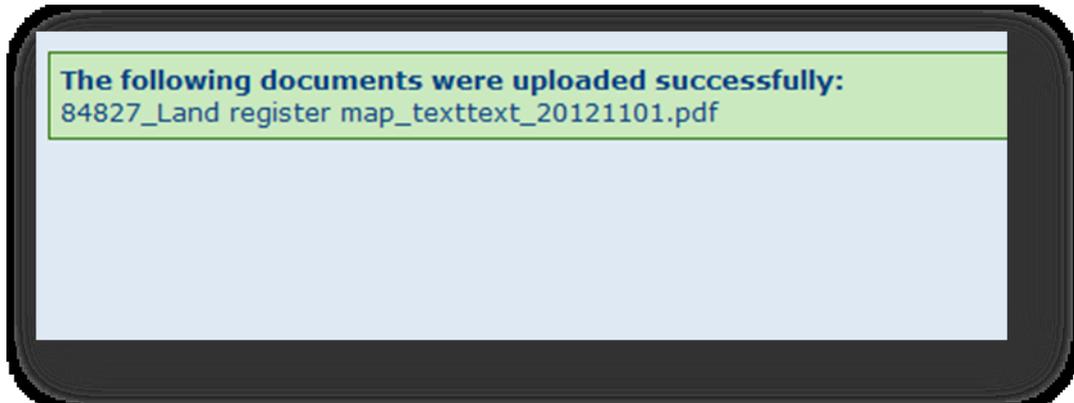
6. A window “selection dialog” opens up, where you can select the document.
7. Once you selected the document, fill out the mandatory fields which are marked with an *.



8. To upload the documents now, click on the button “upload document”.

9. The documents will now be uploaded into the data space. Please note, the upload time depends on both your internet connections and the size of the files. This process can take a few minutes.

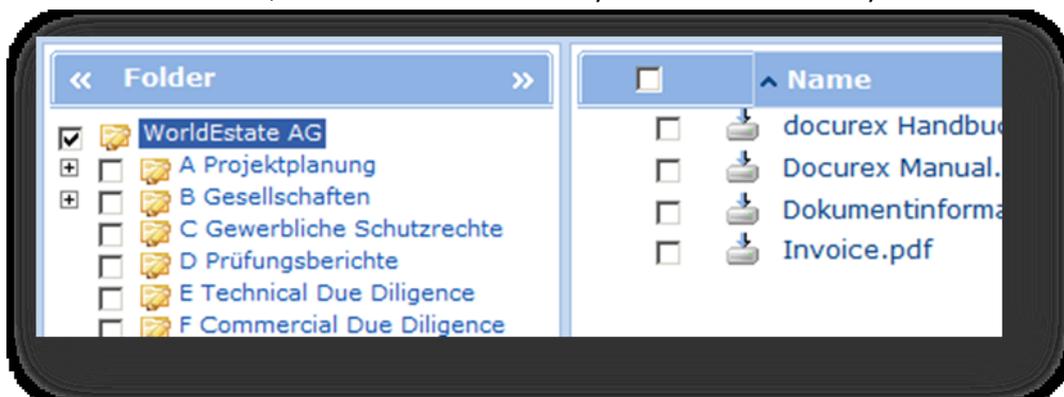
Once the upload is completed, you receive a message, including the document name composed by the information in the mandatory fields.



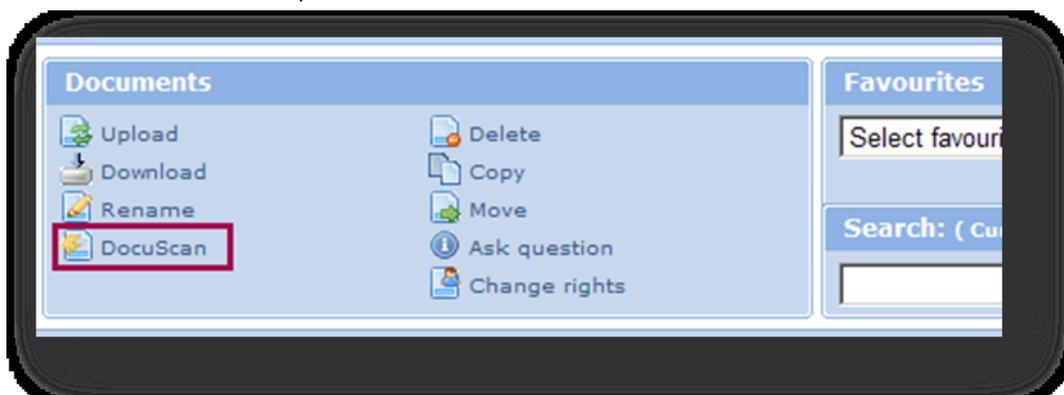
Scan documents (docuScan)

To scan documents, please proceed as follows:

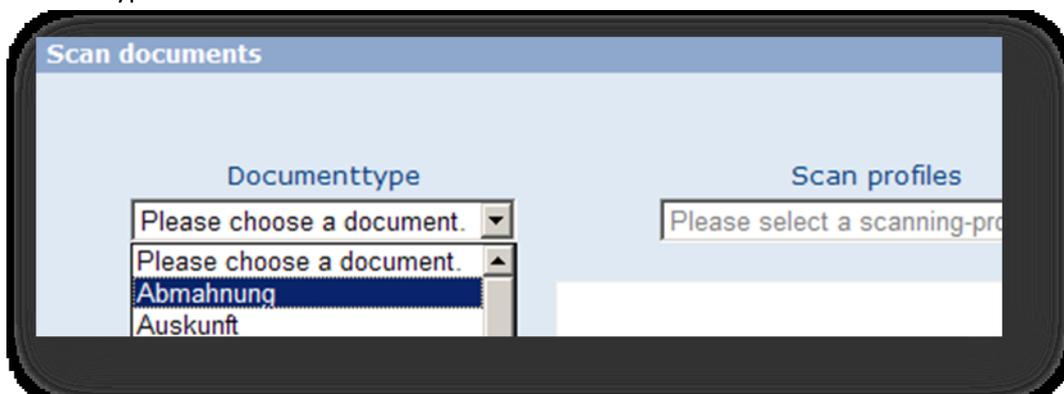
1. In the folder overview, select the folder in which you would like to save your document.



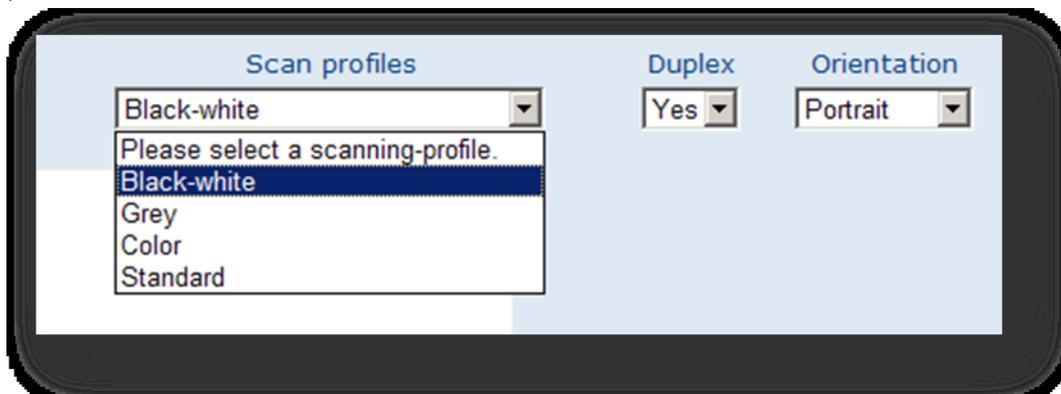
2. On the tab "documents", click on the "docuScan" button.



3. A new window opens.
4. Select a type of document.

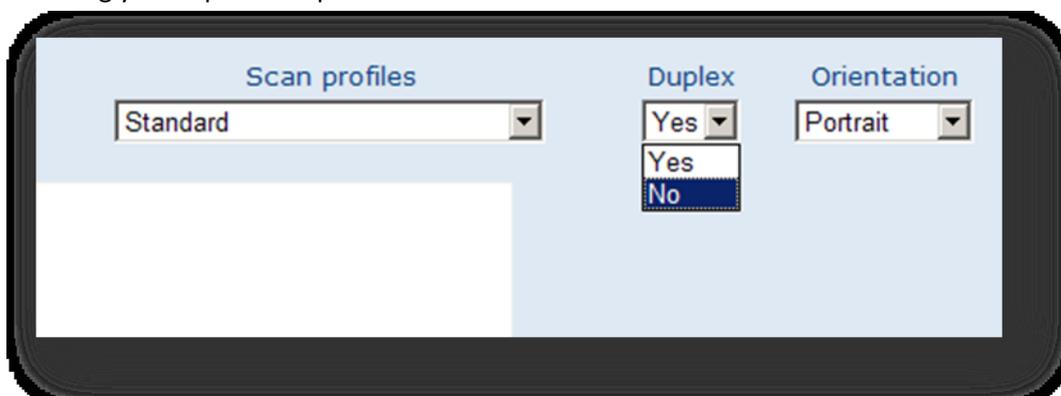


5. In case there is no scanning profile stored for the type of document, please select a scanning profile.



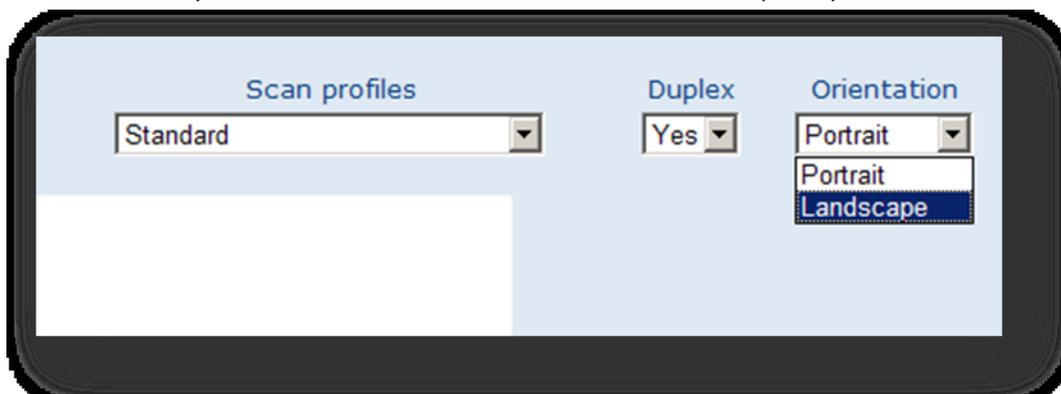
The screenshot shows a software interface with three sections: 'Scan profiles', 'Duplex', and 'Orientation'. The 'Scan profiles' dropdown menu is open, displaying a list of options: 'Black-white', 'Please select a scanning-profile.', 'Black-white', 'Grey', 'Color', and 'Standard'. The 'Black-white' option is currently selected and highlighted in blue. The 'Duplex' dropdown is set to 'Yes' and the 'Orientation' dropdown is set to 'Portrait'.

6. Select whether the document should only be scanned on one or on both sides. For duplex scanning you require a duplex scanner.



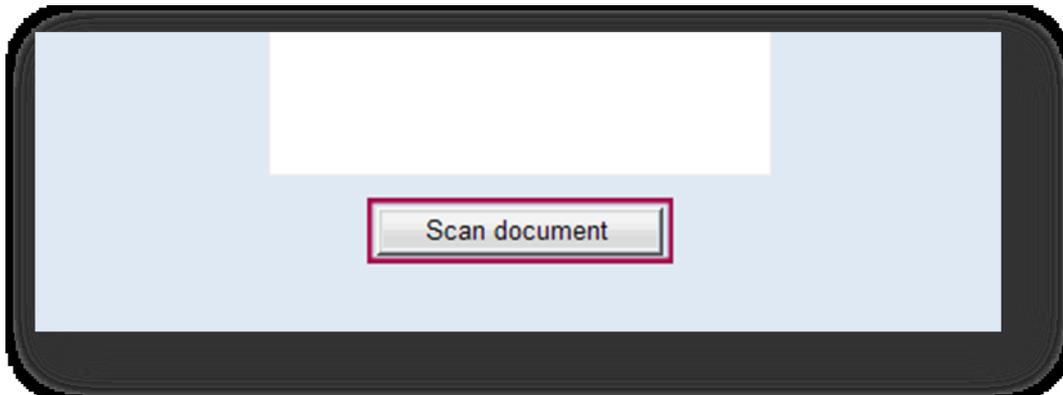
The screenshot shows the same software interface. The 'Scan profiles' dropdown is now set to 'Standard'. The 'Duplex' dropdown menu is open, showing 'Yes' and 'No' options, with 'No' selected and highlighted in blue. The 'Orientation' dropdown remains set to 'Portrait'.

7. Select whether you would like to scan the document in landscape or portrait format.

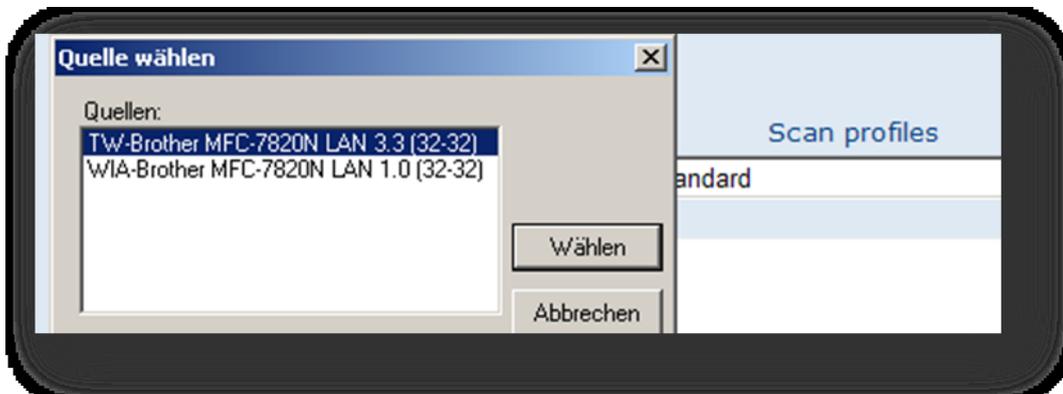


The screenshot shows the same software interface. The 'Scan profiles' dropdown is set to 'Standard' and the 'Duplex' dropdown is set to 'Yes'. The 'Orientation' dropdown menu is open, showing 'Portrait' and 'Landscape' options, with 'Landscape' selected and highlighted in blue.

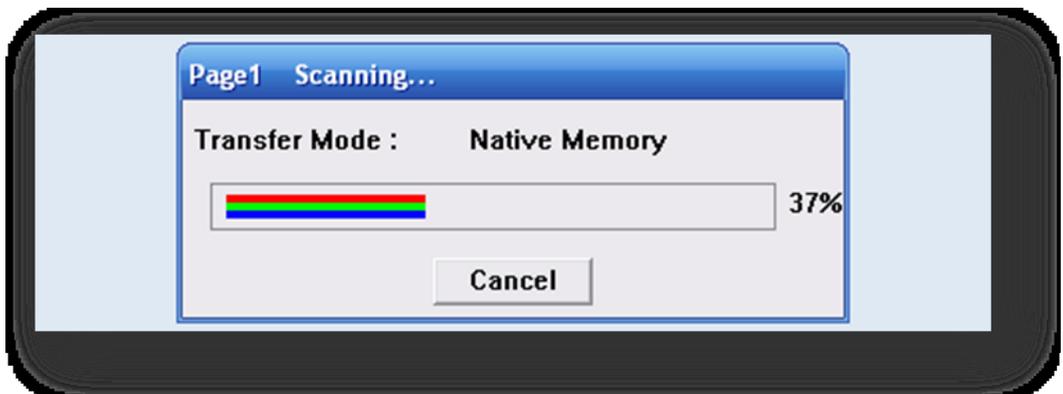
8. Click on the “scan” button.



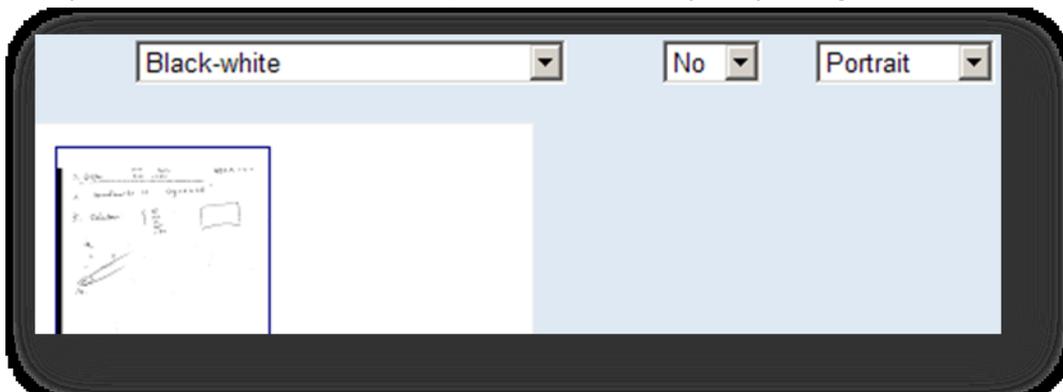
9. Select the scanner with which you would like to scan the document and then click on the “select” button.



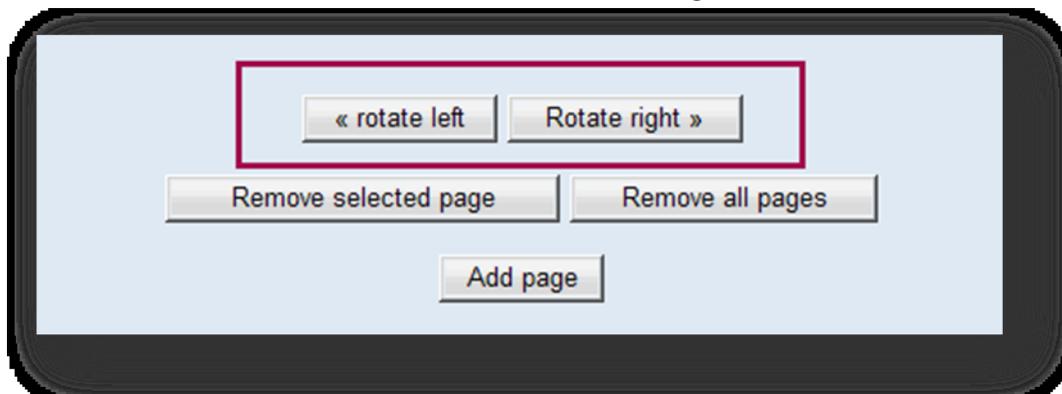
10. The document will be scanned.



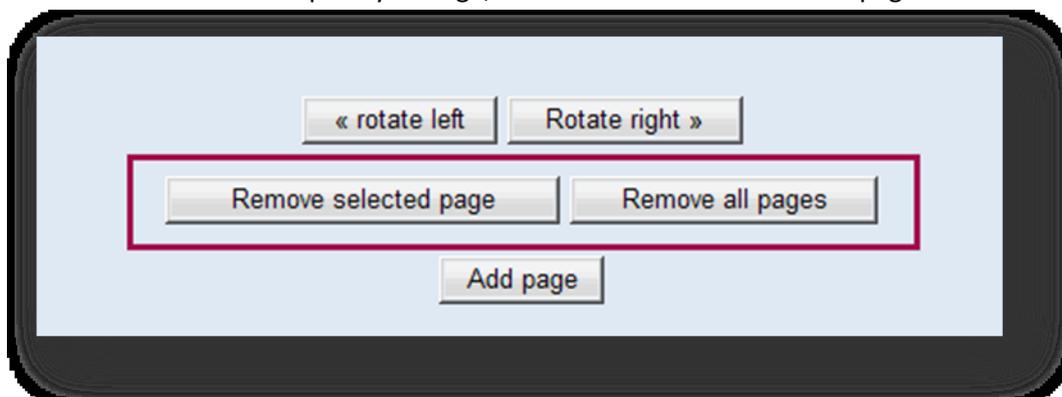
11. Now you see the scanned documents, which are in a temporary storage.



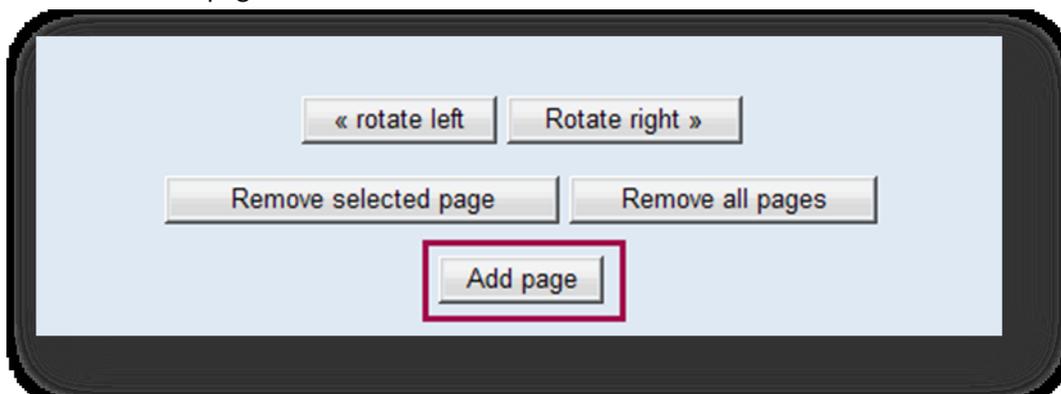
- a. In order to rotate individual documents, click on the page which you would like to rotate, and then click on the button “turn left” or “turn right”.



- b. In order to delete individual documents, click on the page which you would like to delete, and then click on the button “delete selected page”. In order to delete all documents from the temporary storage, click on the button “delete all pages”.



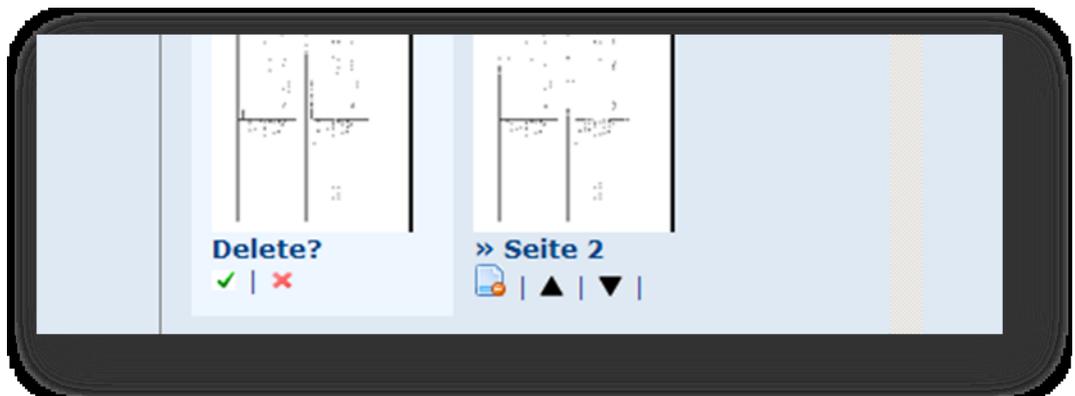
12. In order to save all documents from the temporary storage into the document pool, click on the button “add page”.



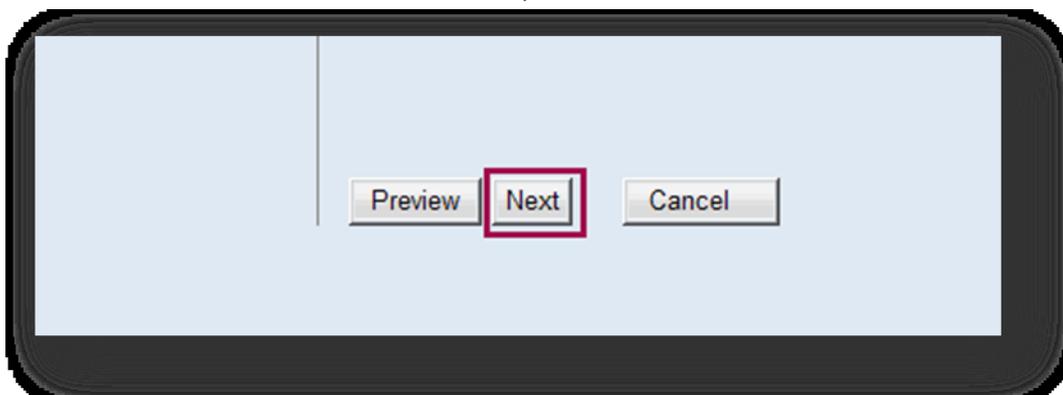
- a. In order to move down the document, click on the “down-arrow icon” or in order to move up the document, click on the “up-arrow icon”. (fehler)



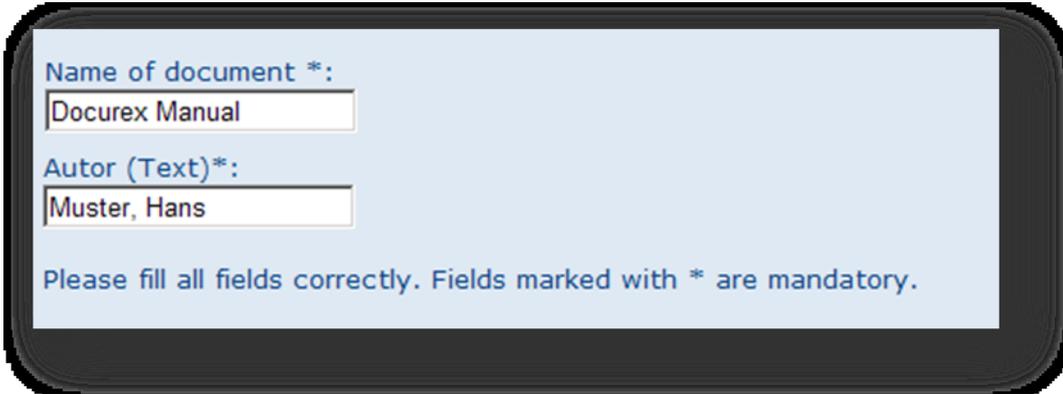
- b. In order to delete a document from the pool, click on the “delete icon”. Then click on the tick in order to delete the document from the document pool or click on the cross in order to cancel the operation.



13. Click on the button “next” to go to save the document. Click on the button “cancel” to remove all documents from the document pool and to close the window.



14. Now enter the required document data.

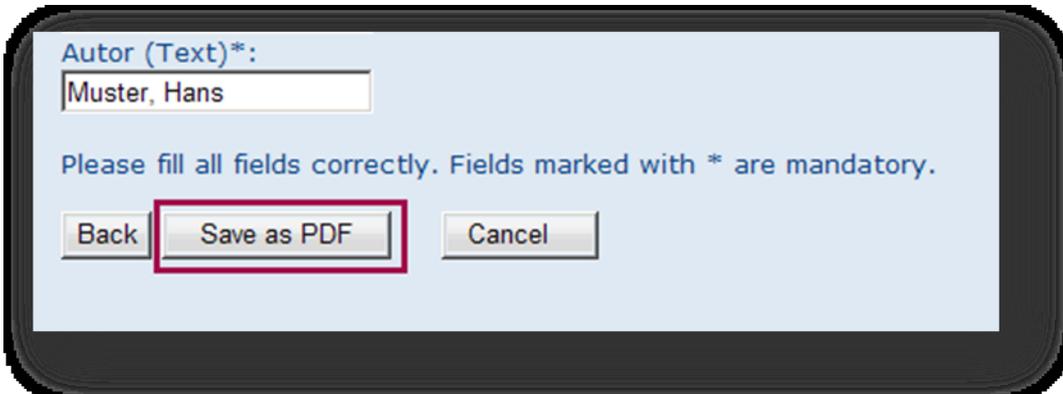


Name of document *:

Autor (Text)*:

Please fill all fields correctly. Fields marked with * are mandatory.

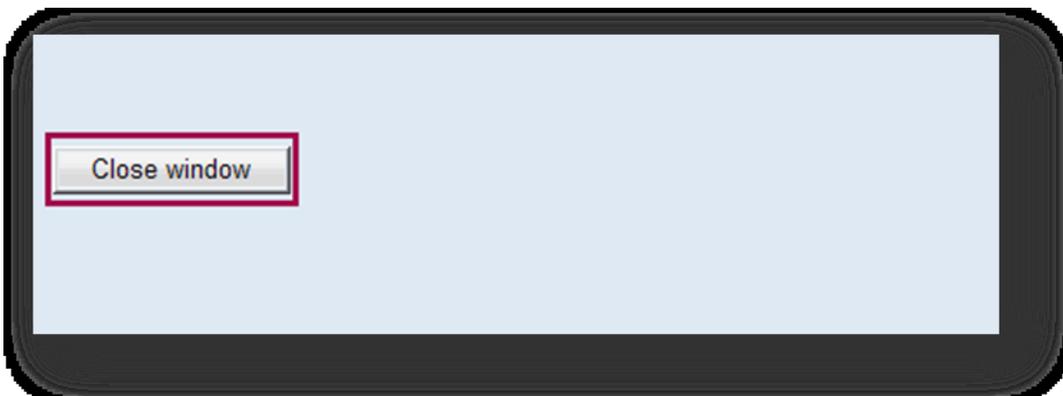
15. Click on the button "file as pdf" in order to now combine all the documents in the document pools to create a pdf.



Autor (Text)*:

Please fill all fields correctly. Fields marked with * are mandatory.

16. Then click the button "close window" to close the window.



Document information

View document information

To view the document information, please proceed as follows:

1. You can only see document information for documents for which this information was stored. You can recognise documents for which this information was stored by the I-icon.

| Date | Created by | |
|------------------|-----------------|---|
| 2008-07-29 10:45 | Aechtler, Mark |   |
| 2010-01-09 20:52 | system, docurex |   |
| 2010-01-09 20:52 | system, docurex |   |
| 2010-01-09 20:51 | system, docurex |   |

2. Click on the I-icon in order to see the document information.
3. A new window opens.
4. Now you can see the document information.

| documentinformations | |
|---|------------------------------|
|  | Name: docurex Handbuch.pdf |
| | Size: 517 KB |
| | Applied at: 2008-07-29 10:45 |
| | Applied from: Aechtler, Mark |

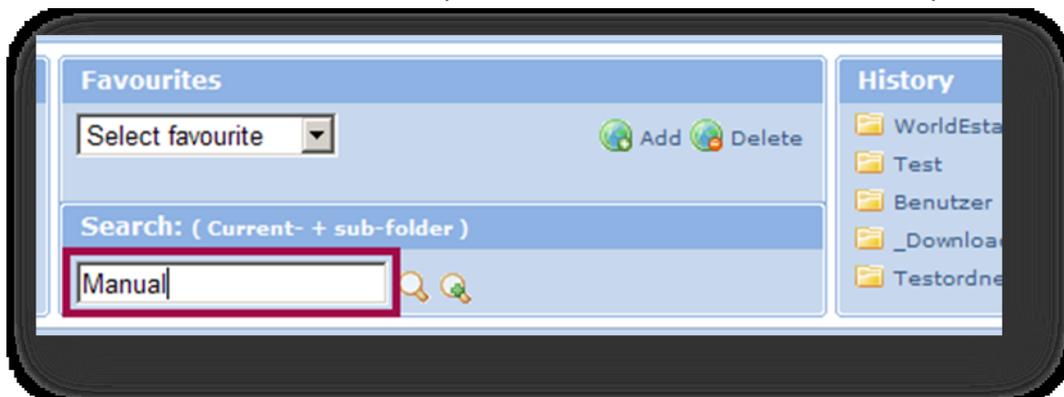
Search

Search functions

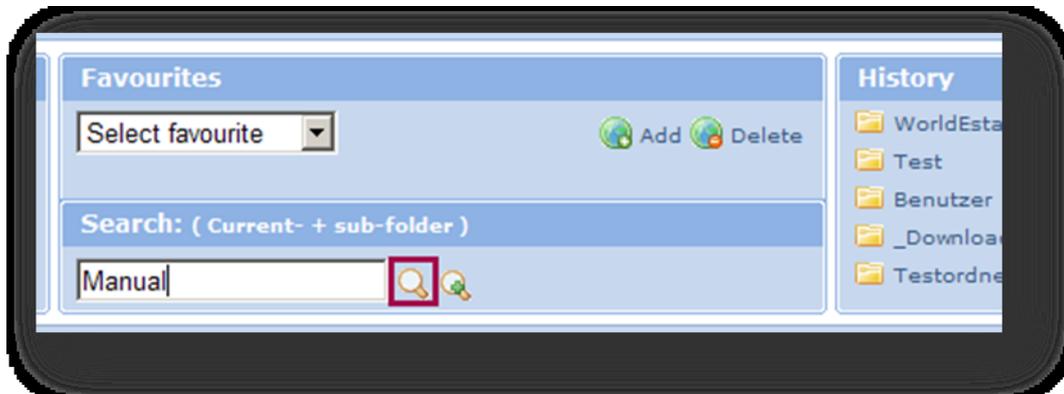
Using the quick search

In order to be able to use the quick search, please proceed as follows:

1. On the tab “search”, click in the entry field and then enter the catchword for your search.



2. Click on the magnifying glass next to the entry field.

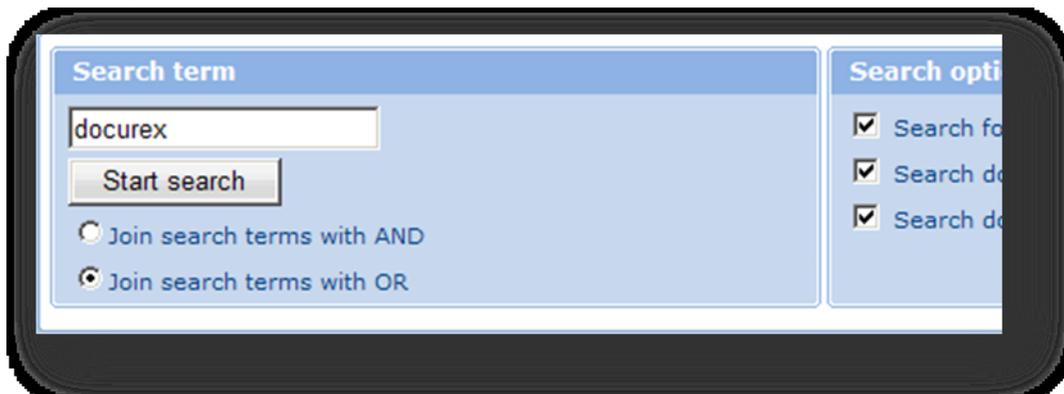


3. Now you can see the search results.

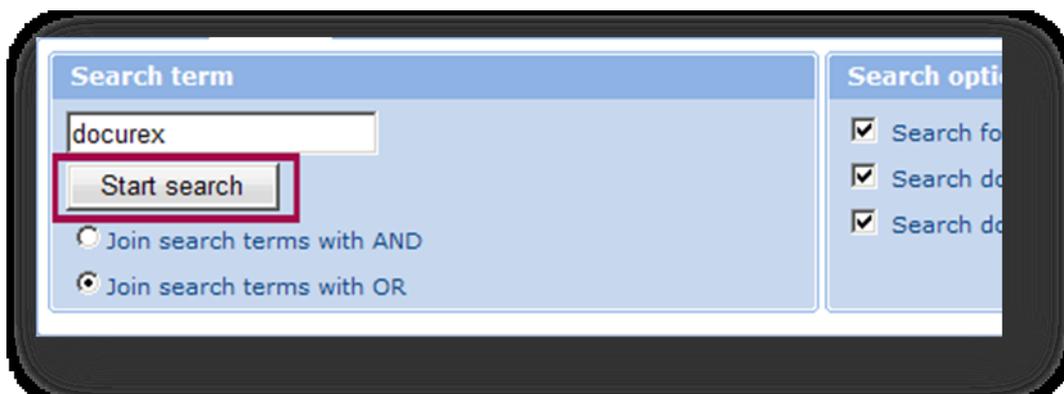
Using the search function

In order to search a document, please proceed as follows:

1. On the tab “search”, click in the entry field “search word” and enter an index word for your search request.



2. Click on the “start search” button.



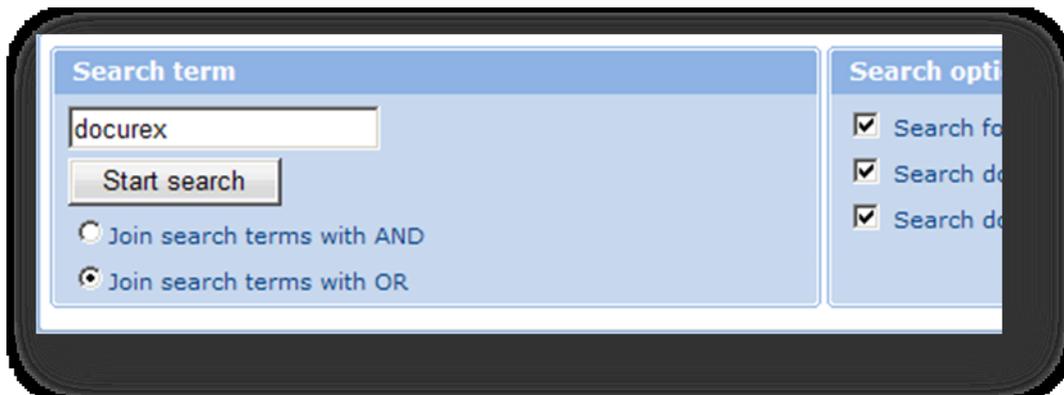
3. Now you can see the search results.



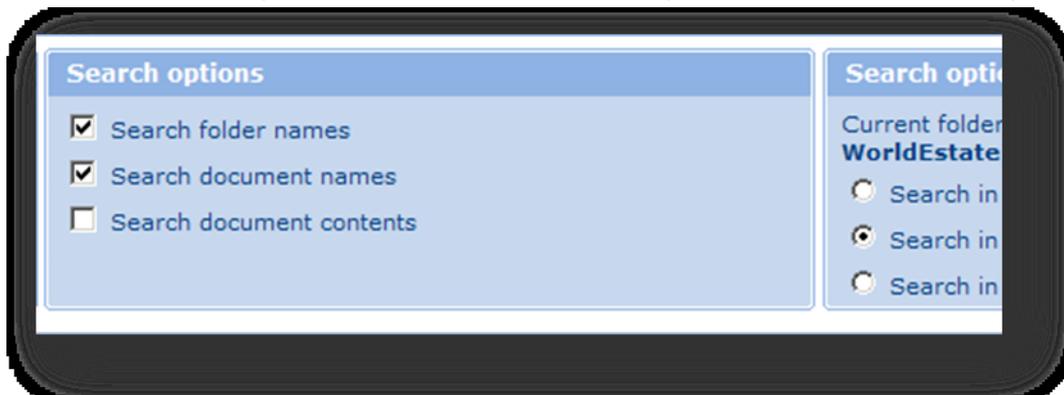
Search options

To adjust the search results, please proceed as follows:

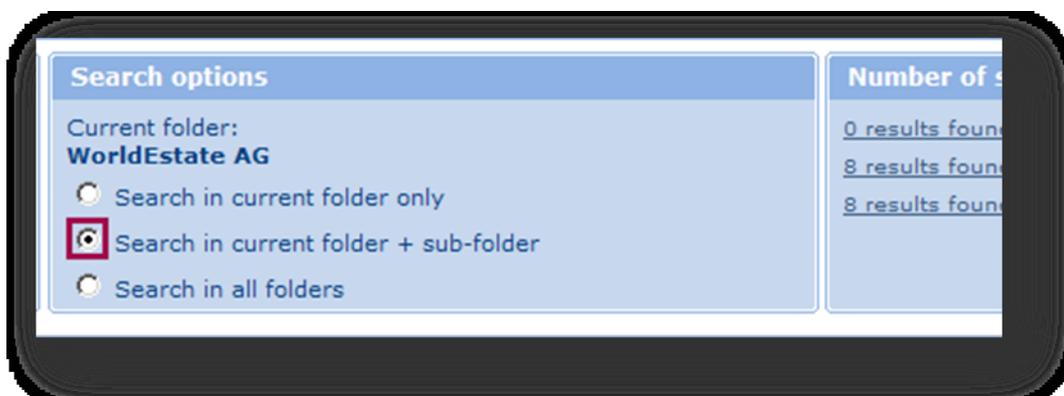
1. Click in the entry field on the tab “search word” and enter an index word for your search request.



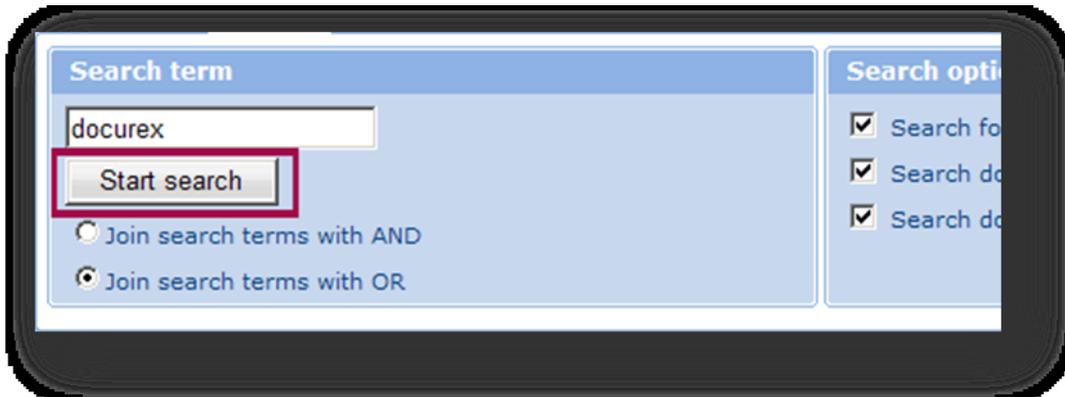
2. On the tab “search options”, click on the box of which you would like to allow the options.



3. On the next tab “search options”, select the method which you would like to use for your search.

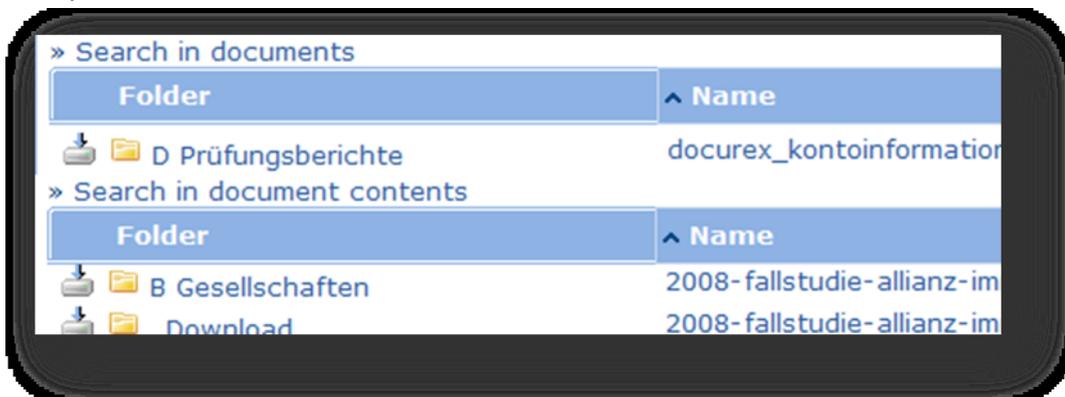


4. On the tab “search word”, click on the “start search” button.



The screenshot shows a search interface with a text input field containing 'docurex'. Below the input field is a button labeled 'Start search', which is highlighted with a red rectangular box. To the right of the input field is a 'Search options' panel with three checked checkboxes: 'Search for', 'Search do', and 'Search do'. Below the input field, there are two radio button options: 'Join search terms with AND' and 'Join search terms with OR', with the latter being selected.

5. Now you can see the search results.



The screenshot shows search results in a table format. The table is divided into two sections: 'Search in documents' and 'Search in document contents'. Each section has a header row with 'Folder' and 'Name' columns. The first section shows a folder named 'D Prüfungsberichte' with a document named 'docurex_kontoinformation'. The second section shows a folder named 'B Gesellschaften' with a document named '2008-fallstudie-allianz-im', and a 'Download' folder with a document named '2008-fallstudie-allianz-im'.

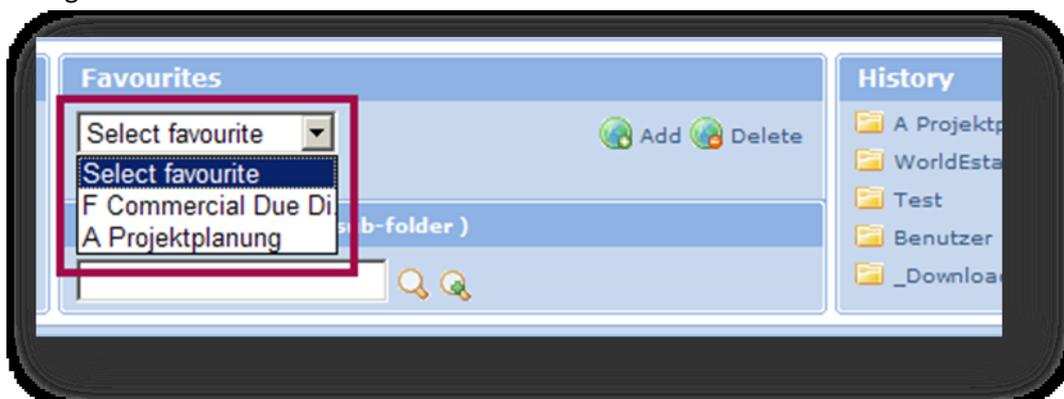
| » Search in documents | |
|--|----------------------------|
| Folder | ^ Name |
|  D Prüfungsberichte | docurex_kontoinformation |
| » Search in document contents | |
| Folder | ^ Name |
|  B Gesellschaften | 2008-fallstudie-allianz-im |
|  Download | 2008-fallstudie-allianz-im |

Favourites

Call up favourites

In order to call up a folder in your favourites, please proceed as follows:

1. On the tab “favourites”, select a folder from the drop-down menu to which you would like to change.

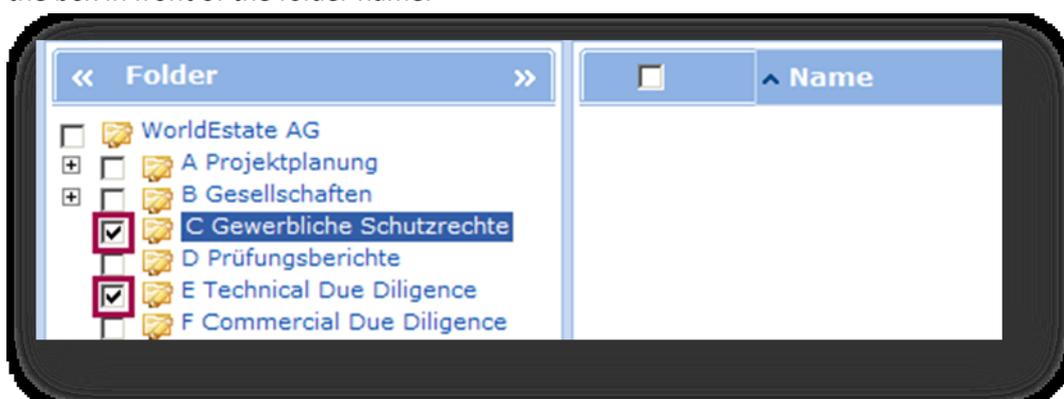


2. The folder is opened and the document view is updated.

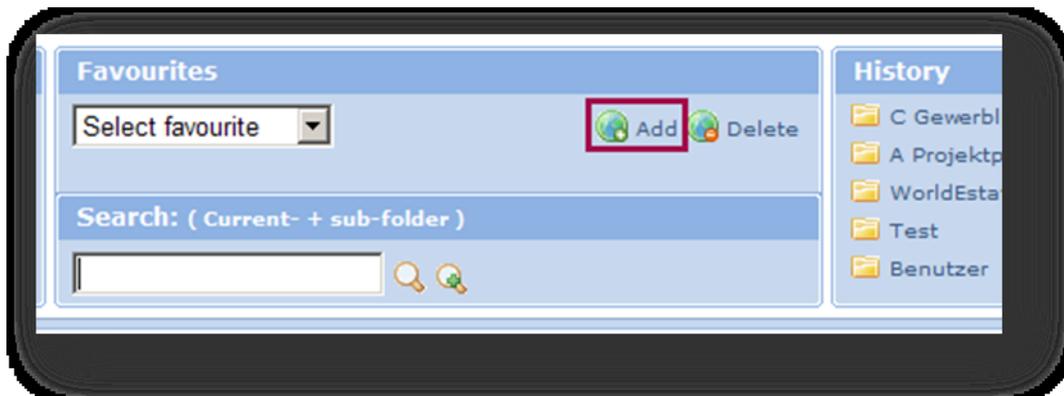
Add favourites

In order to add one or several folders to your favourites, please proceed as follows:

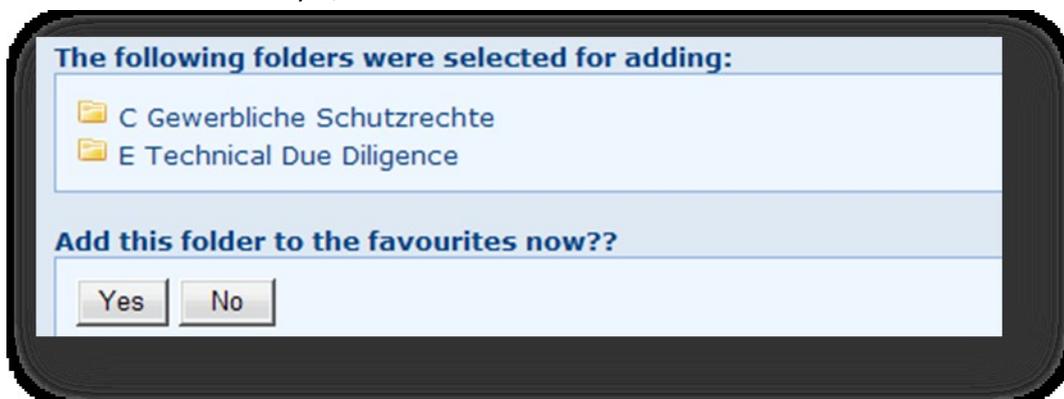
1. Select the folders which you would like to add. For this, mark the folders by putting a tick in the box in front of the folder name.



2. On the tab “favourites”, click on the “add” button.



3. To add the marked folders to the list of favourites, click on the “yes” button. If you do not want to add the folders yet, click on the “no” button.

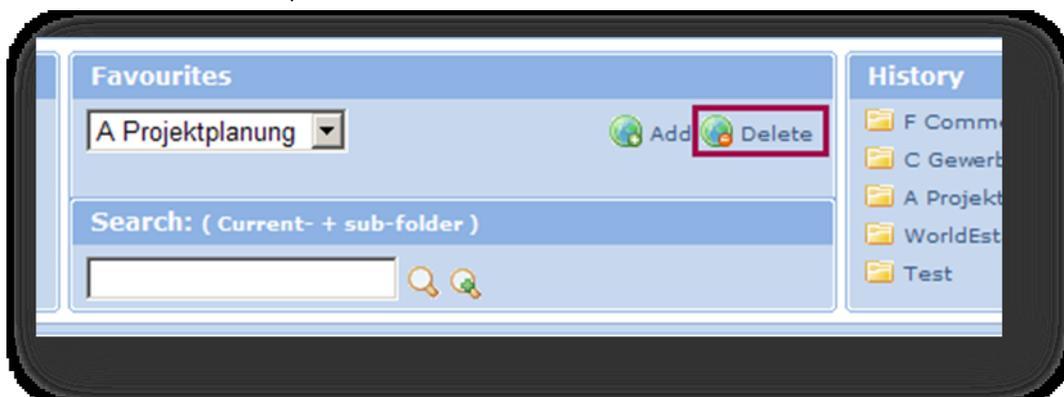


4. The folders will be added to the list of favourites.

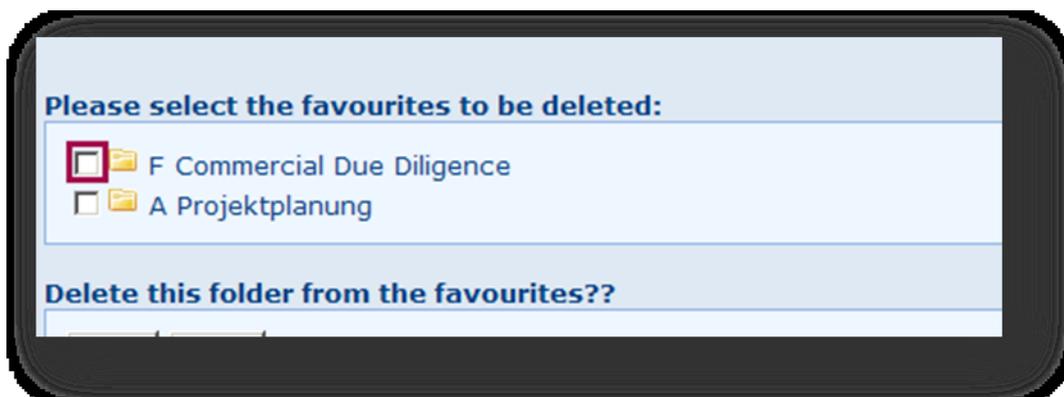
Delete favourites

To delete one or several folders from the list of favourites, please proceed as follows:

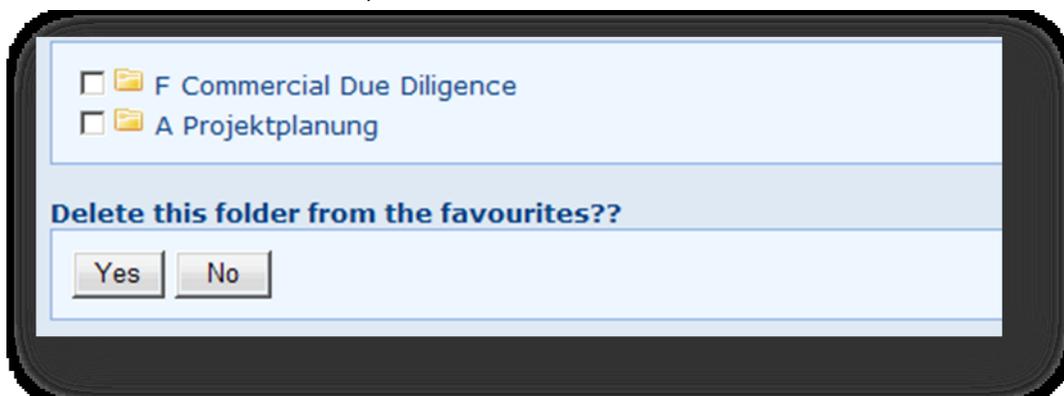
1. On the tab “Favourites”, click on the “delete” button.



2. The window “delete one or several folders from the favourites” appears.
3. All saved favourites are listed. By putting a tick in the box in front of the folder name, you select the favourites which you would like to delete.



4. Click on the “yes” button in order to delete the folders from the list of favourites. If you do not want to delete the folders, click on the “no” button.



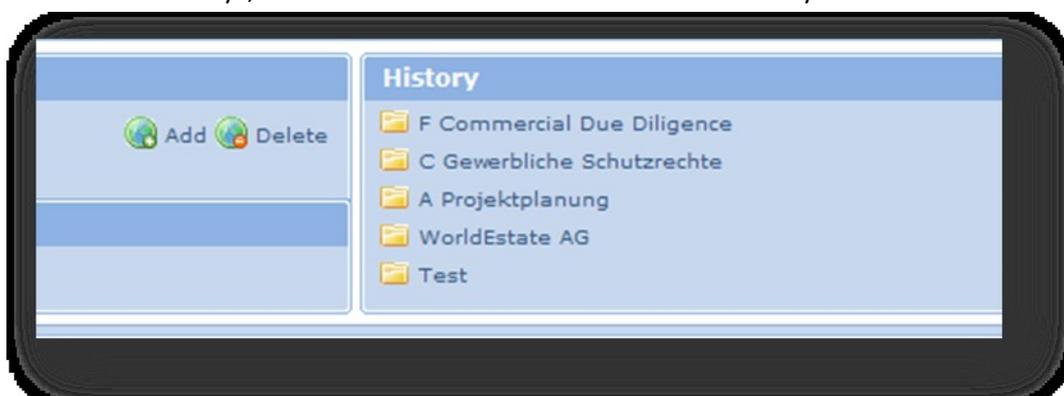
5. The marked folders are deleted from the list of favourites.

History

Using the history

In order to call up a folder or a document in the history, proceed as follows:

1. On the tab “history”, click on the folder or the document to which you would like to change.



2. In the case of a folder, the folder is displayed and the document view is updated. Folders are marked by the folder symbol.

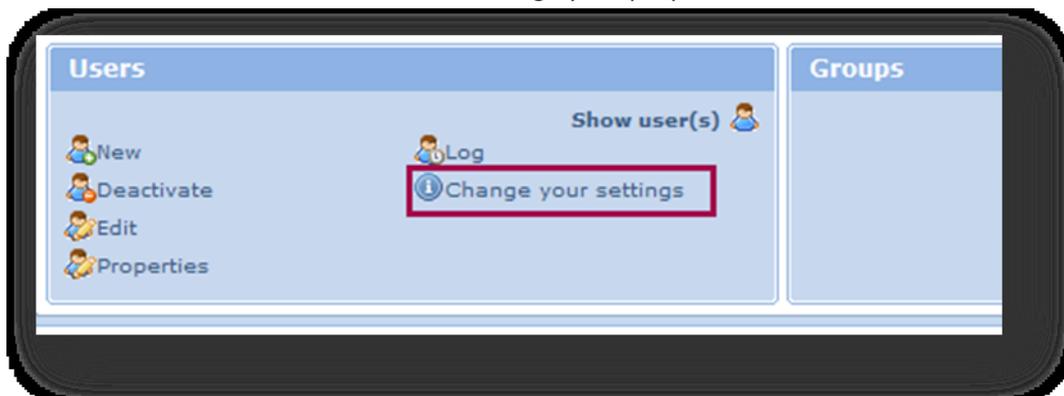
3. In the case of a document, the document opens in a new window. Documents are marked by the document symbol.

Administration

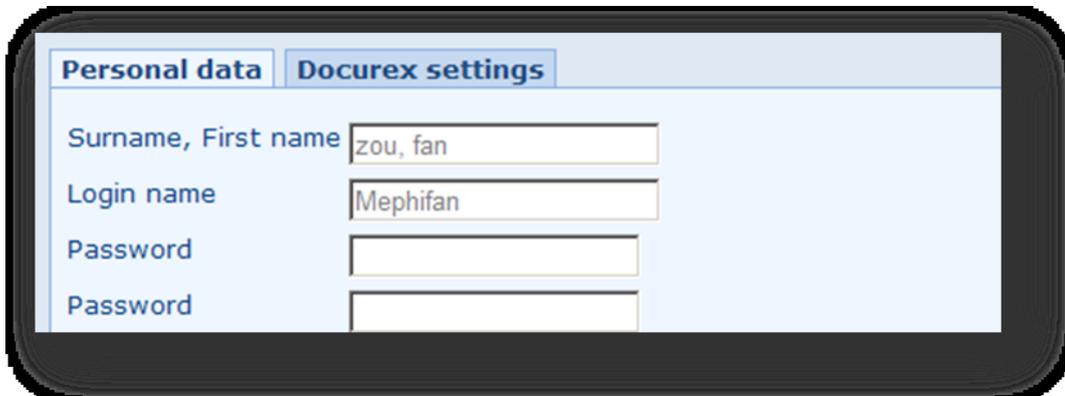
Change own settings

In order to change your own settings, please proceed as follows:

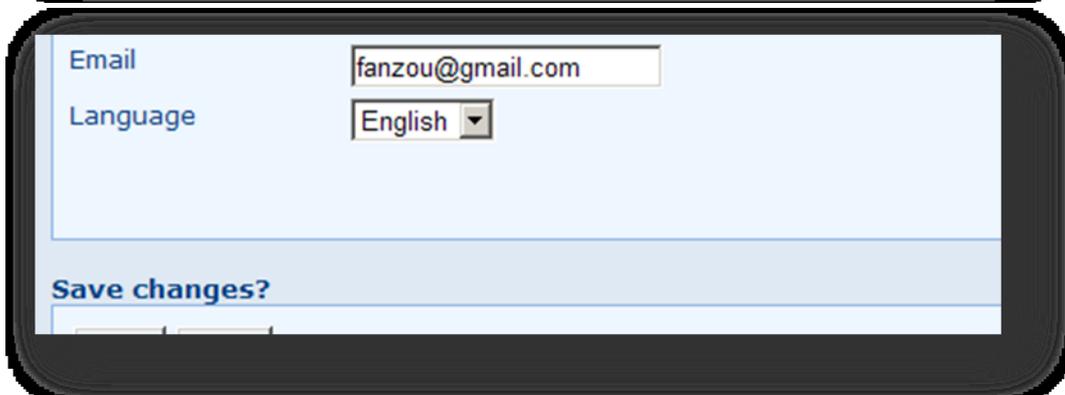
1. On the tab “user”, click on the button “change your properties”.



2. A new window opens.
3. Now you see your user data. At this stage the entry fields are blocked. Here you can only change your password, your e-mail address and the selected language.



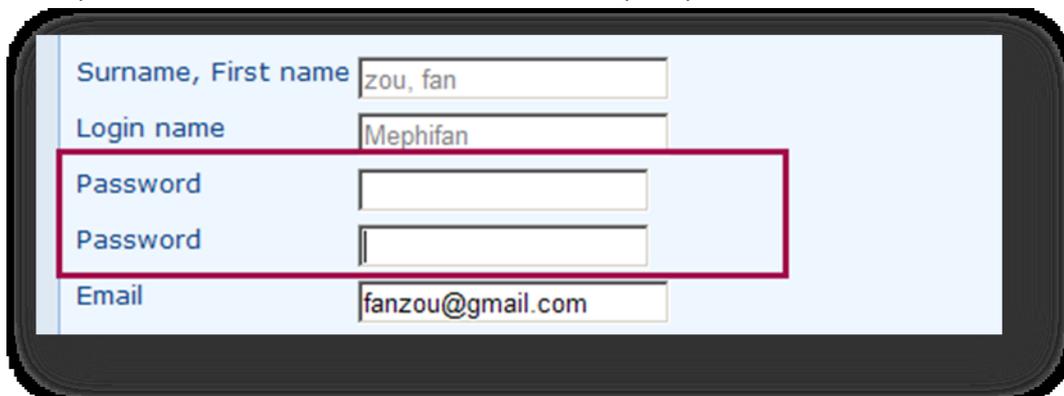
| | | |
|----------------------|---------------------------------------|-------------------------|
| Personal data | | Docurex settings |
| Surname, First name | <input type="text" value="zou, fan"/> | |
| Login name | <input type="text" value="Mephifan"/> | |
| Password | <input type="password"/> | |
| Password | <input type="password"/> | |



| | |
|----------|---|
| Email | <input type="text" value="fanzou@gmail.com"/> |
| Language | <input type="text" value="English"/> |

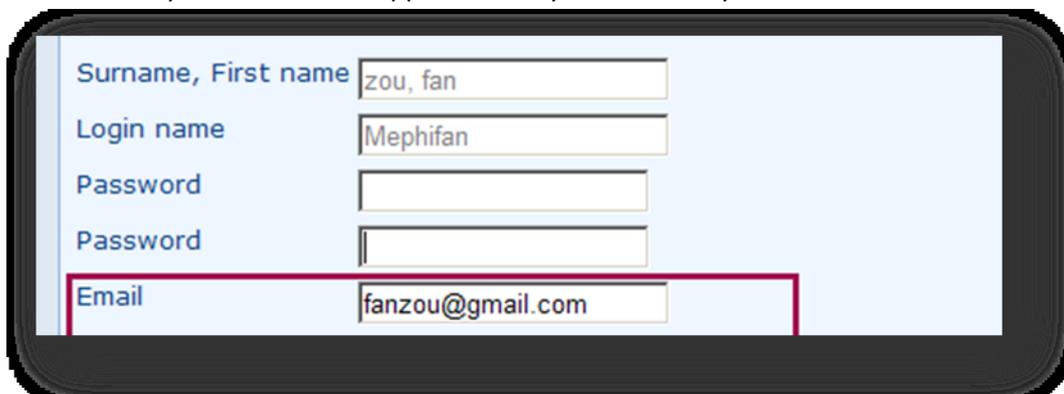
Save changes?

4. Then two new entry fields appear. Now enter your desired password into the entry field "new password" and enter the same in the field "repeat password".



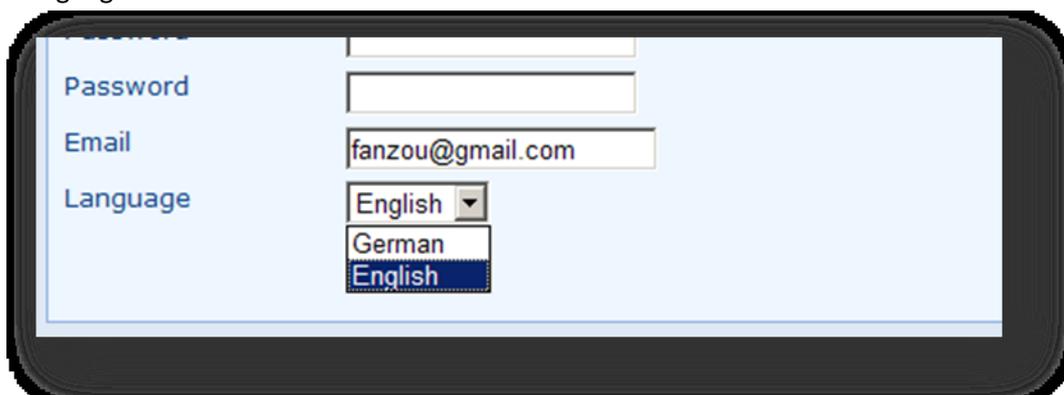
A screenshot of a registration form with the following fields: Surname, First name (zou, fan), Login name (Mephifan), Password (empty), Password (empty), and Email (fanzou@gmail.com). A red rectangular box highlights the two password input fields.

5. Now the entry field "e-mail" is approved and you can enter your new email-address.



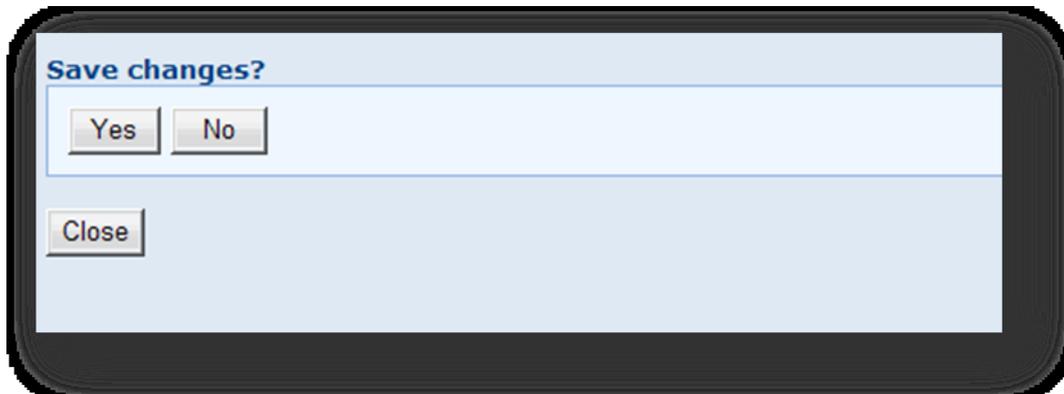
A screenshot of the registration form, identical to the previous one, but with a red rectangular box highlighting the Email field (fanzou@gmail.com).

6. Now the entry field "language" is approved and you can select the desired language from the drop-down menu "language".



A screenshot of the registration form showing the Language field with a dropdown menu open. The dropdown menu lists "English", "German", and "English" (highlighted). The other fields (Password, Email) are visible above it.

7. Now click on "yes" in order to save the changes. Click on "no" in order to cancel the operation and to close the window.



Contact

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