



**CdYbHYIh : 5dd`]WUh]cbLhYbXYf<sup>²</sup>  
KYV 5WWYgg**

Version 163

**IgYf ; i]XY**

**@Y[U` Bch]WY**

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# HUV`Y cZ 7 cbhYbhg

---

DfYZUWY

7 \UdhYf % ; Yhh]b[ GhUfhYX

7 \UdhYf & 7 i g h c a ] n ] b [ M c i f G m g h Y a

7 \UdhYf

—•~CE"iŠ••CE'Žice YV  
 Ž•)Žce'Ž•TM~Š•Š•CE•Ž•ce YV  
 Š—Š'←Š•CE'Žice YW  
 ••'—TMŠ•Ž•ceŠ•CE'Žice YW  
 '•CE'•+Ž•Ž•Ž'—TM~)•Š'•—•Ž•i'ce•Š'Žice YW  
 ~TMϕ'→•~Ÿ'→Š•CE'Š•Žice YW  
 —•Ž•i'HHH YX  
 TM TM •'CEŠ•'~→•Ožž→ŽŽ→•Ž•i'Žice YX  
 —•Ž•i'ϕ•TM'Žice YY  
 Š—žŠ—•Ž•i'HHH YY  
 ž•~'—•Ž•i'HHH YY  
 Žϕ Ž•Ž)Ž'—CEŽ•i'HHH YY  
 —•Ž•i'←Š•CE'←Ž•ce—žŠHHH YZ  
 ••ŠCE'←Š•CE'Š•Ž•ce'CEž—ŽHHH Y[  
 ••'•'~—Š'Ž)Š••→šce•CE' Y[  
 ce'→•žž'i'ce"→•žš•š Y\  
 Ž•ŽCEš•š•š"•žš•CE'•Ž•i'HHH Y]  
 ce'→•žž•~—•žžš•ž Y]  
 ce'→•žžϕž•ž)ž•žšž Y^  
 ž••,•ž+•ž•i'HHH Y^

&KDSWHU 5HWULHRYEQPHQWV Y\_

žž)ϕž—CE•'~HHH Y\_  
 '—••ž,Š TM TM cežšš•ce'Žice ZV  
 )žš•'šžž)Žice ZV  
 ce'←š•š—CEž•žš•ž•žš•ce'•ž•š ZV  
 ce'→ž••,šžž)Žice ZW  
 ce'←ž•TM)žcežš•CEž)š•'ce ZX  
 ce'→•CEž—ž)ž•ž—šžž)ϕTM•'~HHH ZY  
 žš)CE'←CEž—žTM)~TMž Y Žice ZY  
 ž••'TMšž TM TM •'ceššš)ce'Žice ZZ  
 ~—•ž)'—ž••',š TM TM cežšš•ce'Žice ZZ  
 ce'→ž••',š TM TM cežšš•ce'Žice Z[  
 ~)'—••'cešŸcežš)ce'Žice Z[  
 ~)'—••'šžž)ϕžcežice Z\  
 i TM ~)•'cež•ž•CEOžž—žHHH Z\  
 ~CEž—ž•ce TM •šϕšžž)ϕžcežice Z\  
 )'—•'cež•ž•CEOžž—žHHH Z]  
 i TM ~)•'cež•ž•CE•ž•~CEž—žHHH Z^  
 —š•'•'cež•ž•CEOžž—žHHH Z^  
 i TM ~)•'cež—ž'—•ž•i'Žice Z\_  
 ž(•'•'cež•ž•CEOžž—ž•ce"~ Y [V  
 ž(•'•'cež•ž•CEOžž—ž•ce••,ž+•ž•i'HHH Y [V  
 ž(•'•'cež•ž•CEOžž—ž•ce~CEžce Y [V  
 ž•ž•'cež•ž•CEOžž—žHHH Y [W  
 ž)•~)→•~CEž•i'žš)CE'ž•ž•CE'ž•ž—žHHH Y [W  
 'ž••ž)ž(ž•žž+i•~)š—•~—,i•TMž••'CEšHHH Y [W  
 '•CEšcež TM HHH Y [X  
 žce•~'£•žžž)ϕžcežŸ•ce Y [X

&KDSWHU 9LHZL'QFXPHQWV [Y

ce'→ž(—š Y [Y  
 TM ž)š•'~→žce Y [Z  
 ~)←š•~•ž Y [Z  
 'žCE",—&CE'žCEž•i'Žice Y [Z





**FY j]g]cb \]ghcfm**

Revision date	Description





7 \ UdhYf %

---

; Yhh]b [ GhUfhYX

7c a a cb ZYUh i fYg cZ 5dd`]WUh]cbLhYbXYf KYV  
5WWYgg

**8cWi aYbh ghcfU [Y UbX X]gd`Um**

**Note:**

**F]W\ HYIh :cf a Uhž <mdYfhYIh AUf\_id @Ub[ iU[Yž UbX 9 IhYbg]V`Y  
AUf\_id @Ub[ iU[Y Û`Yg**

**DcfhUV`Y XcWi a Ybh Zcf a Uh Û`Yg**

**Note:**

**I bg i ddcfhYX Û`Yg**

**: cfY][b Û`Yg**

**C@9 cV^YWhg**

**CdYfUh]cbU` a cXYg**

**5dd`]WUh]cbLhYbXYf KYV 5WWYgg 8cWi a Ybh  
JJYkYf**

**8cWi a Ybh hmdYg gi ddcfhYX Vm 8cWi a Ybh JJYkYf**

Document type	Comments
	User Settings
	User Settings  Page

---

Document type	Comments
	Page

Note:

**@c [ [ ]b [ ]b hc 5dd`]WUh]cbLhYbXYf KYV 5WWYgg**

**@c [ [ ]b [ ]b Vm i g]b [ 7 A gYW i f]hm WcbÙ [ i fUh]cb**





Change Password

CHANGE

**5dd`]WUh]cb @]gh j]Yk**

**?YmVcUfX G\cfhW i hg**

**@c [ []b[ c i h cZ 5dd`]WUh]cbLhYbXYf KYV 5WWYgg**

Log



**GYgg]cb YId]fUh]cb**



7 \ UdhYf &

---

7 i g h c a ] n ] b [ M c i f G m g h Y a

Data Source

Application

Section or field	Description
------------------	-------------

Section or field	Description
<b>Index</b>	
<b>Import</b>	
<b>Export</b>	
	<p><b>Note:</b></p>



**Section or field**

Section or field	Description
------------------	-------------

**Note:**



Section or field	Description
	<p style="text-align: center;"><b>Request Full-Text Search Support</b></p> <p><b>Note:</b></p>
	<p style="text-align: center;"><b>OCR Language</b></p>
<b>Others</b>	

**SAVE**

**7cbÙ[if]b[igYf gYhh]b[gZcf Ub Udd`]WUh]cb**

**User Settings**

**Application**

**User Settings**

**Endorsements**

**Unit**

Pages Printed Endorse

Endorsement  
File

Unit	Endorsement

Endorsement  
Position

7 \ UdhYf '

---

7fYUh]b [ 8cW i a Ybhg

**Note:**

**User Settings**

**User Settings**

**Start New Document**

**SAVE**

**CANCEL**

**DELETE**

**Uploaded**

**KEEP**

**Batches**

6 < 6 2 3

3 0

**Note:  
Batch**

**Start New Document from a temporary**

**Start New Document from a temporary Batch**

**7fYUh]b [ XcW i a Ybhg ]b VUhW\Yg**

**Note:**

**Display Batch in Separate Popup Windows**

**Index**

**User Settings**

**I d`cUX]b [ VUhW\Yg**

cdh]cbghc`vux a yb]gh 6

Batches Manag

]ghg vuhwk]h\ cfr

Option	Description
FORCE DELETE	DELETE
RESET TO IDLE	Idle

State                      Uploaded Batches

Scanning                      Indexing

context menu

Option	Description
Index	Idle    Indexing
Import	Idle    Scanning
Edit	EDIT    Batch Information

I b`cW\_]b[ VUhW\Yg

TO IDLE                      Indexing    Scanning    RESET  
 Idle                      Idle

Note:

FYZfYg\]b[ h\Y id`cUXYX VUhW\Yg `]gh

Uploaded Batches

# AUbU [ ]b [ VUhW \ Yg

Note: Display Batch in Separate Popup Windows Index User Settings  
Close Window

## 5XX]b [ dU [ Yg hc VUhW \ Yg

Uploaded Batches

Import

Uploaded Batches

Scanning

Td [( •)]TJ /F14495 0 Td [( )32())TJ 11.306 ĩ Ž › • Ž Td [ Ž › Td [( •)]TJ /F14495 0 Td [( 9( ĩ)]TJ 24

Scanning Indexing  
New Document Scanning Batch Scanning  
CANCEL

## 7cdm]b [ cf a c j]b [ VUhW \ dU [ Yg

Uploaded Batches

Import

Copy Move Pages Batch

Copy or Move Pages to New Batch

Field	Description
Document Pages	



**=bXYI]b[ hmdYg**

**AUbiU` ]bXYI]b[**

**5 ihc ]bXYI]b[**

**Note:**

Creating

**MODIFY**  
**Select Index**

**Copy/Paste Index**

**5hhUW\]b[ VUhW\ dU[Yg hc XcWi a Ybhg**





Auto Index Result

Delete

SAVE

I g]b [ h\Y ?Ym FYZYfYbWY ZYUhi fY

Manage Batches

Manage Batches

Uploaded Batches

Index

**FYhf]Y j]b [ 8cWi a Ybhg**

Search Criteria

Full-Text Search Criteria

Note:

Request Full-Text Search Support

**E i Yfm Zi bWh]cbU`]hm**

**G]b [ `Y!Udd`]WUh]cb gYUfW\Yg**

**7fYUh]b[ e iYf]Yg**

**New Query**

**New Search**

**Note:**

**Include previous document revisions**

**Note:**

**Search/Result Set**

**User Settings**

**Show Previous Document Version**

**RUN**



Hc igY h\Y k]XWUfX W\UfUWhYf.

New Search

6 0

RUN

Hc igY h\Y Zi`!hYIh e iYfm Wf]hYf]U.

[New Search](#)

[Search Type](#)

[Thesaurus](#)

[T](#)

[I g\]b \[ YIdfYgg\]cb gYUfW\ cdYfUhcfg](#)

**Note:**

Operator	Example	ApplicationXtender finds documents with
	\$ (; IWDQ6LPRQ	
	\$ (; IWRU6LPRQ	
	\$ (; IWDQ6VQR6LPRQ	
	\$ "; ZLW6LOGFDUGV	
	6 ZLW6LOGFDUGV	
	\$ (; IWDQG6LPRQWRU 6FKLII	

**I g]b [ XcWi a Ybh fYhYbh]cb e i Yfm cdh]cbg**

**A i`h]d`Y Udd`]WUh]cb gYUfW\Yg**

**7cbÙ[ i f]b[ a i`h!]Udd`]WUh]cb gYUfW\Yg**

**New Multi-Application Search**

**Configure Multiple Applications Search**

**Add**

**I g]b[ a i`h!Udd`]WUh]cb gYUfW\Yg**

Query Results

ZHE FRQILJ

**Kcf\_]b[ k]h\ gUjYX gYUfW\Yg**

**Kcf\_]b[ k]h\ eiYfm fYgi`hg**




**9ldcfh]b[ gY`YWhYX XcWi aYbhg**

Export Selected Document(s)

Export >

EXPORT

**8cWi aYbh X]gd`Um Zfc a eiYfm fYgi`hg**

Icon	Description
	
	
	







Field	Description
Message Format	

Attach

Query Results

Export

Export All Indexes

Export > Export Selected Document(s) > Document Index(es)

**G i V a ]hh]b [ gY`YWhYX XcW i a Ybhg hc kcf\_Úck**

**G i V a ]hh]b [ gY`YWhYX XcW i a Ybhg Zcf Zi``!hYIh ]bXYI]b [**

Query Results

S e



**K]`WUfX gi ddcfh**

Wildcard Character	Finds	xPlore Application	non-xPlore Application

**7 i g h c a ] n ] b [ h \ Y E i Y f m F Y g i ` h g j ] Y k**

Query Results

Customize Query Results

Customize Query Results

Move Up

Move Down

SAVE

J]Y k]b [ 8cW i a Ybhg

I g]b [ H \ i a VbU]`g

View

User Settings

Show Page Thumbnails

Document

Show/Hide Thumbnail

**Note:**

**CdYfUh]cb a cXYg**

**BcfaU` a cXY**

**Note:**

**7\YW\_!]b#W\YW\_!cih a cXY**



**FYUX!cb`m a cXY**

**Read Only  
for Checkout**

**Document Version Control**

**Prompt**

**Check Out**

**Document**



**FYUgcb 5 iX]h a cXY**

**Reason Code Required**

**8cWi a Ybh J]YkYf hcc`VUf UbX a Ybi cdh]cbg**

**Document**    **Page**  
**EMAIL PRINT**    **EXPORT**

**Note:**    **Enable Inline Rendering of Foreign Files**  
**Settings**    **Render foreign files as HTML**

**Document View**

**User**

**8]gd`Um]b [ ] a U [ Y ] bZcf a Uh]cb**

Information

Page

Display Image

**5XX]b [ UbbchUh]cbg**

Note:

**J]Yk]b [ XcW i a Ybh dfcdYfh]Yg**

Document Properties

Document Properties

Document

**J]Yk]b [ fYj]g]cb \]ghcfm**

Revision History

Document

**l g]b[ hYIh j]Yk**

Text View

Page

**DYfZcf a]b[ U hYIh gYUfW\**

Text Search

Text Search

The specified text was not found

**Note:**

**RUN**

**Note:**

**RUN**

AUbU []b [ 8cWi a Ybhg

I g]b [ h \ Y Y a U]` Zi bWh]cbU`]hm

Query Results

Note:

Save Mail to Client



Caution:

FY []ghYf]b [ Y a U]` UXXfYggYg

Mail Registration

OK

## Mail Registration

Note:

7 \Ub []b [ h \Y fY []ghYfYX Y a U]` UXXfYgg

Query Results

Email

Mail Document

Change

Mail Registration

OK

GUj]b[ Y a U]

Query Results

Email

All Pages

MSG Format EML format

EMAIL

**7fYUh]b[ bYk dU[Y jYfg]cbg**

Query Results

Open

Page

New Version

New Page Version

Field	Description
Document Pages	
Include Page Versions	Note:
Target Application	
Batch Name	
Index New Document	Batches Uploaded

MOVE

COPY

## 9 Idcfh]b[ XcWi a Ybhg

Query Results

Export Document      Document

Export Document

Hide Annotations

EXPORT

Export

Document



5XX]b[ dU[Yg hc 5dd`]WUh]cbLhYbXYf  
XcWi aYbhg

Query Results

Open

Page

New Page

Add New Page

UPLOAD

Import Email Attachment as New Page

GWUbb]b[ dU[Yg hc XcWi aYbhg

:]Y`X a Ug\_]b[

validation mask

Validation Mask

display

Query Results

**A cX]zm]b [ ]bXYI ùY`X jU` iYg**

Query Results

Open

Show

Index View

Index

User Settings

MODIFY

Note:

Enable Dual Data Entry

Index

User Settings

SAVE

**6UhW\ XY`Yh]b [ XcWi a Ybhg**

Delete Doc

Retention Administrator

+

Retention Administration

SELECT MODE

Dispose of documents from the application

NEXT

SEARCH DOCUMENTS

NEXT

Note:

MaxQueryResults

ZHE FRQILJ

SELECT DOCUMENTS

Process all documents found

RUN

**PROCESS RESULT**

**FINISH RESTART**



7 \ UdhYf +

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5bbchUh]cbg

Highlight annotations

Text annotations

Rubber stamp annotations

Note:

**7fYUh]b [ `]bY UbX g\UdY UbbchUh]cbg**

**7cbÙ [ i f]b [ UbbchUh]cb dfcdYfh]Yg**

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You can	Description
	<p data-bbox="1252 352 1396 380" style="text-align: right;"><b>Annotation</b></p> <p data-bbox="833 388 964 415"><b>Properties</b></p>
	<p data-bbox="833 554 899 581"><b>Note:</b></p> <p data-bbox="1037 590 1312 617" style="text-align: right;"><b>Annotation Properties</b></p>
	<p data-bbox="833 825 899 852"><b>Note:</b></p> <p data-bbox="1037 861 1312 888" style="text-align: right;"><b>Annotation Properties</b></p>

**5XX]b [ UbbchUh]cb hmdYg**

Annot

A

Qnteraction

between

redactions

and



## 7fYUh]b [ hYIh UbbchUh]cbg

Note:

Hc WfYUhY U hYIh UbbchUh]cb

Text

Annotation

Add Text Annotation

Field	Description
Annotation Text	
Font	
Display as Icon	
Set as Default	

OK

## F i VVYf ghU a d UbbchUh]cbg

Note:

5XX]b [ f i VVYf ghU a d UbbchUh]cbg

**Rubber Stamp**

**Annotation**

Select a Rubber Stamp from the list

OK





---

Index field	Description
	USER

SAVE



7 \ UdhYf ,

---

**Kcf\_]b[ k]h\ 8cWi aYbh FYhYbh]cb**

Note:

**FYhYbh]cb WcbWYdhg**

Note:

Show

Working with



**AUbU[ ]b[ XcW i a Ybhg i bXYf fYhYbh]cb**

**FYhYbh]cb 5X a ]b]ghfUh]cb k]nUfX**

Option	Description

**SEARCH DOCUMENTS**

If you selected:	Then the query criteria is set to:

**SELECT DOCUMENTS**

**PROCESS RESULT**

**FINISH**

**RESTART**

**SELECT MODE**