



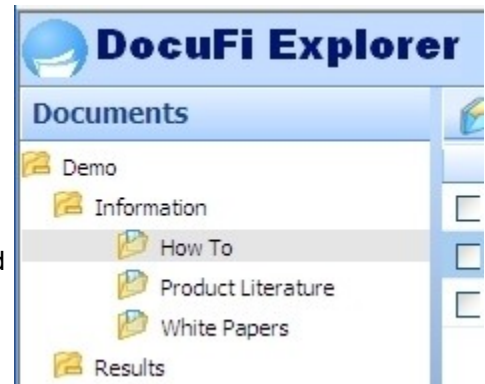
Adding new files Online

Easy and secure online storage of your documents

Inserting new documents into a DocuFi environment is as simple as drag and drop. You must first have administration Upload rights which are managed by the system administrator who set up your account.

Four simple steps

1) Selecting your destination properties. From the document explorer tree, select a destination property (folder) you would like to add your files into. (If you want to create a new folder, simply enter the text from within the data entry screen).



2) Invoke the upload command. Next, select the upload icon located in the lower left Document Tree command panel. If the icon is not visible, you do not have user access to this function. This is managed by your system administrator when your account was set up and can easily be changed. Contact your site administrator for more information.



3) Drag and drop your files for uploading. Next you can add any number of files into the upload screen by simply drag and drop from your file exploring window onto the upload panel. By default, the document titles will be the file name itself (excluding the extension and file path).

4) Upload your files. Finally, click on the Upload button to initial the file transfer and storage into the server. Your documents will be individually uploaded, the database indexed with appropriate field values, and thumbnails automatically generated for easy viewing.

