

This document describes how to use the Document Manager in Sprinter 2000 and what you can do with it. The Document Manager can be found in the tab-sheet 'documents' in a shipment or under addresses.

**1. Introduction:**

In the Document Manager you can add (drag) emails, documents, and scanned files which are relevant to this shipment. All these files have their own log-files so you can check if this document has been e-mailed or faxed.

**2. The tab-sheet 'Documents':** (found in a shipment)

In this tab-sheet all documents can be found which are created by Sprinter2000 itself while emailing / faxing documents. It is also possible to add external documents or emails simply by just dragging them into the Documents screen. Any type of file is accepted for \*dragging.

*\*Dragging: Moving a file from your 'My documents' (or any other place) to the screen 'Documents' in Sprinter 2000.*

It is also possible to drag a email from outlook to Sprinter 2000. If you work in full screen mode with Outlook and Sprinter 2000 you can use your taskbar to switch between your screen while dragging a email message;

First make sure that the tab-sheet 'Documents' is opened in the chosen shipment.

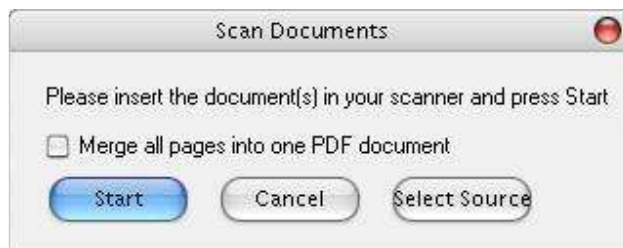
Open your Outlook and select the mail or attachment you want to drag, click with your left mouse button on it and keep it pressed. (**Drag**). Now move the pointer to the Sprinter 2000 in your taskbar, you'll see that Sprinter 2000 will pop up. Move the pointer to the 'Documents' window and let go of your left mouse button. (**Drop**).

**3. The Buttons**

Scan:

If a document scanner is connected to the network, and Sprinter 2000 recognizes it, (scanner must be TWAIN compatible), you can use it to scan documents, pictures or anything relevant to the shipment.

Place the documents you want to get scanned on the scanner and press the 'Scan' button. A window will pop-up:



Merge all pages into one PDF document:

If you have more than one document to scan you can choose to merge them all in one PDF document or separate PDF documents. (this only works with sheetfeeders). Scan with 150dpi if you are emailing the documents to reduce the filesize

Select Source:

If you have more than one document scanner, you can select the right source first by clicking on the 'Select Source' Button.

Browse:

Use this button to search on your computer for files, that you want to import into the document manager.

Edit:

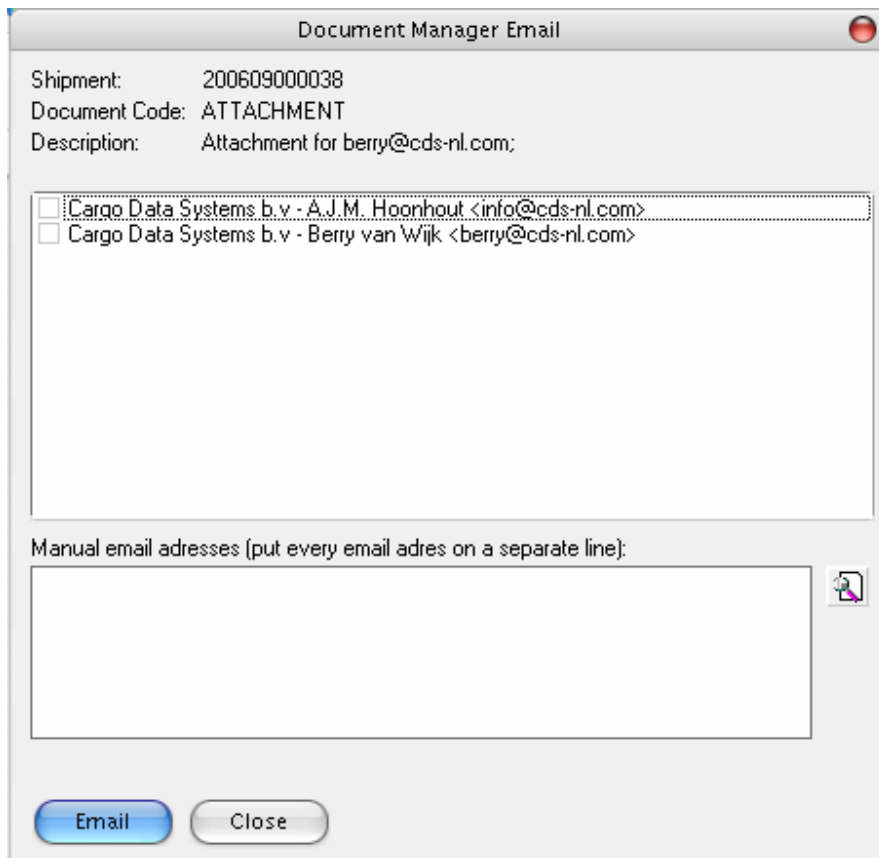
If you want to edit the description of a imported file you first select the file and then click on this button. It also displays a log file. This log file can be used to enter additional information about this file; when you sent the file, or edited the file...


View:

If you want to view a file, you can either double-click it, or use this button to open the file. It will open the appropriate program to view this file.

Email:

If you want to email certain files to someone, you can click this button and the next window will appear:



Choose the email address from the list above, or enter one or more addresses manually (every mail address on a separate line). If you want more addresses to receive this email and those recipients are in your address book, you can use the search option  on the right-hand side of the window.

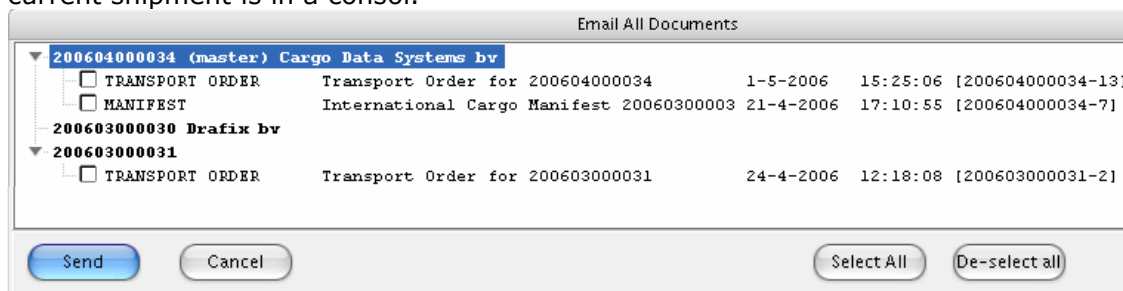
If all addresses are filled in, you can click on the button 'Email' and a preview will be shown of the message to be sent. Here you also get a chance to fill in 'multiple addresses'. You can make adjustments to the text or description if needed.

If all settings are done, you can click the 'Send' button. The email will be sent and you will get a confirmation that the email is sent.

This email will also appear in the Document Manager.

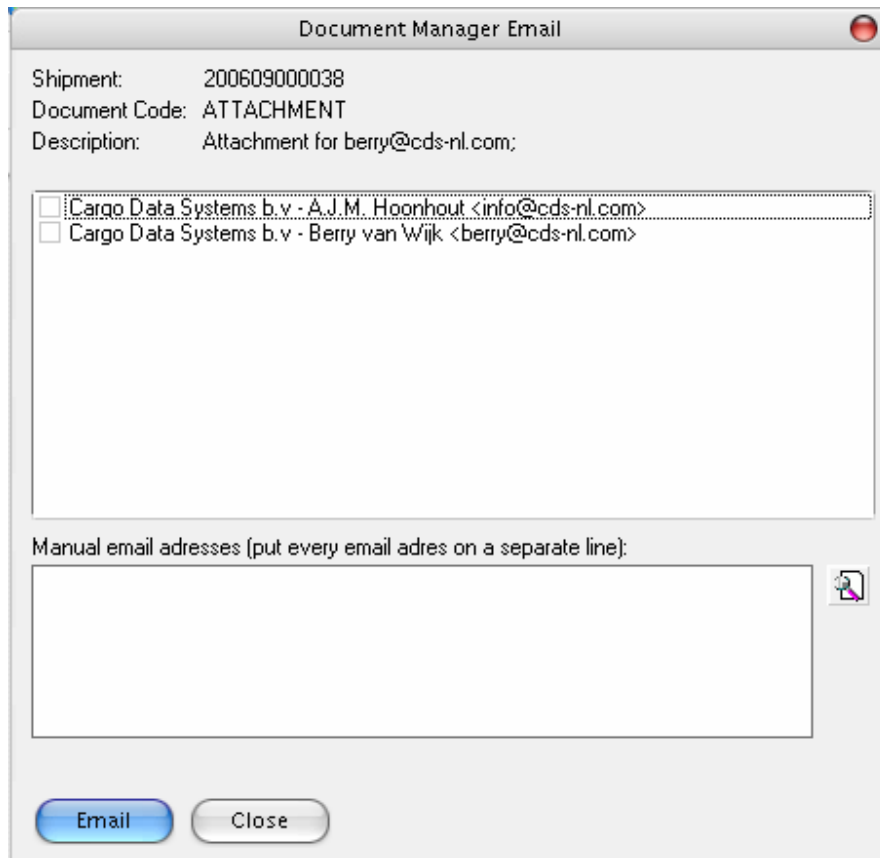
Email All:


If you want to email all documents from a certain shipment you can choose this option. Be careful with it thou, this option can create very large emails! This option also makes it possible to select files from a certain house shipment if the current shipment is in a consol.



If all necessary files are selected (you can use 'Select All' or 'De-select All') , you can click on the button 'Send'.

Then you get a chance to select a recipient or / and fill in the 'multiple addresses'. If all settings are done, you can click the 'Email' button.



If you want more addresses to receive this email and those recipients are in your address book, you can use the search option  on the right-hand side of the window.

If all addresses are filled in, you can click on the button 'Email' and a preview will be shown of the message to be sent. Here you also get a chance to fill in 'multiple addresses'. You can make adjustments to the text or description if needed.

If all settings are done, you can click the 'Send' button. The email will be sent and you will get a confirmation that the email is sent. This email will also appear in the Document Manager.

Delete:

Delete the selected document or file.

View Log:

View the log file from the selected document or file.