

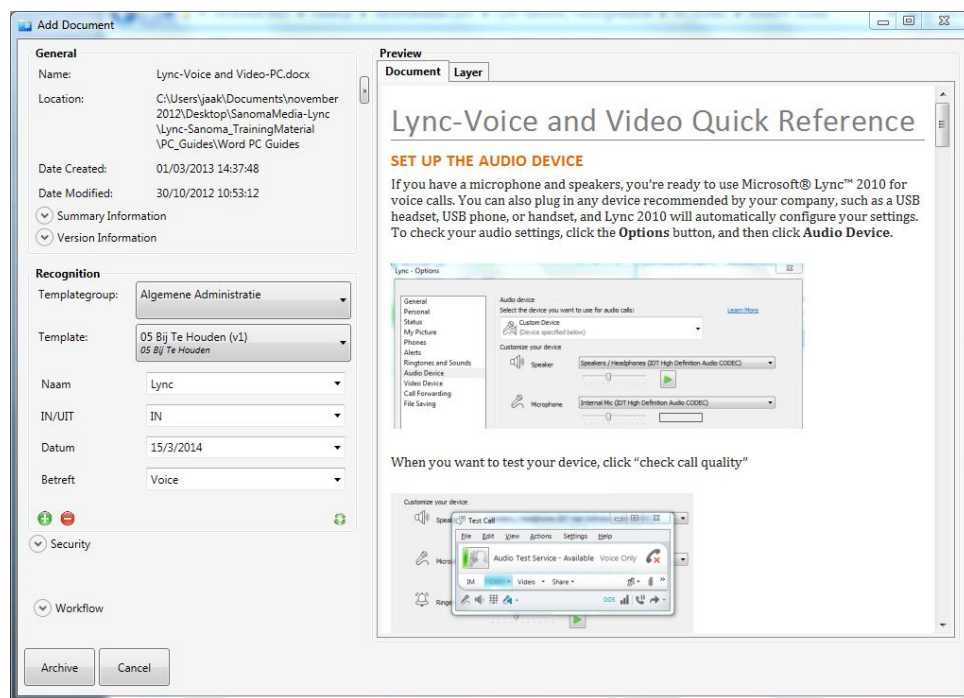
SMARTdoc User Guide-Add

ADDING DOCUMENTS TO SMARTDOC

DRAG AND DROP

You can add a document to SMARTdoc by dragging it on the first SMARTdoc icon (the one on the left side).

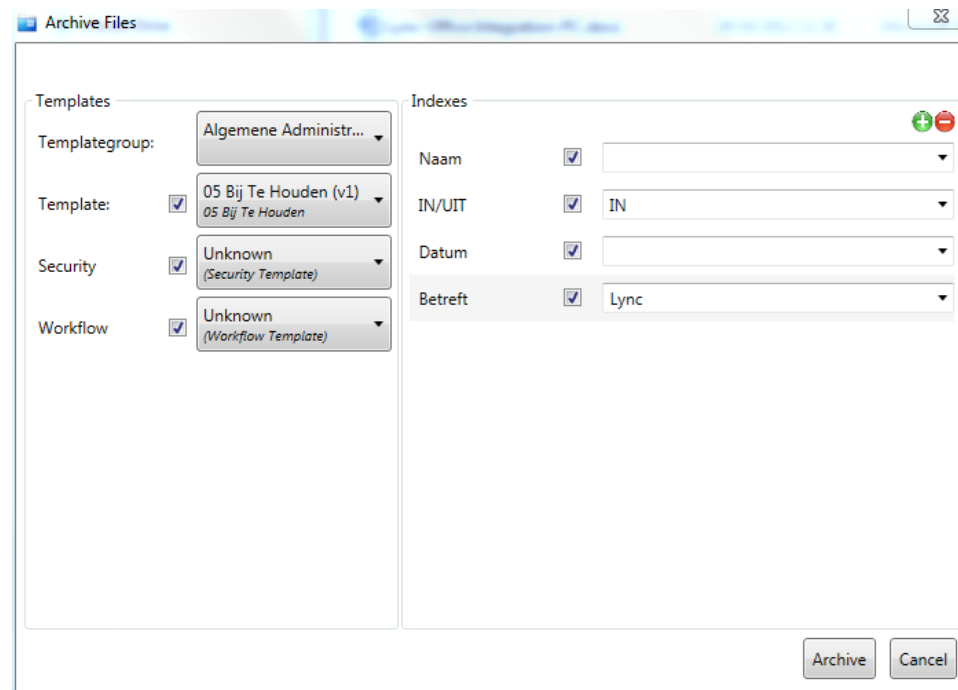
SMARTdoc will open the 'Add Document' window. On the left side of this window you see general information about the document, the chosen template, the fetched indexes and the connected security and workflow template. On the right side of the screen you get a preview of the added document.



When adding more files or a folder of files, you get the 'Add Document' for each document.

DRAG AND DROP MULTIPLE DOCUMENTS AND ADD THEM AT ONCE

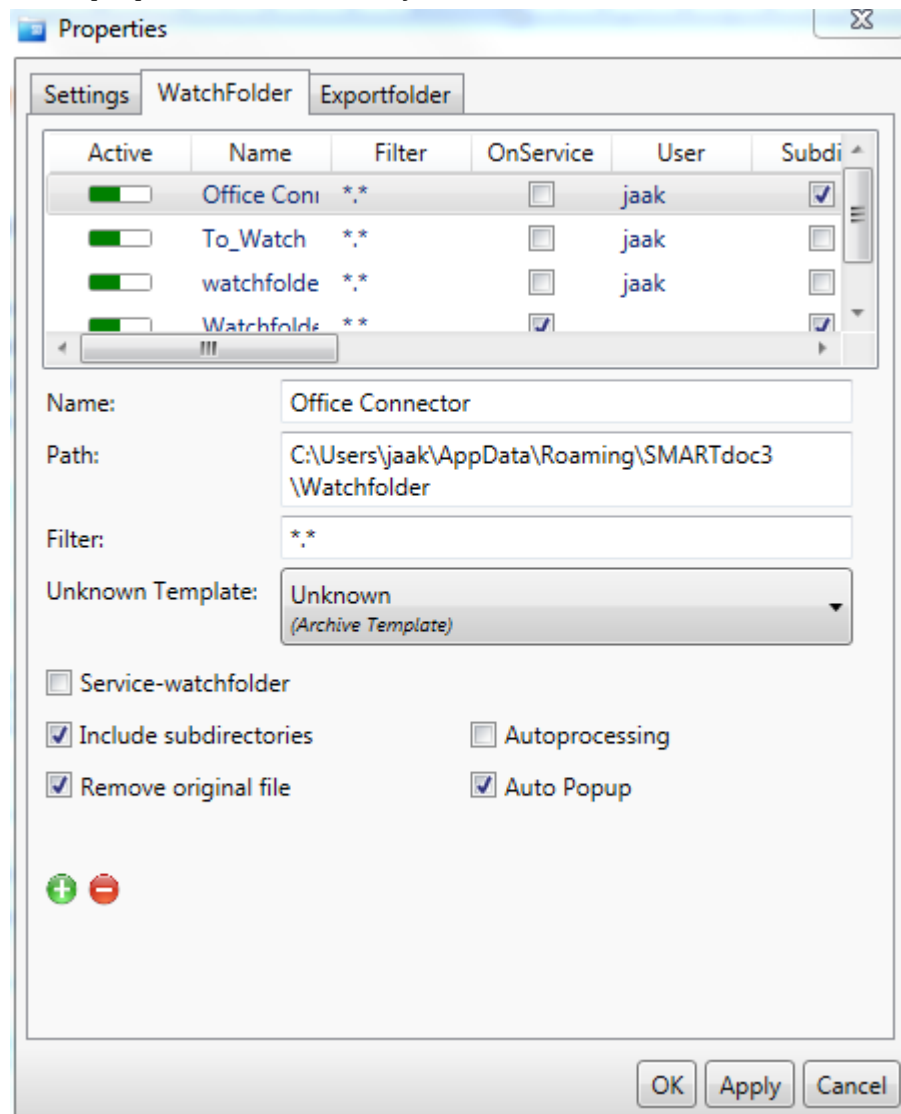
Select the files you want to add, or select an entire folder. While dragging them on SMARTdoc keep the 'Alt-key' pressed. All added files can now get the same template and even the same indexes.




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ADDING FILES BY USING A WATCHFOLDER

In the properties of SMARTdoc you can define one or more watchfolders.



When defining a watchfolder you have different options:

- Service watchfolder: only on a SMARTdoc server. This is a watchfolder that runs as a service. SMARTdoc does not have to be opened to use this watchfolder.
- Include subdirectories: not only read documents from this watchfolder, but also form all folders inside it
- Remove original file: don't keep the original document. If not selected SMARTdoc will create a new folder with the name of the original folder followed by 'processed'
- Autoprocessing: files are automatically added to SMARTdoc without any user interface
- Auto Popup: when files are added to the watchfolder, the 'Add document' window pops up on the users screen. He can now add the documents one by one
- Nothing selected: when the user does not select Autoprocessing or Auto Popup and files are added in the watchfolder, the user gets an indication on the left side of SMARTdoc: . Clicking this symbol opens the 'Add document' window.