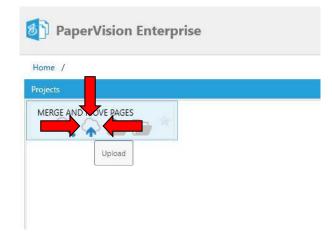


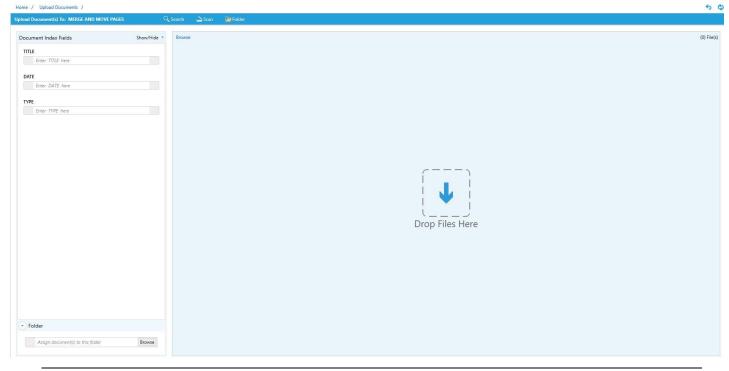
How to Upload Documents Using the PaperVision Client

Method 1: Upload a Document to a project straight from the Home Page of the PaperVision Client

1. Please select the project that you wish to upload a document to as seen below by clicking/selecting the cloud with an up pointing blue arrow "Upload" button by highlighting over your desired projects box on the Home page.



2. The Following "Upload Documents" Screen will appear, as seen below.



RMMI - Digital Document Solutions 9164 Marshall Place • Westminster, CO 80031 • (303) 427-0625 www.rmm-i.com SIMPLE. SENSIBLE. SECURE 3. You will now index the file as seen below within the "Document Index Fields" section, and then will be ready to proceed to the next step of the process.

Upload Document(s) To: MERGE AND MOVE PAGES		Qs	earch	À Scan	Dider 📔
Document Index Fields	Show/Hide	•	Browse		
TITLE					
Restaurant Survey					
DATE					
07/24/2018					
ТҮРЕ					
Survey					

4. For the next step you can either utilize the "Browse" button which is in small blue letters at the top left of the light blue upload box section as seen below to select the file to upload.



5. The "Browse Files" dialogue will appear as below.

🚽 👻 🛧 📙 > This PC 🔹	Desktop → How To Documents → R83.5 Guides		ٽ ~	Search R83.5	ō Guides	
rganize 🔻 New folder						
📮 Data_Export (storage01 (S ^	Name	Date modified	Туре	Size		
Cesktop	First Time Login Guide for PaperVision b	7/12/2018 9:54 AM	Microsoft Word D	885 KB		
音 Documents	First Time Login Guide for PaperVision b	7/12/2018 9:55 AM	Adobe Acrobat D	1,028 KB		
🕹 Downloads	How to Alter Index Values from PaperVisi	7/16/2018 12:02 PM	Microsoft Word 9	605 KB		
Microfilm	🔁 How to Alter Index Values from PaperVisi	7/18/2018 3:30 PM	Adobe Acrobat D	845 KB		
Music	How to Alter Index Values from R83.5 We	7/16/2018 9:12 AM	Microsoft Word 9	527 KB		
F Pictures	🔁 How to Alter Index Values from R83.5 We	7/16/2018 9:12 AM	Adobe Acrobat D	792 KB		
	How to Create a Document Grant	7/12/2018 9:43 AM	Microsoft Word D	458 KB		
Storage 02 Data Export A	🔁 How to Create a Document Grant	7/12/2018 9:43 AM	Adobe Acrobat D	729 KB		
Videos	😰 How to Enable Direct Launch for Your Do	2/15/2018 12:20 PM	Microsoft PowerP	49 KB		
🏪 Local Disk (C:)	How to Enable Direct Launch	7/12/2018 9:42 AM	Microsoft Word D	776 KB		
🛖 DHenley (\\STORAGE01\I	🔁 How to Enable Direct Launch	7/12/2018 9:42 AM	Adobe Acrobat D	930 KB		
🛖 0 Ongoing (\\storage01\l	How to Export Search Results as a .xml File	2/2/2018 8:26 AM	Microsoft Word 9	211 KB		
Administration (\\STORA	🔁 How to Export Search Results as a .xml File	2/2/2018 8:26 AM	Adobe Acrobat D	459 KB		
-	How to Fix PaperVision Tools	7/16/2018 3:04 PM	Microsoft Word D	969 KB		
Network	🔁 How to Fix PaperVision Tools	7/16/2018 3:04 PM	Adobe Acrobat D	1,054 KB		
v	How to Fix Send to PanerVision	7/12/2018 9·37 ΔM	Microsoft Word D	963 KR		
File name:						

6. You will then select the document that you wish to add to PaperVision and click/select the open button as seen below.

← → × ↑ 📙 → This PC →	Desktop > How To Documents > R83.5 Guides		ٽ ~	Search R83.	5 Guides	
Organize 🔻 New folder						
🚽 Data_Export (storage01 (S ^	Name	Date modified	Туре	Size		
E Desktop	First Time Login Guide for PaperVision b	7/12/2018 9:54 AM	Microsoft Word D	885 KB		
Documents	First Time Login Guide for PaperVision b	7/12/2018 9:55 AM	Adobe Acrobat D	1,028 KB		
🕹 Downloads	How to Alter Index Values from PaperVisi	7/16/2018 12:02 PM	Microsoft Word 9	605 KB		
Microfilm	🔁 How to Alter Index Values from PaperVisi	7/18/2018 3:30 PM	Adobe Acrobat D	845 KB		
Music	How to Alter Index Values from R83.5 We	7/16/2018 9:12 AM	Microsoft Word 9	527 KB		
Pictures	🔁 How to Alter Index Values from R83.5 We	7/16/2018 9:12 AM	Adobe Acrobat D	792 KB		
	How to Create a Document Grant	7/12/2018 9:43 AM	Microsoft Word D	458 KB		
Storage 02 Data Export Ai	🔁 How to Create a Document Grant	7/12/2018 9:43 AM	Adobe Acrobat D	729 KB		
Videos	😰 How to Enable Direct Launch for Your Do	2/15/2018 12:20 PM	Microsoft PowerP	49 KB		
🏪 Local Disk (C:)	How to Enable Direct Launch	7/12/2018 9:42 AM	Microsoft Word D	776 KB		
ntenley (\\STORAGE01\I	🔁 How to Enable Direct Launch	7/12/2018 9:42 AM	Adobe Acrobat D	930 KB		
👳 0 Ongoing (\\storage01\l	How to Export Search Results as a .xml File	2/2/2018 8:26 AM	Microsoft Word 9	211 KB		
🛖 Administration (\\STORA	🔁 How to Export Search Results as a .xml File	2/2/2018 8:26 AM	Adobe Acrobat D	459 KB		
-	How to Fix PaperVision Tools	7/16/2018 3:04 PM	Microsoft Word D	969 KB		
Pretwork	🔁 How to Fix PaperVision Tools	7/16/2018 3:04 PM	Adobe Acrobat D	1,054 KB		
v	How to Fix Send to PanerVision	7/12/2018 9-37 AM	Microsoft Word D	963 KB		
File name: Ho	w to Enable Direct Launch					

7. Alternatively you can open the file location and Drag/Drop the file onto the "Drop Files Here" target, and it will do the same process as above as seen below.

View					~ 0		
> Desktop > How To Documents > R83.5	5 Guides	~ Ū	Search R8	3.5 Guides	م		
ime	Date modified	Туре		Size	^		L
First Time Login Guide for PaperVision b	7/12/2018 9:55 AM	Adobe	Acrobat D	1,028 KB			
How to Alter Index Values from PaperVisi	7/16/2018 12:02 PM	Micros	oft Word 9	605 KB			_ >
How to Alter Index Values from PaperVisi	7/18/2018 3:30 PM	Adobe	Acrobat D	845 KB		í)
How to Alter Index Values from R83.5 We	7/16/2018 9:12 AM	Micros	oft Word 9	527 KB			
How to Alter Index Values from R83.5 We	7/16/2018 9:12 AM	Adobe	Acrobat D	792 KB	PDF		4
How to Create a Document Grant	7/12/2018 9:43 AM	Micros	oft Word D	458 KB	C	1 V	
How to Create a Document Grant	7/12/2018 9:43 AM	Adobe	Acrobat D	729 KB			1
How to Enable Direct Launch for Your Do	2/15/2018 12:20 PM	Micros	oft PowerP	49 KB	5	(
How to Enable Direct Launch	7/12/2018 9:42 AM	Micros	oft Word D	776 KB		Drop File	s Here
How to Enable Direct Launch	7/12/2018 9:42 AM	Adobe	Acrobat D	930 KB			
How to Export Search Results as a .xml File	2/2/2018 8:26 AM	Micros	oft Word 9	211 KB			
How to Export Search Results as a .xml File	2/2/2018 8:26 AM	Adobe	Acrobat D	459 KB			
How to Fix PaperVision Tools	7/16/2018 3:04 PM	Micros	oft Word D	969 KB			
How to Fix PaperVision Tools	7/16/2018 3:04 PM	Adobe	Acrobat D	1,054 KB			
How to Fix Send to PaperVision	7/12/2018 9:37 AM	Micros	oft Word D	963 KB			
How to Fix Send to PaperVision	7/12/2018 9:38 AM	Adobe	Acrobat D	1,053 KB			
How to Install PaperVision Capture	7/18/2018 3:47 PM	Micros	oft Word D	1.380 KB			

8. Now that the file is selected you will now have a "Submit" button appear next to where the Browse button, you will click/select the "Submit" button to complete the process and upload the document.

load Document(s) To: MERGE AND MOVE PAGES	0	Search	an 📔 Folder
Document Index Fields	Show/Hide *	Browse	Submit Clear Files
TITLE			×
Restaurant Survey			POF
DATE			
07/24/2018			~
ТУРЕ			
Survey			

9. After hitting the "Submit" button you will see a screen like below with the words "Uploading..." notifying you that the document is in the process of being uploaded to PaperVision, the time it takes to complete will depend on the size of the file.

load Document(s) To: MERGE AND MOVE PAGES	Q	Search 🚬 Scan	<i> iii F</i> older
Document Index Fields	Show/Hide *	Browse Submit	Clear Files
TITLE			×
Restaurant Survey		DOG	
DATE		Uploading	j
07/24/2018			-
ТҮРЕ			
Survey		_	

10. A green circle with a white checkmark inside will now appear over the document image letting you know that the file has uploaded successfully as seen below, and you have completed the process.

