

E-Filing Cabinet Setup



Start with E-Filing Cabinet setup

Only needs to be done once

Or

When adding a new Document Type

Document Setup

Asapw Documents Setup

General

No	Description
1	WORK EVALUATIONS
2	MISC
3	
4	
5	
6	
7	
8	
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11	
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21	

Instruction for Adding/Changing a Document

Changing a Document:
Double Click on an entry to the left and go to Description entry and type a new name and click on "Change it" button

Adding a Document:
Double Click on the next entry with no "Description". Then type in a new "Description" and click on "Change it" button

Number:

Description:

E Filing Cabinet Location:

Add/Change a Document/Document Description
Set the E-Filing Cabinet Location

Member Screen

Member File

End Member 000-00-0003 - Barry, Nathan

Working Unknown

Gen Other Ledger Memo Paymnt Hours Activity List Jobs Calls Griev Cert.

1 Member

SSN 000-00-0003 Memb No

Name Barry, Nathan

2 Address

138D Braddock Rd

Centreville VA 20121

Phone (703)555-0000

Fax (703)555-0001

3 Dues/Status

Software

Union Type

Dues Scale

Status XE - Employee

4 Activity/Status

Activity Code

Act Date

Local

Mos Good Stdg

5 Comments

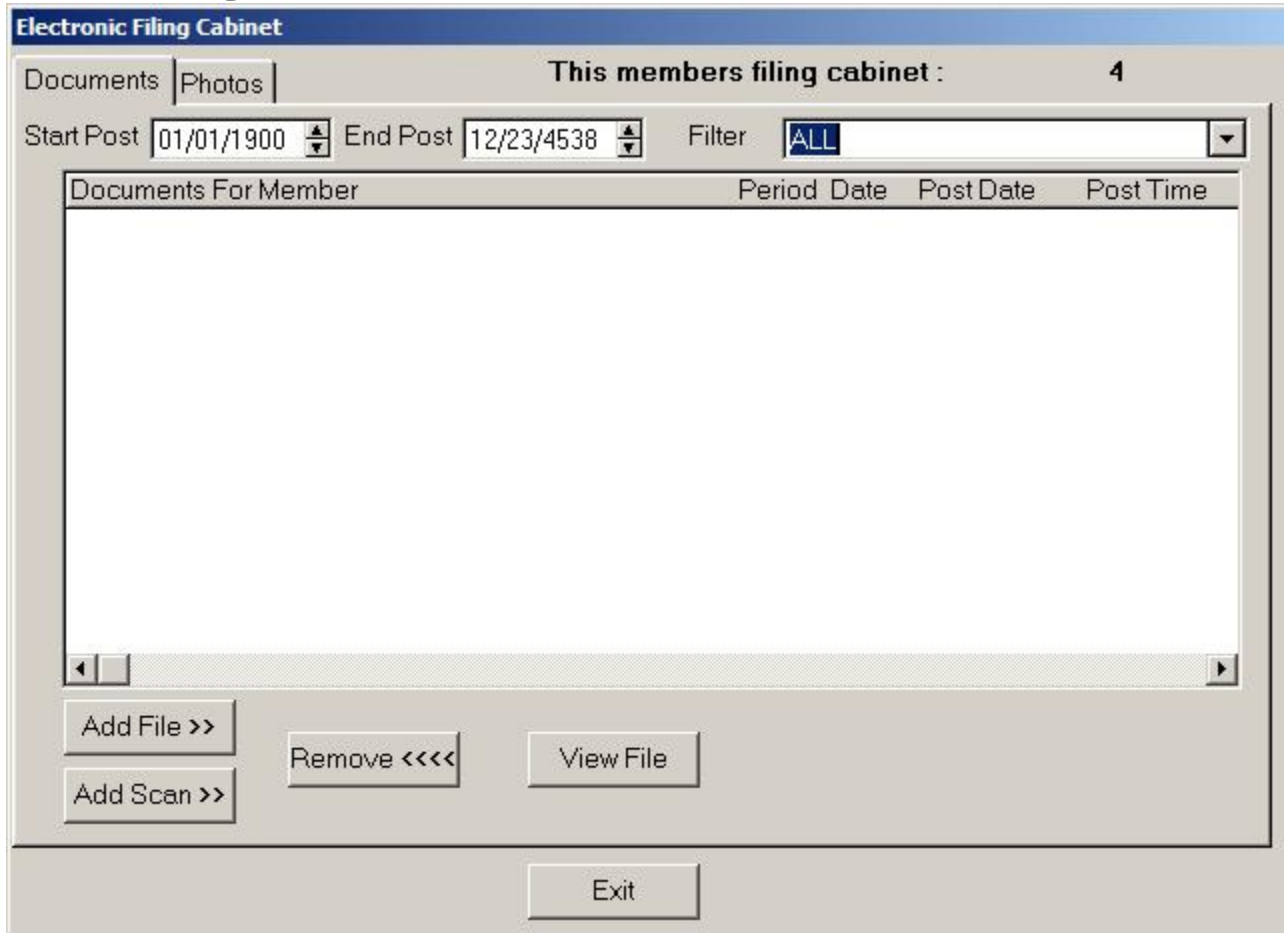
Perm Comment

Temp Remarks

Add Change Delete Print Changes Post Cancel OK

To access a member's E-Filing Cabinet Location
Press the E-Filing Cabinet Icon in the top-right corner

E-Filing Cabinet Main Screen



To add a file already on your computer or network

Import a File

Select File to Import

Available
MISC
WORK EVALUATIONS
Other - Not Listed

Document Name
MISC

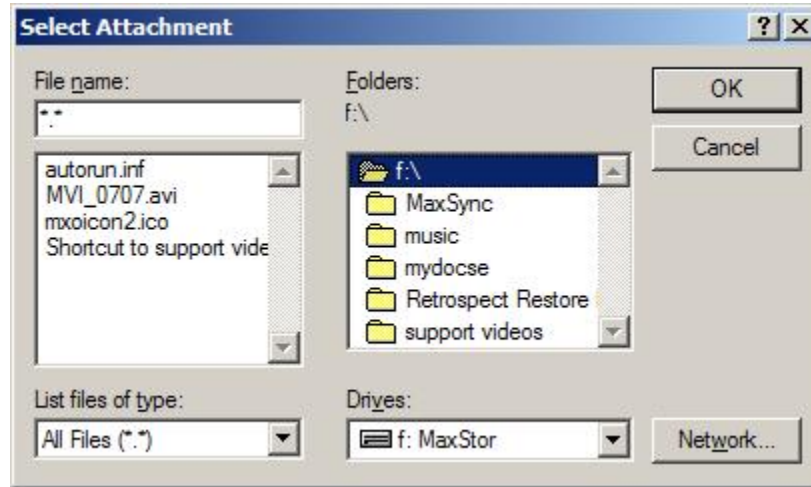
Period Date 08/08/2006

Ok Cancel

For Documents listed in SETUP, E-Filing Cabinet will automatically name the file.

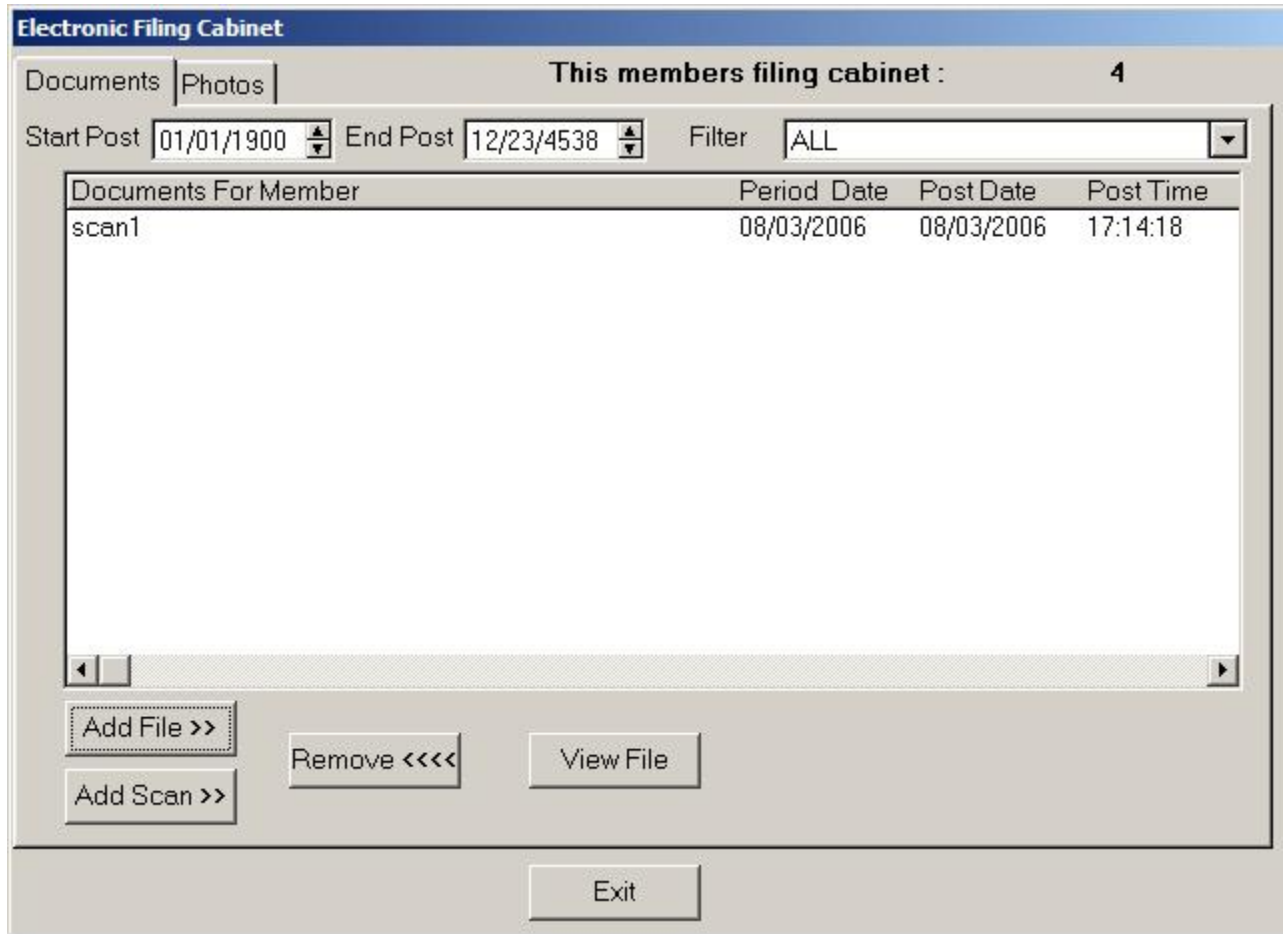
For Other – Not Listed documents, type in a name
And press the OK button

Browse for File



Then choose to COPY or MOVE the file

File is now in the E-Filing Cabinet



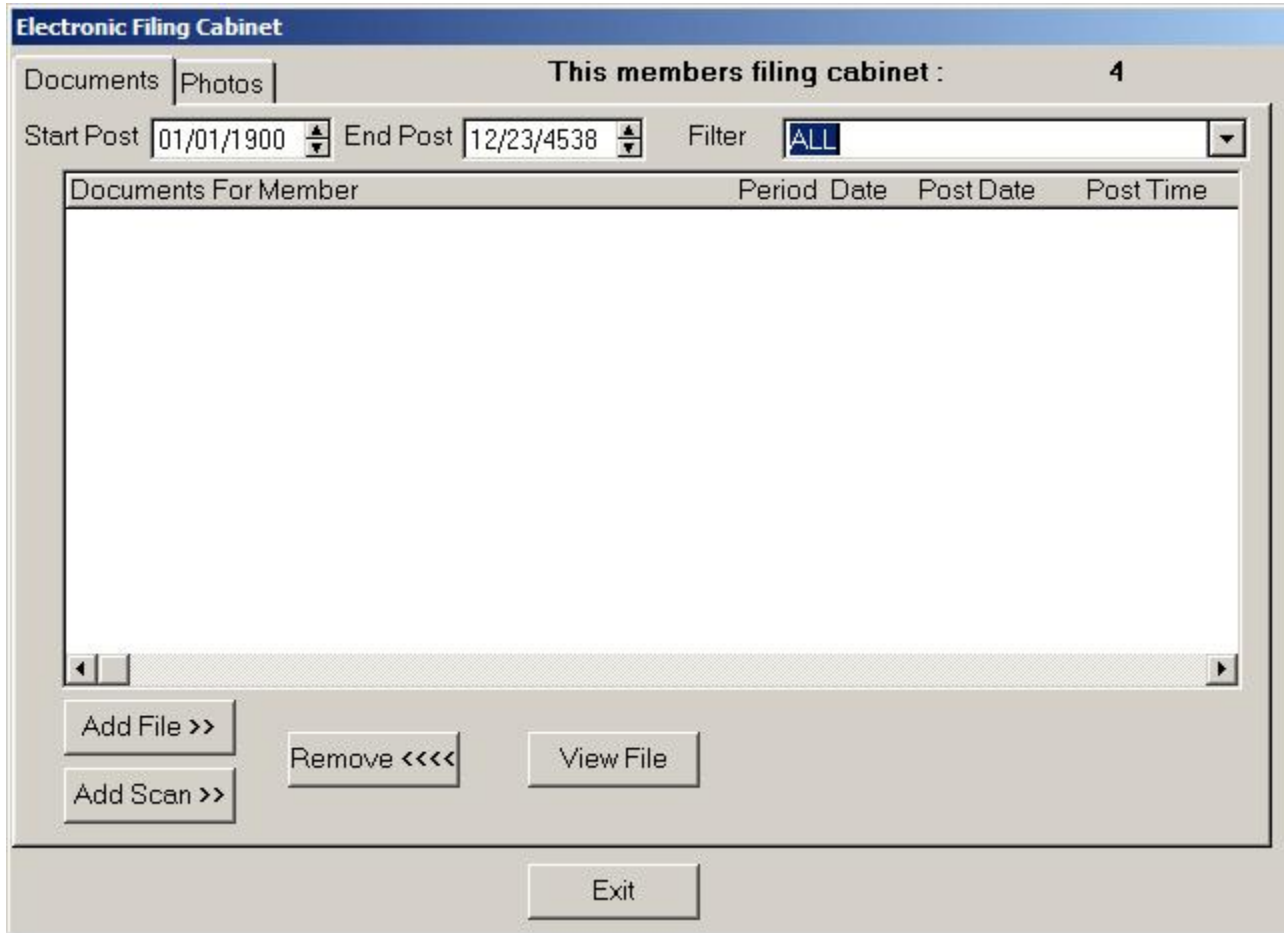
The file is available to View/Print

Or

Click the REMOVE button to delete

IMPORTANT: FILE WILL BE PERMANENTLY DELETED!

Scan a File



To add a new file to your E-File Cabinet

Scanning Options

Select Document to Scan

Scan Options

- Select Scanner
- Hide User Interface
- Use Auto Doc Feeder
- Auto Feed ADF
- Use Duplexer
- This is Multipage Doc. (Needs ADF)

Document Name

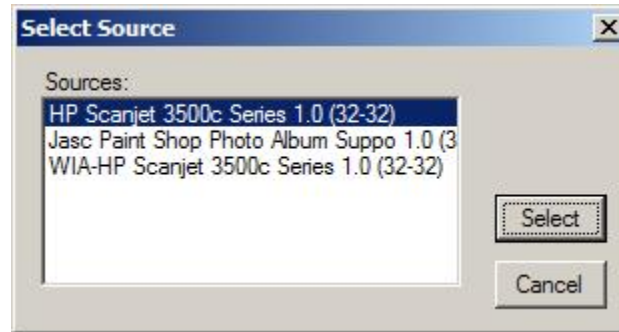
Photo

Period Date 08/08/2006

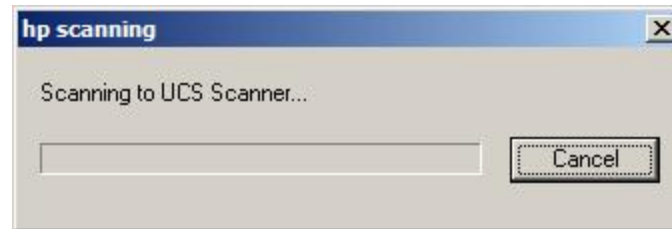
Ok Cancel

Select checkboxes for more than 1 scanner, to automate the scanning Process or to use an Automatic Document Feeder with your scanner. The name is automatically filled in for you.

Scanning (cont)

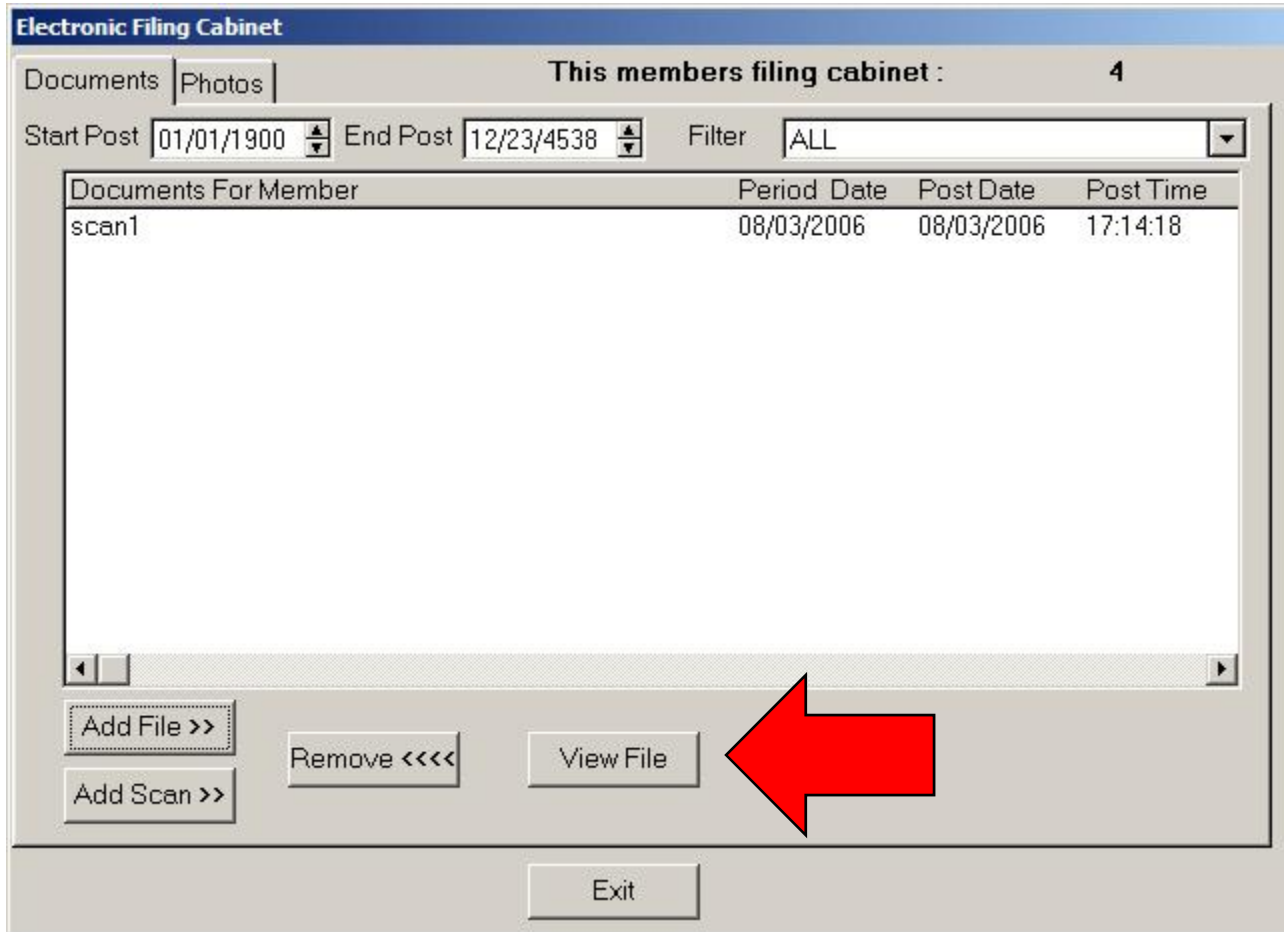


Selecting the Scanner
(May look different on your system)



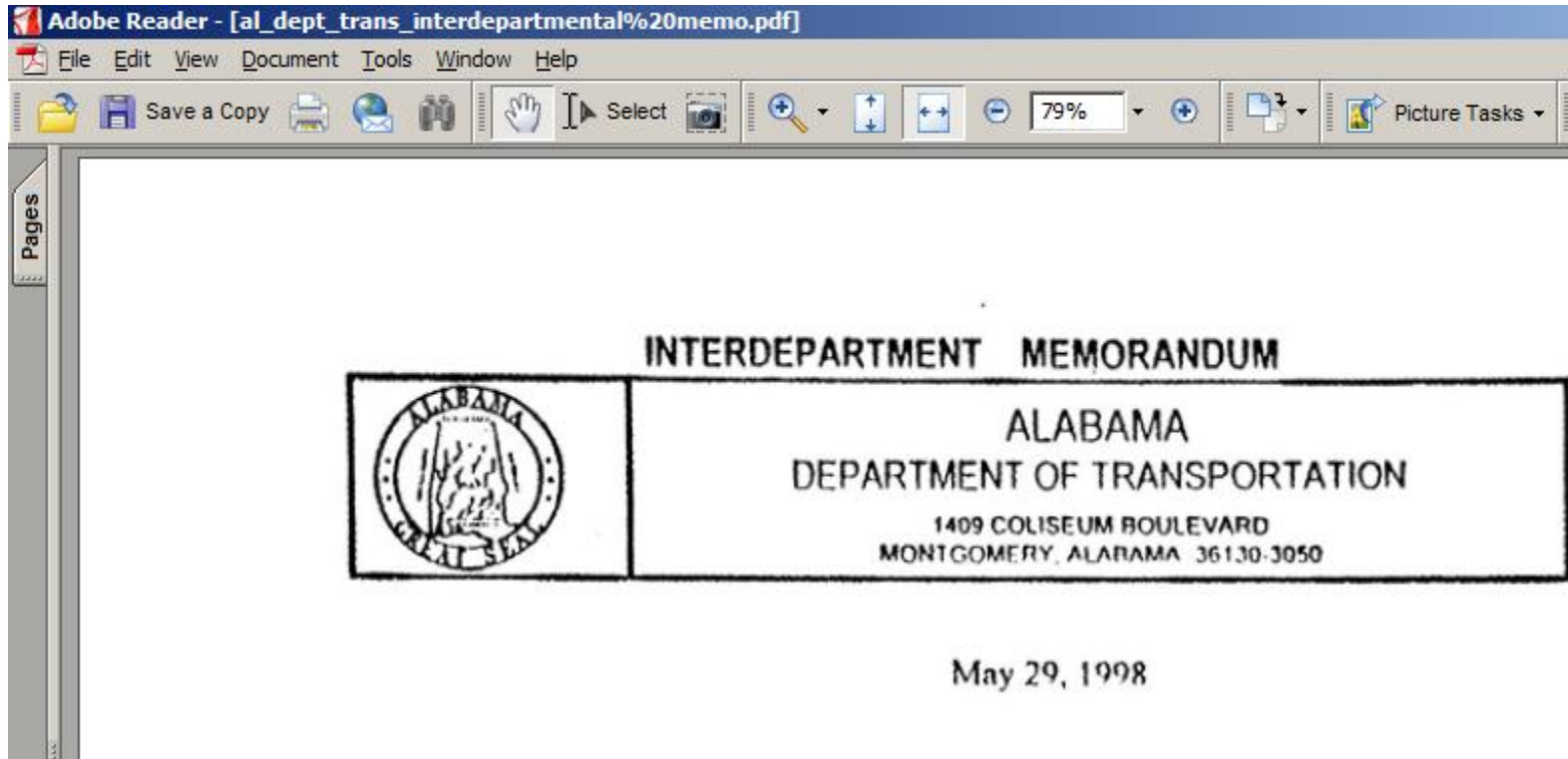
Scanning the Document
(May look different on your system)

Viewing/Printing File

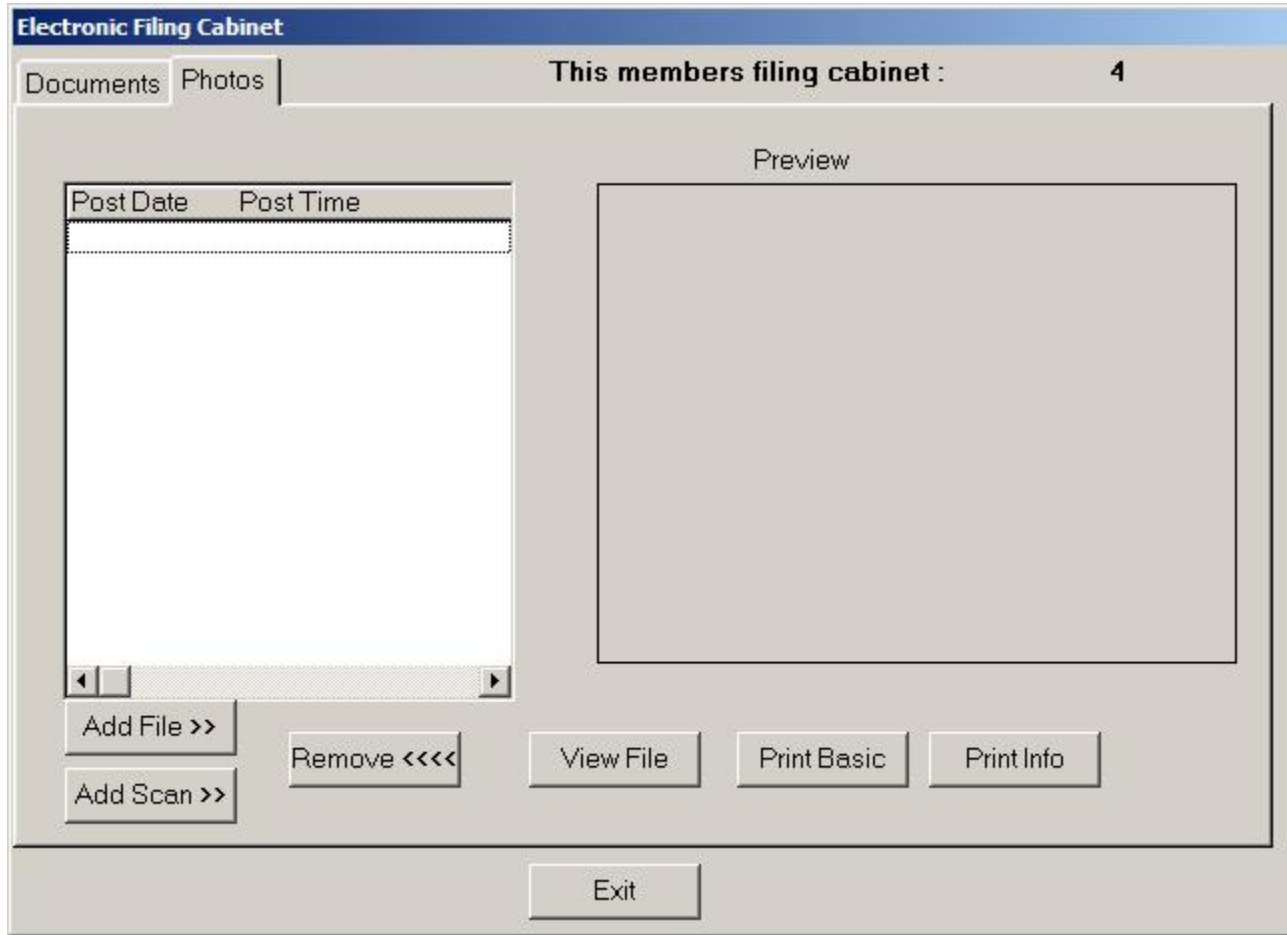


To View and/or Print the file in Adobe Acrobat,
Press the VIEW FILE button

Viewing / Printing in Acrobat



Adding a Photo



Added in the same way as documents:
From existing file or scanning a new file

Viewing/Printing the File



View Button to view file, Print Basic to print file
Print Info button to print Complete Member Info with Photo