



File Retrieval Guide

Home

Public Portal - Microsoft Internet Explorer provided by Freeserve

Address: http://paper-trackcouk.signups.databasepower.net/PublicInterface/main.asp

Navigation: Search Attached Files, Attached Files List, Home, Logout

PAPERSHRINK

save money, save time, save space

If you need help, please [email us](#)

Logged in: Ms Elisabeth Belisle

Search Attached Files, Attached Files List, Logout

Powered by AXLRB

Annotations:

- These links will both take you to the search facility (pointing to 'Search Attached Files' and 'Attached Files List')
- These links will both take you to the calendar view (pointing to 'Search Attached Files' and 'Attached Files List')

Calendar View

Public Portal - Microsoft Internet Explorer provided by Freeserve

Address: http://paper-trackcouk.signups.databasepower.net/PublicInterface/viewFileListing.asp

Navigation: Search Attached Files, Attached Files List, Home, Logout

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Attached Files List

Year: 2006 Run

Class	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Suppliers												
Customers							99					
Purchase Invoice												
Sales Invoice												
Admin												

Home Logout

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Annotations:

- Select the year for which you want to view documents and click on run. (pointing to the 'Year' dropdown)
- This number indicates how many documents you will find in the "Customers" category in "July". It's a link, just click on it to view the full list of documents. (pointing to the '99' in the 'Customers' row, 'Jul' column)
- We will use the date on the documents; the date you specify; or the scan date (in this order).

File List

If you need help, please [email us](#)

Attached Files List
For 'Customers' on July 2006

ID	Name	Date
225	0470LTD 0470LTD	14/07/2006
224	0473LTD 0473LTD	14/07/2006
223	0474LTD 0474LTD	14/07/2006
222	0472LTD-2 0472LTD-2	14/07/2006
221	0475LTD 0475LTD	14/07/2006
220	0476LTD 0476LTD	14/07/2006
219	CAMPBELL BUCHANAN TRADE CONTRACT ORDER CAMPBELL BUCHANAN TRADE CONTRACT ORDER	14/07/2006
218	0477LTD-7 0477LTD-7	14/07/2006
217	0472LTD 0472LTD	14/07/2006
216	0477LTD-6 0477LTD-6	14/07/2006
215	0477LTD-5	14/07/2006

The top title is a link to the actual document. Just click on it to view the pdf file.

Once you're finished viewing the pdf file, click on the "Back" button on your browser to get back to this view.

Search facility

If you need help, please [email us](#)

Search Attached Files

Search Type [Description](#)

[Home](#) [Logout](#)

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Select which field you wish to search in: Description is the title we used to call the files according to your instructions.

Type the text you wish to search for. You CAN type just a portion of the title you are looking for. E.g. typing in "123" will return both "123456" and "invoice no. 00123".

Viewing files

Your files have been scanned as pdf files, which means that once viewed in your browser, you will have access to all the normal pdf facilities: saving a copy to your PC, printing, full text search (if you've requested it at setup time), copy, paste, rotate, zoom in and out, etc.

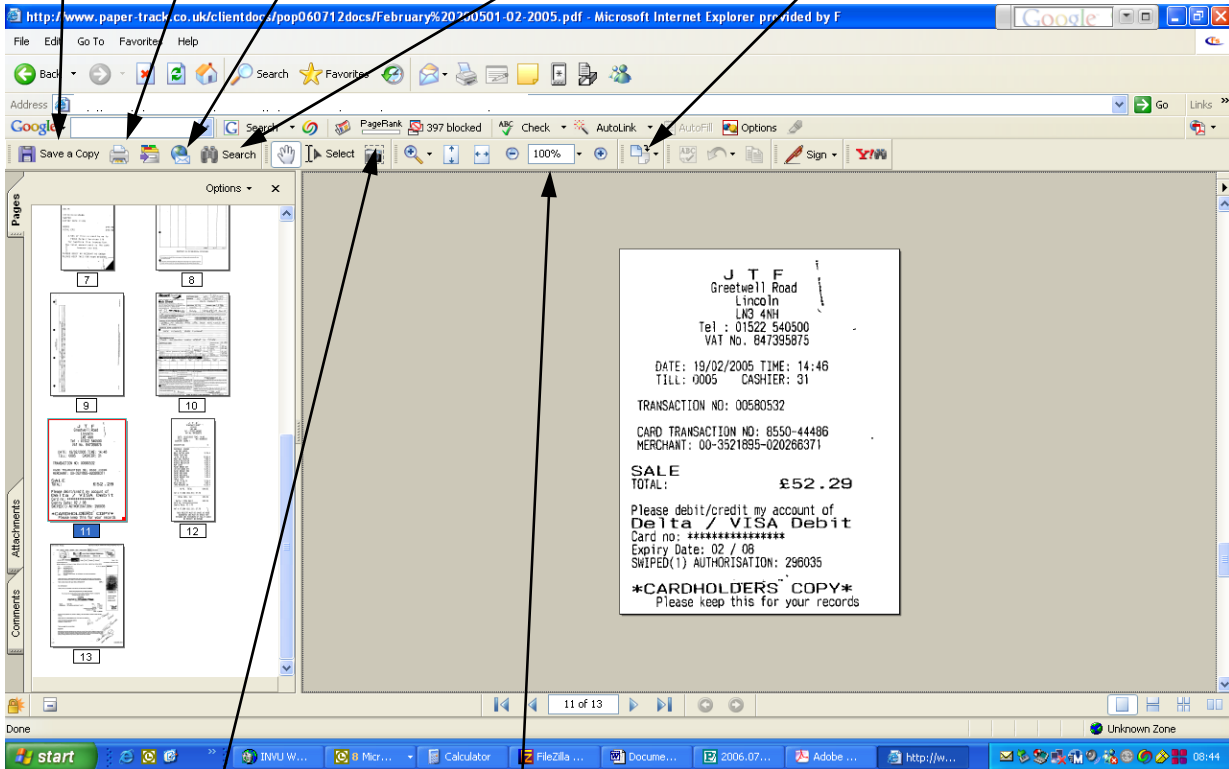
Click here to save file to your PC

Click here to print

Click here to email

Click here to do a full-text search within the file.
Note that you need to tell us in advance if you wish to have this facility available.

Click here to rotate the images



Click here to select part of a page to copy and paste into another document (e.g. into an email or a Word document)

Click here to zoom in or out