



**Laser Vault Imaging Web Client**

<http://www.laservault.com>

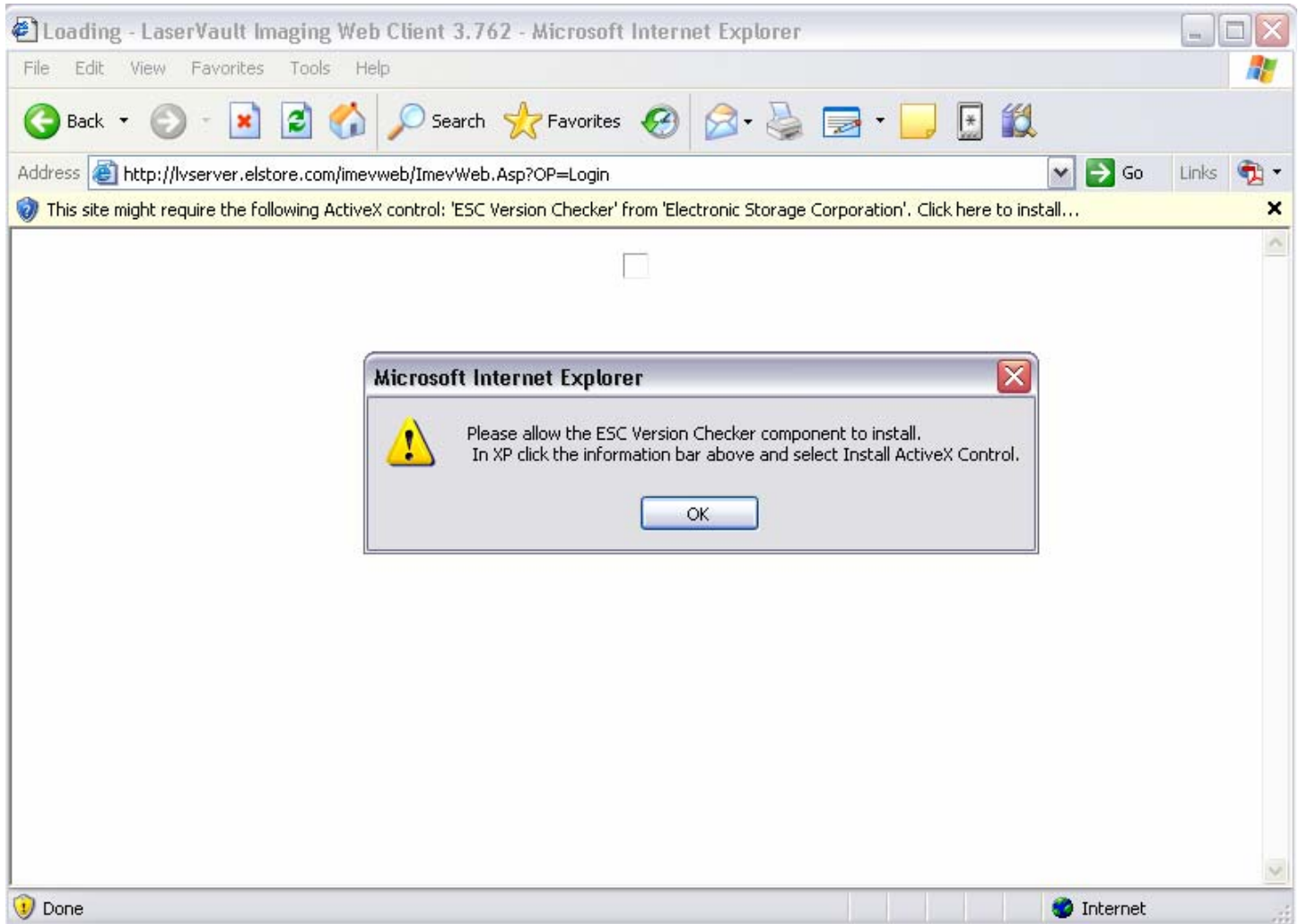
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# Logging in to LaserVault Imaging Web Client

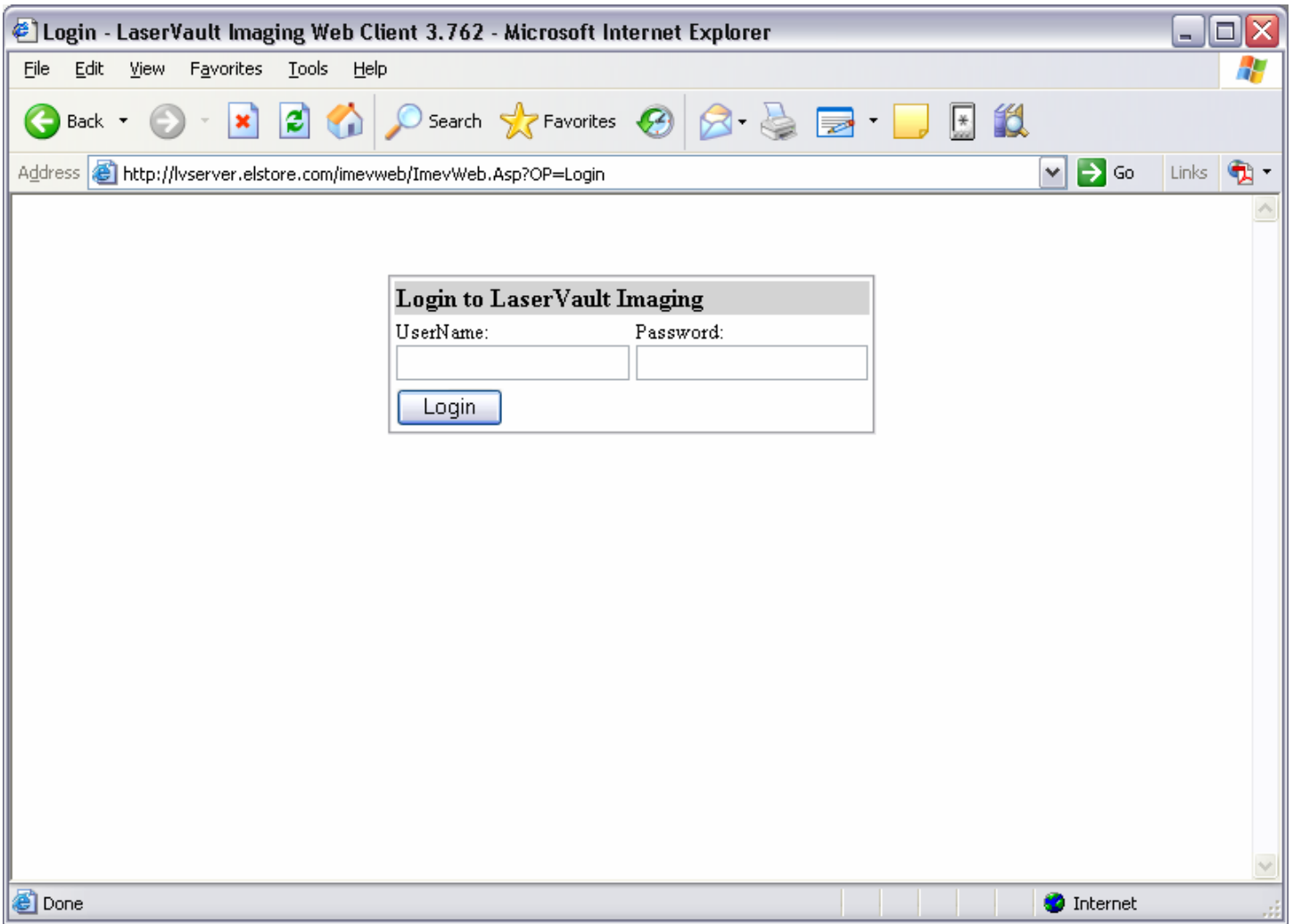
The first screen you see when logging in to the LaserVault Imaging Web client will depend on how the system is configured by your administrator.

If your system is configured for ActiveX such as the Laser Vault Imaging Web TIF Viewer, you may see the following or a similar screen:



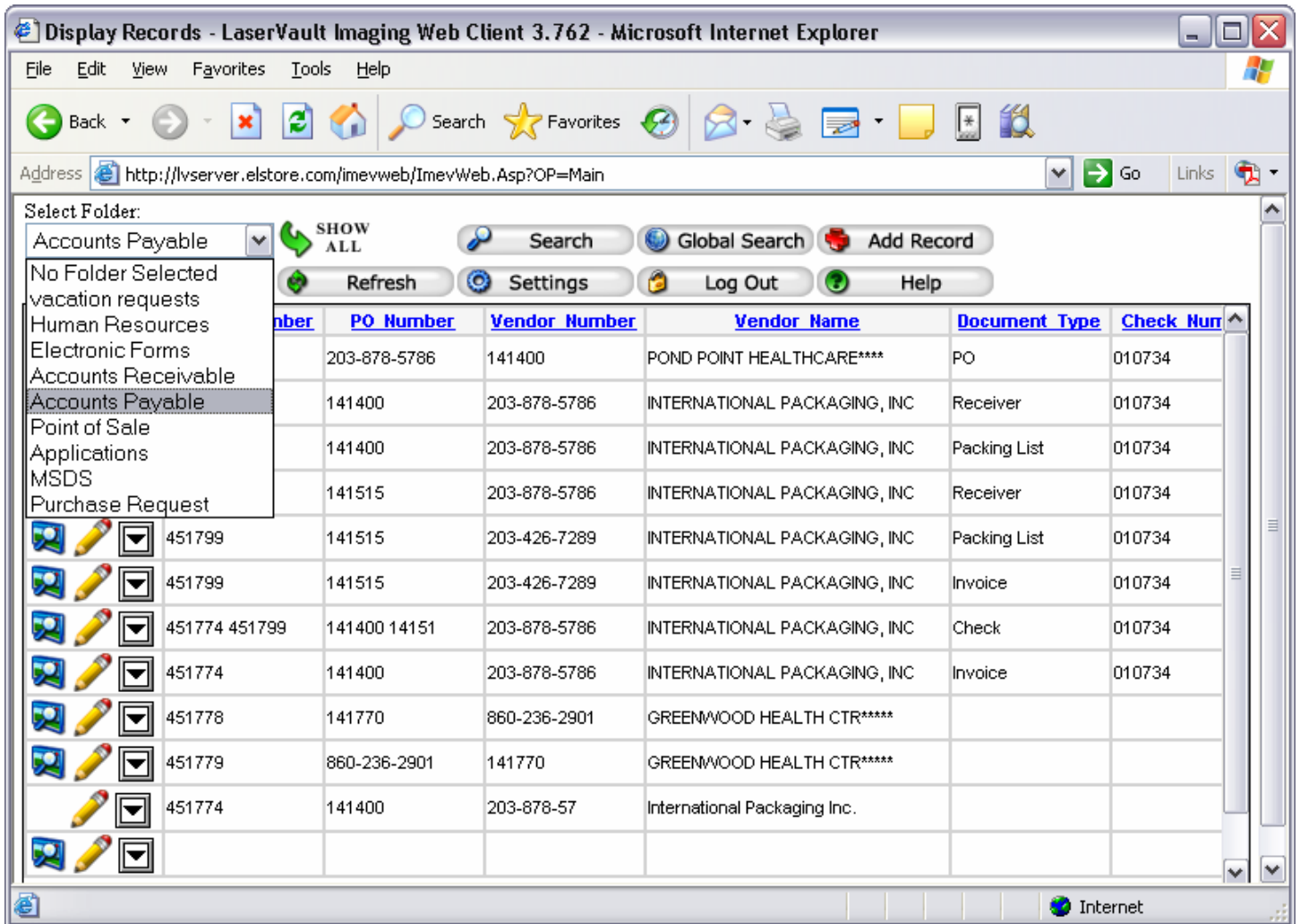
If so, click on the yellow bar and allow the Esc Version Checker to install. This is a component we provide that allows automatic version updates to the end user ActiveX objects.

After the installation completes you will see the login screen. Or if ActiveX is disabled you will be taken straight to the login screen.



After logging in, you will see the main LaserVault Imaging screen where you can select an imaging folder, perform a search, and view images.

# Selecting Imaging Folders



From this screen you can select an Imaging Folder to work with.

Once you have selected a folder you can perform a search by using the search button.

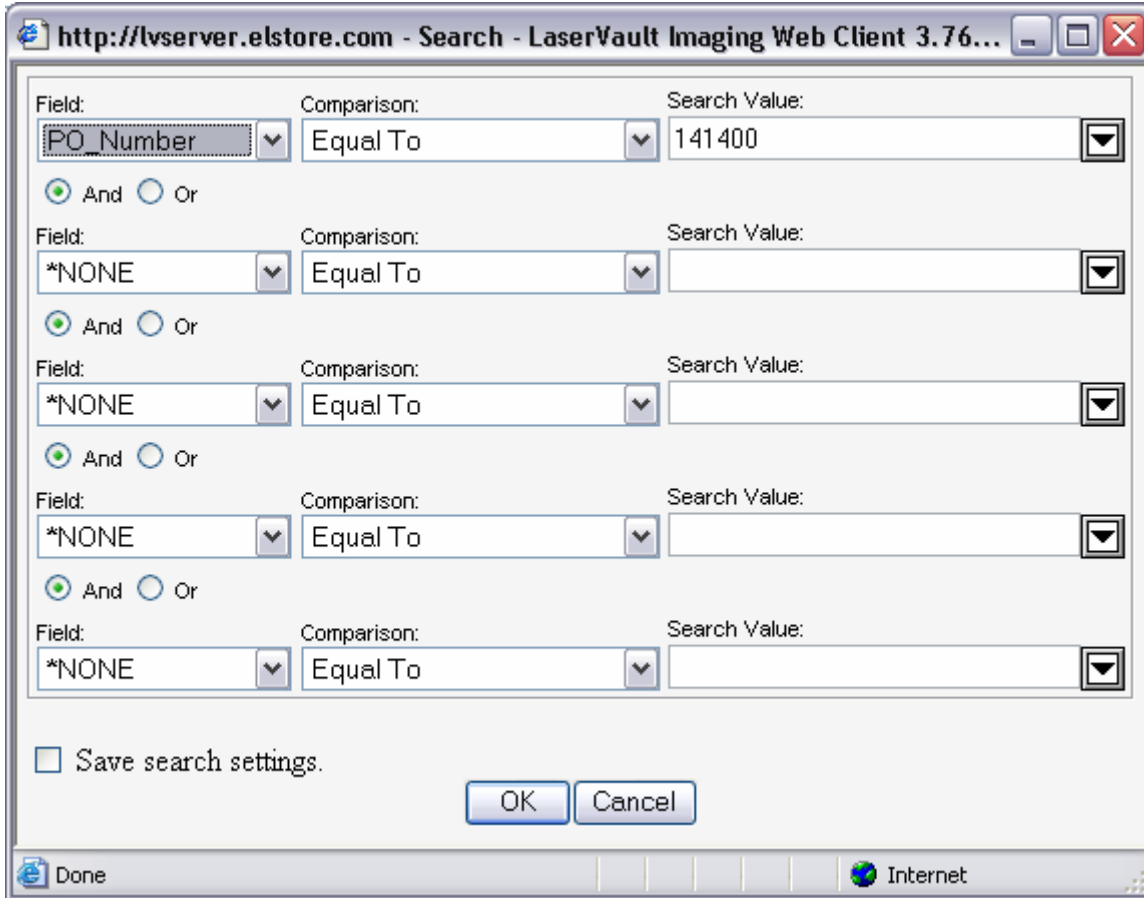
The Global Search button can be used to search for a value across multiple folders. You do not need to select a folder to perform a Global Search.

The settings button allows you to change options for the column layout and other display related settings.

# Performing a Search

After selecting a folder, click the search button to perform a search.

The search screen will be displayed.



The search screen allows you to search on up to 5 fields.

In the Field column, select the field you wish to search against. In the above example, we are searching on the PO\_Number field.

In the Comparison column, select the type of comparison you wish to use. In the example we are using "Equal To" which will search for an exact match.

The following types of comparisons can be done:

**Equal To:** Returns records where the field value exactly matches the search value.

**Starts With:** Returns records where the field value starts with the search value.

**Contains:** Returns records where the field value contains the search value.

**Greater Than:** Returns records where the field value is greater than the search value. Used primarily with numeric fields.

**Less Than:** Returns records where the field value is less than the search value. Used primarily with numeric fields.

**Not Equal To:** Returns records where the field value is not equal to the search value.

**Greater Than Or Equal To:** Returns records where the field value is greater than or equal to the search value. Used primarily with numeric fields.

**Less Than Or Equal To:** Returns records where the field value is less than or equal to the search value. Used primarily with numeric fields.

**Like:** Performs a pattern matching search against the search value.

**Not Like:** Performs a pattern matching search against the search value and returns records that do not match the pattern.

The wildcard characters for the like search are:

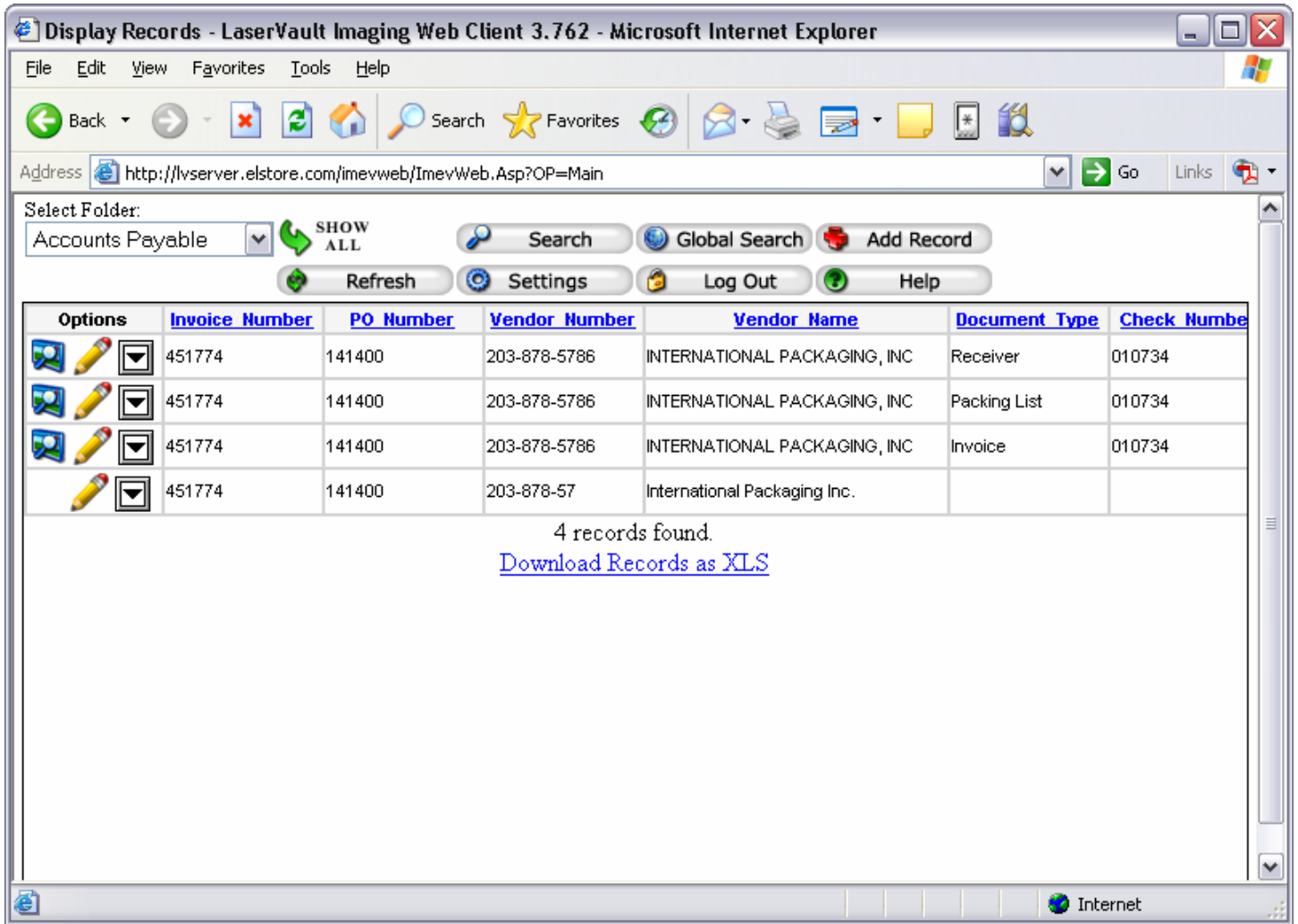
% or \* match any character such as Vendor\_Name Like INT\* - matches any thing that starts with INT  
\_ match any numeric character such as PO\_Number Like 141\_\_\_\_ - matches any 6 digit number that starts with 141.

**Is Null:** Performs a search and returns records where the selected field is NULL. Null is a special database value that means no value at all has been entered for the field.

In the Search Value column, enter the value you wish to search for. In the example we want all records where PO\_Number is equal to 141400.

If you click the "Save Search Settings" option, then this search criteria will be saved as the default for this folder. Any time you select this folder from the list this search will be automatically executed.

Click OK to perform the search.



Once you have a record you can select one of the options at the left.

View the attached document.

E-Mail the document.

Edit the field values.

Delete the record.

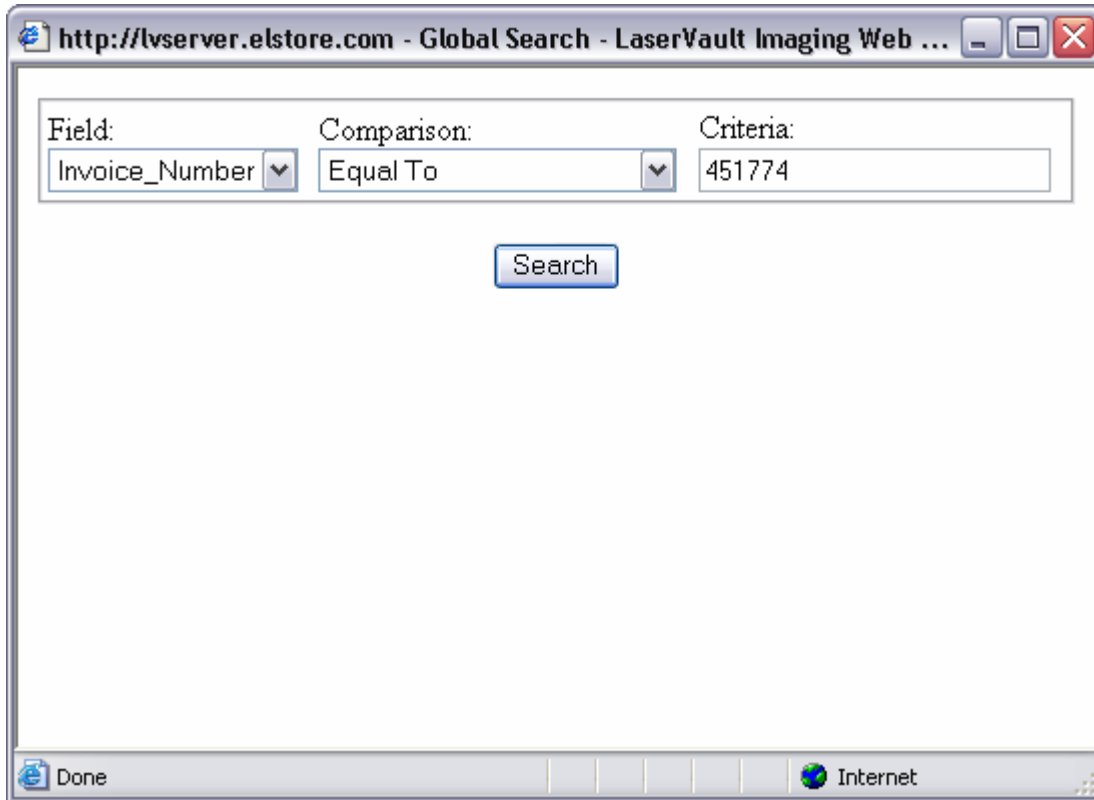
The options available will depend on what access control has been set for your user account.

## Performing a Global Search

The global search function allows you to search a field value across multiple folders. This can be useful if you want to look for a particular customer in several different folders.

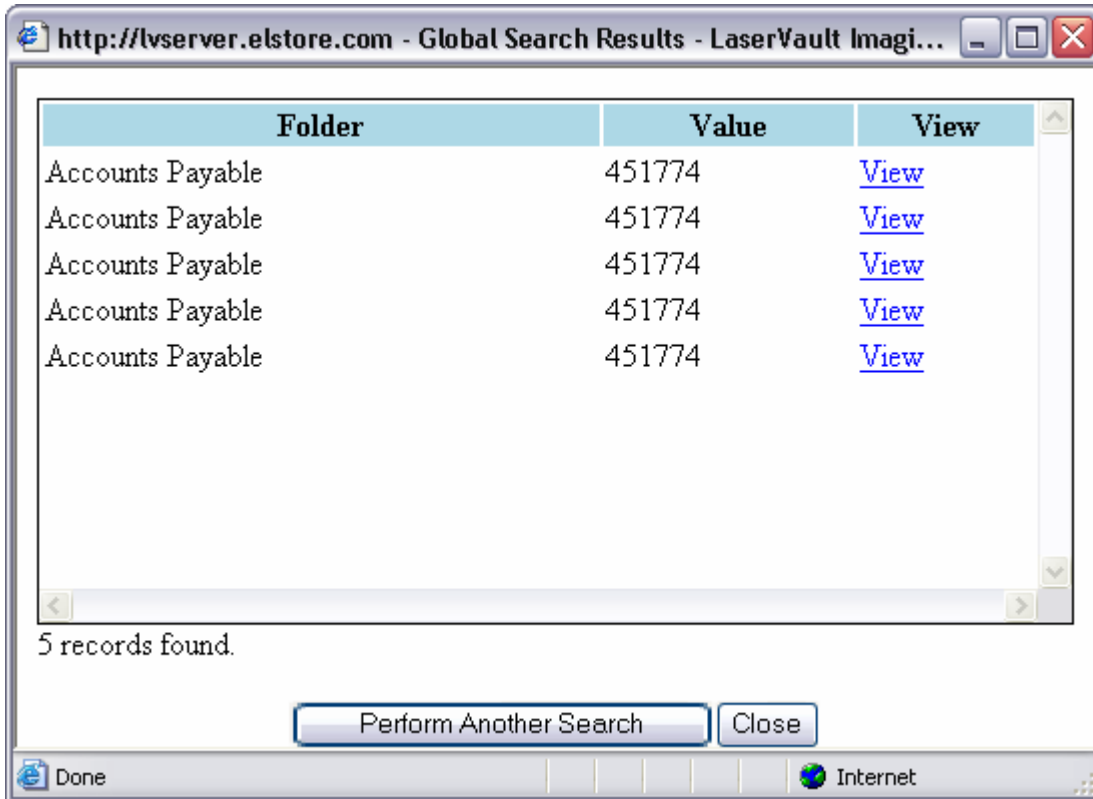
To perform a global search, click the Global Search button.

The global search dialog will be displayed.



Select the field you wish to search on, the comparison operator and enter the value to find.

A list of hits will be returned.

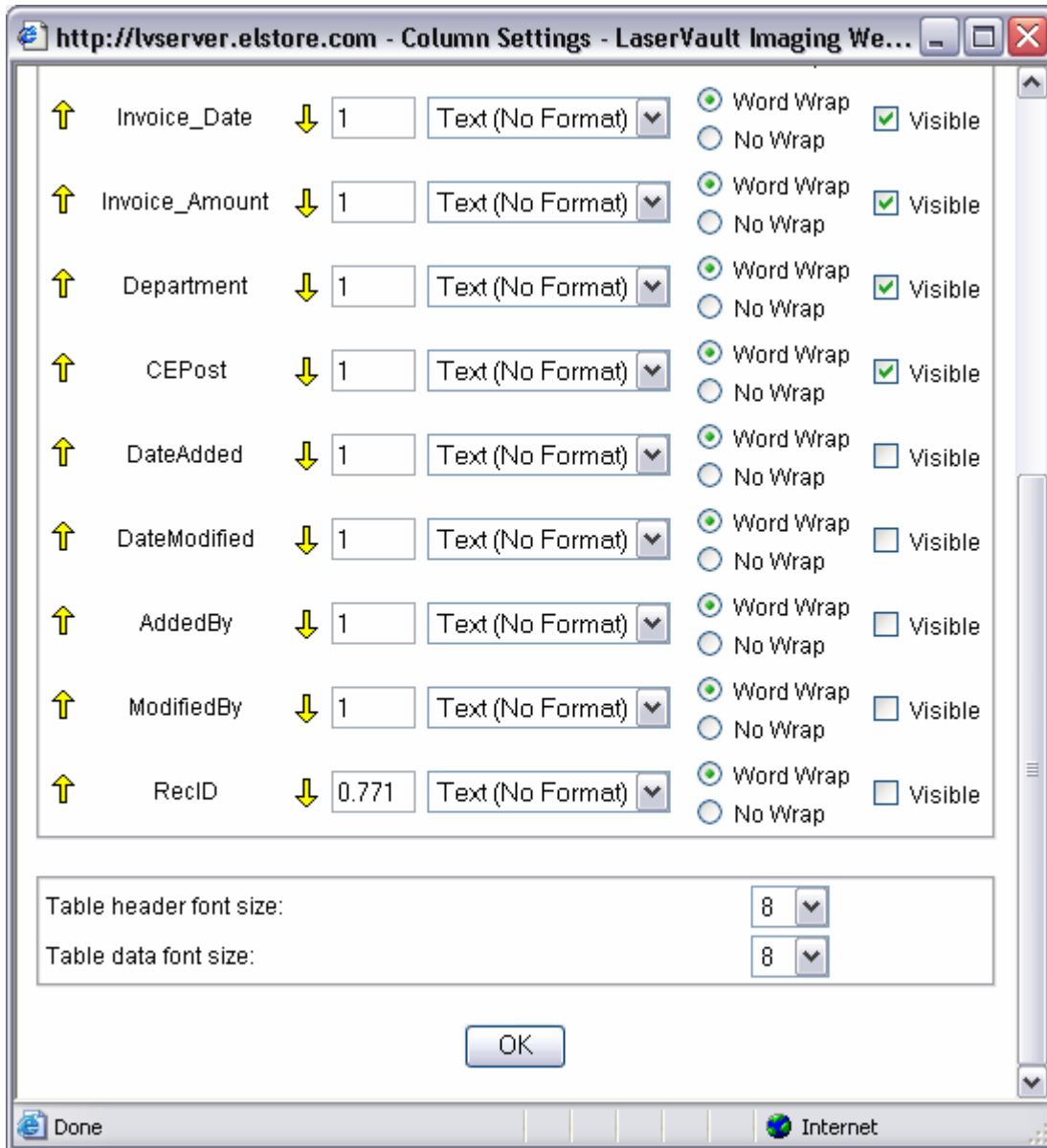


Click the view button to see the associated record.

## Setting Column Options

To change the layout or format of the columns, click on the Settings button.

The Settings Dialog will be displayed.



Click the Up or Down arrow to move a field's position. Moving a field UP in the list will move it to the left on the records display screen.

You can set the width for each column. The width value is specified in inches. If set to 0 then the browser will auto size the column.

You can set the word wrap option. If set to "No Wrap" any text that is larger than the column will be truncated.

You can set a field as visible or not by checking or un-checking the “Visible” check box.

You can also set the font size of the column header or column data text. The sizes are in points.

## Editing a Record

If you have access to edit records, you can begin editing a record by clicking the edit button on the left (pencil icon).

The screenshot shows a web browser window titled "Display Records - LaserVault Imaging Web Client 3.762 - Microsoft Internet Explorer". The address bar shows the URL "http://lvserver.elstore.com/imevweb/ImevWeb.Asp?OP=Main". The page content includes a "Select Folder:" dropdown set to "Accounts Payable", a "SHOW ALL" button, and several action buttons: "Search", "Global Search", "Add Record", "Refresh", "Settings", "Log Out", and "Help". Below these is a table with the following columns: "Options", "Invoice Number", "PO Number", "Vendor Number", and "Vendor Name". The table contains 11 rows of data. The first row is highlighted, and the pencil icon in the "Options" column is active. The other rows have a pencil icon and a dropdown arrow.

Options	Invoice Number	PO Number	Vendor Number	Vendor Name
	451774	203-878-5786	141400	POND POINT HEALTHCARE*****
	451774	141400	203-878-5786	INTERNATIONAL PACKAGING, INC
	451774	141400	203-878-5786	INTERNATIONAL PACKAGING, INC
	451799	141515	203-878-5786	INTERNATIONAL PACKAGING, INC
	451799	141515	203-426-7289	INTERNATIONAL PACKAGING, INC
	451799	141515	203-426-7289	INTERNATIONAL PACKAGING, INC
	451774 451799	141400 14151	203-878-5786	INTERNATIONAL PACKAGING, INC
	451774	141400	203-878-5786	INTERNATIONAL PACKAGING, INC
	451778	141770	860-236-2901	GREENWOOD HEALTH CTR*****
	451779	860-236-2901	141770	GREENWOOD HEALTH CTR*****
	451774	141400	203-878-57	International Packaging Inc.

The screen will enter "Edit Mode" where you can change the values for that record and the pencil icon will change to an exclamation.

After making the desired changes, click the update button (exclamation icon) to save the changes.

Click the "Refresh" button or perform another search to cancel any changes.

## Adding a Record

If your access control permits it you may add a new record to a folder by clicking the “Add Record” button on the main imaging screen. A dialog will be displayed where you can enter the new field values.

The screenshot shows a Microsoft Internet Explorer window titled "http://lvserver.elstore.com - Add Record - Microsoft Internet Explorer". The main content area is titled "Add Record" and contains a form with the following fields and options:

- Invoice\_Number:
- PO\_Number:
- Vendor\_Number:
- Vendor\_Name:
- Document\_Type:
- Check\_Number:
- Invoice\_Date:
- Invoice\_Amount:
- Department:
- CEPost:
- File Attach Method:
  - Upload File
  - Create Bar Code Scanning Page
  - Send File Via E-Mail

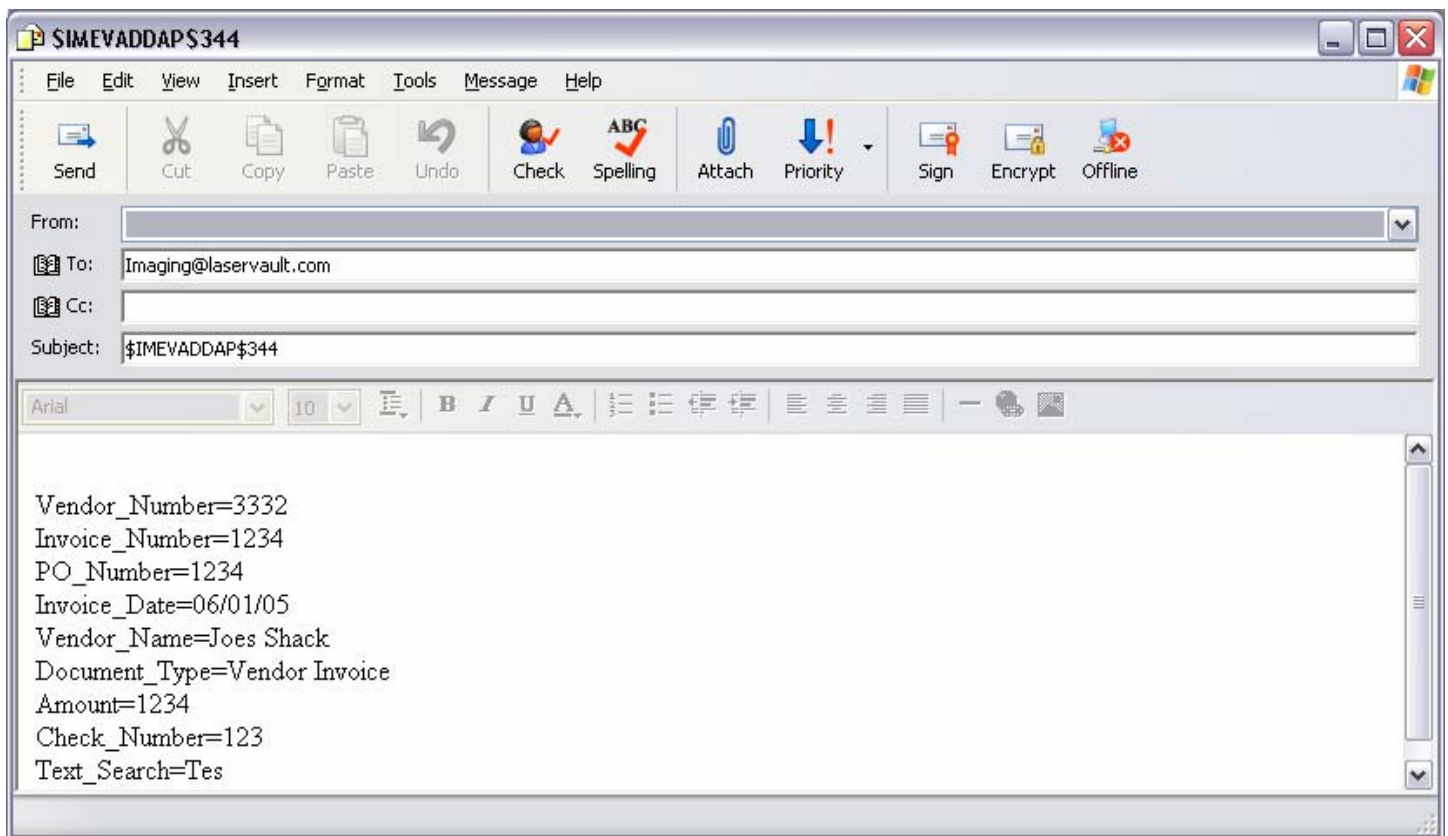
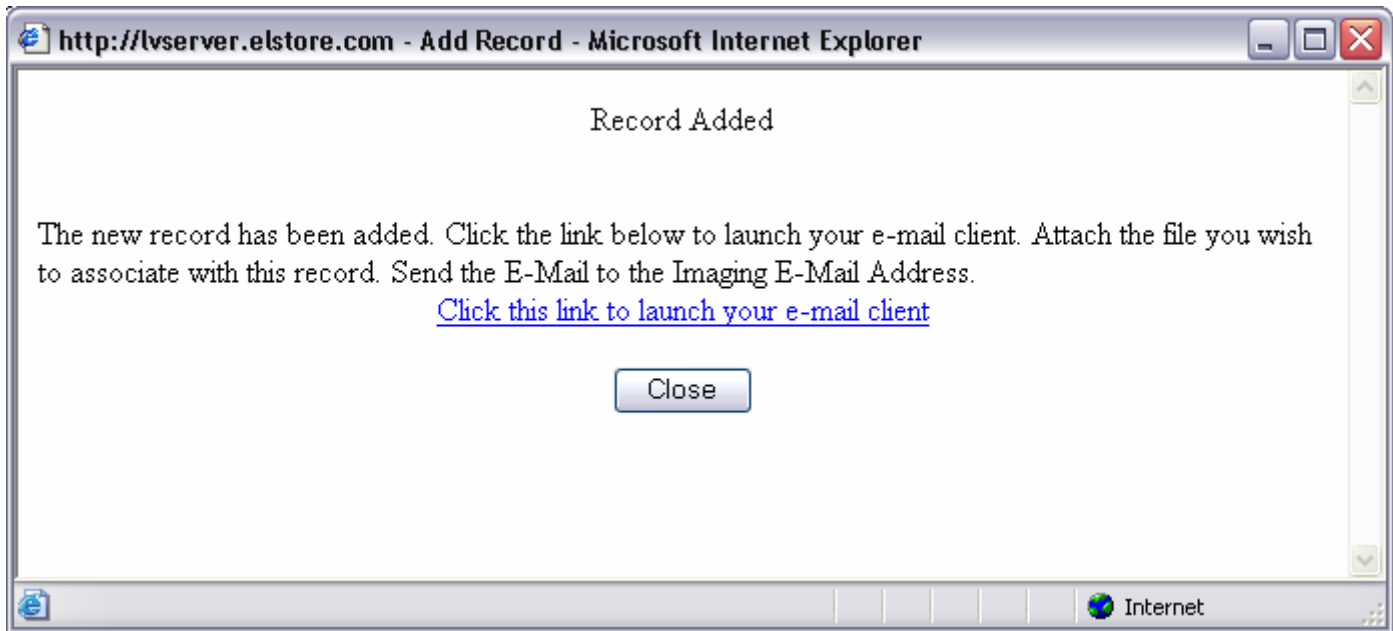
At the bottom of the form is a button labeled "Add Record". The browser's status bar at the bottom shows "Done" and "Internet".

When adding a new record to a folder you may also optionally add an image or document to attach to the record.

There are 3 options for adding records via the web client:

### Send File Via E-Mail:

When using this method another page will be displayed after adding the record. On this page will be an e-mail link that you can click to launch your mail client (Outlook, Lotus Notes, etc). Attach the file you wish to associate to the e-mail and send it to the LaserVault Imaging E-Mail address that was setup by your administrator.



Note: Do not change the Subject Line. This value is used by the imaging system to associate the attached documents with the record you just added.

### **Create BarCode Scanning Page:**

When this option is selected the system will display a barcode that can be printed. Depending on you configuration the system may automatically print the bar code page.

After printing the bar code scanning page, place the page (or label) on the top of the document(s) you want to associate with the record. Then scan the documents and e-mail them to the imaging mail account, or use Scan Station Pro to process the bar codes. See your administrator for more details on how to do this.

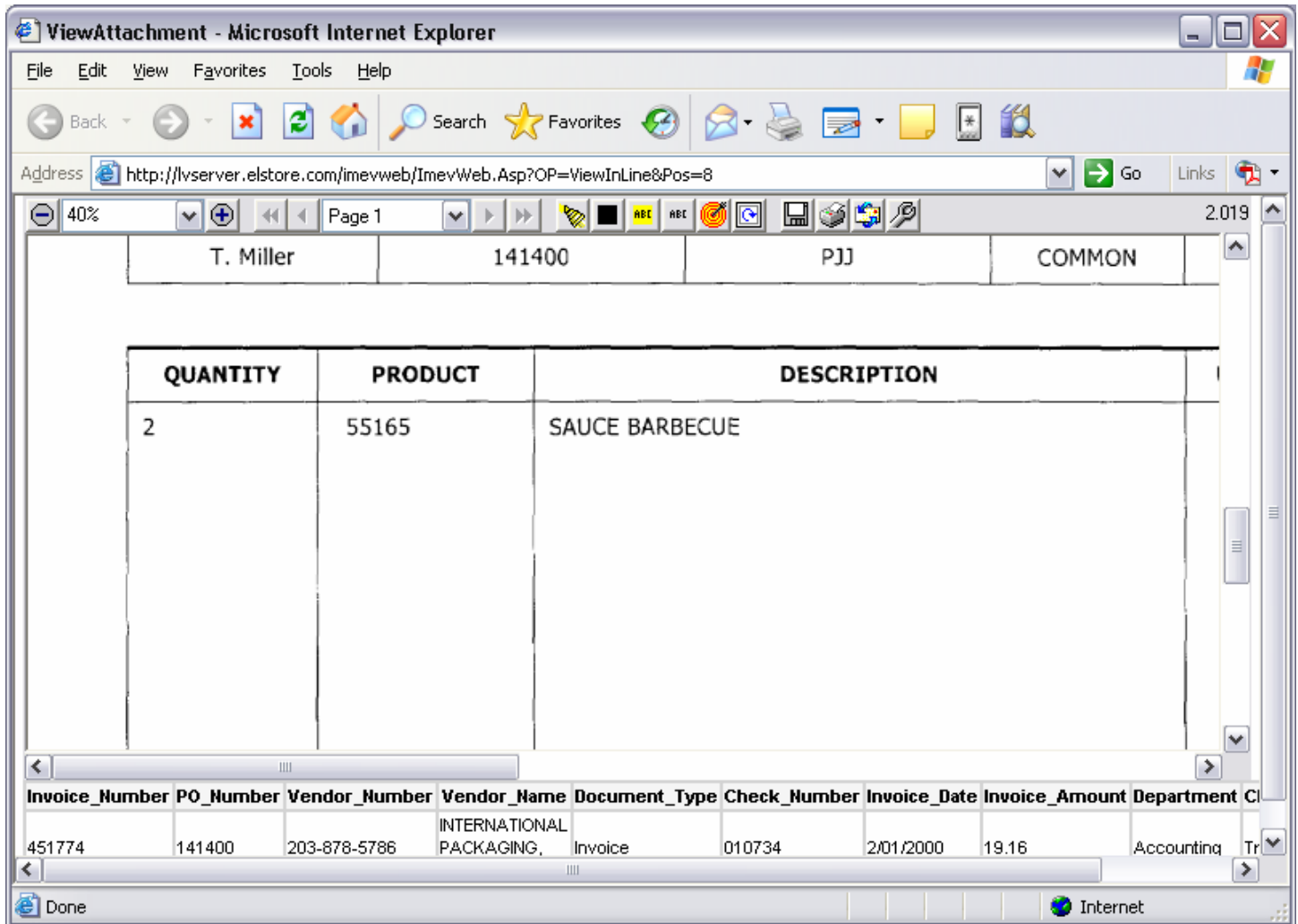
### **Upload File:**

This option allows you to select a file from your local hard drive and upload it via the browser to the imaging system.

## Viewing an Image or Document

To view an image or associated document click the view button for the record you wish to view (magnifying glass icon).

If you are viewing a TIF image and the system is configured to use the LaserVault Imaging TIF Viewer then you will see the image displayed in the TIF Viewer.



The TIF viewer has options for rotating, printing, annotating, and send the image as a PDF via e-mail.

If the file attached to the record is not a TIF then the "Plug-in" or viewer associated with that type of file will be launched. For example Microsoft Excel will be launched for an XLS spread sheet. Adobe Acrobat Viewer will be launched for a PDF file.