

System basics

Here are the basics of the eCabinet system.

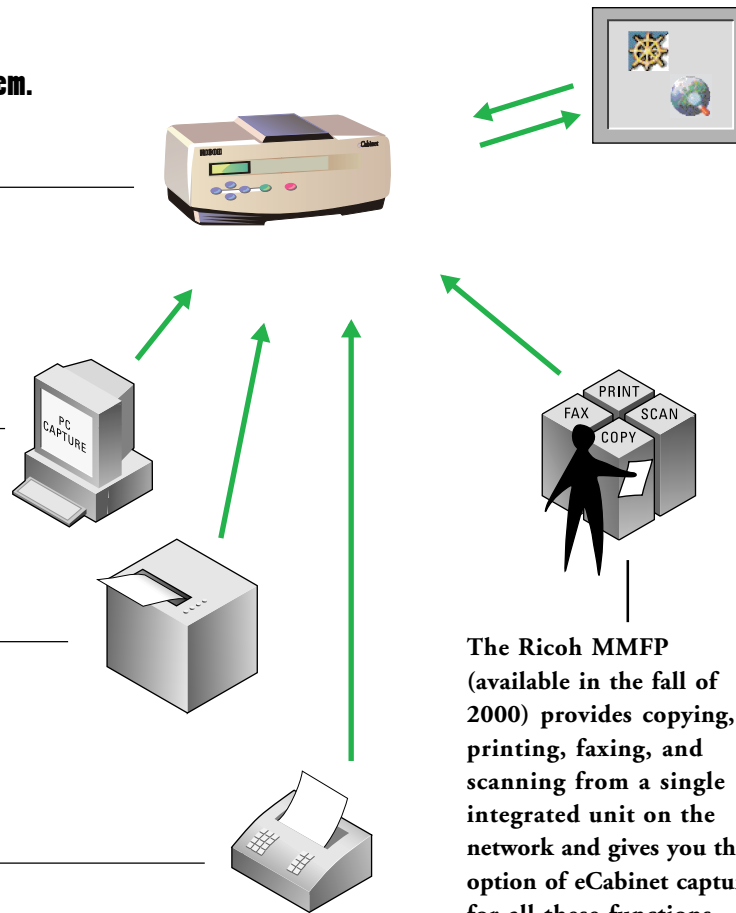
The eCabinet is a dedicated server that captures documents from various sources on the network, including your PC, the web, printers, scanners, and fax machines.

To capture selected documents on your PC, you use the PC Capture software. You can capture documents immediately, or at regularly scheduled times. You can also use the PC Capture software to capture web pages.

To capture printed documents, you choose a printer that is linked to the eCabinet.

To capture e-mail, you cc or forward messages to the eCabinet.

Your system may include network scanners and Internet fax machines that are set up to send scanned or faxed documents to the eCabinet.



The Ricoh MMFP (available in the fall of 2000) provides copying, printing, faxing, and scanning from a single integrated unit on the network and gives you the option of eCabinet capture for all these functions.

More about folders

To search for documents on the eCabinet, you use a standard web browser on your PC. You can search by document content, by document information, or by a combination of content and information. (You can also put documents in custom eCabinet folders and search by folder tag information.)

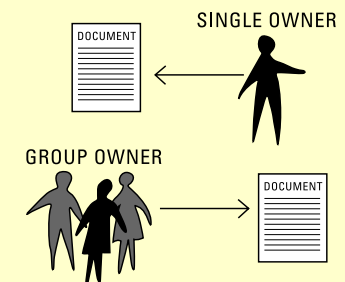
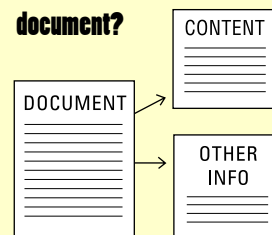
Once you've located the document you want, you can retrieve a copy to your desktop.

What about security?

- Only someone with an account and password can log on to the eCabinet and search for documents.
- Every document has an owner, either an individual owner or a group owner. When you run a search, you can only find documents you own, documents that are owned by a group you belong to, or documents that have been made "public" by an owner.
- The eCabinet administrator sets up the individuals and groups in the system. You can belong to more than one group.

What happens when the eCabinet captures a document?

The eCabinet indexes captured documents by content and word frequency. It also maintains other document information, such as date of capture, source of capture, and any keyword information you've provided.

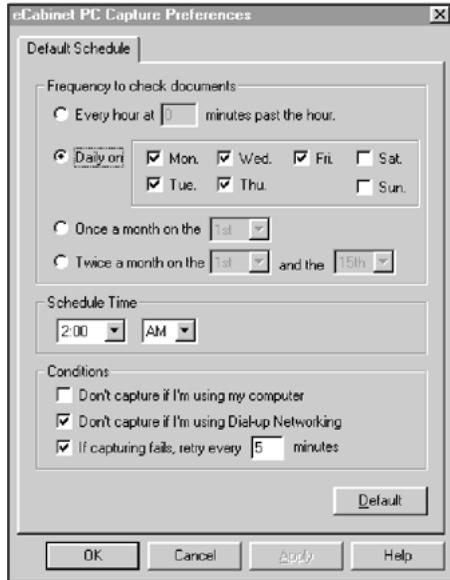


More about capturing documents

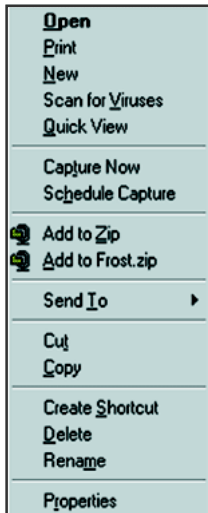
With PC Capture

The PC Capture software lets you easily capture documents from your PC in several ways.

You can set a regular schedule to capture selected documents on your PC.



You can right-click on any item and capture it immediately, or schedule it for capture.



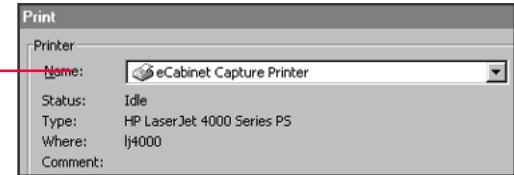
You can drag a file or folder onto the PC Capture icon on your desktop.

With Printing and E-mail

You can also capture a document when you print or send e-mail.

Printing

Simply select a printer that is linked with the eCabinet.



E-mail

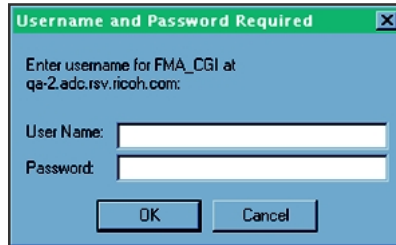
Just cc a message or forward it to the eCabinet. (Attachments are also captured.)



Searching for a document

Searching for a captured document on the eCabinet is simple.

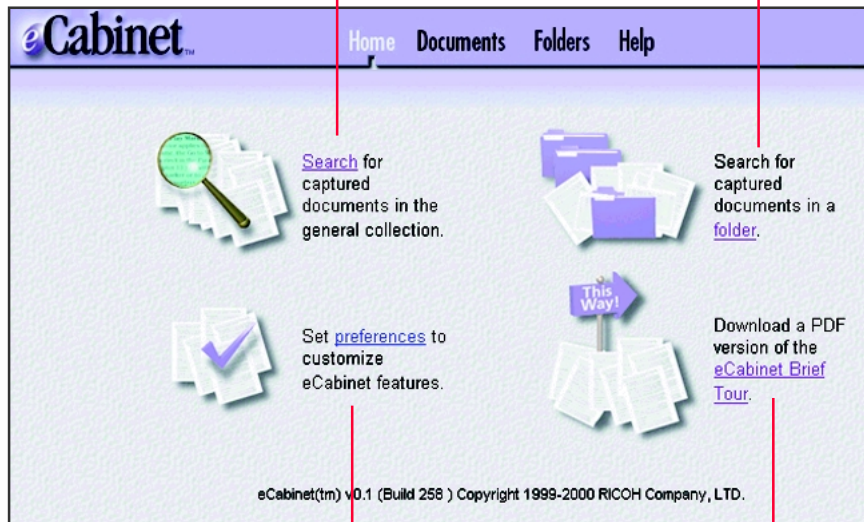
Point your web browser at the eCabinet and log on by typing your name and password.



The eCabinet Home page presents several convenient options.

Click here to go to the Documents page and search in the general collection of documents.

Click here to go to the Folders page and search for documents that are in eCabinet folders.



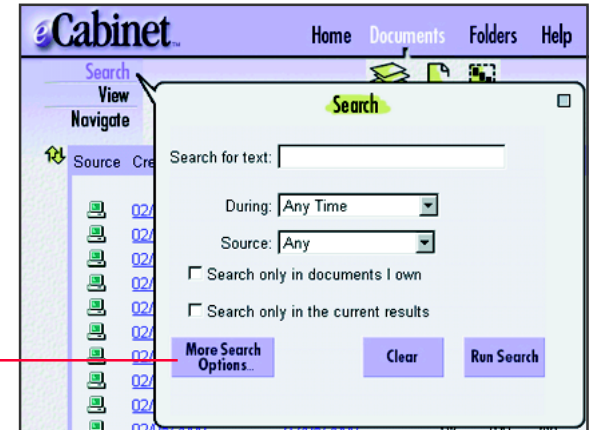
Click here to set your preferences.

Click here to get a PDF version of this Brief Tour.

On the Documents page or on the Folders page, you can display the Search balloon by moving your desktop pointer over the Search control.

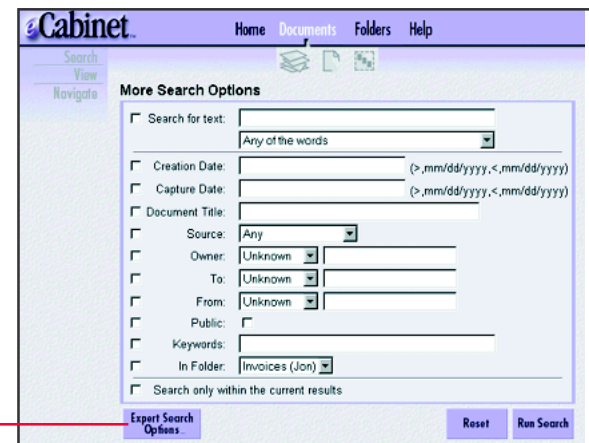
You can search by content, by time period, or by source.

Click More Search Options to use additional search criteria.



You can search by content, or by any of the various types of document information the eCabinet maintains.

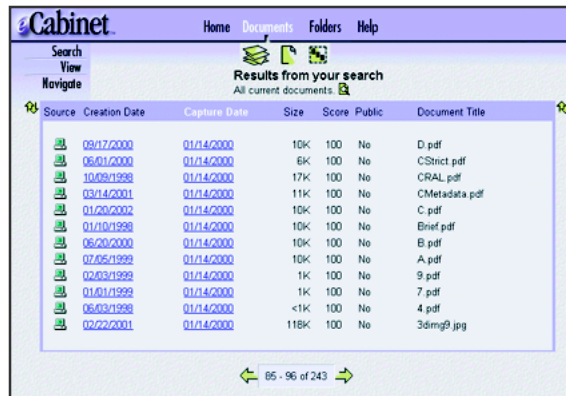
Click Expert Search to create advanced, Boolean searches.



Viewing search results

You can view your search results in four different ways, each designed to meet a particular need.

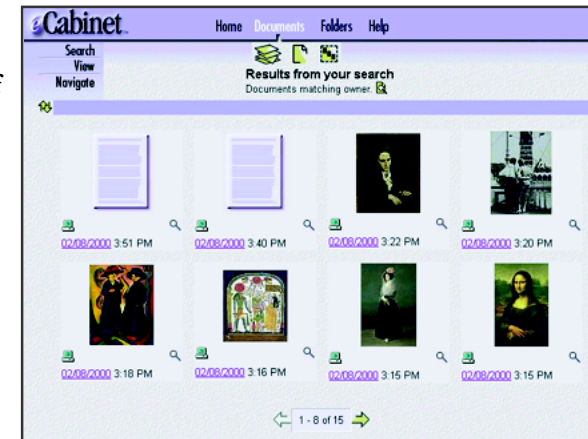
The List view presents a rich set of text information about the found documents arranged in columns. You can sort on any of the columns displayed.



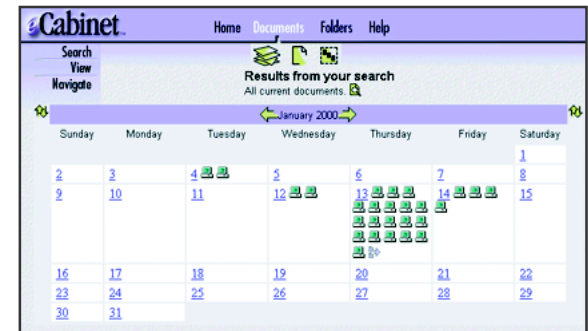
The Stream view lets you identify a particular document when you remember what it looks like, but not much else. Point to a document in the stream and you see a facsimile of its first page on the right.



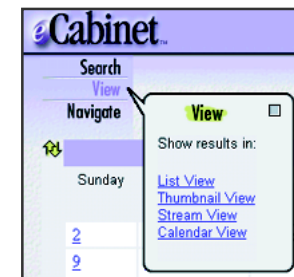
The Thumbnail view provides a facsimile of the first page of each document in the search results.



The Calendar view provides a quick view of the found documents captured on a particular date. A capsule summary of a document appears when you pass the pointer over it.

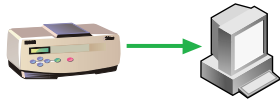


You use the View balloon to switch views.



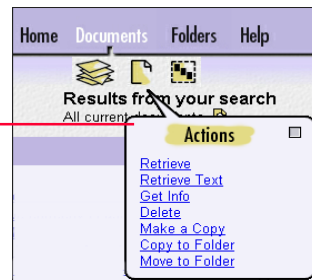
Retrieving a document

There are two convenient ways to retrieve a copy of a document from the eCabinet to your PC.

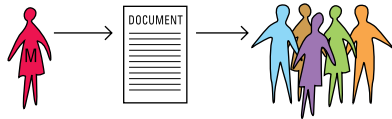


Once a document appears in your search results, just double-click its icon to retrieve a copy. (If you don't have the application to open the copy, the system will still transfer the file.)

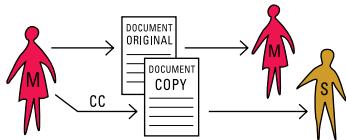
Or you can select a document in the search results and then choose the Retrieve command from the Actions balloon.



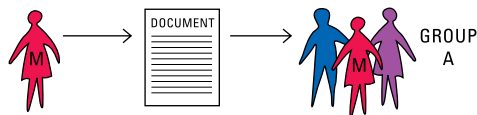
Sharing a document



If you own a document captured on the eCabinet, you can make it "public." This means everyone can see it and retrieve a copy.

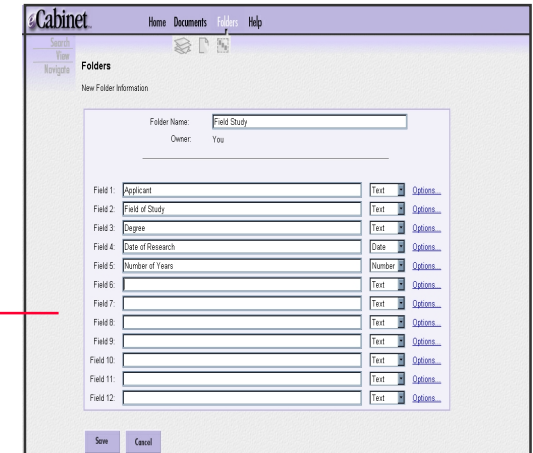


You can copy a document to other individuals or groups. A new copy of the document is made on the eCabinet for each recipient.

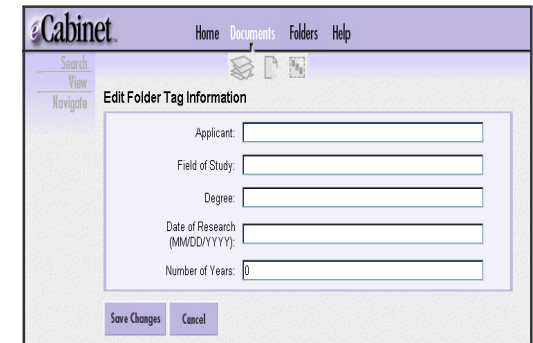


You can change the ownership of a document.

You can organize captured documents that are related into folders on the eCabinet.



Each folder has one or more tag fields (up to 12) that you specify when you set it up.



When you add a document to a folder, the system lets you fill in information for each folder tag field.

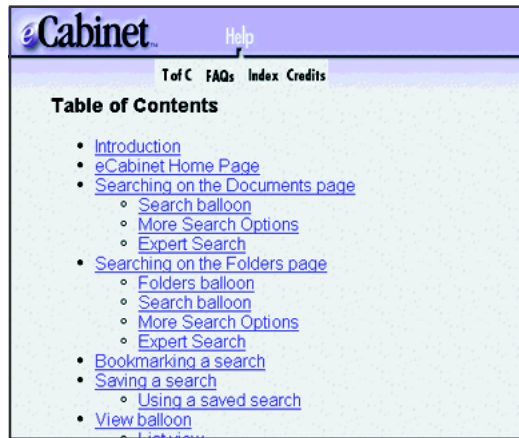
Later, you can use the Search balloon on the Folders page to search for documents with particular information in the folder tag fields.

Learning more

To learn more about using the eCabinet or PC Capture, click the Help button on the eCabinet web page, or use the Help menu on the PC Capture software.

eCabinet Help appears in a new browser window. There is a Table of Contents, an Index, and FAQs to help you find just the information you need.

Also, eCabinet Help is context sensitive. The information first displayed relates to the eCabinet feature you're using at the moment.



PC Capture Help tells you all the details about capturing documents from your PC.

