

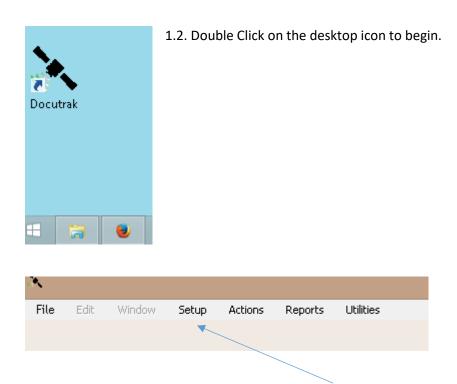
# ZiPZAP- Docutrak- User Manual

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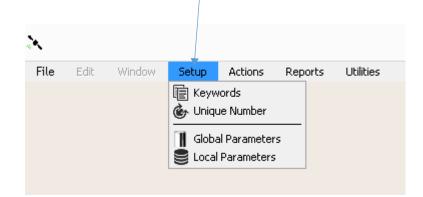
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### Chapter 1 - First time Running and using the setup menu

1.1. Make sure that you have read the readme file if you are having problems installing the program.



1.3. When Docutrak is loaded click keyword on the setup menu in the top left hand corner (next the greyed out window).



1.4. To setup keywords that will help locate different files within the program, within the Keywords frame click on New this will let you create your own unique search field.

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1.5. The search line is a way of looking up particular points that you want that have be pre-set. Double click the title that has a magnifying glass next to it to search.

1.6. From New the following menu appears that allows the user to add special keywords that have meaning and these will display like those found on the previous screen shot.

×	Create/Amend Keywords	x
Keyword	Save	
Meaning	Close	8

1.7. A similar box appears if you want to modify the original by pressing modify in the keyword form.

BA BT



1.8. By pressing delete deletes the record this is from the menu found in 1.4.

\*The Print feature is a future feature don't panic.

1.9. The 'Global Parameters' allows for the company details to be stored here and some is for future use.

X	Global Parameters	×
Owner Name	ZiPZAP Computers	Save 💾
Owner address 1		
Owner address 2		
Owner address 3		
Owner address 4		
Owner postcode	LN6 3QN	
Owner phone		
Owner fax		
Vat number		

1.10. The 'Local Parameters' is mainly setup for future use currently but contains printer defaults.

X	Local Parameters	×
General Email FTP TWAI	N VOIP Directories	Save
Document Printer Label Printer	HP Desk jet 2540 series	29A6

#### Chapter 2 - Running the program

2.1. Click on Actions then Articles

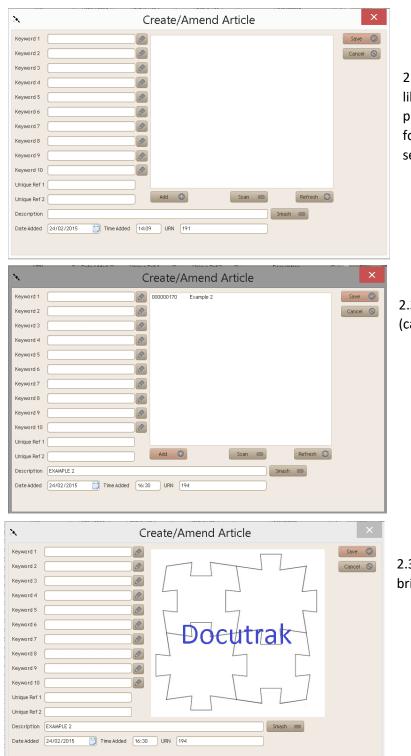
		Do	ocutrak	(
Setup	Actions	Reports	Utilities	
	Articles Q Fuzzy 1			
	👩 Mainta	in Associate	d Images	

2.2. Below is the main part of the program from here the user can access any of their files that they have uploaded to the system.

				D <sup>‡</sup> Keyword 2 ↓					
16	26/04/2016		WINDOWS	PHONE	DEV	2010	Mod	fy (	٢
15	26/04/2016		MALWAREBYTES	SECURITY	ENDPOINT	2016			
14	26/04/2016		LINUX	SUB	LICENCE		Dele	te (	0
3	26/04/2016	QZNCUCDE5R	APPLE	DEVELOPER	2015		Prir	it f	
2	26/04/2016		GEOCODING	OPENSTREETMAP					_
1	26/04/2016		CAPTCHA				Clos	e (	0
0	26/04/2016		MALWAREBYTES	PREMIUM					
	26/04/2016		LINUX	FOUNDATION					
	26/04/2016	78531720	PARALLELS	DESKTOP	11	MAC			
	26/04/2016		ZIPZAPSOFTWARE	GO	DADDY	DOMAIN			
	26/04/2016		STACKS	3	YOUR	HEAD			
	26/04/2016		ADVANCED	SYSTEMCARE	PRO	2015			
	26/04/2016	RC9684424	GLOBALTAG	2011					
8	26/04/2016		POWERBASIC						
	26/04/2016		STEGANOS	PASSWORD	MANAGER	15			
	26/04/2016	175613	CLICKDOCS	2013	SHAREHOLDERS				
							Ŧ		

New	ľ
Modify	
Delete	Θ
Print	
Close	8

- 2.3. What does each function do?
- 2.3.1. New allow for a new entry as show below.
- 2.3.2 .Modify allows the user to edit the entries.
- 2.3.3. Delete gets rid of the entry
- 2.3.4. Print future feature
- 2.3.5. Close exits the current window.



2.3.1. This is what this screen looks like and from here we can give the program some parameters to search form also give a description add several pages

2.3.1.1. After adding the image or pdf (can be multipage PDF).

2.3.1.2 A double left mouse click brings up this view.

Image: Construction     Image: Construction       Imag	trakLogo - Paint	2.3.1.3. A double right click will offer "press yes will print" and "no brings up MS Paint." / Adobe Reader.
Setup     Actions     Reports     Utilities       Articles     Image: Comparison of the second	2.4 Clicking on Fu to make specific s	zzy Search will allow the user earches
Keyword INVOICE	earch	× ©

2.5 The search produces the result below that can then display the files that the user is looking for.

;	URN	Q	Date Added ,P	÷	Description	Q	÷ I	Found in	Q	÷.	Display	œ
7			26/04/2016	ZIPZAPSOFTWARE G	D DADDY DOMAIN 2016		KEYWORD 6	•		۸	Close	0
											close	0

2.6 The last menu is where the user can maintain the images allowing for deletion of images.

Article	္ <sup>‡</sup> Image I	D p <sup>+</sup> Description	,p → Delet	e 🧲
16	22	SUMMARY	Close	. @
15	21	SERIALS		
15	20	PAGE 3		
15	19	PAGE 2		
15	18	PAGE 1		
14	17	SUB LICENCE		
13	16	ID		
12	15	CODE		
11	14	PAGE 2		
11	13	PAGE 1		
10	12	ORDER 2015		
9	11	ORDER 2015		
8	9	ORDER		
7	8	RECEIPT		
6	10	RSS WIDGET		
6	7	INVOICE		
5	6	EMAIL		
4	5	INVOICE		
3	4	FORMS		
3	3	POWERBASIC		
2	2	ORDER		
1	1	SHAREHOLDERS AGREEMENT		
			<b>v</b>	

## Chapter 3 - Setting up Network Settings

x D	Data Directory	
Current data directory Q:\Docutrak\	Change 🔗 Close 💿	3.1. Create a location on your
	hen the above line should reflect where your data is hed and may require k drive then you should then go into LOCAL PARAMETERS and check the settings	network drive we recommend a mapped drive or NAS drive.
Vista, 7 & 8 current Data Drive Q:		
Vista, 7 & 8 current drive letter URL		
Choose new directory Local Disk (D) DVD RW Drive (E) DVD RW Drive (E) DVD RW Drive (E) DVD RWD Crive (E) Crive (E) Criv	3.2. Select the file that you are runniexample Q:\Docutrak.	ing your shared recourse folder for