Docutrak

ZiPZAP- Docutrak- User Manual

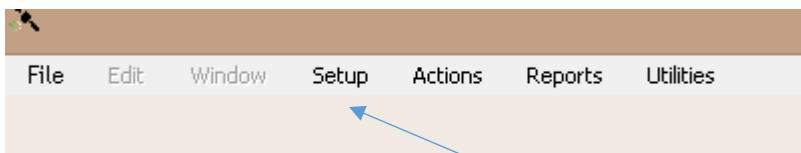# Table of Contents

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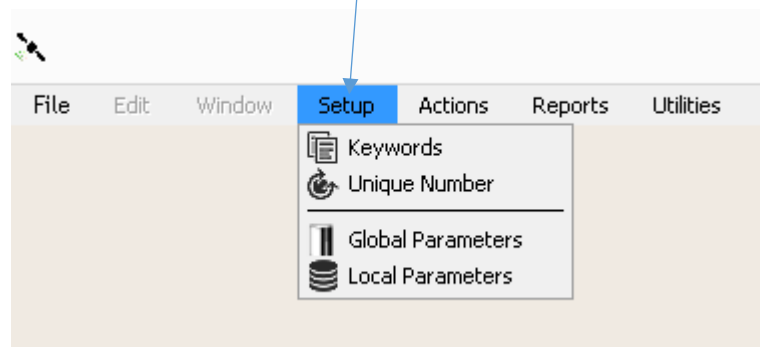# Chapter 1 - First time Running and using the setup menu

1.1. Make sure that you have read the readme file if you are having problems installing the program.
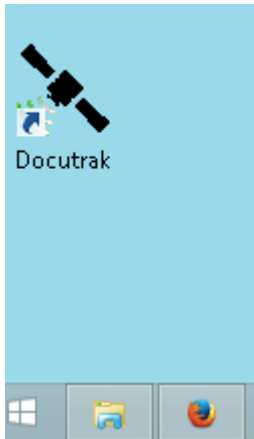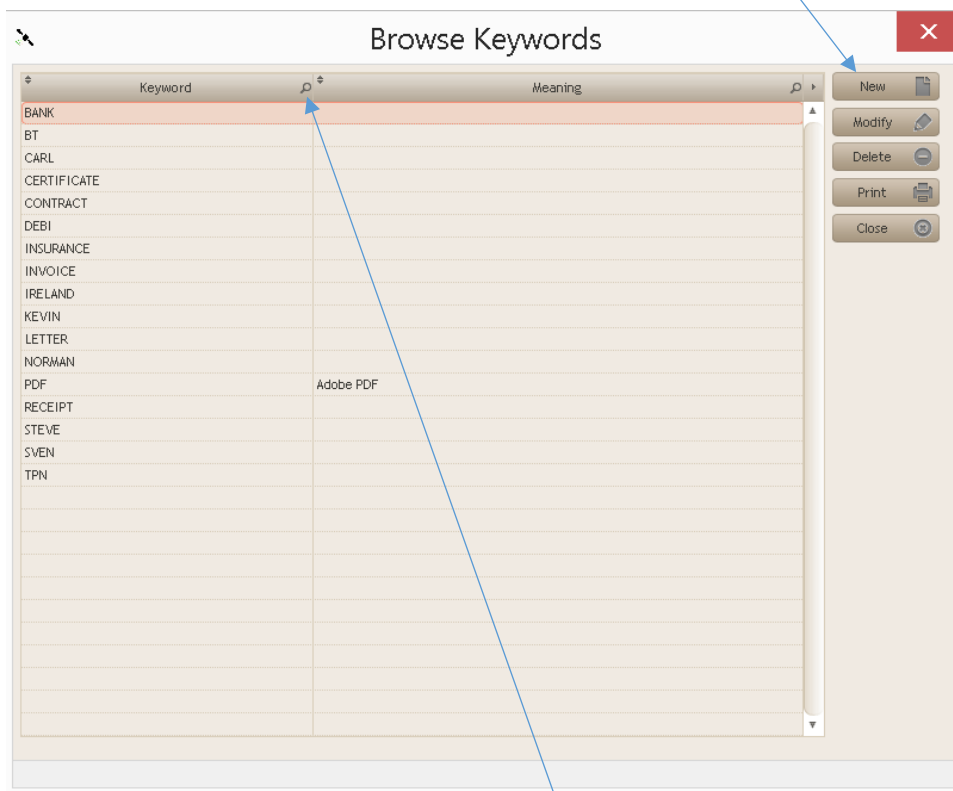
1.2. Double Click on the desktop icon to begin.

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

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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.


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.
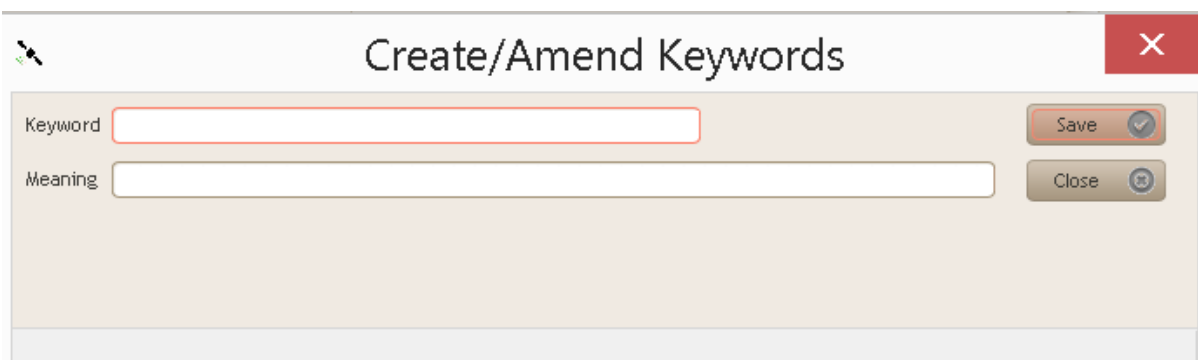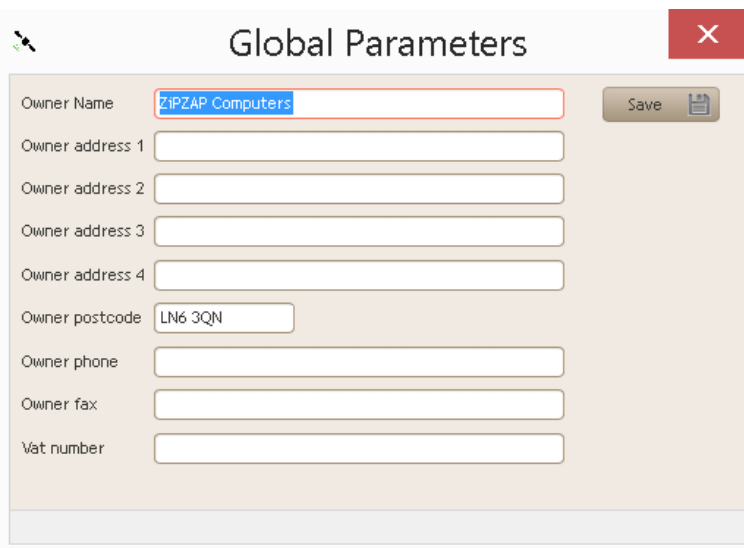

1.7. A similar box appears if you want to modify the original by pressing modify in the keyword form.

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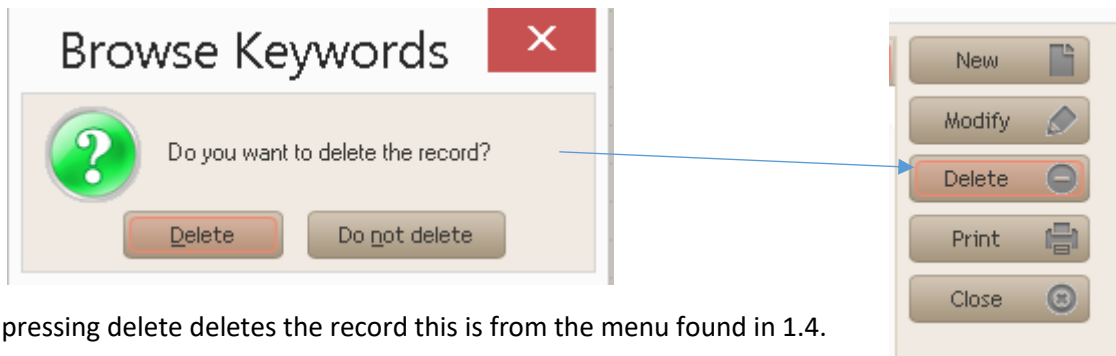
1.8. By pressing delete deletes the record this is from the menu found in 1.4.

*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.
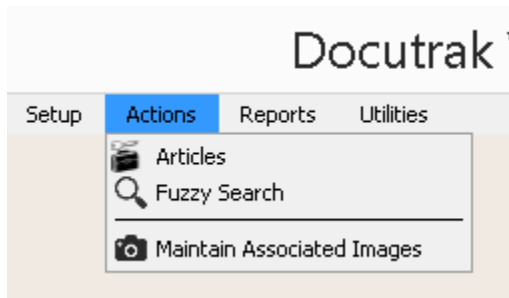

1.10. The 'Local Parameters' is mainly setup for future use currently but contains printer defaults.
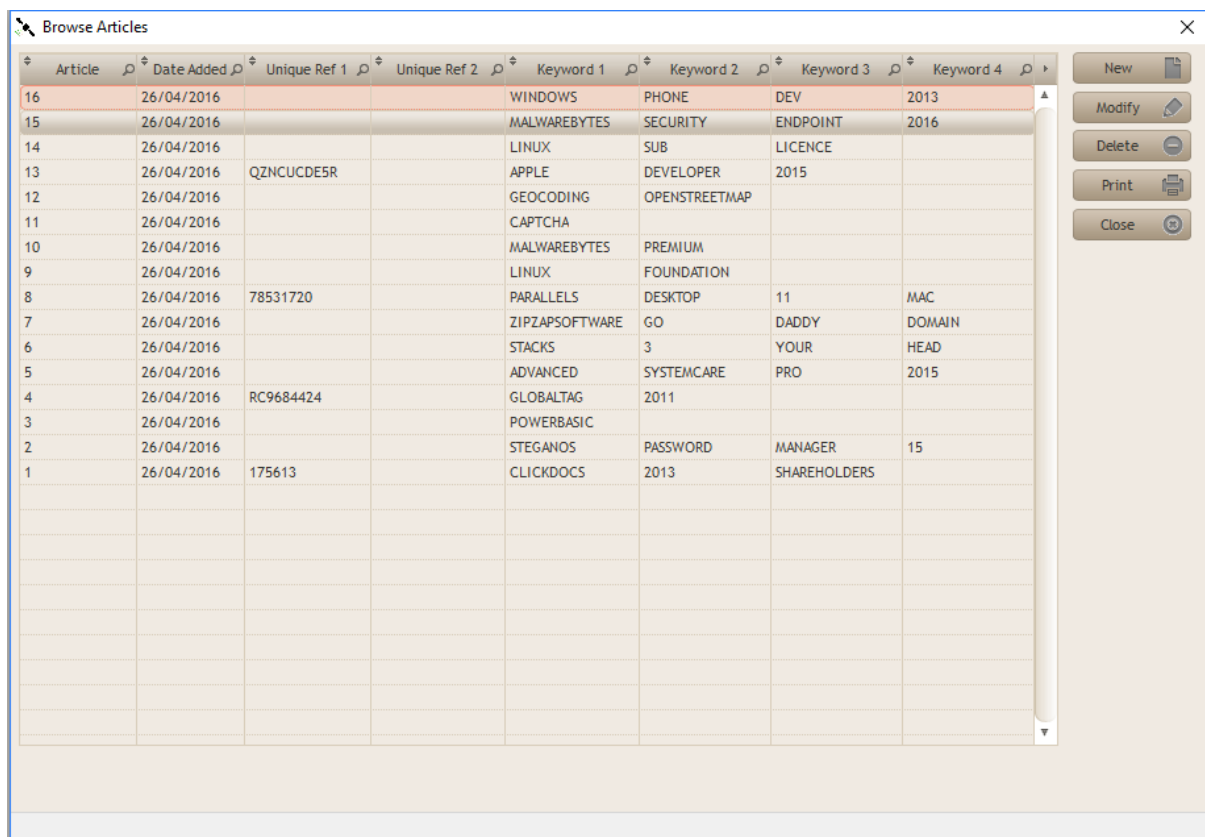
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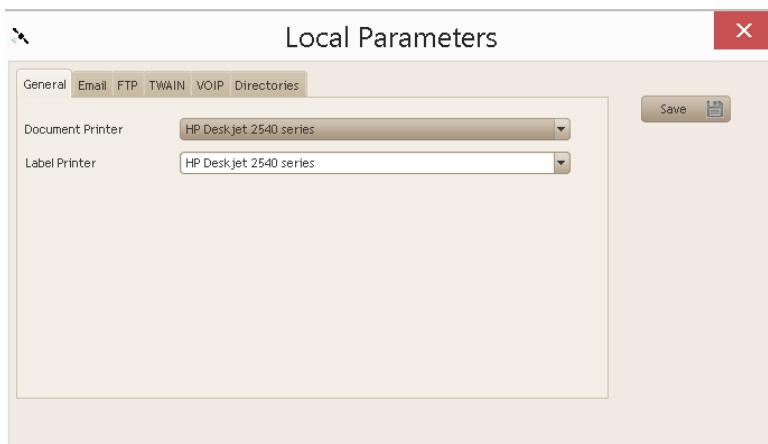
Chapter 2 - Running the program

2.1. Click on Actions then Articles

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.

| Article	Date Added	Unique Ref 1	Unique Ref 2	Keyword 1	Keyword 2	Keyword 3	Keyword 4
16	26/04/2016			WINDOWS	PHONE	DEV	2013
15	26/04/2016			MALWAREBYTES	SECURITY	ENDPOINT	2016
14	26/04/2016			LINUX	SUB	LICENCE	
13	26/04/2016	QZNCUCDE5R		APPLE	DEVELOPER	2015	
12	26/04/2016			GEOCODING	OPENSTREETMAP		
11	26/04/2016			CAPTCHA			
10	26/04/2016			MALWAREBYTES	PREMIUM		
9	26/04/2016			LINUX	FOUNDATION		
8	26/04/2016	78531720		PARALLELS	DESKTOP	11	MAC
7	26/04/2016			ZIPZAPSOFTWARE	GO	DADDY	DOMAIN
6	26/04/2016			STACKS	3	YOUR	HEAD
5	26/04/2016			ADVANCED	SYSTEMCARE	PRO	2015
4	26/04/2016	RC9684424		GLOBALTAG	2011		
3	26/04/2016			POWERBASIC			
2	26/04/2016			STEGANOS	PASSWORD	MANAGER	15
1	26/04/2016	175613		CLICKDOCS	2013	SHAREHOLDERS	

2.3. What does each function do?

2.3.1. New allow for a new entry as show below.

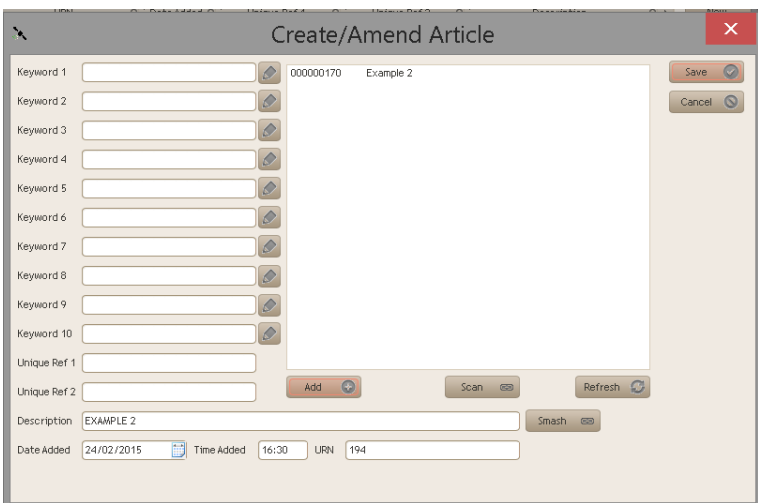2.3.2 .Modify allows the user to edit the entries.

2.3.3. Delete -   gets rid of the entry
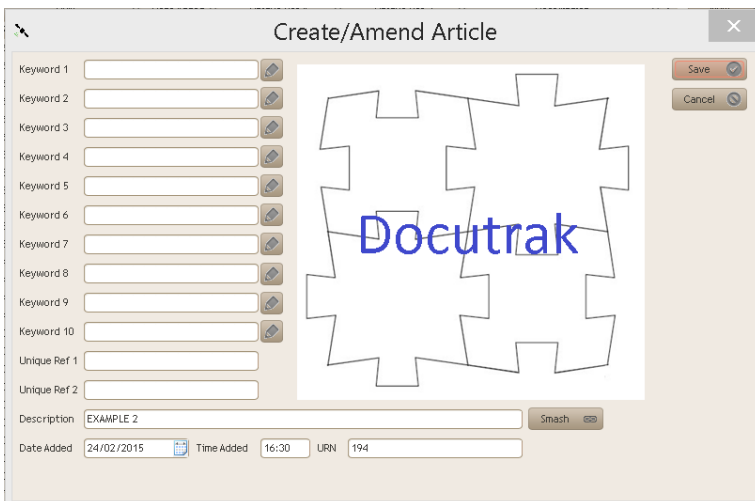
2.3.4. Print – future feature

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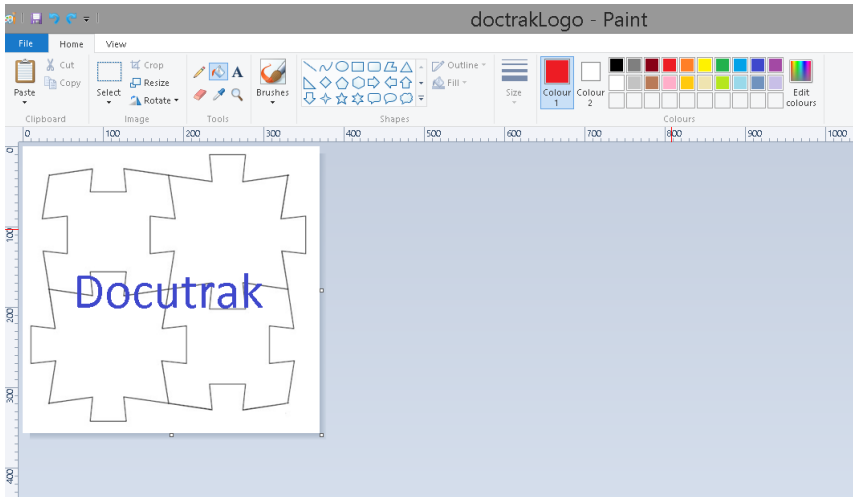
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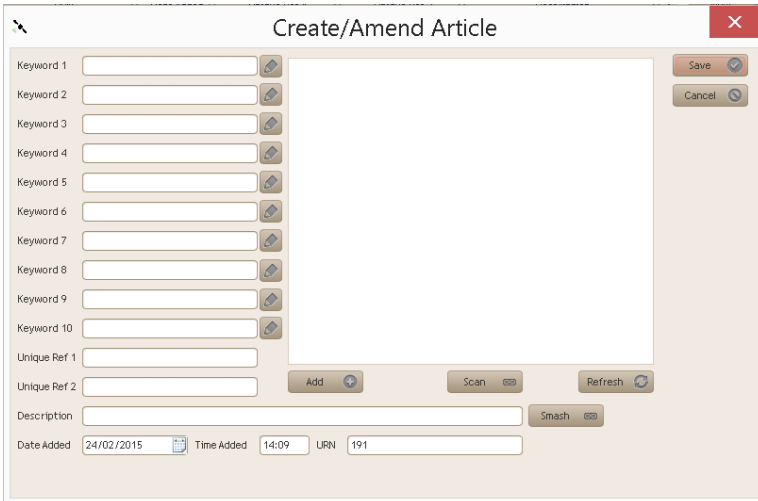
2.3.1. This is what this screen looks like and from here we can give the program some parameters to search form also give a description add several pages
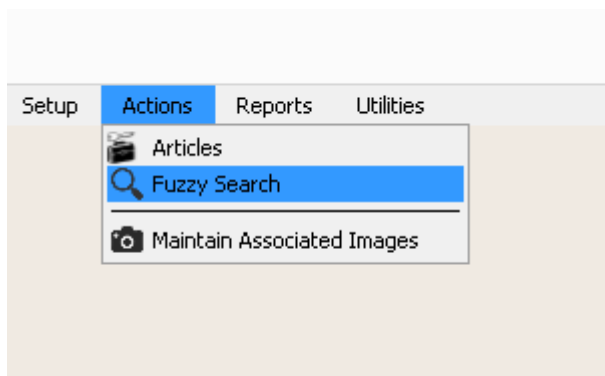

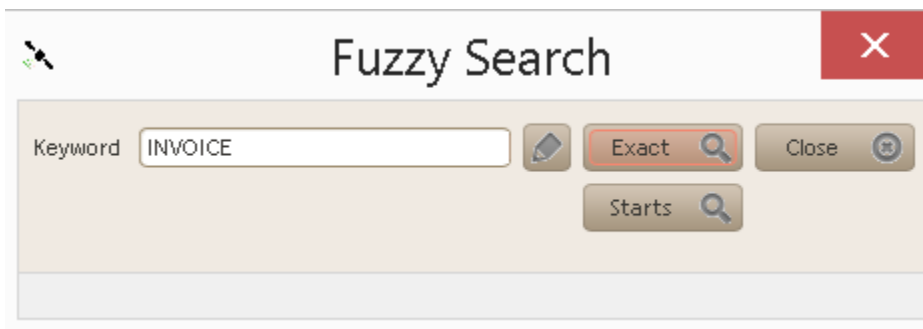2.3.1.1. After adding the image or pdf (can be multipage PDF).

2.3.1.2 A double left mouse click brings up this view.

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2.3.1.3. A double right click will offer "press yes will print" and "no brings up MS Paint." / Adobe Reader.

2.4 Clicking on Fuzzy Search will allow the user to make specific searches

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

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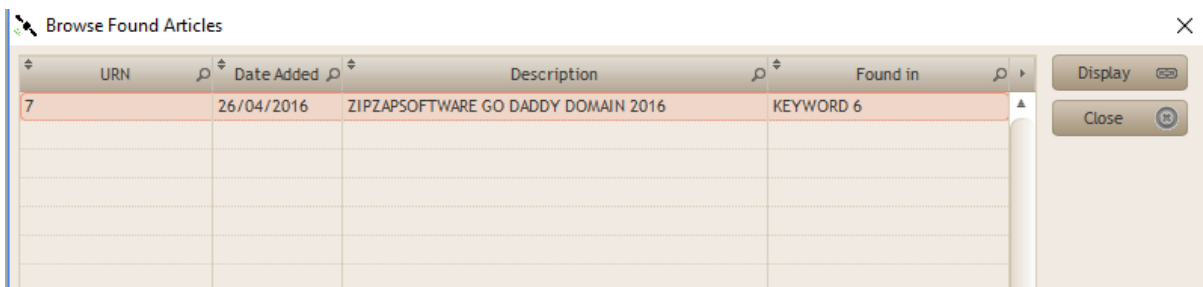
2.6 The last menu is where the user can maintain the images allowing for deletion of images.

Article	Image ID	Description
16	22	SUMMARY
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

Maintain Associated Images — Delete — Close

Note: The description of PDF images must start with the word PDF to identify them as a non-image

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Chapter 3 - Setting up Network Settings
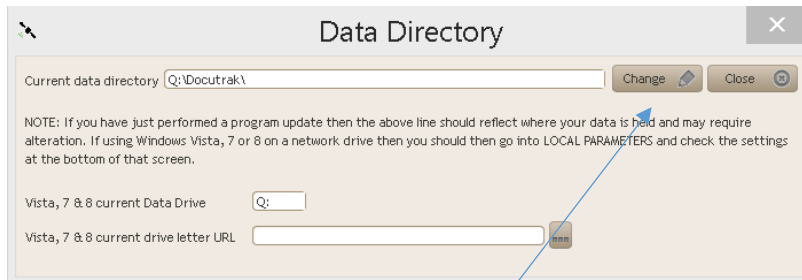
3.1. Create a location on your network drive we recommend a mapped drive or NAS drive.
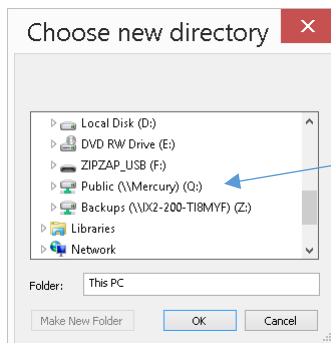
3.2. Select the file that you are running your shared recourse folder for example Q:\Docutrak.

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