TraX User Guide

Contents

1 Introduction

TraX is a complete Document Management System written by Enterprise Imaging Systems. TraX enables you to store documents easily and retrieve them quickly. Client documents and e-mails are filed into the system, hard copy documents can be scanned straight in. These documents are "indexed" with relevant information so that you can find them by searching cross several indexes. The software works with all twain compliant scanners from high speed auto document feeder devices, to flat bed or hand held scanners. The system can handle documents in many file formats including TIFF, JPEG, PDF, Microsoft Office formats. The system also includes built in support for Barcode Reading, OCR, and retrieving linked information from other systems.

Each TraX user has a username and password that is used to log into the system, TraX also caters for active directory login. All the functionality is immediately accessible in the TraX window and documents can be added into the system through scanning, drag and drop, TraX Drive and email download. Functionality may also be available through integrations with various other programs and devices that you regularly use e.g. Multi-Function Devices, FTP.

The **Home** tab shows all the most common used functions Scan/Index, Browse, Collection Bin, Notes.

The **Scan/Index** window enables you to scan and index documents directly into the system.

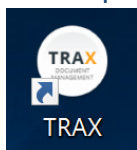The **Browse** window provides a way to quickly look through all the indexed documents.

The **Reports** tab enable users to run custom reports e.g. exception reporting.

The **Settings** tab contains the setup and administration options. Admin functionality is described in the separate Administration Guide.

TraX also includes a Document Viewer API that can be used to quickly view multiple documents in a single window from any other application and is described in the separate Administration Guide.
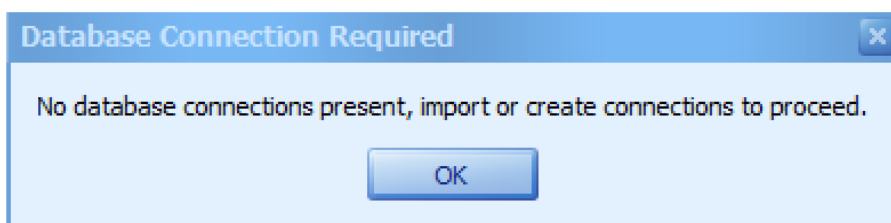
2 Starting TraX

You can launch the TraX window by double-clicking your mouse on the 'TraX Desktop Shortcut.

2.1 First-time Setup

The first time you launch TraX it will ask for a few details to help it find the rest of the system. Your administrator will be able to tell you what to type when TraX notices no database connections are present.
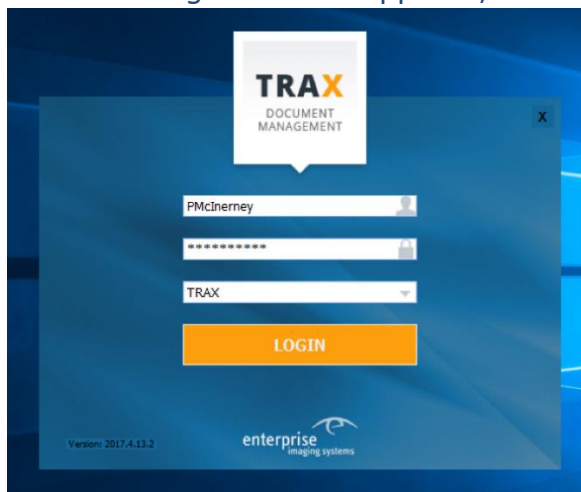

Once you have entered the database connection and launched TraX again it will bring you to login window.

2.2 Logging into TRAX

Each person needs a username and password to log into TraX. You will be notified of your username and password by your administrator.
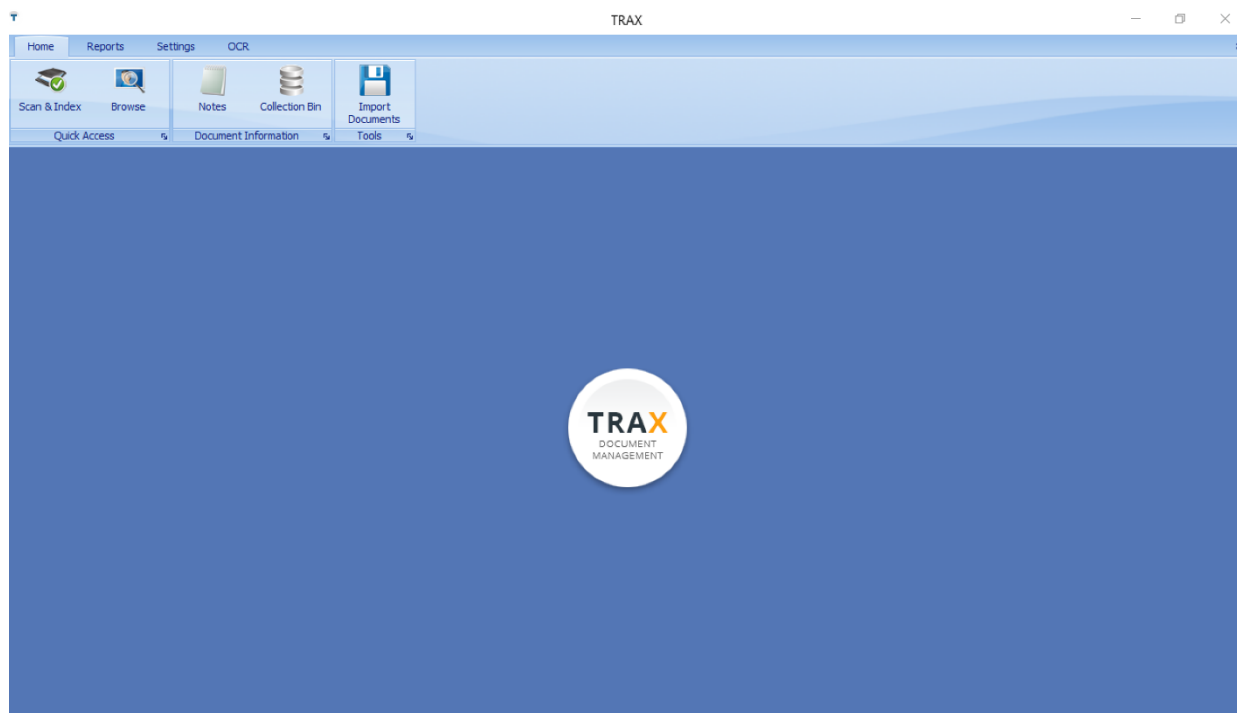
When the login window appears, enter your username and password.

Your username is unique to you and may consist of an arrangement of letters and initials from your name, depending on the naming policy at your organisation. Your password can include letters, numbers, spaces and symbols.
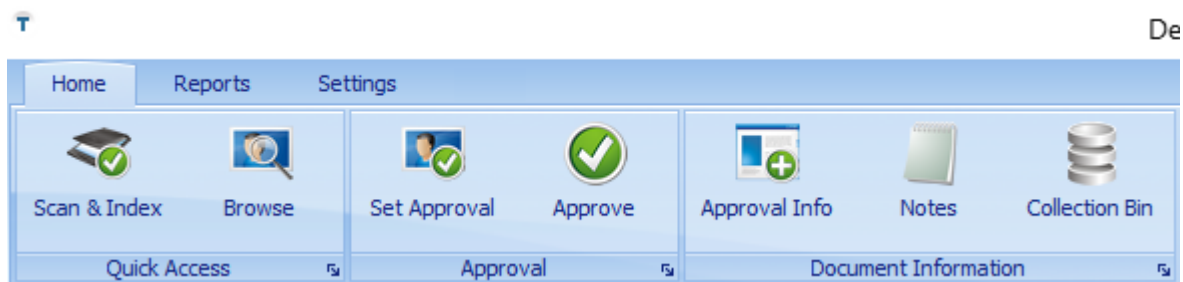
3 The TraX Window

When you log in, the main TraX window will open.

3.1 The Ribbon

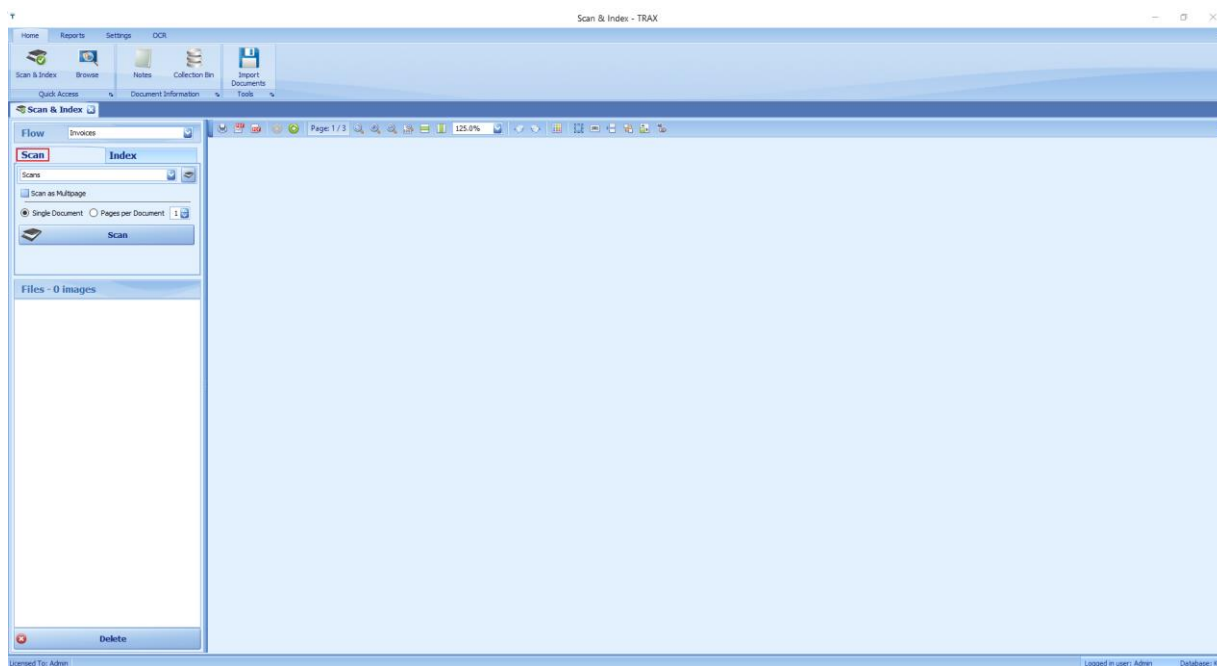The 'Ribbon' spans across the top of the window.

The Ribbon is divided into separate tabs. Each tab relates to a different task or action that you can perform in TraX. The current Ribbon tab is highlighted in a lighter colour than the others. You can change to other Ribbon tabs by clicking on them with the mouse.
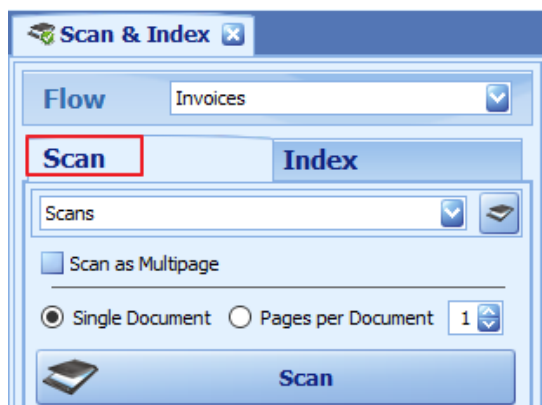
When you choose a different tab, the selection of buttons on the Ribbon will change. The buttons will offer a set of actions related to the tab that you clicked on. Each Ribbon tab is described in a different section of this guide.
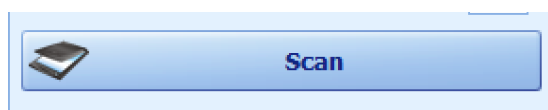
4 Scanning

The TraX Scan Tab in the Scan & Index window is where documents are dragged and dropped or Scanned in using Twain devices. The window is split into 2 tabs for ease of toggling between each window, Scan Tab and Index
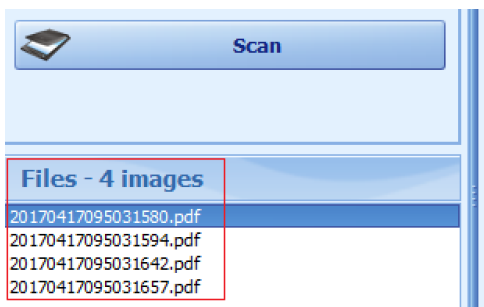

When opening the Scan & Index window a user needs to choose the Scan Tab and the Flow they wish to add documents to, the system will remember the last flow a user was accessing and automatically open that Flow first.

To initiate a scan from TraX your Administrator will have to define a scanning template. Once a template is in place a user can click on Scan button to start communication with the Twain device.

After the Twain device has completed the scan the images will appear in the Scan & Index window with a date time stamp multiplier.
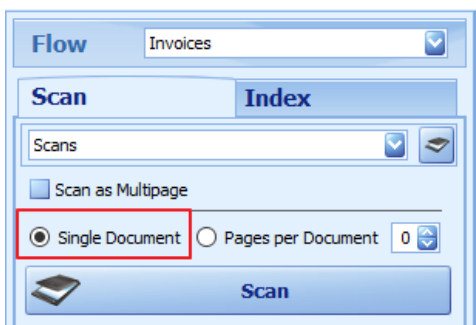

Electronic files can also be added to the Scan & Index window by dragging and dropping from another location.

Networked Scanning devices can be utilized by scanning documentation directly to TraX temporary folders on the network, this is described in the Administration Guide.
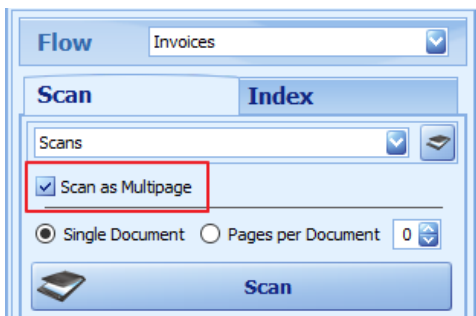
4.1 Single Page Scanning

For normal page scanning, insert your documents in the scanner and select the correct Flow and scanner template and click the scan button.
The scanner should scan your documents and they should appear in the Files window below the scan button, as in the image below.
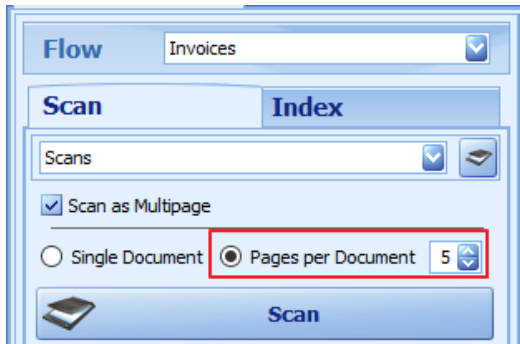

4.2 Multipage Scanning

For multipage scanning select the Scan as Multipage above single document.
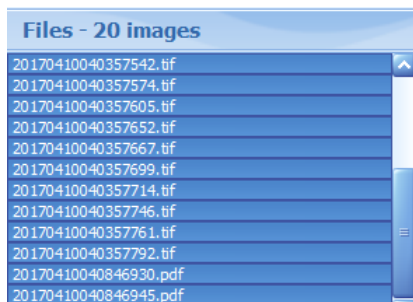
4.3 Pages Per Document

This feature allows users to add several packs of documents which contain the same reoccurring amount of pages in each pack all at once and scan them together. User selects pages per document and the number of pages and then clicks Scan.
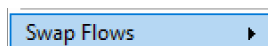

4.4 Swap Flows

This feature allows the user to move scanned images from one flow into another. Swap flows is only active at the Scan or Index stage. It can be a useful feature if documents were scanned into the wrong flow in error.
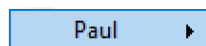
To swap document to another flow a user can highlight the images to be swapped in the files list in the Scan & Index Window.
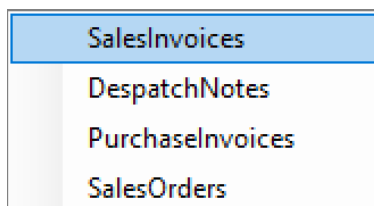

Right click and Select Swap Flow
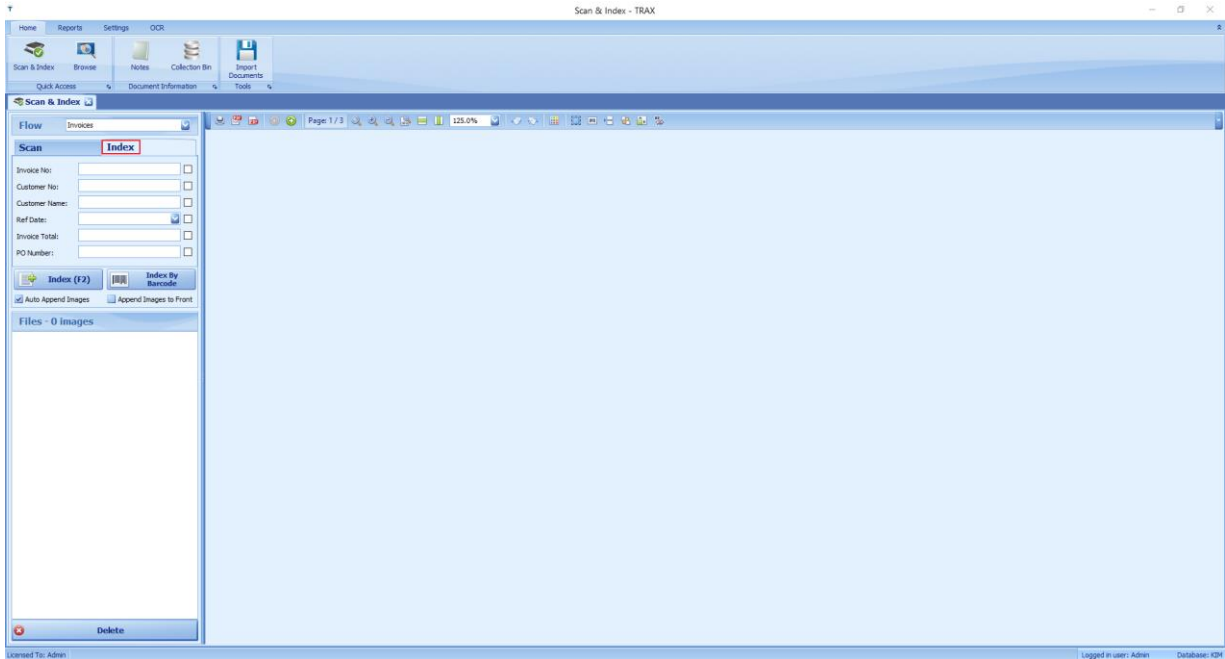

Select the user

Select the flow required

5 Indexing

The TraX Index Tab of the Scan & Index window is where documents are referenced.
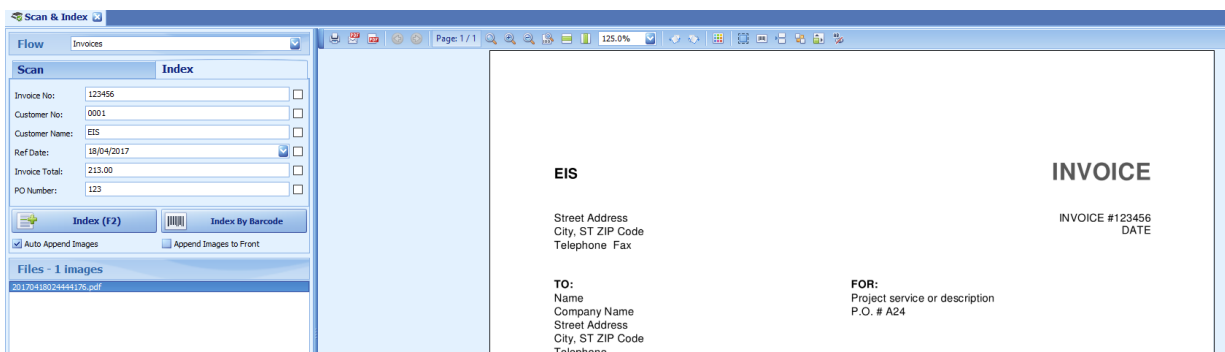

5.1 Manual Index

To manually file a document a user will select the Flow and fill in the index properties with the values associated to the document.
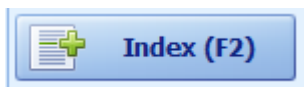

The user can view the document while filling in this information in the Document Viewer window to the right.

If a user wants to hold any of the values for the next document then tick the check boxes on the right hand side of each property.

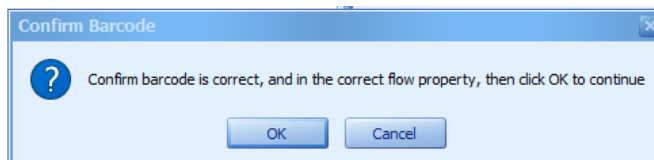Once the details of the document are filled in then the user clicks on Index (F2)

5.2 Barcode Indexing

TraX has the ability to file documents by a barcode. To use this feature a user can click 'Index By Barcode'.
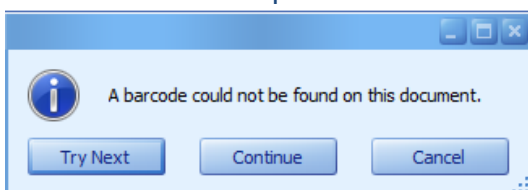

After clicking this button if the first document in the list has a barcode TraX will highlight the barcode found and fill it into the first Index property and ask the user to confirm it is correct.

When the user clicks OK TraX will check every document waiting to be indexed and if a barcode is found it will be indexed with the value the barcode represents. If no barcode is found then the document is left in the Index window until a user manually Indexes it.

If no barcode is found on the first document the user will be prompted to
- Try the next document
- Continue on checking every document for barcodes
- Cancel the operation

5.3 Indexing Documents with ERP lookup

Users can file documents more efficiently when using a lookup into their ERP system. The lookup will be added by the administrator and is defined in the Administrator Guide. The ERP lookup will retrieve more information automatically to index a document.

In the above example of a Despatch Note generated from the ERP system with a unique transaction to it. In this example that would be the Delivery Note Number. Using a lookup From the ERP system TraX can automatically retrieve other information related to the document, Customer Codes, Names, Date, Values and any other information within the ERP system. This information is retrieved either when a user manually Indexes a document with just its unique transaction number or when Index by Barcode is used. This can be very useful to allow users perform wider searches for documents which is detailed in the Browsing section.

5.4 Validating ERP lookup

Users can validate ERP lookup data before indexing the document (this is optional as lookup data will be added automatically once the document is indexed). To validate a record the user can type the transaction number into the index property and press ENTER to see the values return.

Click on the barcode icon in tool bar to fill in the value automatically and return the lookup data.

If the transaction number or barcode value read does not have lookup data the property will turn red to notify the user.

If a user still decides to index the document with a value that is not found in the lookup to the ERP system then a warning will be displayed.

Clicking OK will file the document only with the index values filled in the index properties.
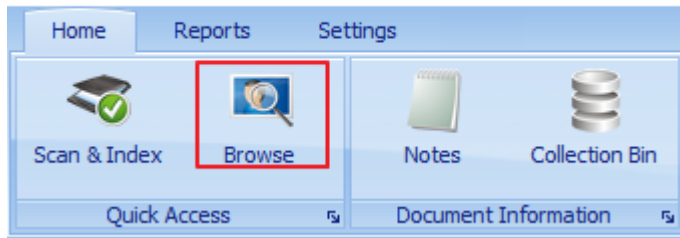
6 Browsing

TraX provides extensive functionality to enable you to search for documents in the system. You can perform general searches or focus your searches using the advanced capabilities. The documents that match your search will be listed either as rows in a results table.
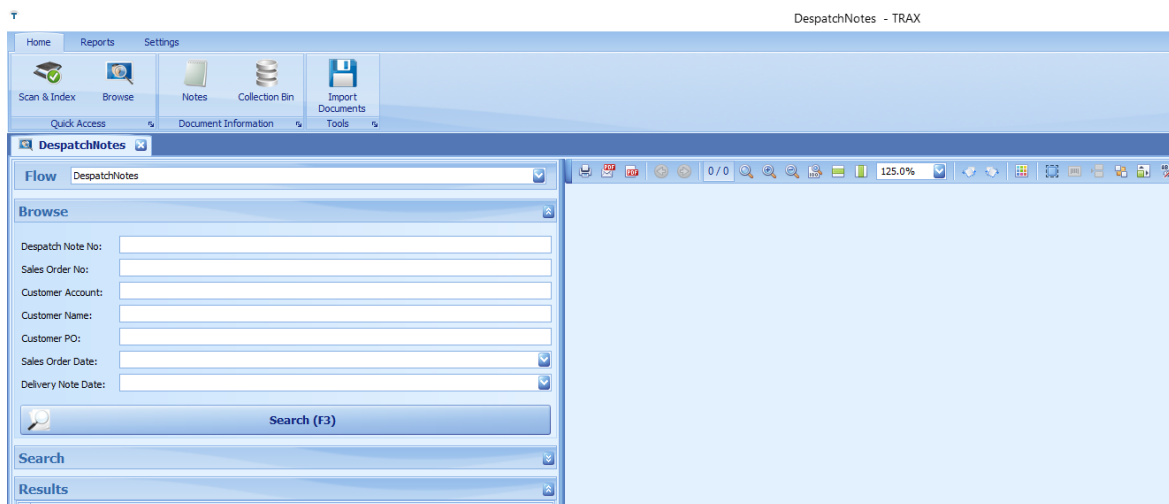
6.1 Browse Tab

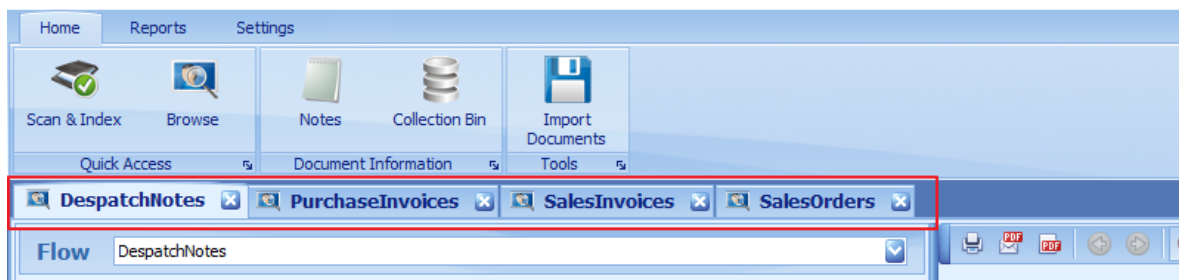The Browse tab is reached by clicking Browse on the Ribbon.

The Browse window will then open highlighting the last Flow a user performed a search on and display the properties to search on that Flow. If the user wishes to change flow they can click the drop down list and select a different Flow.

The Browse tab can be opened multiple times to allow users retain searches across multiple flows with varying index properties.

6.1.1 Standard Search

Search properties can be filled in individually and then clicking Search (F3) to return a unique record

Search properties can be filled in using combinations and then clicking Search (F3) to return larger sets of records.

Search properties can also be done with wild card searches using * signs
Search value% = return all records beginning with the value
%Search value = return all records beginning with the value
%Search value% = return all records with search value contained

6.1.2 Advanced Search

TraX has a more advanced search available and is accessible by clicking the down arrow below the Search (F3) button. This will drop down a screen to allow the user choose additional criteria. First user decides clause.

User chooses the index property to query

User chooses filter for the value to be entered

Finally the user chooses the value

In this full example we are search for any customer account beginning with CAR. Once the criteria is filled the user then clicks Search (F3)

To clear the search the user can click the x to the right.

6.1.3 Grid Filter and Grid Search

TraX Grid Filter and Grid Search are used once a set of records have been returned from the Standard or Advanced search.
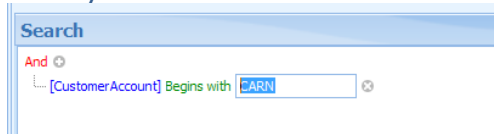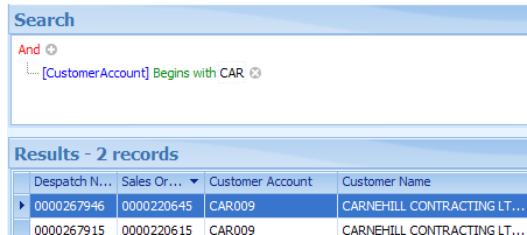
The Grid Filter allows users to group documents using one of the index properties.

Once the user drags the column header it will readjusted the results grid. To remove this a user can untick the Grid Filter Box.

The Grid Search allows users to type into a box above the index properties to filter down the records to a smaller subset.

To clear the Search users can click the x in the bottom left or delete out the data entered and untick the Grid Search box.

6.1.4 Date Range Search

TraX allows date range search on any user defined indexed date property as well as TraX system Index date property which is captured at the time of indexing a document.

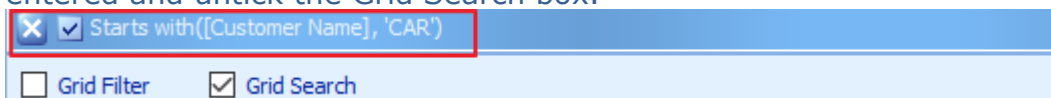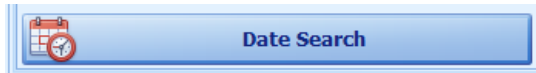To access this option users can click the Date Search button at the bottom of the Browse tab.

This will then open the Date Search Options. If there is user defined index properties these will display as well.

In the above example Sales Order Date and Delivery Note Date would have been created by the Administrator. Index date is a TraX system date that is applied by default at the time of indexing.

Users can either select from and to date for the individual properties or use a combination of the date properties to return the results needed.

6.2 Column chooser.

TraX allows users to choose their own individual index property columns to display and the size of each in search results.
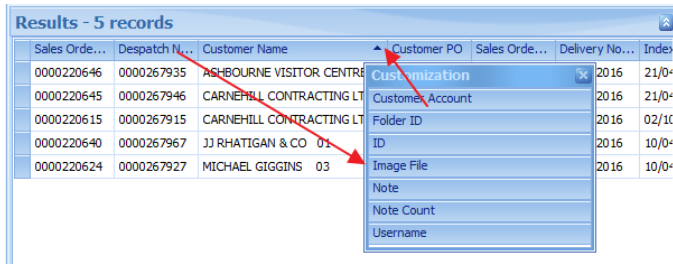
To choose the columns users can right click the headers

Then select Column Chooser

This will then open the Column chooser window and allow users to drag and drop index property they wish to display.

6.3 Notes

TraX notes can be added to documents to inform users of any correspondence applied to a particular document. A document can have one or more notes to it. Users search for documents and then perform the following to add notes.

To access notes users can click Notes icon in the ribbon.

This will open up the notes window on the right hand side of the screen.

User clicks + icon in the toolbar of the notes window.

Then the window below will open and the user will type or copy and paste in information and click save.

To delete a note a user can select the note and click the delete icon.

To view a note the user can click the view note icon

When a user performs a search a record with a note will be in BOLD.

| 00002679... | 00002206... | ASH013 | ASHBOURNE VISITOR CENT... | trade | 09/01/2 |

When viewing note details in the note window users can use toggle view between detail view and summary view by clicking the icon.

This displays note in two ways

Or

7 Document Viewer

TRAX document viewer window displays documents for users to view in Scan & Index and Browse tab. This viewer has a consistent image toolbar across each tab to provide functionality for reoccurring tasks.

Image Toolbar

The buttons function as follows:

Print selected document

Email selected document

Save selected document in PDF format

Toggle between pages in multipage file

Zoom document to fit page

Zoom in / out on a page

Zoom in to 100% on document

Zoom to width of the viewer

Zoom to length of viewer

Manual options to alter viewer from drop down

Rotate the page to the left or the right

Thumbnails

Capture selection of document to email or print.

Barcode reader to visually confirm a barcode - Scan & Index tab only

Split pages – Scan & Index tab only

Rearrange pages

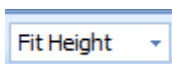Full screen – shows the document/documents in a full screen viewer

8 Collection Bin

The Collection Bin allows users to group documents for printing or e-mailing in a batch. It is also used to remove indexes (Administrator level permission.

To add documents to the collection a user can right click on the search results performed in the browse window and select either

- Add to collection bin – single record at a time
- Add all to collection – add everything in search result

After the records are added to the collection bin the user can open the collection bin by clicking the icon on the top toolbar.

This will then display the results

The buttons function as follows:

Open the document

Remove the document from the list

Clear all documents from the list

Print the documents
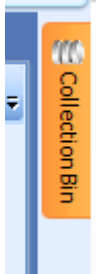

Remove the index

Email the documents – this will prompt user to email single or combine.

The collection bin can be docket to the right hand side by clicking the pin

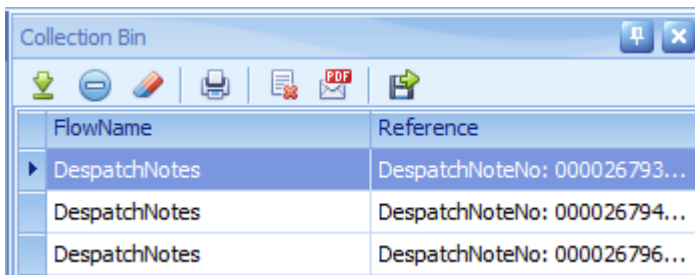This will then display the collection vertically and on hover it will expand out.

8.1 Remove Index

TRAX can remove indexed documents back to the Scan & Index tab to perform various functions around the document as if it was the first time the document was added. These function include but are not limited to indexing, splitting re arranging pages, testing barcodes and most commonly to delete a file no long needed. Because this is a higher level permission users will need their Administrator to authorise this as a permission on their user group.

There is a three step process which removes the document and places it back into the Scan & Index screen.
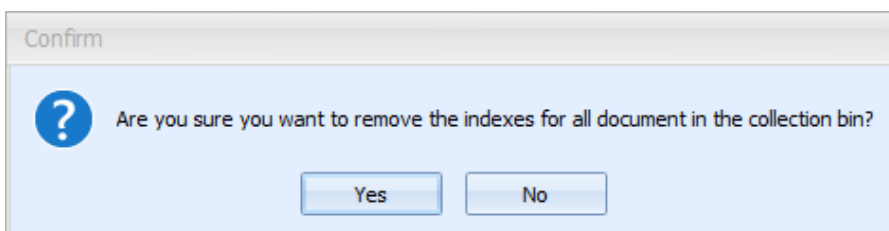
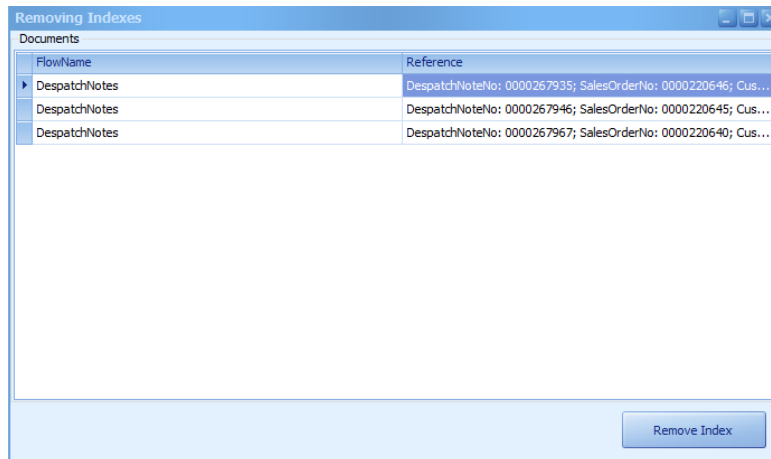Add the documents to the Collection bin.

Click the remove index icon.

Confirm the pop up asking if you are sure you want to remove indexes for all documents in the collection bin click yes.

Click Remove Index

The documents will now be accessible from the Scan & Index tab to perform the next task.
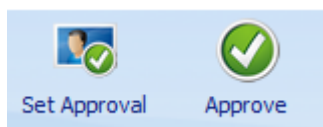
9 Approval

TRAX provides the ability to track the approval status of a document. This is done by assigning approval stages to users, and recording approval, and approval notes against each stage of the approval process.

To access the Approval screen your Administrator will have to enable the approval module which is defined in the administrator guide.

There are two main functions to perform in approval which are Set Approval and Approve.

Document statuses are

Not Assigned - the document has never been sent for approval.

Not Approved - the document has been sent for approval and is awaiting user responses.

Rejected – The user has rejected the approval of a document

Locked – the user is awaiting decision on approval based on some external confirmation.

TRAX has an added email approval service to send notifications of pending approval, Approved and rejected documents.
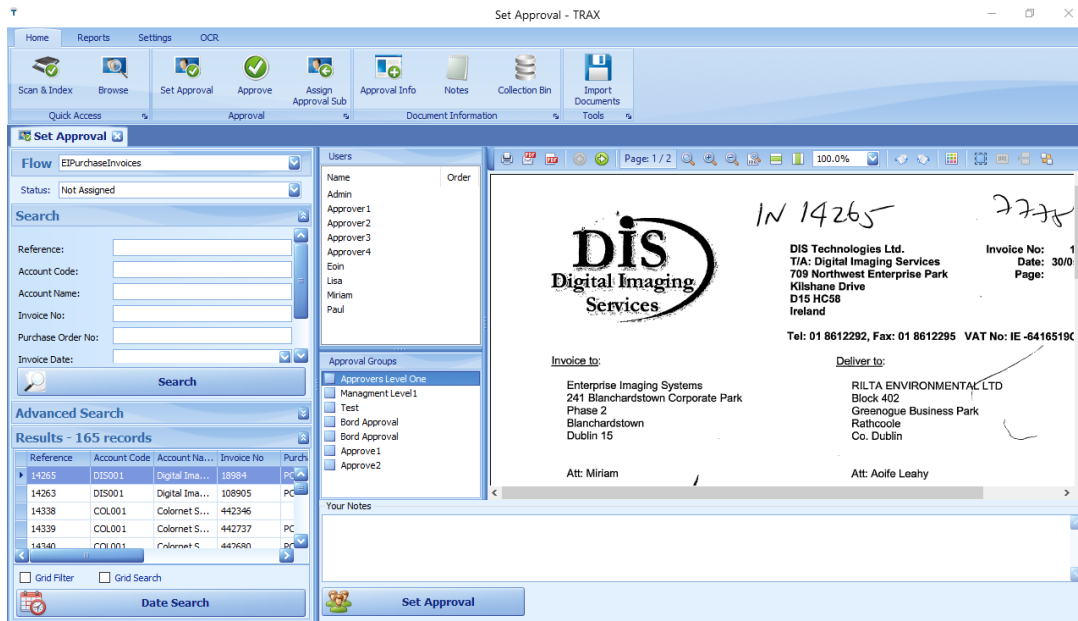
This server is configured by an administrator and is detailed in the Administrator guide.

9.1 Set Approval

To Access the Set Approval tab users can click on the Set Approval icon in the Ribbon.

When the Set Approval window opens the user can select the approval Flow and search for any documents Not Assigned.
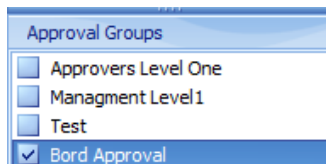

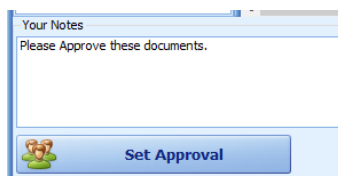To assign a document to a user or group the Set Approval user can highlight a record or group of records.

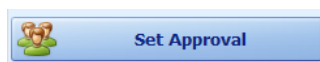The user will then select either individual users in the order to approve

Or the user can select an Approval Group which is a saved groups of users.

The user can then also add in an optional note to the Approvers in the notes window.

Once selected Approvers and notes are added the user clicks Set Approve button at the bottom of the screen

This will then reduce the list of document in the Not Assigned search result.

9.2 Approve

To Access the Set Approval tab users can click on the Set Approval icon in the Ribbon.

When the Set Approval window opens the user can select the approval Flow and search for any documents Not Approved.

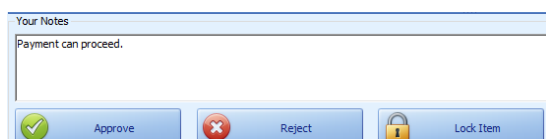Once the search returns awaiting documents the user has three button to choose from.

Approve - Document is fully Approved / moves to next Approver.

Reject – Document is returned to the Set Approver

Lock Item – document is locked for further queries.

The user can add in a note when approving / rejecting / locking a document.

Once the document is Approved / Rejected it will be removed from the list of search results.
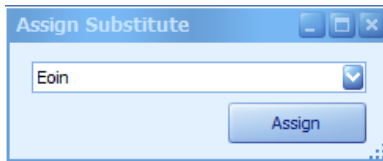
9.2.1 Approval Substitute

TRAX enables users to assign a substitute in the event of the user being unable to perform their approval tasks.

This is done in the Approve window by selecting the Assign Approval Sub icon

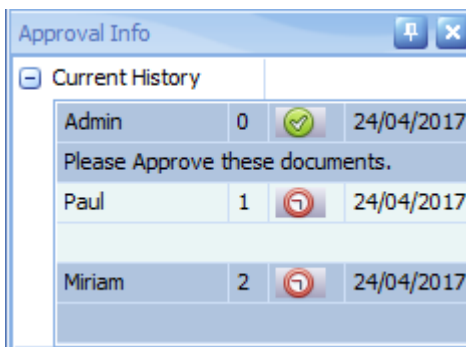The user will then be prompted to choose a Substitute from a list of users.

9.3 Approval Info

TRAX uses an approval info window to display the current history on an documents which has been added to the approval workflow. This window is accessed by clicking the Approval Info icon.

When the window opens on a document with approval information it will display the details.

The first line represents the user who assigned the document to Paul and Miriam
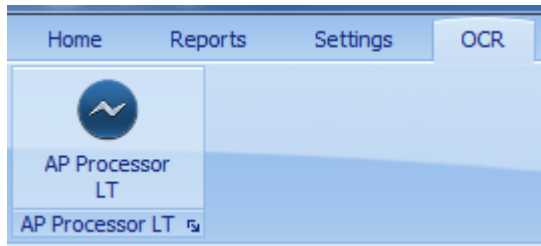
Values 0, 1, 2 show the order in which the document is processed.
The clock icon indicates the document is waiting approval from the user.

10 Accounts Payable OCR Processor

The Accounts Payable OCR Processor allows a business to process Purchase Invoices to transfer all data to your account system and Trax.

In order to find out how to set up the file path and the initial set up please see Trax Administrator manual.

To access the OCR select the above icon on screen then choose the correct flow.

Once the invoices have been sent to OCR these will show on screen as in the example below.

If there is no existing template for this invoice, this can be done by right-clicking on the file name & selecting create a template which will open the form creator page as shown below.
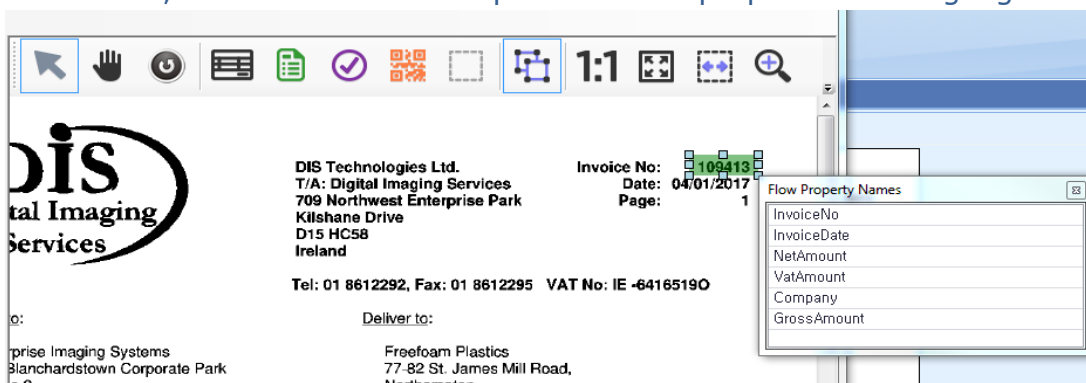
At this point, the user will need to select which page is required to be read from the image eg First Page, Last Page, First & Last Page or All pages.

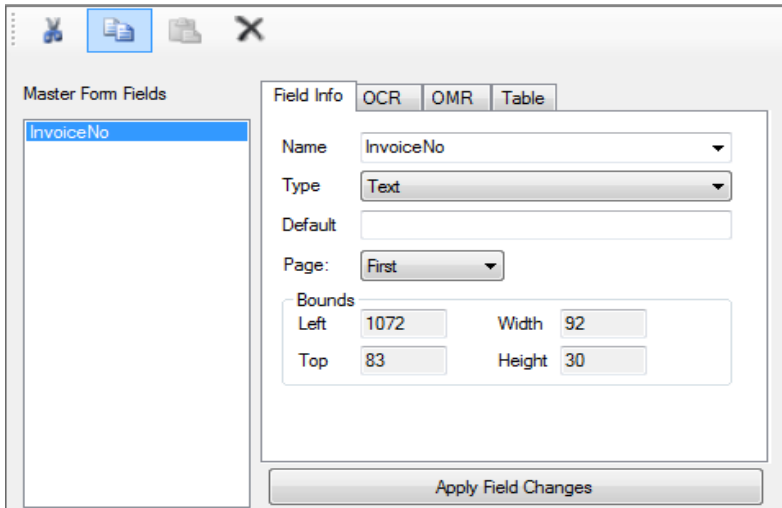Next step is to name the template eg Customer name.

The screen below will open where the user will begin highlighting the required areas to be processed by selecting the green Icon called Text Field, clicking and dragging over the area.

When the field has been highlighted, select the corresponding property name eg Invoice No, and continue this step until all the properties are highlighted.

Once the above steps are done select Apply field changes which is located on the bottom left of the Form processor and close.
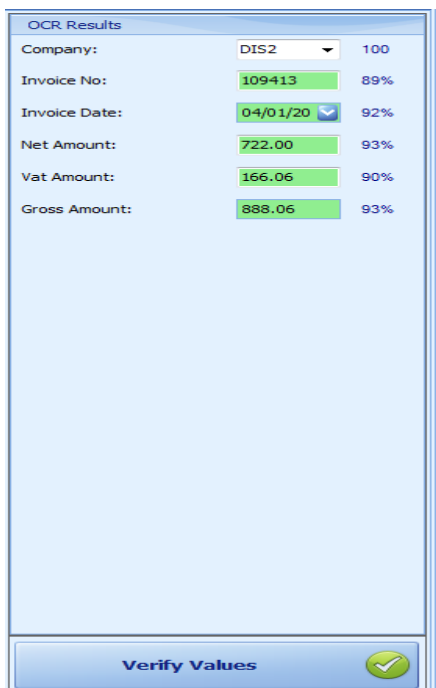
The user will now process the image by selecting process image on the viewer tool bar or by right clicking on the file name and choose process selected.

Alternatively, if there is a batch of files select Process All.

Once image has been processed the image can be verified by selecting the Verify Values icon.

The screen to the left will highlight as shown in the below image, with stars and a tick confirming the file has been processed and verified.

Flow:	PurchaseInvoice			
	Image	Account	OCR %	Verify
▶	20170907113956161.pdf	DIS2	★★★	✓

When all the above steps have been followed the files can now be indexed transferring the files across.