

# E-Filing Cabinet Setup



Start with E-Filing Cabinet setup

Only needs to be done once

Or

When adding a new Document Type

# Document Setup

**Asapw Documents Setup**

General

No	Description
1	WORK EVALUATIONS
2	MISC
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	

**Instruction for Adding/Changing a Document**

**Changing a Document:**  
Double Click on an entry to the left and go to Description entry and type a new name and click on "Change it" button

**Adding a Document:**  
Double Click on the next entry with no "Description". Then type in a new "Description" and click on "Change it" button

Number:

Description:

E Filing Cabinet Location:

Add/Change a Document/Document Description  
Set the E-Filing Cabinet Location

# Member Screen

Member File

End Member 000-00-0003 - Barry, Nathan

Working Unknown

Gen Other Ledger Memo Paymnt Hours Activity List Jobs Calls Griev Cert.

1 Member

SSN 000-00-0003 Memb No

Name Barry, Nathan

2 Address

138D Braddock Rd

Centreville VA 20121

Phone (703)555-0000

Fax (703)555-0001

3 Dues/Status

Software

Union Type

Dues Scale

Status XE - Employee

4 Activity/Status

Activity Code

Act Date

Local

Mos Good Stdg

5 Comments

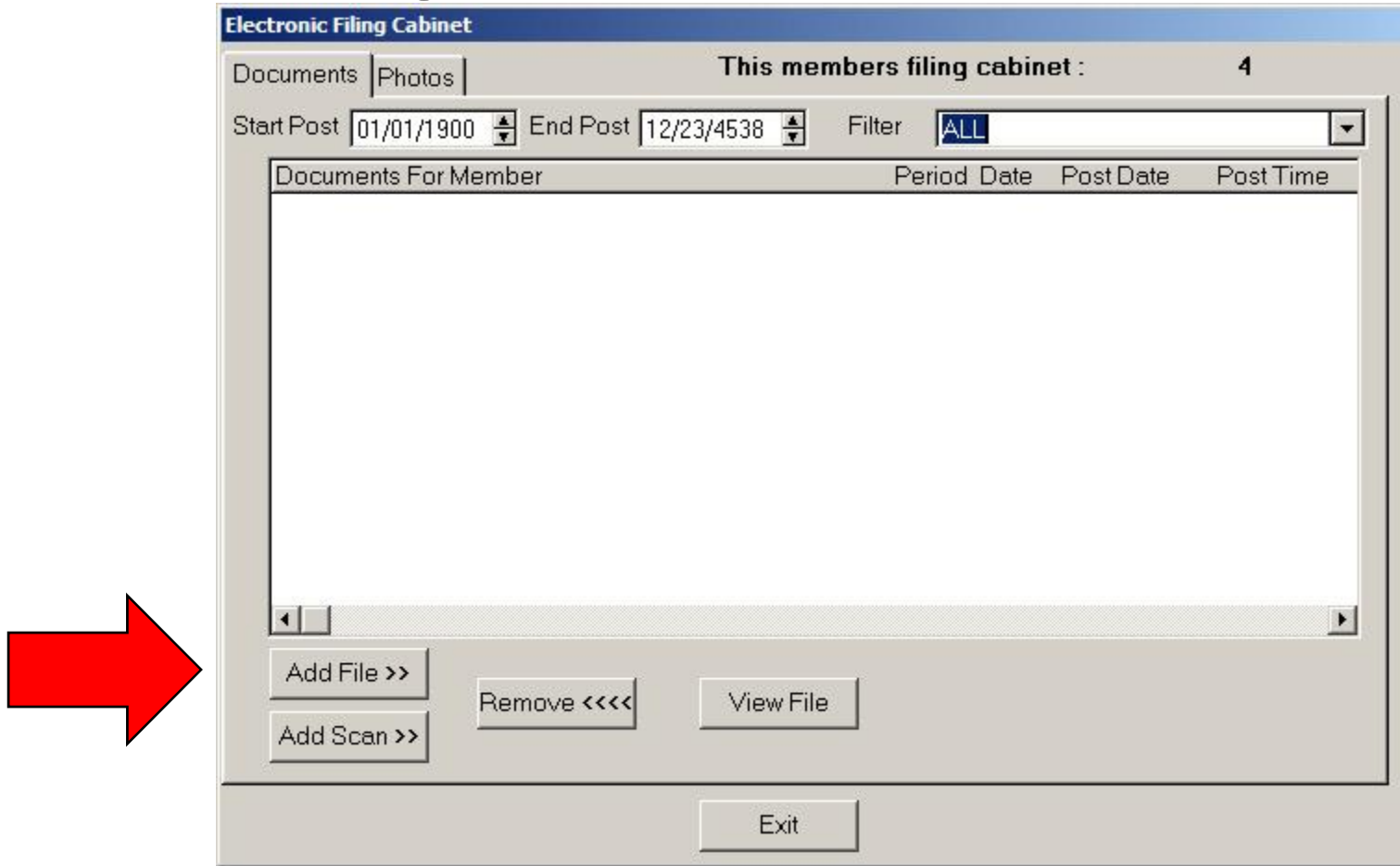
Perm Comment

Temp Remarks

Add Change Delete Print Changes Post Cancel OK

To access a member's E-Filing Cabinet Location  
Press the E-Filing Cabinet Icon in the top-right corner

# E-Filing Cabinet Main Screen



To add a file already on your computer or network

# Import a File

Select File to Import

Available  
MISC  
WORK EVALUATIONS  
Other - Not Listed

Document Name  
MISC

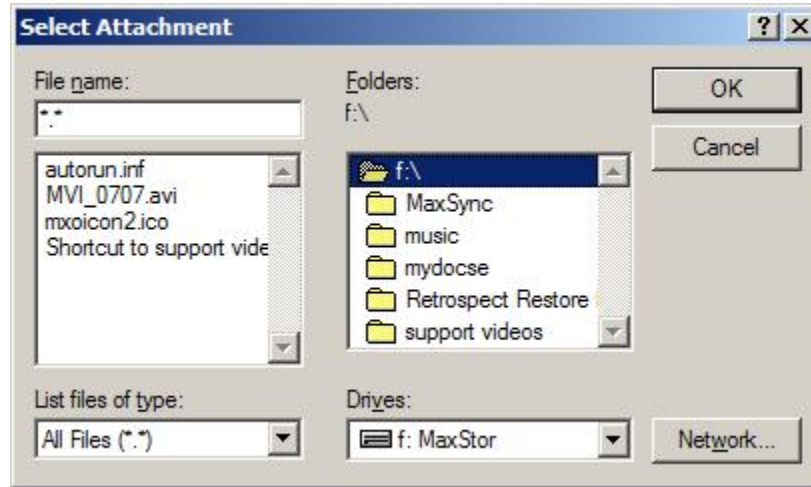
Period Date 08/08/2006

Ok Cancel

For Documents listed in SETUP, E-Filing Cabinet will automatically name the file.

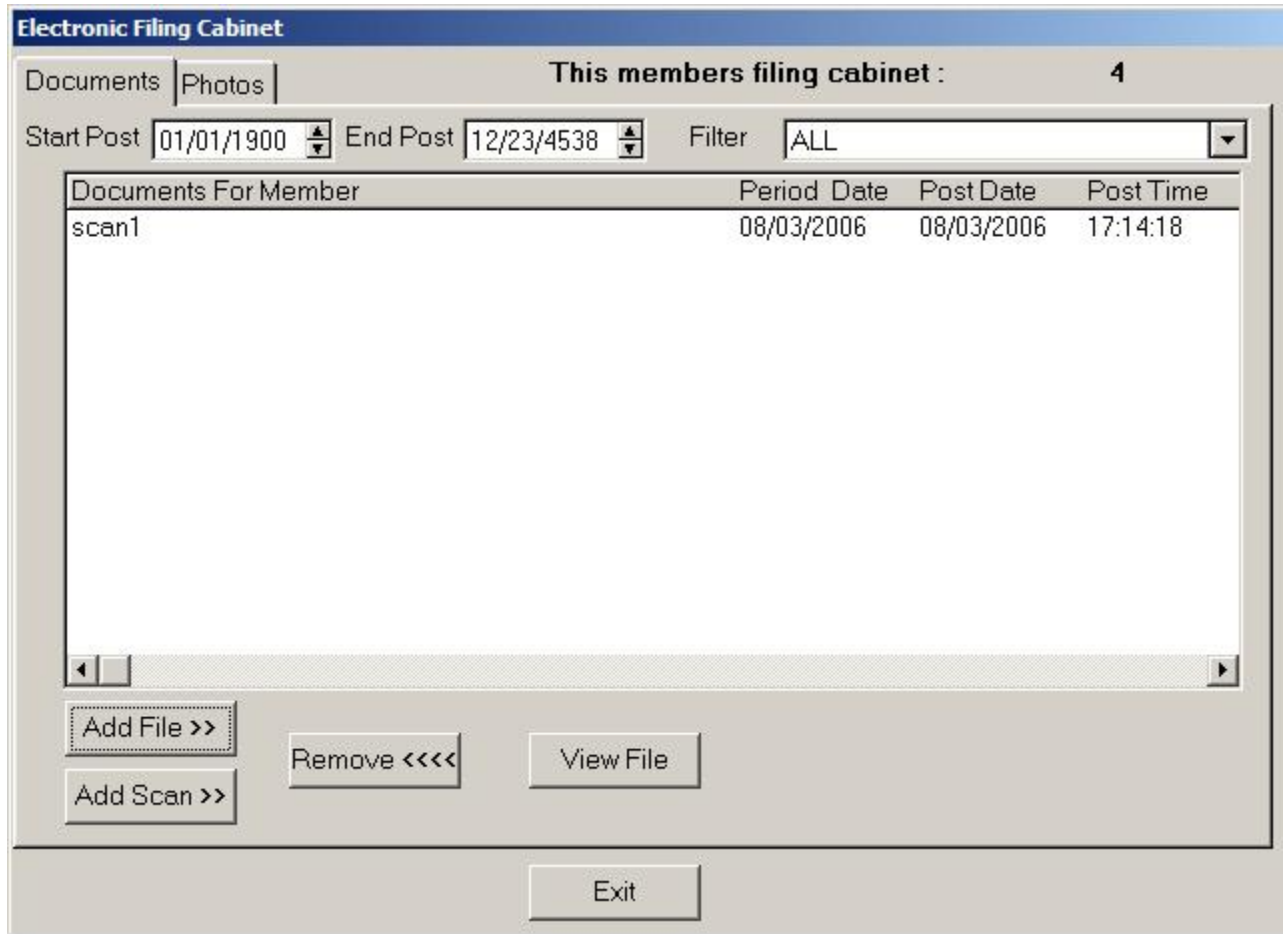
For Other – Not Listed documents, type in a name  
And press the OK button

# Browse for File



Then choose to COPY or MOVE the file

# File is now in the E-Filing Cabinet



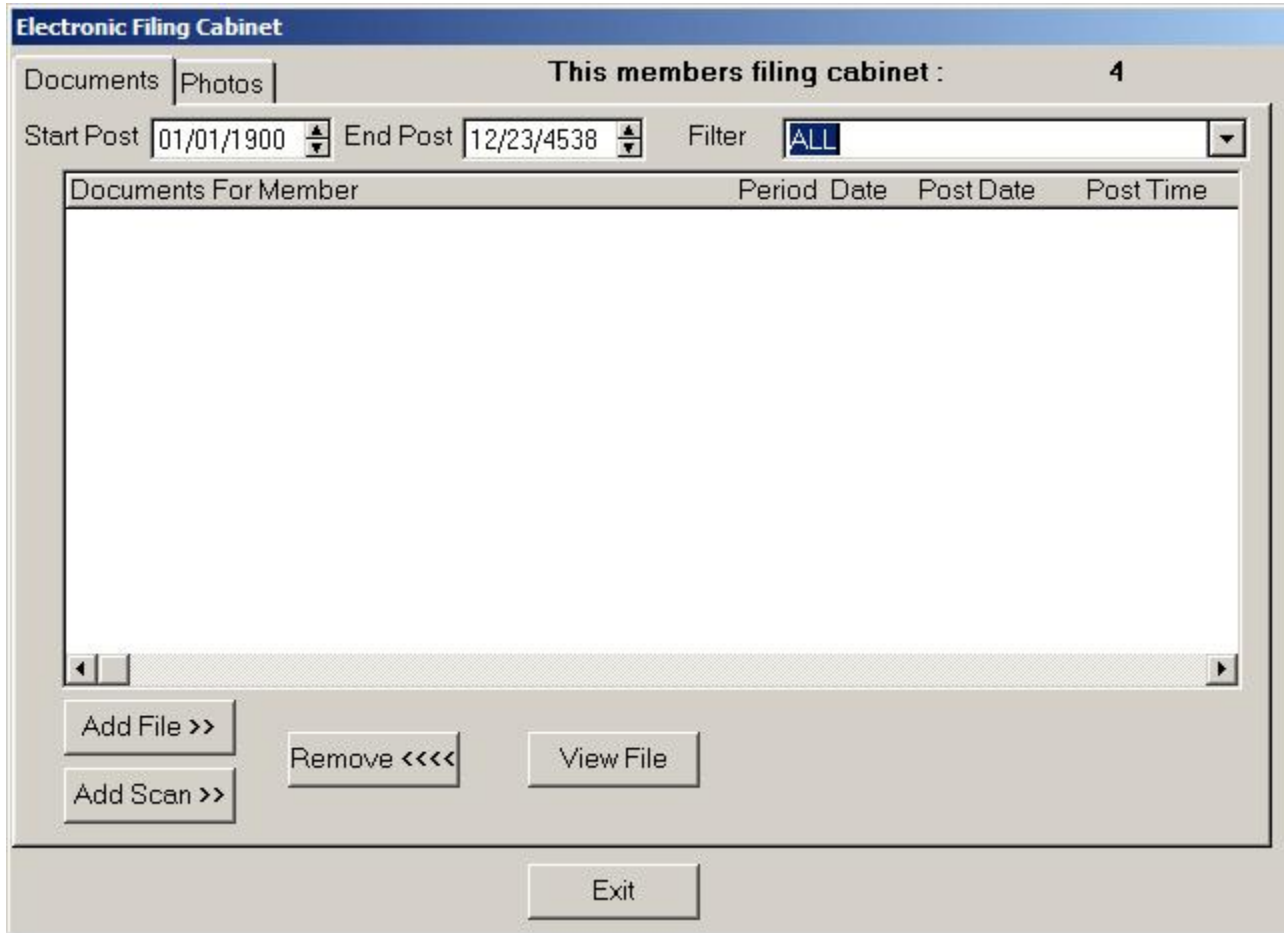
The file is available to View/Print

Or

Click the REMOVE button to delete

**IMPORTANT: FILE WILL BE PERMANENTLY DELETED!**

# Scan a File



To add a new file to your E-File Cabinet



# Scanning Options

Select Document to Scan

Scan Options

- Select Scanner
- Hide User Interface
- Use Auto Doc Feeder
- Auto Feed ADF
- Use Duplexer
- This is Multipage Doc. (Needs ADF)

Document Name

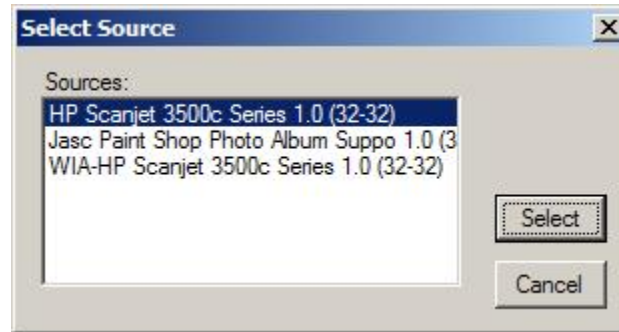
Photo

Period Date 08/08/2006

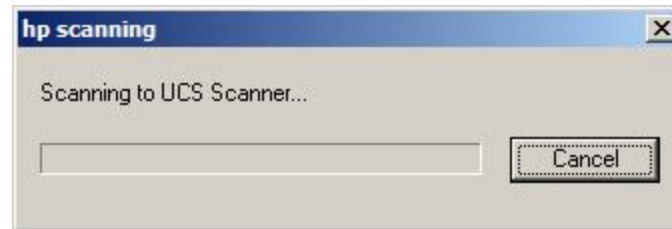
Ok Cancel

Select checkboxes for more than 1 scanner, to automate the scanning Process or to use an Automatic Document Feeder with your scanner. The name is automatically filled in for you.

# Scanning (cont)

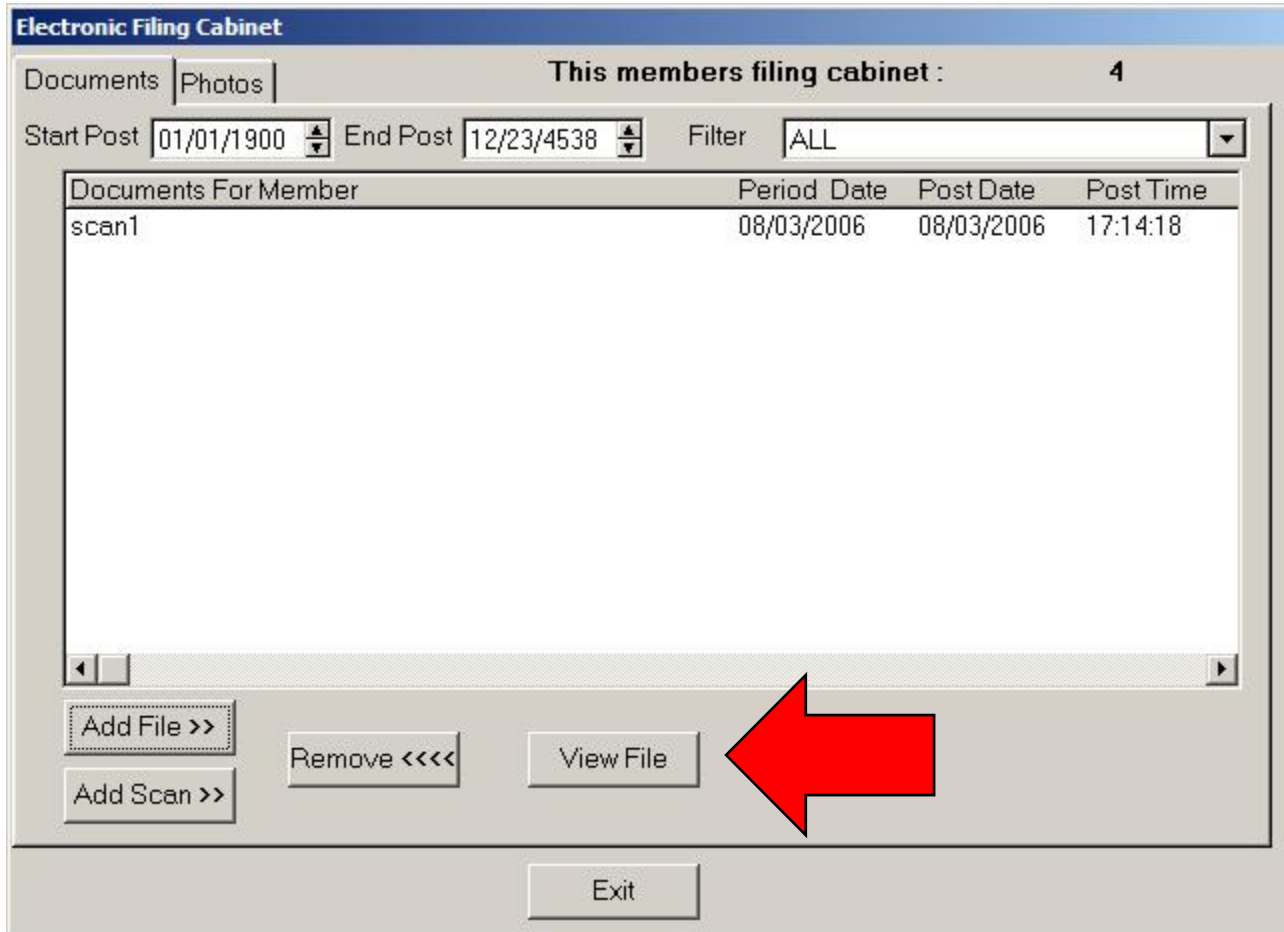


Selecting the Scanner  
(May look different on your system)



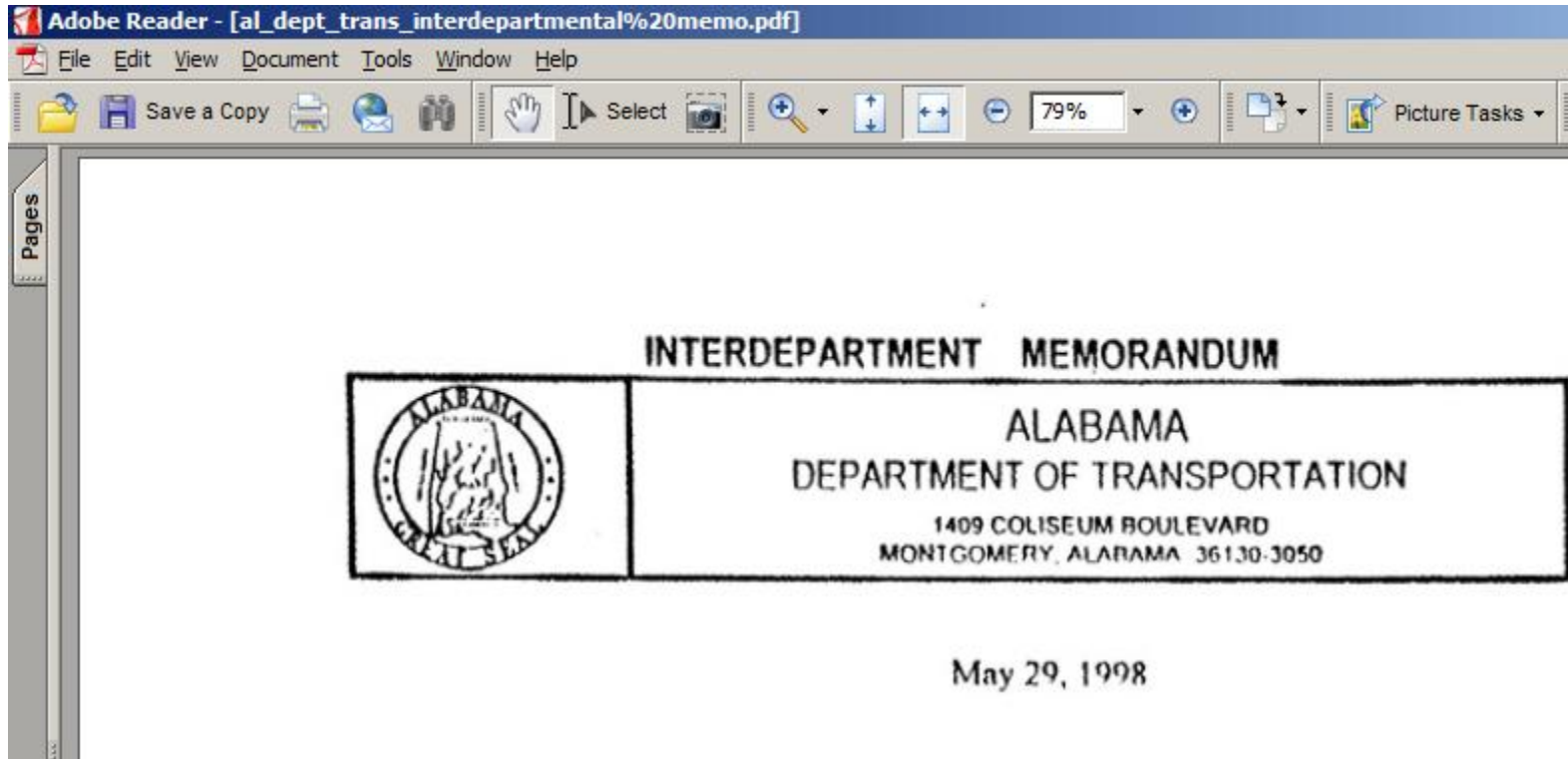
Scanning the Document  
(May look different on your system)

# Viewing/Printing File

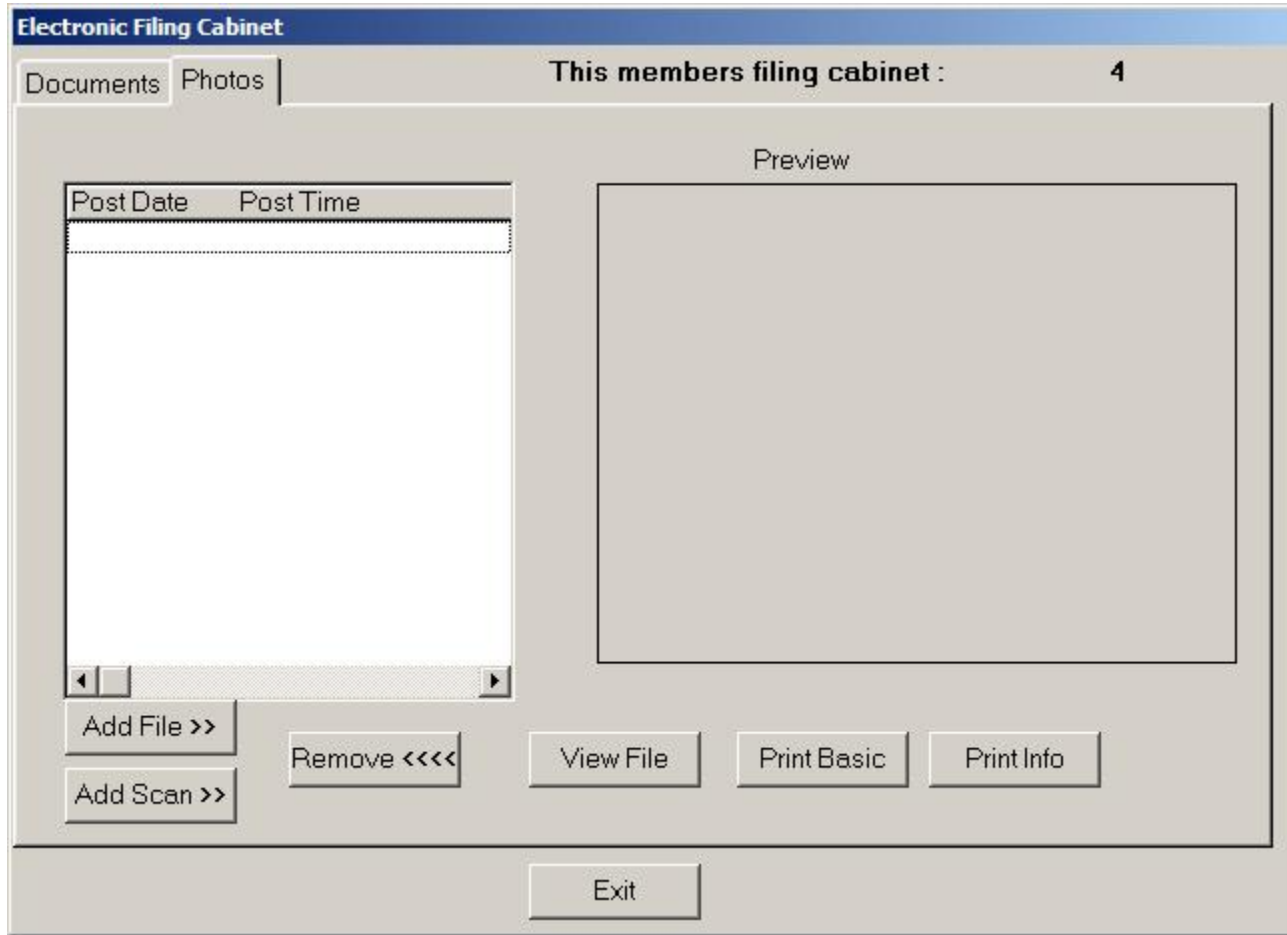


To View and/or Print the file in Adobe Acrobat,  
Press the VIEW FILE button

# Viewing / Printing in Acrobat



# Adding a Photo



Added in the same way as documents:  
From existing file or scanning a new file

# Viewing/Printing the File



View Button to view file, Print Basic to print file  
Print Info button to print Complete Member Info with Photo