

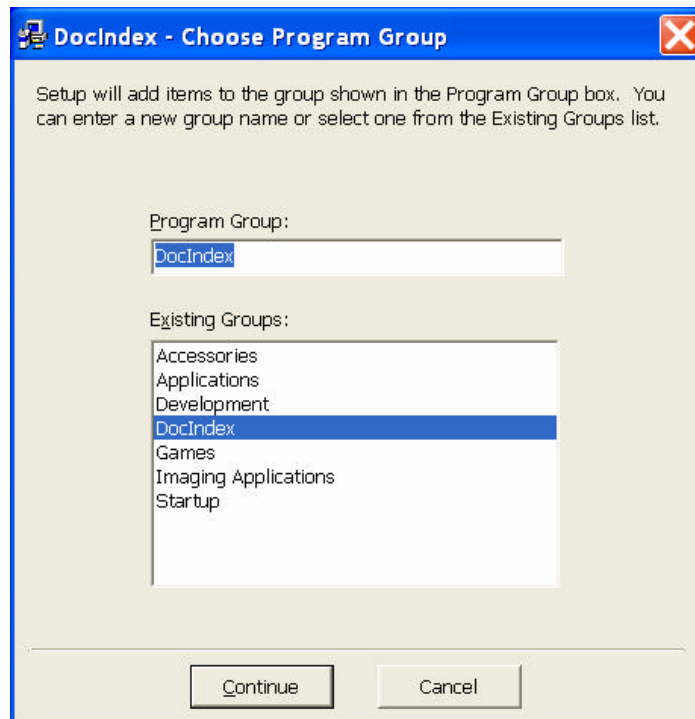
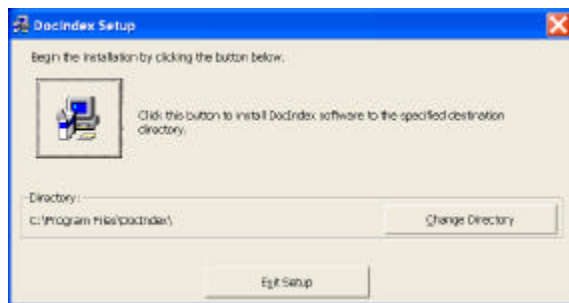
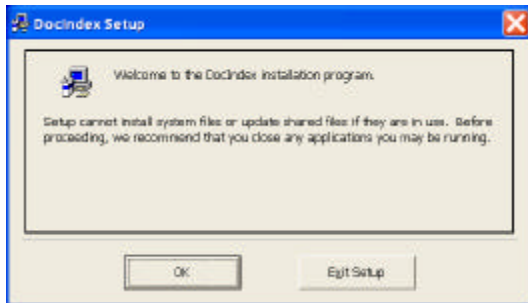
DocIndex User's Guide

Overview: What is DocIndex?

DocIndex is a companion utility to the Aquarius Document Management System which allows integration between Aquarius and existing third-party applications. It allows users to automate the process of indexing Aquarius documents by capturing index data from existing database applications.

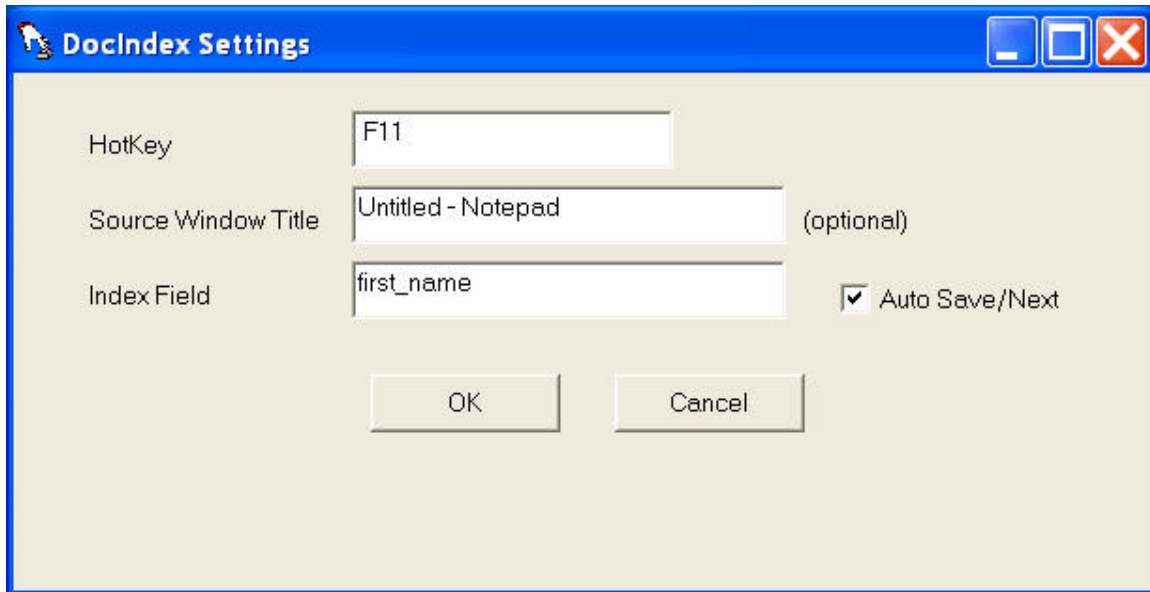
Installation:

To install DocIndex, double click 'setup.exe' located on the installation disk. The installation process allows the program path and program group to be customized, although the default settings will suffice for most users. Installation usually takes less than 1 minute.



Configuration

To Access the settings for DocIndex, right click on the DocIndex icon in the system tray, and select Settings. The following screen will appear:

The image shows a Windows-style dialog box titled "DocIndex Settings". It has a blue title bar with standard minimize, maximize, and close buttons. The main area is light beige. There are three text input fields: "HotKey" with "F11", "Source Window Title" with "Untitled - Notepad", and "Index Field" with "first_name". The "Source Window Title" field has "(optional)" to its right. To the right of the "Index Field" field is a checked checkbox labeled "Auto Save/Next". At the bottom are "OK" and "Cancel" buttons.

Hotkey: This is the key that will be used to launch the query in Aquarius. To set the hotkey, click into the Hotkey text box, and press the desired key or key combination. DocIndex supports the use of Shift, Alternate, and Control key combinations.

Source Window Title: This is an optional setting which allows the user to specify which application to capture data from. If set, DocIndex will capture data from wherever the cursor is in the specified application when the hotkey is pressed. If blank, DocIndex will capture data from wherever the mouse is in any application when the hotkey is pressed.
*Note: The source window title must match exactly the beginning of the window title, although it does not need to be complete window title.

Index Field: This is the name of the Aquarius field to insert the captured data into. This setting is case sensitive and must match exactly the name of the field in Aquarius.

Auto Save/Next: When checked, DocIndex will automatically save and move to the next document in Aquarius after indexing the current document.

Click OK to exit, saving your changes.

Launching DocIndex:

To launch DocIndex, click START / Programs / DocIndex, and click the DocIndex icon. This will add a DocIndex icon (binoculars) to the system tray, where it can be accessed by right-clicking. When the application is launched for the first time, it will show the settings screen.

Indexing a Document:

To Index a document, place the cursor in any text field which contains the desired index data, and press the hotkey. DocIndex will 'grab' the data in that field, and insert it into the configured Aquarius Field.

Closing DocIndex:

To close DocIndex, right-click on the DocIndex icon in the system tray, and click 'Exit.'