

The *ViewIT* application enables our clients to work with current documents in the system. *ViewIT* saves every document profile to the Database Library but the Document Library is the folder where the all documents are stored. These two libraries are referred to as the Library Server.

### Viewer

*Viewer* is built for running on a Terminal Server or Workstation. This application allows our clients the ease of searching, retrieving, viewing and printing documents as well as exporting files. This application provides basic editing and annotation capabilities. When running *Viewer* on a Terminal Server, clients are unable to import large scanned documents for spitting and profiling.

### Scanning

If the client has a scanner connected, they are able to scan documents to the Watch Folder for profiling the new documents in the Database and Document Library. Clients should be utilizing the software that was included with their current scanner and follow manufacturer's instructions when scanning documents. DFI retrieves and profiles scanned and electronic documents from the Watch Folder once saved by the client. *ViewIT Viewer* supports PDF and TIFF images, TIFF images must be created in G3 or G4 format.

Mail processing of the document is dependent on clients having:

- 1) A Printer setup to print documents for ground mail process
- 2) An Email account for emailing exported documents
- 3) A Fax Printer for faxing exported documents

*eLITE Workgroup*: When faxing or emailing, clients will need to export the PDF or TIFF documents to a file folder. Our clients have the option of attaching their exported files to email messages and can be sent using their personal Email account.

If clients have a printer set up as a Fax Printer, the exported files can be sent to the Fax Printer to be faxed.

The number of *ViewIT* Profile types supported by *eLITE Workgroup ViewIT* is limited to 4 – scanning and 1 – AutoPoint auto capture (invoices) document types.

*eLITE Enterprise*: Clients using the *Enterprise* version have the option of having their server setup for the *eLITE* system to send email from within the *ViewIT* application. Also the *Enterprise* version supports the nightly import of your customer address file.

*eLITE Enterprise* supports numerous *ViewIT* Profile types and many AutoPoint auto capture document types. Talk to your DFI representative for further information.

***Innovative software solutions for real world problems!***