

Document Management System

Training Guide

Document Management System



Introduction

How to use the Document Management System

Document Managemen

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Document Management System Overview

Archive and Retrieve Reports
 Save any Preprinted Form
 Oduced by MDS

Scan, Index and File Documents

THE SYSTEMS HOUSE INVOI	ce			TICKET	Page: 1
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Fax 973-777-3063		Far: 9	73-777-3063	<u>.</u>	
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MDS Form Archive

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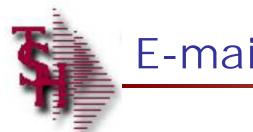
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Faxing a Document

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	COVERSHEET INFORMATION
3.Company Name:	THE SYSTEMS HOUSE
4.Sender Name :	JOHN SMITH
5.Sender Phone:	201-777-8050
6.Sender Fax :	973-777-3063
7.Subject :	INV.01501737
8.Message :	
9.Deliver to :	CUSTOMER SERVICE
10.To Company :	
Enter Line# to change or 0 t	to send FAX:





E-mailing Document

EMail Information Entry

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1.EMail Address :	johnd@abc.com	
2.Sender Address :		
3.Subject :	INV.01501737	
4.Message :	INV.01501737	
	THE SYSTEMS HOUSE	

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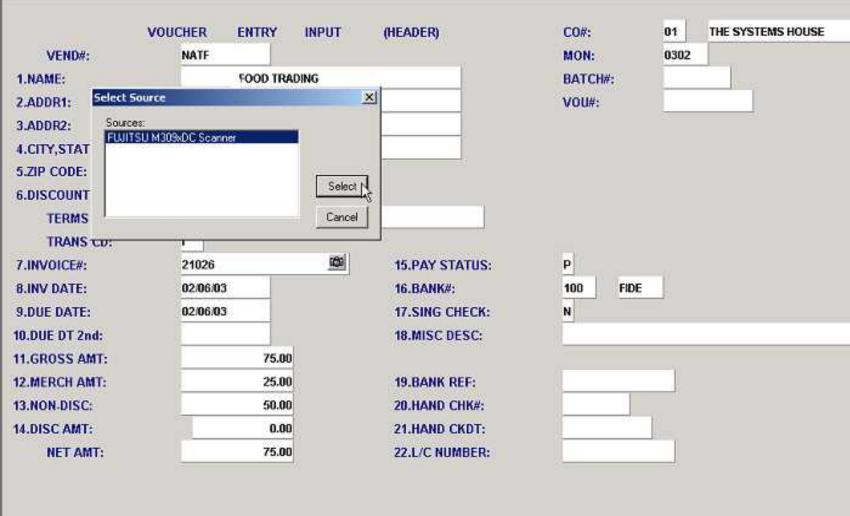
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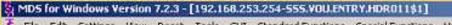


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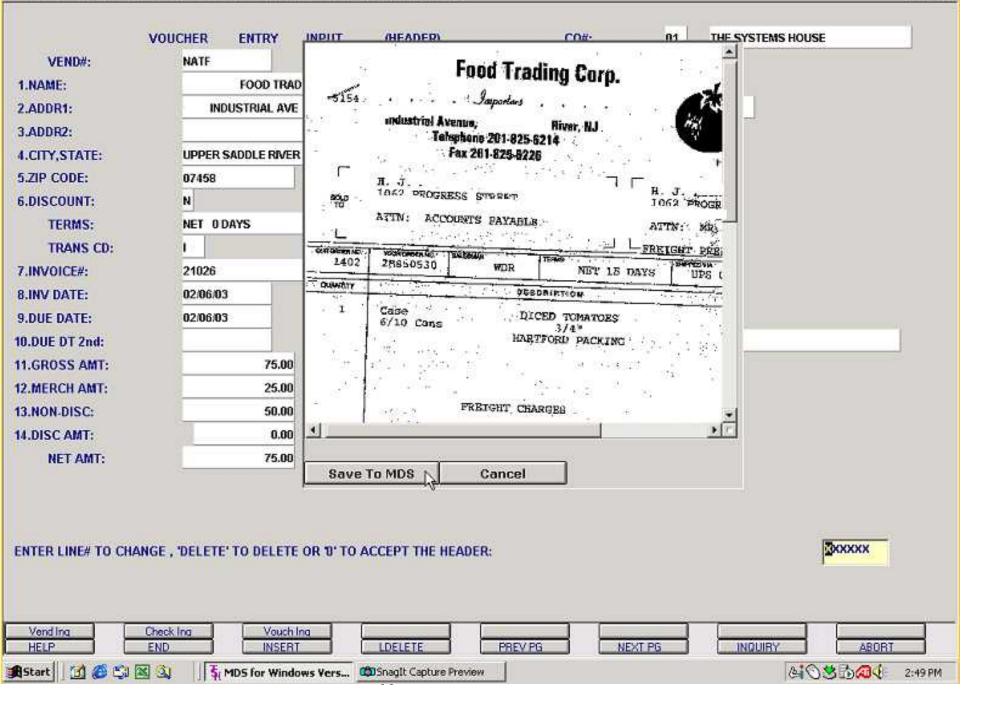
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File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help



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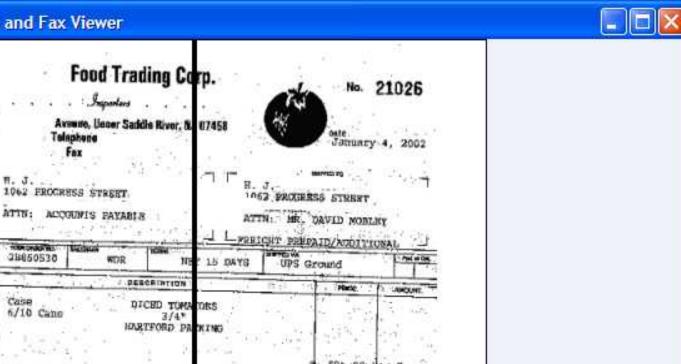
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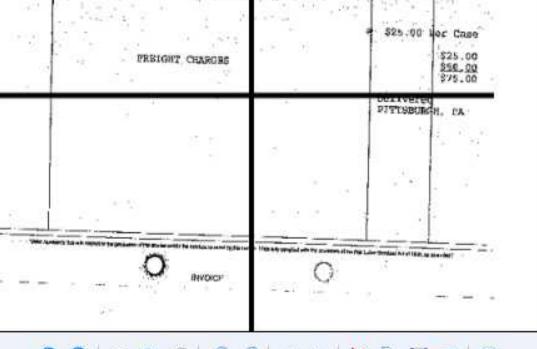
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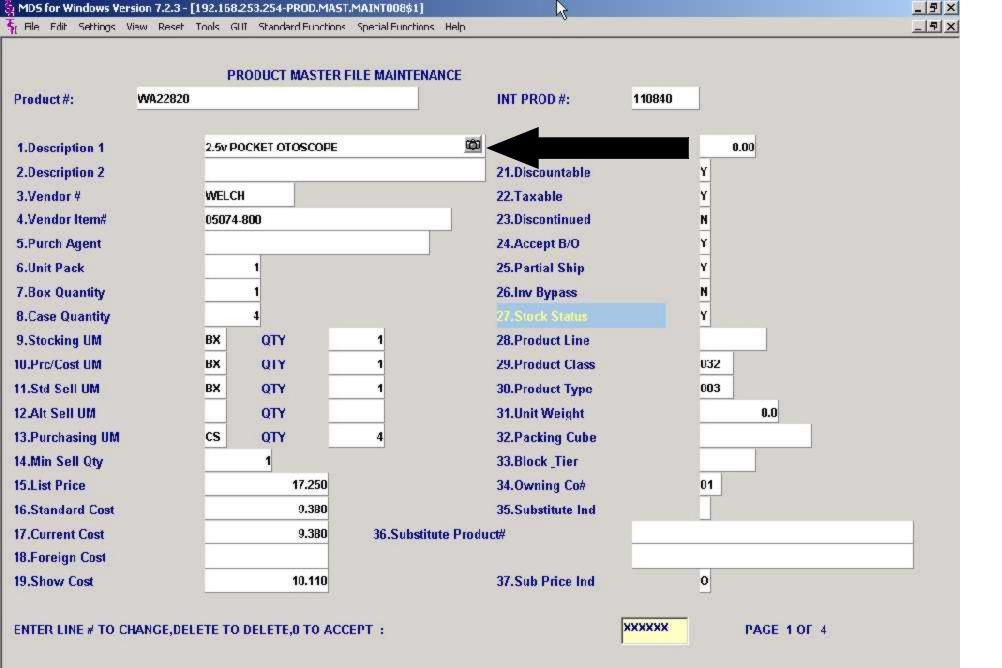
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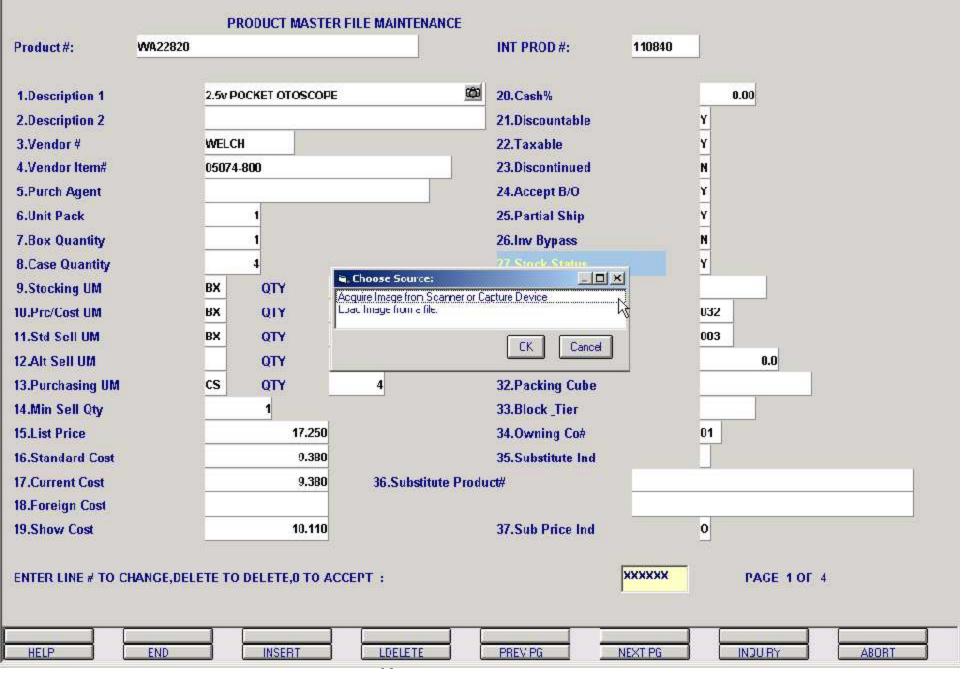


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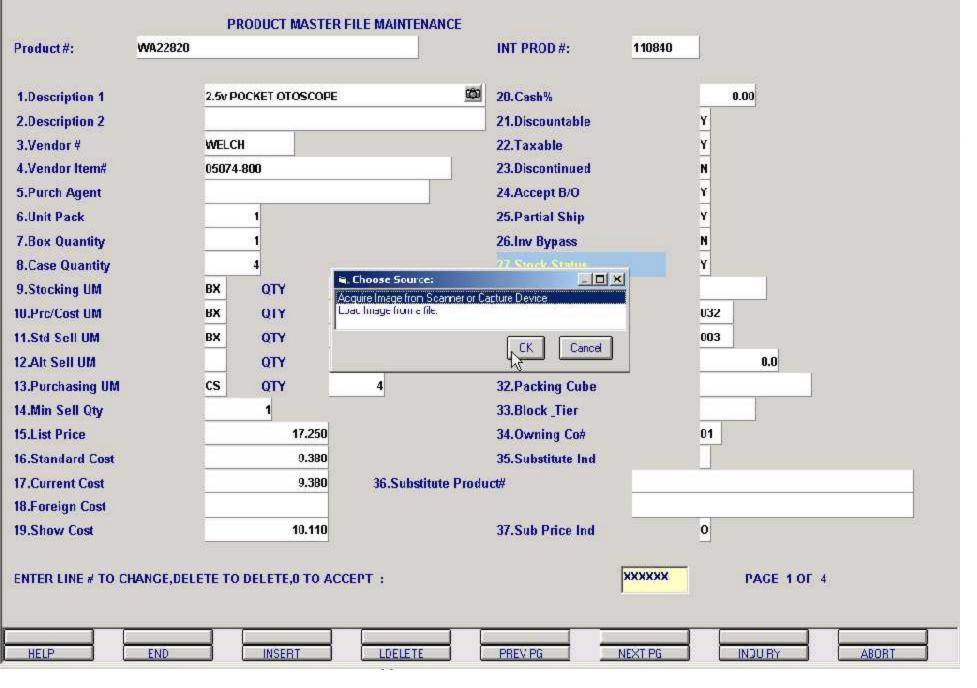


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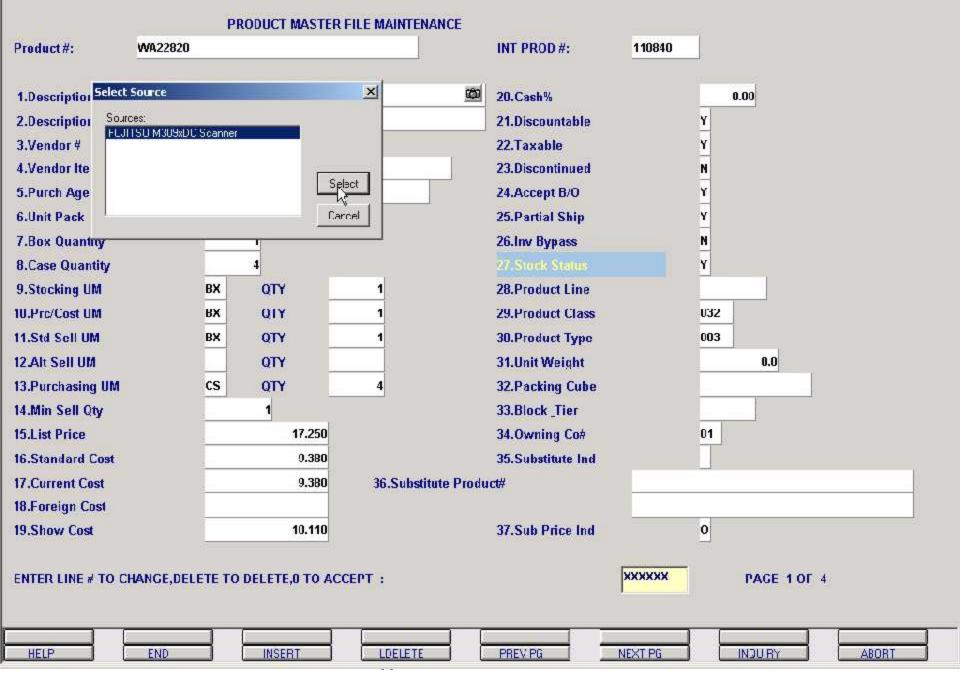
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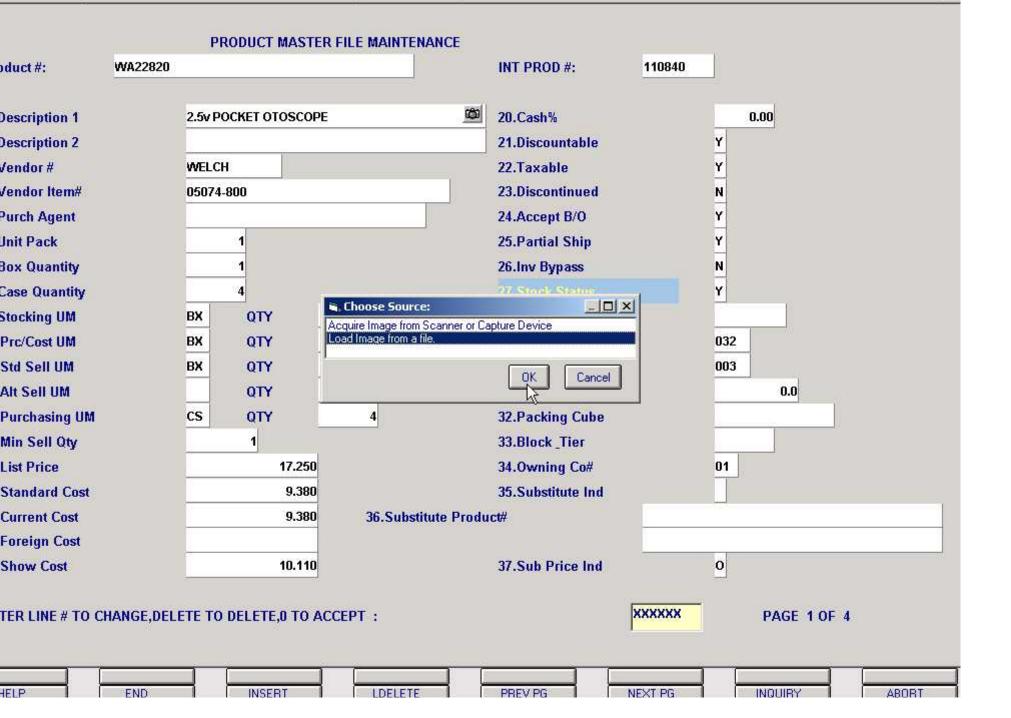


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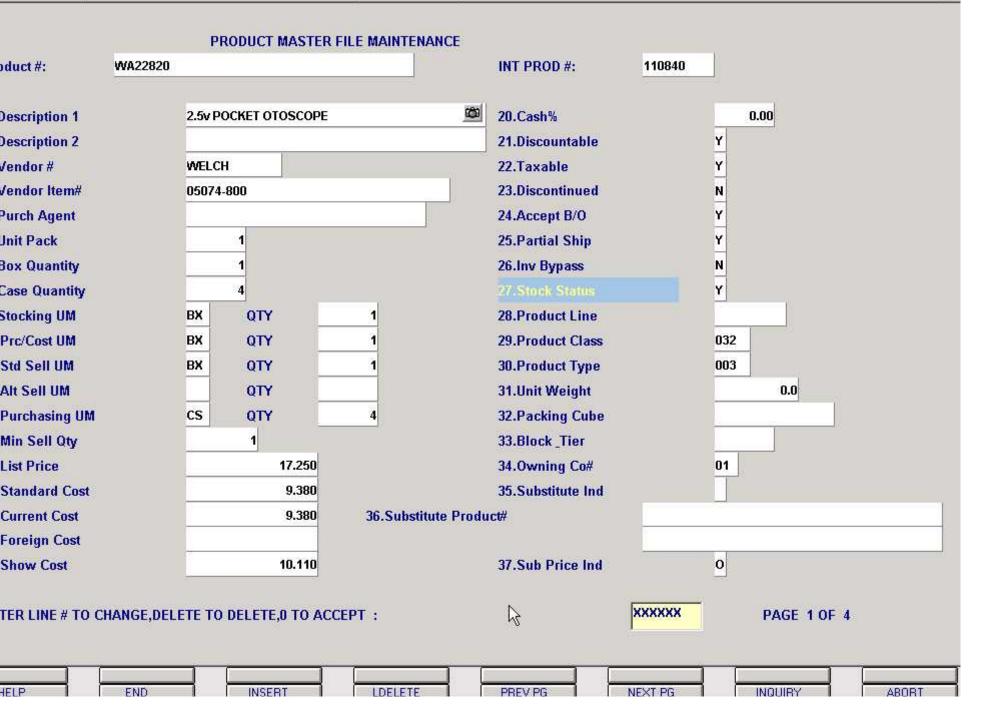
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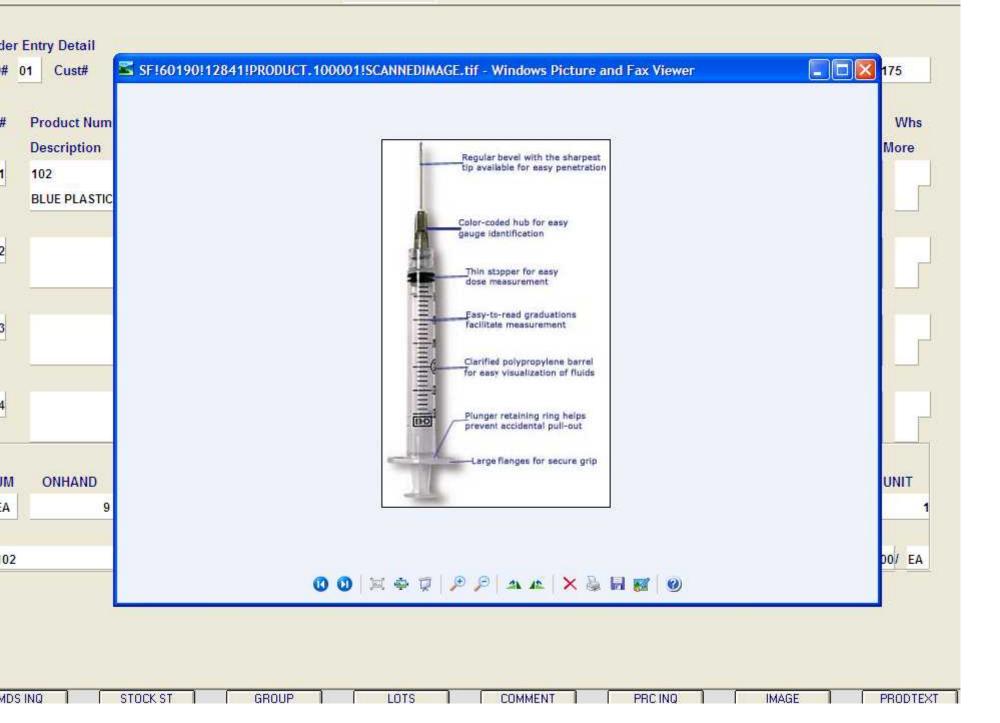
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ile	Edit	Settings	View	Reset	Tools	GUI	Standard Functions	Special Functions	Help







Where to Get More Information

- To contact support call 973-777-8050 or fax 973-777-3063.
- To access the The System's House website the address is: www.tshinc.com.

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