



# Integrated Data Services, Inc.

# Modules for DocuWare

## Doc Distributor

### Bulk Distribute Your Documents

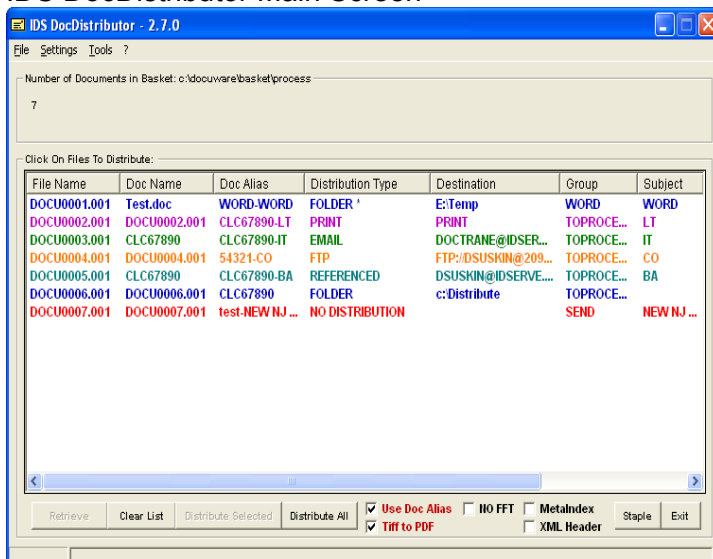
The IDS DocDistributor enables batch distribution of your documents to Email Addresses, Directories (Folders), FTP Sites, Print and Fax or Publish to Websites.

Use it for automatic document assembly with our *Auto-Staple* feature.

### Functionality

The **IDS DocDistributor** provides bulk document distribution functionality, utilizing multiple distribution formats read from your file cabinet index fields. This enables a complete and powerful batch distribution of documents allowing for broad and flexible User control. Document destinations are stored within DocuWare indexes that are read and processed for each individual type of distribution and destination.

### IDS DocDistributor Main Screen



Standard Features that DocDistributor offers:

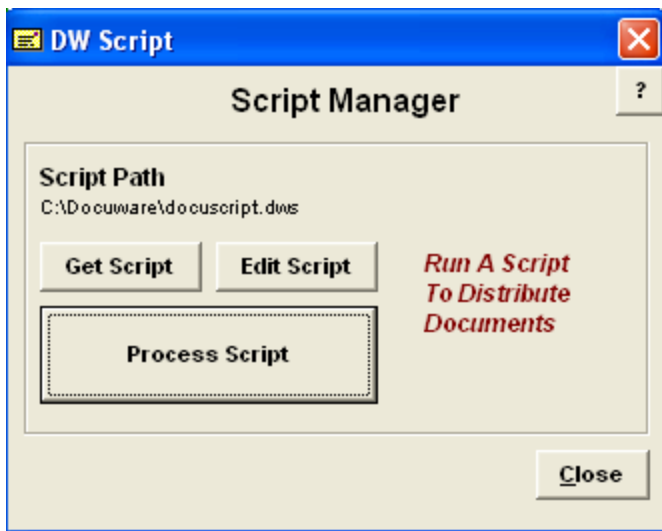
### Standard Features

- Distribution types – Email, Email-Subject, Fax, Folder, FTP, Print, Reference types
- Supports scripting for totally automated processing via scheduler
- Reference Type – allowing distribution types to be stored within csv file, for long addresses
- Reference Editor-to modify the Reference File for long destination formats
- **Tiff to PDF** conversion
- Auto-Staple of related pages based on common index field (enables auto document assembly)
- Single Destination User Deployment
- Bulk and Multi-Select Send capabilities
- Color Coded Distribution types, providing clarity of usage and Send processes
- Identification of foreign file type (xls, doc, pdf, etc. vs. the DocuWare Tiff conversion file with an asterisk (\*))
- Distributor Log, showing success or failure operations of all Distributions
- Custom Email body message, to accompany distributed document
- Autogenerated Doc Names OR **Assigned Names** (Doc Alias), stored within the DocuWare Database Doc Alias Field displays assigned 'Renamed' (Alias) document names
- Display Sorting, asc and desc, on primary listed fields (eg. Filename, Doc Name, Distribution type)
- Publish to Web

### System Requirements

1. Software: DocuWare 4.5 or higher with one full function license

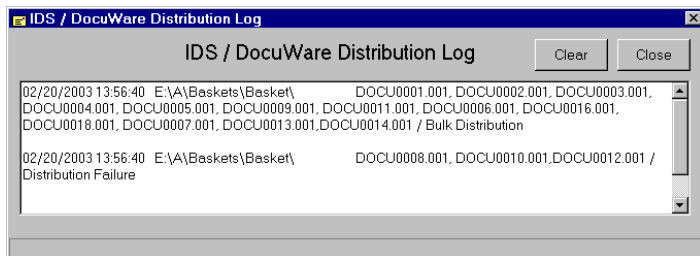
## Script Manager



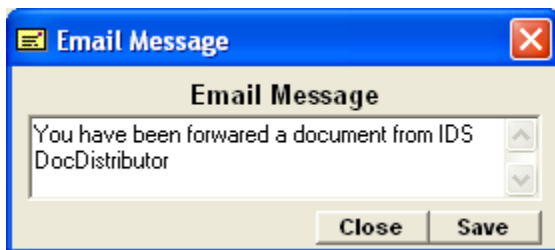
## DocuScript

Our built-in script manager uses its own custom language called "DocuScript" to query the database and distribute documents. The Script Manager also enables you to schedule events that are unique as per query description that can be changed or updated for new document distribution. The command line option allows scheduling of a script.

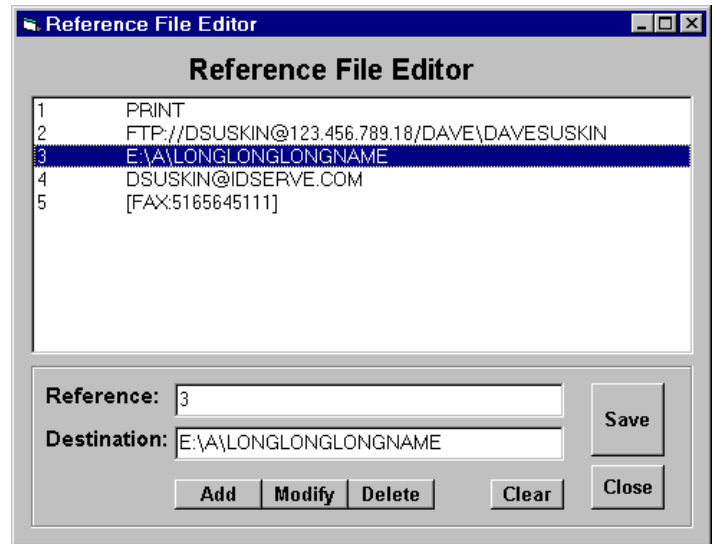
## Distribution Log



## Email Message



## Reference File Editor



## Distribution Type Processing Options

1. **Print** - Insert PRINT in the designated field
2. **Email** - Insert the email address (e.g. [anymame@anywhere.com](mailto:anymame@anywhere.com))
3. **Email \ Subject** - Insert distribution Email Address plus a backslash plus the Subject: (e.g. [Autofax@anywhere.com](mailto:Autofax@anywhere.com)\3331234, [anyone@anywhere.com](mailto:anyone@anywhere.com)\Email Subject)
4. **Folder** - Insert the directory (folder) path (e.g. E:\AnyFolder)
5. **FTP** - Insert the ftp reference, the username plus the ftp address, path, backslash, password (e.g. [FTP://username@FTPaddress/path](ftp://username@FTPaddress/path)\ password). Within the DocuWare File Cabinet Administrator, use a field type to allow for the length of the FTP signature. If FTP provides 'ANONYMOUS' connections, the syntax can be as above with the username being 'ANONYMOUS' - backslash '\' at the end (eg. [FTP://ANONYMOUS@FTPaddress/path](ftp://ANONYMOUS@FTPaddress/path)) or don't use the word 'Anonymous', the @ sign or the final backslash '\' character: (e.g. [FTP://FTPaddress/path](ftp://FTPaddress/path))
6. Referenced / allows the usage of a comma delimited reference file called 'DestRef.csv'. Within the Distributed Type Field (see above), designate that a reference is being made by using the '#' sign, followed by a unique reference name. This value is linked to its referenced (Destination) in the CSV file, which will be used upon distribution processing