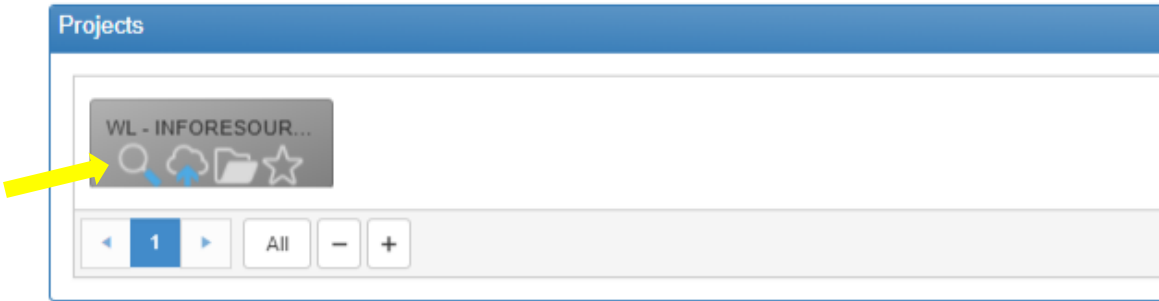


infoHost Quick Start Guide

Log into **infoHost** – <https://www.inforesourcesinc.com/>. Select the My Account button in the upper right corner. Select the **infoHost** login button.

To Search for a Document

1. Select the desired project and hover over it with the mouse cursor. Select the magnifying glass icon.



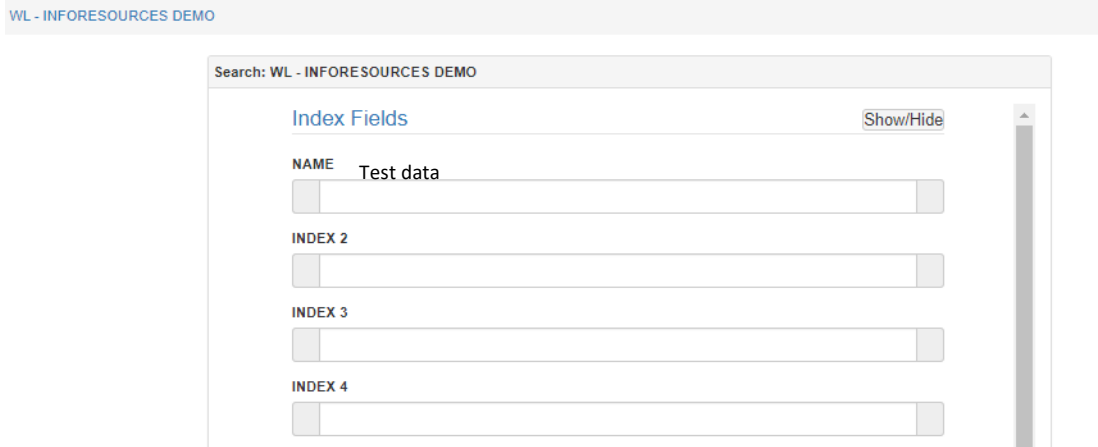
2. Insert data in the desired index search field/s or leave all fields blank to search the entire project. **Index field searches are not case sensitive.** The search will look for exactly what is typed in the index field.

If the full index is not known, you can use the asterisk (*) for a wild card search to specify any number of unknown characters.

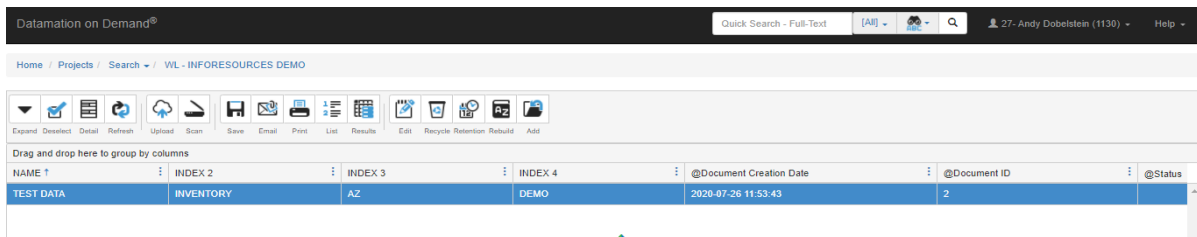
For example, searching

- T* in a name field will locate all documents that start with the letter T.
- *T* will locate all documents that have a T anywhere in the name.
- *T will locate all documents that end in the letter T.

The user manual details many other search parameters you may find useful.



3. Simply double-click on the desired document after the search results have been displayed.



- The document will open in either the browser based viewer or the PaperVision Client® viewer depending on your document viewer selection. See more detail on this topic below.

Datamation on Demand - View Document - Win2 - Google Chrome

login.datamation.com/Home/DocViewer?EntID=1130&SessionID=54BE00CA2D0189527F12601DB13D44DD87CD5DE85C1D9A5BF4D321927700CE552B6CCE5E7F0D7E8C0CB8B812B7349DDA6D4931F1B7C1...

Print Upload Open First Previous Next Last First Previous Next Last Jump Rotate Reset Width Height Window Check Out Undo Status History Edit Email Duplicate Share Assoc. Info. FT FT Results Notes Show Workflow Sign Options

Information, Inc.
4633 Stillmeadow Rd
Louisville, KY 40218
(502) 896-4722

Storage Department List
June 28, 2009

TEST DATA NOT FINAL USE - AZ
4633 STILLMEADOW ROAD
SUITE 8
LOUISVILLE, KY 40218

IR Doc #	Client Doc #	Description	Date From	Date To	Alpha From	Alpha To	Department	Comment	Request Date	Category	Planned Destruction
1	KPA 4288		01/02/01	12/31/00	A	F	ACCT	BOOKING-2P	12/19/87	1.2 CF STD	
2	KPA 4146						MED REC	84257UPPER	12/19/87	1.2 CF STD	
3	KPA 4207	LINK					ACCT	84257UPPER	12/19/87	1.2 CF STD	
4	KPA 4287		06/02/15	12/02/15			HUMAN RES	2104207CP	1/19/87	2.4 CF STD	
5	KPA 4205						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
6	KPA 4285						HUMAN RES	CONVENTION BROCHURE	1/19/87	2.4 CF STD	
7	KPA 4202		01/02/18	09/30/18	JOHNSON	OWEN	HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	1/30/017
8	KPA 4283						HUMAN RES	MEMORANDUM DRAFT	1/19/87	2.4 CF STD	
9	KPA 4282						HUMAN RES	EMERGENCY PLAN	1/19/87	2.4 CF STD	
10	KPA 4281						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	1/30/015
11	KPA 4280						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
12	KPA 4279						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
13	KPA 4278						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
14	KPA 4277						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
15	KPA 4276						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
16	KPA 4275						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
17	KPA 4274						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
18	KPA 4273						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
19	KPA 4272						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
20	KPA 4271						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
21	KPA 4270						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	12/30/015
22	KPA 4269						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
23	KPA 4268						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
24	KPA 4267						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	6/30/017
25	KPA 4266						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
26	KPA 4265						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
27	KPA 4264						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
28	KPA 4263						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
29	KPA 4262						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
30	KPA 4261						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
31	KPA 4260						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
32	KPA 4259						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
33	KPA 4258						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
34	KPA 4257						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
35	KPA 4256						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
36	KPA 4255						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	
37	KPA 4254						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	

Web Browser Viewer

WL - INFORESOURCES DEMO - View Document

Home Edit View

Save Scan New Document Print Add Open Email Save As Previous Next 1/2 Rotate Reset Width Height Window Show/Hide Create View Instance Status 0 Pending Document(s) FT Results

Indexing

Name	Value
NAME	TEST DATA
INDEX 2	INVENTORY
INDEX 3	AZ
INDEX 4	DEMO

Document Text (PDF)

Information, Inc.
4633 Stillmeadow Rd
Louisville, KY 40218
(502) 896-4722

Storage Department List
June 28, 2009

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37	KPA 4254						HUMAN RES	300 LOW BASE BUSINESS CB	1/19/87	2.4 CF STD	

Page 1

Signatures

Doc 1 of 1 | Page 1 of 2 | TEST DATA, INVENTORY, AZ, DEMO

Thumbnail Notes

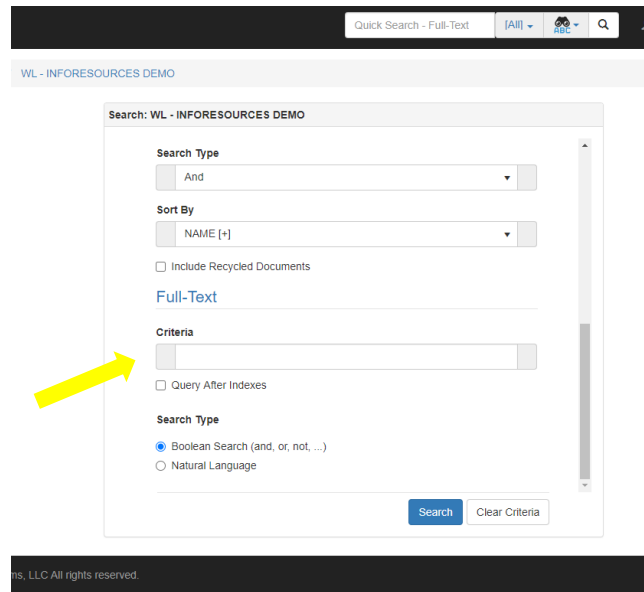
1

2

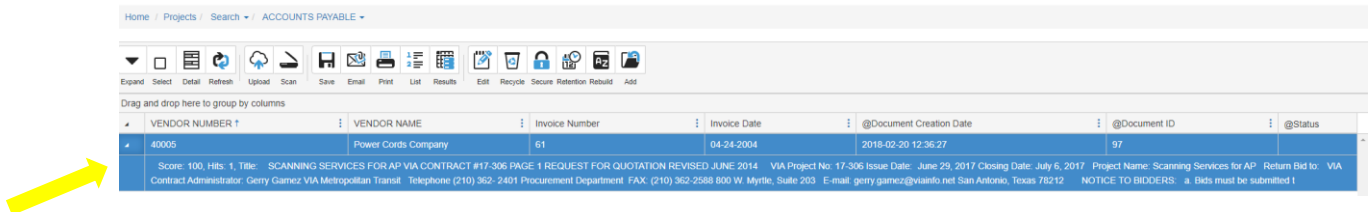
PaperVision Client Viewer



- To perform a Full-Text search, scroll to the bottom of the search screen and input the text to search for under "Criteria".



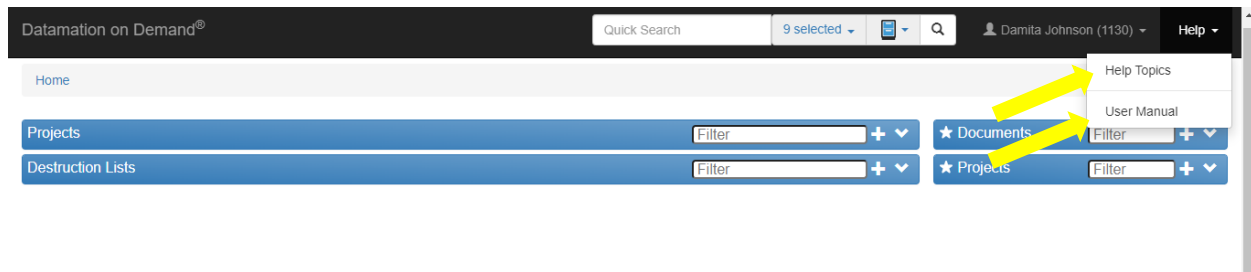
- The results show how many times the word being searched for is shown in the document. Double click the document you would like to view.



- Select the option along the top tool bar for the document function you would like to perform. *Please note, not all options are available to every user.*

Help Options

For help with **infoHost**, point cursor to the Help dropdown menu. Selecting Help Topics will open a popup window with information pertaining to the screen you have open. The User Manual selection gives you access to the complete **infoHost** user manual.



User Options

The dropdown menu next to your username (upper right corner) gives you the option to change your password, view destruction lists and recycle bin among other choices.

Selecting User Options allows you to format how documents are listed following your search results.

You have two Document Viewer choices, 1) Web Based Browser 2) PaperVision Client®. PaperVision Client® requires a software download. Once you download the software you can log into **infoHost** directly from the PaperVision Client software.

The image shows two screenshots from the Datamation on Demand application. The left screenshot shows a user profile dropdown menu with options: Logout, Change Password, User Options (highlighted with a yellow arrow), Destruction Lists, Global Search, Migration Jobs, Notifications (0), Projects, Recycle Bin, Downloads (highlighted with a yellow arrow), and Reset Page Layout. The right screenshot shows the 'User Options' configuration page with sections for General, Signatures, Search, Show First Document, Show Full Text Options, Document Grouping, Results View, Document Viewing, Document Display Method (with 'Datamation on Demand Viewer' selected), Open Window Method, and Display Settings. A yellow arrow points from the 'Downloads' option in the dropdown menu to the 'Datamation on Demand Client' download link in the 'Downloads' section of the User Options page.

If you would like more detail on what each selection means, (with this window open on your desktop), click the Help button and choose Help Topic. A pop window should open, giving you help with this screen.

To download PaperVision Client®, select Downloads (near the bottom of the dropdown menu). Select the download button under Datamation on Demand Client® and follow the prompts. Software will install in a folder named Digitech and appear on your computer as PaperVision Client®.

The image shows the 'Downloads' page in the Datamation on Demand application. It lists several download options with descriptions, requirements, and approximate sizes. A yellow arrow points to the 'Download' button for 'Datamation on Demand Client'. The other options are 'Datamation on Demand® External Custom Code Server' and 'Datamation on Demand® WorkFlow Custom Code Server'. A footer note states: 'Datamation on Demand® Tools allow users to upload and manage documents directly from Word, Excel, PowerPoint and even Windows Explorer in Datamation on Demand® making it easy for users to utilize enterprise content management without...'

If you have any questions about using **infoHost**, please ask. The InfoResources team is happy to help.

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502.966.5315



infoHost is powered by Datamation on Demand®/PaperVision Client®