info**Host** Quick Start Guide

Log into info**Host** – https://www.inforesourcesinc.com/. Select the My Account button in the upper right corner. Select the info**Host** 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.
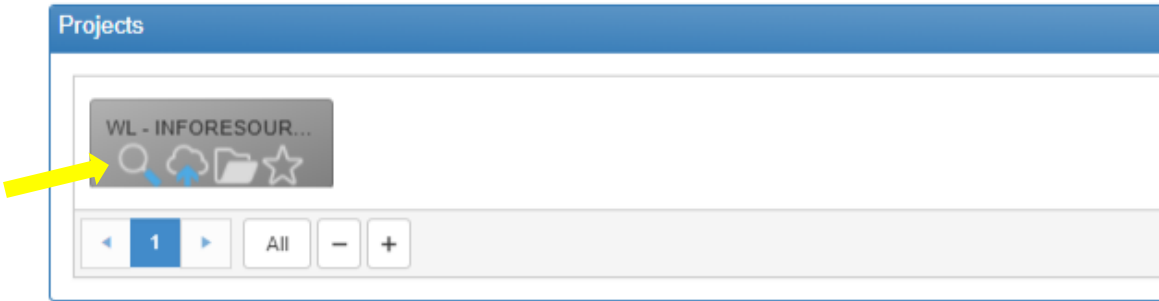

2. Insert data in the desired index search field/s or leave all fields blank to search the entire project. ***Index field searches are not case sensitive.*** The search will look for exactly what is typed in the index field.

   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.
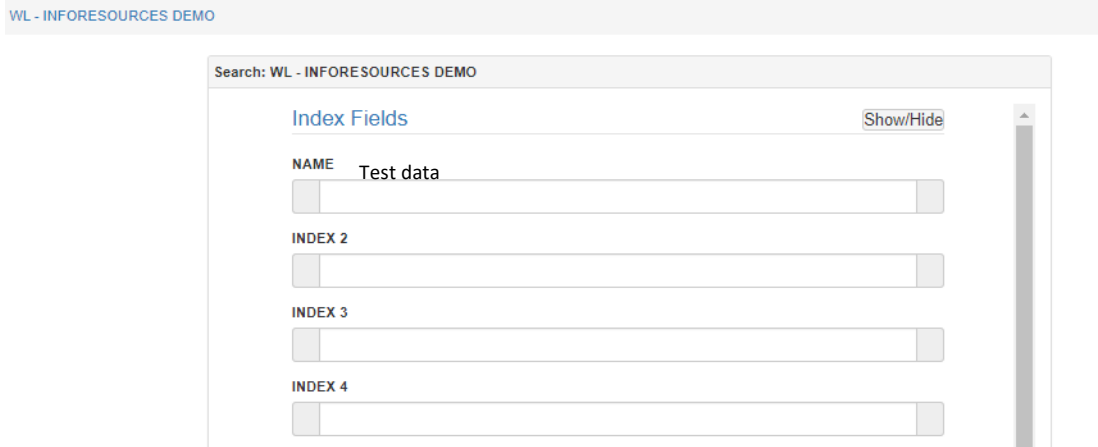
3. Simply double-click on the desired document after the search results have been displayed.
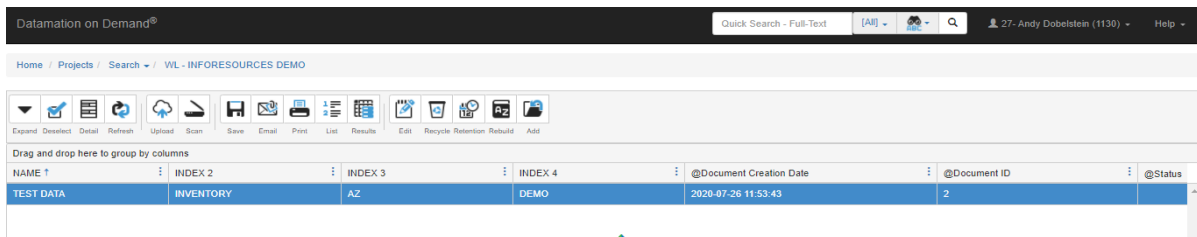
4. The document will open in either the browser based viewer or the PaperVision Client® viewer depending on your document viewer selection. See more detail on this topic below.

Web Browser Viewer

PaperVision Client Viewer

5. To perform a Full-Text search, scroll to the bottom of the search screen and input the text to search for under "Criteria".
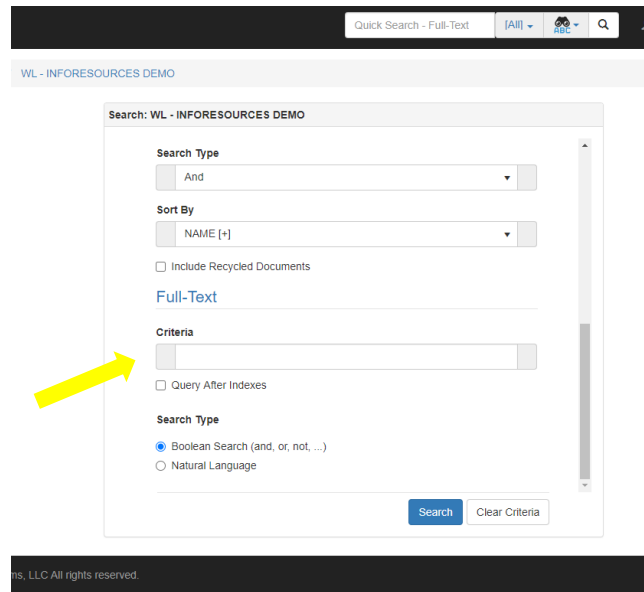
6. The results show how many times the word being searched for is shown in the document. Double click the document you would like to view.
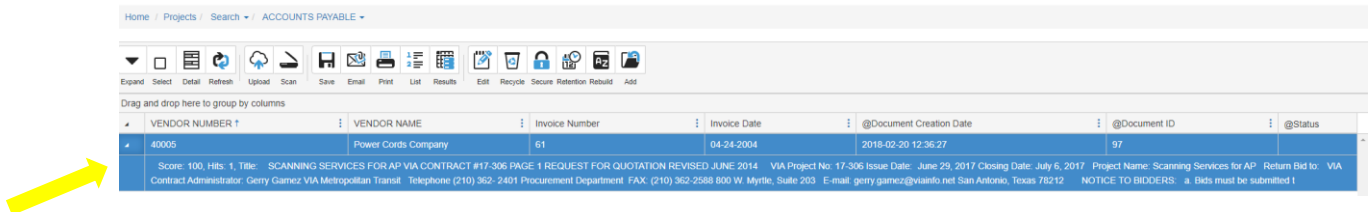
7. Select the option along the top tool bar for the document function you would like to perform. *Please note, not all options are available to every user.*

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.
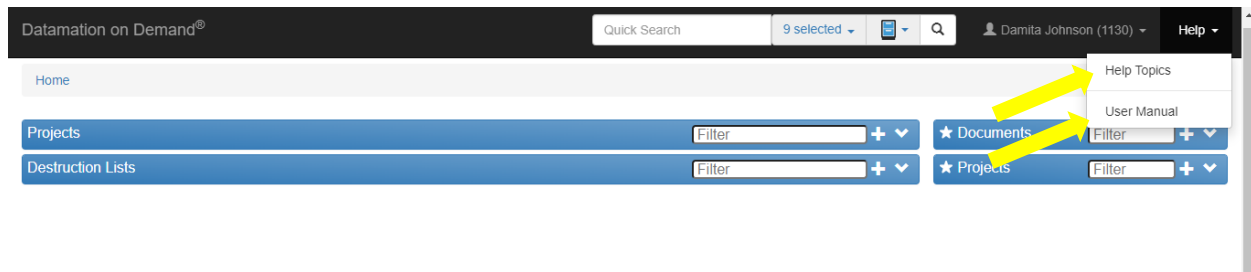
User Options

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.

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®.

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

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