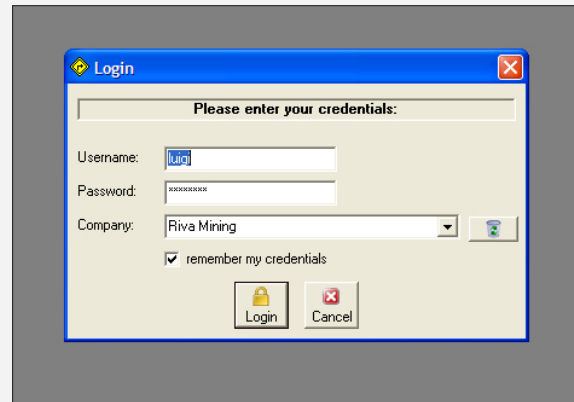


1 Logging into the Desktop

When you start QCDocs Desktop, you are prompted for login credentials.

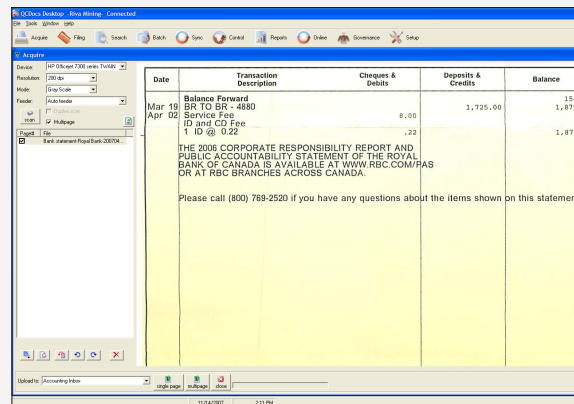
- Enter your Username
- Enter your Password
- Enter the Company login name

When signing up for QCDocs, you will have received an e-mail containing these settings. If you forget your login information please contact your Company's system administrator.



2 Scanning Manual Documents using Fujitsu Scan Snap

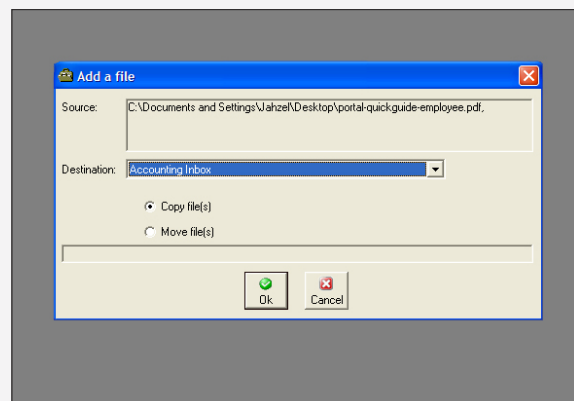
- Left click on the Blue Scansnap button in your system tray and ensure that it is set to QCDocs.
- Put the documents into the Scansnap and hit the Scan button on the Scansnap scanner. (Can be performed whether QCDocs is running or not)
- Open QCDocs and click on the Acquire button. If you are in Acquire already click on the refresh button.
- Click on the respective file to display the document in the left panel and change orientation of document accordingly.
- Single Page Documents- Tick one or more single page items and select the Single Page button at the bottom
- Multipage Documents- Tick items that belong to one multi-page document and select the Multipage button at the bottom.
- Fill out the document attributes at this time or after uploading (See Document Naming)



3 CAPTURING ELECTRONIC DOCUMENTS

Documents in PDF, JPG, Word, and Excel formats that are received by email or created on your harddrive can be put into QCDocs as follows:

- From Email or your MS Explore copy the file you want.
- Paste the file into the Filing/Accounting Inbox.
- Check the reference copy information and accept if okay.
- Printed Documents come in as unknown documents.
- Open and name them as outlined in Document Naming.
- Electronic Documents come in as unknown documents.
- Open and name them as outlined in the Document Naming Section.



4 DOCUMENT NAMING

Filing is the main section of the application and manages where documents are located, organized and awaiting further approval or processing.

- Expand all file directories by right clicking and selecting expand all
- Identify location of documents within filing by viewing document counters on file directories.
- All documents originate through the Accounting Inbox and get name and filed from there.
- Payables documents (bills and expense reports) get moved to Payables for processing, for approval if required, once entered or batch entered into the Accounting application they get moved to Accounts Payable, once paid they get moved to the vendor files for future reference or audit.
- Sales documents (Customer Invoices and Deposits (customer cheques) get moved to Sales- Accounts Receivable, then get matched to deposits and get moved to Customer Files for future reference or audit.
- Banking, Tax, Government Grant, Legal and Human Resource documents all get filed in their respective file directories.
- New directories can be added, deleted or renamed using the Setup button.

Date	Description	Type	Amount	GST	Tags
07-Nov-07 We	Lunch with Mario	meals	\$53.00	\$0.00	

5 APPROVAL PROCESSES

Time Off requests allows employees to track and schedule vacation, sick and other time off. Select 'Accounting Forms', and then 'Time Off' in the menu.

- Please check your Company Policies for Time Off requests by pressing the policy button on the Time Off Request form.
- Select the Category in the drop down list: Vacation, Sick Day, Bereavement or Jury Duty.
- Determine how many working days you are requesting off, and enter this number into the Number of working days field.
- Enter a Reason in the appropriate field if necessary.
- Select the appropriate approver and click [Preview](#) to view then submit your request form.
- To view the status of your request, please see the Accounting Document History by selecting 'Accounting Forms', and then 'History' in the menu.

ID	File Name	File Size	Modified	Modified By
4220	Bank statement-Royal Ban	132 Kb	09-Oct-07	(Sean)
4189	Bank statement-TD Bank-	189 Kb	02-Oct-07	(Sean)
4218	Check-Check Run-200710X	539 Kb	09-Oct-07	(Sean)
4230	Contract-Impark-20030721	964 Kb	09-Oct-07	(Sean)
4229	Credit Memo-Qiagen Inc.-	303 Kb	09-Oct-07	(Sean)
4227	HR Document-Offer Letter-	34 Kb	09-Oct-07	(Sean)
4226	Legal Doc-Incorporation C	128 Kb	09-Oct-07	(Sean)
4225	Legal Doc-Name Change-2	136 Kb	09-Oct-07	(Sean)
4228	Legal Doc-NDA-20070828	194 Kb	09-Oct-07	(Sean)
4221	Receipt-Dell Canada Inc.-	124 Kb	09-Oct-07	(Sean)
4222	Receipt-McAfee-20070605	237 Kb	09-Oct-07	(Sean)
4217	Reconciliation-Coast Capri	898 Kb	09-Oct-07	(Sean)
4284	Reference-Workers Comp	408 Kb	28-Oct-07	(Sean)
4223	Tax Document-Assessmen	843 Kb	09-Oct-07	(Sean)
4224	Tax Document-Payroll Wit	140 Kb	09-Oct-07	(Sean)
4231	Time Off Request-Sabeen I	0 Kb	09-Oct-07	(Sean)

6 EXPORTING DOCUMENTS

The Files in Progress System allows employees a secure, online method of storing and accessing important files. Select 'Company', and then 'Files In Progress' in the menu.

Click through folders to find files. Once a folder is selected, files appear on the right side. Users can view files or upload additional files to each folder. Creation and management of folders is done through QCDocs Desktop.

ID	File Name	File Size	Modified	Modified By
4220	Bank statement-Royal Ban	132 Kb	09-Oct-07	(Sean)
4189	Bank statement-TD Bank-	189 Kb	02-Oct-07	(Sean)
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4224	Tax Document-Payroll Wit	140 Kb	09-Oct-07	(Sean)
4231	Time Off Request-Sabeen I	0 Kb	09-Oct-07	(Sean)

Take Control of Your Business TM

Troubleshooting

QCDocs Systems Inc. delivers a comprehensive process and accounting document management solution designed specifically for small to mid-sized companies.

Our team comes from a wide range of backgrounds, including professional accounting, IT, interaction design, software and web development. We combine our different areas of expertise to build the best solution for automating and streamlining business and accounting processes.

Our web-based products work on a "software as a service" (SaaS) basis. This flexible approach makes our products easy to implement and affordable to small and medium-sized businesses, helping them quickly improve their core accounting and administrative processes so they can focus on building their businesses not their back offices.

Contact Us

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support@qcdocs.com

8 PRINTING DOCUMENTS

The messaging system allows employees to send and receive messages through QCDocs. The task list consists of 3 major areas:

- The Inbox displays the messages you have received. Sent Messages will display the messages you have sent.
- Select [Compose Message](#) to send a message. All QCDoc users of your company will be listed in the To drop down list. Enter a message and select [Send](#) to send your message. Messages sent through the Portal can be viewed through the Desktop application as well as the Portal.

The screenshot shows the 'Welcome to Riva Mining' messaging interface. It features a navigation bar with 'My Tasks', 'Accounting Forms', 'Company', 'Resource Management', 'Dashboard', and 'Logout'. Below this is an 'Inbox' section with tabs for 'Inbox', 'Sent Messages', and 'Compose Message'. The main area displays a list of messages with columns for 'Received', 'From', 'Message', and 'Viewed'. Each message entry includes a timestamp, a 'Seen' status, and 'Reply' and 'Delete' buttons. The messages include requests to look at specific documents and a team building event proposal.

Received	From	Message	Viewed
10/10/2007 12:17:16	(Seen)	Please take a look at this [[16434]]	10/10/2007 12:48:49
10/1/2007 11:50:24	(Seen)	4 pages mockup Please take a look at this [[15993]]	10/1/2007 11:49:44
10/1/2007 10:54:11	(Seen)	Should be Hear about... caught my own spelling mistake! Please take a look at this [[15991]]	10/1/2007 10:53:32
9/27/2007 9:50:48 AM	Nick Bell (Employee)	I'd like to organize a team building event if that is all right? [I have the file on your desk by the end of Monday]	9/27/2007 9:51:17 AM
9/27/2007 9:49:02 AM	Corinne Leroux (Manag)	----- original message on 9/27/2007 9:48:18 AM ----- Could you do some research on Tembal Mine? I think its time to acquire a Ord.	9/27/2007 9:51:18 AM

9 VIEWING DOCUMENTS

The Private folder is a repository for secure documents, such as your Human Resources File. Documents stored in this folder are only available to you and those designated by your QCDocs Administrator (such as your Human Resources personnel). Select 'My Tasks', and then 'Private Folder' in the menu.

The screenshot shows the 'Private Folder' document list interface. It features a navigation bar with 'My Tasks', 'Accounting Forms', 'Company', 'Resource Management', 'Dashboard', and 'Logout'. Below this is a table with columns for 'Doc ID', 'Doc Type', 'Name', 'Doc Date', 'Amount', 'Notes', 'Approve', and 'Status'. Each row includes a 'View' and 'History' button. The table lists three documents: an HR Document, and two Paystub documents.

Doc ID	Doc Type	Name	Doc Date	Amount	Notes	Approve	Status
17474	HR Document		11/07/2007	0.00	yes		View History
17473	Paystub	Luigi Angelo (Luig)	11/07/2007	4,444.00			View History
17472	Paystub	Luigi Angelo (Luig)	11/07/2007	4,444.00			View History