

### 8 FILING

Filing provides access to the company's electronic filing cabinets. Filing is displayed like Windows Explorer, with a view of the folders on the left a listing of the files contained on the right. Each file also includes its status and any tags or attributes associated with the document. Select 'Dashboard', and then 'Filing' in the menu.

- Select [View](#) to open the file.
- Select [History](#) to view the history of the file.

### 2 STATUS BAR

Across the top of every page is the Status Bar. The Status bar contains information of the company you are logged in to, your username, and indicators for key responsibilities.

- **Auth** - Documents waiting your authorization
- **Msg** - Unread messages
- **PO** - Open purchase orders you are responsible for that the Company is waiting to receive from vendors/suppliers
- **AP** - Accounts payable, bills from vendors/suppliers that have not been paid
- **AR** - Accounts receivable, invoices to customers that have not been received yet
- **SO** - Sales order, tracking outbound customer shipments

Next to each is a document counter which indicates the number of each type of document. If you click on this number you will be taken directly to that section in the My Tasks section.

Date	Tags	Hour	Description	Actions
07-Nov-07 Wed	(Project) Harrison Silver Mine (Project) Training	8.00	Anthracite Conference	[Edit] [Recall] [Delete]
06-Nov-07 Tue	(Project) Harrison Silver Mine	8.00	Client Consultations	[Edit] [Recall] [Delete]

### 3 MY APPROVALS

Many documents in QCDocs, such as expense reports, purchase orders, and time off requests go through an approval process. The My Approvals section allows you to View the document, view the History of the document, Approve the document, Decline the document and add Comments to the document.

#### Approval Alerts

When a document is routed to you for approval through QCDocs Desktop or by an accounting form in the Corporate Portal, you will receive an Email Alert and the number in the Auth field in the Status Bar will increment.

## 4 RESPONSIBILITIES

Some users are directly responsible for key business processes including shipping, receiving, PO management, payment of bills and receipt of cheques. Select 'My Tasks', and then 'Responsibilities' in the menu.

As documents move through their workflow, they are routed to the responsible people for each of the processes listed below. When they arrive, the status bar is updated to alert users to the presence of new documents. Responsibilities work flow is controlled through the QCDocs Desktop.

### Open POs

The Open POs Responsibilities page is designed those responsible for receiving and managing purchase orders. From this screen, open purchase orders can be viewed, edited and then closed when the items arrive. Once closed, the purchase order is then routed to the next step in its workflow.

### Accounts Receivable

When cheques arrive and are deposited, the Accounts Receivable document associated must be updated and marked as deposited. To do this, simply located the matching Accounts Receivable Document and click the Deposit button.

### Accounts Payable

Once a purchase order is closed, it is automatically routed to accounts payable for payment. The Accounts Payable Requirements screen allows the responsible person to approve invoices for payment.

### Sales Order

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### Approval History

The Approval History screen provides a list of all invoices, expenses, POs and/or other documents you have approved.

Open POs

Account Payable

Account History

## 6 DASHBOARD - REPORTS

QCDocs Portal includes a range of management reports to help you better understand your business. Reports are grouped by logical area, including Task Management, Internal Control, Project and Attribute Management, Financials, Budgeting, Admin and Human Resources. Select 'Dashboard', and then 'Reports' 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-C	189 Kb	02-Oct-07	(Sean)
4218	Check-Check Run-200710R	539 Kb	09-Oct-07	(Sean)
4230	Contract-Impark-20030721	964 Kb	09-Oct-07	(Sean)
4229	Credit Memo-Qiagen Inc.-I	303 Kb	09-Oct-07	(Sean)
4227	HR Document-Offier 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.-I	124 Kb	09-Oct-07	(Sean)
4222	Receipt-McAfee-20070605	237 Kb	09-Oct-07	(Sean)
4217	Reconciliation-Coast CapIt	898 Kb	09-Oct-07	(Sean)
4294	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-Saben I	0 Kb	09-Oct-07	(Sean)

### 3 SUBMITTING A PURCHASE ORDER

Purchase Orders can be filled for both goods and services. Select 'Accounting Forms', and then 'Purchasing' in the menu.

- Refer to Company Policy for when you should use a Purchase Order to initiate a purchase.
- Select a vendor/supplier from the Vendor drop down of approved vendors. If the vendor you need is missing send an email request to have the vendor added using the Add Vendor link.
- Fill out the PO based on the vendor catalog, quote or verbal price.
- Select any corresponding Tag for each Purchase Order item (such as a project or account). Please see your Company Policy for more information about using Tags.
- Enter the items or services that are relevant to the Purchase Order and click the Add button to add them.
- Input the amount (or estimates) for Taxes and Shipping and Handling (if applicable).
- In the Other Information field, include any other items relating to the purchase- such as Terms of payment.
- Select the correct approver for your Purchase Order from the Approver drop down box.
- Click Preview to see your Purchase order.
- Once you have confirmed that the information entered is correct, click the Submit button at the bottom of the preview screen to send it for approval.
- If you are configured to receive alerts, you will receive an email notification when the approval is made.
- You can access the approved PO by clicking Accounting Forms, then History.
- If the vendor needs a copy of an approved PO for their records, print and fax, or save and email the PO.



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### 6 SCHEDULING

Scheduling provides a list of all time off requests, and their status, for a selected period. Select 'Resource Management', and then 'Scheduling' in the menu.

- Enter a To and From Date, or select dates by clicking on the calendar icons.
- Select [Display](#).

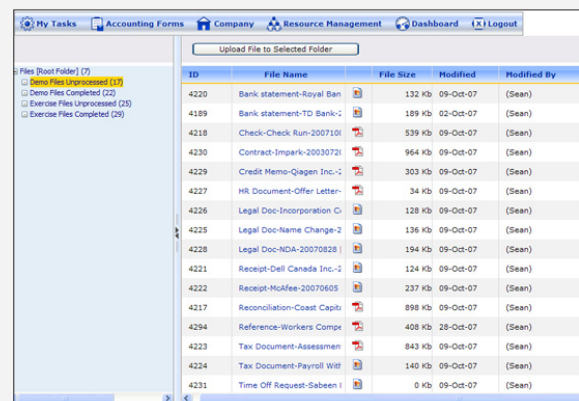


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### 1 ADDING & REMOVING TAGS

When entering information or a transaction that can be defined by Tags you will see a Selected Tags box in the form. Select 'Resource Management', and then 'Tag Management' in the menu.

- To add Tags, simply click Select. This will bring up a list of all the available Tags, grouped by type. The list of types will vary by company. Some common types include Accounts, Customers and Projects.
- Select a tag and press Add.
- To remove a tag, simply select the desired tag and click Remove. To remove all the Tags from the list, click Remove All.



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# Take Control of Your Business <sup>TM</sup>

## 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

### Address

Harbour Center  
515 West Hastings Street, Suite 7352  
Vancouver, B.C.  
V6B 5K3

**Toll Free:** 1.877.241.8444

**Fascimile:** 778.782.7760

**Fax:** 604.357.1362

**Website:** [www.qcdocs.com](http://www.qcdocs.com)

**Sales Queries:** [sales@qcdocs.com](mailto:sales@qcdocs.com)

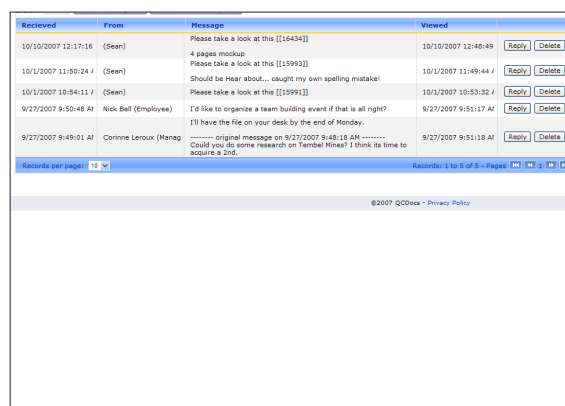
**Partner Queries:** [partners@qcdocs.com](mailto:partners@qcdocs.com)

**For Support, Contact us at  
[support@qcdocs.com](mailto:support@qcdocs.com)**

## 6 COMPANY POLICIES

The Company Policies repository provides a single source for all your company's policies and procedures. Select 'Company', and then 'Policies' in the menu.

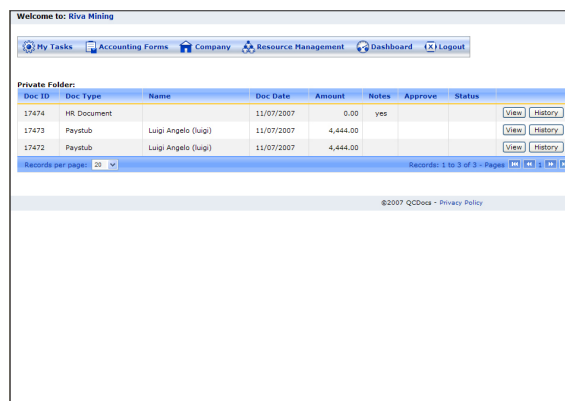
Use the QCDocs Desktop to set which folder will display the policies.



Received	From	Message	Viewed
10/10/2007 12:17:16	(Seen)	Please take a look at this [[16434]]	10/10/2007 12:40:49
10/1/2007 11:50:24	(Seen)	4 pages mockup Please take a look at this [[15992]]	10/1/2007 11:49:44
10/1/2007 10:54:11	(Seen)	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'll 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 (Manager)	----- original message on 9/27/2007 9:48:18 AM ----- Could you do some research on Tembel Mines? I think its time to acquire it.	9/27/2007 9:51:18 AM

## 9 SEARCH

Any document stored in QCDocs can be searched for, based on its attributes or name. Select 'Dashboard', and then 'Search' in the menu.



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