FORTIS Quick Reference Sheet

TERMS

<u>In Basket</u>-A temporary place to hold documents

<u>Database</u>-A permanent place to store your documents

<u>Query</u>-A way to find documents quickly and efficiently

<u>Index</u>-The process of adding additional information to your document to make it easier to find via queries

SCANNING

1. Open FORTIS Scan Station
2. Open the Database you would like to use
3. Load the document on your scanner
4. Select a destination for your document and enter in any requested information
5. Click the scan button

INDEXING

1. Open FORTIS Edit Station
2. Open the appropriate database
3. Open your in basket
4. Select Index
5. Select the destination and document type
6. Click OK
7. Enter in any of the requested information
8. Click Save

FINDING DOCUMENTS

1. Open FORTIS Edit or View Station
2. Open the appropriate database
3. Click Queries
4. Double click the query you would like to run
5. Enter in the requested information at the prompt
6. Click OK