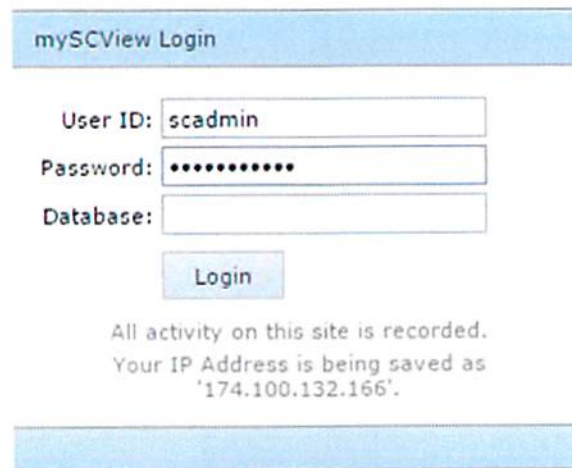


SCView Quick Tutorial

SCView provides unbiased, secure information access for all documents and structured data stored in file systems, intranets, enterprise applications, databases, and web sites. It is revolutionizing your approach to search by incorporating all of your sources into one federated search platform. In addition, SCView will provide end users with the ability to retrieve, view, edit and print scanned/indexed documents. Our interface allows users to intuitively search all of your scanned documents through a single user interface.

Login Screen

When a user needs to retrieve information they must first log into our system (for security reasons). The login information used will define the rights of the user (all permissions are user-based for added security). Records are located at the following web address: www.myscview.com.



mySCView Login

User ID:

Password:

Database:

All activity on this site is recorded.
Your IP Address is being saved as '174.100.132.166'.

Once you have accessed the site, fill in the applicable log-in information in the box shown above. If you are unsure of your username, password, or database name please contact us for further information.

Chad Stein, CDIA+
Professional Services Manager
SC Strategic Solutions
Phone: 216-513-0346
Office: 567-424-6054
cstein@scview.com

Troy Stein
Account Manager
SC Strategic Solutions
Phone: 419-677-1084
tstein@scview.com

Brandon Meagrow
Warehouse Manager
SC Strategic Solutions
Phone: 419-677-9323
Office: 567-424-6054
bmeagrow@scstrategicsolutions.com

Choosing a Document Type

Once a user has successfully signed into the system, **SCView** will allow them to select from a list of available document types based on that user's application rights. Once a document is selected the appropriate search criteria will automatically display (for example, Board Minutes may be searched by date of meeting, where Personnel Files may be searched by a full or partial first or last name and possibly a date of birth).

Department	<input type="text" value="Board of Education"/>	
Document Type	<input type="text" value="Special Education Record"/>	
Last Name	<input type="text" value="Special Education Records"/>	
First Name	<input type="text" value="Student Records"/>	
Date of Birth	<input type="text"/>	
Type	<input type="text"/>	
Effective Date	<input type="text"/>	
<input type="button" value="Clear"/>	<input type="button" value="Edit"/>	<input type="button" value="Search"/>

Department	<input type="text" value="Board of Education"/>	
Document Type	<input type="text" value="Student Records"/>	
Last Name	<input type="text"/>	
First Name	<input type="text"/>	
Date of Birth	<input type="text"/>	
<input type="button" value="Clear"/>	<input type="button" value="Edit"/>	<input type="button" value="Search"/>

Searching & Viewing a Record

A search can be executed by utilizing full or partial information. For example, if a user wanted to find Henry Bosen, they could type in the full name in the search criteria or simply "Henry" or "H" in the first name box and "B" in the last name search. Ultimately, the more information that is entered into the search boxes, the fewer lines of data a user will have to search through to find the desired information. Once the desired information is found a user must simply double-click on it to display the image(s). In order to search again, click the "Clear" button or replace the current search and type in the new search criteria.

Search Admin LogOut

Found 23 records.

Document Type Student Records

Last Name b

First Name

Date of Birth

Clear Edit Search

Last Name	First Name	Date of Birth
BOSEN	HENRY	01/18/2011
BAGUILE-SMITH	JOYCE	01/19/2011
BILLIPS-HAY	MATILDA	02/12/2011
BERT	KRIS	02/13/2011
BIMMS	MICHELLE	02/21/2011
BURSE	JOHN	03/02/2011
BUMMEL	STEVE	03/15/2011
BOLLEN	GRAHAM	03/29/2011
BILSON	SARAH	04/29/2011
BILLS	MELANIE	06/29/2011
BITH	JANET	07/05/2011
BONT	AVA	07/19/2011
BOMETHY	JIMMY	07/21/2011
BRADLEY	ROBERT	08/02/2011
BANDLE	DAVID	08/11/2011
BROCHE	STACY	08/15/2011
BRIDDLE	KEVIN	09/04/2011
BOUDDS	EDWARD	09/25/2011
BRETZ	ETHAN	10/21/2011
BYRE	MEGAN	10/22/2011
BONTE	OWEN	11/12/2011
BLYTE	MAXINE	11/29/2011
BUDENZA	SARAH	12/25/2011

If a document has many pages SCView can display a thumbnail view for expedited searches within a document. Simply scroll down thru the pages until the desired page is found.

The screenshot shows the SCView application interface. On the left, there is a search results table with columns for Last Name, First Name, and Date of Birth. The table lists several students, with the first row highlighted in yellow: EQSEN, HENRY, 01/16/2011. Below the table is a vertical strip of thumbnails representing pages of a document. On the right, the main content area displays an "OFFICIAL HIGH SCHOOL TRANSCRIPT" for a student named CAR. The transcript includes personal information (NAME, ADDRESS, GRADE, SEX, DOB, PARENT NAME, GRAD DATE, SCHOOL CODE), course history (ALGEBRA I-B, PE), current courses (LIFE SKILLS I, LAN ART 9, HEALTH, HONORS GEOMETRY, PHYS SCIENCE, SOC ST I, INF TECH), and various scores (ACT, SAT, PLAN, PSAT).

Printing a Record

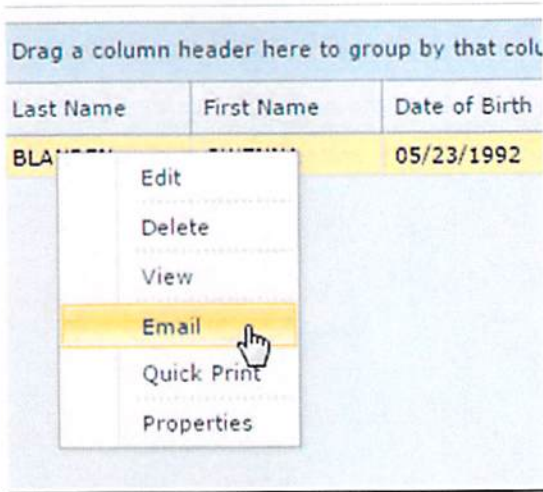
Users, if granted the correct permissions, can print a record from the system when necessary. When a record is open that the user wishes to print, simply click the printer button that is immediately above the displayed image. A print setup dialog will display:

The screenshot shows the SCView application interface with a print button being clicked. The print button is located above the displayed image of the transcript. A "Print Setup" dialog box is open, showing options for printing: "Current Page" (selected), "All Pages", and "Page Range" (1 to 14). The dialog box has "Open", "Save", and "Cancel" buttons.

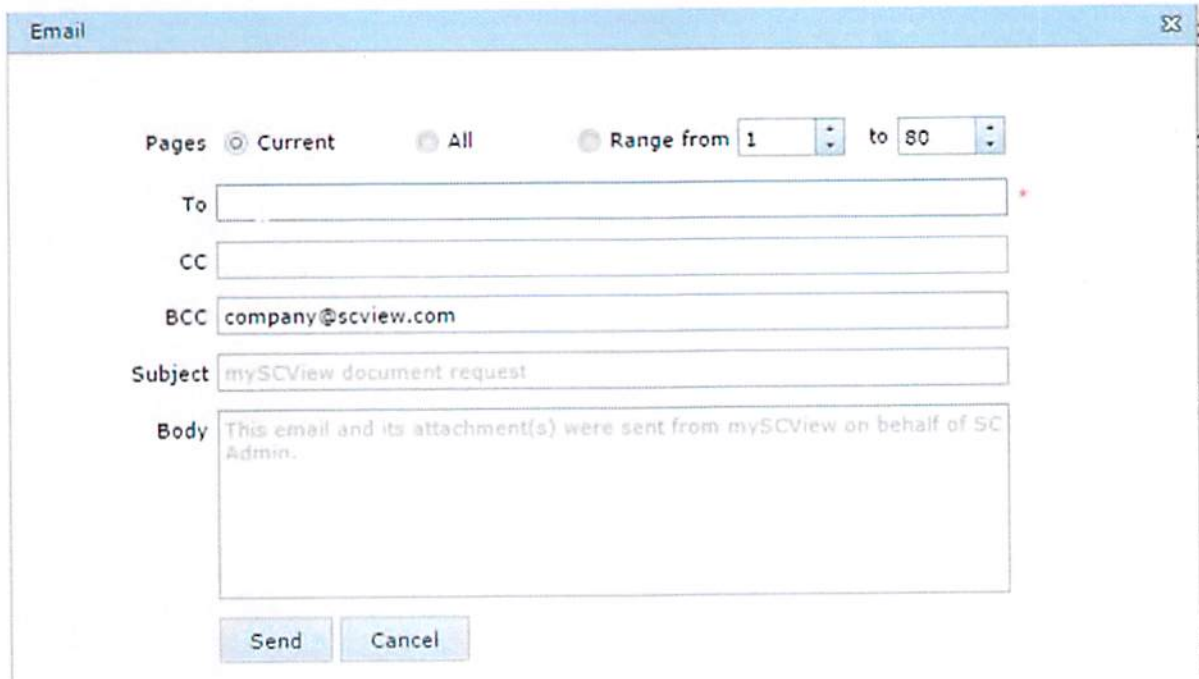
From here, the user can decide whether to open the current page, all pages, or a range of pages as a PDF. Once the user selects "Open", a PDF will display of the chosen file. From here, the user can print or save the file.

Emailing of a Record

If a user would like to email, part or all of a records the can right click on the results grid and select Email:



A pop-up menu will display with the email options. The user simply needs to add the recipients address and has the option to leave the default message or click on the body or subject to send a customized message. The user's email address is defaulted in the BCC, this can be removed if the user does not want to be blind copied on teh email.



A screenshot of an 'Email' dialog box. The dialog has a title bar 'Email' and a close button. It contains the following fields and controls:

- Pages:** Radio buttons for 'Current' (selected), 'All', and 'Range from'. The 'Range from' section has two spinners: the first is set to '1' and the second is set to '80'.
- To:** An empty text input field.
- CC:** An empty text input field.
- BCC:** A text input field containing 'company@scview.com'.
- Subject:** A text input field containing 'mySCView document request'.
- Body:** A text area containing the text: 'This email and its attachment(s) were sent from mySCView on behalf of SC Admin.'
- Buttons:** 'Send' and 'Cancel' buttons at the bottom.