PaperSavePlus for QuickBooks version 4.12

Table of Contents

Part I

1 Welcome to PaperSavePlus!

This guide includes both the Installation Guide and the User's Guide.

Please read through the **Installation Guide** to help you properly install the software.

The **User's Guide** will teach you how to use PaperSavePlus as well as be an ongoing reference in case you have questions while you are using the software.

If you require any assistance, you can **contact us** via email or at 1-877-727-3799.

Part II

2 Installation

Our Installation section of the PaperSavePlus User Guide consists of three main parts:

1. Before you begin installation, please read through **Installation Quick Tips**.

2. After you've read through our Getting Started guide, you'll be ready to continue with the **Installation Instructions**

3. Once you have properly installed PaperSavePlus, you must follow a few quick instructions to enable QuickBooks to work with PaperSavePlus. View **After Installation** to follow these instructions.

2.1 Installation Quick Tips

Installation Quick Tips

✓ Ensure that you are connected to the Internet

✓ If you are installing on Windows Vista operating system, please refer to the **special instructions for Windows Vista**

✓ Confirm that the user who is performing the PaperSavePlus installation is the local admin of the computer.

The local admin is the user that has all the rights to install PaperSavePlus in a way that all other users will be able to access PaperSavePlus.

✓ Check that your workstation and/or server meet all our **System Requirements**

✓ Start QuickBooks in Administrative mode. PaperSavePlus cannot install if QuickBooks is closed

To do so:
1. Start up QuickBooks by right clicking the QuickBooks icon
2. Choose “Run as Administrator"

✓ When prompted to open a company file, select a sample company file in QuickBooks that is not your own company file. This will ensure that your own company file is safe during installation

✓ If you will be using a PaperSave compatible **ScanSnap** scanner, after you've installed PaperSave and have registered your QuickBooks company profile against PaperSavePlus, please create the PaperSave Profile in the ScanSnap Manager before attaching any documents using the ScanNow acquisition method.

NOTE: The PaperSavePlus setup file should be copied locally (to your hard drive) and is not running off of a network source. **After you have verified everything on this checklist, continue to the Installation Instructions.**

2.1.1 System Requirements

QuickBooks Edition	• Pro 2006 - 2010 • Premier 2006 - 2010 • Enterprise 6 - 10
Host Computer Operating System	• Microsoft Windows 2000 with Service Pack 3 (SP3) • Windows Server 2003 SP2 • Windows XP Professional Edition SP2 • Windows VISTA*
Local Computer Operating System	• Microsoft Windows 2000 with Service Pack 3 (SP3) • Windows Server 2003 SP2 • Windows XP Professional Edition SP2 • Windows Vista • Microsoft .NET Framework CLR 2.x**
Processor	• Intel Pentium 1 GHZ or faster (Pentium III or equivalent recommended)
Memory	• 1024 MB of RAM minimum or greater—1.5 GB recommended
Scanner Requirements	• TWAIN Compliant • Automatic Document Feeder • Scan 15 pages or greater per minute • Duplex Scanner Mode Output • Select the black and white scanning option • Click here to view special instructions for ScanSnap users

*If you are installing PaperSavePlus on a computer using Windows VISTA, please refer to our special installation instructions before you install.

** If you're not sure if you have Microsoft .NET Framework 2.0 installed, please click here.

Click here to proceed to Installation Instructions.

2.1.1.1 Microsoft .NET

- If you are unsure whether or not you have Microsoft .NET Framework 2.0 installed, perform the following steps:

1. Click the Windows Start button
2. Go to Control Panel -> Double Click "Add Remove Programs" and check for "Microsoft .NET Framework 2.0"
3. If you find "Microsoft .NET Framework 2.0" in Add or Remove Controls listing, then it is already installed on your computer

- If you do not find "Microsoft .NET Framework 2.0" in Add or Remove Controls then click on the link below to download the Microsoft .NET Framework 2.0.

Please make sure QuickBooks is NOT running during the installation of the Microsoft .NET Framework 2.0.

Download Microsoft .NET Framework 2.0

- After the framework has been fully installed, proceed to follow the PaperSavePlus for QuickBooks Installation Instructions.

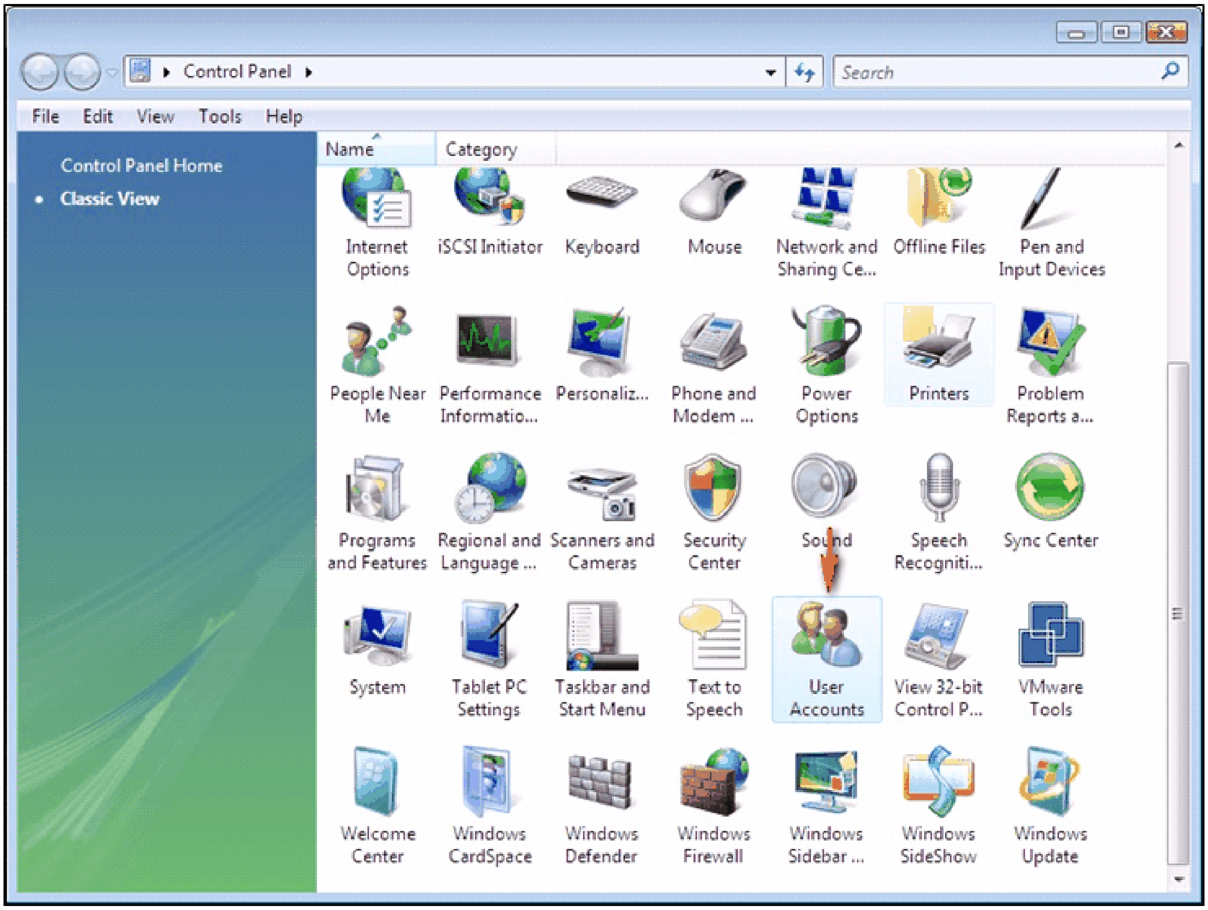
Click here to proceed to Installation Instructions.

2.1.1.2 User Account Control

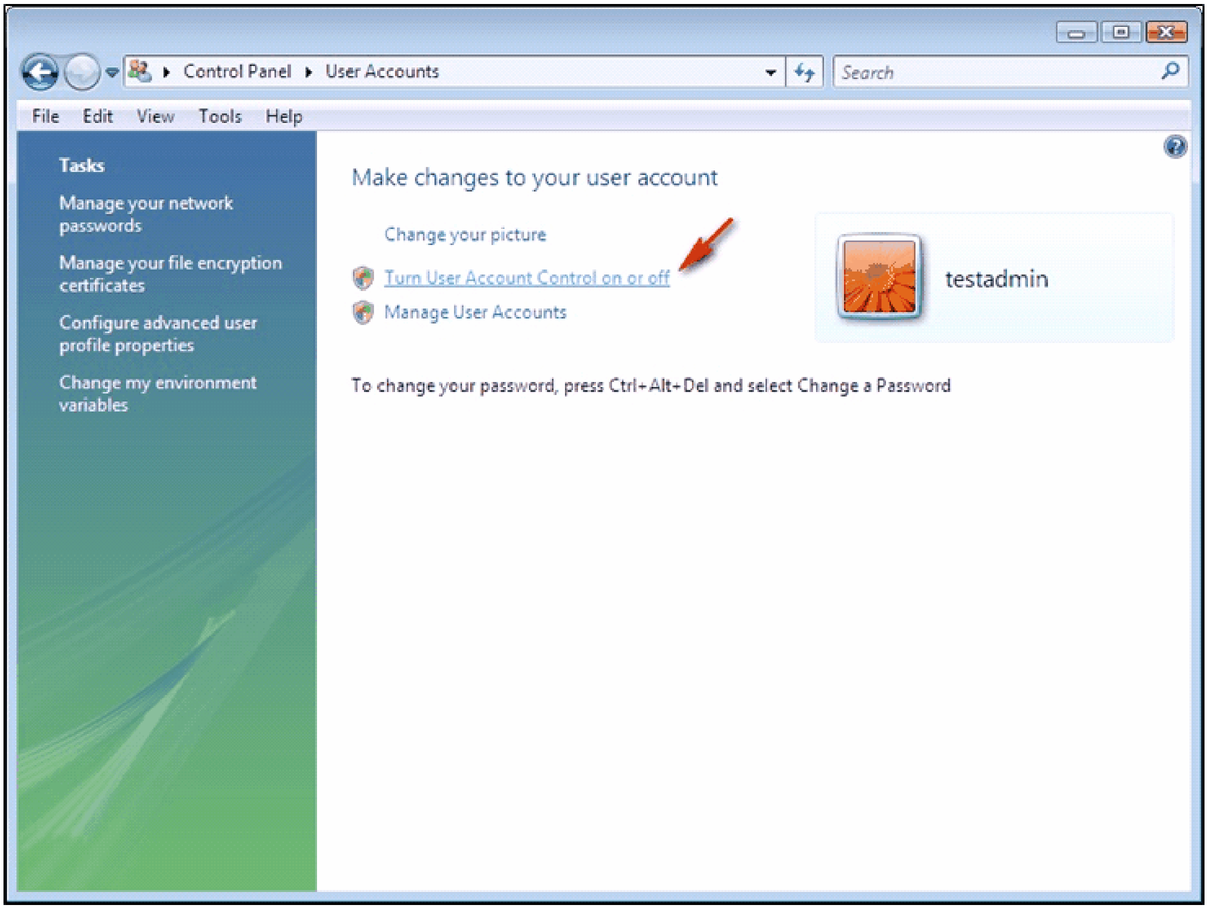
Before Installation for Windows Vista Users:

The User Account Control (UAC) must be turned ON. Please perform the following steps to check whether your UAC is turned on:

1. Click on the Windows Start menu
2. Select Control Panel and double click on User Accounts



3. Click on "Turn User Account Control on or off"



4. If the "Use User Account Control (UAC) to protect your computer" option is checked, then the UAC is already turned on and you do not need to do anything else

5. If it is unchecked, check the checkbox and click OK

After this is complete, open QuickBooks in Non-Elevated mode. Click here to find out how.

2.1.1.3 QB Non-Elevated Mode

Before Installation for Windows Vista Users

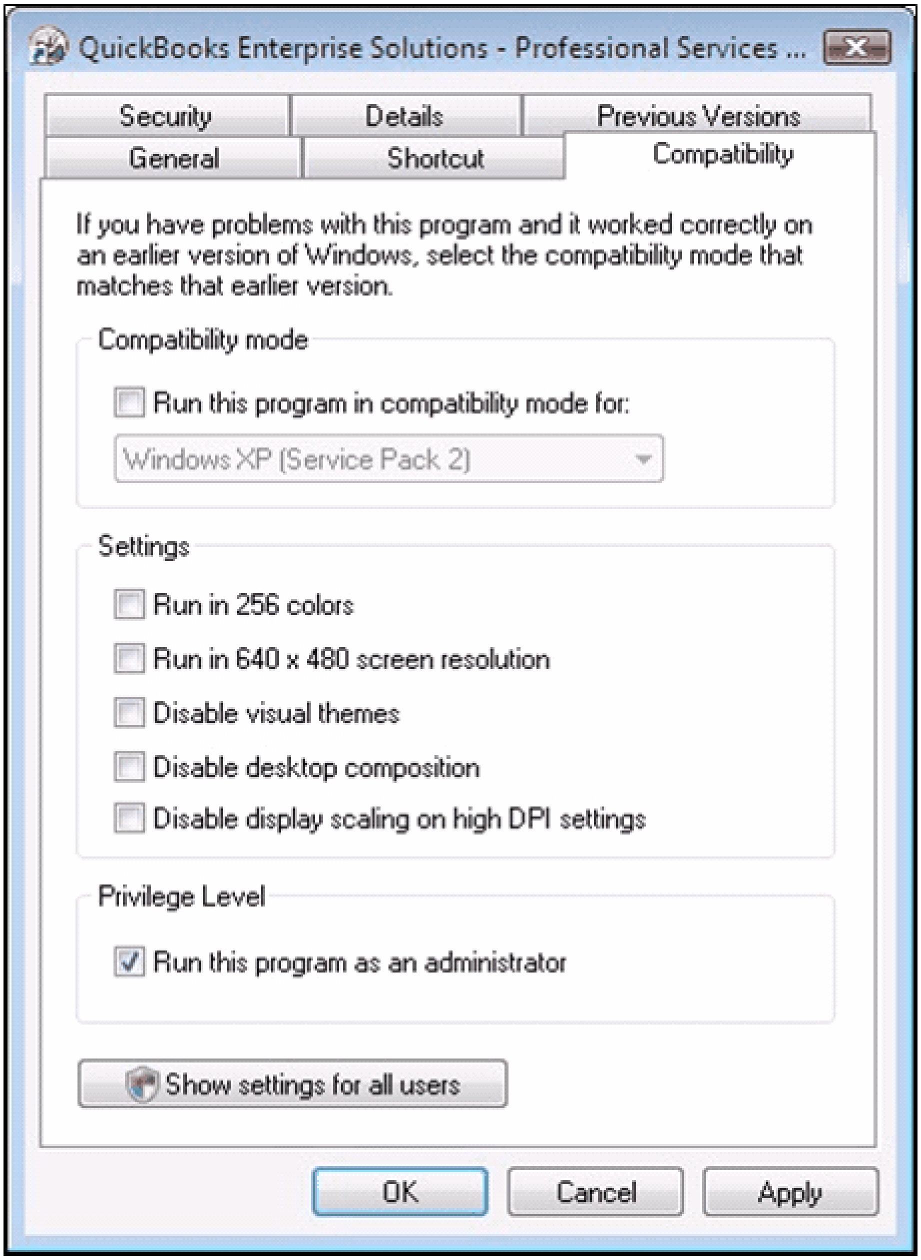
Open QuickBooks in a Non-Elevated Mode:

Please perform the following steps to check/change whether the application is running in an Elevated mode:

1. Right click the application shortcut and select “Properties” and select the “Compatibility” TAB.

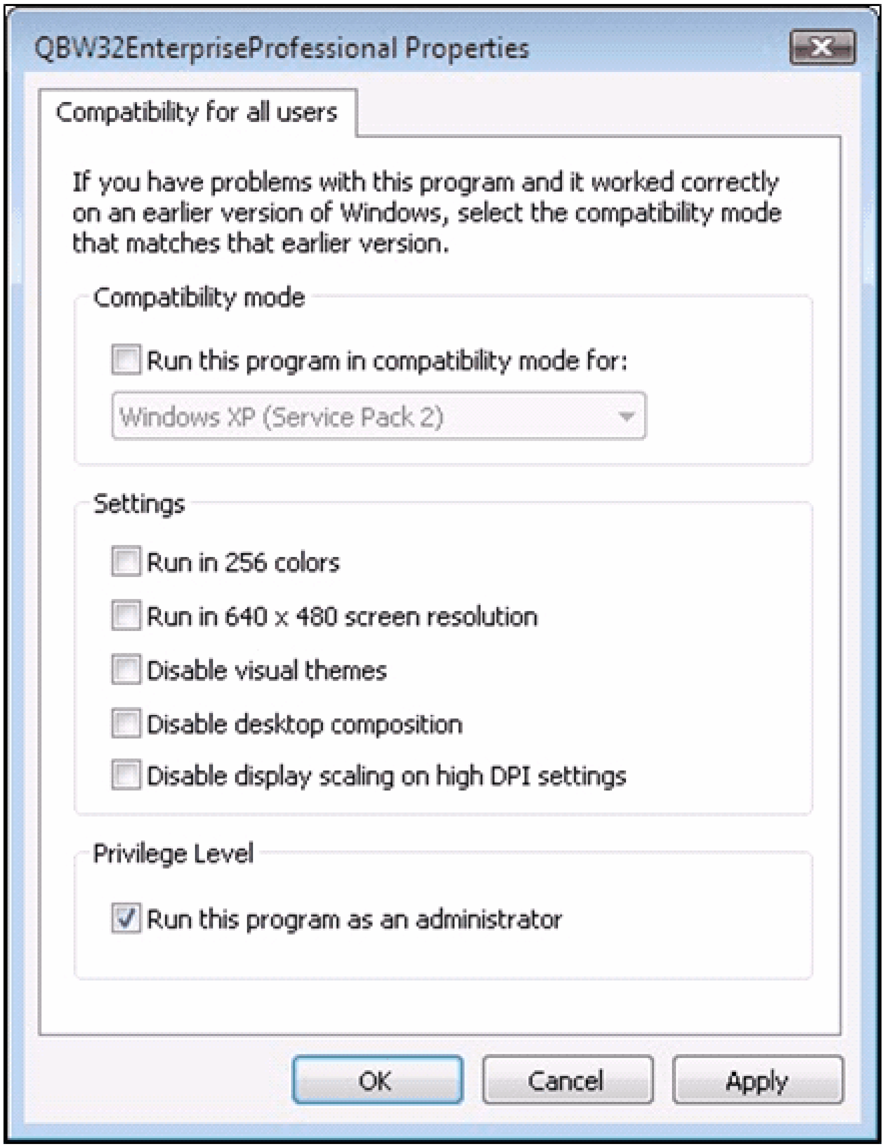
2. Ensure that the option **“Run this program as an administrator”** option is NOT checked. If this

option is checked (as shown below) then uncheck it and click on the **"Apply"** button.



3. Next, click on the **"Show setting for all users"**.

4. Check the option **"Run this program as an administrator"** option under "Privilege Level" if it is checked then uncheck it and press the "Apply" button and the press **"OK"**.



5. Click next to proceed with the installation. Follow steps 1-3 for all the following applications utilized by PaperSavePlus to ensure that the integration will function properly:

- Microsoft Office Outlook
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint
- Adobe Acrobat

After completing the above, you can begin the PaperSavePlus installation. When you are finished installing, please return to these instructions to complete the After Installation instructions below.

After Installation for Windows Vista Users:

Due to some known issues with Windows Vista UAC and QuickBooks you will need to open QuickBooks in Elevated mode (right click on QuickBooks icon and select “Run as Administrator” option) to complete the Installation.

NOTE: The above instructions should be followed only once right after the PaperSavePlus installation. For remainder of your use, QuickBooks should be open in Non-Elevated Mode.

2.2 Installation Instructions

Once you begin the installation process, you will be presented with options on how to install

PaperSavePlus - **Simple** or **Advanced**. In selecting which setup is right for you, please consider your number of users and/or licenses, how you will use the software as well as if you have specific needs. Reference the scenarios below to determine which method suits your needs.

<table>
<tr>
<td>
PaperSavePlus is comprised of two components that will be installed:
• PaperSave database
• PaperSave client

NOTE: In some cases you will install the PaperSave database on one machine and the PaperSave client on another machine.
</td>
<td>


</td>
</tr>
</table>

Scenario 1: If your PaperSave database and QuickBooks client will be hosted on a single workstation, you should perform the PaperSavePlus **Simple** Setup. Reference the image below.

Click here to continue to Simple Setup

Scenario 2: If your PaperSave database and QuickBooks client will be hosted on a single workstation, but you do not want to download our courtesy copy of SQL Server 2005 Express, you should perform the PaperSavePlus Advanced Setup. Reference the image below.

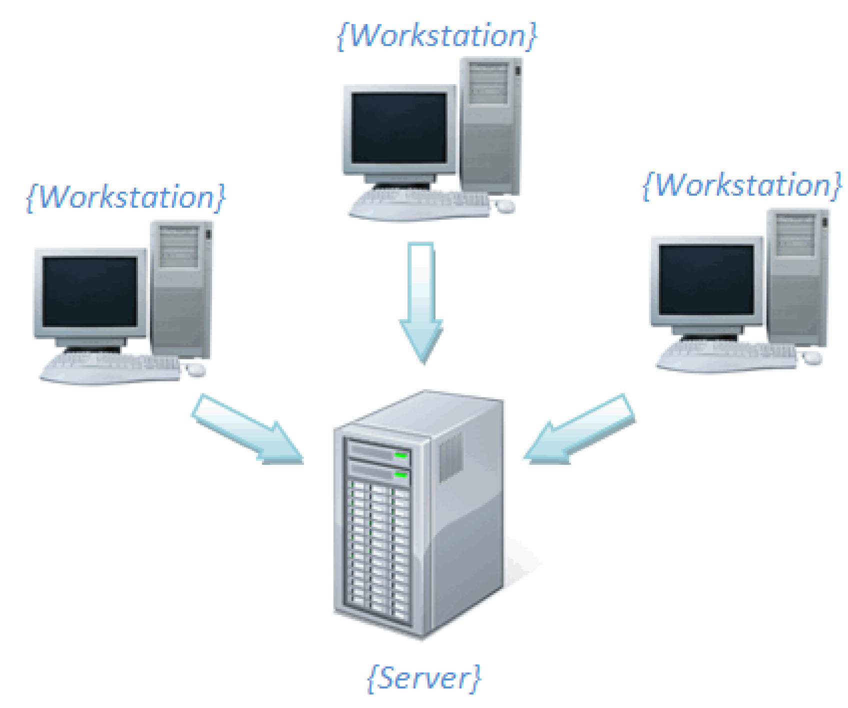
Click here to continue to Advanced Setup

Scenario 3: If your PaperSave database will be hosted on a server and the PaperSave client will be hosted on a workstation, you should perform the PaperSavePlus **Advanced** Setup for Installation. Reference the image below.

Server = Machine that will only host the PaperSave database.

Click here to continue to Advanced Setup

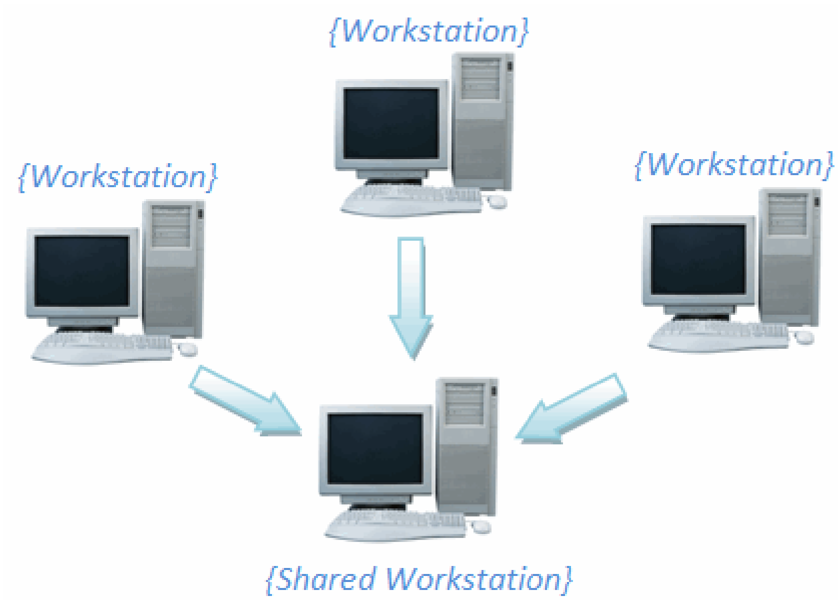
Scenario 4: If your PaperSave database will be accessed and shared by multiple QuickBooks users and will be hosted on a server, you should perform the PaperSavePlus **Advanced** Setup for installation. Reference the image below.



Server = Machine that will only host the PaperSave database.

Click here to continue to Advanced Setup

Scenario 5: If your PaperSave database and QuickBooks client will be hosted on a shared workstation, you should perform the PaperSavePlus **Simple** Setup on the shared workstation. For additional workstations that will be linked to the shared workstation, perform the PaperSavePlus **Advanced** Setup for the PaperSave client only on these additional workstations. Reference the image below.



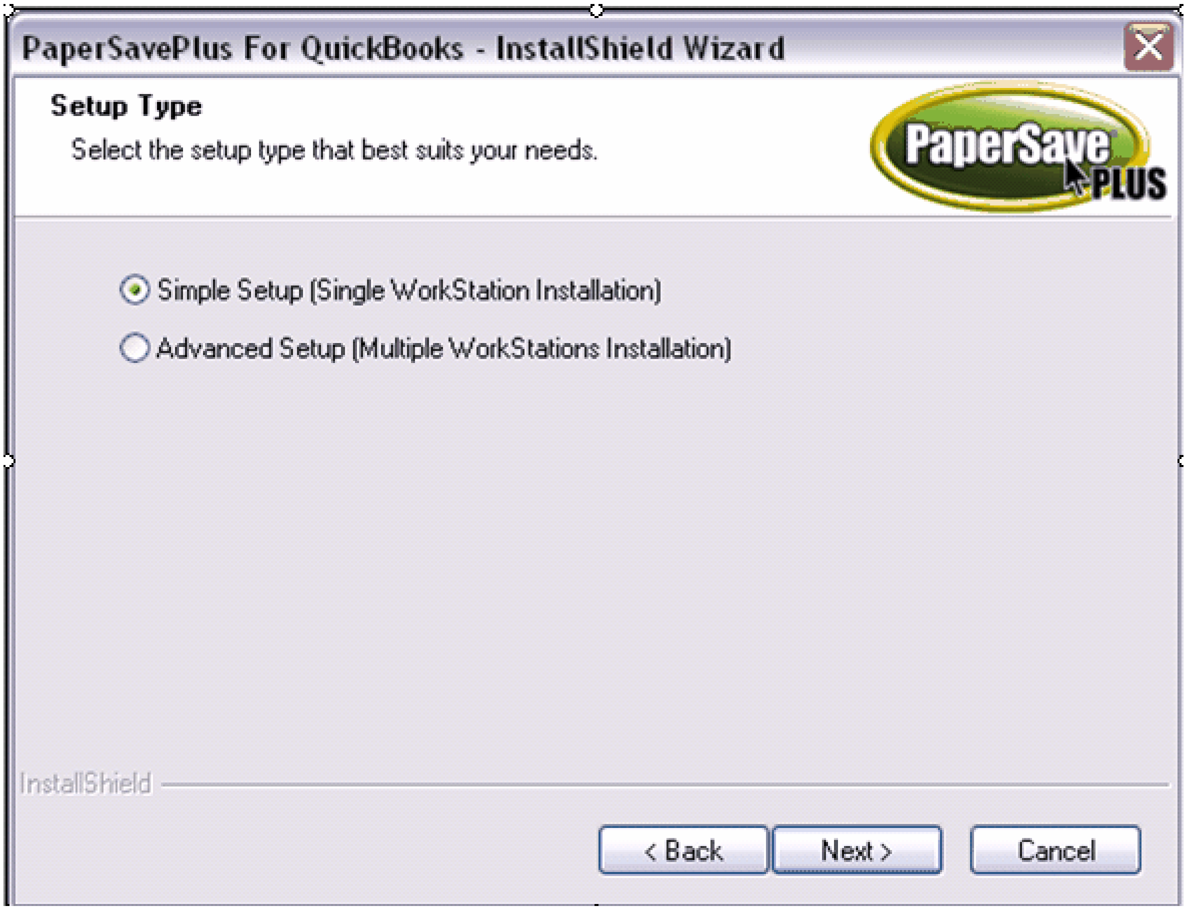
Shared Workstation = Machine that will host the PaperSave database, PaperSave client and also be used by a QuickBooks user.

Click here to continue to Simple Setup

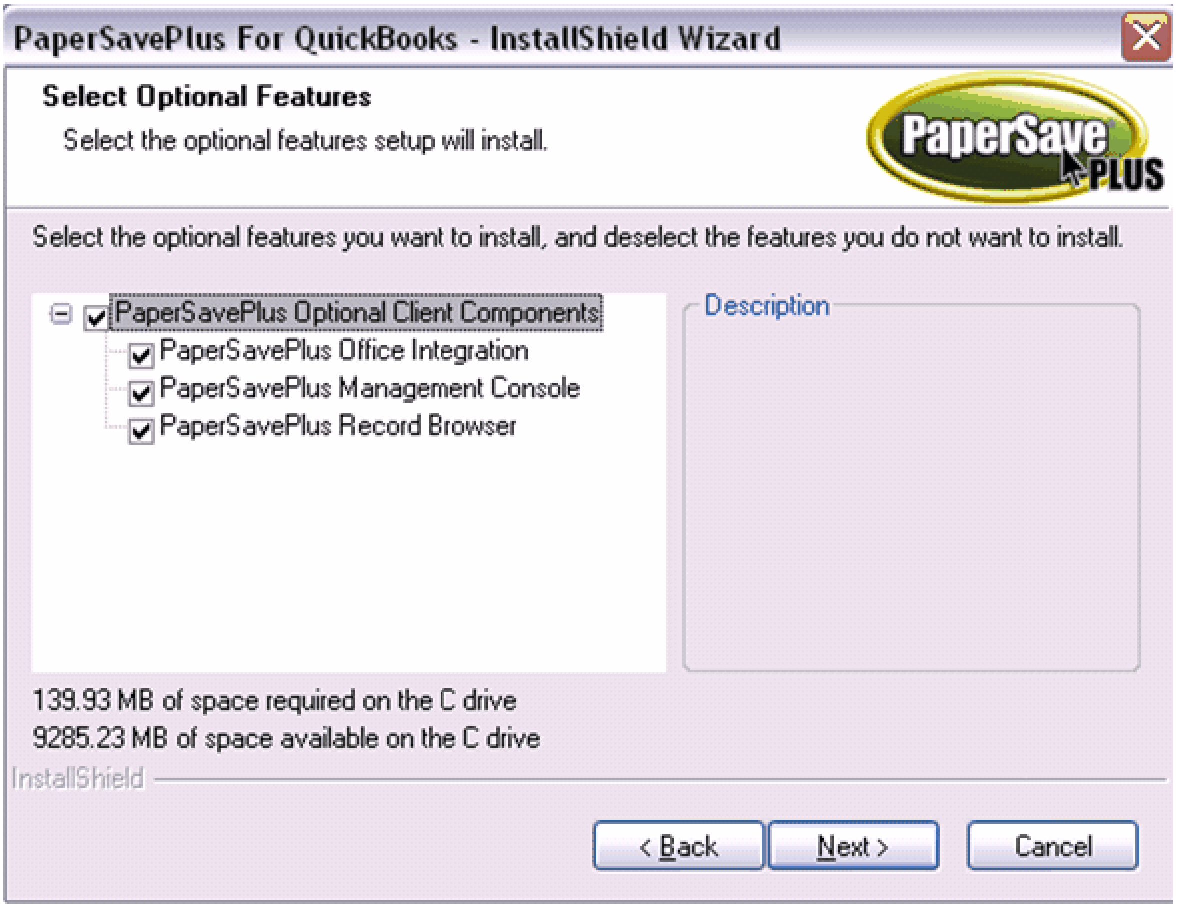
2.2.1 Simple Setup

This installation is for a single user. With this setup, there will be no other computers running QuickBooks nor connecting to the PaperSave database.
Locate the PaperSavePlus .exe file and double click on it. The setup will begin.

When you arrive at the following window, select *Simple Setup* and click on the *Next* button. The setup will proceed to install Microsoft SQL Server 2005 Express Edition and the PaperSavePlus for QuickBooks client components.



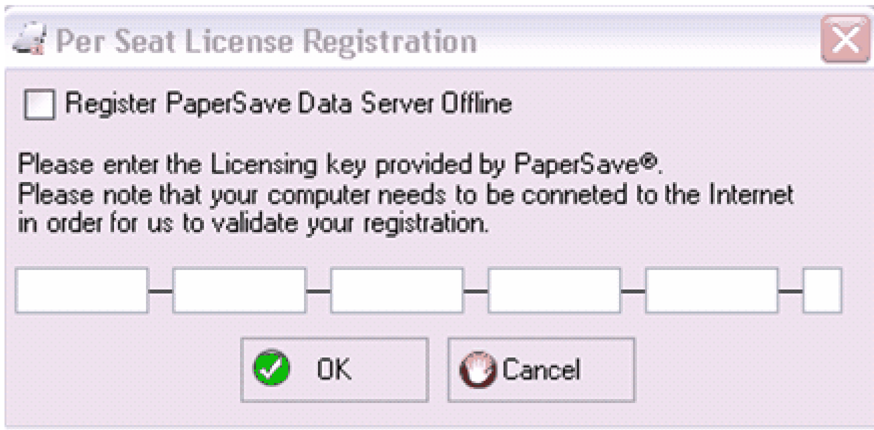
1. After selecting “Simple Setup”, click the “Next” button and the following window will appear.



This screen allows you to select the PaperSavePlus Optional Client Components. By default all the options are selected. Click the “Next” button to proceed with the installation.

NOTE: To view the description of each component feature, select the component and the information will be listed in the Description window to the right.

2. Follow the prompts until you arrive at the screen where you will enter your license key:

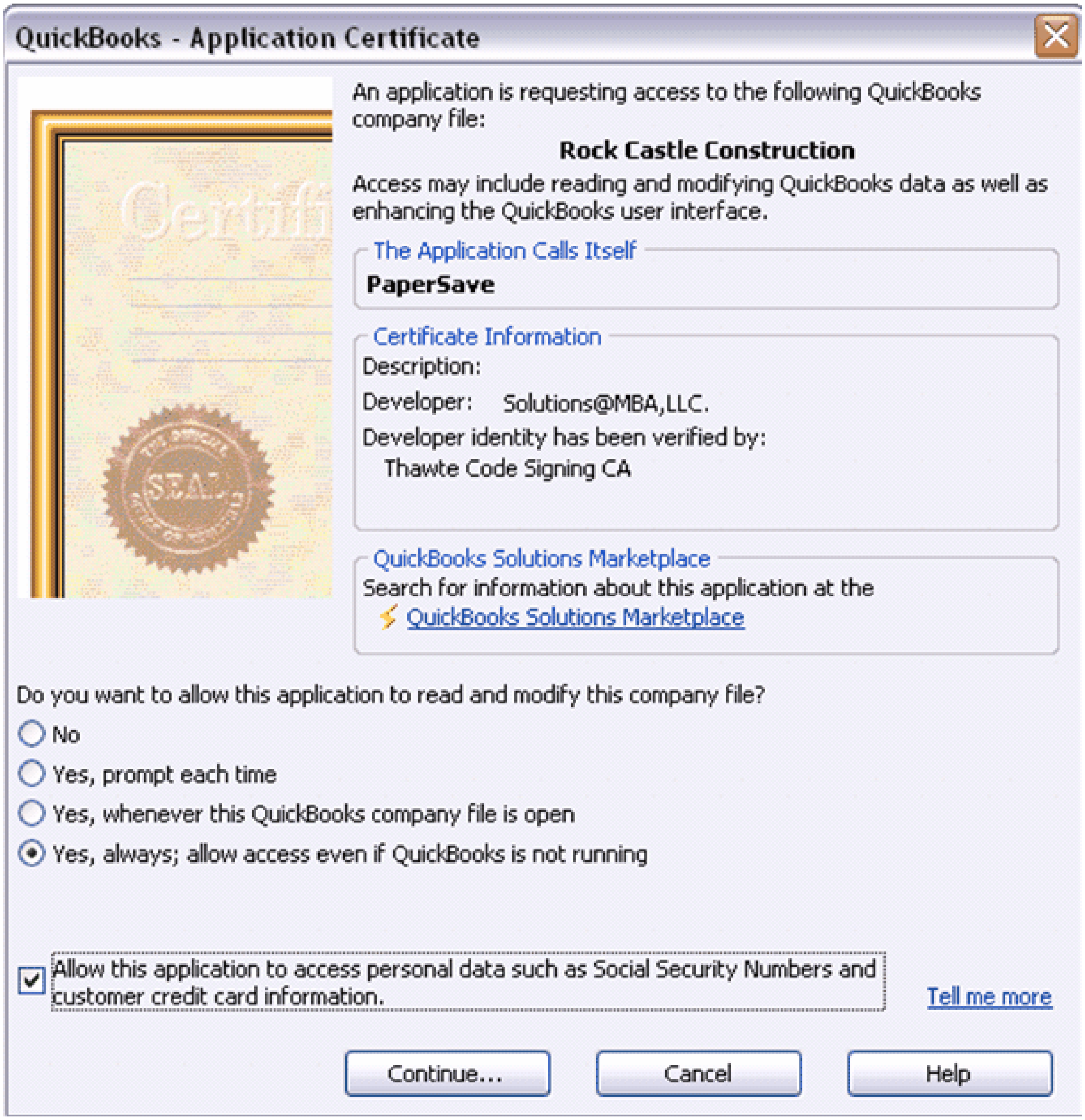


You can choose to enter your license key now or enter it later. If you choose to enter it now, enter the license key you were sent via email and click “OK”.

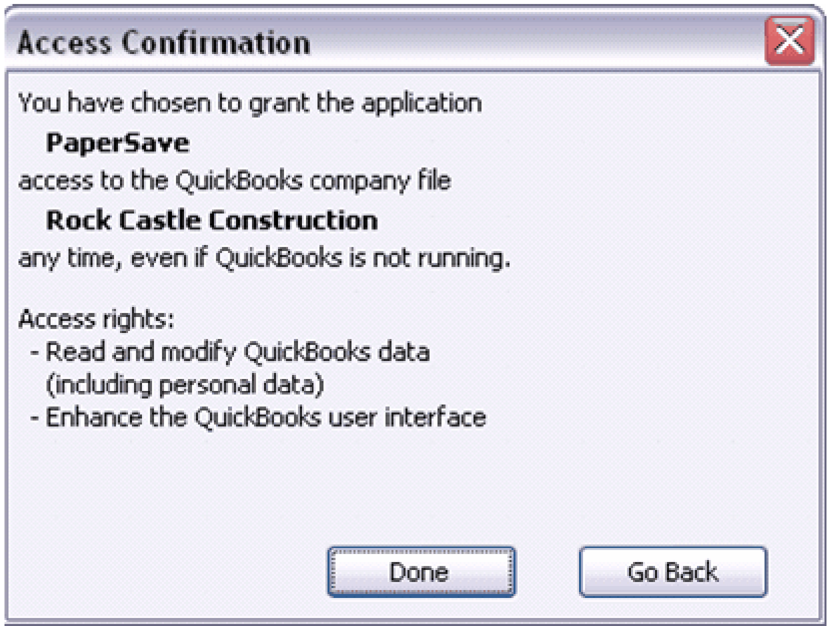
If you would like to register later, check the box next to “Register PaperSave Data Server Offline”. When you choose to register the PaperSave Data Server Offline then it will prompt a message box. Follow the steps in the message box to proceed with the installation.

3. Next the Application Certificate window will open.

Please select “Yes, always; allow access even if QuickBooks is not running” option and check the “Allow this application to access personal data such as Social Security Numbers and customer credit card information” checkbox and click the “Continue” button.



4. Click “Continue” and the Access Confirmation window will appear. Click “Done”.



5. Finally, the PaperSave Database will install and the PaperSavePlus Installation will be completed. Exit the Setup by clicking “Finish”. Be sure to exit and re-open QuickBooks before using PaperSavePlus.

What to do next...

- If you have just finished installing PaperSavePlus on **Shared Workstation**, you will need to go to Advanced Setup to install the PaperSave Client on any additional Workstations. Click here to proceed.

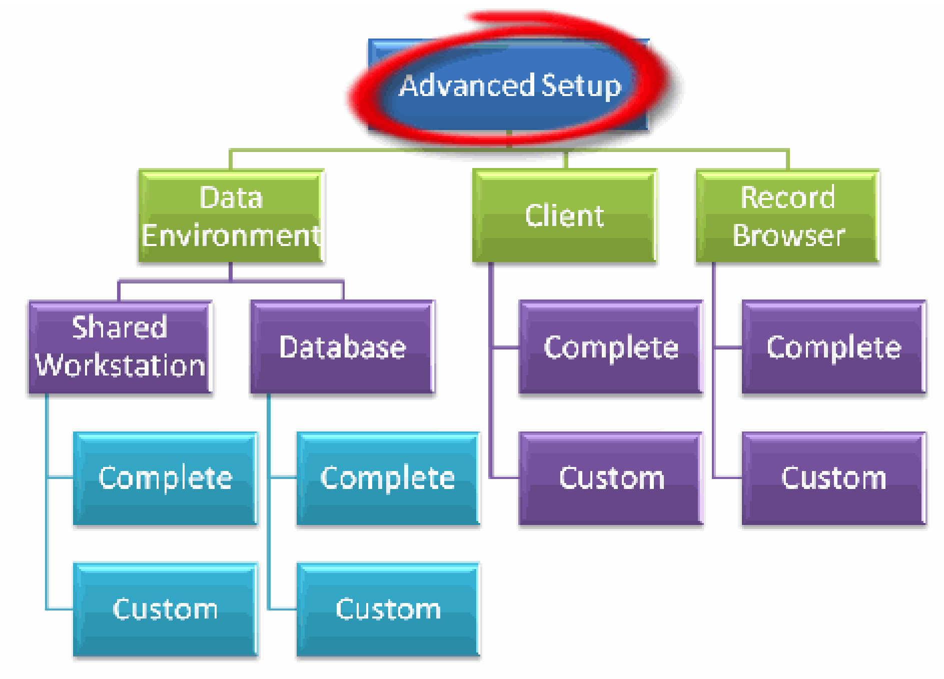
- If you are only installing PaperSavePlus on **one workstation and are a Windows VISTA user**, please review the After Installation:QuickBooks Non-Elevated Mode instructions. After which, you may review the User's Guide to get started with PaperSavePlus.

- If you are only installing PaperSavePlus **on one workstation**, you are finished with installation. You can now start reading the User's Guide to get started with PaperSavePlus. Click here to proceed.

2.2.2 Advanced Setup

Throughout the Advanced Setup, you will arrive at various windows that will offer options on how to continue your PaperSavePlus installation. To help you understand the installation process with all of the options you will encounter, please reference the hierarchy below.

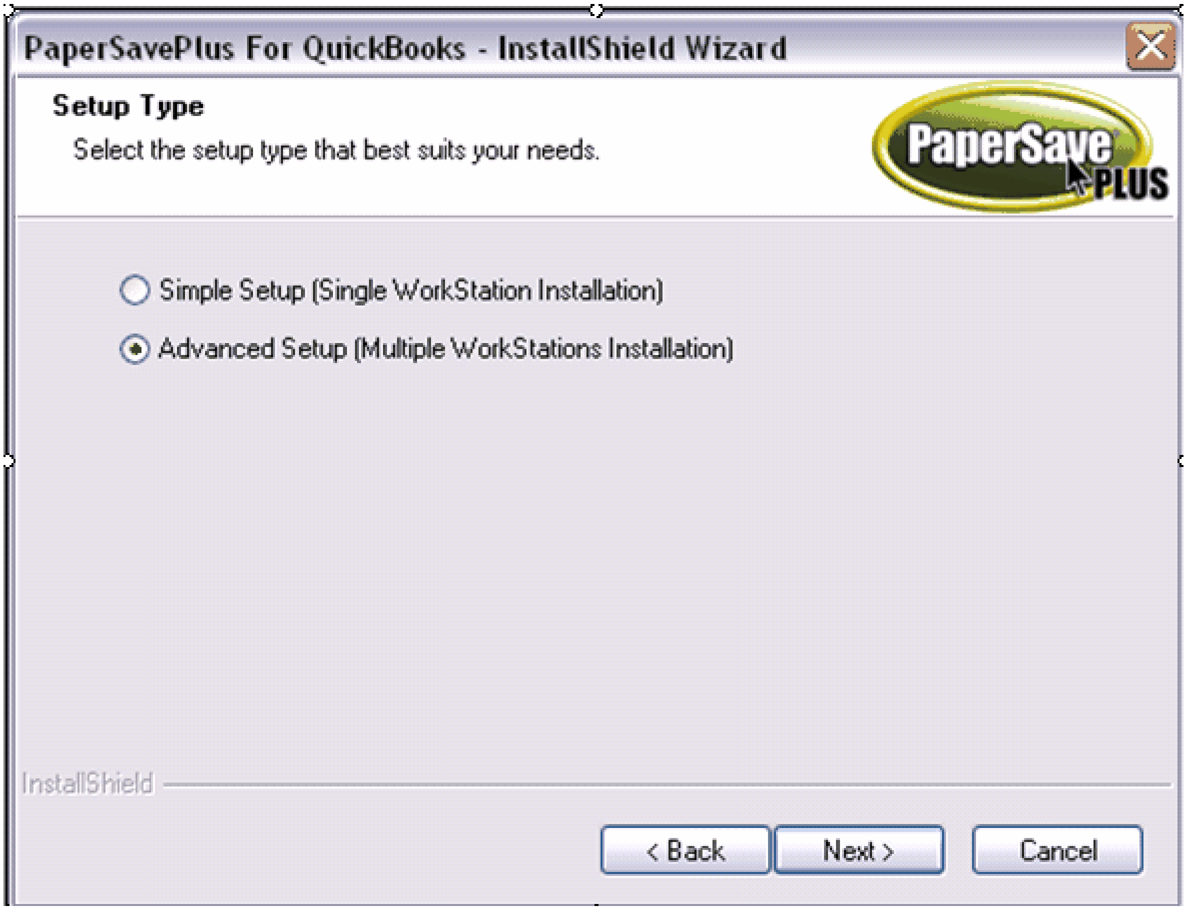
Each new branch reflects a window with options where you choose a path with which to continue. For example, after you've selected the "Advanced Setup" option, you will have the opportunity to select either Data Environment, Client or Record Browser to install.



Throughout this installation guide, we will show you where you are in the setup process and keep you on the right track.

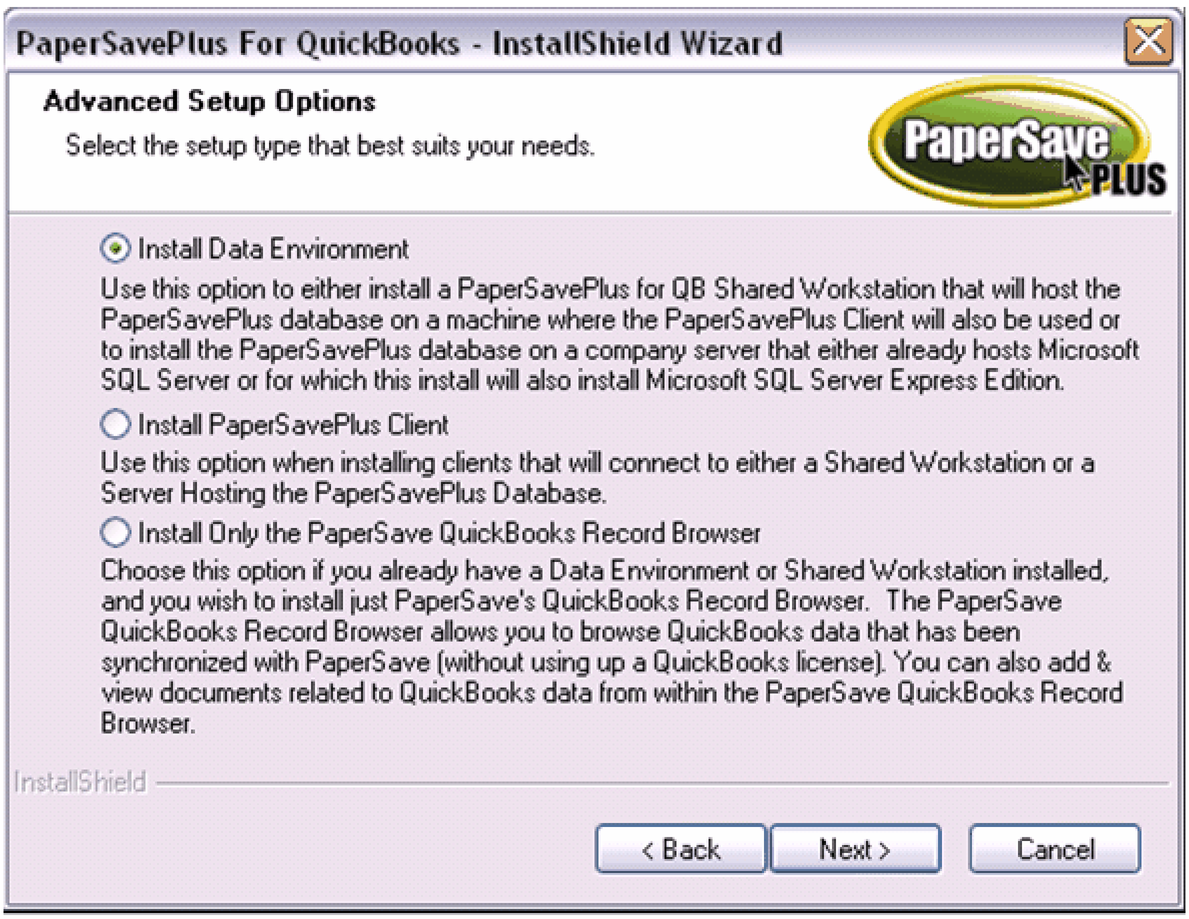
PaperSave can work with multiple workstations communicating with a shared PaperSave database. Locate the PaperSavePlus .exe file and double click on it. The setup will begin.

When you arrive at the following window, select "Advanced Setup" and click "Next" button.

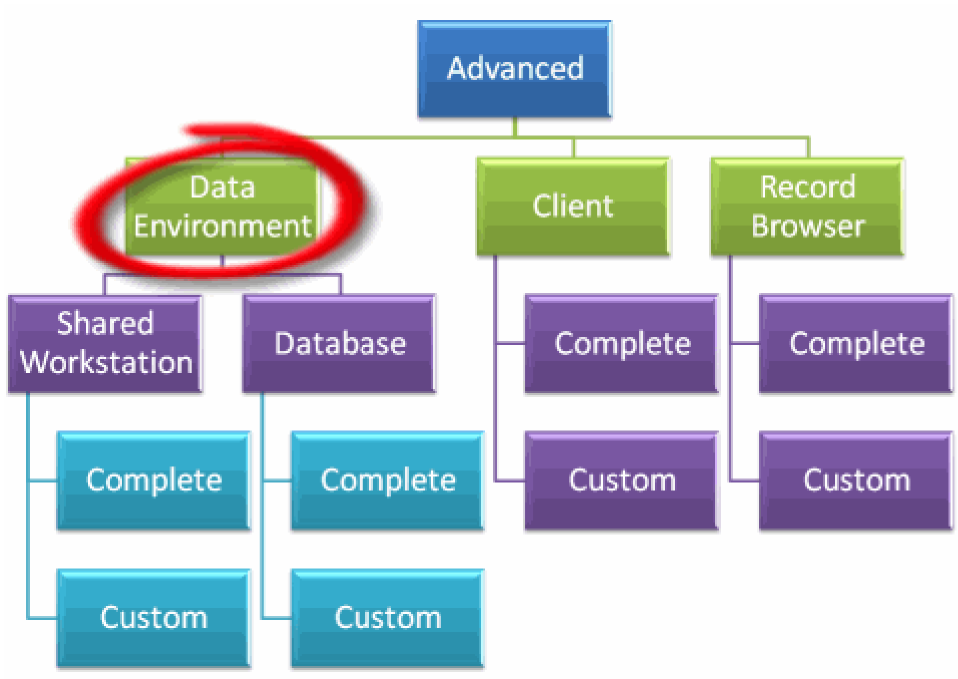

PaperSavePlus For QuickBooks - InstallShield Wizard
Setup Type
Select the setup type that best suits your needs.
PaperSave PLUS
Simple Setup (Single WorkStation Installation)
Advanced Setup (Multiple WorkStations Installation)
InstallShield
< Back
Next >
Cancel

Read through the options and select the installation choice that best fits your needs:

- **Install Data Environment**: Select this option if you want to install the PaperSave database (usually on a server) or would like to customize your single user setup
- **Install PaperSavePlus Client**: Select this option **ONLY** after you have installed the PaperSave database and want to install the client component on a workstation on which QuickBooks has been installed
- **Install Only the PaperSave Record Browser**: Select this option **ONLY** after you have installed the PaperSave database and client component. You would select this option only if you chose not to install the Record Browser with initial installation

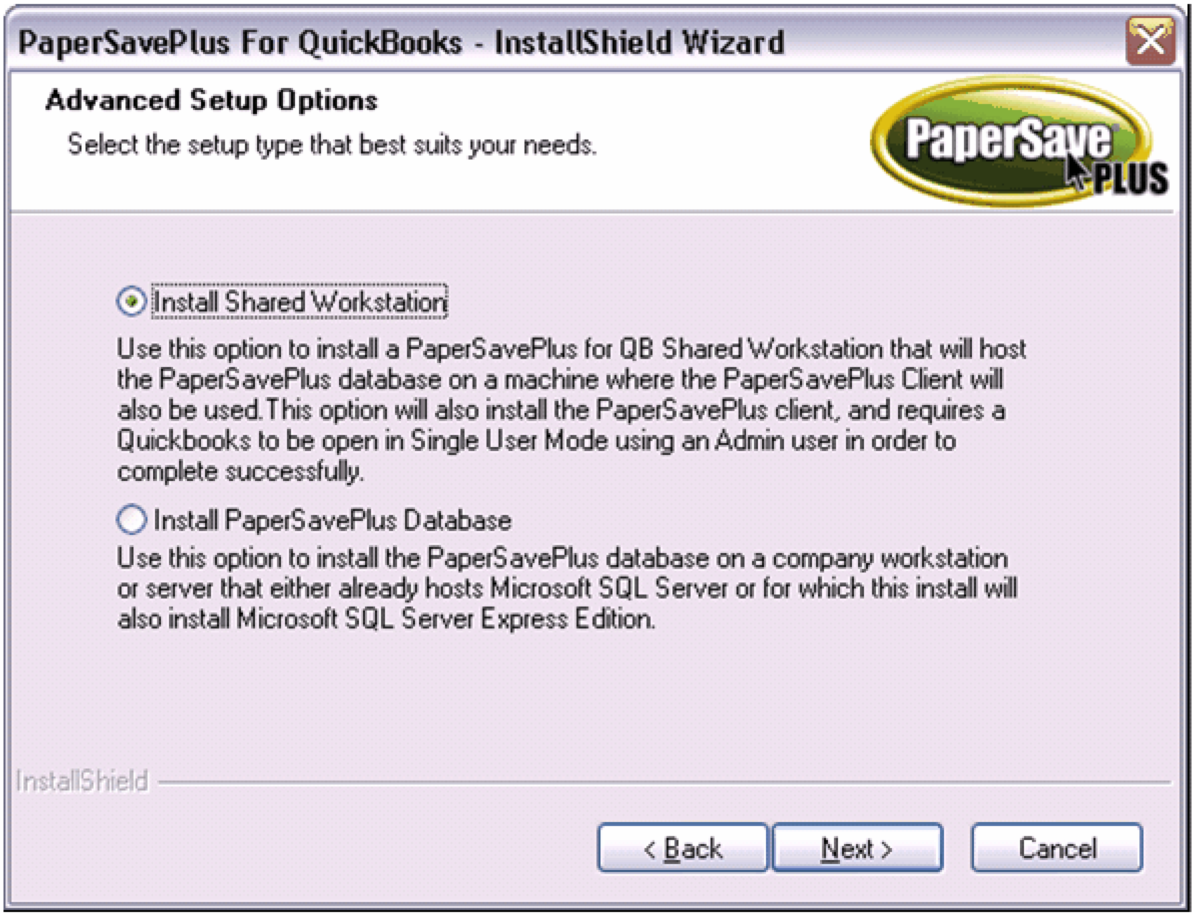


2.2.2.1 Data Environment

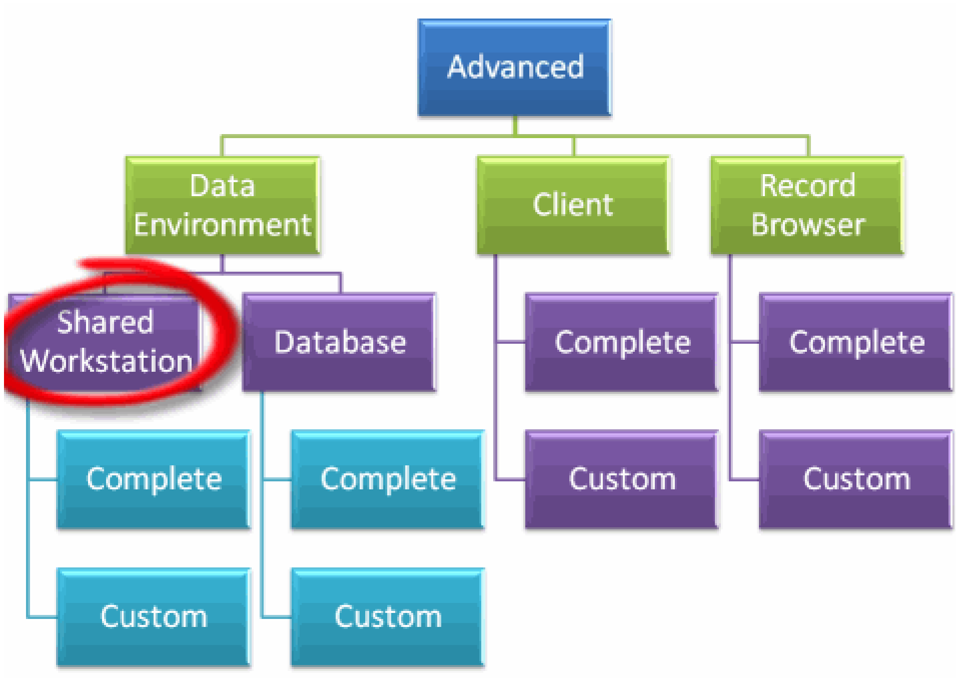


After you choose Install Data Environment, you will have two options for installation - Install Shared Workstation and Install PaperSavePlus Database. Read each descriptions carefully to determine which will suit your needs.

- **Install Shared Workstation:** This option will install SQL Server 2005 Express (Optional), the PaperSavePlus Database **and** the PaperSave Client Components. Choose this option to install on a workstation where QuickBooks is regularly used and will host the PaperSave database.
- **Install PaperSavePlus Database:** This option will install SQL Server 2005 Express (Optional) and the PaperSavePlus Database. It will not install the PaperSave Client Components nor does it require Quickbooks. Choose this option to install on a server that is **only** going to host the PaperSave database.


PaperSavePlus For QuickBooks - InstallShield Wizard
Advanced Setup Options
Select the setup type that best suits your needs.
PaperSave PLUS
Install Shared Workstation
Use this option to install a PaperSavePlus for QB Shared Workstation that will host the PaperSavePlus database on a machine where the PaperSavePlus Client will also be used.This option will also install the PaperSavePlus client, and requires a Quickbooks to be open in Single User Mode using an Admin user in order to complete successfully.
Install PaperSavePlus Database
Use this option to install the PaperSavePlus database on a company workstation or server that either already hosts Microsoft SQL Server or for which this install will also install Microsoft SQL Server Express Edition.
InstallShield
< Back
Next >
Cancel

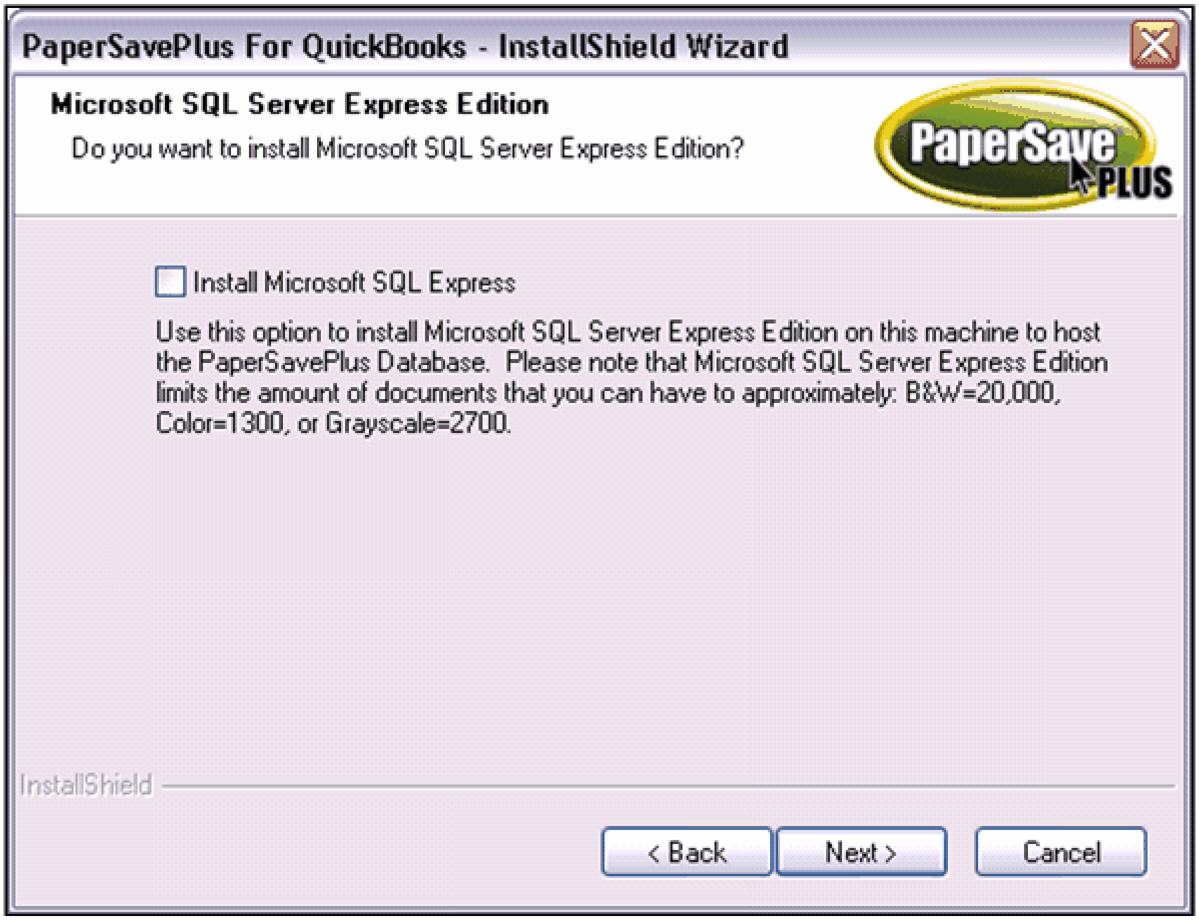
2.2.2.1.1 Shared Workstation



1. Once you've selected the “Install Shared Workstation” option, click “Next” to proceed with the installation. The PaperSavePlus setup will ask to you if you want to install Microsoft SQL Server 2005 Express Edition.

- Check the box if:
  a. you want to install a new instance of Microsoft SQL Server 2005 Express on your machine
  b. if an instance of Microsoft SQL Server is not currently installed within your environment
  c. if you are unsure about the presence of any instance of Microsoft SQL Server on your machine

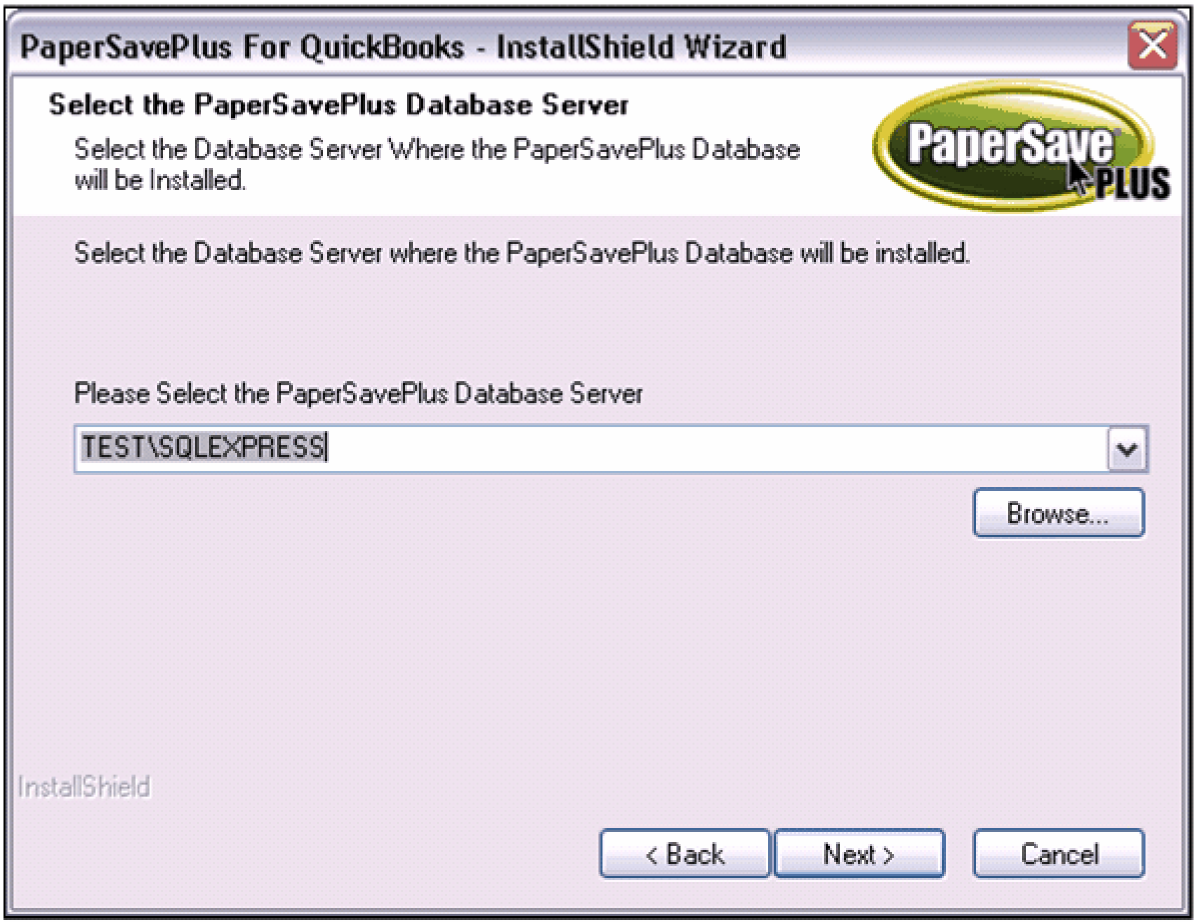
- Do NOT check the box if you already maintain a Microsoft SQL Server edition on your system.


PaperSavePlus For QuickBooks - InstallShield Wizard
Microsoft SQL Server Express Edition
Do you want to install Microsoft SQL Server Express Edition?
PaperSave PLUS
Install Microsoft SQL Express
Use this option to install Microsoft SQL Server Express Edition on this machine to host the PaperSavePlus Database. Please note that Microsoft SQL Server Express Edition limits the amount of documents that you can have to approximately: B&W=20,000, Color=1300, or Grayscale=2700.
InstallShield
< Back
Next >
Cancel

2. Click next to proceed with the installation.

If you chose NOT to install Microsoft SQL Server 2005 Express, the PaperSavePlus setup will ask for the "PaperSavePlus Database Server". Enter the fully qualified (name+instance) of the SQL Server that will host the PaperSave database. Please be sure to use MachineName\InstanceName syntax.

NOTE: If there is only one Microsoft SQL Server installed on the target machine then it is possible that you are using the default instance. In which case, you may only need to enter the Machine's name in the textbox. You may also use the drop down or click on Browse in the event that you don't know the name to browse the Microsoft SQL Servers in your environment. It is recommended that you use this option to avoid typos or other mistakes in entering the target Microsoft SQL Server.

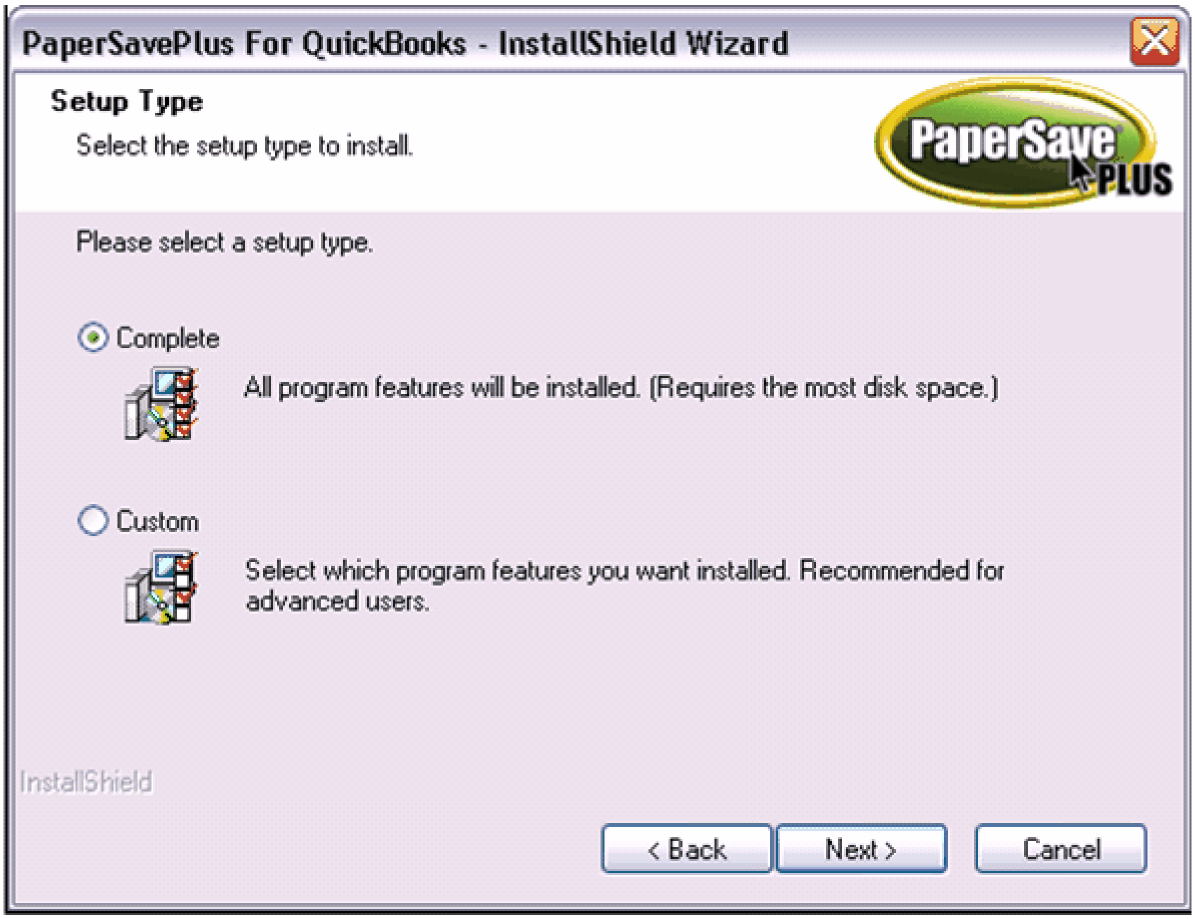


3. Click "Next" to proceed with the installation. The PaperSavePlus setup will ask for the location of the PaperSavePlus Database.

- If you desire to keep the default location, click on the "Next" button.
- If not, you may change the default location if you rather the PaperSavePlus database be installed in another location. To do so, simply click the "Browse" button and select the desired location. Click the "Next" button to proceed.

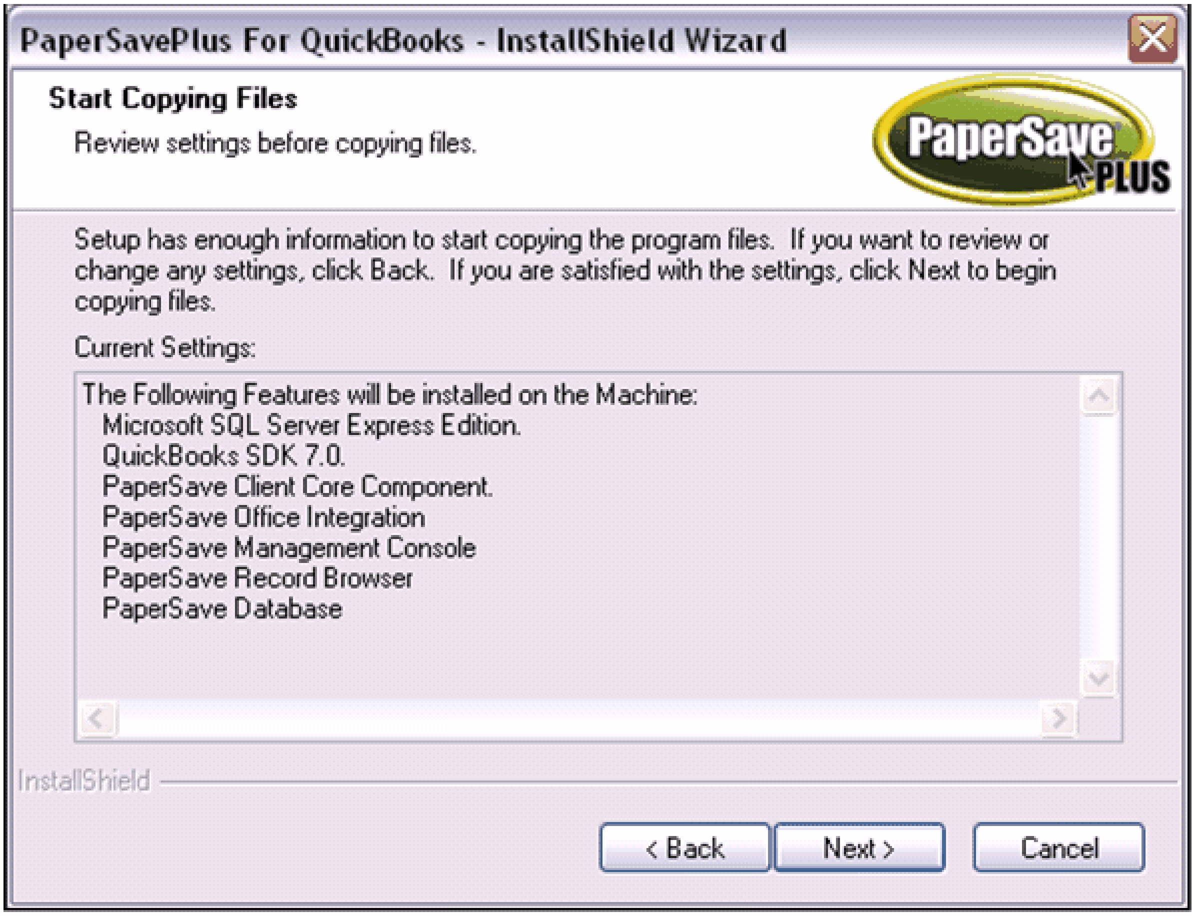
4. Now, the PaperSavePlus setup will ask you to choose either the “Complete” or the “Custom” installation.

- **Complete Installation:** All program features will be installed
- **Custom Installation:** You can select the components you want to install



2.2.2.1.1.1 Complete Install

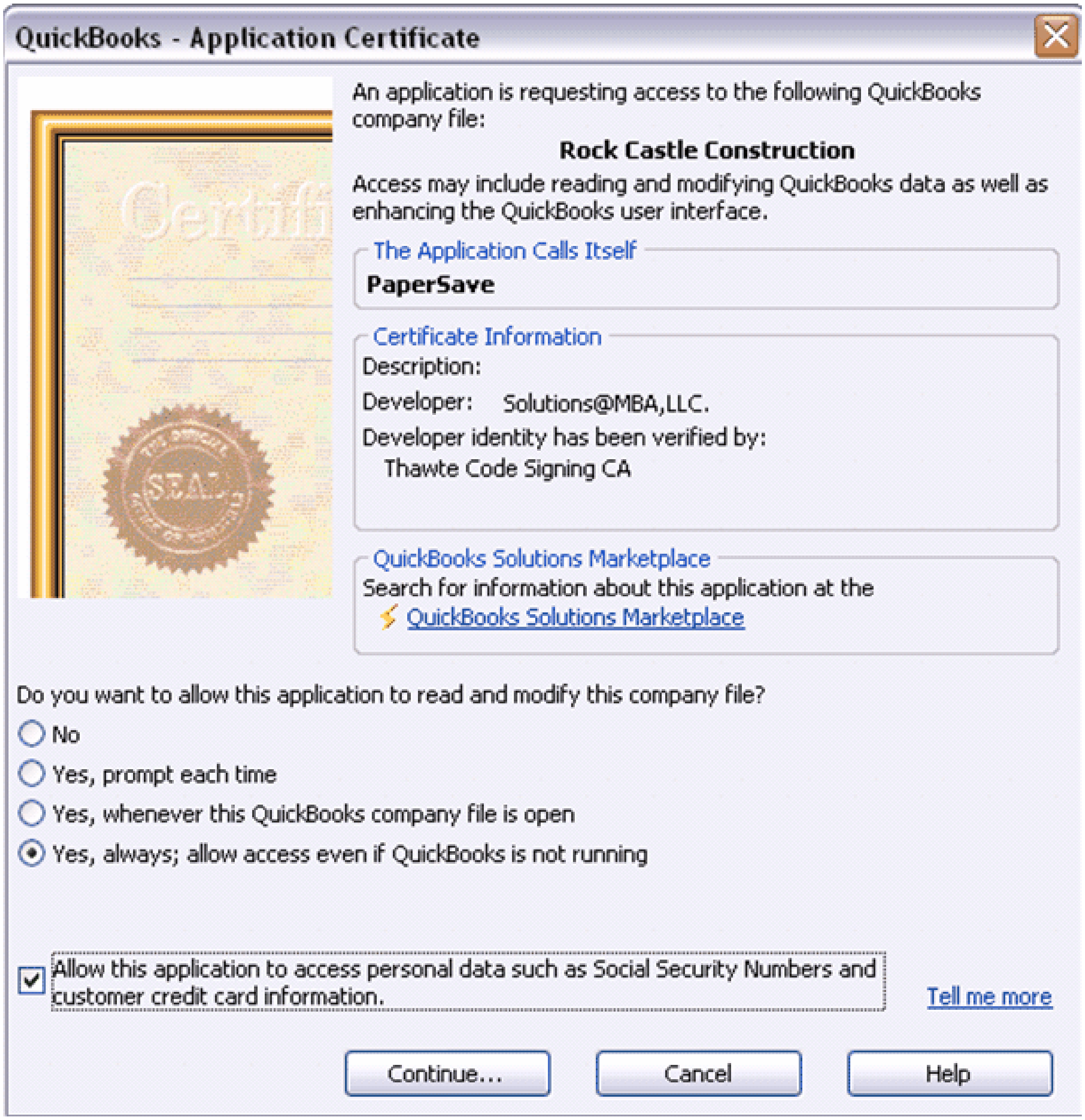
1. The PaperSave Plus Setup will show the list of components that will be installed on the computer. Click “Next” to continue and the PaperSave components will begin installing.



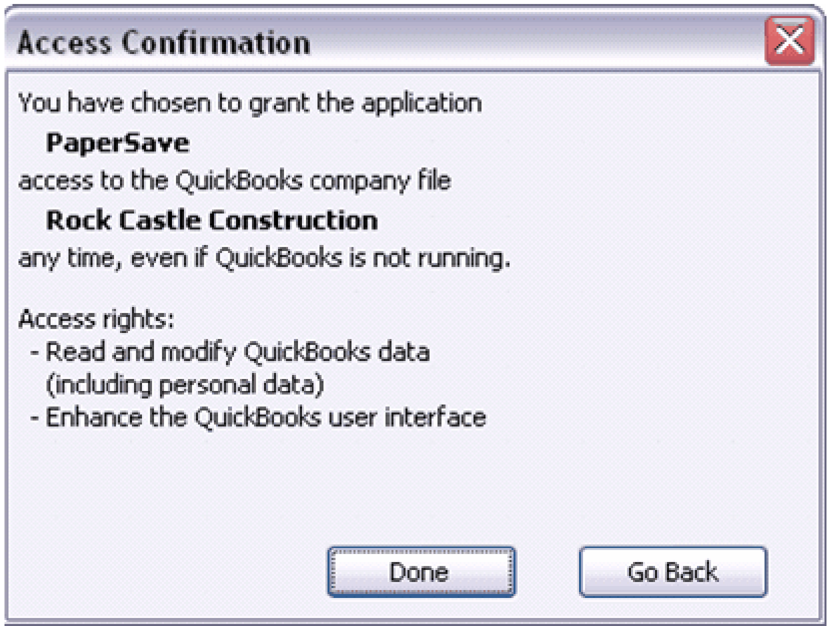
2. Follow the prompts until you arrive at the screen where you will enter your license key. You can choose to enter your license key now or enter it later.

- If you choose to **register now**, enter the license key you were sent via email and click “OK”.
- If you would like to **register later**, check the box next to “Register PaperSave Data Server Offline”. If you opt to register PaperSave Data Server Offline you will need to follow the steps in the message box to proceed with the installation.

3. Next, the Application Certificate window will open. Please select “Yes, always; allow access even if QuickBooks is not running” option and check the “Allow this application to access personal data such as Social Security Numbers and customer credit card information” box. Click the “Continue” button to proceed.



4. Click “Continue” and the Access Confirmation window will appear. Click “Done”.



5. Finally, the PaperSave Database will install and the PaperSavePlus Installation is completed. Exit the setup by clicking the “Finish” button. Be sure to close and re-open QuickBooks before using PaperSavePlus.

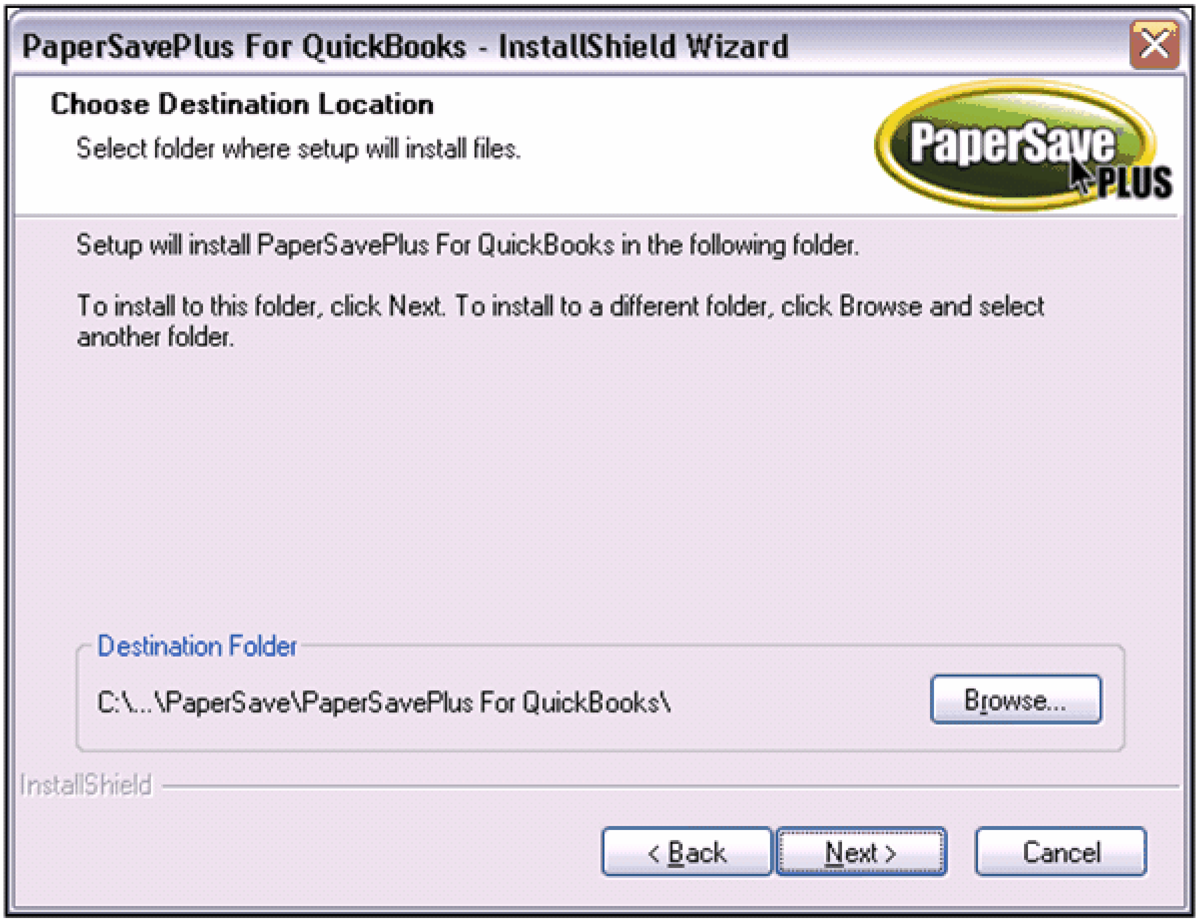
What to do next...

- If you've just installed on a **Shared Workstation** and you will have other workstations using PaperSavePlus, please refer to the Advanced Setup and follow the instructions to install the PaperSave Client only on the other workstations.

- If you've just installed on a **single workstation** and will NOT be installing the PaperSave Client on any additional workstations, you are finished with installation and can continue to the User's Guide.

2.2.2.1.1.2 Custom Install

1. Selecting the “Custom” option will give you the opportunity to choose custom folder for the PaperSavePlus application file. You may change the location for PaperSavePlus by clicking the “Browse” button and selecting the desired file location. Click “Next” to continue.



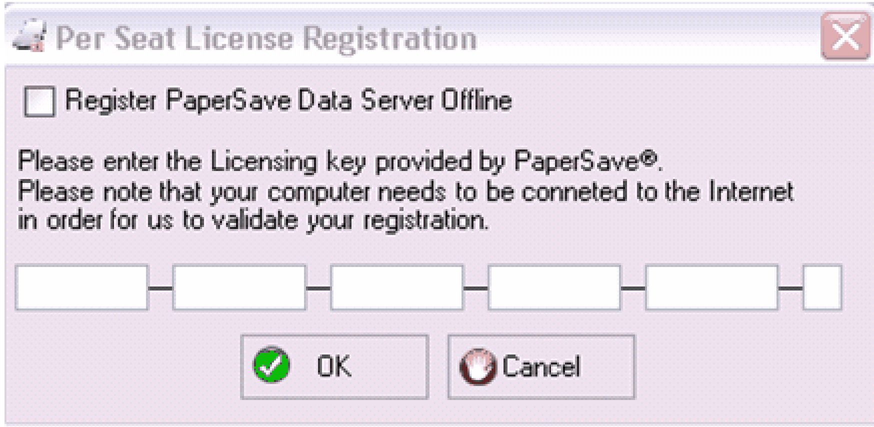
2. The next window allows you to select the PaperSavePlus Optional Client Components. By default all the options are selected. You can select the components that you want to install and click "Next" to continue.

NOTE: Select the component to view the description of the components features on the right side of the window

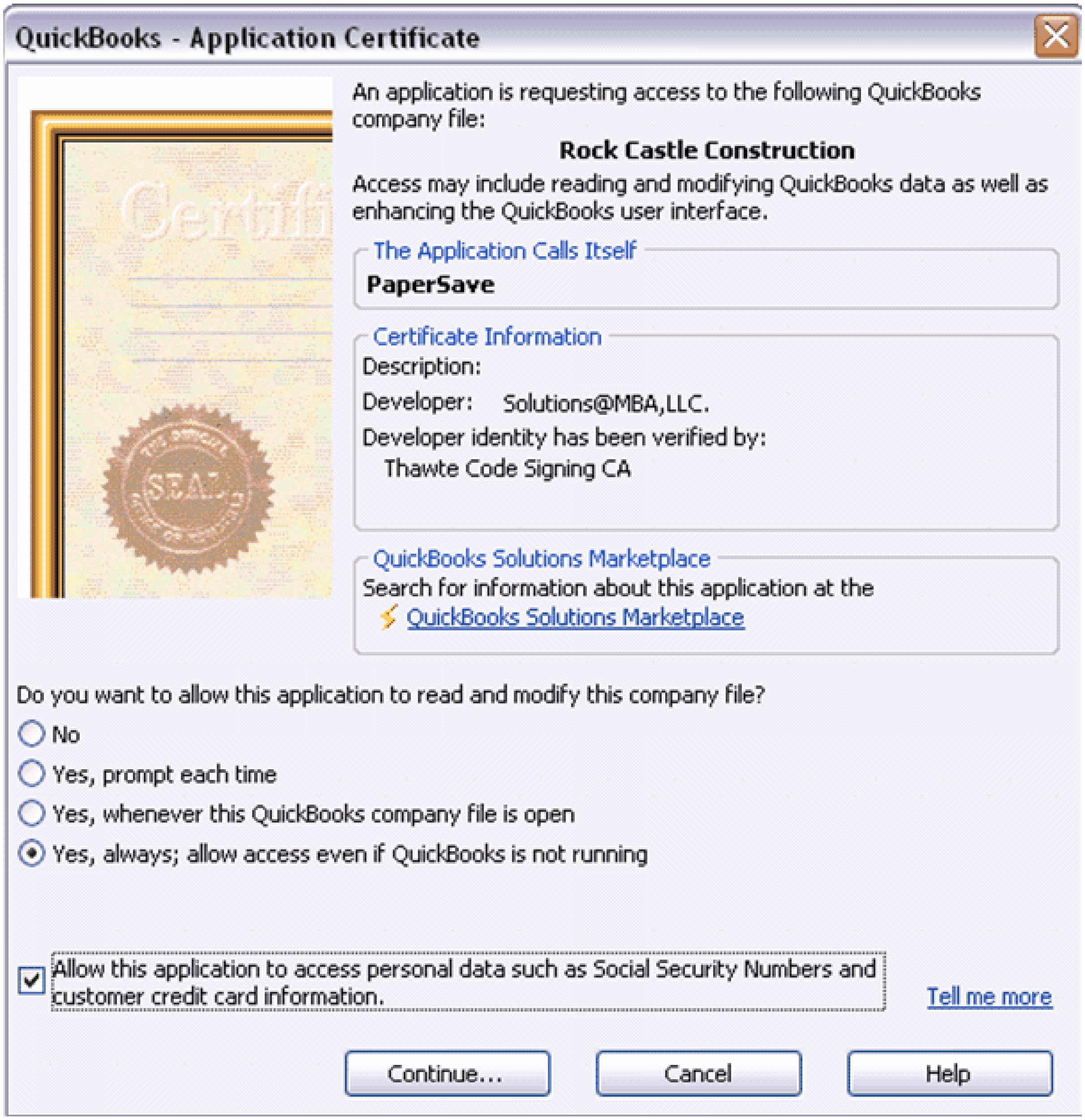
3. Follow the prompts until you arrive at the screen where you will enter your license key.

You can choose to enter your license key now or enter it later.

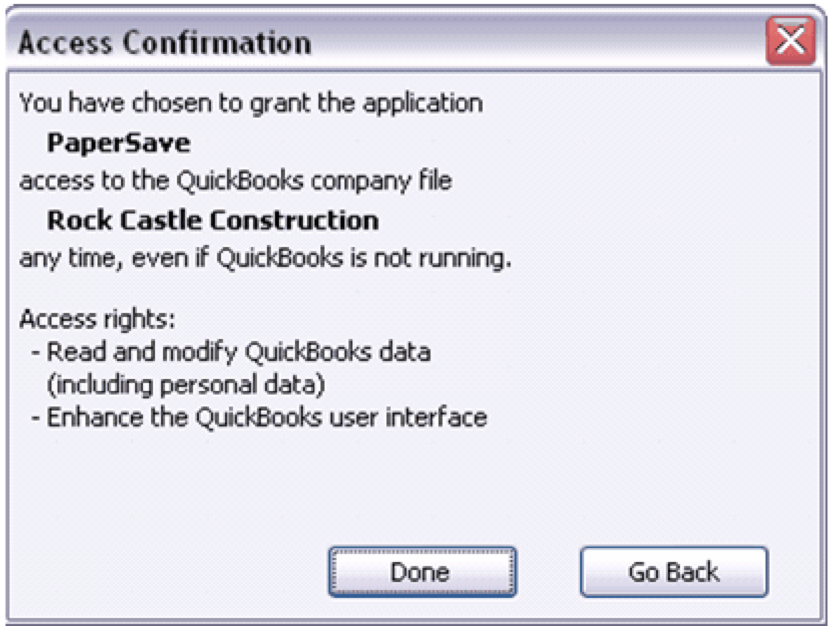
- If you choose to **register now**, enter the license key you were sent via email and click "OK".
- If you would like to **register later**, check the box next to "Register PaperSave Data Server Offline". If you opt to register PaperSave Data Server Offline you will need to follow the steps in the message box to proceed with the installation.



4. Next, the Application Certificate window will open. Please select “Yes, always; allow access even if QuickBooks is not running” option and check the “Allow this application to access personal data such as Social Security Numbers and customer credit card information” box. Click the “Continue” button to proceed.



5. Click “Continue” and the Access Confirmation window will appear. Click “Done”.



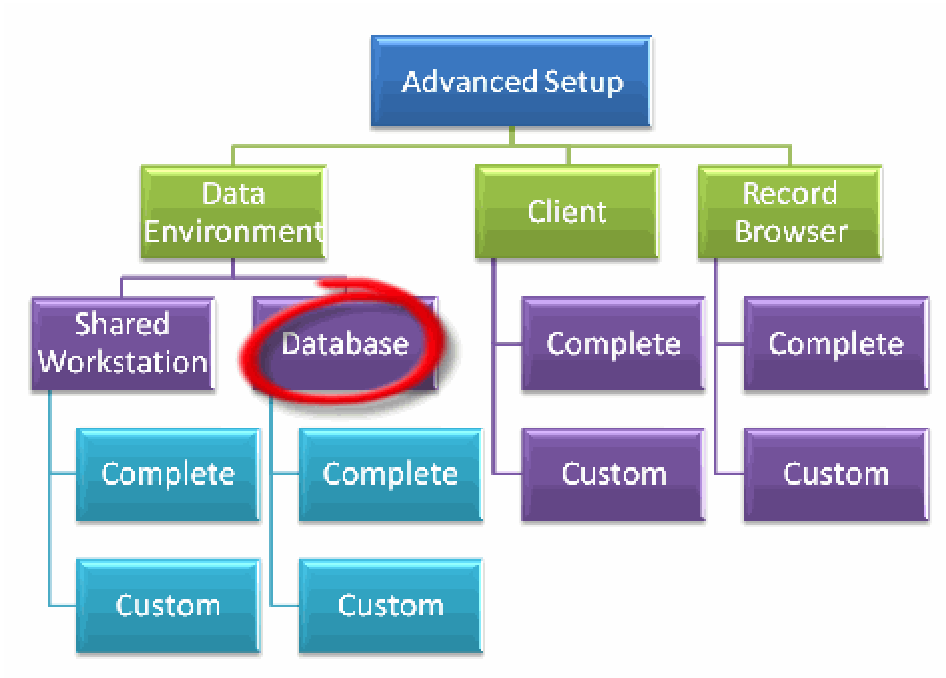
6. Finally, the PaperSave Database will install and the PaperSavePlus Installation is completed. Exit the setup by clicking the “Finish” button. Be sure to close and re-open QuickBooks before using PaperSavePlus.

What to do next...

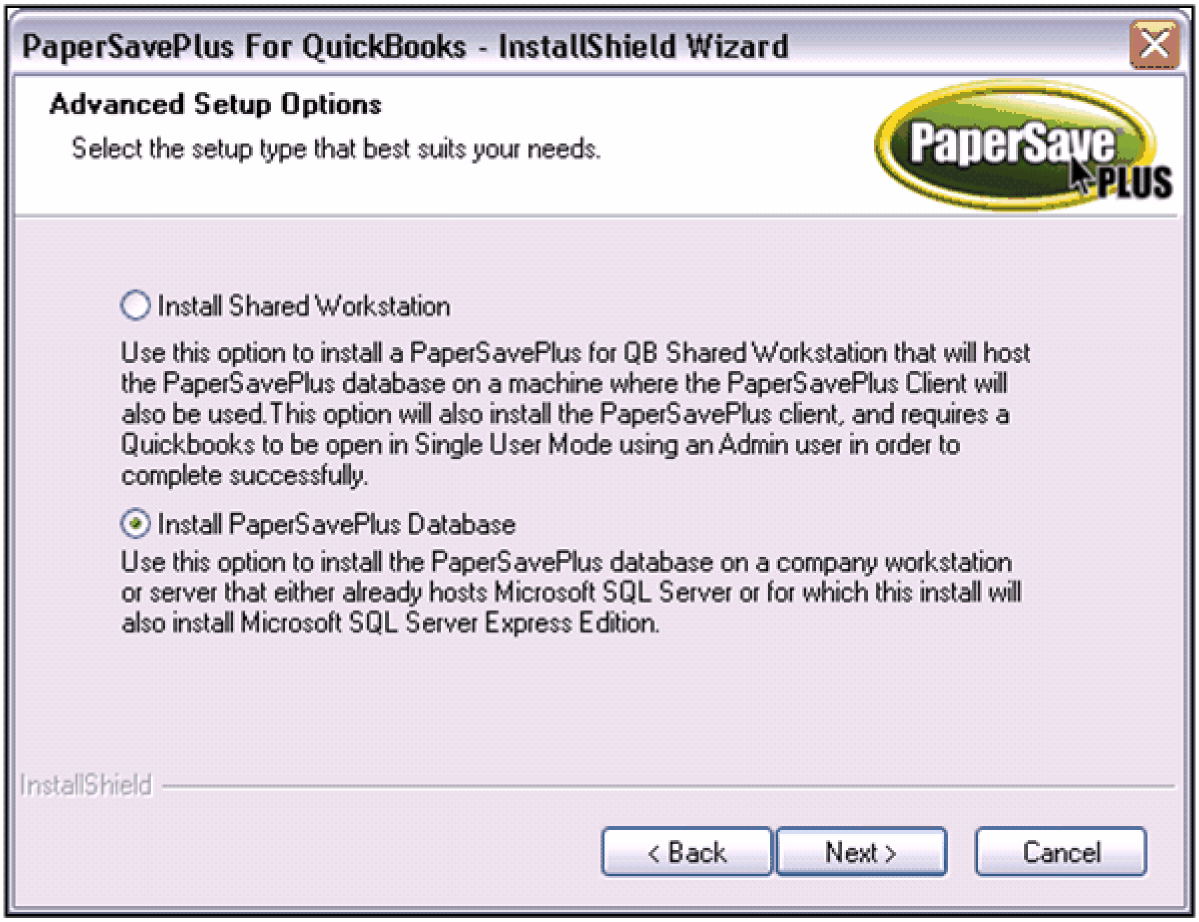
- If you've just installed on a **Shared Workstation** and you will have other workstations using PaperSavePlus, please refer to the Advanced Setup and follow the instructions to install the PaperSave Client only on the other workstations.

- If you've just installed on a **single workstation** and will NOT be installing the PaperSave Client on any additional workstations, you are finished with installation and can continue to the User's Guide.

2.2.2.1.2 Database Only



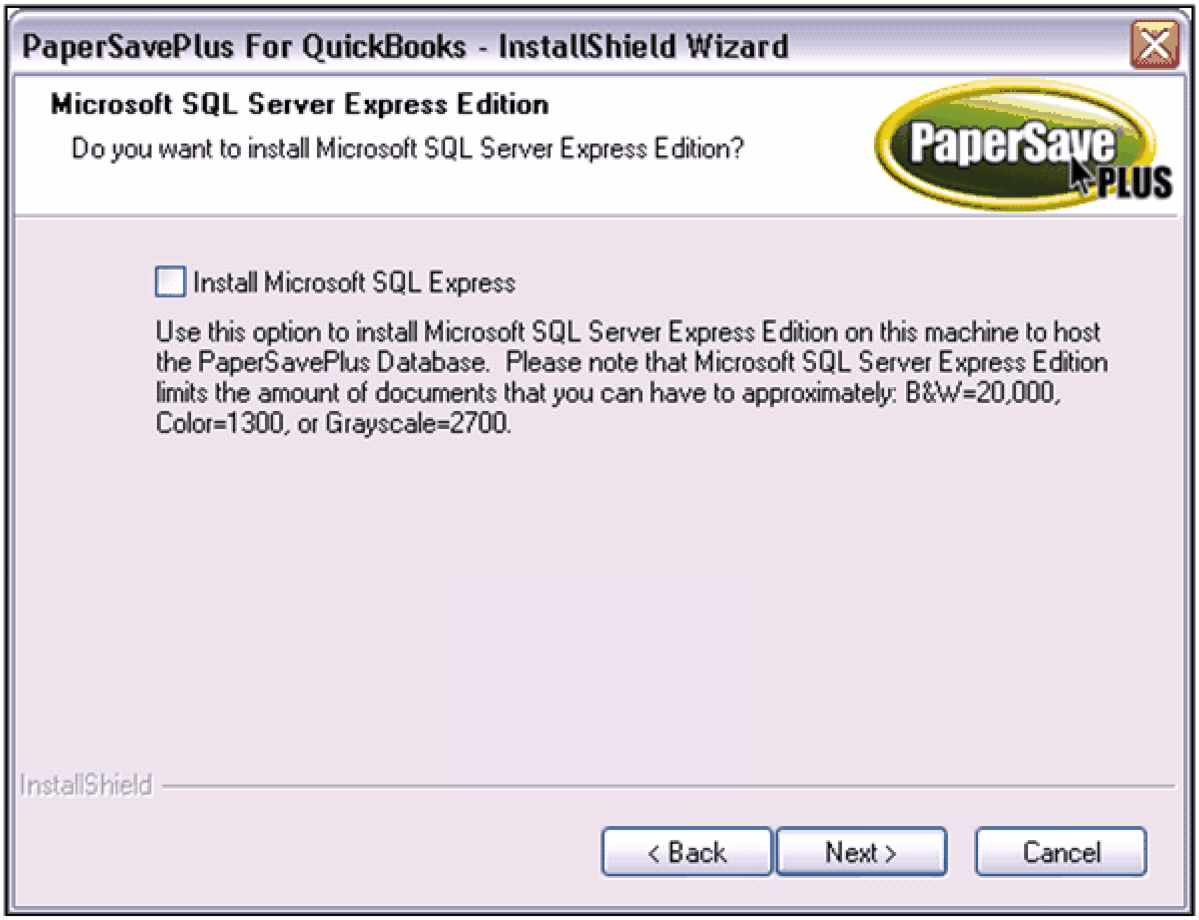
1. Select “Install PaperSavePlus Database" option and click the “Next” button to proceed with the installation.



2. The PaperSavePlus setup will ask to you if you want to install Microsoft SQL Server 2005 Express.

- Check the box if:
    a. you want to install a new instance of Microsoft SQL Server 2005 Express on your machine
    b. if an instance of Microsoft SQL Server is not currently installed within your environment
    c. if you are unsure about the presence of any instance of Microsoft SQL Server on your machine

- Do NOT check the box if you already maintain a Microsoft SQL Server edition on your system.



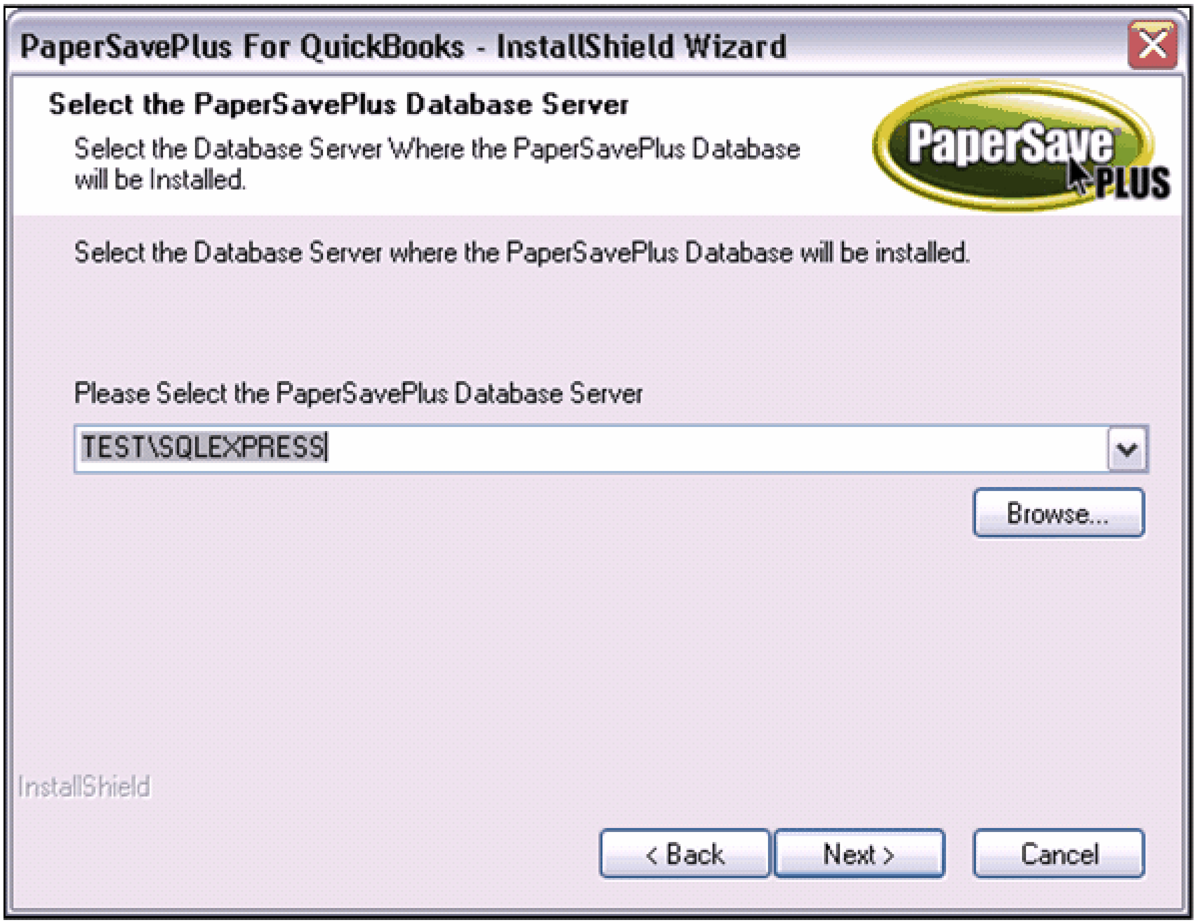
3. Click the “Next” button to proceed with the installation.

If you chose NOT to install Microsoft SQL Server 2005 Express, the PaperSavePlus setup will ask for the “PaperSavePlus Database Server”. Enter the fully qualified (name+instance) of the SQL Server that will host the PaperSave database. Please ensure to use MachineName\InstanceName syntax.

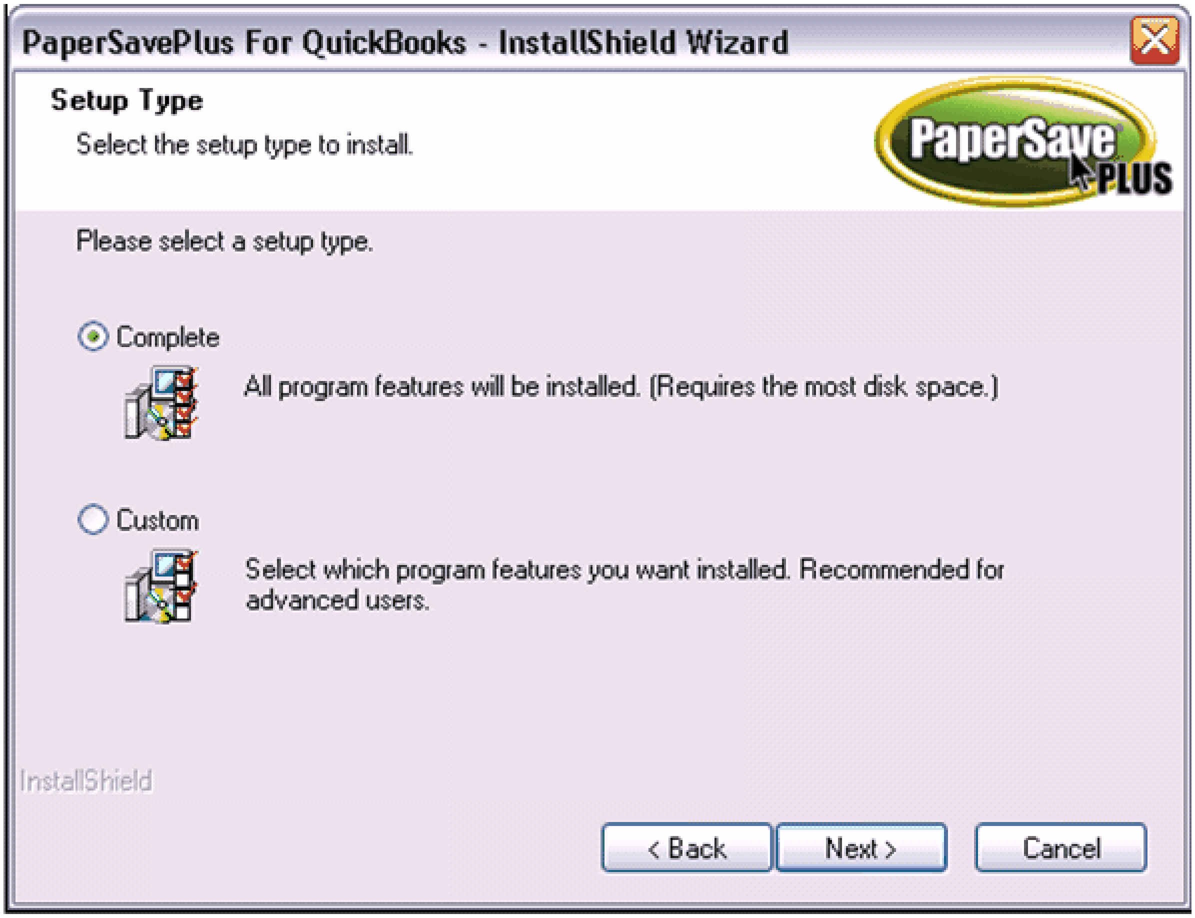
NOTE: If there is only one Microsoft SQL Server installed on the target machine then it is possible that you are using the default instance. In which case, you may only need to enter the Machine’s name in the textbox. You may also use the drop down or click on Browse in the event that you don’t know the name to browse the Microsoft SQL Servers in your environment. It is recommended that you use this option to avoid typos or other mistakes in entering the target Microsoft SQL Server.

4. Click “Next” to proceed with the installation. The PaperSavePlus setup will ask for the location of the PaperSavePlus Database.

If you desire to keep the default location, click on the “Next” button. If not, you may change the default location if you rather the PaperSavePlus database be installed in another location. To do so, simply click the “Browse” button and select the desired location.



5. Click the “Next” button to proceed and the PaperSavePlus setup will ask you to choose either the “Complete” or the “Custom” installation.

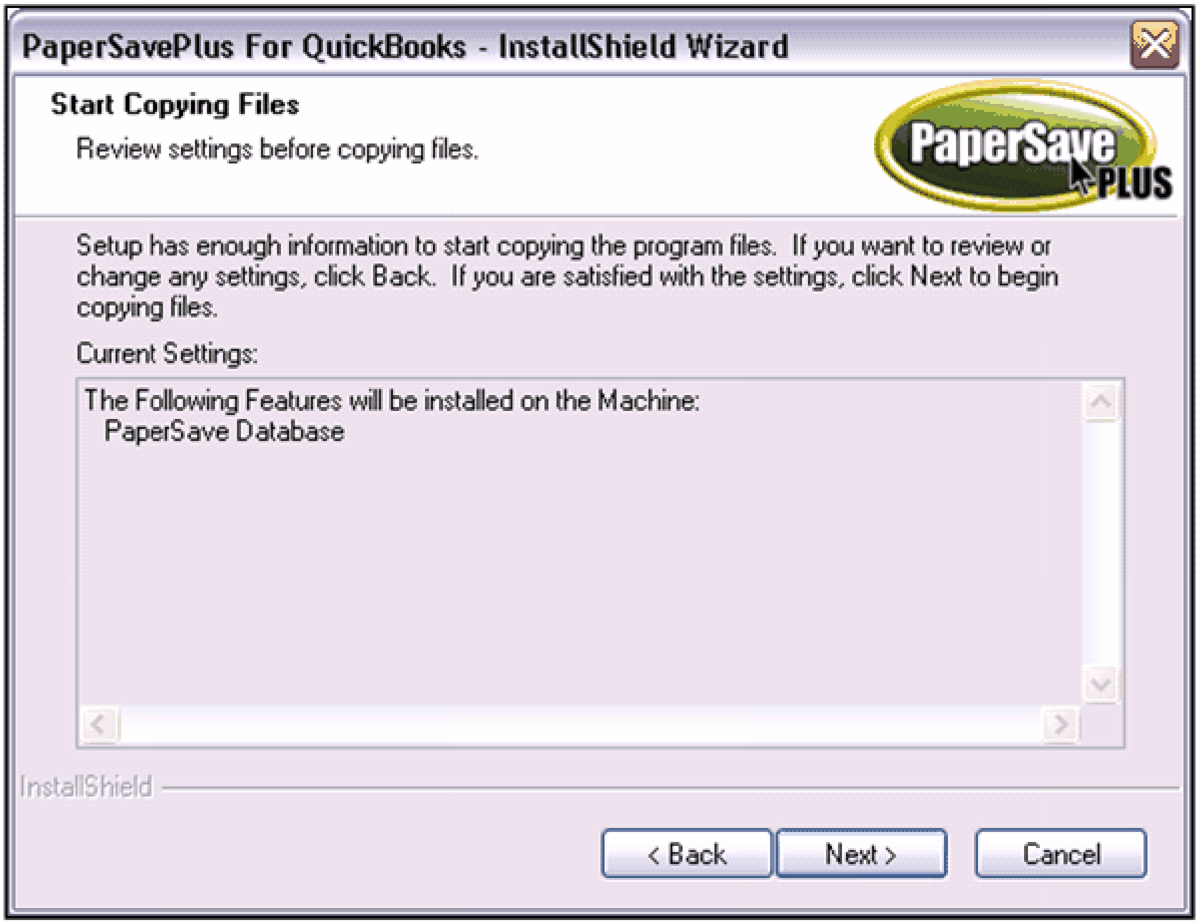


Now, the PaperSavePlus setup will ask you to choose either the “Complete” or the “Custom” installation.

- **Complete Installation:** All program features will be installed
- **Custom Installation:** You can select the components you want to install

2.2.2.1.2.1 Complete Install_2

1. PaperSavePlus Setup will show the component that will be installed on your computer.



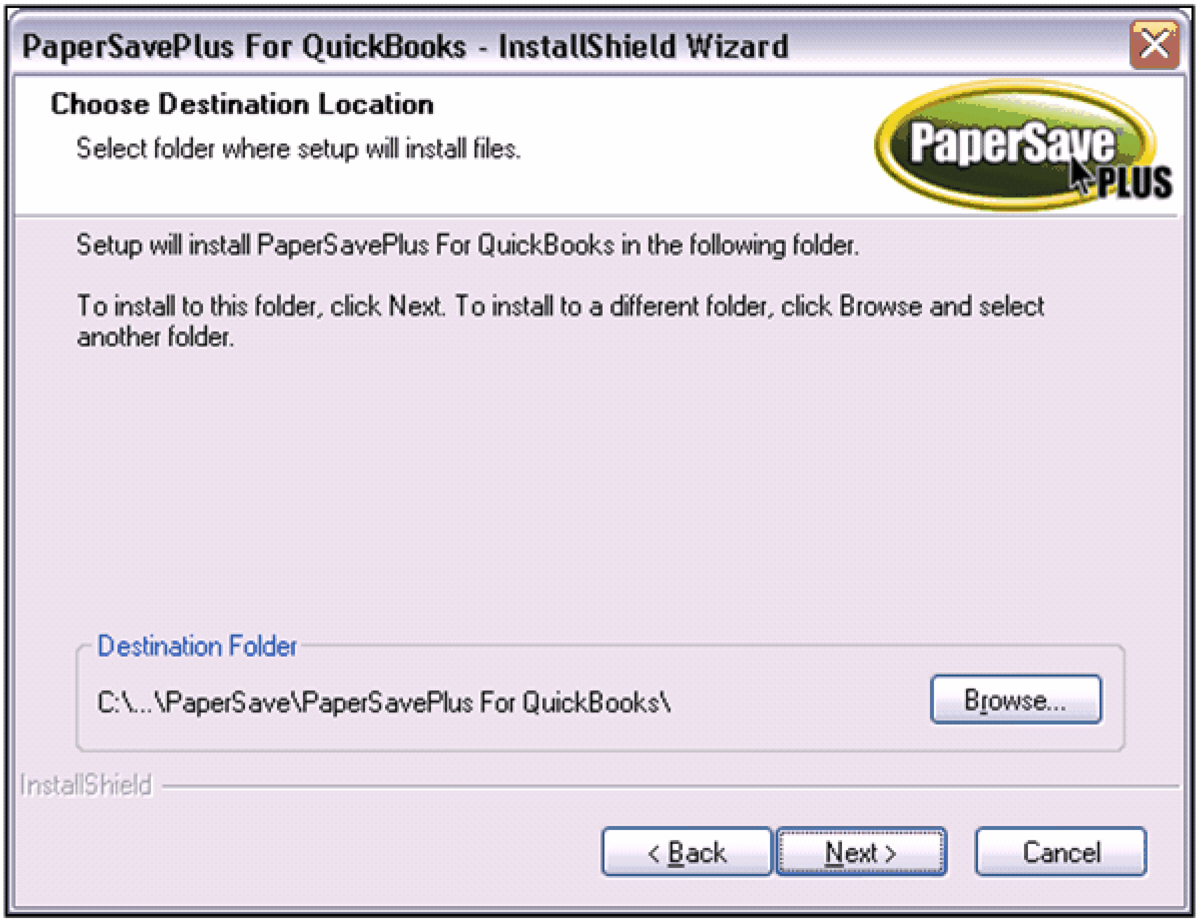
2. Click "Next" to complete the PaperSavePlus Database installation. The PaperSave Database will install. Exit the Setup by clicking the “Finish” button.

Now that you have the PaperSave Database installed, you will need to install the PaperSavePlus Client on your workstation(s) that has QuickBooks installed and will be using PaperSavePlus.

Initiate the PapeSavePlus setup on the designated workstation(s) and proceed to follow the [PaperSavePlus Client installation instructions.]

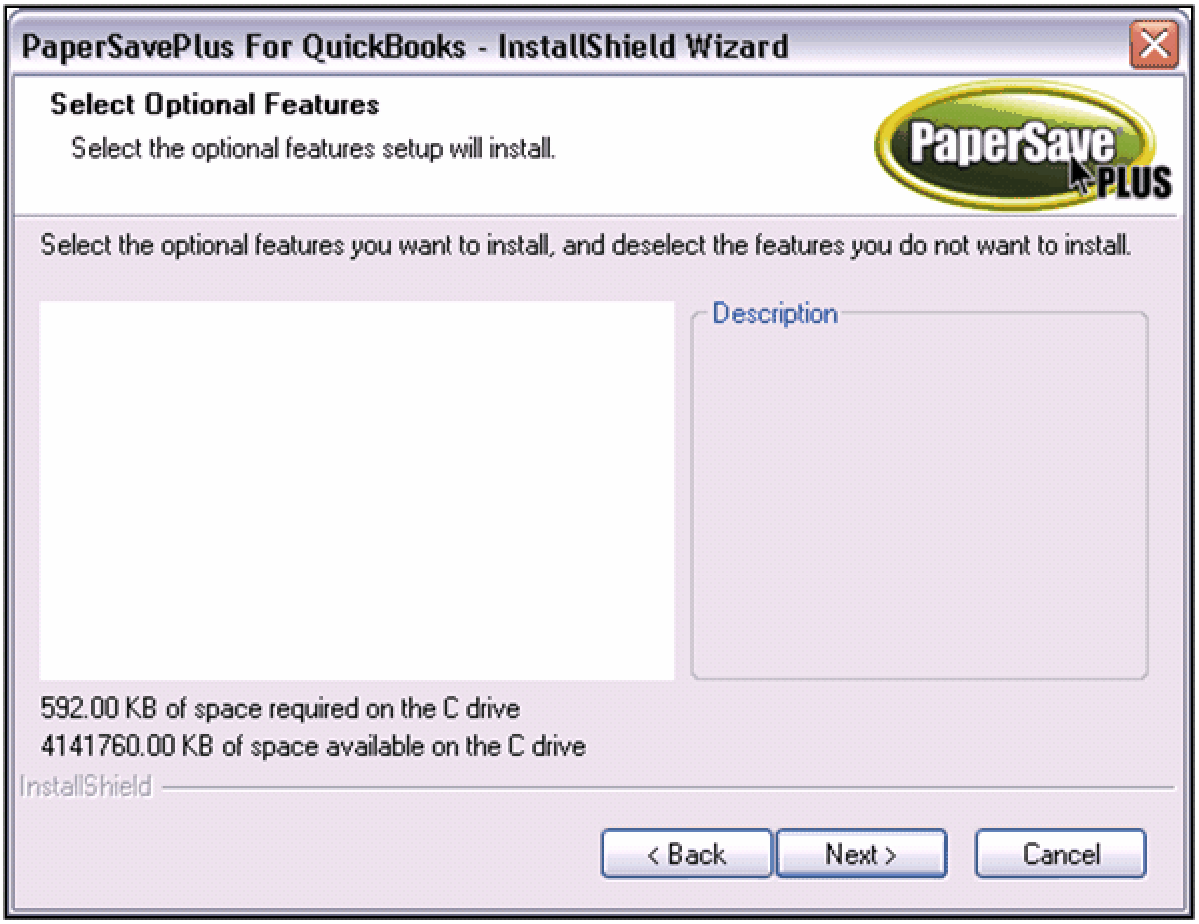
2.2.2.1.2.2 Custom Install_2

1. Selecting the “Custom” option will give you the opportunity to choose custom folder for the PaperSavePlus application file. You can change the location for PaperSavePlus by using “Browse” button. Click “Next” to continue.

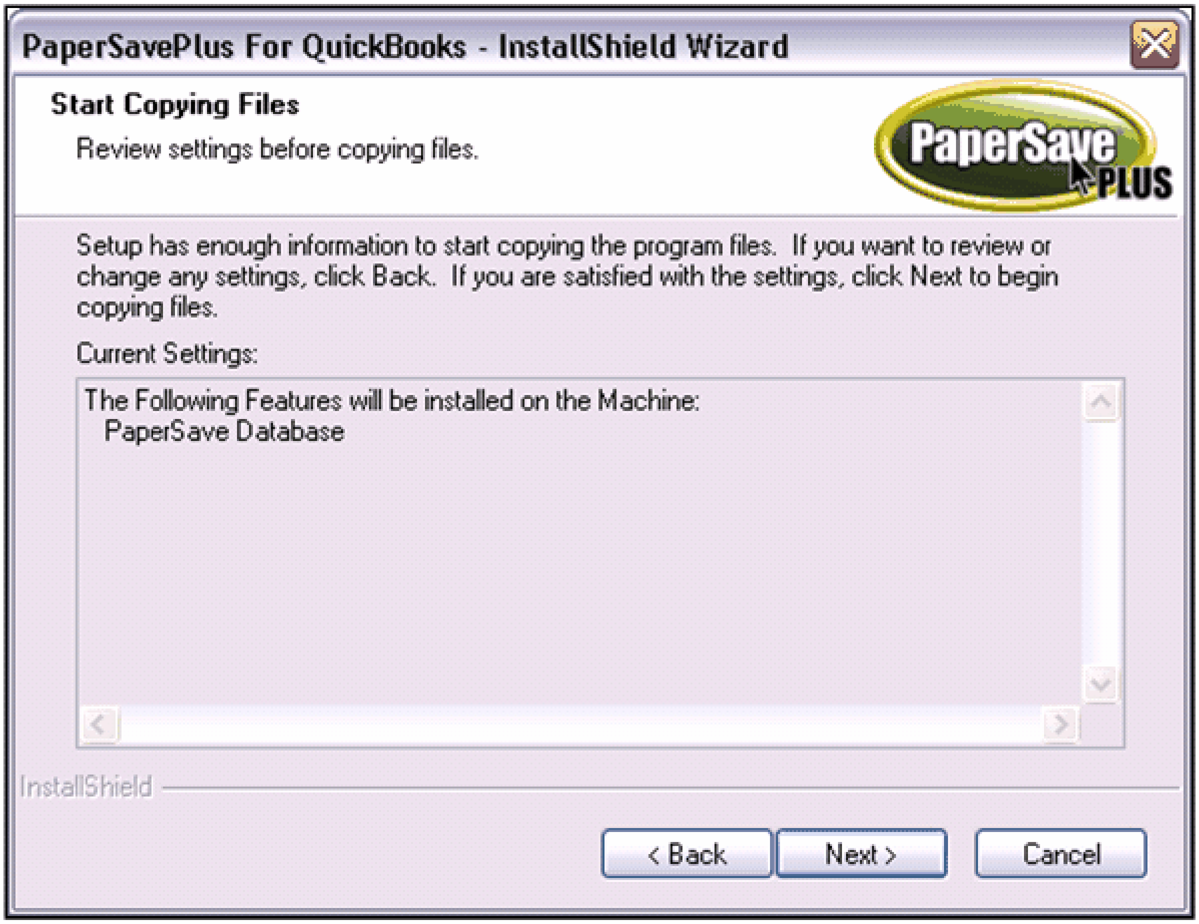


2. This screen allows you to select the PaperSavePlus Optional Client Components. By default all the options are selected. You can select the components that you want to install and click “Next” to continue.

Typically, the PaperSavePlus setup would ask you to select from a list of PaperSavePlus optional components. But as you have selected to install only the PaperSavePlus Database, there are no optional components to be offered.



3. Click "Next". PaperSavePlus Setup will show the component that will be installed on your computer.

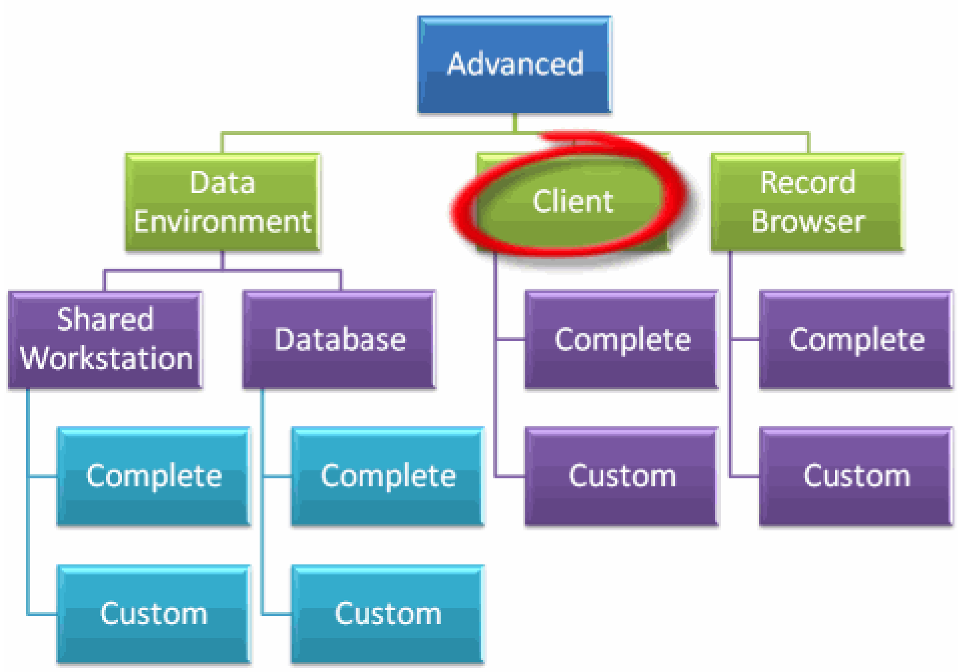


4. Click "Next" to complete the PaperSavePlus Database installation. Exit the setup by clicking the “Finish” button.

Now that you have the PaperSave Database installed, you will need to install the PaperSavePlus Client on your workstation(s) that has QuickBooks installed and will be using PaperSavePlus.

Initiate the PapeSavePlus setup on the designated workstation(s) and proceed to follow the PaperSavePlus Client installation instructions.

2.2.2.2 PaperSavePlus Client



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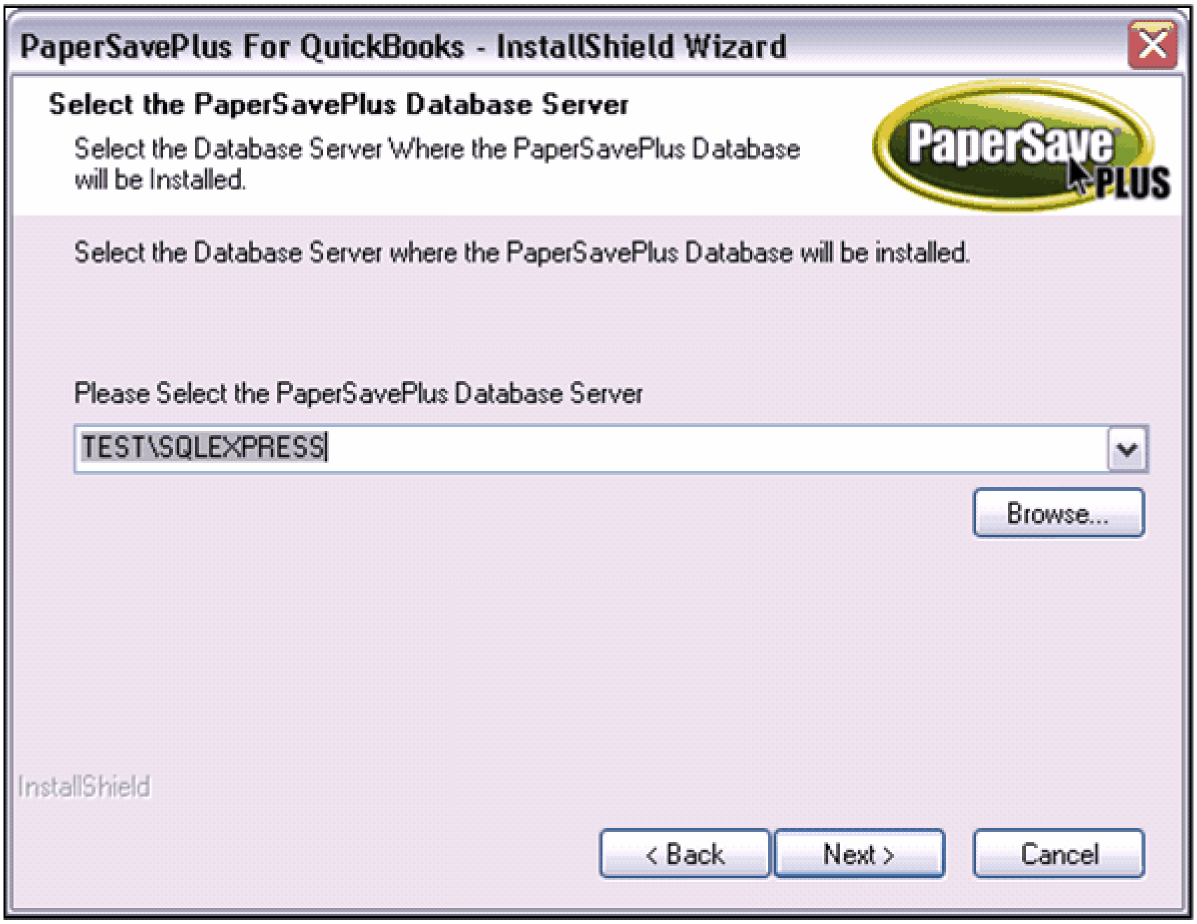
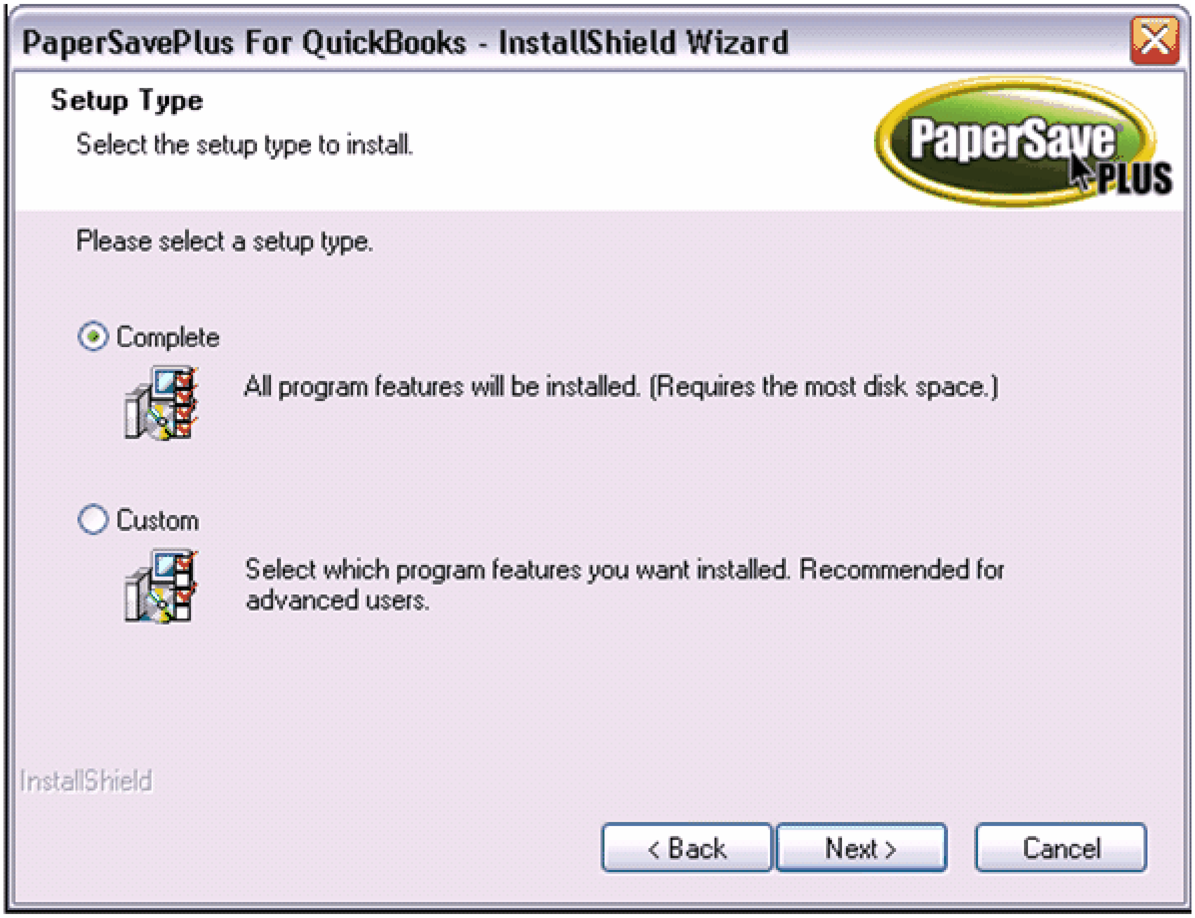
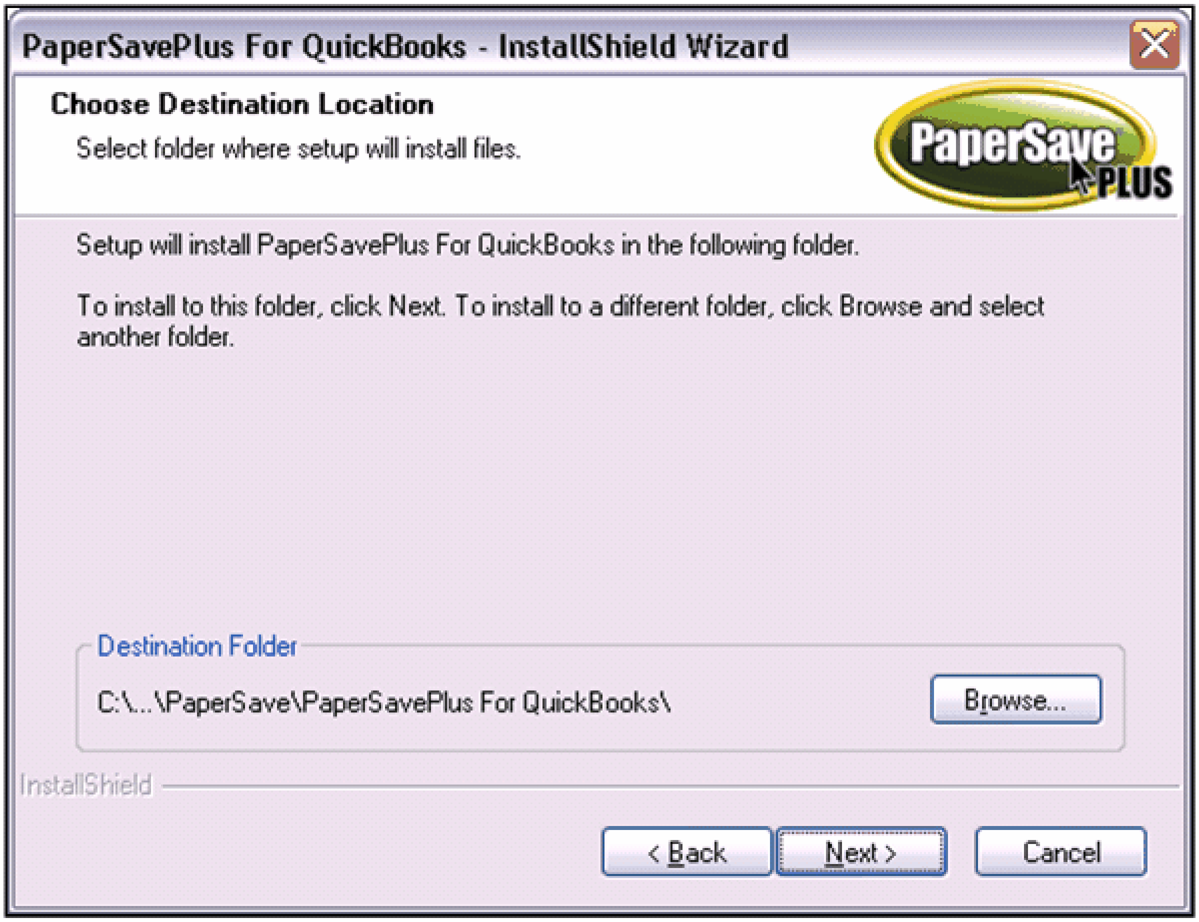
1. Choose "Install PaperSavePlus Client" and click "Next". PaperSavePlus setup will ask for the Database Server that is currently hosting the PaperSavePlus Database.



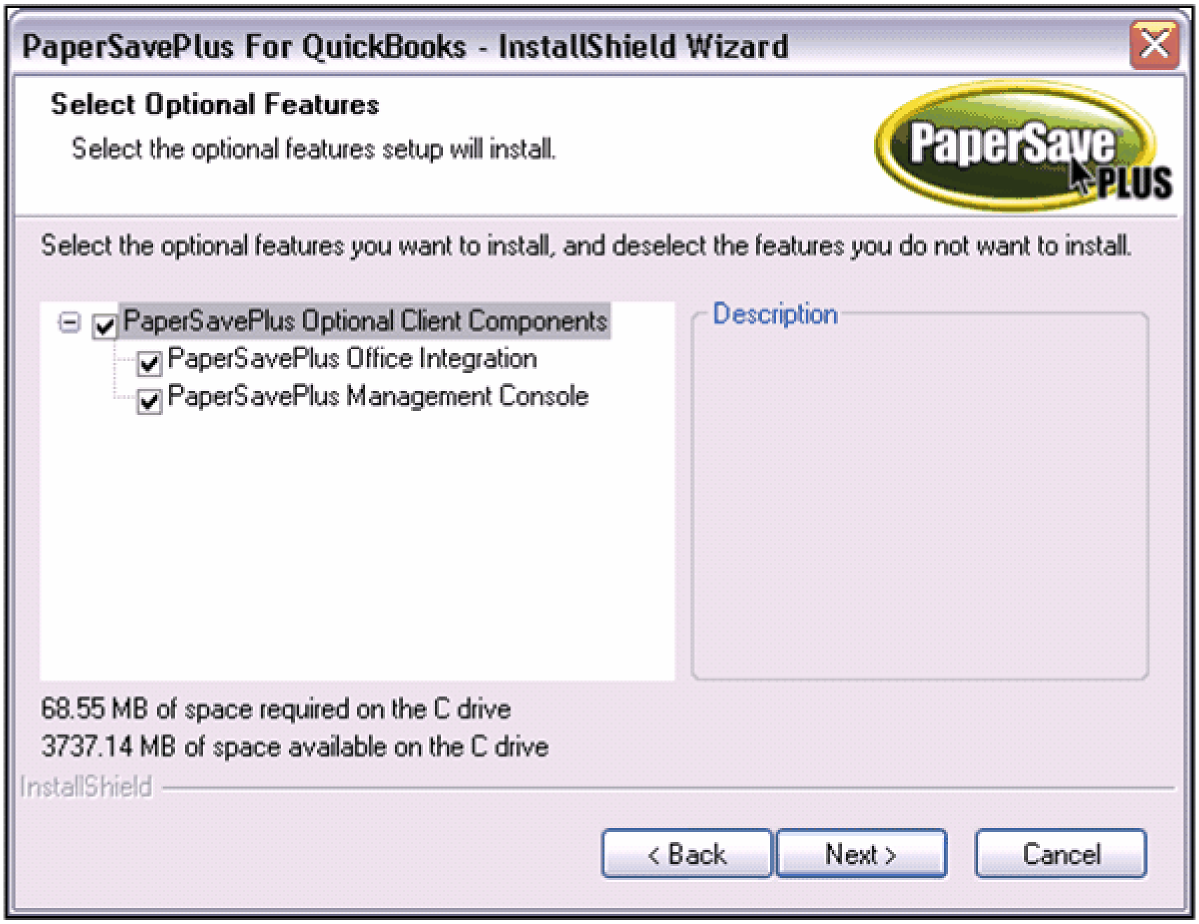
2. Click “Next” and the PaperSavePlus setup will ask you to choose either the “Complete” or the “Custom” installation. Selecting the “Custom” option will give you the opportunity to choose custom folder for the PaperSavePlus application file. **If you do not want to choose a custom folder, select Complete and skip to step 4**.



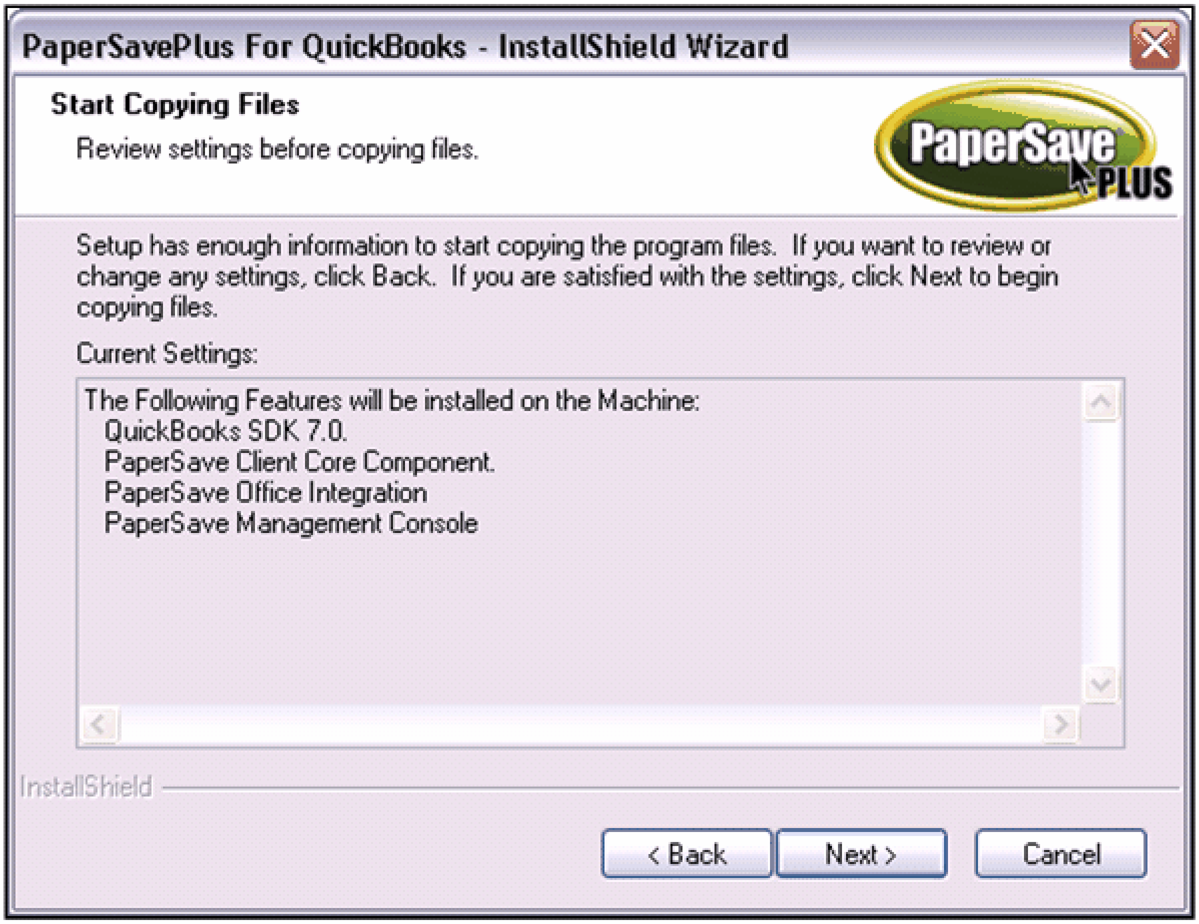
3. You can change the location for PaperSavePlus by using “Browse” button. Press “Next” to continue.



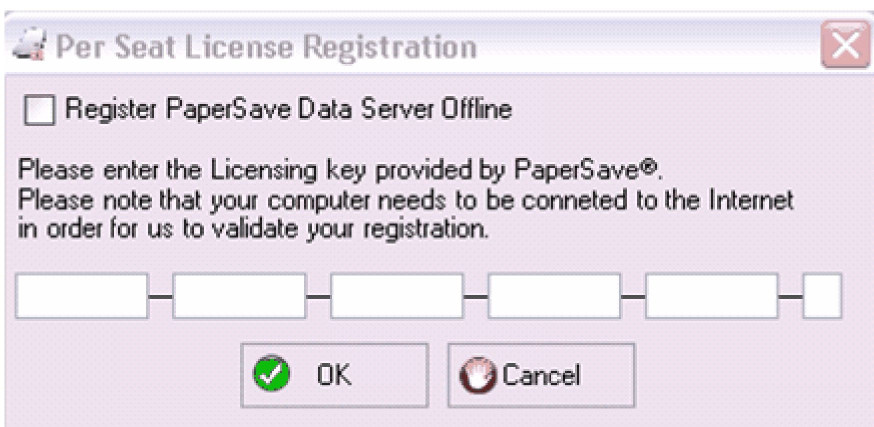
4. PaperSavePlus setup will ask you to select from a list of PaperSavePlus Optional Client Components. Select the component to view the description of the components features on the right side of the window. By default all the options are selected for installation. Select the components that you want to install and click “Next” to continue.



5. PaperSavePlus Setup will show the list of components that will be installed on your computer. Click "Next".



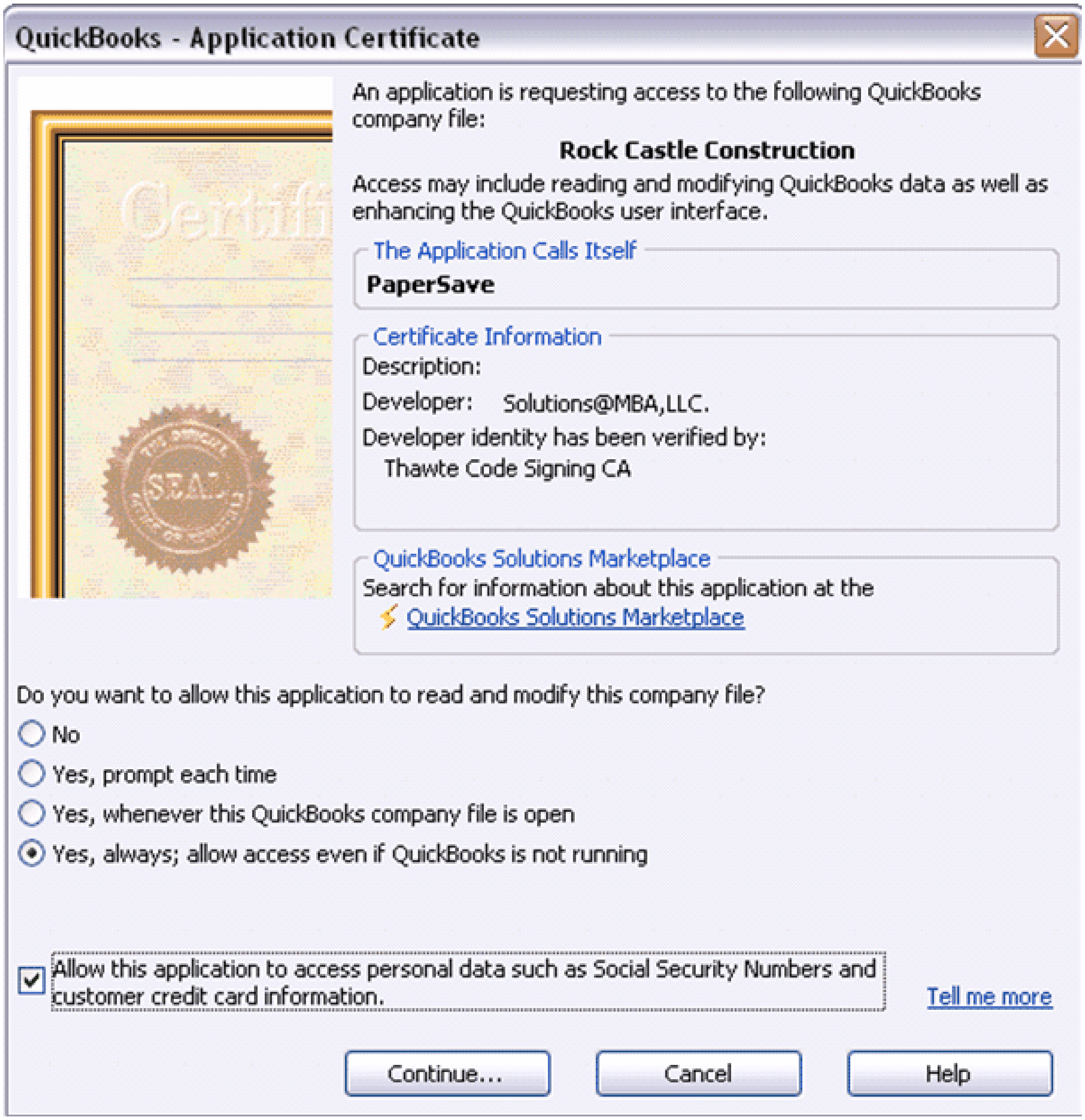
6. Follow the prompts until you arrive at the screen where you will enter your license key:



You can choose to enter your license key now or enter it later. If you choose to enter it now, enter the license key you were sent via email and click “OK”.

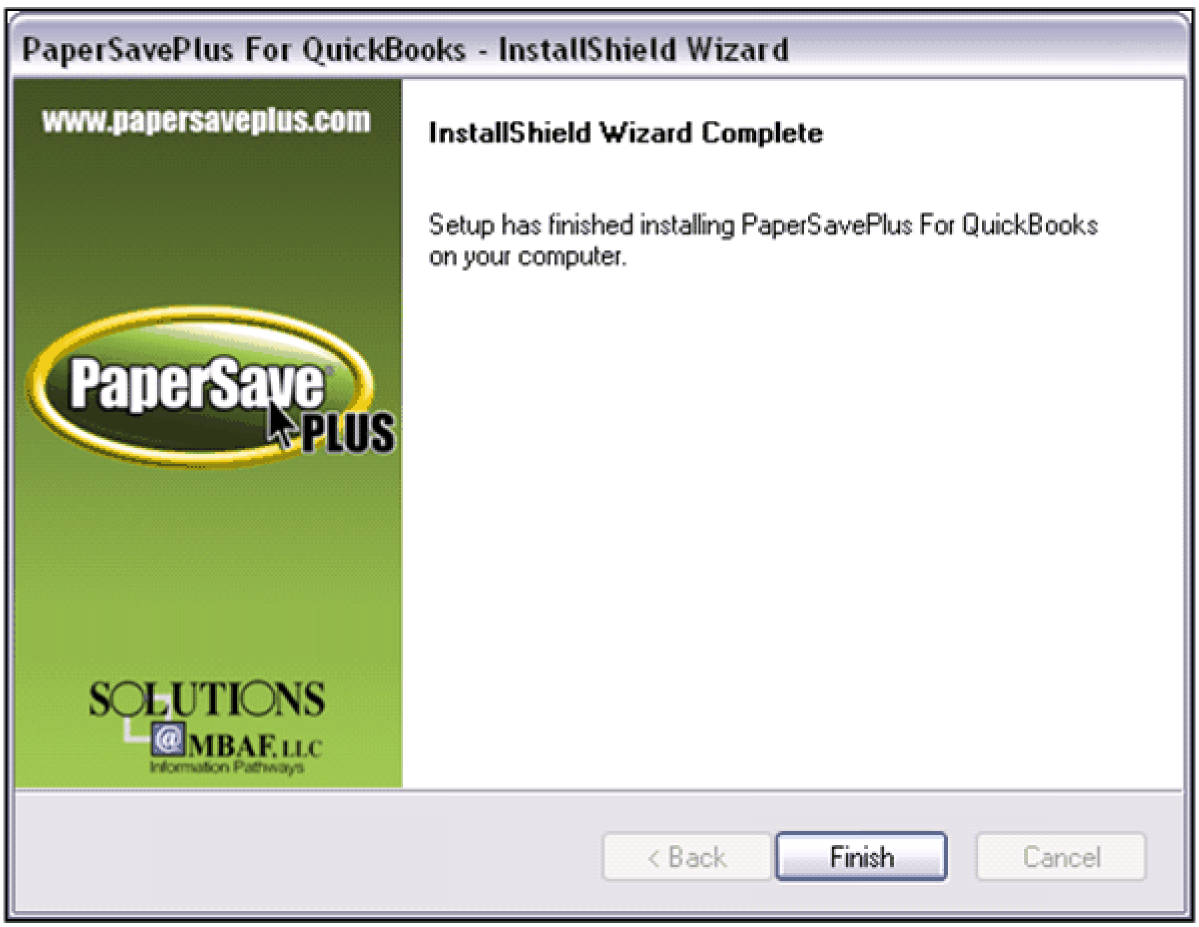
If you would like to register later, check the box next to “Register PaperSave Data Server Offline”. When you choose to register PaperSave Data Server Offline then it will prompt a message box. Follow the steps in the message box to proceed with the installation.

7. Next the Application Certificate window will open. Please select “Yes, always; allow access even if QuickBooks is not running” option and check the “Allow this application to access personal data such as Social Security Numbers and customer credit card information” checkbox and click the “Continue” button.



8. Click “Continue” and the Access Confirmation window will appear. Click “Done”.

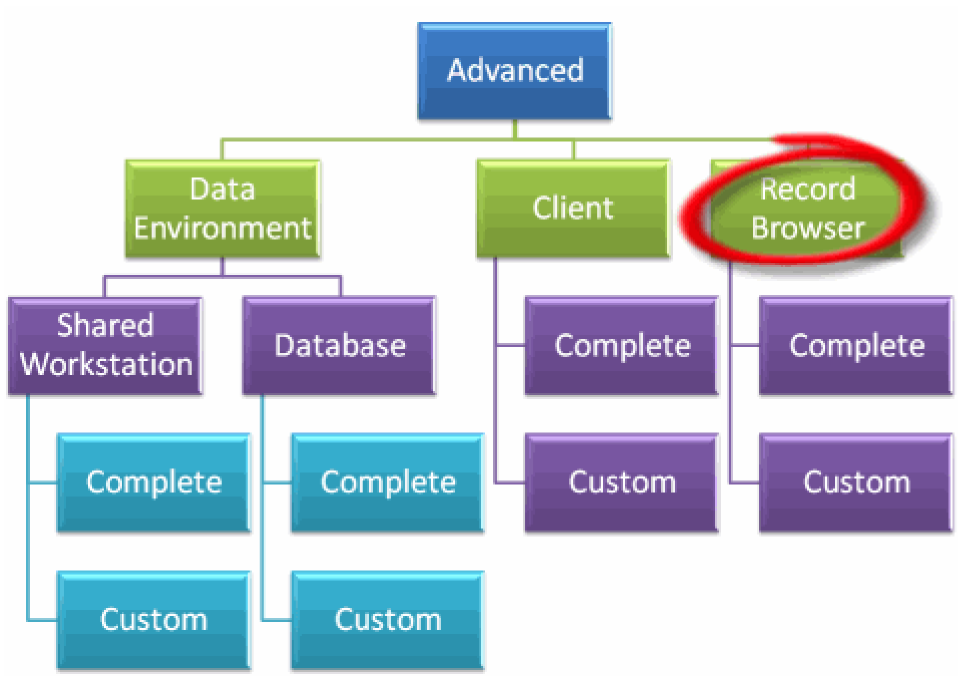
9. Finally, the PaperSave Database will install and the PaperSavePlus Installation is completed. Exit the Setup by clicking the "Finish" button. Also, close and re-open QuickBooks before using PaperSavePlus.



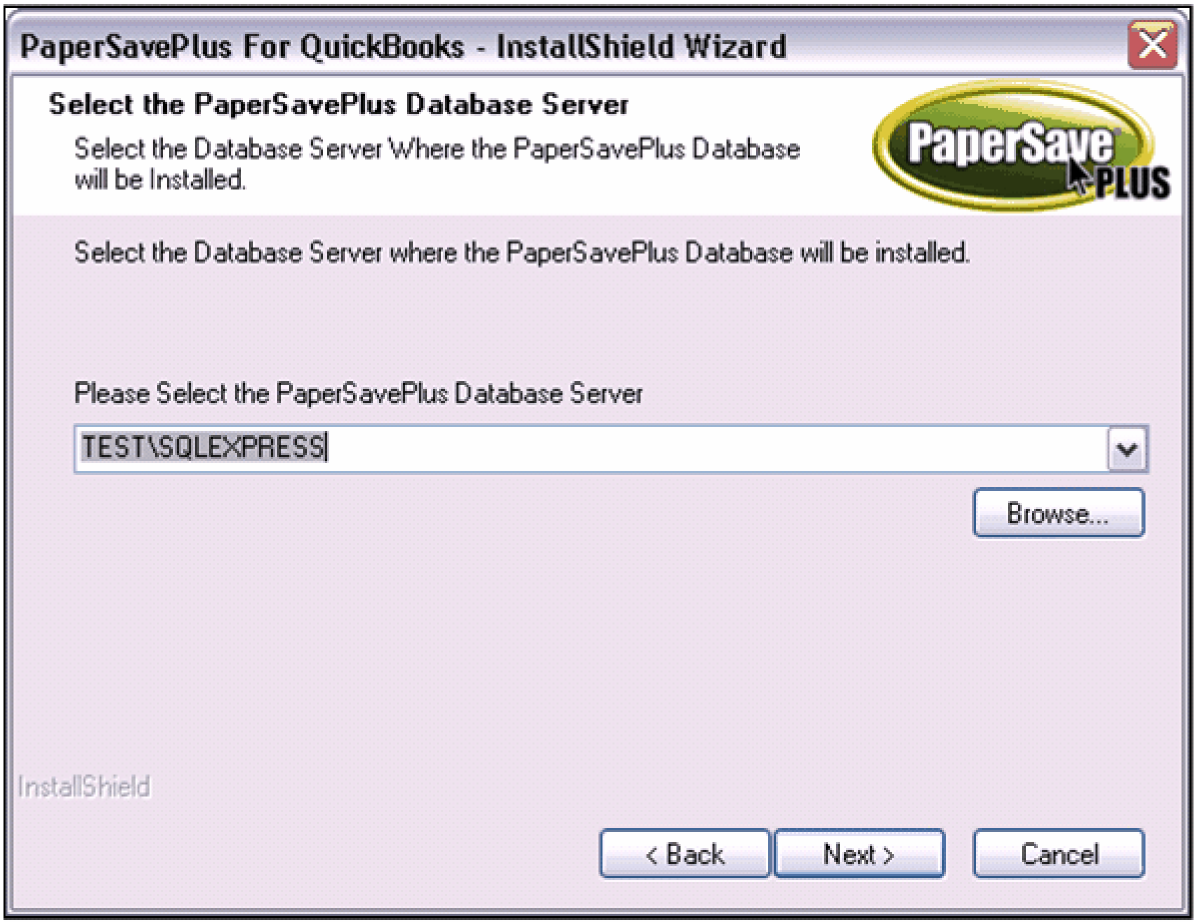
If you have other workstations that will be using PaperSavePlus , please refer to the [Advanced Setup] and follow the instructions to install the PaperSave Client only on the other workstations.

If you do not have other workstations you will be installing the PaperSave Client on, you must configure QuickBooks to you are finished with installation and can continue to the [User's Guide].

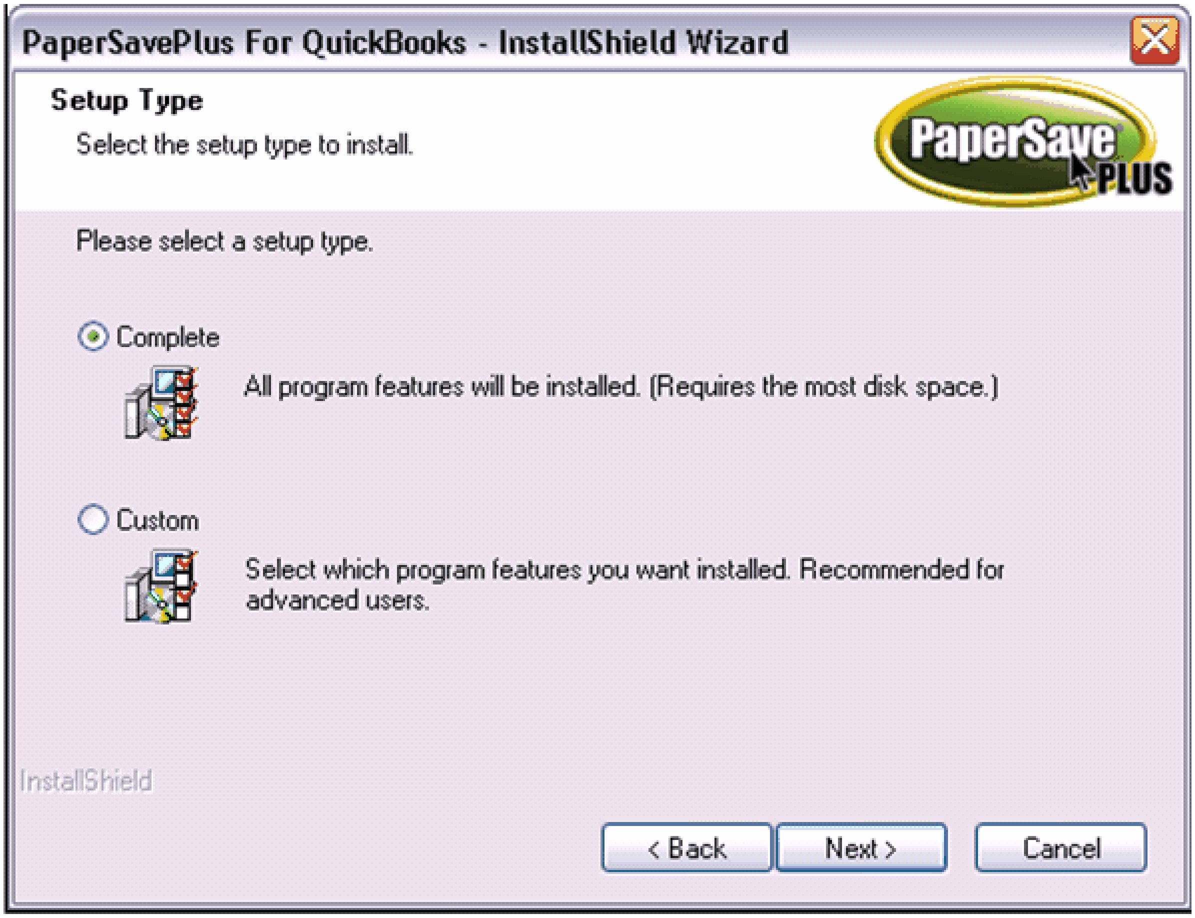
2.2.2.3 Record Browser



1. Select "Install Only the PaperSave QuickBooks Record Browser" and click "Next". PaperSavePlus setup will ask for the Database Server that is currently hosting the PaperSavePlus Database.

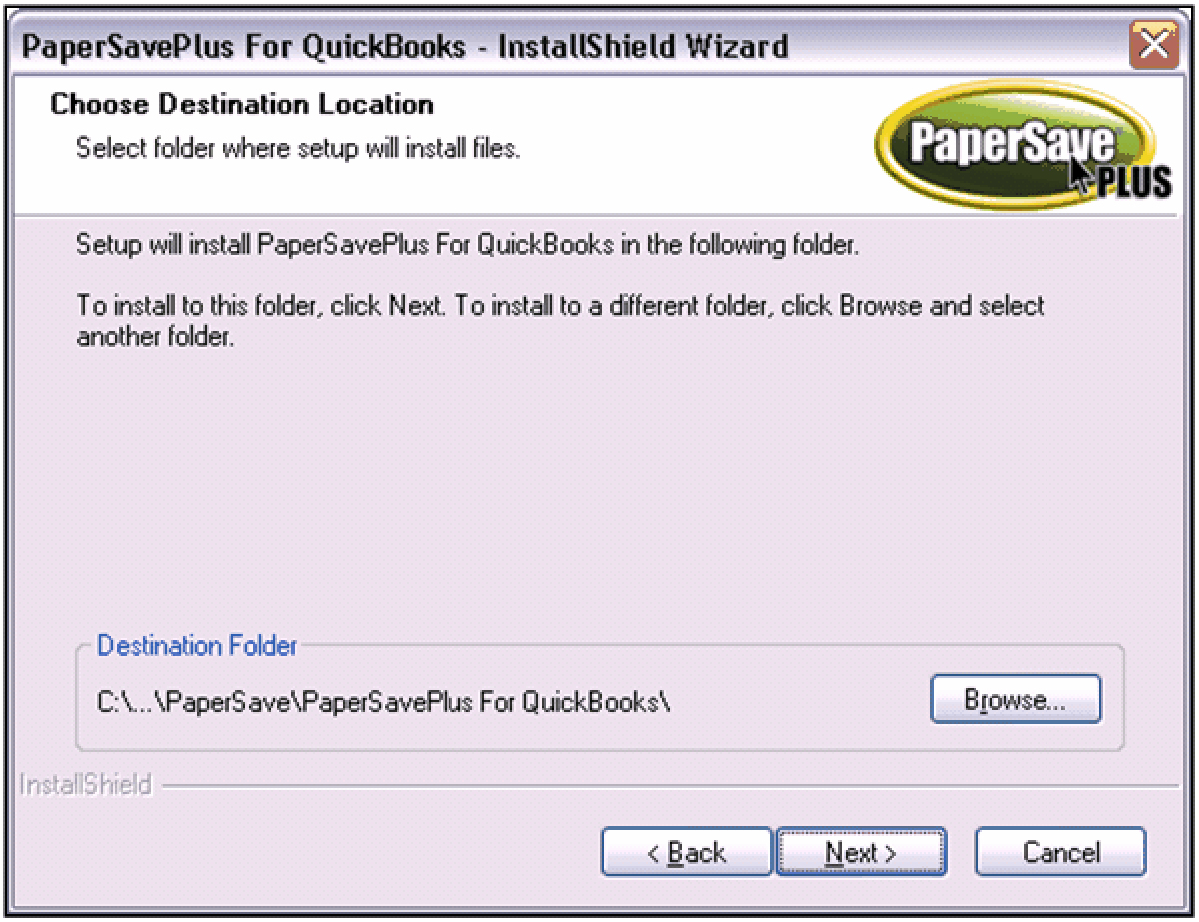


2. Click “Next” and the PaperSavePlus setup will ask you to choose either the “Complete” or the “Custom” installation.



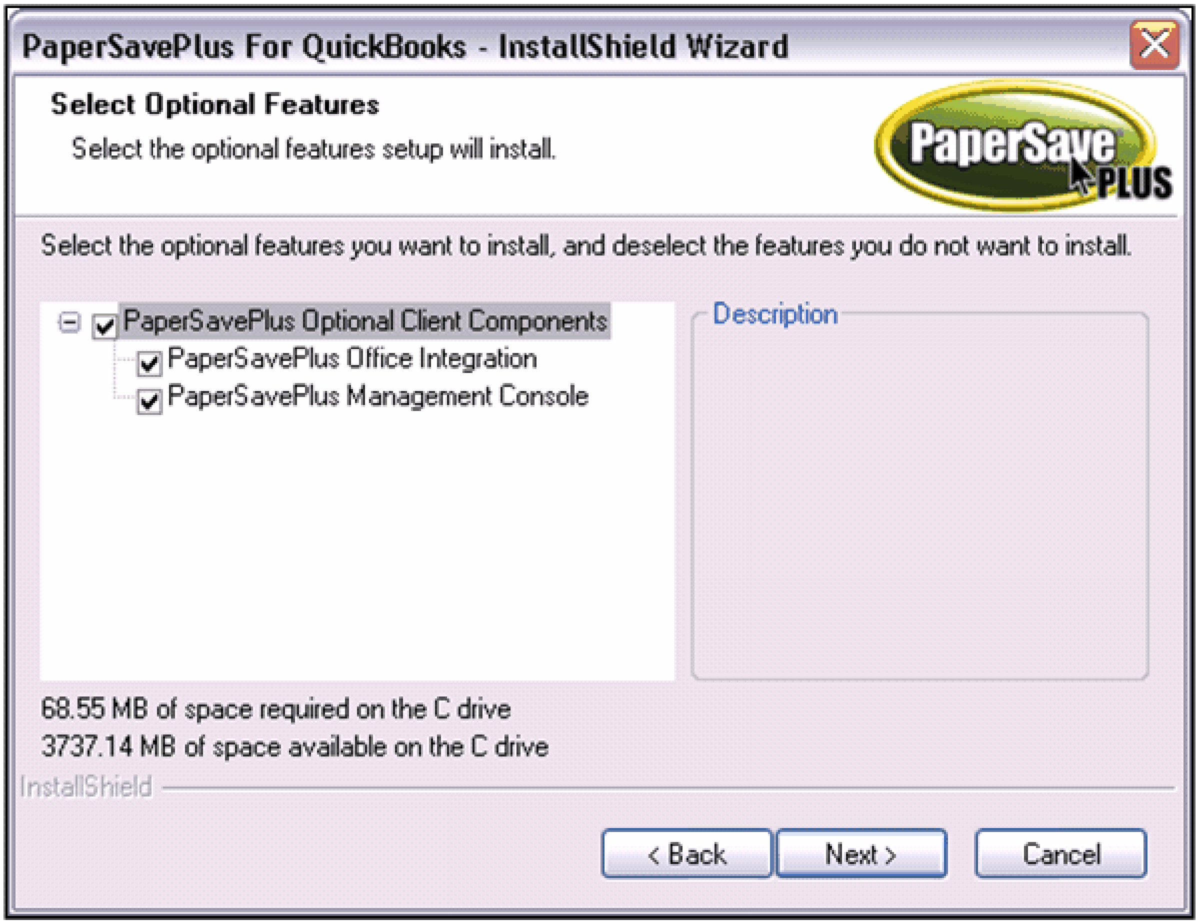
Selecting the “Custom” option will give you the opportunity to choose custom folder for the PaperSavePlus application file. **If you do not want to choose a custom folder, select Complete and skip to step 5**.

3. You can change the location for PaperSavePlus by using “Browse” button. Press “Next” to continue.

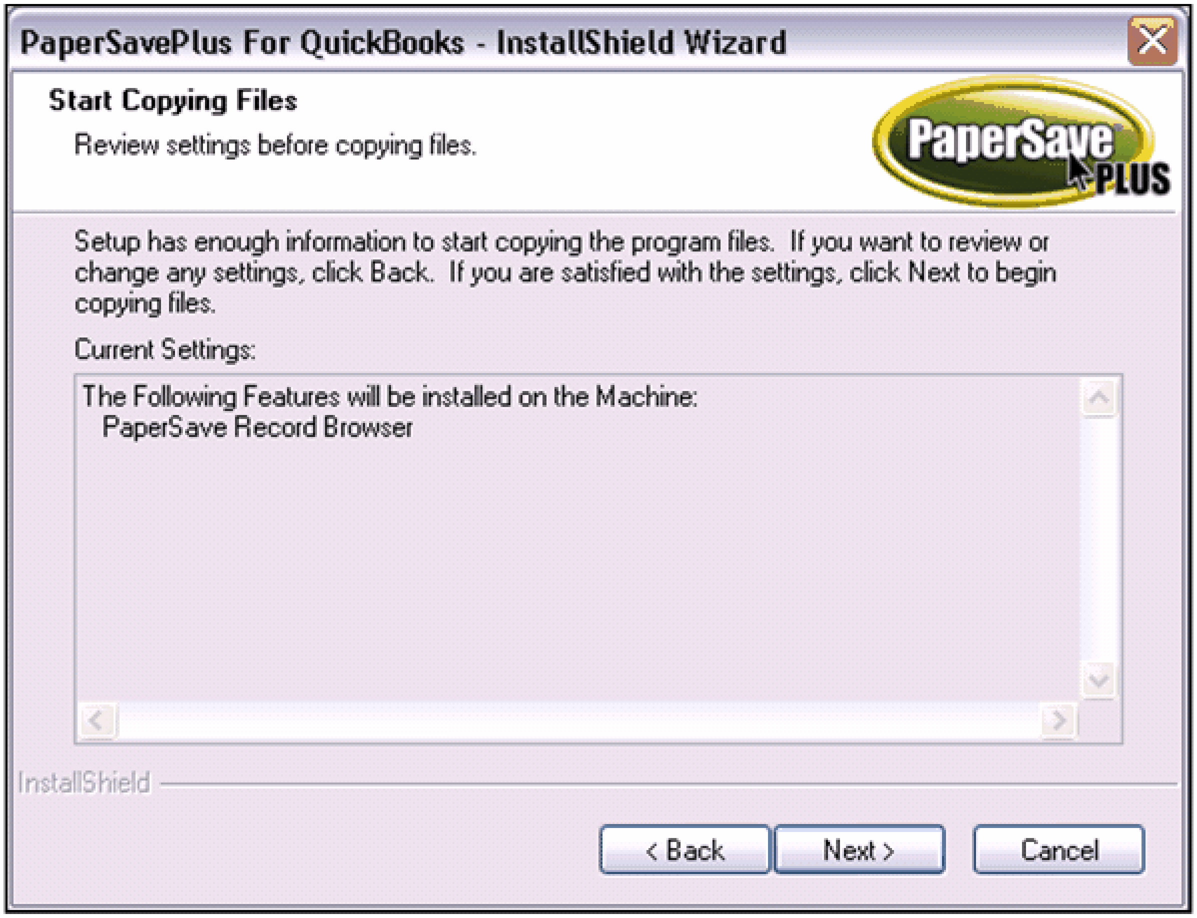


This screen allows you to select the PaperSavePlus Optional Client Components. By default all the options are selected. You can select the components that you want to install.

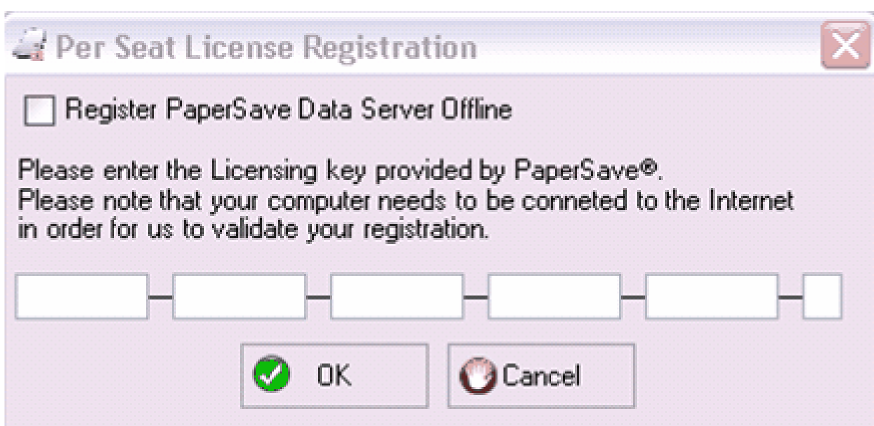
4. Click “Next”. PaperSavePlus setup will ask you to select from a list of PaperSavePlus optional components. Select the component to view the description of the components features on the right side of the window.



5. Click "Next". PaperSavePlus Setup will show the list of components that will be installed on your computer.



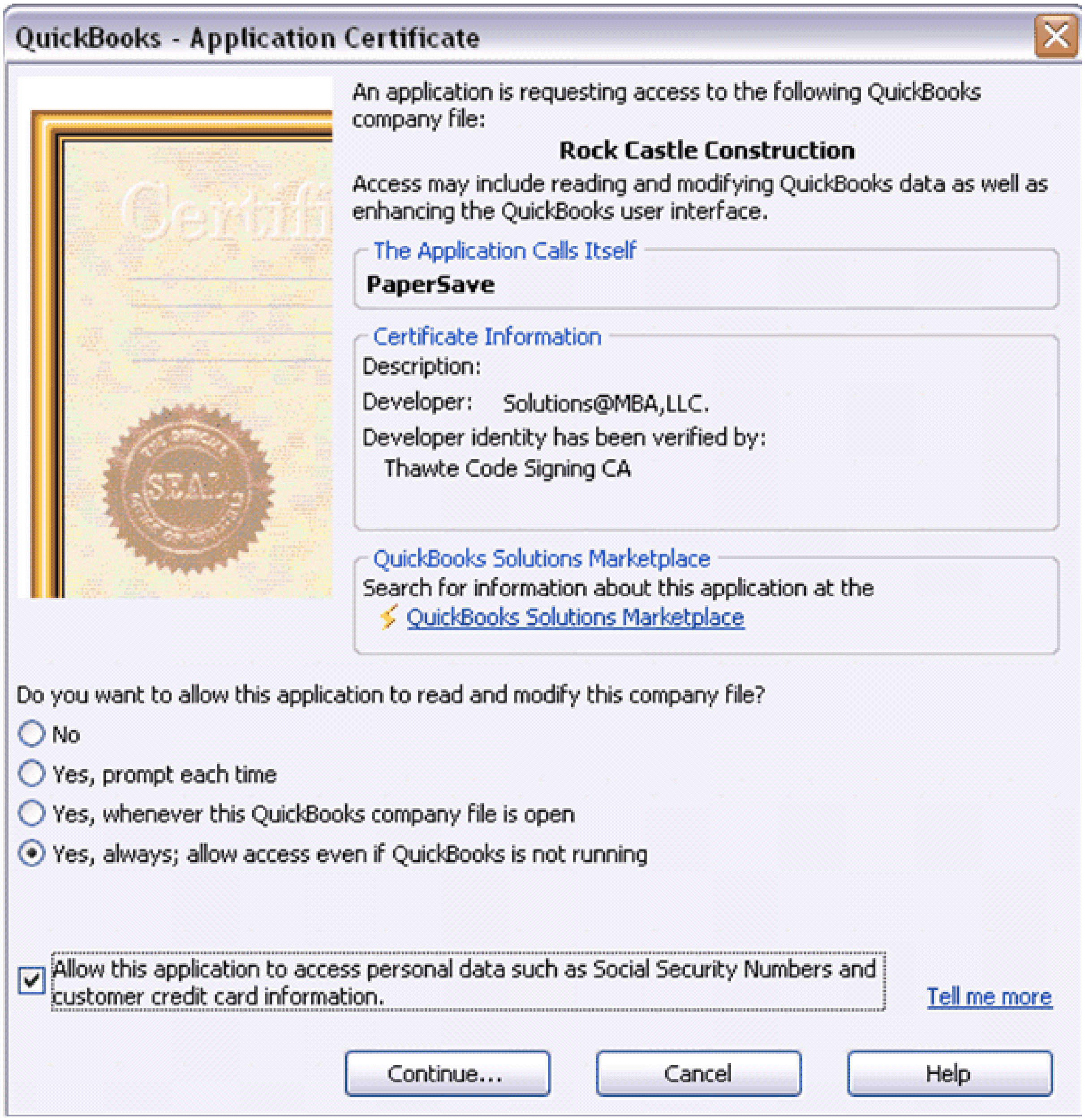
6. Follow the prompts until you arrive at the screen where you will enter your license key:



You can choose to enter your license key now or enter it later. If you choose to enter it now, enter the license key you were sent via email and click “OK”.

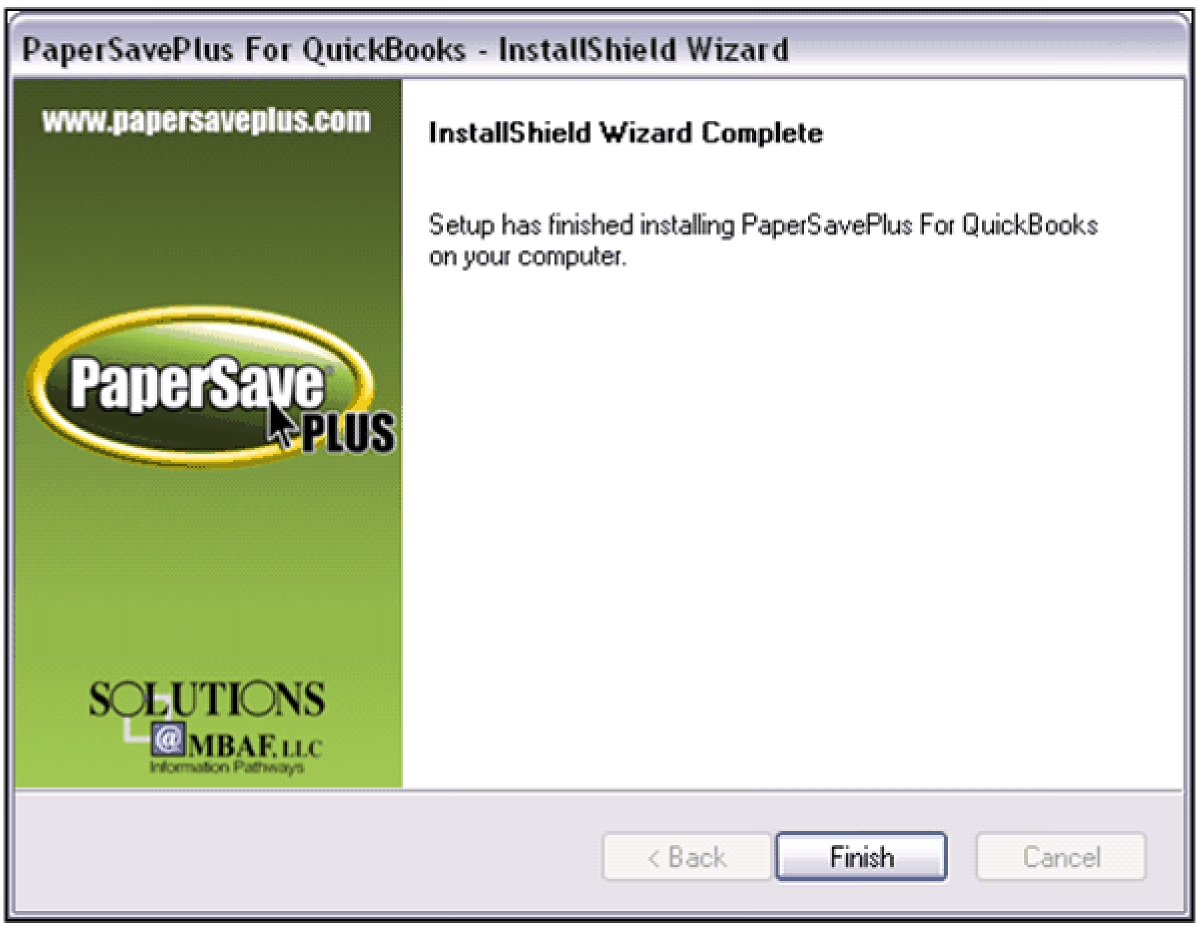
If you would like to register later, check the box next to “Register PaperSave Data Server Offline”. When you choose to register PaperSave Data Server Offline then it will prompt a message box. Follow the steps in the message box to proceed with the installation.

7. Next the Application Certificate window will open. Please select “Yes, always; allow access even if QuickBooks is not running” option and check the “Allow this application to access personal data such as Social Security Numbers and customer credit card information” checkbox and click the “Continue” button.



8. Click “Continue” and the Access Confirmation window will appear. Click “Done”.

9. Finally, the PaperSave RecordBrowser will install. Exit the Setup by pressing the “Finish” button.



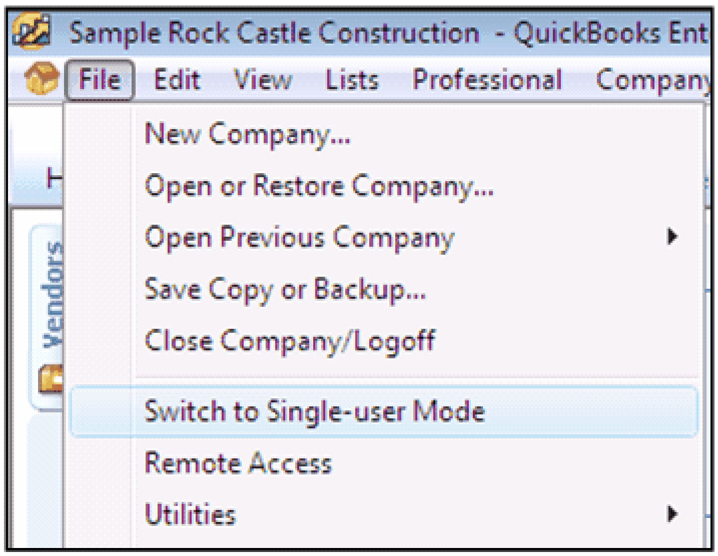
If you would like to install the Record Browser on other workstations, you can repeat these instructions on that workstation by going to Advanced Setup.

If you do not have any other workstations that will need only the Record Browser, you can continue to the User's Guide.

2.2.2.4 QuickBooks Multi User Mode

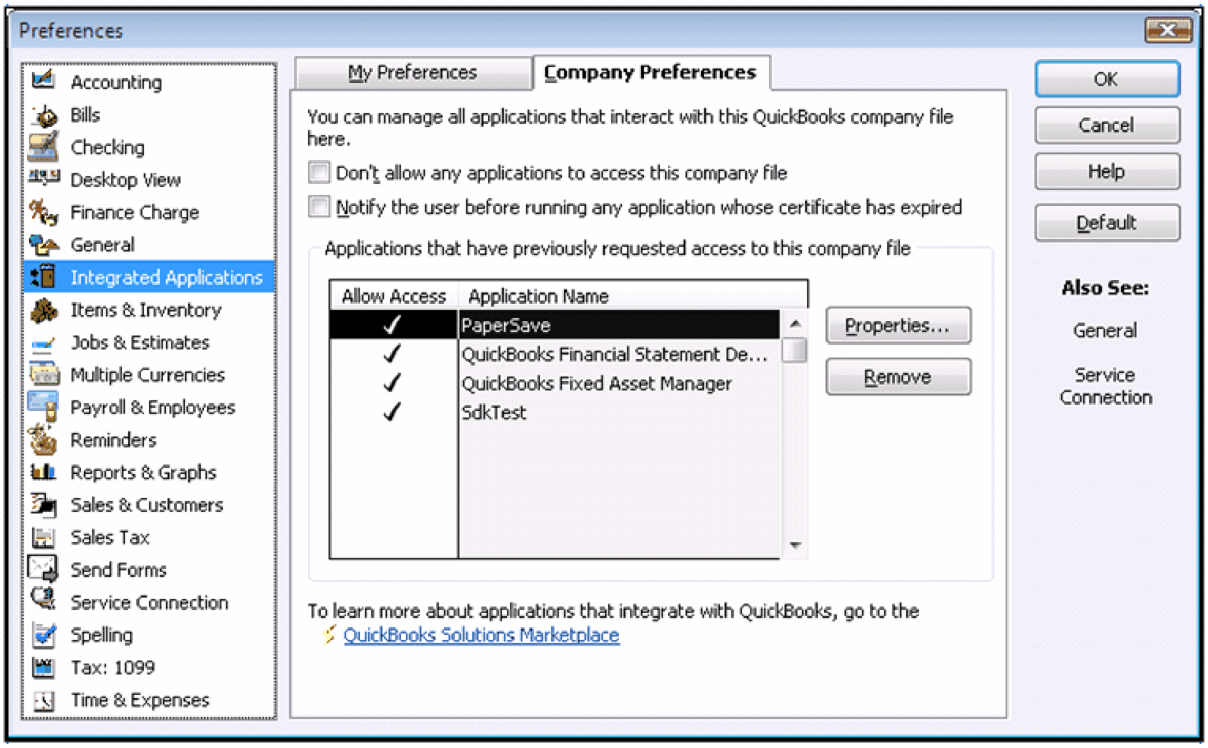
Configuring QuickBooks in Multi User Mode for PaperSave

1. Open QuickBooks in a Single User Mode, if it is running in Multi User Mode then change is to single User Mode as shown below:

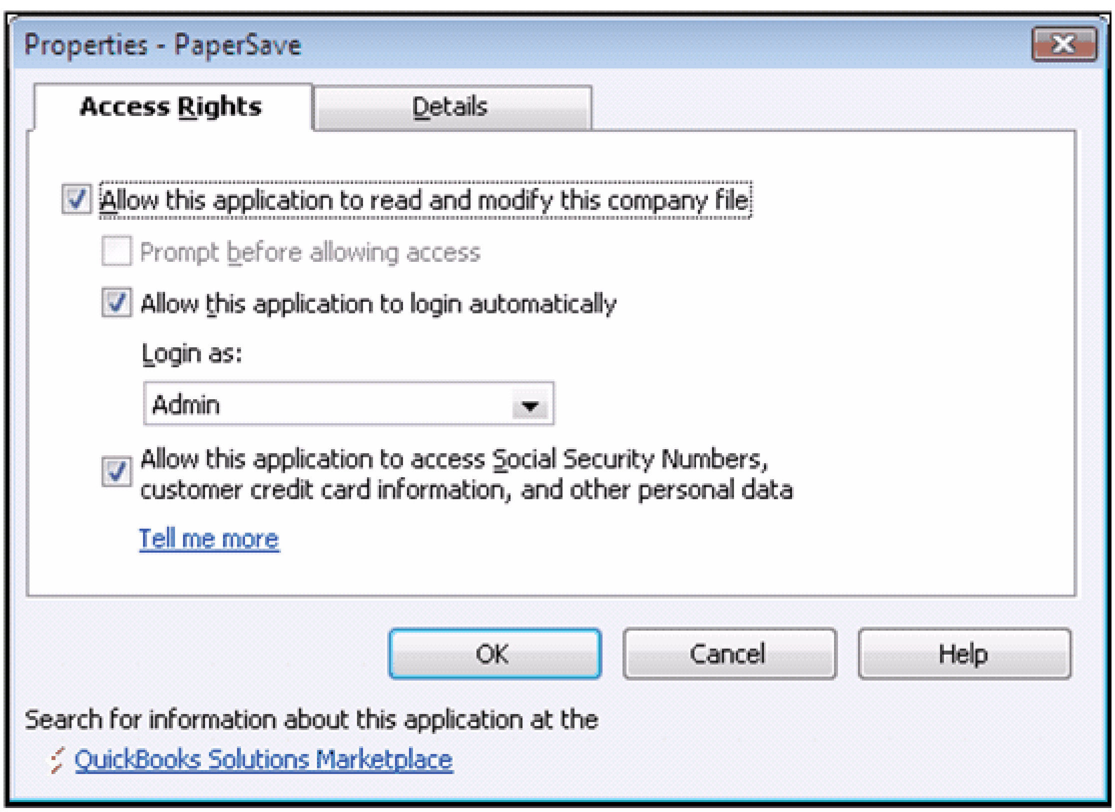


Go to

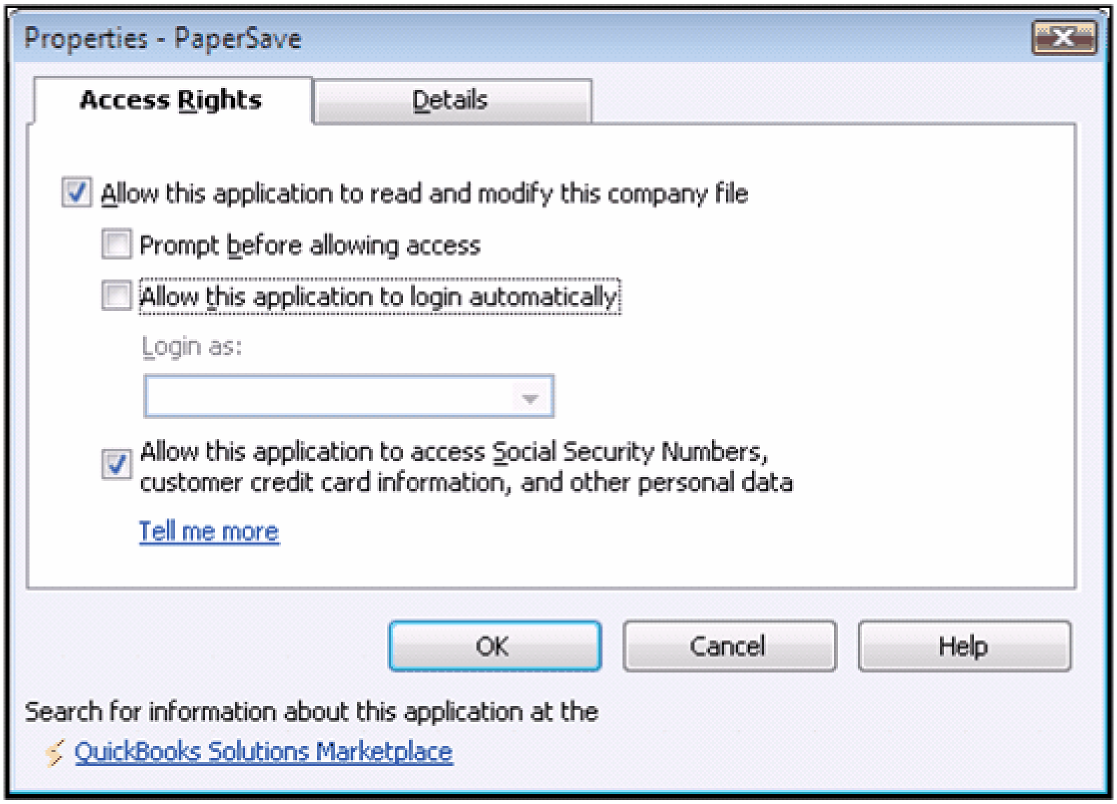
2. Go to “Edit—Preferences—company Preferences TAB—Integrated Application on the left side pane” as shown below:



3. Select “PaperSave” and click on the “Properties” button and it will open the following screen:



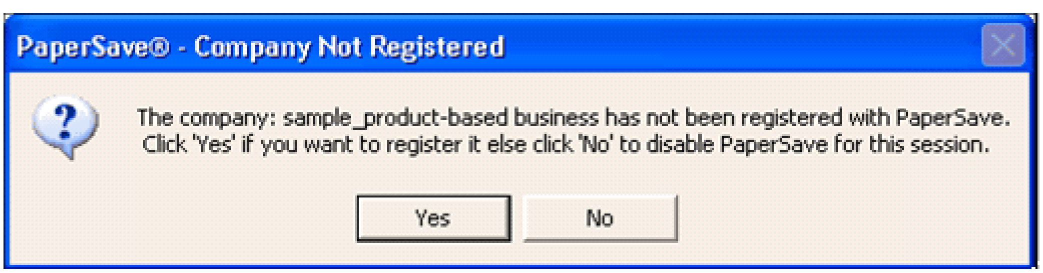
4. Uncheck the **"Allow this application to login automatically"** as shown below:



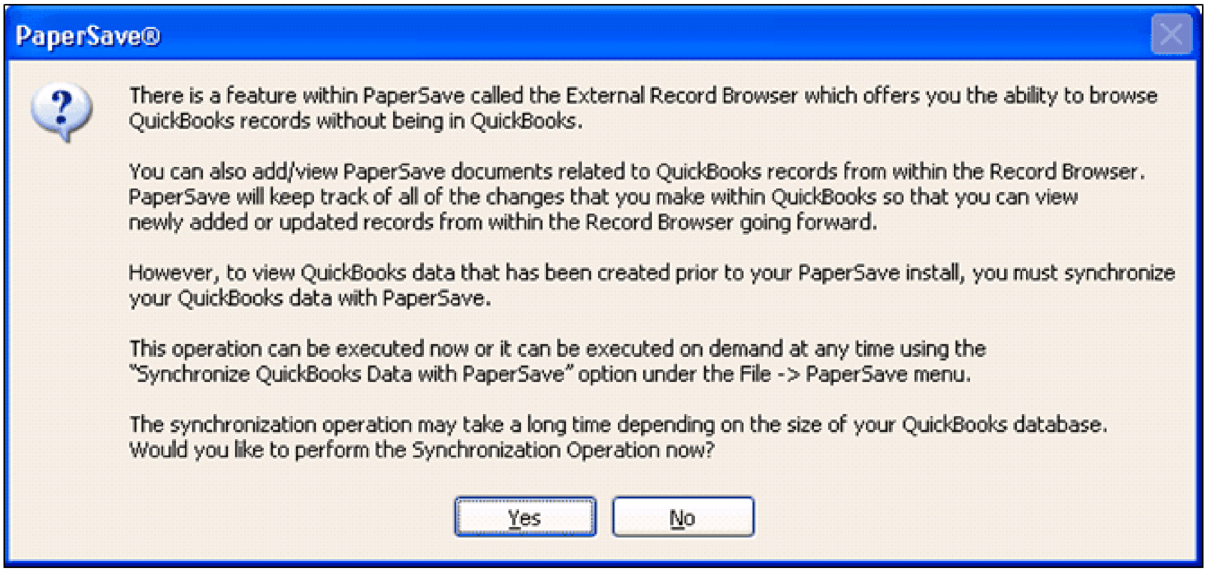
5. Click OK and you have finished configuring QuickBooks in Multi User mode for PaperSave.

2.3 After Installation

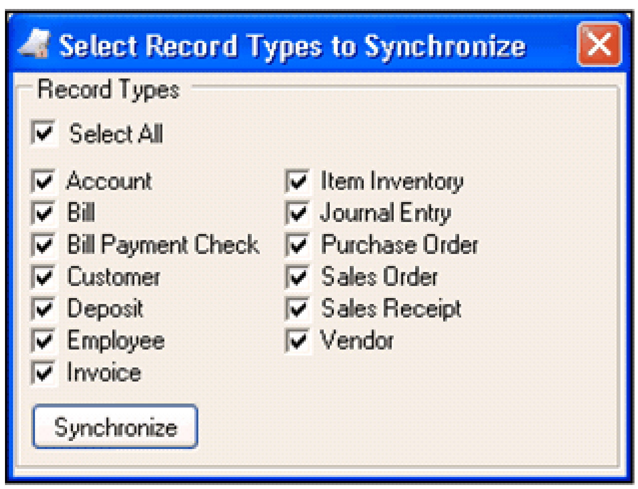
1. After starting QuickBooks for the first time after installing, PaperSavePlus will ask you to register the QuickBooks company against PaperSavePlus as shown below:



2. Click "*Yes*" to register the company. Once the company is registered against PaperSave, you will be asked to synchronize the QuickBooks database with PaperSave, as shown below:



3. Click "*Yes*" to Synchronize the records of QuickBooks with PaperSave. Then, the "*Transaction Type Selection Prompt*" in which you will select the transaction types you want to synchronize with PaperSave will open as shown below:



4. After clicking Synchronize, it will start synchronizing the selected QuickBooks records with PaperSave. Once it is finished, a completion window will pop up. Click OK to finish.

NOTE:

- If you Delete a record in QuickBooks in Multi User mode, you must perform Synchronize the QuickBooks data with PaperSave using *PaperSave > Synchronize QuickBooks data with PaperSave* option from the menu.
- If the user deletes a record from QuickBooks which had PaperSave documents attached to it, then the

deleted record will get removed from QuickBooks, but it will exist in PaperSave Database. You can view it in the PaperSave Record Browser.

If you will be using a PaperSave compatible ScanSnap scanner, please create the PaperSave Profile in the ScanSnap Manager before attaching any documents using the ScanNow acquisition method.

Once you are finished synchronizing PaperSavePlus with QuickBooks, you can continue to our **User's Guide**.

Part III

3 User's Guide

If this is your first time using PaperSavePlus, please read **After Installation** to ensure that QuickBooks is ready to work with PaperSavePlus

The PaperSavePlus User's Guide is divided into 4 parts:

3.1 PaperSave in QuickBooks

[External Document Folder](#)

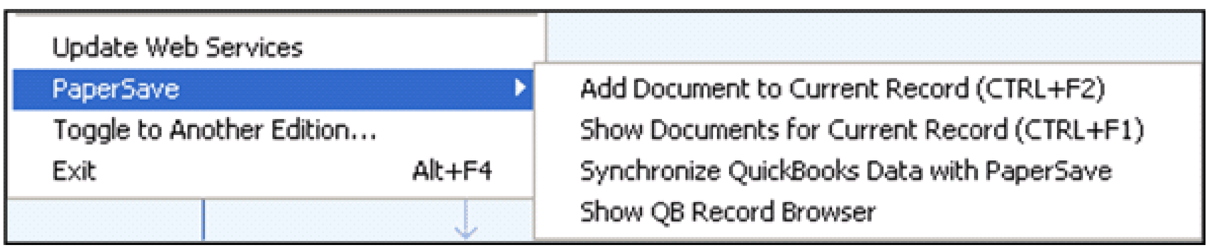
[Using ScanSnap with PaperSave](#)

3.1.1 QuickBooks Integration

Under the QuickBooks file menu, all PaperSave-enabled QuickBooks forms have a sub menu called 'PaperSave', that has 4 sub menu items of its own:

1. ***'Add Documents to Current Record'*** or use the shortcut ***Ctrl + F1*** will present you with the PaperSave Add New Document Window
2. Clicking on '***Show Documents for Current Record'*** or use the shortcut ***Ctrl + F2*** will prompt PaperSave to check to see if there are documents associated with the related record. If there are, then PaperSave will display the Document Explorer. Otherwise, PaperSave will notify you that there are no documents related to that record.
3. QuickBooks database can also be synchronized with PaperSave using **'*PaperSave—Synchronize QuickBooks Data with PaperSave*'** option.
4. You can also view the Record Browser using **'*PaperSave—Show QB Record Browser*'** option.

PaperSave also detects anytime that a record is saved, and will prompt you, unless otherwise directed, to add documents to PaperSave whenever a record is saved. For information on the PaperSave Add New Document prompt, click here to view the noted section in the ScanNow chapter.



Please find below a table of the supported QuickBooks' record types:

Account	Credit Card Credit	Item Inventory	Purchase Order
Vendor	Credit Memo	Item Non-Inventory	Receive Payment
Bill	Customer	Item Other Charge	Sales Order
Vendor Credit	Deposit	Item Payment	Sales Receipt
Bill Payment	Employee	Item Receipt	Item Inventory Assembly
Check	Estimate	Item Sales Tax	
Sales Tax	Inventory Adjustment	Item Sales Tax Group	
Payment Check	Invoice	Item Service	
Check	Item Discount	Item Subtotal	
Credit Card Charge	Item Group	Journal Entry	

3.1.2 ScanNow

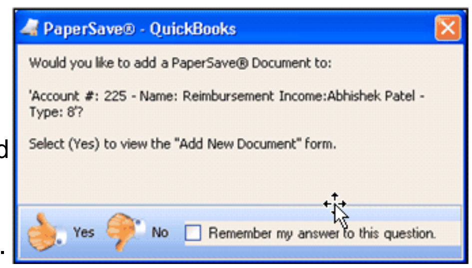
The ScanNow™ feature enables you to scan and attach a document to an open QuickBooks record. The associated document would then be available for **viewing at a later time** simply by navigating to the related record.

Before using ScanNow, you may want to adjust the **ScanNow Settings**.

To use ScanNow™*:*

1. Create a new record (you can also open an existing transaction) in QuickBooks, and click on Save & New or Save & Close.

2. A PaperSave prompt window (illustrated on the left) will ask you if you would like to add a document to the current transaction. Click on “yes”.



3. Select the type of document using the drop down menu, and fill in the Document Profile accordingly.

4. Click “ScanNow™” to add the document to the current record.

5. A select source window will appear, choose the appropriate scanner, and insert the document to be scanned into your scanner’s automatic document feeder. A document which is added to PaperSave using ScanNow is saved in a “TIFF” format.

NOTE: In the PaperSave® prompt window there is a check box option to ‘ Remember my answer to this question’. If you select this, and click on ‘yes’, every time you save a transaction, the Add New Document Wizard will automatically appear for the remainder of your session in QuickBooks.

If you have chosen not to add a document and have selected the check box option to remember your answer, the Add New Document Wizard will not prompt you to add a document to any QuickBooks records for the remainder of your session.

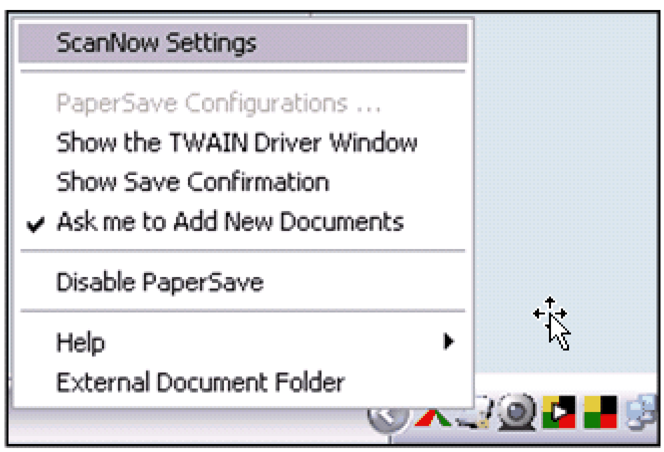
To change either of these settings, right-click on the PaperSave® icon in the Windows System Tray and select/ deselect the 'Ask me to Add New Documents' option.

For more information on the other options included in the PaperSave Tray icon, click here.

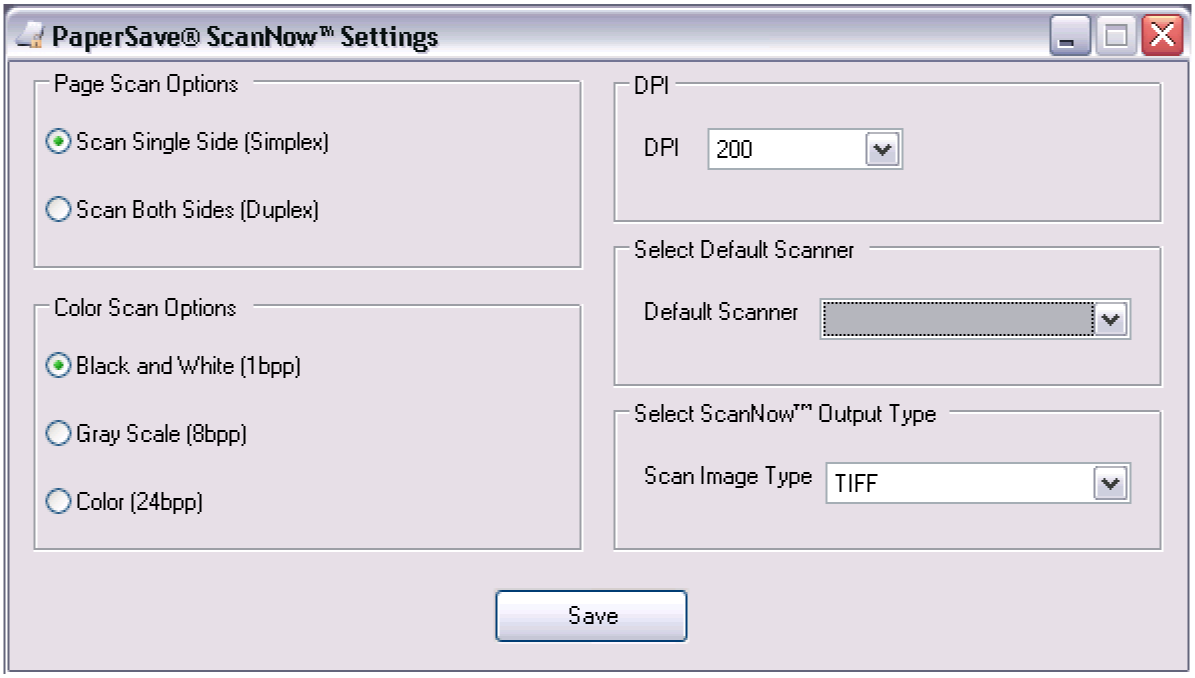
3.1.2.1 ScanNow Settings

You can change these settings at any point and you may choose to have different settings for the different types of documents you are scanning – for example, a color photo versus an invoice.

You can access the ScanNow Settings menu by right clicking on the PaperSave icon at the bottom of your screen in the tray.



Click on ScanNow Settings and the following window will open:



The PaperSave ScanNow Settings window has five main sections:

1. Page Scan Options: You can choose to scan either single-sided or scan both sides of a sheet.

2. Color Scan Options: Select between black and white, gray scale or color. We highly recommend that you use the **black and white** option as it utilizes the least amount of space.

3. DPI (Dots Per Inch): After setting this option, it will scan the document with the selected number of dots per Inch. The smaller the number, the less sharp the image will appear. For most documents you are scanning, the lowest number should suffice.

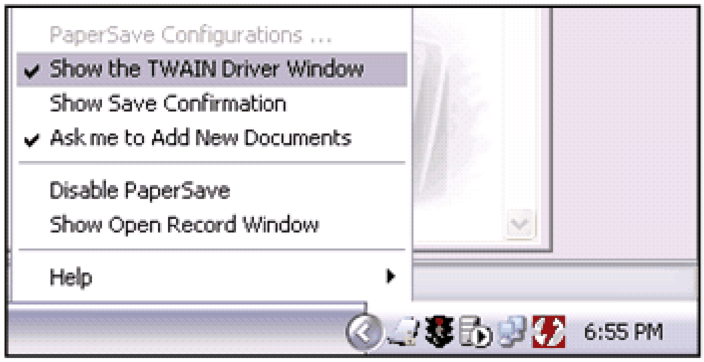
4. Select Default Scanner : You can select the default scanner as a scan source by selecting the scanner from the list of the scanners. The next time you add a document using ScanNow, PaperSave will use the scanner set as default here.

5. Select ScanNow Output type: You can now select the scan image type by selecting between the two image types- PDF or TIFF. The type you select here will be the type of the image being scanned by the scanner.

Note: To enable any option in ScanNow settings, select the option and then click the “Save” button to make it active.

3.1.2.2 PaperSave Tray Icon

Besides turning on and off the Add New Documents prompt, when you right-click the PaperSave Tray Icon, you also have the option of selecting to **’Show the TWAIN Driver Window’** before performing ScanNow™ **.** This gives you the ability to choose the options you’d prefer before scanning, such as, 300dpi, Blank page skip, etc.



In addition, if you want to see a confirmation of your document being added to PaperSave, select the **'Show Save Confirmation'** option.

3.1.3 Attach a File

The Attach File function was designed for adding electronic documents to PaperSave. When attaching an electronic file, simply select the file from the area where you have it saved so that the association can be made between the document and the record.

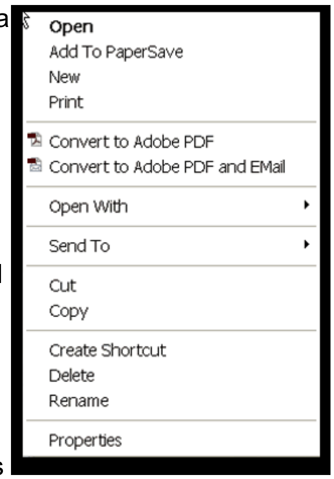
Attaching a file to a record is very similar to the **ScanNow**™ process.

1. Complete your transaction (or open an existing transaction), click "save", and choose "yes" when asked to add a new document
2. Select your Document Type, and fill in the profile accordingly
3. Click "Attach file", rather than "ScanNow™"
4. An Add a PaperSave Document window will open. Here, you can browse your file system for the document you would like to attach

Note: PaperSave® is designed to attach the following file types: TIFF, Word, Excel, PowerPoint, HTML, JPG, GIF and PDF Files.

Four Other Methods to Attach a File to a QuickBooks Record

1. You can attach a file to a record you are viewing in QuickBooks. To attach a file, press Ctrl and F2 and the PaperSave Add a New Document window will pop up. You can add in additional information about the file you about to attach. Next, look at the bottom of that screen and click on the Attach File button. You will then find your file on your computer, double click on it and click Open. The file will attach and you are done!



2. You can attach **Microsoft Office** files with the click of a button. There is a PaperSavePlus button at the top right side of your menu bar called - Add Document PaperSave. Just click the buttton and you can choose where to save your document.

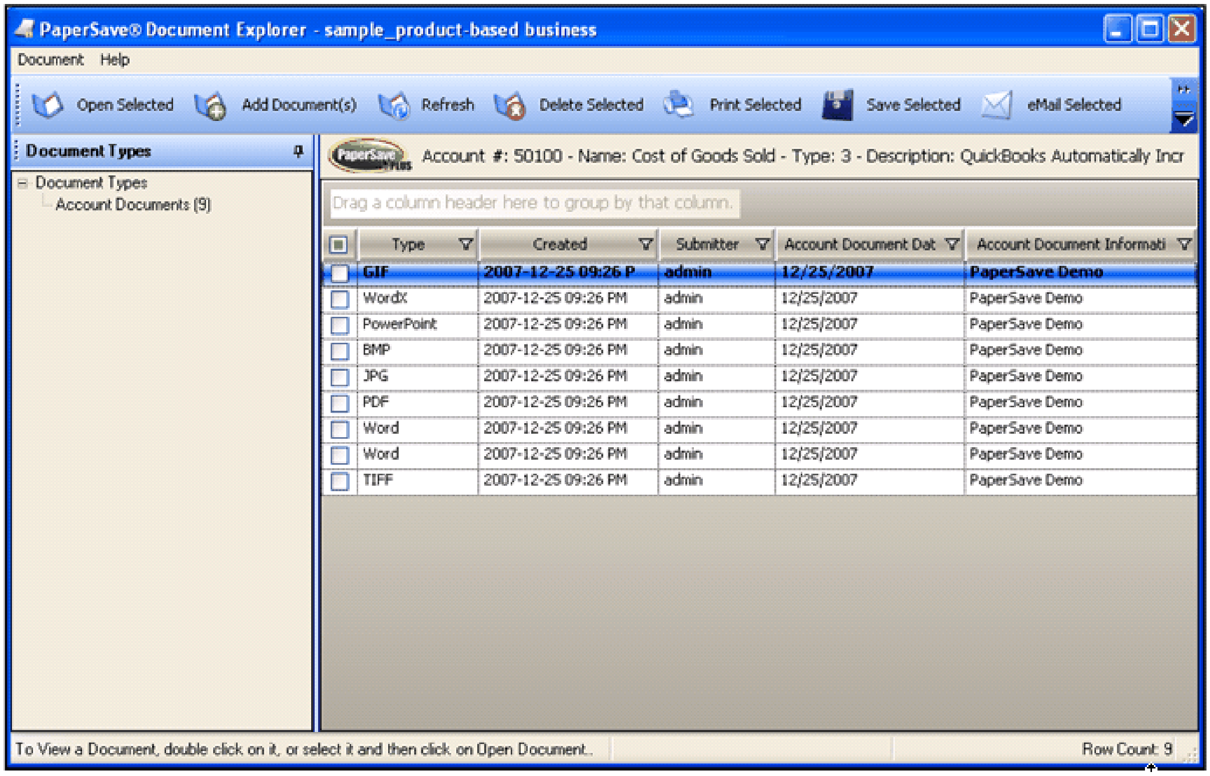
3. PaperSavePlus will **save an Outlook email** and all of its attachments to a QuickBooks record. Just as when you are saving Microsoft Office files, there is an Add Document PaperSave button in your Microsoft Outlook emails. Just double click the email to open it in a new window. Then you will see the button in the top right hand corner. Click it and follow the directions to add the email to a QuickBooks record.

4. You can easily attach other sorts of files to Quickbooks. From within Windows (for example, within your My Documents folder), you can right click on a file and you will see a drop down menu appear. One of the options is Add to PaperSave. Select this option and follow the directions to add the file to your QuickBooks record.

NOTE: Following any of the methods above, can attach multiple documents to the same QuickBooks record. Find your record and attach a file or scan and attach. There is no limit on how many documents you can attach to any one QuickBooks record.

3.1.4 Document Explorer

To open the Document Explorer, click the Show Documents option on a record to which documents are already associated. First, go to the File Menu and select the PaperSave menu. Then, click on the 'Show Documents for Current Transactions/Record' menu item. Alternatively, you can click CTRL + F1 to show any attached documents. You can easily see which documents are associated to the record you are currently viewing.



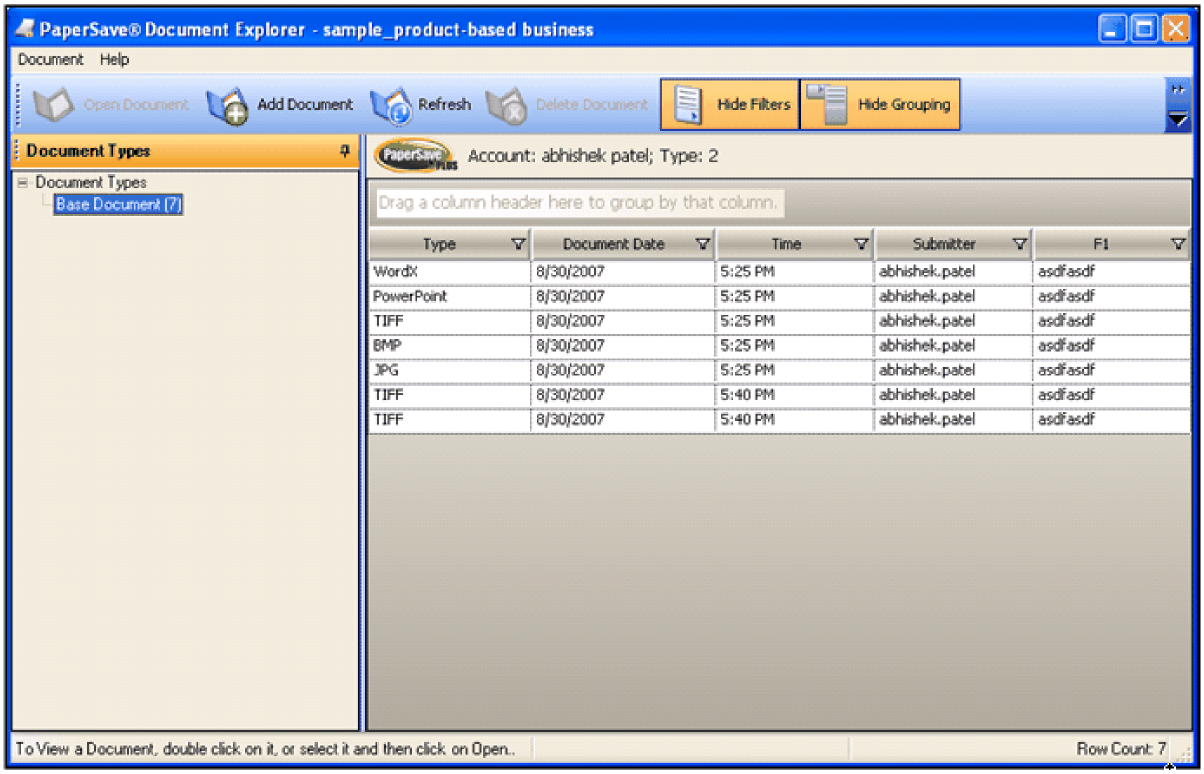
The Document Types pane (shown below) tells you what Document Types have been created for that record type, and how many documents of each type have been associated to the current record.

To view the document, click on the related “Document Type” in the Document Types pane. On the right side of the screen, a list of all documents that are of that type, and associated to that record will be displayed. You can double click the document or “single click” on it and click the “Open Document” icon.

To view multiple documents, select all the documents which you want to view by checking the checkbox in the first column and click the Open Document button. It will open a slide show where you can view all the selected documents one by one.

Each document has a specific set of characteristics; Type, Document Date and Submitter which are always available for every Document Type. There will also be additional characteristics that match fields defined for the profile of the related Document type.

Also, you can add additional documents through this window. To do so, click the “Add Document” icon and the Add A New Document window will open. Choose either ScanNow or Attach File to add a document and “click” that icon.



For more information on the Document Explorer toolbar at the top of the window, please refer to our Document Explorer toolbar chapter.

3.1.4.1 Document Explorer Toolbar

While in the Document Explorer, the following toolbar will be present at the top of the window. If for some reason you do not see one or more of these buttons, click on the black down facing arrow all the way on the right side. This will bring a drop down with the buttons you do not see. This is to help save space on the menu bar.

- **Open Selected:** Opens all selected documents. You can open all (or select the ones you need) simultaneously and then scroll through them or just open one attached document.
- **Add Documents:** You can add more documents to the QuickBooks record.

- **Refresh:** If you need to see an updated view of the attached documents, click Refresh. This is also helpful if you have applied filters or grouping (explained below) and want to return to the original view.

- **Deleted Selected:** You can select one or more documents and delete them from the attached documents.

- **Print Selected:** You can select one or more documents and print them.

- **Save Selected:** You can select one or more documents and save them in a different location on your computer.

- **Email Selected:** You can select one or more documents and email them.

- **Hide/Show Filters:** If you click this button, you will either show or hide filters on the column headers. You can use this option as a search function to help you find specific types of documents you have attached. Let's go into more detail about how to use filters.

  When Filters are shown, you will see a white funnel in each column header. If you want to sort by a particular header, click on the white funnel in the column header you want to sort by. A drop down box will appear. The drop down box will give you all of the options you can sort by for that particular column, including blanks (no data was inputted for that field), nonblanks (information was inputted for that field) and custom.

  If you choose custom, a pop up window will appear. You will choose an operator from the drop down box and an operand from the drop down box. You can also add more conditions. When you have made your selections, click Ok and the filter will apply to that column.

  Once you have filtered a column, the white funnel will now be blue to indicate that you are viewing filtered data by that header. You can sort by more than one header at a time if desired. For example, you may want to find a pdf you attached on March 15. You could sort by date and document type.

  When you are finished with viewing the filters you have created, you can click Refresh to go back to the original view.

- **Hide/Show Grouping:** To further help you organize your documents (especially helpful if you have a lot of documents attached), you can group your documents by any of the column headers described above. To do so, just click on the header you want to arrange by and drag it to the top - where you see a white box labeled "Drag a column header here to group by that column." You will then see the white box turns to a gray box with the header title you are now sorted by.

  The following are a few examples of when you may want to use this option. You want to see all the documents you submitted separated from the ones your co-worker submitted. You want to see the documents arranged by date or perhaps the type of document that you have attached.

  To undo this sorting, just drag the gray box with the header title you are sorting by and drag it back onto the column headers. Once you drag and drop it, you will be back into the original view. Another way to see the original view is to click the Refresh button at the top of the screen.

- **Show Associated Documents:** A pop up window will show you all the documents in an easy to read format.

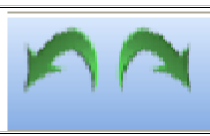
3.1.5 Document Display

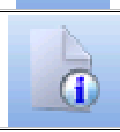
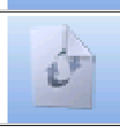
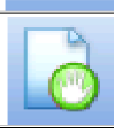
You've already learned how to quickly view an attached document in QuickBooks, by clicking CTRL and F1. After that, either of two viewers will launch.

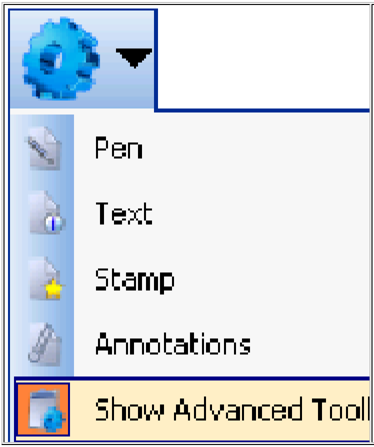
- If you have only **one** document attached, your document will be viewed in the PaperSave Document Display.
- If you have **multiple** documents attached, your document will be viewed in the PaperSave Document Explorer. Here you will be able to scroll through your different attached documents and work with them together or individually.

Note: Word, Excel, PowerPoint, HTML, PDF, and email documents will open in an embedded viewer that corresponds with that file type. (ex. Word documents will open up in an embedded Word viewer). Once attached using PaperSave, these documents cannot be modified. In Adobe Reader, you may change the way you view your PDF documents using the Adobe Reader tools.

Below is a description of what each of the buttons in the Document Display menu do. Some of these buttons will only appear in TIFF documents - those that have been scanned into PaperSave.

	**Navigation buttons:** These are the 4 sets of arrow buttons and you can use them to navigate through a multi-page scanned attachment. If you do not have a multi-page scanned attachment, these buttons will be grayed out and inoperable.
	**Zoom buttons:** Again, these are only for use on a scanned attachment. Use the + to magnify a document for easier reading. Then you can click the – to return to the original size.
	**Rotate left and Rotate right:** Once again, you can only use these on scanned attachments. This is helpful if you scanned in the document in the wrong direction.
	**Mirror:** This can be used to view the mirror image of the document you attached. Again, this can only be used on scanned attachments.
	**Print:** Print the attached document with or without annotations.
	**Email:** Easily email the attached document to someone.
	**Save a Copy:** You can save the document to a different location on your computer. You can also save to an external drive.

<table>
<tr><td></td><td>Delete Document: If you no longer want to keep the document attached to your QuickBooks record, you can delete it.</td></tr>
<tr><td colspan="2"><h2><u>Annotation Buttons</u></h2>The remaining buttons will allow you to add annotations to your scanned documents. This can be helpful if you want to make a note for other users to see.
That way you would not need to print an attached document and draw on it. The annotations never affect your original document, you can always hide them.</td></tr>
<tr><td colspan="2">Tip: The document will print or email as you have it showing in the document display. So if you would like to show the annotations in your printed copy, make sure it is visible.</td></tr>
<tr><td></td><td>Draw: Make markings on your document</td></tr>
<tr><td></td><td>Annotate: Add a yellow post note that you can type in. You can click on the post note and make it as big or small as you need.</td></tr>
<tr><td></td><td>Stamp: A stamp will be placed on your document. The stamp can be set from within the PaperSave Management Console.</td></tr>
<tr><td></td><td>Draw Text: Clicking this button will allow you to type on the document</td></tr>
<tr><td></td><td>Hide/Show Commenting: You can show or hide the comments, drawings, stamps, etc you have made to the document.</td></tr>
<tr><td></td><td>Hand Tool: Allows you to move your annotations</td></tr>
</table>

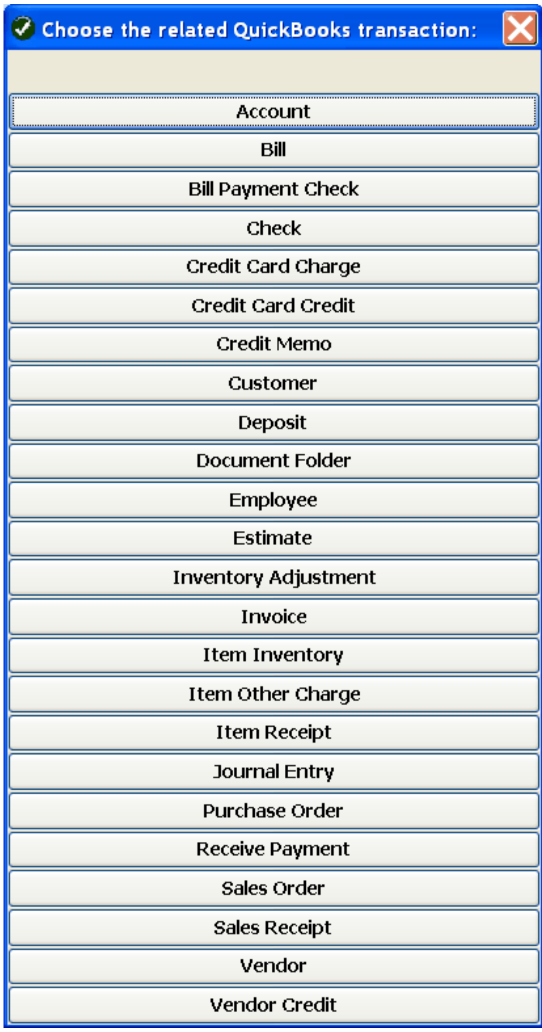
	**Advanced Annotation Options:** When you click on this button, a drop down menu will appear with options for you to change font size, colors, and more. You can customize this for your needs.

3.1.6 Microsoft Outlook Integration

PaperSavePlus integrates with Microsoft Office (2003 and 2007) products including: Word, Excel, PowerPoint and Outlook.

PaperSavePlus will allow you to attach Outlook emails, even with attachments. This is especially helpful when you want to attach an email that has an invoice attached to it, for example.

Open a saved document in one of the office products mentioned above. If you have created a new document, save the document. Once the document is saved, proceed by clicking the PaperSave Icon. The PaperSave icon is located in the standard toolbar on the far right side. Please refer to the picture below:



1. A menu of QuickBooks records will appear. Click on the record type to which you would like to add your Microsoft Office document.

2. Choose the record in QuickBooks to which you would like to attach the file.
For example, ABC Construction.

3. PaperSave's Add a New Document window will open. Select your Document Type and add any additional information you would like.

4. Click Attach File to associate the file to your QuickBooks record. If you are attaching a Microsoft Outlook email, the email's contents and any attachments will be also be saved.

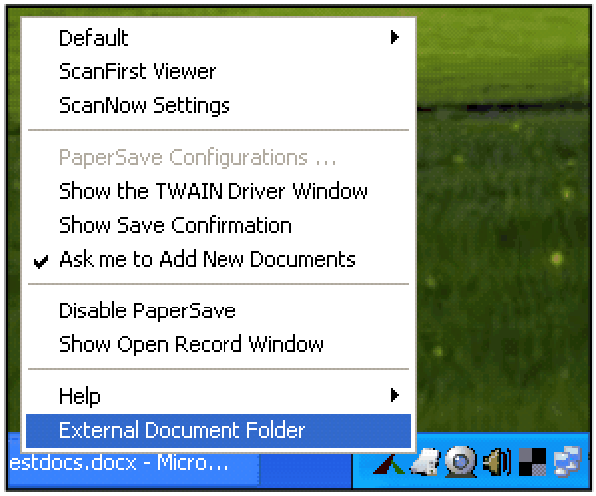
3.1.7 External Document Folder

The External Document Folder allows you to add any PaperSave compatible document to the External Document Folder Transaction type. This feature is useful when you want to save documents that are not associated to any specific QuickBooks record but still want to manage those documents using

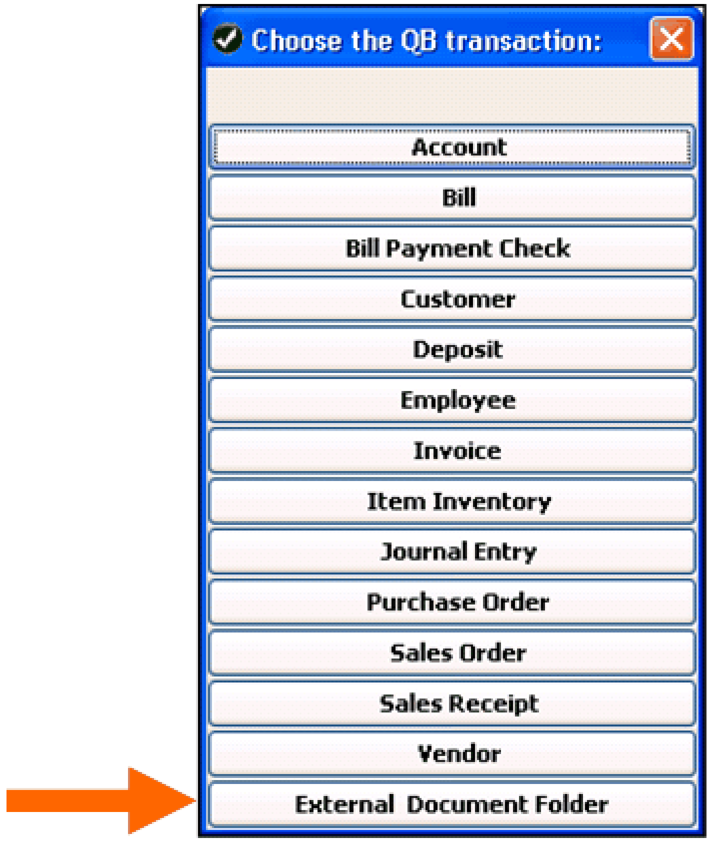
PaperSave. For example, you may want to save marketing materials or past financial statements. The External Document Folder can also be reached while in the Record Browser.

To access this feature while using QuickBooks, simply:

1. Right click on the “PaperSave Tray Icon” and select the “External Document Folder” option as show in the figure below



2. The PaperSave Document Explorer will open for your External Document Folder. Follow the same instructions for attaching a file to PaperSave - except that you will choose "Document Folder" as the QuickBooks Transaction type as shown below



3. An "Add New Document" window through which you can Add, Show or Delete the documents will open

Also be sure to reference Day 4 Creating Document Profiles of the Quick Training Course for more information regarding the External Document Folder.

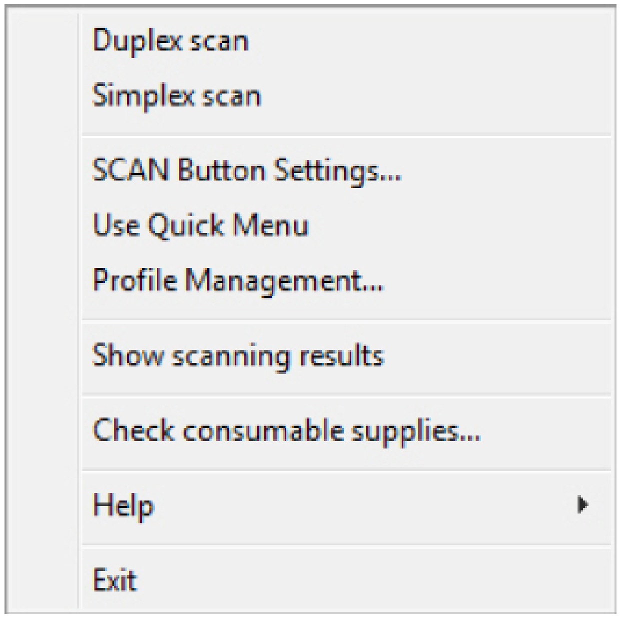
3.1.8 Using ScanSnap with PaperSave

PaperSave now supports Fujitsu ScanSnap Scanners. With PaperSave, you can add documents scanned using ScanSnap directly to an open QuickBooks record, e.g. Vendor, Bill, Customer etc.

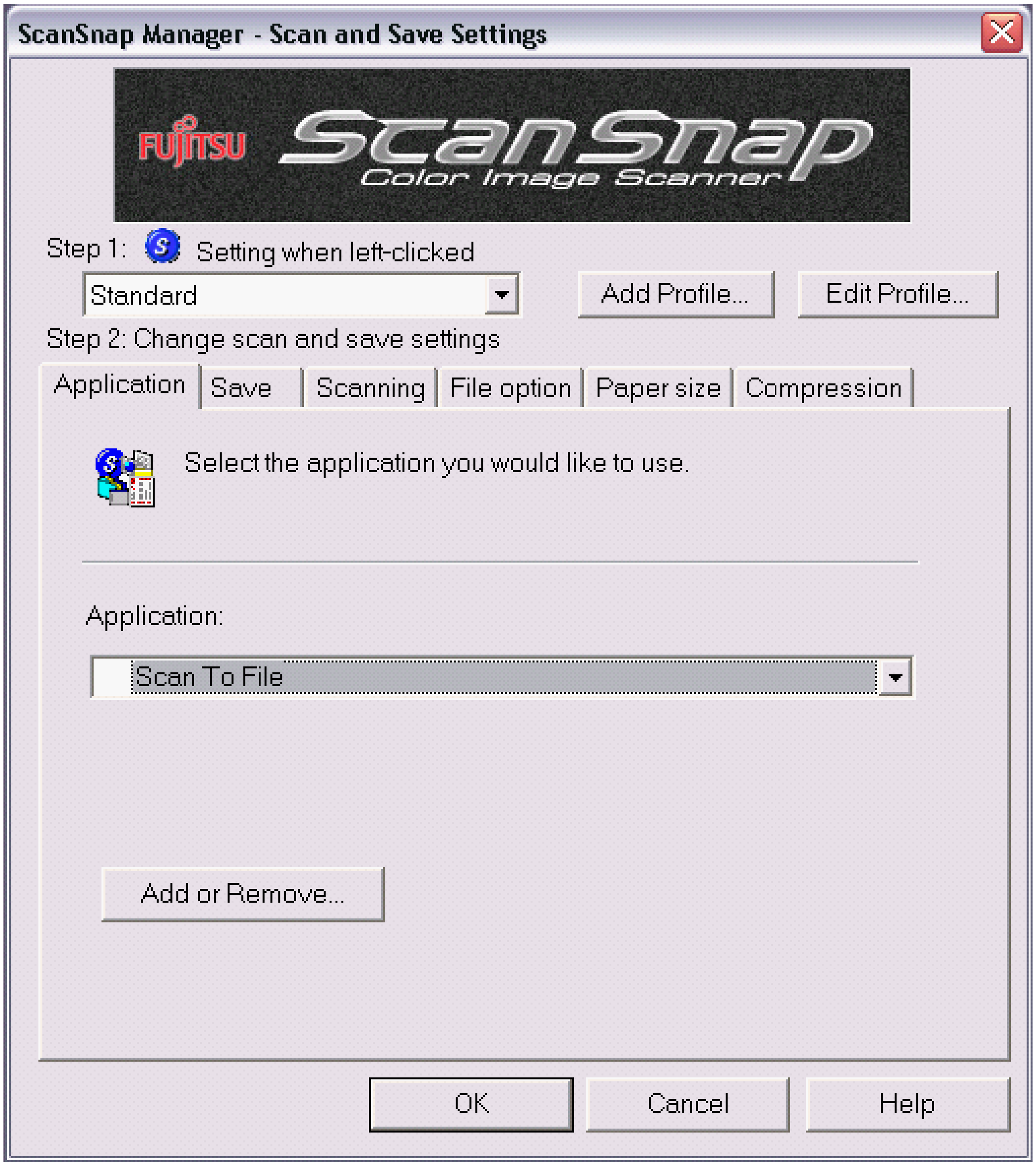
All you need to do is to create the profile in the ScanSnap Manager for PaperSave. Then, set it to be used as the default. When a PaperSave-supported QuickBooks record type is open, scanned documents will be automatically attached to the open QuickBooks record.

Creating the PaperSave Profile in the ScanSnap Manager

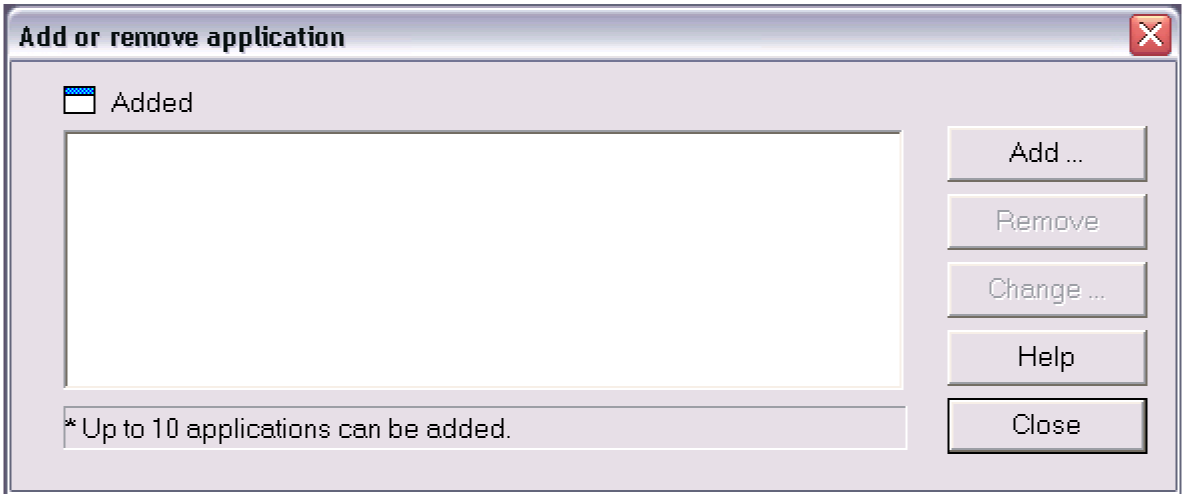
1. Disable the ScanSnap QuickMenu. To do so, right click on the ScanSnap Systray icon and verify that QuickMenu does not have a checkmark next to it. If it does, uncheck it by left-clicking on the words "Use QuickMenu".



2. Double click the ScanSnap icon in the Systray to launch the ScanSnap Manager.

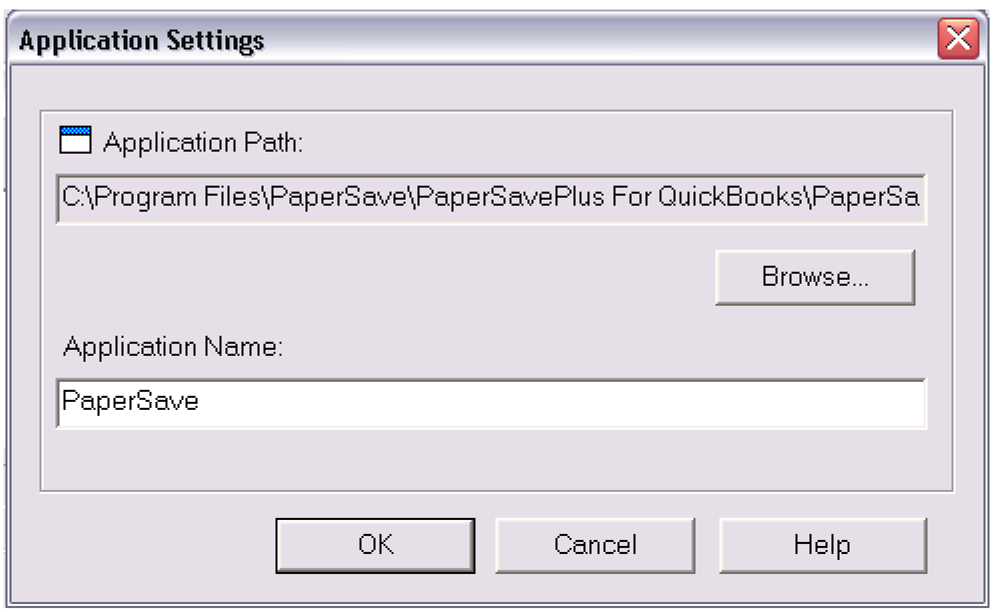


3. Make sure that the Application tab is selected. Click on the Add or Remove Button. The following dialog appears.

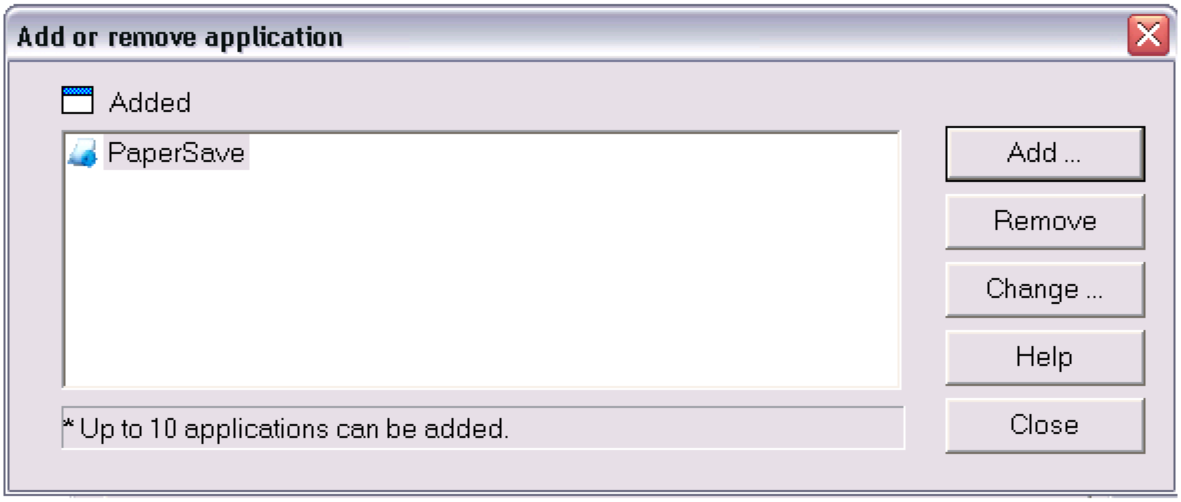


4. Click on the Browse button and go to the PaperSave directory where PaperSave is installed. For example, the application path could read “C:\Program Files\PaperSave\PaperSavePlus For QuickBooks\”.

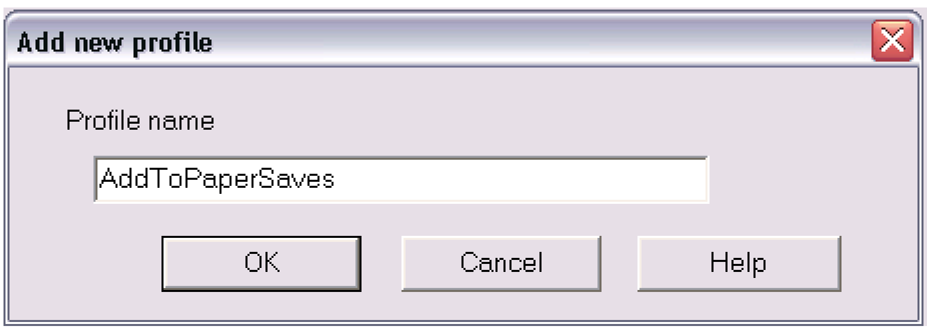
5. Next, select the application called “PaperSave.Windows.Runtime.ScanSnapForQB.exe” and type PaperSave in the Application Name box as shown below. Click OK.



6. The Add Remove application window (shown below) will appear, click the Close button and return to the ScanSnap Manager Window again.

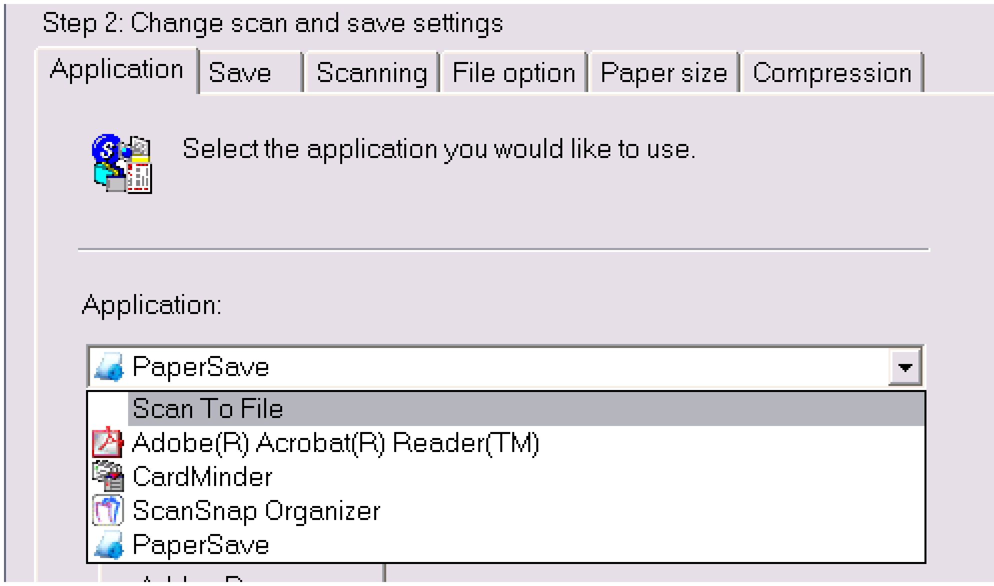


7.Now press the Add Profile Button on the Scansnap Manager window and type AddToPaperSave in the profile name.



8.Click OK and save the Profile.

9. Next in the ScanSnap Manager window, select PaperSave from the application drop down menu.



10.Click OK to close the dialog box and click YES to accept the changes.

11.Now after creating the Profile, select the PaperSave profile called “AddToPaperSave” as the default profile by selecting the profile from the list in the Profile menu. You can quickly launch the menu by left clicking on the ScanSnap icon in the Systray.

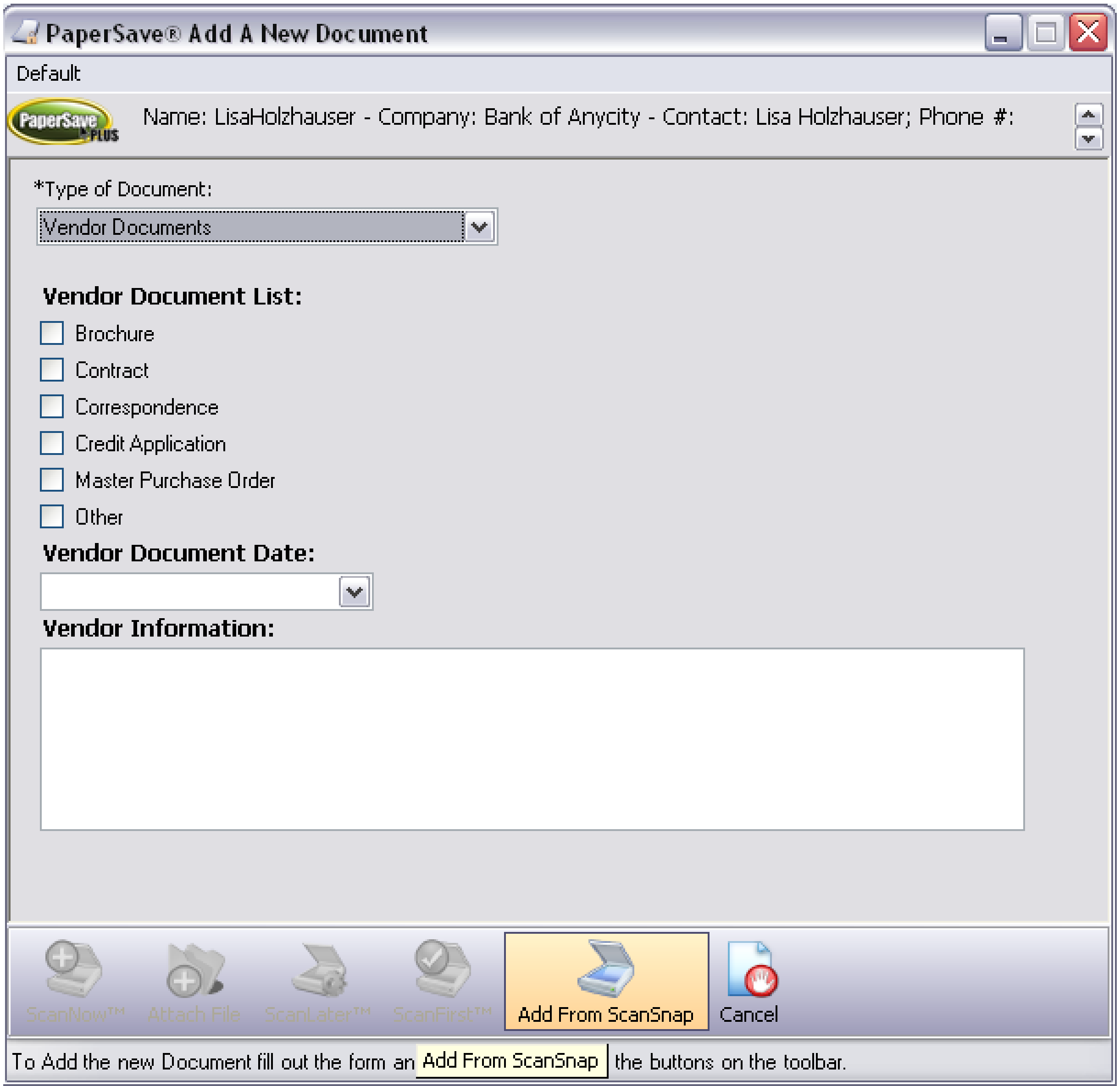
Using ScanSnap with PaperSave

After you've created the default "AddToPaperSave" profile in the ScanSnap Manager, you can directly save the ScanSnap documents to PaperSave by just pressing the Scan Button on the ScanSnap Scanner.

Note: The Quickbooks record must open in order to add document to that record.

When any of the PaperSave supported QuickBooks record’s are open:

1. Hit the Scan button on the ScanSnap scanner and the Add New Document window open automatically on the screen.
2. Click on the button called Add From ScanSnap in order to save that scanned document. It will be saved to the corresponding record in the PaperSave database.



3.2 Management Console

You can access the Management Console by clicking on the shortcut on your desktop or by going through your Start menu, PaperSave, then clicking on the Management Console.

The default password to log into the console is **papersave**.You should take the time now to change it to your own password. Click the button to change the password after login to do so.

Once you have successfully logged into the Management Console, you will see three tabs at the top: General Options, Document Type Creator and Document Import.

General Options: Global configurations such as white pixel ratio, the annotation stamp and registering your QuickBooks file

Document Type Creator: Create document profiles and change user security

Data Import: Import large amounts of files into PaperSave

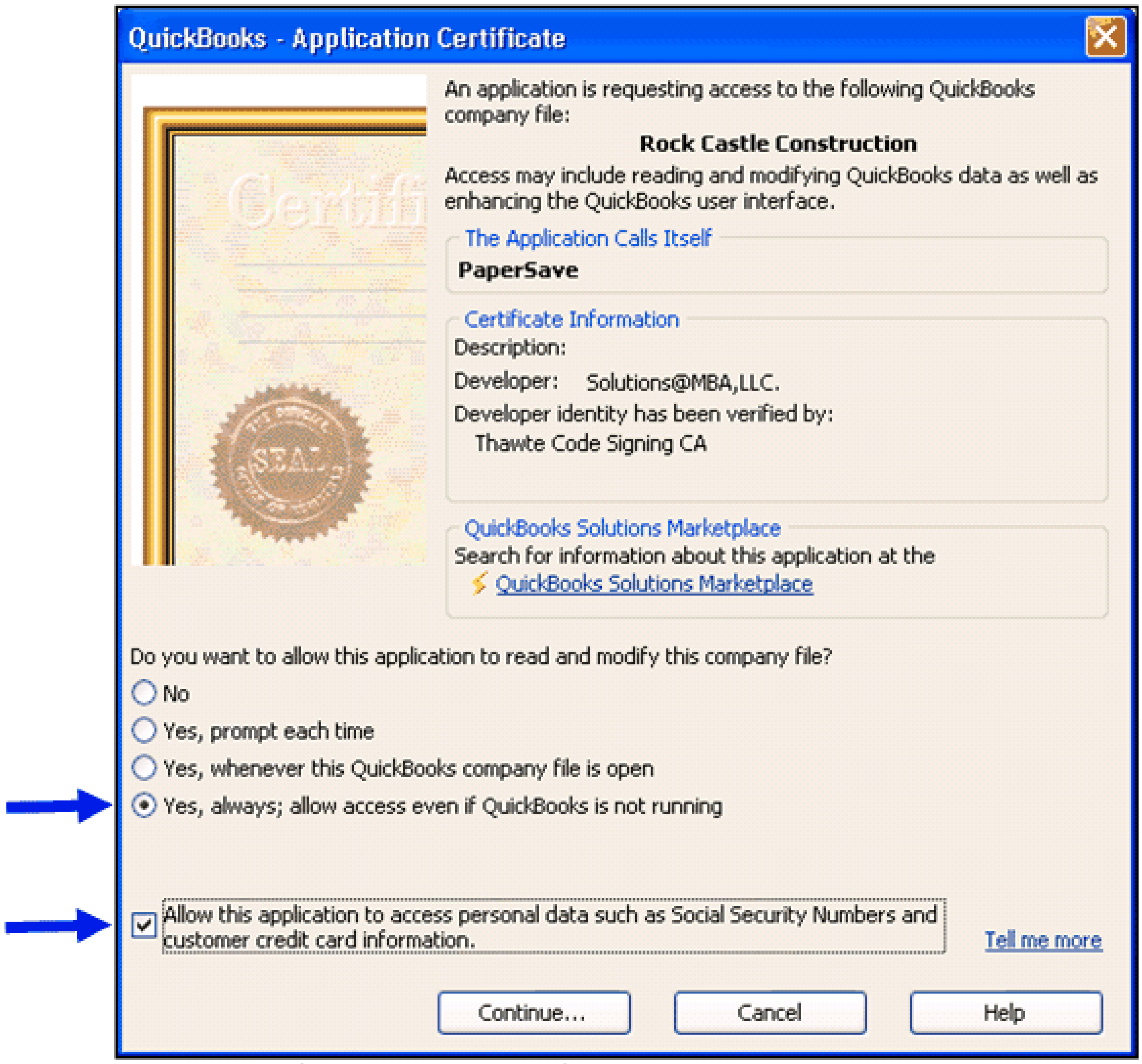
3.2.1 General Options

- **White Pixel Ratio:** adjusts the sensitivity on skipping blank pages when scanning. Dragging the bar to the right makes it more sensitive to notice blank pages and scan them. To the left will make the scanner less sensitive and will not notice blank pages. If you notice a page with very little text is not being scanned and attached, you should move your white pixel ratio to 100%.

- **Stamp Text:** This is the stamp that you can use to make annotations on your scanned documents. You may want to use your company name or perhaps CONFIDENTIAL. Once you make changes, just click Update Configuration. You could also click Reset if you wanted the default settings to restore your default options.

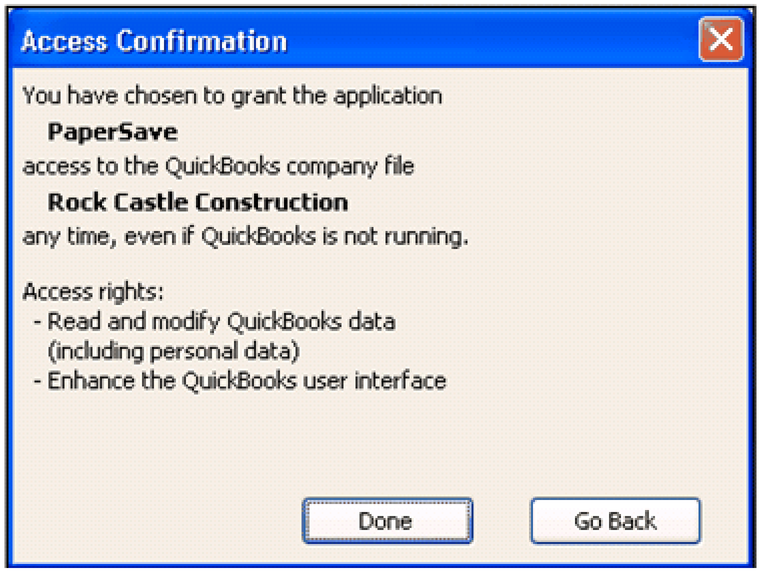
After making any selections, just click the 'Update Configuration' to save all global settings.

- **Register PaperSave Against Company File:** Registers PaperSave against the current company file open in QuickBooks. Click the Register PaperSave button to begin the registration. After clicking the "Register PaperSave against QuickBooks company file", the QuickBooks Application certificate will open as shown below.



Click the image to magnify/ shrink the screenshot.

Select the fourth radio button and checkbox as shown by an arrow in the above picture and click the “Continue” button. Next, the “Access Confirmation” window will open as shown below. Click Done and your current QuickBooks Company file will be registered with PaperSave.



3.2.2 Document Type Creator

Creating a Document Type

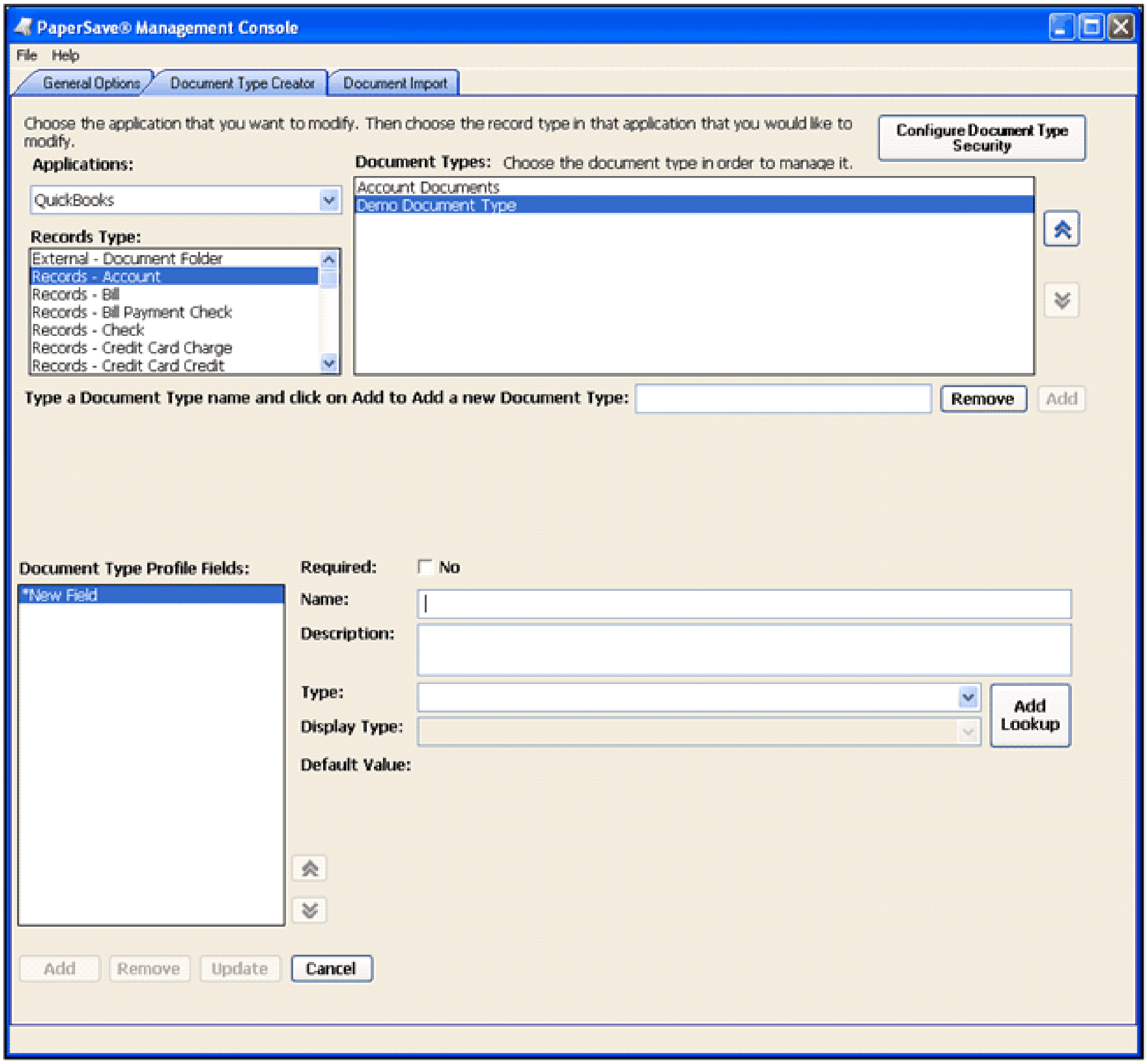
Select QuickBooks from the Applications dropdown box and you will then see a list of Record Types.

For this tutorial, you will create a Document Type in the External Document Folder

1. Select External Document Folder and then below in the text box, type "Demo Document Type" and click Add.

2. "Demo Document Type" will appear in the box of Document Types. Select it so it is highlighted blue.

3. Now we want to add more specific details that will be entered when a user chooses "Demo Document Type" as a Document Type. At the bottom left, click Add and *New Field will appear. You can now enter details for this field. (Click here for instructions on how to add a lookup)



Click on image to magnify or shrink screenshot.

4. You can now enter details for this field. For our example we'll call the first field Client Name. For description, we want to enter something that will remind the user what he/she should enter for this document type. For our example, we'll type in "Potential clients first and last name(s)."

5. The type is a drop down box with options of string, number and date. In this field, it will be a String. The Display type for this field should be Text Box to give the user room to type in the client name. There's no need for a default value.

6. Click update and you will now see this field is added. We'll continue with three more fields: date, estimate details and estimate amount.

7. Start again with #3 above but with the following specifics:

Name: Date
Description: Date of Estimate

Type: Date
Display Type: Date Field
Default: leave blank

Click update and you will see the new field has appeared in the Document Type Profile Fields.

8. For our **third** field, start again with the directions from 3-6 with the following specifics:

Name: Estimate Details
Description: Details on the type of project, for example installing wood floors in house
Type: String
Display Type: Text area (to give enough room to type details)
Default Value: leave blank

Click update and you will see the new field has appeared in the Document Type Profile Fields.

9. For our **fourth** field, start again with the directions from 3-6 with the following specifics:

Name: Estimate Amount
Description: Dollar amount of project’s estimated cost
Type: String
Display Type: Text box
Default Value: leave blank

Click update and you will see the new field has appeared in the Document Type Profile Fields.

Now, to see how your document profiles will appear when you want to add the "Demo Document Type" to the External Document folder.

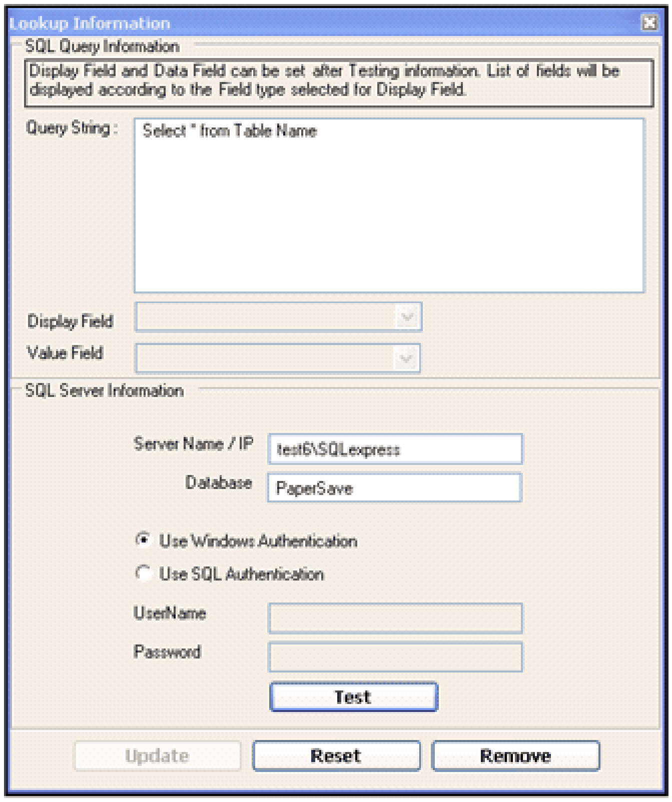
For our example, we’ll say that our your new document type was created in Microsoft Word. Open a Word file and in the top right hand corner, click on Add Document to PaperSave. When PaperSave pops up with the list of QuickBooks records to which you can attach – choose External Document Folder. Then choose "Demo Document Type". Now you will see the fields that we created.

Add a Lookup

You can use a Lookup value for a field. The lookup can be set while adding or editing an existing field. To do so perform the following steps:

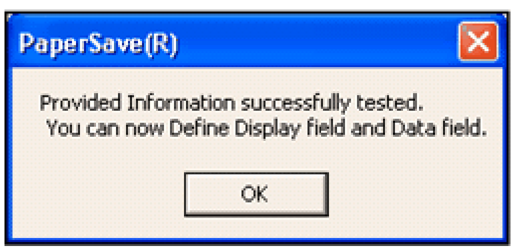
1. While adding new document type profile field, give Field name, Description, Type and Display Type and click the “Add Lookup” button as shown below:

2. The following window will open.



3. Enter the Query string. Give the appropriate Server Name, Database name, select either Windows Authentication or SQL Authentication. Enter the correct UserName and Password for the same and click the "Test" button.

4. If all the information entered is correct, you will see the following message box:



3.2.2.1 User Security

Document Security

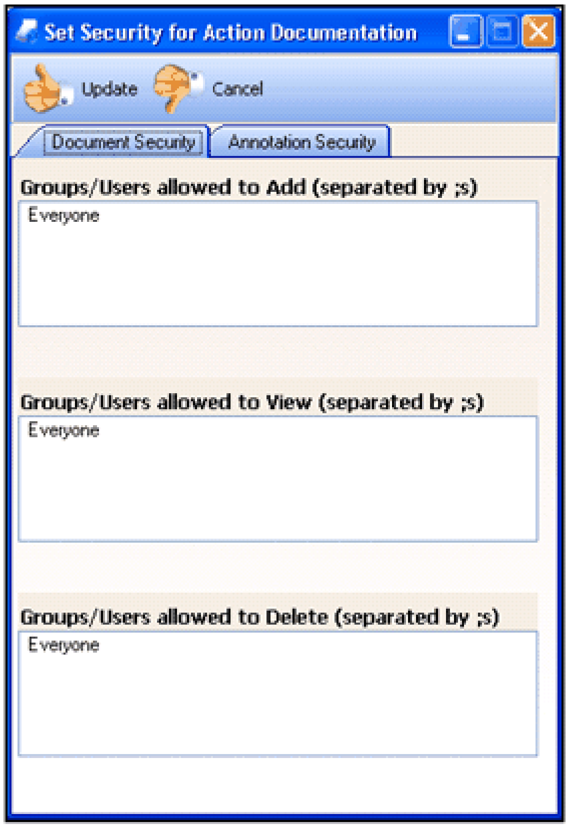
1. Click on the Document Type Creator tab and select QuickBooks from the Applications dropdown box. For this example, choose Records – Bill from the Records Types box.

2. Bill Documents will appear (along with any others you may have created) in the Document Types box.

3. Select Bill Documents and then click the Configure Document Type Security button in the Document Type Settings section.

4. The Set Security box will pop up giving you the options to set security. The default is to allow everyone to see the documents. You can change that by adding only the users' Windows IDs (separated by semi-colons) that you want to allow to see the documents.

5. To save your changes, click Update at the top or Cancel to abort and close.



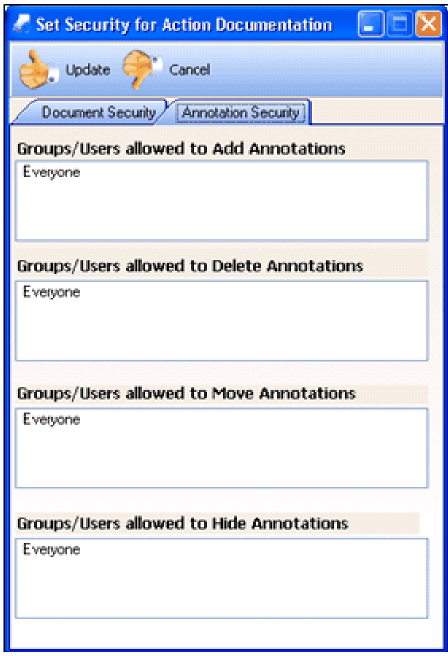
Annotation Security

1. Click on the Document Type Creator tab and select QuickBooks from the Applications drop down box. For this example, choose Records – Bill from the Records Types box.

2. Bill Documents will appear (along with any others you may have created) in the Document Types box.

3. Select Bill Documents and then click the Configure Document Type Security button in the Document Type Settings section.

4. The Set Security box will pop up giving you the options to set security. Choose the tab at the top for Annotation Security. The default is to allow everyone to add annotations. You can change that by adding only the users' Windows IDs (separated by semi-colons) that you want to allow to add annotations.



Groups/Users allowed to Add Annotations
Users added in this list will be allowed to Add Annotations to the TIFF documents in PaperSave.

Groups/Users allowed to Delete Annotations
Users added in this list will be allowed to Delete the existing Annotations in the attached TIFF documents in PaperSave.

Groups/Users allowed to Move Annotations
Users added in this list will be allowed to Move the existing Annotations in the current TIFF document in PaperSave.

Groups/Users allowed to Hide Annotations
Users added in this list will be allowed to Hide the existing Annotations in the current TIFF document in PaperSave.

How to Add or Remove Users from the List?

To Add user(s) into the any of the above lists:
1. Write the name of a valid windows user
2. Click the “Update” button

To cancel adding or removing new users into the list, click the “Cancel” button.

3.2.3 Data Import

The document import is a great tool to use if you already have scanned documents that you would like to attach to QuickBooks records. For example, you may need to attached a large amount of documents to a QuickBooks record. You can use this import feature to save time adding the documents.

Your import file must be in CSV format. The following table specifies the necessary values needed to import.

Order	Name	Description
1	**Parent ID**	Record or transaction identification number
2	**Application**	Host application name (ex. QuickBooks)
3	**Company**	Company file's name (ex. Rock Castle Construction)
4	**Module**	Section of Host application (ex. Accounts Payable, General Ledger)
5	**Transaction Type**	Transaction type of module (ex. Invoice, Credit Memo)
6	**Document Type**	Document type of PaperSave (ex. Base Document)
7	**Document Profile Field 1**	Customized profile field #1 (if any)
8	**Document Profile Value 1**	Customized profile field value #1 (if any)
9	**Document Profile Field 2**	Customized profile field #2 (if any)
10	**Document Profile Value 2**	Customized profile field value #2 (if any)
11	**Path**	Path of the file being imported

The following are sample rows and how they should look before importing:

- **Sample CSV file row**

4123, QuickBooks, Rock Castle Construction, Accounts Payable, Invoice, Base Document, C:\Data\ContentFiles\DSC02933g.GIF

- **Sample CSV file row with document profile fields**

1132, QuickBooks, Rock Castle Construction, Accounts Payable, Invoice, Base Document, "TextField|a;NumberField|2;DateField|12/02/2006;ListBox|1;ComboBox|20;RequiredField|555;reqfld|req, lst",C:\Data\TiffFiles\Inv5356.tiff

- **Sample CSV file row with document profile fields**

4125, QuickBooks, Rock Castle Construction, Accounts Payable , Invoice, Base Document, "TextField|a;DateField|12/02/2006;ListBox|1;ComboBox|20;RequiredField|1119;reqfld|req ""sss"" lst",F:\backups\ContentFiles\SpecificationVer2.doc

How to Import Your CSV File

1. Click the browse button, and choose your CSV file, then click Open.

2. PaperSave has the option of row verification before importing. To ensure that CSV file is free of errors in rows, click Verify File.

3. Details on verification will be displayed on a lower text field. After verification is complete, you may click Import Data.

3.3 Record Browser

The Record Browser allows users to attach documents and view them without going into QuickBooks. This is a tremendous benefit because even non-QuickBooks users can have access to the QuickBooks records and their attached documents.

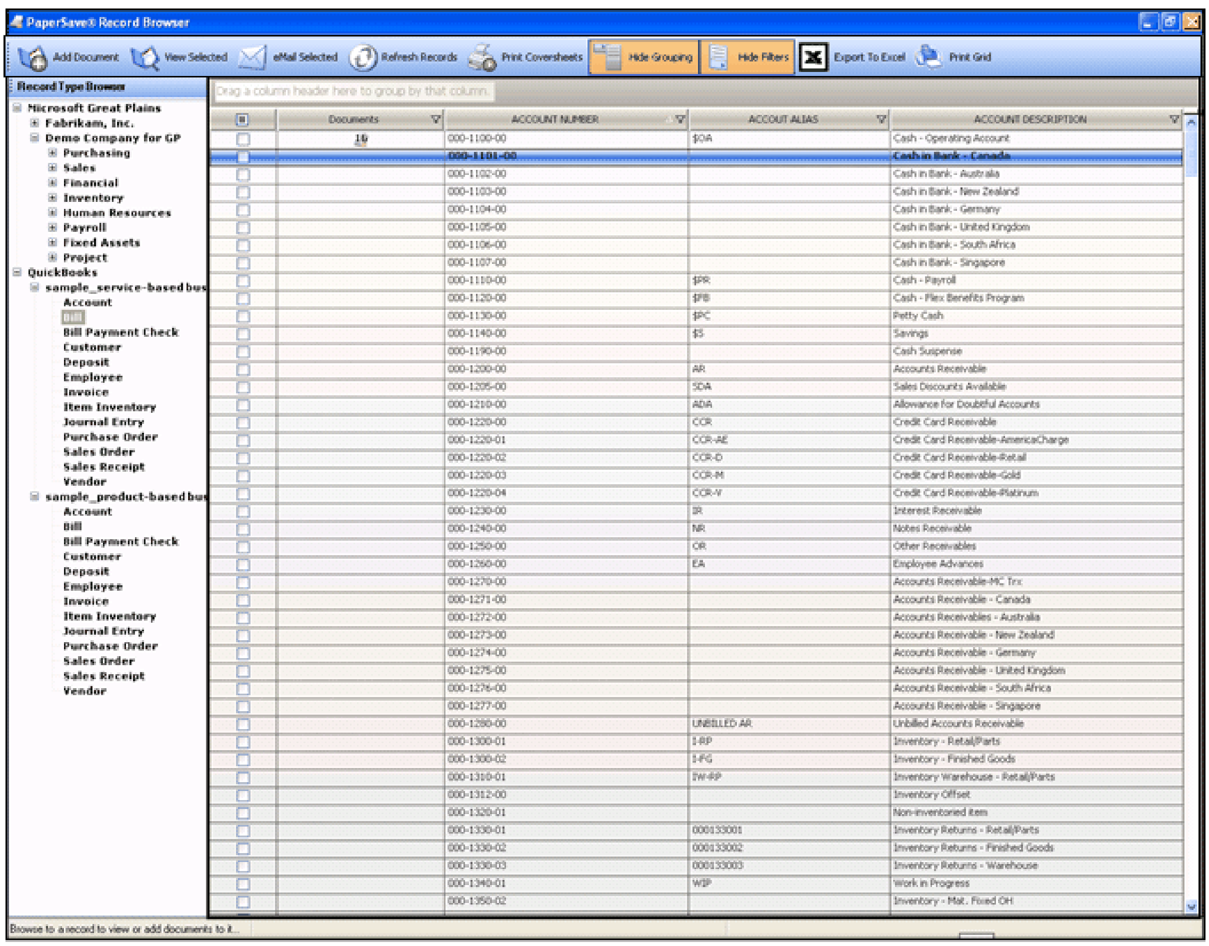
The Record Browser can be accessed in three different ways.

1. You have a shortcut on your desktop – just double click to open the Browser.

2. From your Start menu in Windows, click All Programs, then find PaperSave and finally Papersave Record Browser.

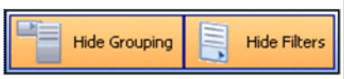
3. When you have your company file open in QuickBooks, click on File, then find PaperSave from the dropdown menu, finally click Show QB Record Browser.

When you first open the Record Browser, choose the record type on the left that you want to view. For example, you may want to look at customers or bills. When you click on a record type, you will be presented with all of those records from QuickBooks and you can see which have documents attached to them.



You can sort and group records in the Record Browser. This works exactly the same way that the Document Explorer works. Click here to review Sorting and Grouping.

You can save documents to PaperSavePlus that are not associated with QuickBooks, ie brochures or other marketing materials. Reference the chapter on the External Document Folder and Document Types to learn how to customize this feature.

	This button is used to add documents to PaperSave. Refer to Attach a File or ScanNow for more information on adding documents
	This button is used to show all the selected documents in PaperSave for the selected record in the grid.
	This button is used to attach all the selected documents to a new email.
	This button is used to refresh the existing data on the grid.
	This button is used to print a coversheet for the selected record in the grid.
	**Hide Grouping**: When the caption of this button is “Hide Grouping”, the grouping functionality is active. When the caption of this button is “Show Grouping”, the grouping functionality is inactive. **Hide Filters**: When the caption of this button is “Hide Filters”, the filtering functionality is active. When the caption of this button is “Show Filters”, the filtering functionality is inactive.
	This button is used to export the current data on the grid to an excel sheet.
	This button is used to print the current data on the grid. The grid is a report of records in QuickBooks. You can easily print or export the grid to save it in a different location or share with others. This generates a simple report for non-QuickBooks users.

3.4 Quick Training Course

Day 1 - Installation Tips

Day 2 - ScanNow

Day 3 - Attach a File

3.4.1 Day 1 Installation Tips

Installation Tips

1. Take the time to read your installation guide.

2. Before you begin installation, make sure QuickBooks is open and runnning. PaperSavePlus cannot install if QuickBooks is not open.

3. Open a sample company file in QuickBooks, not your own company file. Choose a company file when you are prompted to choose a file. This will ensure that your company file is safe during installation.

4. Make sure that the user who installs the software is the local admin of the computer. The local admin is the user that has all the rights to install PaperSavePlus so that all users will be able to access PaperSavePlus.

5. The PaperSavePlus User Guide is available online. Once you have successfully installed PaperSavePlus, please take the time to read the User Guide. Use the link above to access it and make sure you bookmark the link so you can return to it at any time. It will guide you through the next processes you should follow after you have finished installing PaperSavePlus.

If you need any help beyond the topics covered here, please feel free to email us at support@papersave.com.

3.4.2 Day 2 ScanNow

ScanNow™ Settings

1. Once you are in QuickBooks, and PaperSave has loaded, you will see a PaperSave icon on the lower right hand side of your screen. Look for the time on your screen and left of that - a piece of paper with a lock on it.

2. Right click on the PaperSave icon and select ScanNow™ Settings from the menu.

3. You will now see the following options: Page Scan Options, Color Scan Options and DPI. Let us explain each of these options to you.

4. Page Scan Options: you can choose to scan either single sided or scan both sides of a sheet.

5. Color Scan Options: select between black and white (our suggested option since it takes the least amount of disk storage space), gray scale or color.

6. DPI: Dots per inch - the smaller the number, the less sharp the image will appear. For most documents you are scanning, the lowest number should suffice.

Now you are ready to scan and attach a document to a QuickBooks record.

How to ScanNow™

1. You can either create a new record in QuickBooks or open an existing transaction.

2. When you click Save & Close or Save & New at the bottom of your QuickBooks record, a PaperSave window will pop up asking you if you would like to add a PaperSave Document. Click Yes.

3. Fill in any details you would like to add about the document and click ScanNow.

4. Your document will be scanned and saved.

Now let's view that document you just scanned and attached to your QuickBooks record.

View Your Attached Document

1. Find the record you were working with in QuickBooks and open it.

2. Click Ctrl and F1 and your document will appear. Alternatively, you can select File from the QuickBooks menu, select the PaperSave option, and select Show Documents for Current Record

And that's it! You are on your way to going paperless with PaperSave.

3.4.3 Day 3 Attach a File

Attach a File

1. Attach a file to a record you are viewing in QuickBooks. To attach a file, press Ctrl and F2 and the PaperSave Add a New Document window will pop up. You can add in additional information about the file you about to attach. Next, look at the bottom of that screen and click on the Attach File button. You will then find your file on your computer, double click on it and click Open. The file will attach and you are done!

2. You can attach Microsoft Office files with the click of a button. There is a PaperSavePlus button at the top right side of your menu bar called - Add Document PaperSave. Just click the buttton and you can choose where to save your document.

3. PaperSavePlus will save an email and all of its attachments to a QuickBooks record. Just as when you are saving Microsoft Office files, there is an Add Document PaperSave button in your Microsoft Outlook emails. Just double click the email to open it in a new window. Then you will see the button in the top right hand corner. Click it and follow the directions to add the email to a QuickBooks record.

4. You can easily attach other sorts of files to Quickbooks. From within Windows (for example, within your My Documents folder), you can right click on a file and you will see a drop down menu appear. One of the options is Add to PaperSave. Select this option and follow the directions to add the file to your QuickBooks record.

5. You can attach multiple documents to the same QuickBooks record. Following any of the methods above, you can attach more than one document to the same record. Find your record and attach a file or scan and attach - it's as easy as that!

If you need any help beyond the topics covered here, please feel free to email us at support@papersave.com

3.4.4 Day 4 Creating Document Profiles

From within the PaperSave Management Console, you can create document types that will be associated with one of many different types of QuickBooks records.

Open a sample QuickBooks file and follow us in this example so you can see how it works. We're going to add a document type to the External Document Folder. In our example, a construction company would like to have a location to save project estimates and the details associated with them.

To access the PaperSave Management Console, go to your Start menu; select PaperSave, then select Management Console. You will need to enter your password (the default is papersave if you haven't changed it yet) to access the console. Once you are logged into the console, click on the tab at top labeled Document Type Creator. Select QuickBooks from the Applications drop down box and you will then see a list of Record Types.

How to Create a Document Type

1. Select External – Document Folder and then below in the text box, type Estimates and click Add.

2. You will see Estimates appear in the box of Document Types and you can select it so it is highlighted blue.

3. Now we want to add more specific details that will be entered when a user chooses Estimates as a Document Type. At the bottom left, click Add and you will see *New Field appears. You can now enter details for this field.

4. For our example we'll call the first field Client Name. For description, we want to enter something that will remind the user what he/she should enter for this document type. For our example, we'll type in "Potential clients first and last name(s)."

5. The type is a drop down box with options of string, number and date. In this field, it will be a String. Display type for this field should be Text Box to give the user room to type in the client name. We do not need a default value.

6. Click update and you will now see this field is added. We'll continue with three more fields: date, estimate details and estimate amount.

7. Start again with #3 above but with the following specifics:

Name: Date
Description: Date of Estimate
Type: Date
Display Type: Date Field
Default: leave blank

Click update and you will see the new field has appeared in the Document Type Profile Fields.

8. For our third field, start again with the directions from 3-6 with the following specifics:

Name: Estimate Details
Description: Details on the type of project, for example installing wood floors in house
Type: String
Display Type: Text area (to give enough room to type details)
Default Value: leave blank

Click update and you will see the new field has appeared in the Document Type Profile Fields.

9. For our fourth field, start again with the directions from 3-6 with the following specifics:

Name: Estimate Amount
Description: Dollar amount of project's estimated cost
Type: String
Display Type: Text box
Default Value: leave blank

Click update and you will see the new field has appeared in the Document Type Profile Fields.

Now we want to see how your document profiles will appear when you want to add an Estimate to the External Document folder.

For our example, we'll say that our Estimate was created in Microsoft Word. Open a Word file and in the top right hand corner, click on Add Doucment to PaperSave. When the PaperSave pops up with the list of QuickBooks records you can attach to – choose External Document Folder. Then choose Estimates. Now you will see the fields that we created.

You can see how you are able to customize PaperSave to meet your business's needs. The possibilities are endless!

3.4.5 Day 5 Document Display

Now that you have been attaching documents to QuickBooks records, we want to share tips with you for viewing those documents.

You've already learned how to quickly view an attached document in QuickBooks, by clicking CTRL and F1. After that you will be taken to one of two pop up windows. The PaperSave Document Display will be the window where you view one document. If you have only one document attached, this will be the window you will view it in.

If you have multiple documents attached, you will be taken to the PaperSave Document Explorer. Here you will be able to scroll through your different attached documents and work with them. Tomorrow we will review the Document Explorer.

But today, let's explore the actions you can take within the PaperSave Document Display. Please open an attached document in QuickBooks so you can follow along.

PaperSave Document Display

Starting at the left side of the menu bar:

Navigation buttons: These are the 4 sets of arrow buttons and you can use them to navigate through a multi-page scanned attachment. If you do not have a multi-page scanned attachment, these buttons will be grayed out and inoperable.

Zoom buttons: Again, these are only for use on a scanned attachment. Use the + to magnify a document for easier reading. Then you can click the – to return to the original size.

Rotate left and Rotate right: Once again, you can only use these on scanned attachments. This is helpful if you scanned in the document in the wrong direction.

Mirror: This can be used to view the mirror image of the document you attached. Again, this can only be used on scanned attachments.

Print: Print the attached document with or without annotations.

Email: Easily email this attached document to someone.

Save a Copy: You can save the document to a different location on your computer. You can also save to an external drive.

Delete Document: If you no longer want to keep the document attached to your QuickBooks record, you can delete it.

The remaining buttons will allow you to add annotations to your scanned documents. This can be helpful if you want to make a note for other users to see. That way you would not need to print an attached document and draw on it. The annotations never affect your original document, you can always hide them.

Draw: Make markings on your document

Annotate: Add a yellow post note that you can type in. You can click on the post note and make it as big or small as you need.

Stamp: A stamp will be placed on your document. The stamp can be set from within the PaperSave Management Console.

Draw Text: Clicking this button will allow you to type on the document

Hide/Show Commenting: You can show or hide the comments, drawings, stamps, etc you have made to the document.

Quick Tip - The document will print or email as you have it showing in the document display. So if you would like to show the annotations in your printed copy – make sure it is visible.

Hand Tool: Allows you to move your annotations

Annotation Options: When you click on this button, a drop down menu will appear with options for you to change font size, colors, and more. You can customize this for your needs.

Take a few minutes to test out all of these buttons so you can understand how to use them. You will come up with a lot of ideas of how your company can use the options to best help your company go paperless and get organized.

3.4.6 Day 6 Document Explorer

The PapeSave Document Explorer allows you to see all of the documents attached to the QuickBooks record in a very organized manner. Please note that this window will only be available if you have more than one document attached to the same QuickBooks record.

PaperSave Document Explorer

Click CTRL and F1 on a QuickBooks Record that has multiple documents attached to it. If you do not have a record with multiple documents attached, please take the time to create one for this demonstration. You can simply add files from your computer for the demonstration and then delete them when you are finished.
After you click CTRL and F1, the Document Explore will open and you will see that your documents are listed in a spreadsheet type listing. The column headers are called:

Type: type of document attached

Created: date attached

Submitter: username of person who attached the document

Bill Document List: type of document attached – if you specified it when you attached the document

Bill Document Date: date of the document – if you specified it when you attached the document

Bill Information: when you attached the document, you had the option to write in details about your attached document and those details would appear in this field
In this view, you can double click on any of your documents to open them and the document will appear in the PaperSave Document Display.

To further help you organize your documents (especially helpful if you have a lot of documents attached), you can group your documents by any of the column headers described above. To do so, just click on the header you want to arrange by and drag it to the top – where you see a white box labeled "Drag a column header here to group by that column." You will then see the white box turns to a gray box with the header title you are now sorted by.
Some examples of when to use this option – you want to see all the documents you submitted separated from the ones you co-worker submitted. You want to see the documents arranged by date or

perhaps the type of document that you have attached.

To undo this sorting, you just drag the gray box with the header title you are sorted by and drag it back onto the column headers. Once you drag and drop it, you will be back into the original view. Or you can click the Refresh button at the top of the screen and you will see the original view.

At the top of the Document Explorer window, you will see the menu bar. We'll explain what you can do with each of these buttons. If for some reason you do not see one or more of these buttons, click on the black down facing arrow all the way on the right side. This will bring a drop down with the buttons you do not see. This is to help save space on the menu bar.

Open Selected: Opens all selected documents. You can open all (or select the ones you need) simultaneously and then scroll through them or just open one attached document.

Add Documents: You can add more documents to the QuickBooks record. Just follow the steps outlined in our training series "Add a document."

Refresh: If you need to see an updated view of the attached documents, click Refresh. This is also helpful if you have applied filters or grouping (explained below) and want to return to the original view.

Deleted Selected: You can select one or more documents and delete them from the attached documents.

Print Selected: You can select one or more documents and print them.

Save Selected: You can select one or more documents and save them in a different location on your computer.

Email Selected: You can select one or more documents and email them.

Hide/Show Filters: If you click this button, you will either show or hide filters on the column headers. You can use this option as a search function to help you find specific types of documents you have attached. Let's go into more detail about how to use filters.

- When Filters are shown, you will see a white funnel in each column header. If you want to sort by a particular header, click on the white funnel in the column header you want to sort by. A drop down box will appear. The drop down box will give you all of the options you can sort by for that particular column, including blanks (no data was inputted for that field), nonblanks (information was inputted for that field) and custom.
- If you choose custom, a pop up window will appear. You will choose an operator from the drop down box and an operand from the drop down box. You can also add more conditions. When you have made your selections, click Ok and the filter will apply to that column.
- Once you have filtered a column, the white funnel will now be blue to indicate that you are viewing filters data by that header. You can sort by more than one header at a time if desired. For example, you want to find a pdf you attached on March 15. You could sort by date and document type.
- When you are finished with viewing the filters you have created, you can click Refresh to go back to the original view.

Hide/Show Grouping: At the beginning of our lesson today, we explained how you can group your documents by headers. If you want to show or hide this grouping option, you just click this button.

Show Associated Documents: A pop up window will show you all the documents in an easy to read format.
We went into a lot of detail of what you can do in the PaperSave Document Explorer, and now you can see just how many things you can do to improve organization in your business.

3.4.7 Day 7 Record Browser

Record Browser

- The Record Browser can be accessed in three different ways.
    1. You have a shortcut on your desktop – just double click to open the Browser.
    2. From your Start menu in Windows, click All Programs, then find PaperSave and finally Papersave Record Browser.
    3. When you have your company file open in QuickBooks, click on File, then find PaperSave from the dropdown menu, finally click Show QB Record Browser.

- The Record Browser allows users to attach documents and view them without going into QuickBooks. This is a tremendous benefit because even non-QuickBooks users can have access to the QuickBooks records and their attached documents.

- When you first open the Record Browser, choose the record type on the left that you want to view. For example, you may want to look at customers or bills. When you click on a record type, you will be presented with all of those records from Quickbooks and you can see which have documents attached to them.

- You can sort and group records in the Record Browser. This works exactly the same way that the Document Explorer (that we reviewed yesterday) works. Please refer to yesterday's lesson for additional explanation.

- You can save documents to PaperSavePlus that are not associated with QuickBooks. By saving a document to the External Document folder, you can save other documents that you want to keep handy – but not keep the paper in your office. Perhaps brochures or other marketing material that you want to keep. You can review Day 4 of your eCourse to go over details on how to customize this folder for your business.

- You have a ready to print or export to Excel listing of your QuickBooks records. The grid you are viewing is a report of records in QuickBooks and you can easily print or export the grid to save in a different location or share with others. This makes it an easy report for even non-QuickBooks users.

Now that you understand more about the PaperSave Record Browser, take some time to review it and get comfortable with it. The more you use it, the more ways you will think of using PaperSave to organize your office and simplify your life.

3.4.8 Day 8 Management Console

Now that you are familiar with all that PaperSavePlus can do, we want to show you how you can customize some features by logging into the PaperSave Management Console. You can access the Management Console by clicking on the shortcut on your desktop or by going through your Start menu, PaperSave, then clicking on the Management Console. The default password to log into the console is *papersave*. You should take the time now to change it to your own password. Click the button to change the password after login so that you can do so. Once you have successfully logged into the Management Console, you will see three tabs at the top: General Options, Document Type Creator and Document Import.

General Options

White Pixel Ratio: adjusts the sensitivity on skipping blank pages when scanning. Dragging the bar to the right makes it more sensitive to notice blank pages and scan them. To the left will make the scanner less sensitive and will not notice blank pages.

Tip: If you notice a page with very little text is not being scanned and attached, you should move your white pixel ratio to 100%.

Stamp Text: This is the stamp that you can use to make annotations on your scanned documents. You may want to use your company name or perhaps CONFIDENTIAL.Once you make changes, just click Update Configuration. You could also click Reset if you wanted the default settings to reset.

Document Type Creator

A few lessons ago, we showed you how you can create document types to customize PaperSavePlus for your business needs. Under the same tab – Document Type Creator, you can edit the security settings on PaperSavePlus. Let’s review that now.

1. Click on the Document Type Creator tab and select QuickBooks from the Applications dropdown box. For this example, choose Records – Bill from the Records Types box.

2. You will see that in the Document Types box Bill Documents will appear (along with any others you may have created).

3. Select Bill Documents and then click the button in the upper right hand side, Configure Document Type Security.

4. The Set Security box will pop up giving you the options to set security. The default is to allow everyone to see the documents. You can change that by adding only the users Windows IDs that are allowed to see the documents. You can set security on documents and on annotations.

5. To save your changes, click Update at the top or Cancel to cancel and close.

Document Import

The document import is a great tool to use if you already have scanned documents that you would like to attach to QuickBooks records. For example, you may have a QuickBooks record that needs a large amount of documents attached to it. You can use this import feature to save time adding the documents. Please consult the rest of the PaperSavePlus user guide for specifics on how to set up a CSV file to import your documents.

3.4.9 Day 9 Backing Up the Database

It is important that you save your database in a second location so that you will have your data if something ever happened to the machine where the database is stored.

Your PaperSave database is stored in Microsoft SQL Express. This version does not come with backup tools, but Microsoft does offer a free copy of SQL Server Management Studio Express that does have backup tools.

Download your free copy at: http://www.microsoft.com/downloads/details.aspx?familyid=C243A5AE-4BD1-4E3D-94B8-5A0F62BF7796&displaylang=en

Once you have downloaded SQL Server Management Studio Express, follow these instructions to handle your backups. In these instructions, we guide you to back up to a USB drive, but you can always use an external hard drive or offsite backup.

Backing up the PaperSave Database

Step 1. Open the SQL Server Management Studio Express from Start > All Programs > Microsoft SQL Server

Step 2. Click Connect.

Step 3. Expand databases.

Step 4. Right-click on the PaperSave database, select Tasks > Back Up **...**

Step 5. Under Destination, click the Add button to choose a new location (your USB drive), only if this has not already been chosen.

Step 6. Press the **...** button to browse to the USB drive and then enter a File Name and click OK.

Step 7. Click OK and it will backup to the drives added under Destination.

Step 8. After it is complete, close management studio and detach USB drive properly. Your backup is complete in the USB drive.

Please remember to back up your data on a regular basis to ensure that it is always available to you.

We hope that you have enjoyed your Quick Training Course and found it helpful. If you need any further assistance, please email us at support@papersave.com.

Part IV

4 Uninstalling PaperSave

Uninstalling Existing PaperSave Components

1. From the Add/Remove programs, select PaperSavePlus for QuickBooks
2. Click 'Yes' to uninstall all of the components
    - If the SQL server instance 'PAPERSAVE' is installed with the PaperSave Database, there will be a prompt asking to uninstall the SQL server instance and delete the database. It will uninstall the 'PAPERSAVE' instance and delete the database too. Selecting 'no' will retain the SQL Server Instance and the database and remove the remaining client components.
    - If only the database is installed PaperSave, you will be prompted to delete the PaperSave database only. If 'yes' is selected, it will delete the PaperSave database on the uninstallation of the PaperSave. Selecting 'no' will retain the database.

You may also use the PaperSave Cleanup Utility to quickly remove all components.

Uninstalling Existing PaperSave Components Using PaperSave Cleanup Utility

PaperSave Cleanup Utility: www.papersave.com/extranet/Support/Tools/PaperSave%20CleanUp%20Utility.exe

1. Open the PaperSave Cleanup Utility
2. Click the “Start Cleanup” button to begin removing the existing PaperSave version and all PaperSave related files
3. Finally, PaperSave will give an appropriate message stating that the “PaperSave Cleanup utility has completed successfully”. Click the “OK” button to continue and close the PaperSave Cleanup Utility

PaperSavePlus has been developed by Solutions@MBAF, LLC.