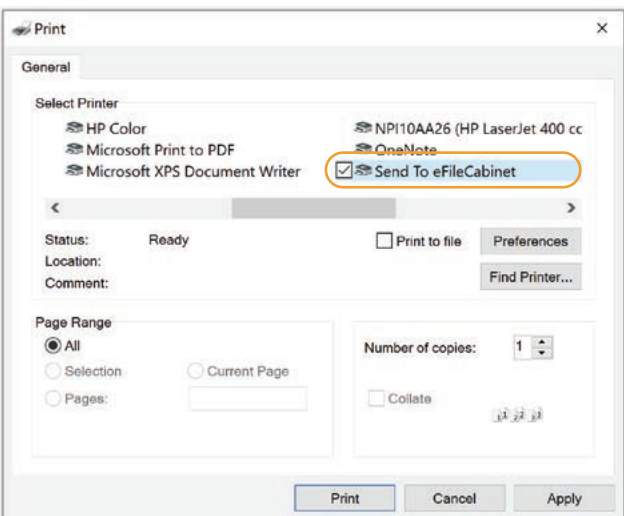# Use Cases For Desktop

The Rubex Desktop Application is the spitting image of the Rubex browser interface, but with a few added features that make it easier to send files from your computer to your document management system.

These convenient tools and plug-ins give you more choices for how you design your document processes. Here are how these tools work, along with examples of how they can make your processes more efficient.

## Scenario 1 — Print To

Rubex allows you to be product agnostic with your documents — No matter what kind of applications or file types you work with, if you can print it, then you can send it to Rubex directly from the program. Once you've installed the Rubex Printer Add-on, the "Send to eFileCabinet" option will appear in the printing menu of any program (similar to how you can typically save a file as a PDF this way). The file will be sent to the eFileCabinet upload queue where you can select where you want to save it as a PDF, without the use of a secondary program to convert it.
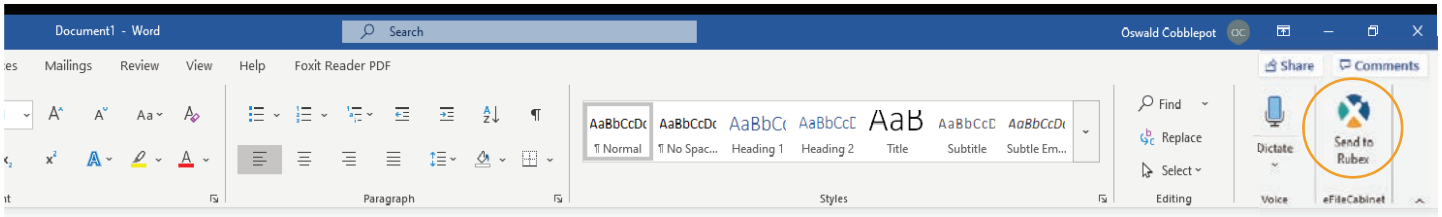
For those who are designers or create forms using creative suite programs, they could use this feature to automatically send their finished design to Rubex as a PDF where the rest of the business could access and implement those forms.

## Scenario 2 — Scanner

eFileCabinet Scanner comes as an easy install straight from the Rubex Desktop App. This scanner application is easy to use and allows you to scan in documents anywhere in your computer or directly into your eFileCabinet account to the upload queue.

For those that need to transfer large batches of documents into your document management system, you can do batch scans and send them into Rubex.

## Scenario 3 — Microsoft Office

The Microsoft Office Add-on installs the handy "Send to Rubex" button in your Microsoft Office applications, on the top right-hand corner of the toolbar. This is a convenient method for sending your Office files to Rubex with a single click.

While working in conjunction with the Rubex Desktop App, this is a fast and easy way to immediately save your Office files to Rubex as you work on them. Each time you hit the "Send to Rubex" button, it sends the file to the upload queue. You can then save the file and create a new version.

## Scenario 4 — Watch Folder

The final method for quick uploads to Rubex is the Watch Folder, which simply allows you to select a folder on your computer for Rubex to monitor and upload whatever files are saved there. You can adjust the frequency at which the system checks the folder for new content.

This is the best method for uploading specific file types to Rubex (rather than converting it to a PDF with the printer method), but also create multiple file versions.