

DocuFax Direct Instructions

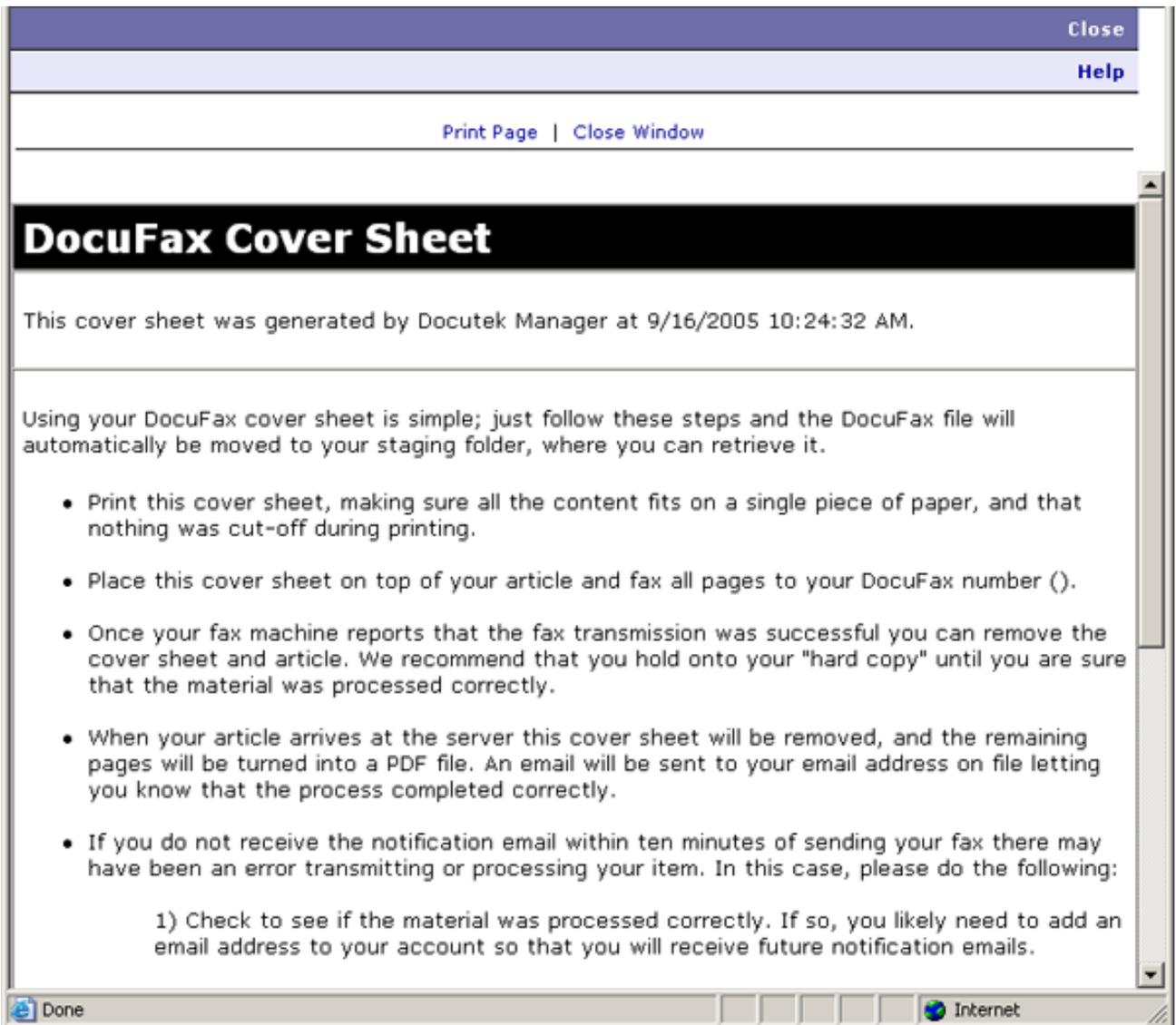
There are 2 ways to use the DocuFax Direct system. The first is to use the cover sheet to automatically place the fax into the user's private staging area. The second is to automatically attach the fax to a specific document.

1. Faxing a document to a user's private staging area.

After logging into your Docutek ERes system, you will be brought to the Main Menu. In the Main Menu, you will see the 'DocuFax Cover Sheet' link.

Main Menu	
Accounts	Accounts enable users to create and manage content in Docutek ERes. Add, modify, and delete accounts in this section.
Account Groups	Specify different levels of system access using account groups.
Copyright Management	Manage copyright settings for documents currently active on one or more course reserves pages.
Course Reserves Pages	Add a new course reserves page or modify/delete an existing one.
Departments	Add, modify or delete department names in the Docutek ERes system.
DocuFax Cover Sheet	Generate a DocuFax cover sheet to route faxed materials to your personal staging area.
Documents	Manage documents in the Docutek ERes system.
Homepage Items	Customize the homepage items available from the system ereserves home.
Internet Resources	With internet resources you can maintain lists of web content organized by department.
News Announcements	Post important news or announcements for your users; they are automatically linked into the ereserves home.
Publishers	Manage a list of frequently used publishers and simplify your copyright communications.
Statistic Reports	Run statistic reports to find out how people are using the system.
System Configuration	Options that control how the system looks and behaves.
Training Videos	View Docutek ERes training videos within the online help pages.

Clicking on this link will generate a DocuFax cover sheet with a unique barcode on it. The barcode contains information on who generated the cover sheet, so when the fax is received, the DocuFax system knows where to route the fax.



(note: barcode is further down the page)

Print this cover page and fax it on top of the documents you are faxing into the system. After the fax is received and the barcode is read, the DocuFax system will place the fax in the user's private staging area according to the information that was given by the barcode.

Ereserves Home > Main Menu > Document List Main Menu | Logout | Help

- If the file you wish to use is on your local hard drive use the "Transfer" link to upload the file to the server.
- **After the upload is complete, you must click the paperclip icon to attach the file to your document.**
- If necessary use the remove, rename and delete icons to make changes to the files.
- Click the "Done" button when you are finished working with this document.

Document Info
Attached Files

Transfer File(s) To Server
 Create DocuFax Cover Sheet

File(s) Attached to this Document:
There are no files attached to this Document.

File(s) in User Staging Area (Private):				
Attach	Rename	Delete	Filename	Filesize
			docufax_20050906_080307.pdf	1172 KB
			Thumbs.db	4 KB

File(s) in the DocuFax Staging Area (Shared):				
Attach	Rename	Delete	Filename	Filesize
			docufax_20050915_055441.pdf	275 KB
			docufax_20050915_055000.pdf	322 KB

The DocuFax cover sheet is discarded, so you will only see your faxed material in the pdf file.

2. Faxing a document to automatically attach to a document.

You will notice a new link created in the 'Attached Files' tab of a document called 'Create DocuFax Cover Sheet.' Click on this link to generate a cover sheet for that particular document.

Ereserves Home > Main Menu > Document List Main Menu | Logout | Help

- If the file you wish to use is on your local hard drive use the "Transfer" link to upload the file to the server.
- **After the upload is complete, you must click the paperclip icon to attach the file to your document.**
- If necessary use the remove, rename and delete icons to make changes to the files.
- Click the "Done" button when you are finished working with this document.

Document Info
Attached Files

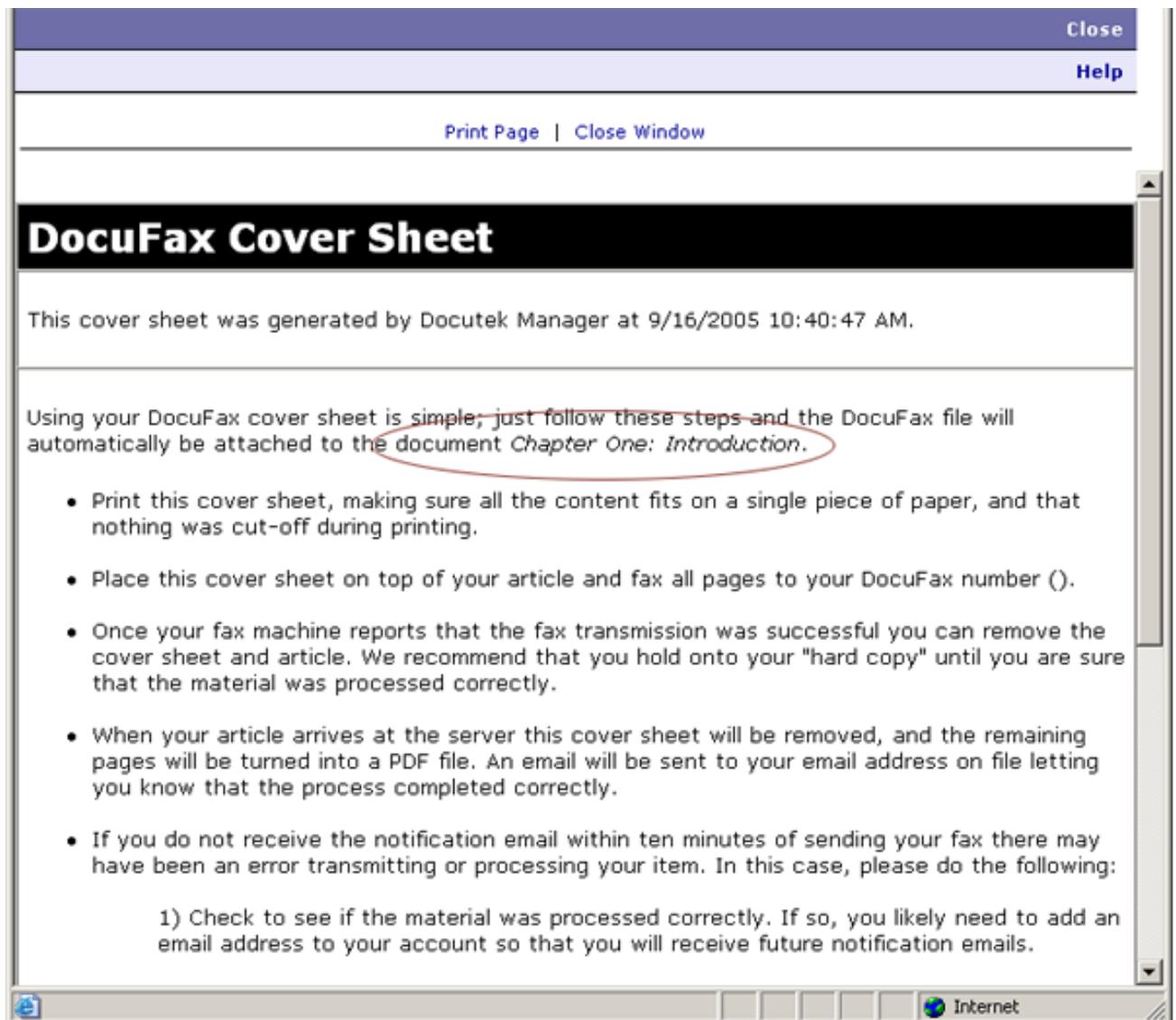
Transfer File(s) To Server
 Create DocuFax Cover Sheet

File(s) Attached to this Document:
There are no files attached to this Document.

File(s) in User Staging Area (Private):				
Attach	Rename	Delete	Filename	Filesize
			docufax_20050906_080307.pdf	1172 KB
			Thumbs.db	4 KB

File(s) in the DocuFax Staging Area (Shared):				
Attach	Rename	Delete	Filename	Filesize
			docufax_20050915_055441.pdf	275 KB
			docufax_20050915_055000.pdf	322 KB

Clicking on this link will generate a DocuFax cover sheet with a unique barcode on it. The barcode contains information on the document the fax should be attached to, so when the fax is received, the DocuFax system knows where to route the fax.



Notice that the name of the document is included on this coversheet, so you know where the document will go after the DocuFax system receives it. The barcode is also further down the page and not included in the screenshot.

Print this cover page and fax it on top of the documents you are faxing into the system. After the fax is received and the barcode is read, the DocuFax system will attach the fax to the document according to the information that was given by the barcode.

- If the file you wish to use is on your local hard drive use the "Transfer" link to upload the file to the server.
- **After the upload is complete, you must click the paperclip icon to attach the file to your document.**
- If necessary use the remove, rename and delete icons to make changes to the files.
- Click the "Done" button when you are finished working with this document.

[Document Info](#) [Attached Files](#)

 [Transfer File\(s\) To Server](#)  [Create DocuFax Cover Sheet](#)

File(s) Attached to this Document:

Remove	Rename	Delete	Filename	Filesize
			docufax_20050503_110005.pdf	32 KB

File(s) in User Staging Area (Private):

There are no files in your personal staging area; use the link at the top of the page to transfer files to the server.

File(s) in the DocuFax Staging Area (Shared):

Attach	Rename	Delete	Filename	Filesize
			fax08_18_2004_01_19_24_pm.pdf	36 KB
			fax08_18_2004_01_18_07_pm.pdf	36 KB
			fax01_29_2004_12_23_58_pm.pdf	158 KB

The DocuFax cover sheet is discarded, so you will only see your faxed material in the pdf file.