

fileSMART Share User Guide

fileSMART Share enables the fileSMART user to search for documents within Rockend's fileSMART program and to export those documents to a portable media (CD/DVD/USB). The documents are contained on the portable media within a 'lite' version of fileSMART which the recipient of the media can use to search for then view or print the documents.

Creating a fileSMART Share

Searching for Documents to share

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- 1. In fileSMART, perform a search for the documents you wish to share, using the usual search method.

2. In the Found Documents search results, highlight the documents you wish to share. Then click Share.



Creating the fileSMART Share Disc

3. You will see the Export Wizard pop up. Click Next.



4. Select the location you would like to export to

- a. For a local folder or USB, select Save to Folder and browse to the folder location, or
- b. For a disc, select Burn to Disc and select the disc location, then click Next.

Export To fileSMART Sha	re				
Select Media Device Please select the correct d	evice to save or burn the exp	ort to.			
	How do you want to save th	e data?			
	Save To Folder: F:				
<u> </u>	Sel	ect Device:	*		
	Supported Media:				
			< Back	Next >	Cancel Help

5. Name the Disc volume if required.

🧮 Export To fileSMART Share		×
Create a Name for your Media Enter the name you would like the CD/DVD to be called	1	
	Using 159744 of 688277504 available dsc space.	
	Enter CD/DVD Name (optional): Sample	
	Kext Next Cancel He	slp 📄

6. Confirm you wish to create the disc by clicking Create fileSMART Share.

wizard is now ready to crea	te fileSMART Share wit	h your selected document	9.		
Please click "Create fileSMART Share" to begin copying the documents and associated programs to your specified destination. Once this process starts, it cannot be cancelled so please wait for it to complete. When the process is complete, click "Finish".					
u wish to cancel this wizard	without proceeding, cli	ck "Cancel".			
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		Create fileSt	MART Share		
	wizard is now ready to creat see click "Create fileSMART specified destination. Once plete. When the process is w wish to cancel this wizard se wait	wizard is now ready to create fileSMART Share wit ase click "Create fileSMART Share" to begin copyin specified destination. Once this process starts, it c plete. When the process is complete, click "Finish" su wish to cancel this wizard without proceeding, cli se wait	wizard is now ready to create fileSMART Share with your selected document ase click "Create fileSMART Share" to begin copying the documents and asso specified destination. Once this process starts, it cannot be cancelled so ple plete. When the process is complete, click "Finish". nu wish to cancel this wizard without proceeding, click "Cancel". se wait	wizard is now ready to create fileSMART Share with your selected documents. ase click "Create fileSMART Share" to begin copying the documents and associated programs to specified destination. Once this process starts, it cannot be cancelled so please wait for it to plete. When the process is complete, click "Finish". nu wish to cancel this wizard without proceeding, click "Cancel". se wait Create fileSMART Share	wizard is now ready to create fileSMART Share with your selected documents. ase click "Create fileSMART Share" to begin copying the documents and associated programs to specified destination. Once this process starts, it cannot be cancelled so please wait for it to plete. When the process is complete, click "Finish". su wish to cancel this wizard without proceeding, click "Cancel". se wait Create fileSMART Share

7. Click Finish to exit the wizard.

🗮 Export To fileSMART Share	
Creating fileSMART Share Please wait as the program creates, or copies to, your media	
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	Create fileSMART Share
	K Back Finish Cancel Help

8. You can now use the fileSMART Share CD/DVD/USB to distribute documents to other parties.

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