

## fileSMART Share End User Guide

fileSMART Share enables the user to view documents given to them on a portable media generated by Rockend's fileSMART program. The documents are contained within a 'lite' version of fileSMART which can be used to search for and then view or print specific documents.

### Pre-requisite Software

In order to run fileSMART Share you must have pre-installed the following components;

#### Microsoft .NET Framework 4.0

Check if the Microsoft .NET Framework 4.0 is installed. If not, please download and install it from: <http://www.microsoft.com/download/en/details.aspx?id=17851>

#### Adobe Reader

Check if Adobe Reader (8.0 or later) is installed. If not, please download and install it from: <http://get.adobe.com/reader/>

Note: The fileSMART Share disc / media will not run without both the Microsoft .NET Framework 4.0 and Adobe Reader installed.

### Running fileSMART Share

1. Load the fileSMART share media to your computer (CD/DVD/USB)
2. You may get the following pop-up. Click Run.



3. When the fileSMART Share disc has started you will be presented with the below splash screen. From

here you can;

- i. View and print these instructions by clicking the “Instructions” button
- ii. Press the “Start fileSMART Share” button to launch the fileSMART Share program.
- iii. Click the button to “Learn more about fileSMART”

**fileSMART Share**

fileSMART Share is a simple application that enables you to search, retrieve and print documents that were stored in fileSMART, Rockend's Electronic Document Management system, and distributed to you on this disc or portable device. For more information about fileSMART, please click the button below.

[Instructions](#) [Start fileSMART Share](#) [More about fileSMART](#)

**Rockend Product Suite** **fileSMART**

**Scan**  
fileSMART scans all of your incoming documents and has inbuilt 'smarts' that talk to your trust accounting software.

**Manage**  
Once stored documents can be searched, retrieved, reviewed, printed, or sent whenever you need them.

**Archive**  
fileSMART is fully expandable storage taking up virtually no space and securely backed up for peace of mind.

**Retrieve**  
Files can be accessed in a few clicks from any computer with fileSMART installed, even from out of the office if you have remote network access.

**Transmit**  
**Property Management**  
At end of month, or anytime between, fileSMART can collate all of your landlord statements along with the applicable invoices that go with each statement and either email them or sort them in order and print them to be mailed.

**Strata Management**  
AGM reports, levy notices, leases, certificates or titles, in fact any document stored can be retrieved and transmitted by email in just a few clicks.

Call 1300 657 700 or visit [www.rockend.com.au/filesmart](http://www.rockend.com.au/filesmart)

4. After clicking the “Start fileSMART Share” button, in a few moments the program will start and all stored documents will be displayed on the screen. Select the document you wish to view by clicking it in the grid.

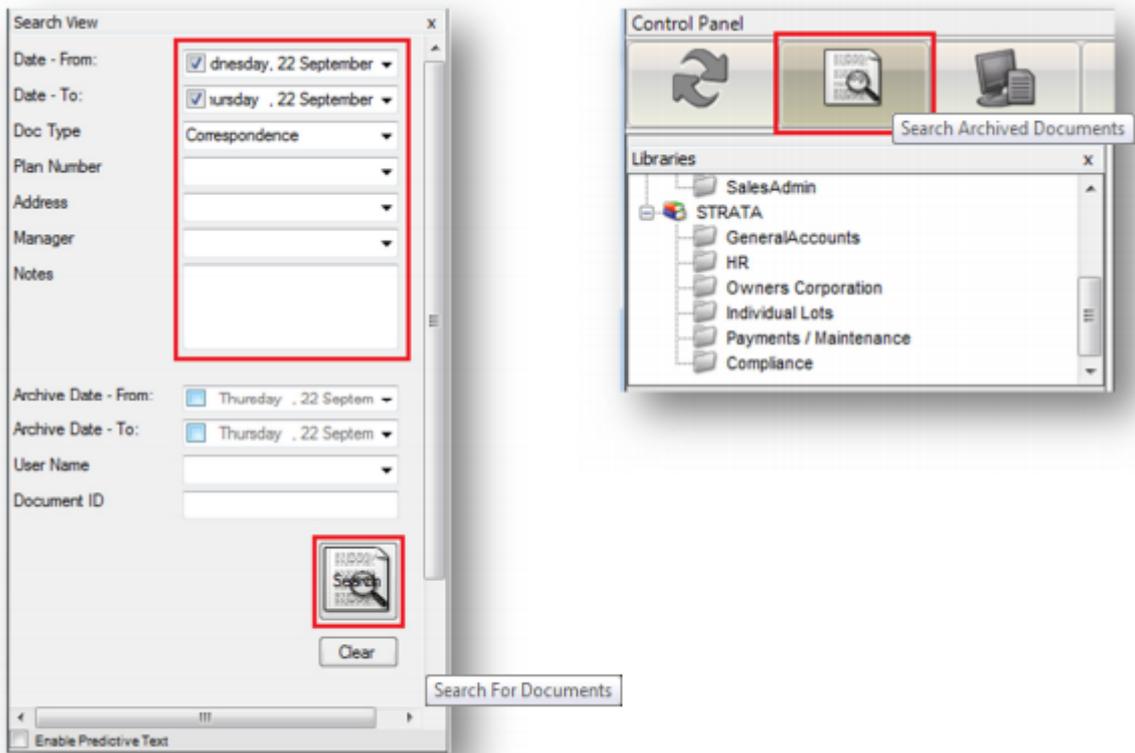
Date	Doc Type	Employee	Notes	Archive Date	User Name	WorkItemID	Document ID
04/03/2014	Group Certificates			04/03/2014 11:5...	Administrator		10
04/03/2014	Group Certificates			04/03/2014 11:5...	Administrator		9
04/03/2014	Group Certificates			04/03/2014 11:5...	Administrator		8
04/03/2014	Group Certificates			04/03/2014 11:5...	Administrator		7

4 documents found.

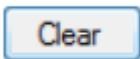
5. You can also use the buttons on the bottom right corner to navigate to the first, previous, next and last document.

8 documents found.

6. To search for a specific document or filter the list to show only documents that meet certain criteria, enter your search terms in the fields on the left and press the Search button. You can also use the Search button along the top to perform the search as well.



7. Press the Clear button to reset the current search and display all the records again.



8. To print a document, select a document first and then press the Print Document button located in the control panel as shown below.



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