



# *Introduction*

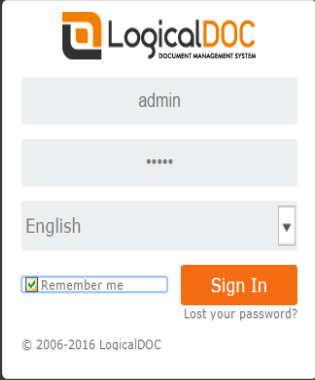
**LogicalDOC is an enterprise electronic document management system, which is extremely useful for both small and large companies. It is a valuable tool in knowledge management processing that provides a more flexible and lower-cost alternative to other proprietary applications.**

# Getting Started

In order to log on to the system, you have to point your browser to the URL where LogicalDOC is installed and simply login with your credentials and select language.

EG:

192.168.22.11:8080



LogicalDOC Enterprise 7.5.4

**LogicalDOC**  
DOCUMENT MANAGEMENT SYSTEM

admin

\*\*\*\*\*

English

☒ Remember me

**Sign In**

[Lost your password?](#)

© 2006-2016 LogicalDOC

Figure 1: Main page – Credentials

# *Main Page*

Once logged in, a desktop is displayed with the following four main areas:

- 1.The title bar with the application logo
- 2.The main menu
- 3.The work area panel
- 4.The status bar

**LogicalDOC**  
DOCUMENT MANAGEMENT SYSTEM

File ▾ Personal ▾ Tools ▾ Help ▾

Logged in as **admin** ✕ | Default ▾ | Search...

Dashboard Documents Search Administration

Browser
 

- Default
  - ABC
  - Accounts
  - CAD
  - CLT
  - CustomerTest
  - Images
  - Pr
  - Reports
  - Sample
  - Web
  - Yoav
  - ありかとこぎいます
- LogicalDOC Mobile

Display : 100 elements | Page : 1 / 1
 Shown 78 documents

	Title	Type	Size	File versi...	Published by	Published on	Custom ID
	Sql new	docx	24 KB	1.1	Stanley Odham...	01/08/2012 11:01:26	2216
	dienstregelingen_antw_P2_1460010908	pdf	61 KB	1.0	Admin Admin	02/12/2010 16:52:20	13
	30115 inv	pdf	15 KB	1.0	John Bravo	05/12/2011 10:39:13	1304/
	Do Stuff	doc	128 KB	1.0	Admin Admin	06/03/2011 11:09:20	INW2
	Profcan-Propuesta Consultoria	docx	32 KB	1.0	System Admini...	09/06/2012 16:52:10	2196
	2009_05_12_18_13_41	pdf	311 KB	1.0	Admin Admin	15/02/2011 09:03:49	INW2011232
	10.1.1.35.6128	pdf	200 KB	1.0	System Admini...	16/06/2012 04:49:41	2219
	teste	pdf	2,669 KB	1.0	John Doe	19/01/2012 13:13:27	1456/
	10717208-Sep-2011	pdf	498 KB	1.0	System Admini...	18/06/2012 03:07:09	2222
	211Principali_modifiche_bozza_modell...	pdf	99 KB	1.0	Admin Admin	15/02/2011 09:03:49	INW2011234

Properties Ext. Properties Versions Preview Links History Notes Publishing Calendar Subscriptions

ID : 1304 (1304/)  
 Title : 30115 inv  
 File : 30115 inv.pdf  
 Folder : /Default  
 Size : 14.2 KB (14,540 bytes)  
 File version : 1.0 (1.3)  
 Workflow Status : The End  
 Created on : 05/12/2011 10:39:13 By John Bravo  
 Published on : 05/12/2011 10:39:13 By John Bravo  
 Permalink : [Download](#) | [Details](#)

Vote : ★★★★★  
 Language : English  
 Tag : 2011 ✕ Enter values  
 New tag :

Bookmarks  
Trash

Main Menu

Work Panel

Status Bar

Figure 2: Desktop Page

# Dashboard

The **Dashboard** screen offers several information services and utilities, including user statistics, tags, messages, calendar events, and workflow tasks.



Figure 3: Dashboard



# Glance Through Dashboard

**User** - This section shows statistical information about your system activities, including the list of last changed documents, currently checked out documents, etc.

The screenshot displays the 'User' tab in the DocuArch interface. It features a top navigation bar with tabs for 'User', 'Tags', 'Messages', 'Calendar', and 'Workflow'. Below the navigation bar is a section titled 'Add dashlet Save'.

The main content area is divided into two columns. The left column contains two dashlets: 'Documents checked out' and 'Documents locked'. The right column contains a 'Last notes' dashlet.

**Documents checked out:**

Document Name	Version	Last Modified
Dati Inail N.1-2010	1.0	23/10/2012 06:00:00
Orden de compra modelo	1.2	23/10/2012 06:00:00
linuxpocketreference5_a	1.1	23/10/2012 06:00:00
Marriage Budget	1.0	11/06/2013 06:00:00
ir3_Linux_RWC2_v9.00.00_readme	1.3	23/10/2012 06:00:00
CARACAS	1.3	23/10/2012 06:00:00
Worksplit	1.1	23/10/2012 06:00:00
sha	1.0	22/06/2014 06:00:00

**Documents locked:**

Document Name	Version	Last Modified
HIRT Franz	1.0	23/10/2012 06:00:00

**Last notes:**

Date	Author	Note Content
03/04/2015	Sql new	This is a simple annotation
09/10/2012	BOSTON	write <b>the</b> ...
08/08/2012	gesamt	na sowas ...
08/08/2012	IdealwareDonorMgmt2011	Test a note
03/08/2012	BOSTON	this a <b>note</b>
01/08/2012	BOSTON	here is a <b>note</b>
24/07/2012	BOSTON	hello from Yoav
20/07/2012	car-lift-garage	test
13/07/2012	BOSTON	<b>Please</b> read this
10/07/2012	BOSTON	to convey something to your colleagues.
05/07/2012	BOSTON	please focus <b>on</b>
03/07/2012	BOSTON	here is a
27/06/2012	EPAY	This is my remark
25/06/2012	sharad	test test test Hossein 123

The bottom of the dashboard shows a system tray with icons for file manager, network, and other system utilities.

Figure 4: User Tab

# Glance Through Dashboard

**Message** - LogicalDOC has an internal messaging system. Each row in the list is a message that has been sent to you by another user. Click on a message to open it.

User	Tags	Messages	Calendar	Workflow
Send message Refresh				
Priority	Subject	From	Sent	
	LogicalDOC - No Funds!	[BPM] - InvoiceProcessing	28/11/2016 13:03:47	
	LogicalDOC - Viewed - Postcard	AUDIT	11/09/2014 09:08:37	
	LogicalDOC - Move - Niagara-Falls-in-USA_Breathtaking-views_1408	AUDIT	10/09/2014 19:08:37	
	Zip import completed	SYSTEM	07/01/2013 16:52:27	
	LogicalDOC - Start	[BPM] - Yoav-INVOICE(De...	28/08/2012 14:53:26	
	LogicalDOC - Start	[BPM] - Yoav-INVOICE(De...	28/08/2012 14:53:25	
	LogicalDOC - Application Start	[BPM] - Job Title Promotion ...	21/08/2012 14:54:15	

Figure 5: Message Tab



# Glance Through Dashboard

**Calendar** - LogicalDOC's integrated calendar makes it easy to keep track of all important corporate events in one place.

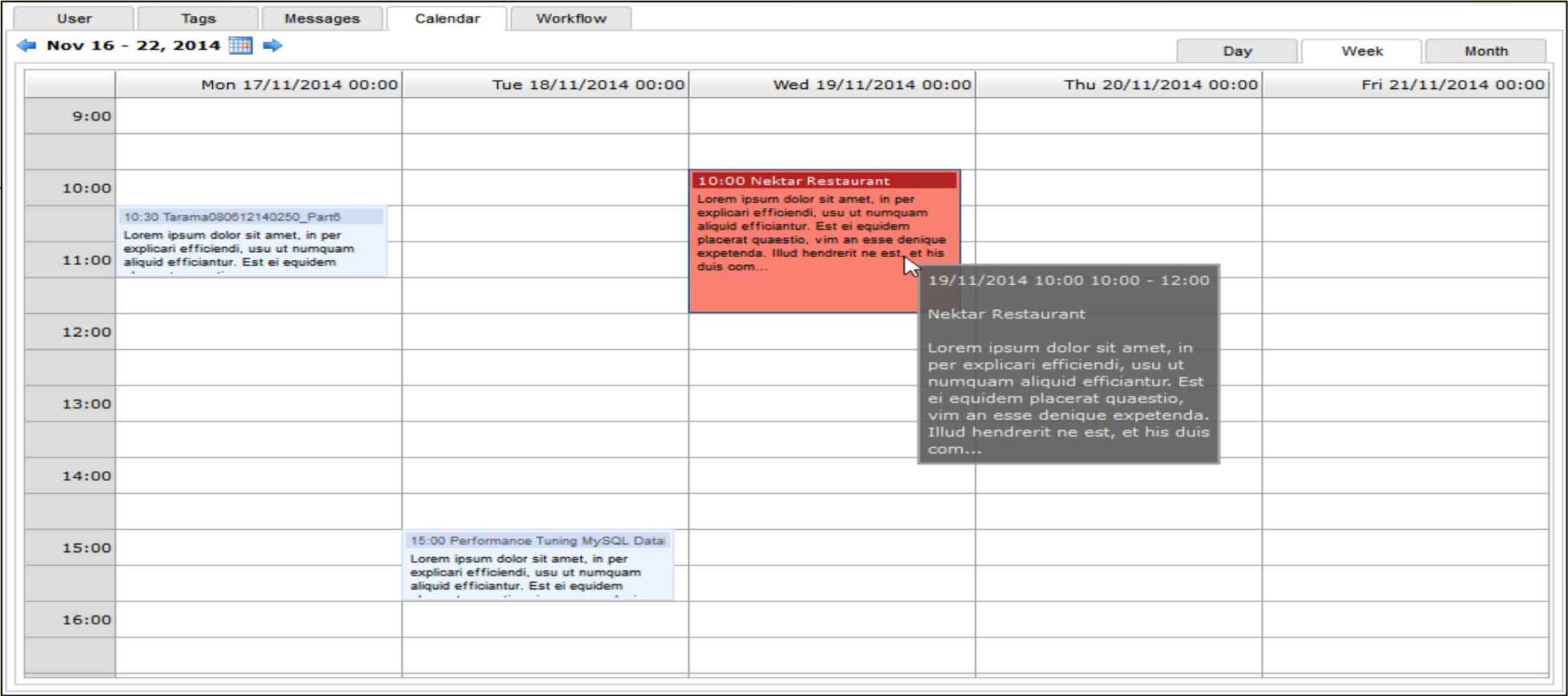


Figure 6: Calendar Tab

# Glance Through Dashboard

## Tags

This section shows you the most used tags and their occurrence in the repository. It provides you with tools to search documents by tags.

## Workflow

Workflow allows you to check the tasks to which you are assigned and ensure their completion. Please read the “Workflow” chapter in this manual

# Working With Documents

You can work on documents by accessing the **Documents** area. Click on a folder in the **browser**, and at the right side, a grid will show you all of the documents that it contains.

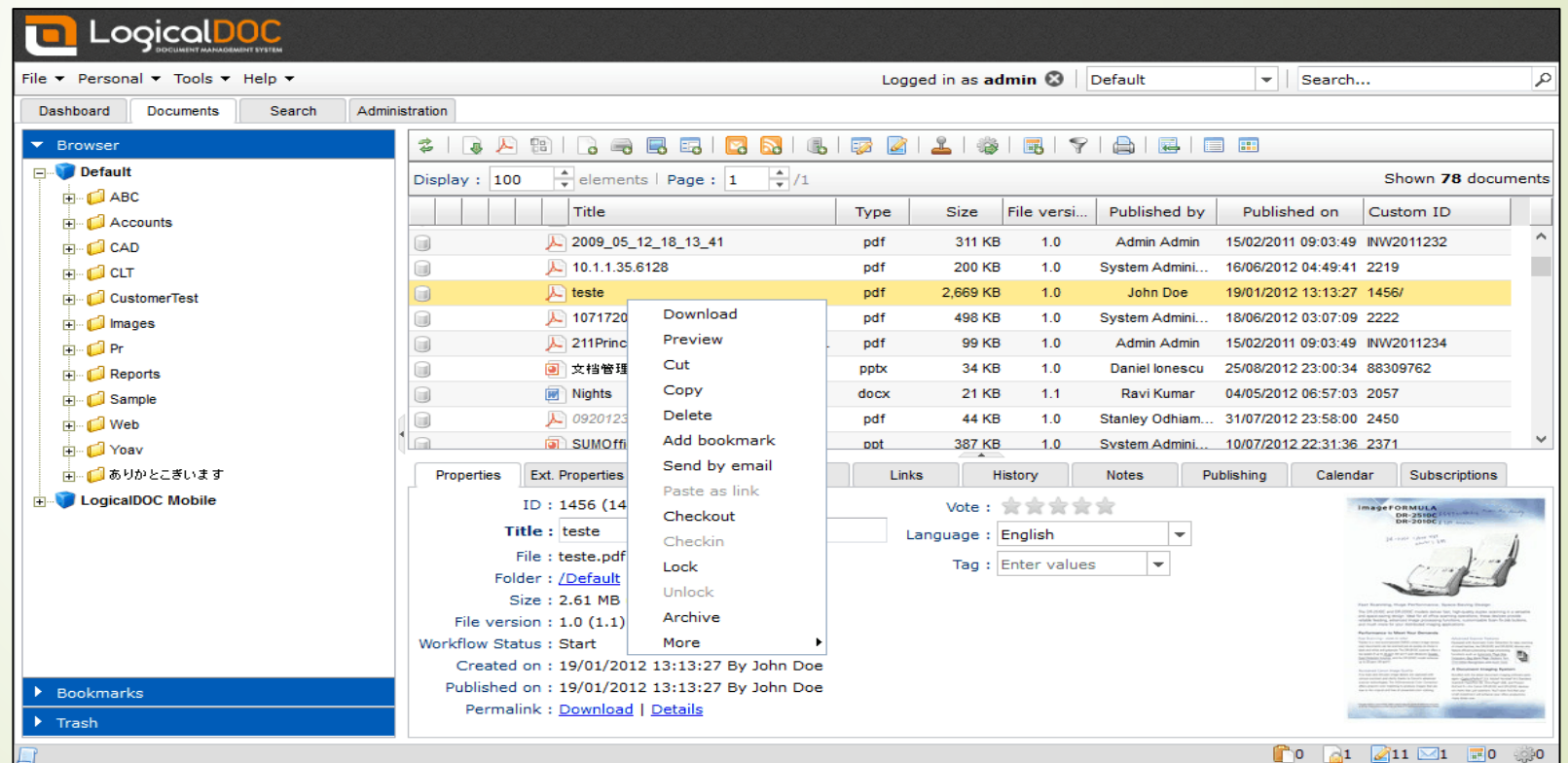


Figure 7: Document's Panel

# Adding New Documents

## Standard upload

Click on the **Add documents** icon on the toolbar.

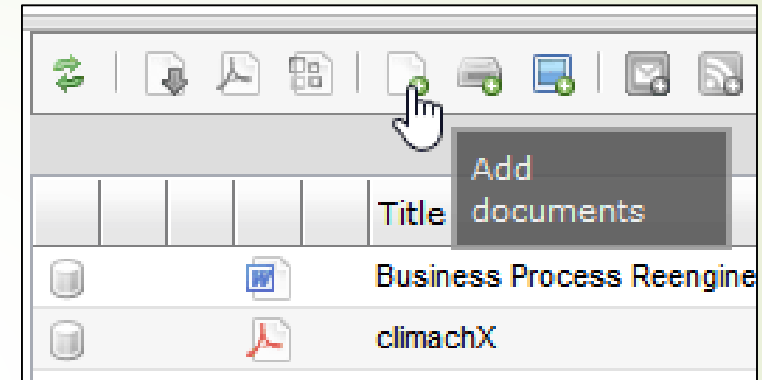


Figure 8: Add Documents

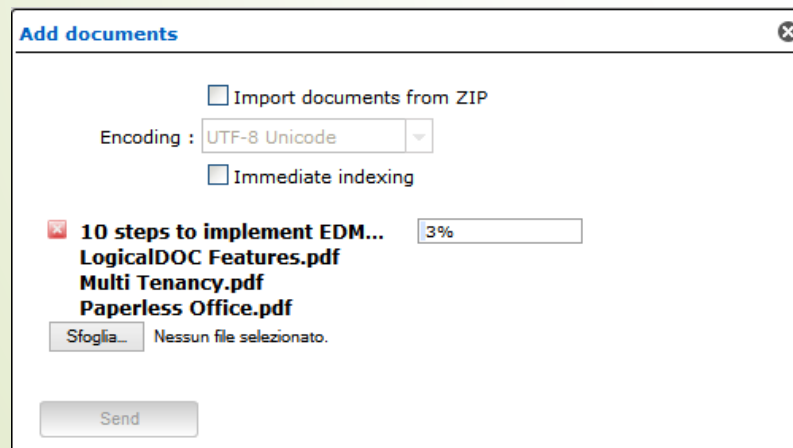


Figure 9: Browse Documents

An upload popup window will be shown.  
You can select one or more files from your PC that you want to place in the current folder.

# Adding New Documents

## Drop Spot

LogicalDOC supports a feature called **Drop Spot** that allows you to drag and drop files and folders directly from your desktop into the documents repository.

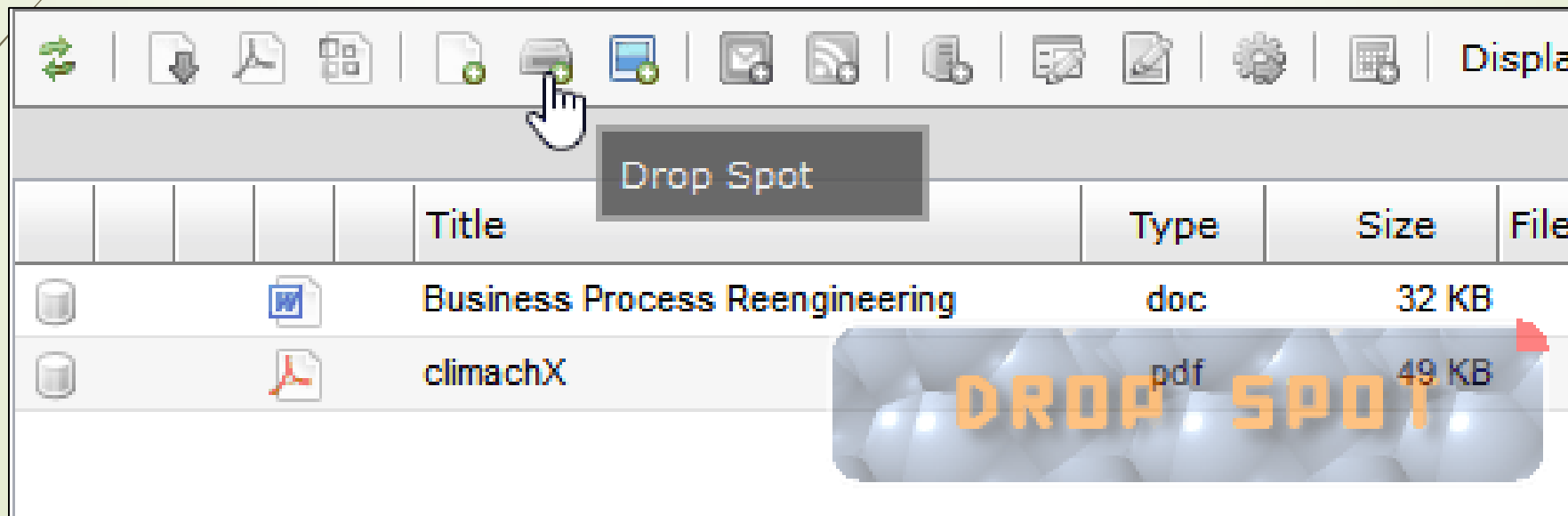


Figure 10: Add Documents - Dropspot

# Editing The Content

## Standard Check-out

Right-click on the document you want to edit and select the item **Checkout**

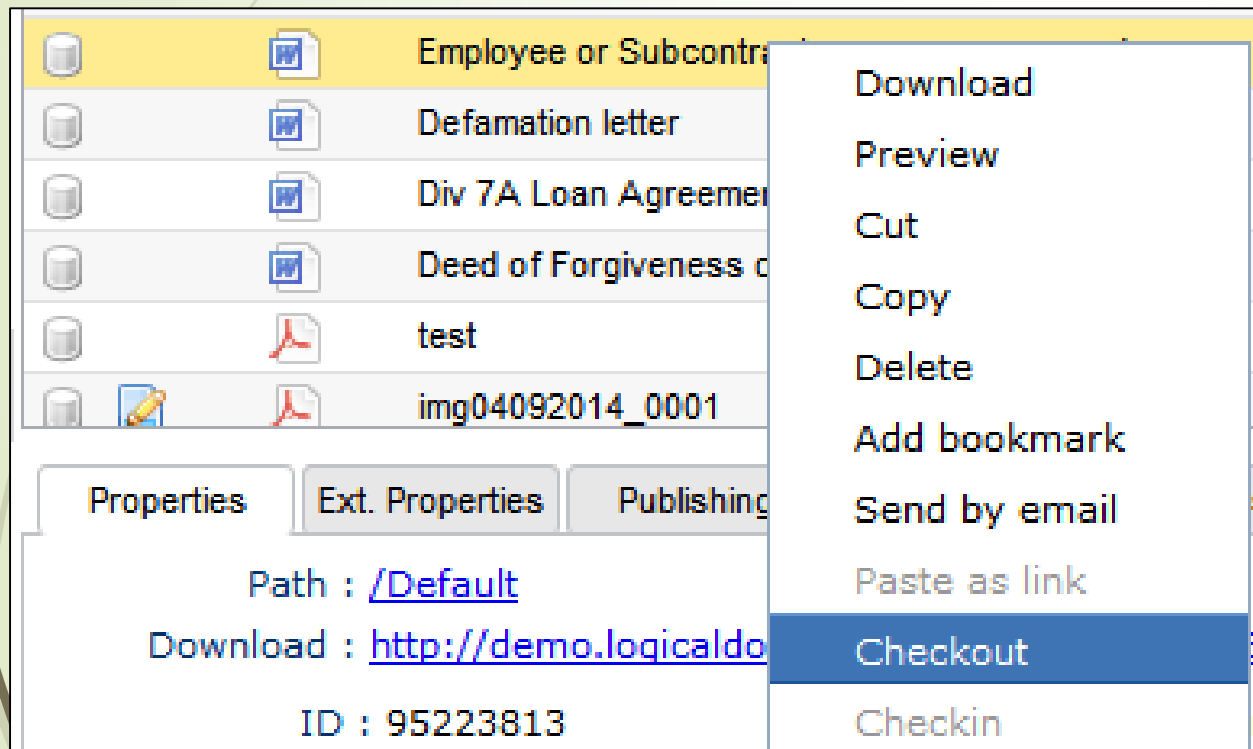


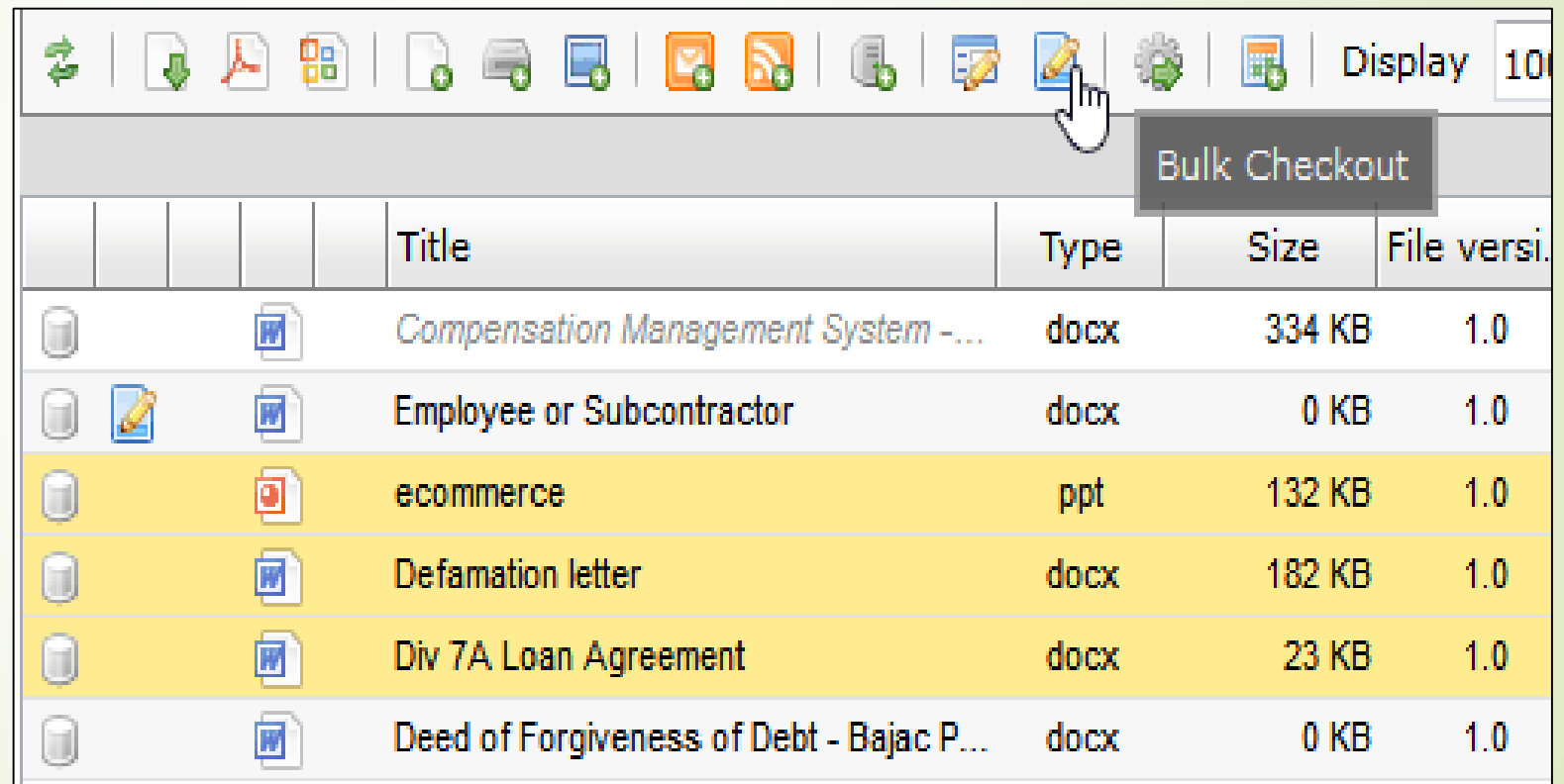
Figure 11: Checkout Documents



# Editing The Content

## Bulk Checkout

You can edit more documents simultaneously and automate the check-out/check-in operations by selecting the desired documents and then clicking on the **Bulk Checkout** toolbar icon.



The screenshot shows the DocuArch web interface. At the top, there is a toolbar with various icons for document management. A mouse cursor is hovering over the 'Bulk Checkout' icon, which is represented by a document with a pencil. A tooltip labeled 'Bulk Checkout' is visible next to the icon. Below the toolbar is a table listing documents. The table has columns for 'Title', 'Type', 'Size', and 'File versi.'. Several rows are highlighted in yellow, indicating they are selected for bulk checkout.

		Title	Type	Size	File versi.
		Compensation Management System - ...	docx	334 KB	1.0
		Employee or Subcontractor	docx	0 KB	1.0
		ecommerce	ppt	132 KB	1.0
		Defamation letter	docx	182 KB	1.0
		Div 7A Loan Agreement	docx	23 KB	1.0
		Deed of Forgiveness of Debt - Bajac P...	docx	0 KB	1.0

Figure 12: Bulk Checkout Documents

# Exporting As PDF

You can convert a set of the most popular document types into PDF (Portable Document Format). To do this, select some documents and click on the **Export as PDF** icon in the tool bar.



Figure 13: Exporting As PDF

# Download Documents

You can convert a set of the most popular document types into PDF(Portable Document Format). To do this, select some documents and click on the **Export as PDF** icon in the tool bar.

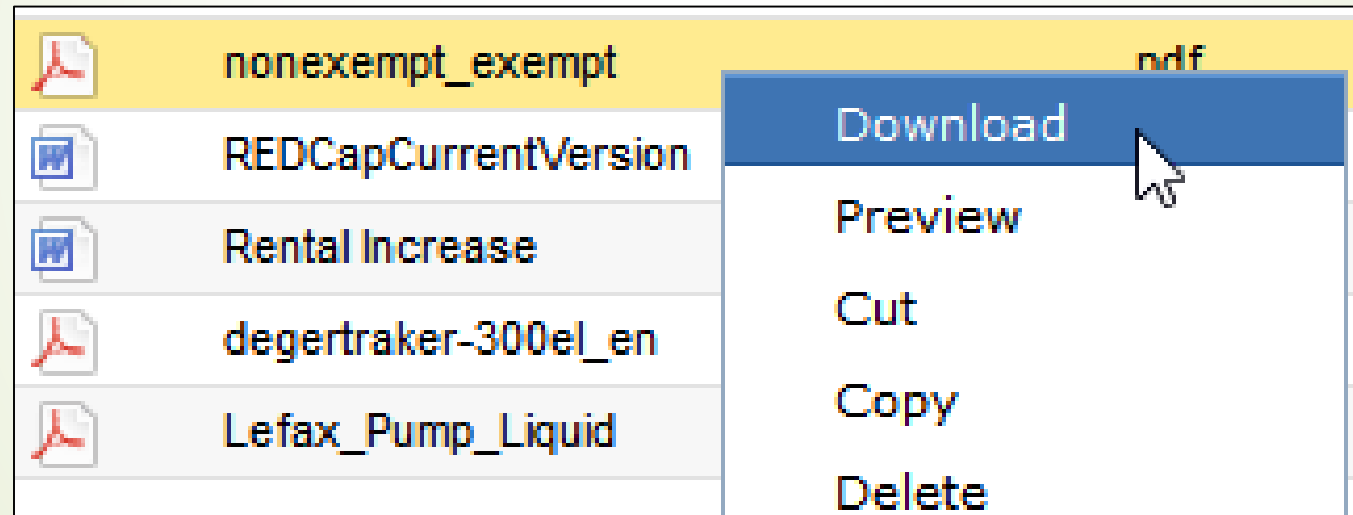


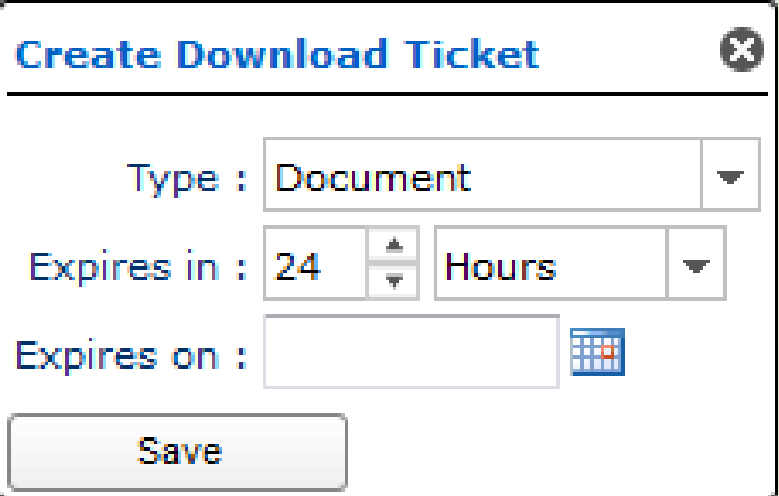
Figure 14: Download Documents

# Download Ticket

The **Download Ticket** is a special link generated by LogicalDOC you can then freely distribute to give access to a specific document to people not registered in the system. The download ticket has an expiration time and if someone clicks on this link, the document will be downloaded directly from the repository.

Copy link below and paste in browser to view sample


<https://demo.logicaldoc.com/download-ticket?ticketId=a0db65e192398a595c7e5e4fbf8aaa782ac6233>



**Create Download Ticket**

Type : Document

Expires in : 24 Hours

Expires on :  

Save

Figure 15: Create Download Ticket

# Email A Document

To send a document as a mail attachment, first select a document. The next step is to select the **Send by Email** item from the context menu. It will be shown as an email composer in which you can insert the recipients that will receive your message.

**Send by email**

**Recipients**

To: Sample@logicaldoc.com

To:

Contacts : [dropdown]

**Subject :**

2009\_05\_12\_18\_13\_41.pdf

☐ Compress the attachments (.zip archive)

☐ Send as PDF Conversion

Set Font... Set Font Size... [bold] [italic] [underline] [text color]

Dear XXX,

Kindly review the document for your perusal,

Thank you,

Staff

Send

Figure 16: Email Documents

# Link Documents

To do this, select the documents you want to link and then select the **Copy** item of the context menu. This will put the current selection into the clipboard.

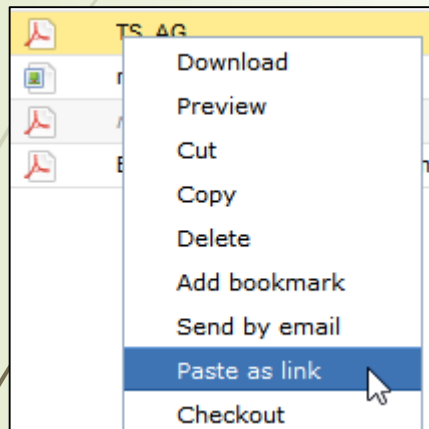


Figure 17: Linking Documents

Right-click on a target document and select **Paste as link**.





Properties		Ext. Properties		Publishing		Links		Notes			
Type	Direction				Title						
default					Nektar Restaurant						
invoice					10.1.1.35.6128						

Figure 18: Linking Documents (ii)

Now you can see the new link appearing in the **Links** tab.



# Lock & Unlock Documents

If you want to protect the document so that no other user can make changes to it, you can use the **Lock** item from the context menu. This means that until it is unlocked, no other user can modify it. When locked, a padlock icon appears.

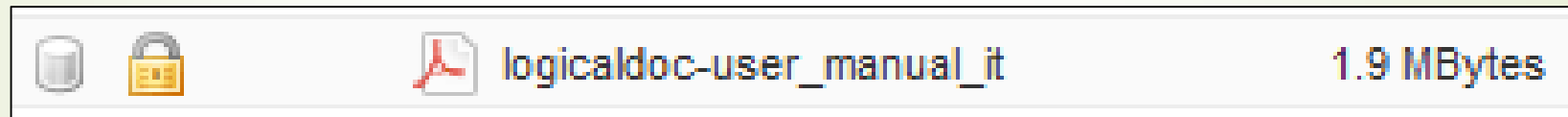
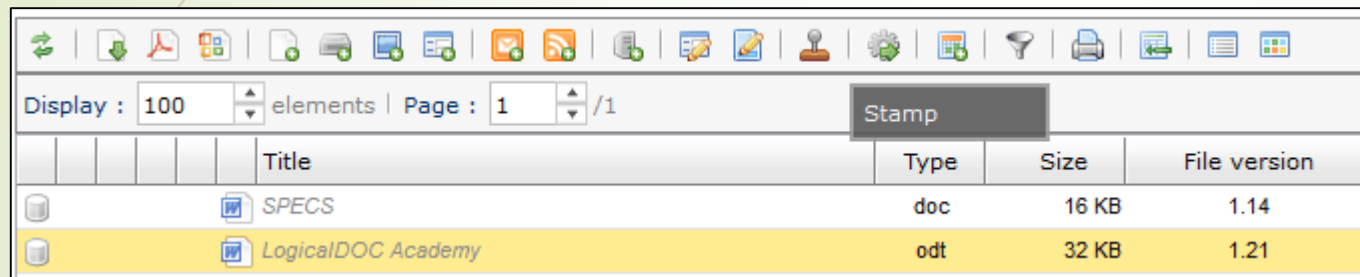


Figure 19: Lock Documents

If you want to unlock a document you previously locked, simply select it and use the **Unlock** item.

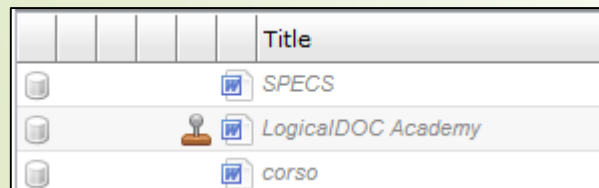
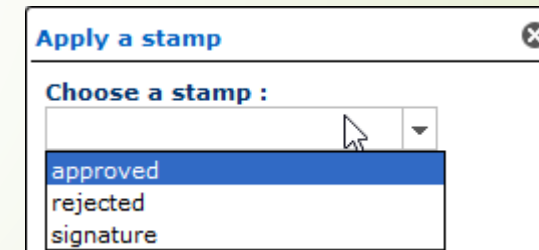
# Stamping A Document

Stamp is only allowed in the **Documents** screen for any document which is a PDF or can be converted to PDF



Select a document and click on the **Stamp** icon of the tool bar.

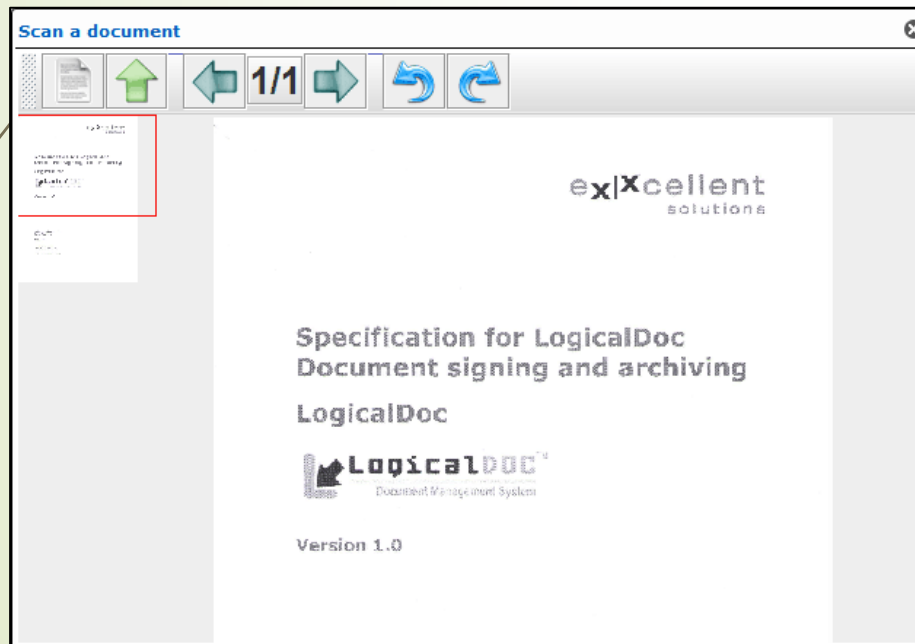
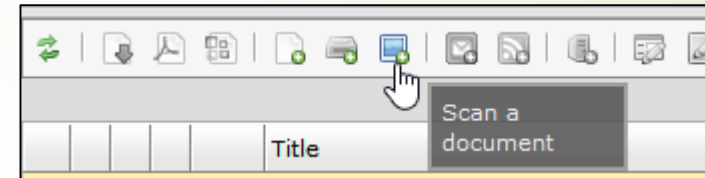
A dialog box allows you to choose one of the stamps assigned to you.



The stamp is printed in the document and a new stamp icon appears on the left.

# Scan A Document

You can upload into the system a scan from a scanner connected to the computer by clicking on the **Scan a document** icon.



Click the **new scan** button

# *Routing Document With Workflow*

All of the documents evolve according to a defined life cycle. There are different ways that this can be done. One option is to use a workflow.

Your workflows can be created in the Workflow designer integrated in the LogicalDOC application. Users who are involved in workflows are alerted by email

# Routing Document With Workflow

The workflow consists of **Tasks** and **Transitions** that a collection of documents must pass through before the workflow can be considered complete.

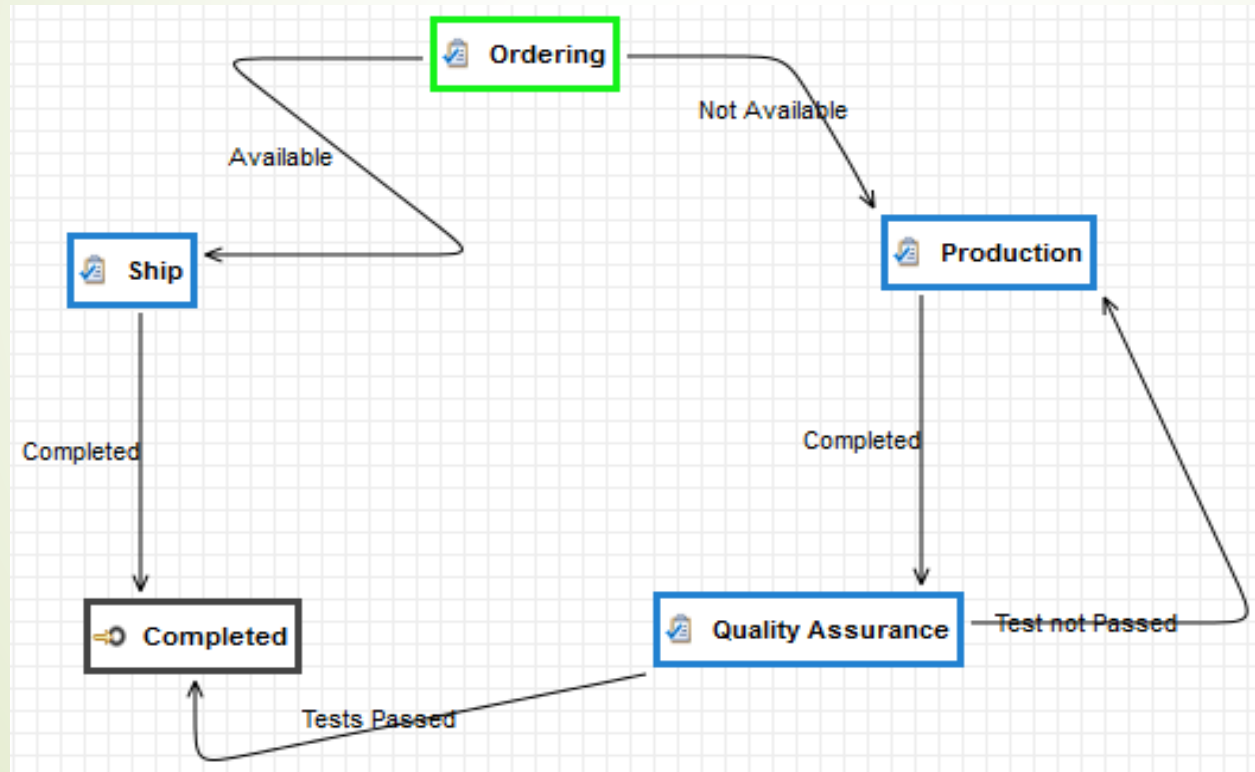


Figure 25: Workflow



# Integration - DropBox

LogicalDOC integration with Dropbox allows you to import and export documents and folders between both applications.

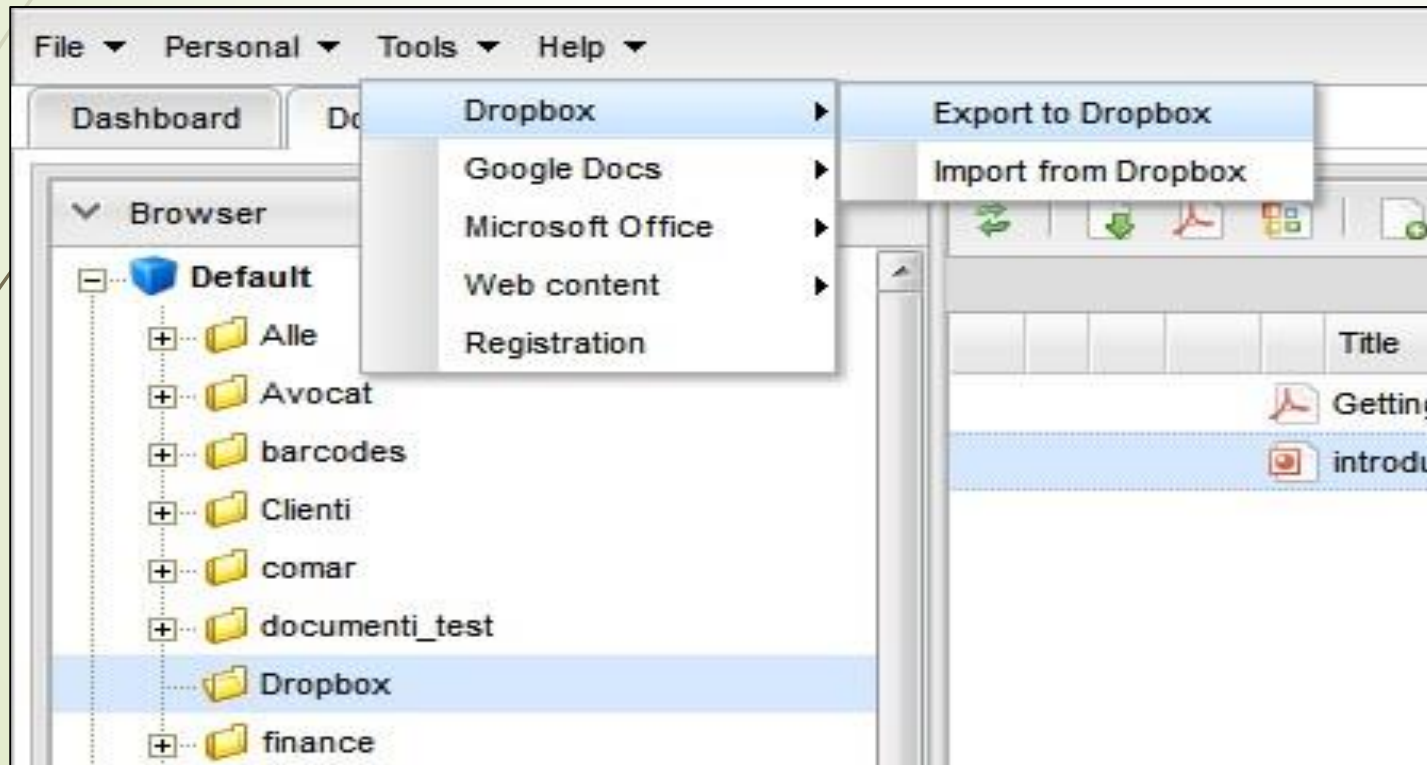


Figure 26: Dropbox



# Integration – Google Drive

Google Drive integration appears in LogicalDOC as an entry in the **Tools** menu. From the submenu, you can choose to edit text documents, calculation sheets, and presentations, create new documents, or import and export documents between LogicalDOC and Google Drive.

**On Google Drive you can :**

- Create a new Document
- Edit a Document
- Import from Google Drive
- Export to Google Drive