How to Use the Document Watcher

1. Open the installed application, and enter the same credentials as what you have in the i21 app

		x
		<u>Settings</u>
Login		
Username	irelyadmin	
Password	•••••	
Company	01	
	Login	

2. Click the Settings hyperlink to open the Setup screen

	_	×			
	Login	Settings			
	Username	irelyadmin			
9		-	×		
Se	Setup				
Domain					
	Save				

- 3. Enter the domain address or the URL of the i21. ex. i21server.com/Prod1710/
- Click Save
 Click the Login button to open the Document Watcher menu

i21 Document Watcher	- 🗆 🗙
	Settings Sign Out
Watched Folders	
+ Add × Remove 🖉 Edit 🔟 Pause	
Folder Path	
	Version 1.0.0
Company: 01 Username: irelyadmin	Version 1.0.2

- 6. Click the Add button to add a folder in your local machine to be watched
- 7. Browse then select the folder
- 8. Once a document/s is added on the selected folder, it will automatically be uploaded to i21 and can be seen on How to Manage Pending **Documents** screen
- 9. Sample notification when a document is being uploaded

