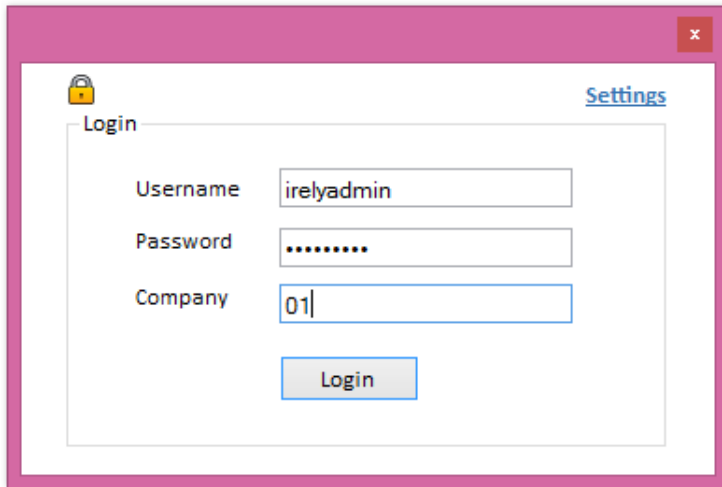
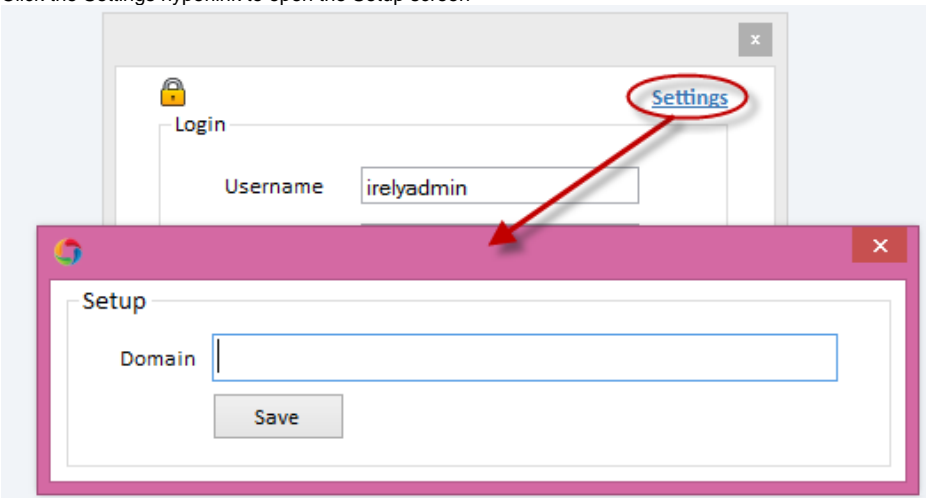


How to Use the Document Watcher

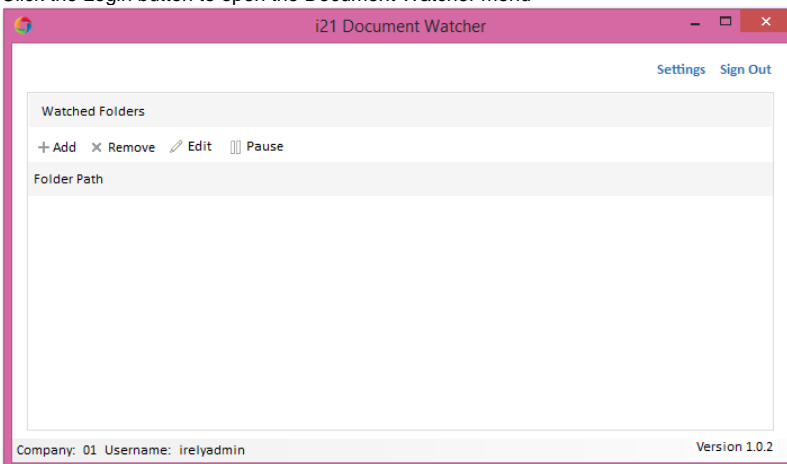
1. Open the installed application, and enter the same credentials as what you have in the i21 app



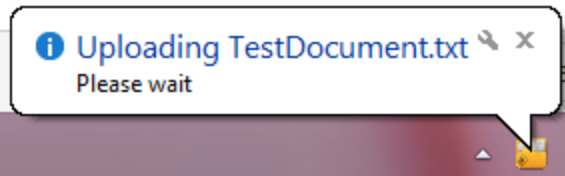
2. Click the Settings hyperlink to open the Setup screen



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



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



10.