



**How Best to Manage Your Files – Post Scanning**

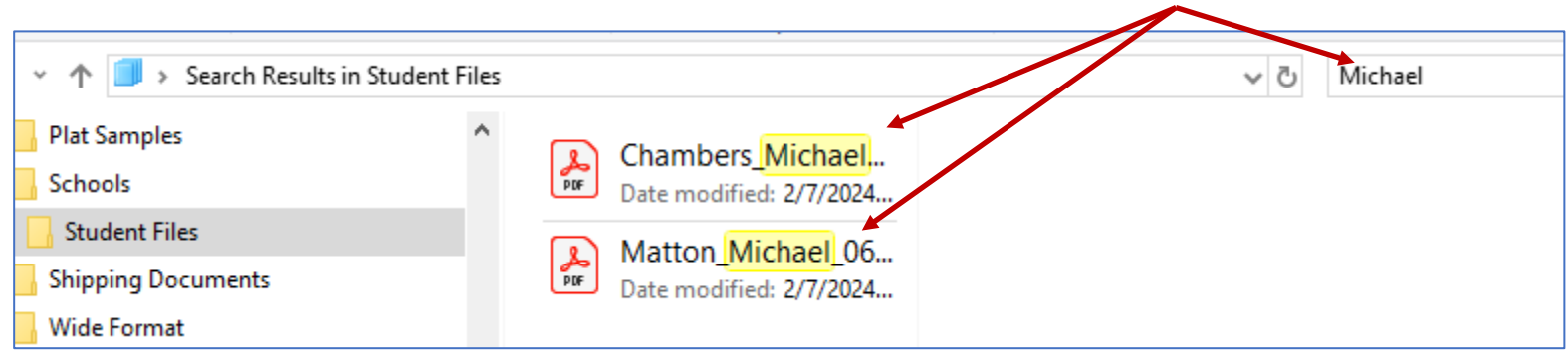
# OPTION 1: Save to a network drive.

A great option for inactive files

In this example we're locating the files using a Last Name | First Name | Student ID. Notice how the data (File Name) is configured. This is done so that you can easily configure your files for ingestion into a 3<sup>rd</sup> party database.

Name	Date modified	Type	Size
Chambers_Michael_06-1997.pdf	2/7/2024 12:35 PM	Adobe Acrobat D...	295 KB
Matton_Michael_06-1998.pdf	2/7/2024 12:35 PM	Adobe Acrobat D...	295 KB
Smith_Steven_06-1989.pdf	2/7/2024 12:36 PM	Adobe Acrobat D...	295 KB

Using a standard Microsoft search of the folder you can search on just one part of the name...



- Pro's / Con's
- No investment
- Glitchy text search
- No cross search
- Can't manage users
- No audit trails
- No versioning
- No eSignature
- No eForms
- No annotations

# OPTION 2: Utilize ImageFreeway

A full suite of tools to more effectively manage ACTIVE AND INACTIVE documents.

## Track and sort on multiple data fields

[Start New Search](#)

[Back to Search Results](#)

Enter New Note:

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Doc ID: 9, 0 Non-Indexed Docs Remaining

**First\_Name:**

**Last\_Name:**

**EmpID:**

**DocType:**

**Location:**

**Dept\_Number:**

**Status:**

**DOB:**

[View Version History](#)

Select All	View Doc	Edit Index	First Name	Last Name	EmpID	DocType	Location	Dept Number	Status	DOB
<input type="checkbox"/>			<a href="#">Harrison</a>	<a href="#">Jones</a>	1234	TLC-AHP	LA-South	993	Termed	01/15/1992
<input type="checkbox"/>			<a href="#">Suzan</a>	<a href="#">Jones</a>	ATL4569	TLC-POLAK	LA-South	777	Active	02/15/1994
<input type="checkbox"/>			<a href="#">Suzan</a>	<a href="#">Jones</a>	ATL4569	TLC-NDCA	LA-South	777	Active	02/15/1994
<input type="checkbox"/>			<a href="#">Charlie</a>	<a href="#">Jones</a>	ROM9869	TLC-AHP	Decatur	546	Active	03/15/1996

Ensure index fields are completed

Manage user rights

Maintain User Rights: Rmorris1003

Client	Department	Project	View	Print	Email	Allow Annotation	Scan	Index	Admin
ImageFreeway Demo Company			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Medical Records		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Patient Files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Credentialing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		EOBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Unindexed Documents

- Accounts Payable (858) 1 Item(s)
- Admin (883) 5 Item(s)
- Cases (874) 1 Item(s)
- Clients (909) 1 Item(s)
- Donors (890) 4 Item(s)
- Other (871) 2 Item(s)
- Pick Slips (856) 1 Item(s)
- Safety Certs (855) 1 Item(s)

Workflow Inbox ~~Inbox~~ Global Search

ImageFreeway Demo

Human Resources

Personnel (865)

Search Project Upload New Documents

### eForms for Personnel (865)

- Upload New e-Form
- Saved Documents
- Documents In Process

Search Templates

**Manage multiple departments and projects**

**Easily add documents....**

- Drag and drop
- Scan
- Print
- Capture from a network folder

### Document History

## Versioning

Close View Current Version

Version #:	Create Date	Document ID	
2	7/30/2024 9:44:27 AM	74	Current Active Version
1	10/2/2023 3:20:25 PM	5	<a href="#">Revert to this Version</a>

## Document Retention

IMAGE FREEWAY [Dashboard](#) [Help](#) | [Contact Us](#)

*Document Retention:*

Approve for Purge Legal Hold  Load Retention Documents

No Documents Returned for this search.

**REVISED**  
By Guest at 8/7/2024 3:40:35 PM

You can add signatures, stamps, highlight text, strike through text, circle words.

**CYBERDYNE INDUSTRIES**

**COMPUTER AND INFORMATION TECHNOLOGY POLICY**

For All CI Regular Full-Time and Part-Time Employees, Temporary, Contractor and Seasonal Employees

**General**  
With rapidly expanding access to new computer technologies and electronic communications media comes the need to establish clear guidelines for use of Company systems. Other issues such as privacy, record retention and copyright must also be considered.

~~Matton expects that computer, voicemail, email, Internet and other business tools will be used exclusively for business purposes. Matton reserves the right to monitor all transmissions via company systems closely. The Information Technology Department has the ability to track each email and visit to the Internet. These communications are subject to review without notification or permission by individual users.~~

## Audit Trails

## Annotations

User Name	Action	Event Date	Detail
MRMatton60	Viewed Document	8/7/2024 3:56:35 PM	Viewed Document
MRMatton60	Viewed Document	8/7/2024 3:55:43 PM	Viewed Document
MRMatton60	Email	8/7/2024 3:55:28 PM	Emailed Document To: mmatton@imagefreeway.com Subject: File Request Body: Attached is the document you requested.
MRMatton60	Viewed Document	8/7/2024 3:54:19 PM	Viewed Document

## Template for personnel

# Forms Builder

Save as New Template

Send Document



Edit/Add Recipients [\(Back to List\)](#)

Edit/Add Form Fields

Map Data/Assign Roles

Form Name

Add Recipient

Subject


Message

ReminderDays

ExpirationDays

**Notifications:**

- Notify on View
- Notify on Sign



**Volusia Sheriff's Office**  
**LIGHT-DUTY REQUEST**  
(Not Work Related)

I, , am requesting light-duty work. I have read and understand the *LIGHT-DUTY FOR OFF-THE-JOB INJURIES/CONDITIONS* section within VSO General Order *GO-022-02 Benefits and Leave*. There is no guarantee that an offer of light-duty work will occur. I will need to use personal leave until such time as I start a light-duty assignment. Approval from the Sheriff or designee is required prior to light-duty assignment.

The following requirements must be met:

- The request is based on a situation that happened outside of work and is not work related.
- I have attached a physician's note explaining my restrictions to this form. If the attached statement does not contain the required information, processing of this request may be delayed while needed information is obtained.

Submit the completed form through the chain of command:

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Captain/Director

---

DID

---

Date

---

Assistant Chief

---

DID

---

Date

Once created click the button below to display your form fields.

Save Fields