OPENTEXT

Getting Started with WirelessDMS for iPad
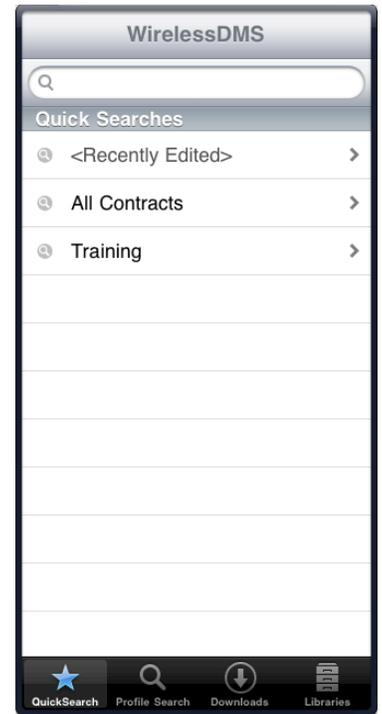
Scroll through the document for hints and tips on using WirelessDMS on your iPad

Version 2.1

Navigating WirelessDMS

Getting familiar.

The navigation pane

This is where you find your documents. Press the Menu button or turn your iPad to portrait view to see it.
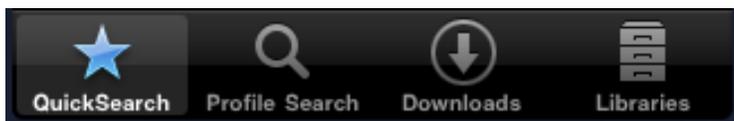

Search bar

This is just like the easy search in eDOCS DM. Type a document number, a word from the document profile or content and press return to start a search

QuickSearches

Below the search bar, you'll see the same saved QuickSearches that show on your PC, including Recently Edited documents. Just tap one.

🔍	<Recently Edited>	>
🔍	All Contracts	>
🔍	Training	>

Navigation Tabs

Choose from QuickSearch, Profile Search, Libraries or your Downloaded documents.

QuickSearch   Profile Search   Downloads   Libraries

Profile Searching

Tap on the Profile Search tab to search using Profile fields for you current default library. Remember, you can type exact values or use wildcards '*' just like on your PC. Tap the search icon at the top right to run the search.

Profile Search 🔍

Enter exact values or use * wildcards

Doc #	
Name	
Doc Type	rep*
Client	
Matter	
Author	
Last Edited	%TODAY

Toolbar buttons

Photos: Import images into WirelessDMS Downloads, for profiling.

Information: More information about this document (history, profile).

Preview: View a document full screen, and if you have an application that can edit it, you can open it for edit. This button functions for downloaded documents only.

Send: Send this document as a reference or a copy.

Download: Download a local copy of the document to your iPad. You must download the document in order to edit it.
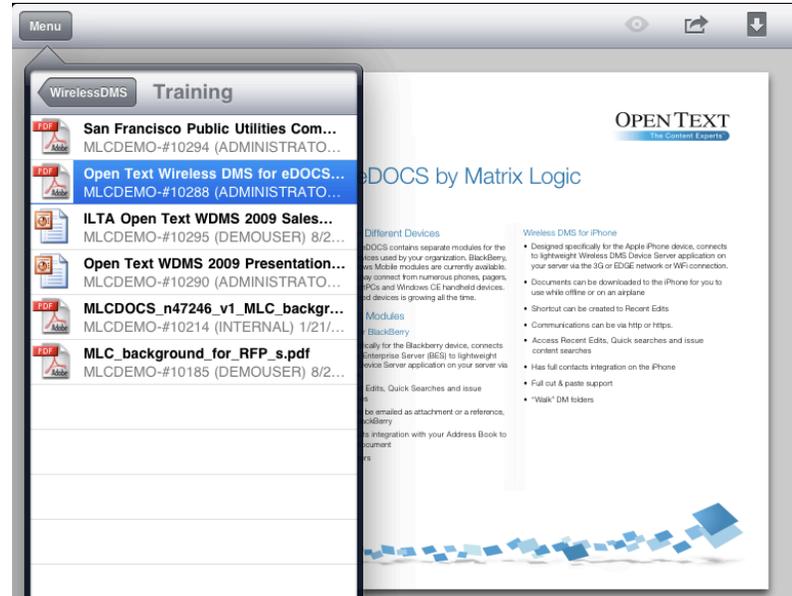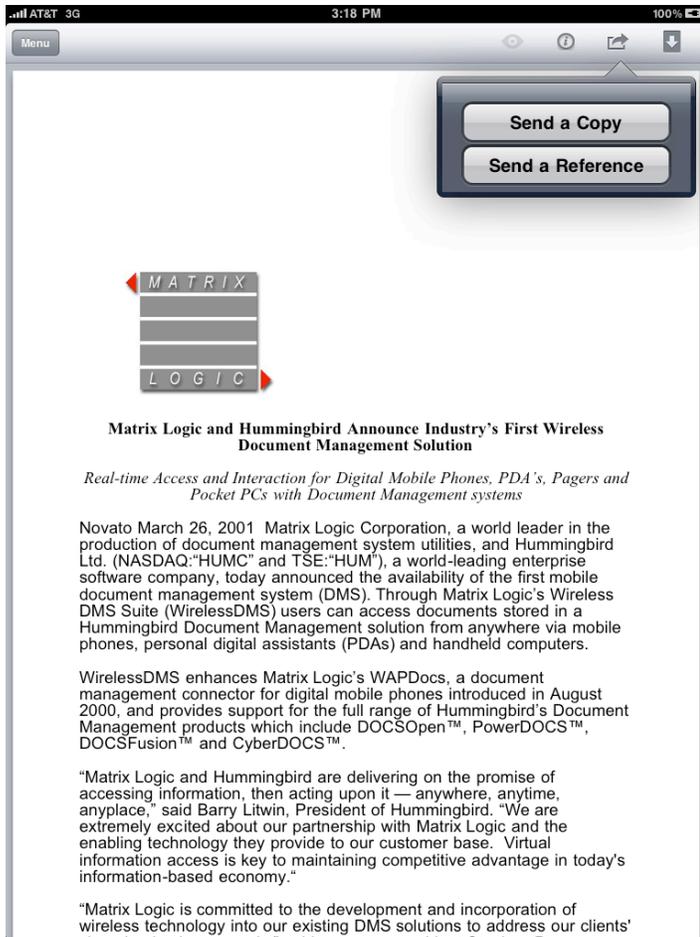
Working with Documents

Being productive with WirelessDMS.

Opening Documents

Search for a document and tap the document from the search results to see a view of it on the screen.

Rotate the iPad for a better view, and tap on the document to dismiss the search results.

Menu

Send a Copy

Send a Reference

M A T R I X

L O G I C

Matrix Logic and Hummingbird Announce Industry's First Wireless Document Management Solution

Real-time Access and Interaction for Digital Mobile Phones, PDA's, Pagers and Pocket PCs with Document Management systems

Novato March 26, 2001 Matrix Logic Corporation, a world leader in the production of document management system utilities, and Hummingbird Ltd. (NASDAQ:"HUMC" and TSE:"HUM"), a world-leading enterprise software company, today announced the availability of the first mobile document management system (DMS). Through Matrix Logic's Wireless DMS Suite (WirelessDMS) users can access documents stored in a Hummingbird Document Management solution from anywhere via mobile phones, personal digital assistants (PDAs) and handheld computers.

WirelessDMS enhances Matrix Logic's WAPDocs, a document management connector for digital mobile phones introduced in August 2000, and provides support for the full range of Hummingbird's Document Management products which include DOCSOpen™, PowerDOCS™, DOCSFusion™ and CyberDOCS™.

"Matrix Logic and Hummingbird are delivering on the promise of accessing information, then acting upon it — anywhere, anytime, anyplace," said Barry Litwin, President of Hummingbird. "We are extremely excited about our partnership with Matrix Logic and the enabling technology they provide to our customer base. Virtual information access is key to maintaining competitive advantage in today's information-based economy."

"Matrix Logic is committed to the development and incorporation of wireless technology into our existing DMS solutions to address our clients'
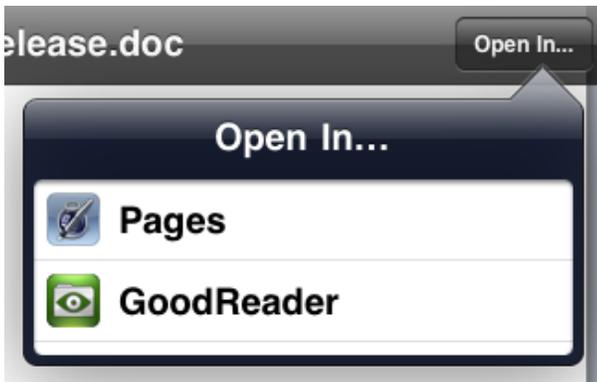
Sending Documents

Tap the send button to send a document.

You may send a Copy of the document in its original form, or a Document Reference (DRF) if the recipients are eDOCS users in your organization.

Version 2.1

Downloading documents

Tap the Download button ⬇ to save a copy of the document to your iPad.

Downloading document
Please wait...

You can do more with a Downloaded document. They are accessible when you have no WiFi or 3G connection, and if you are in airplane mode. You may also edit them.

lease.doc   Open In...

Open In...

🖊 Pages

📗 GoodReader

Using documents with other applications

While displaying a document in your **Downloads** tab, click the Preview button 👁 to display a full screen view of the document.

If you have a suitable application on your iPad, you may even be able to edit the document by clicking the **Open In..** button.

From the other application you can email it back to your eDOCS library using WirelessDMS.

Expert Tips

Opening document references

If another person sends you a document reference (DRF) by mail, tap and hold on the document reference. A menu will appear, tap Open with WirelessDMS. You will be taken directly to the eDOCS DM document in WirelessDMS for iPad.
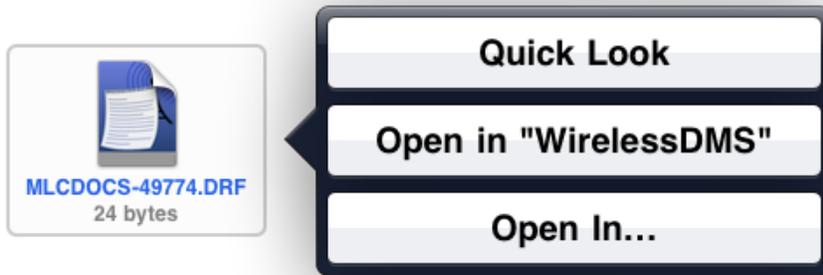
Sharing Files with your computer

If you sync your iPad with your Mac or PC, you can copy files to and from the Downloads portion of WirelessDMS. In iTunes, click on your iPad. On the right, click on Apps and scroll down. Here you'll be able to open and add files.
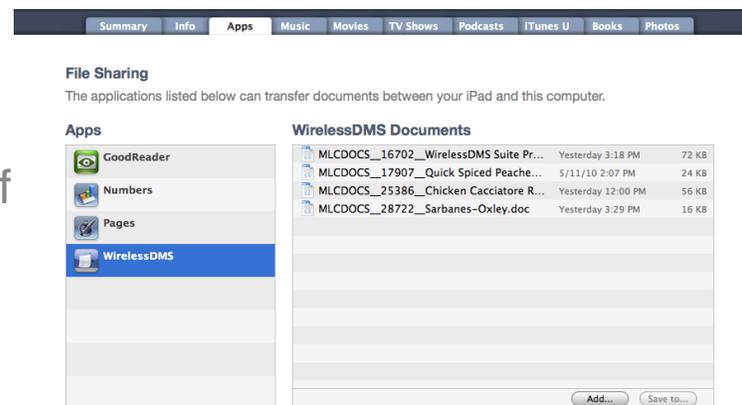
Editing Documents

Choose an editing App

Many other applications are available for the iPad that let you edit your documents. These include the Apple iLife Suite (Pages, Numbers, Keynote), Office2HD and Documents to Go.

Some of these applications (notably, Documents to Go, Office2HD) have the ability to **Open In..** other applications. You may use this feature to send documents back to WirelessDMS. They will appear in the **Downloads** tab.
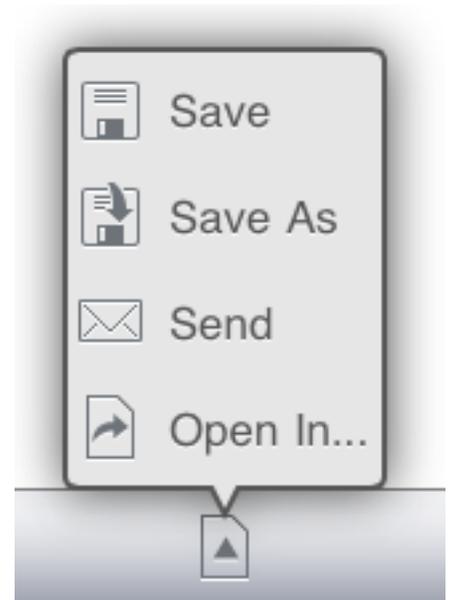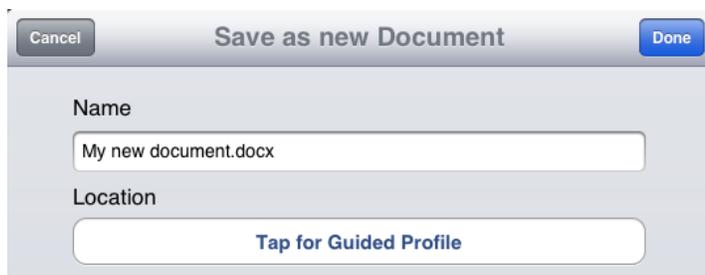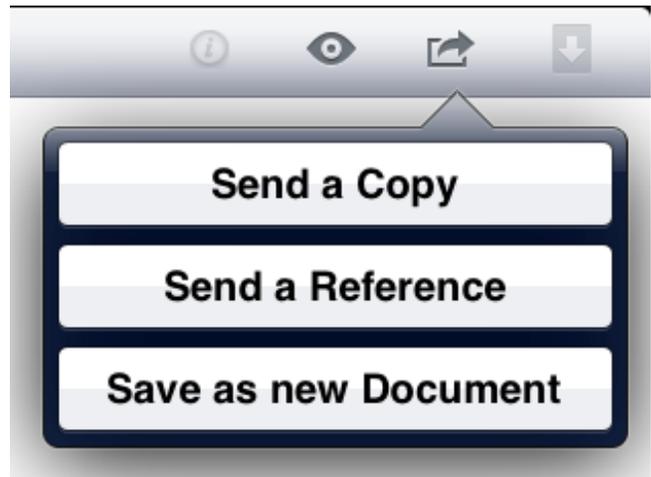
Saving the changes

From here, you may Save as new Version to upload your changes back to your eDOCS DM library.

Profiling New Documents

If the document you "Open In" WirelessDMS is a new document that didn't originate from your eDOCS DM library, you will be able to **Save as a new Document** from the Downloads screen.
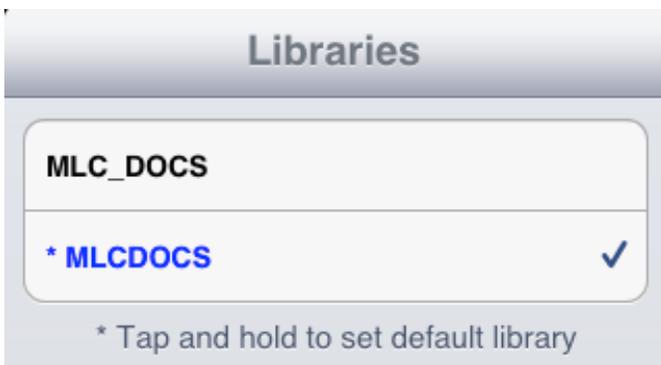
You will be prompted to profile your document with the "Guided Profile" feature.

Simply tap through to profile the document, then tap Done. You've never profiled a document faster!

Working With Images

If you have photos or images on your device, you can bring them in to WirelessDMS and profile them in your eDOCS DM library. Tap the camera icon, select the image and it will appear in Downloads. Select the item and profile it like any other offline document.

Photos

Camera Roll (163)		>
Photo Stream (887)		>
Photo Library (1,389)		>

Libraries

MLC_DOCS

* MLCDOCS ✓

* Tap and hold to set default library

Switching Libraries

Use the Libraries tab to tap and select search libraries, or tap-and-hold to change default library.

Libraries

Matrix Logic Corporation 2011
www.matrix-logic.com