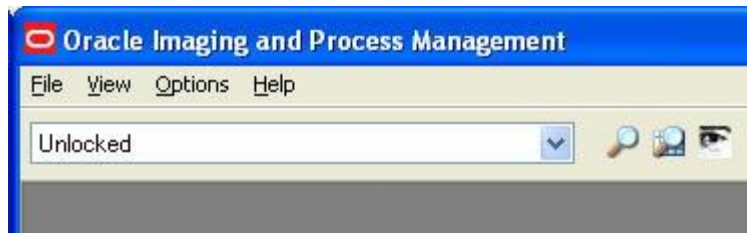


Oracle IPM Buttons

Desktop Client

More in-depth help is available under the IPM help menu by selecting “Contents.”

Parent window.



File File Menu

- **Logout** Log out of program without exiting, saves time when logging in as a different person.
- **Exit** Exit Program

View View Menu

- **Status Bar** Toggles on and off the status bar at the bottom of the parent window.
- **Status History** Lists your history since logging into IBPM
- Available Tools, a list of every tool assigned to you is listed at the bottom of this menu.

Options Options Menu

- **Cancel Layout Mode** Not in use.
- **Save Layout** Not in use.
- **Preferences**
- **Auto Activate** Default is checked. Checking this will cause windows to automatically open when needed. We highly recommend that users leave this check marked!
- **Preserve Positions** Default is checked. Checking this causes windows to open in their last opened location. We highly recommend that users leave this check marked!
- **Silent Login** Default is not checked. Checking this will enable IBPM to automatically use the login and password of the person who logged the PC into the network to start IBPM without a login prompt.
- **Prompt Before Exiting**, Default is not checked. Checking this will cause IBPM to ask you if you wish to leave each time you close the program.

Window Window Menu (does not appear until a tool is opened.)

- Use the window names here to move between tool windows.
- **Cascade** Causes the windows to be displayed in an overlapping staggered style.
- **Tile Horizontal** Specifies that the individual windows are to be split in the main window in a horizontal manner

- **Tile Vertical** specifies that the individual windows are to be split in the main window in a vertical manner.
- **Arrange Icons** To arrange the icons of minimized tool windows along the bottom of the window.
- **Close All Windows** Closes all tool windows.
- All active tool windows are listed at the bottom of the menu. Use the tool window names here to move between tool windows.

Help Menu

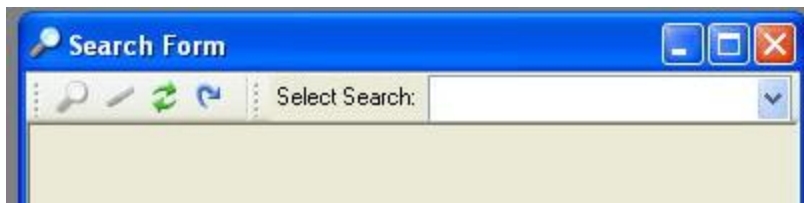
- **Contents** IBPM users manual.




Gallery Frame, Select the gallery you wish to use here. In IPM galleries do not control what reports you see,


only how you see them. All reports available to you are available in all your galleries. We recommend the "Unlocked" gallery.


Search Form



 **Execute Search** Click to run the selected search.

 **Clear Form** Removes all data previously entered in Prompt and Prompt Required fields.

 **Refresh Saved Searches** Refreshes the saved searches list.

 **Load Last Search on Startup** The search selected with this button is pressed will appear in the search frame each time IBPM is started.



Search Frame use to select a saved search.



Remove All Searches (F3) The Delete All Search Results button deletes or closes all the Search Results.



Launch Application (Ctrl L)



Save Column Info When Save Column Information is selected the column widths and sequences will be saved to the registr. The next time a result set is displayed this saved information will be used for the display.



Search Results Frame selects past results sets instead of rerunning searches.

Re-Sort the Data, The information in a search can be re-sorted on any single column in the Search Results. Click on the column heading and the result set sorts on that column. Click again on the same column heading to toggle between ascending and descending sort sequence.

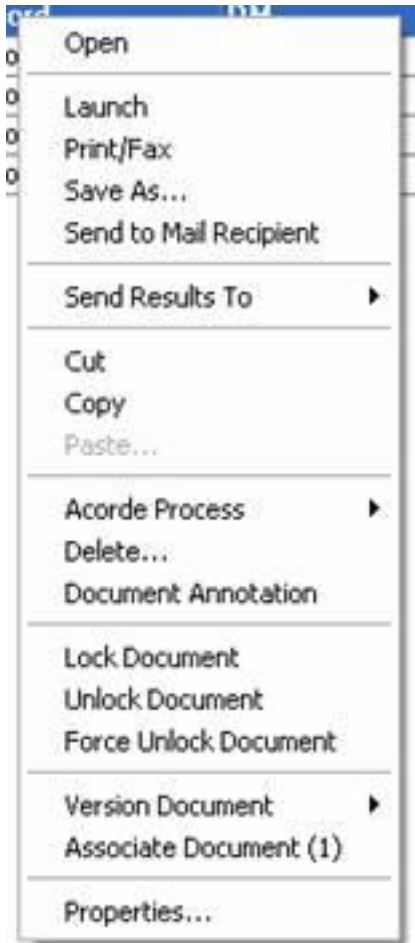
Column Controls The width of the columns can be dynamically changed using the cursor. Position the cursor on the line in the header between two columns and when the two sided arrow appears, depress the mouse button, move the cursor to the desired width and release the mouse button. To modify the sequence of the fields in the result table hold the control key down and click on a column header (or multiple adjacent columns). Hold the mouse button down and drag the column heading(s) to the new position.

Multiple Document Selection. Select multiple documents on the Search Result table (highlight the rows using CTRL-click or SHFT-click)

Short Cut Keys

Up and Down Arrows - Highlight the first row in a result set and then use the up and down arrows to move through the result set row by row.

Enter - Highlight a row in a result set and pressing the enter key is the equivalent of double-clicking on the hit to view.



Right click menu

Open: Opens the selected document.

Launch: Opens the selected document in its native application. (Word, Excel, Power Point, etc.)

Print/Fax: Opens the Print dialogue box.

Save As: Allows a document to be saved as a Tiff Image or as a text file.

Send to Mail Recipient: Provides the ability to export documents via Groupwise. Selected items from the result set will be sent as attachments to an e-mail message.

Send Results To: Provides the ability to copy the selection to the Clipboard, a File or an Excel file.

Acord Process: Not in use at KUMC

Delete: Not in use at KUMC

Document Annotation: Not in use at KUMC

Lock Document: Locking a document prevents other users from adding or changing annotations.

Unlock Document:

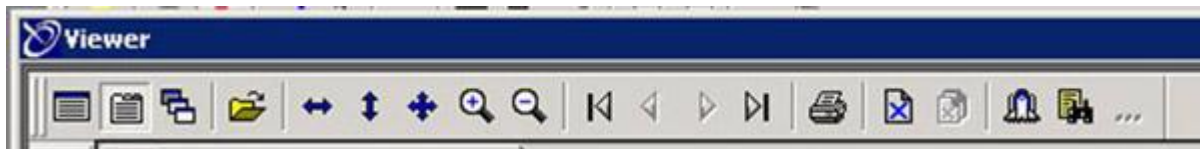
Force Unlock Document:

Version Document: Not in use at KUMC

Associate Document: Not in use at KUMC

Properties:

Viewer Window



SDI Mode Allows viewing a single page at a time



Tab Mode Allows viewing multiple pages in tabs (Recommend by DM Staff)



MDI Mode Allows viewing multiple pages in windows



Opens a non-IBPM document in the viewer.



Resize page to fit window width



Resize page to fit window height



Resize page to fit entire window



Increase view scale of page (Zoom In)



Decrease view scale of page (Zoom Out)



View previous document



View previous page



View specific page



View next page



View next document



Print/Fax pages



Close current window



Close all open windows



Hide Annotations, Toggles the annotations on and off.



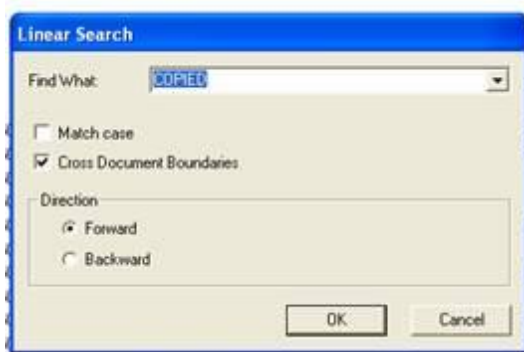
Display Content Mode, Not in use at KUMC



Launch Documents opened in their native application. Word documents will open in Word, Excel in Excel ect.



Linear Search The COLD Linear Search button allows you to perform a linear search on a COLD document. The search may be done against a COLD document for a particular number, word or phrase. Once the button is pressed a dialogue box will open



Once the window opens type the text to be searched for in the *Find What* box.

Leave Cross Document Boundaries checked.

Pick forward or backward.

Click OK

IPM will begin a text search for the string entered and take you to the first occurrence of the string. To view additional occurrences of the string in the document see below.



Next and Previous Hit, Not in use at KUMC

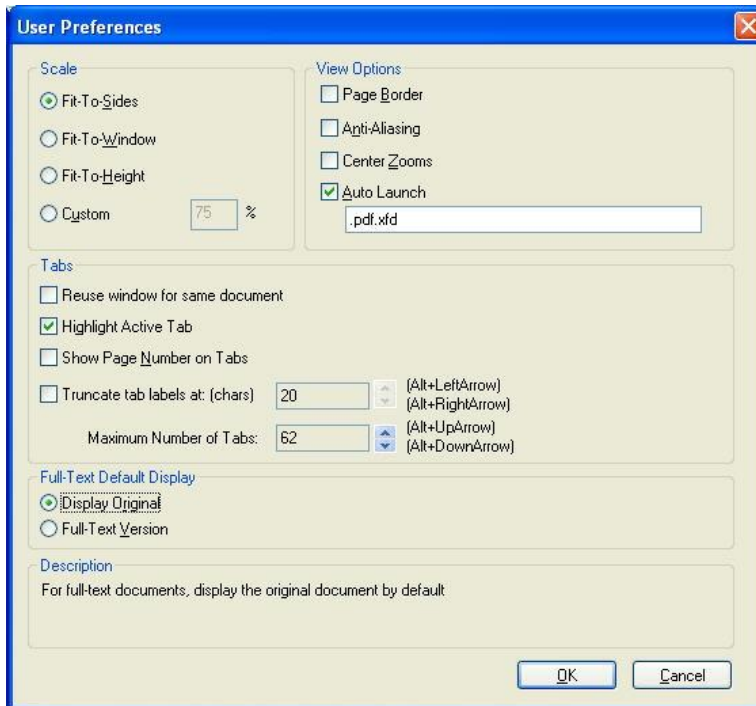
Right clicking on a document open in the viewer gives you the following options.

Next Linear Search Hit. Takes you to the next occurrence of the string you searched for using the *Linear Search* button.

Previous Linear Search Hit Takes you to the previous occurrence of the string you searched for using the *Linear Search* button.

Page layer properties. The *Page Layer Properties* dialogue box will open. It has two tabs Primary give you a listing of the documents properties. The Annotation tab will display the properties of the documents annotations.

User Preferences.



Scale is the size all documents will open by default.

Page Border selecting this check box draws a gray border around the loaded page.

Anti-Aliasing

Center Zooms Allows zoom to the center of a document instead of upper left corner.

Auto Launch Allows associated document types to be opened without the Launch button.

Maximum Number of Tabs, This will limit the number of tabs which may be open simultaneously in the Viewer.

Reuse window for same document

configures the viewer so that pages viewed from the same document will reuse the same document window.

Full Text Default Display Not in use at KUMC

Zoom This option provides access to options to

- Enlarge the image
- Reduce the image
- Zoom 100%
- Fit the image in the window
- Fit the Sides of the image in the window.

Next Page, This option causes the next page to be displayed in the view space.

Previous Page This option causes the previous page to be displayed in the view space.

Goto Page This option allows a specific page number to be entered. The page is displayed in the view space.

Copy text to Clipboard Copies selection appearing in a COLD document to the clipboard as text.

Copy bitmap to Clipboard Copies selection appearing in a document to the clipboard as a bitmap.

Stamp Manager This option allows a named Stamp to be applied or deleted. Contact Document Management staff for more information on this option.











Create Stamp Template Contact Document Management staff for more information on this option.

Annotation Property This option is only available if a right click was performed on an Annotation

Viewer Hot Keys

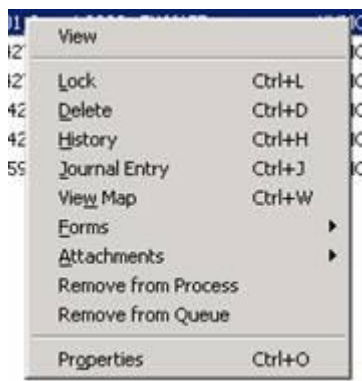
The IBPM Viewer has some hot key capabilities. Use the Page Up, Page Down and the four arrow keys to scroll the object displayed in the viewing window. Ctrl-Page Down and Ctrl-Page Up will move to the next and previous page.

Annotation Toolbar

	Locks page and allows annotating If this is grayed out notify Document Management Staff.
	Unlocks page and/or saves annotations
	Rotates page counter clockwise
	Rotates page clockwise
	Allows annotation selection
	Highlight annotation
	Text annotation
	Sticky note annotation
	Redaction annotation
	The Bitmap Annotation allows the user to place a small bitmap on top of the object

Worklist Tool

No buttons



Right clicking on the Blue bar in the left of the window gives you the work list menu.

Refresh (F5) refreshes the contents of the window.

Package Search and **Adhoc Profiles** allows you to write searches and profiles see www2.kumc.edu/Imaging/AddhocSearch for more information.

Named profiles allows you to select a named profile. Most of the time this will be your userid.

Ad Hoc Profiles Not in use at KUMC

Queues Not in use at KUMC

Font Allows you to select the font used in the Worklist tool

Right clicking on a package in the wordlist tool opens the package menu

View will open the Package viewer tool and is the same thing as double clicking on the package. If you are processing invoices you want to double click on the package or select view. If you are approving invoices you want to right click and select Lock.

Lock, Locks the package and opens the Form Viewer and viewer tools.

History Displays the history of the package

Journal Entry Not in use at KUMC

View Map Not in use at KUMC

Forms Not in use at KUMC

Attachments Not in use at KUMC

More in-depth help is available under the IPM help menu by selecting "Contents."

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