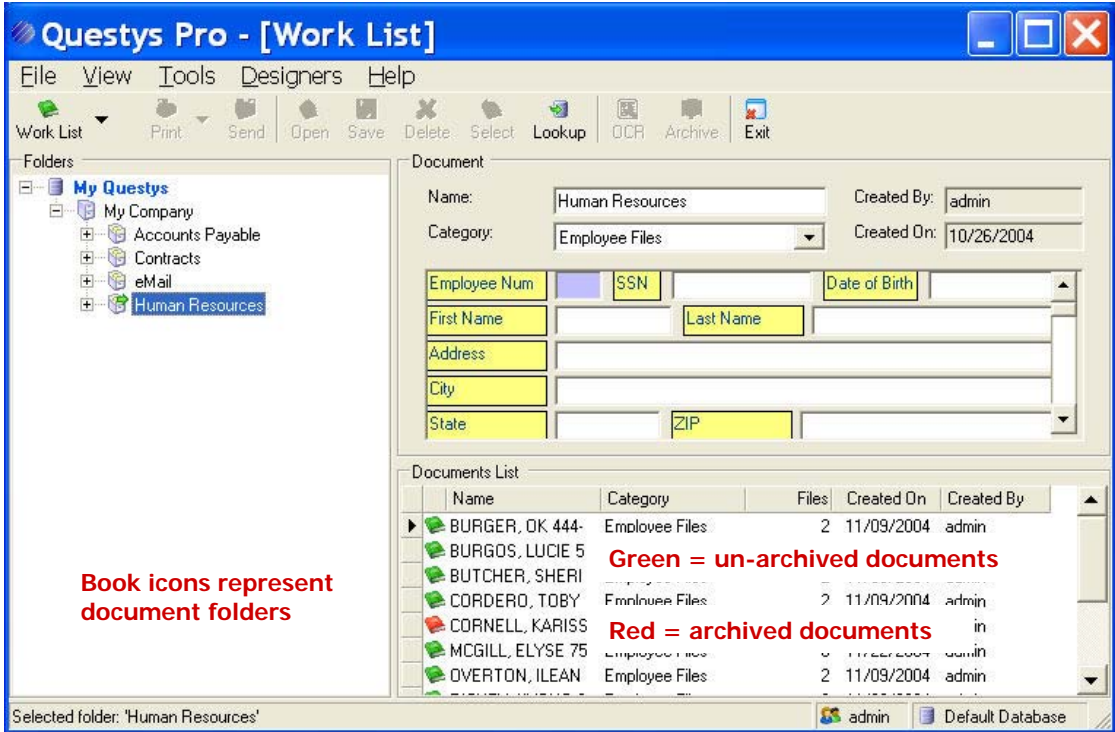
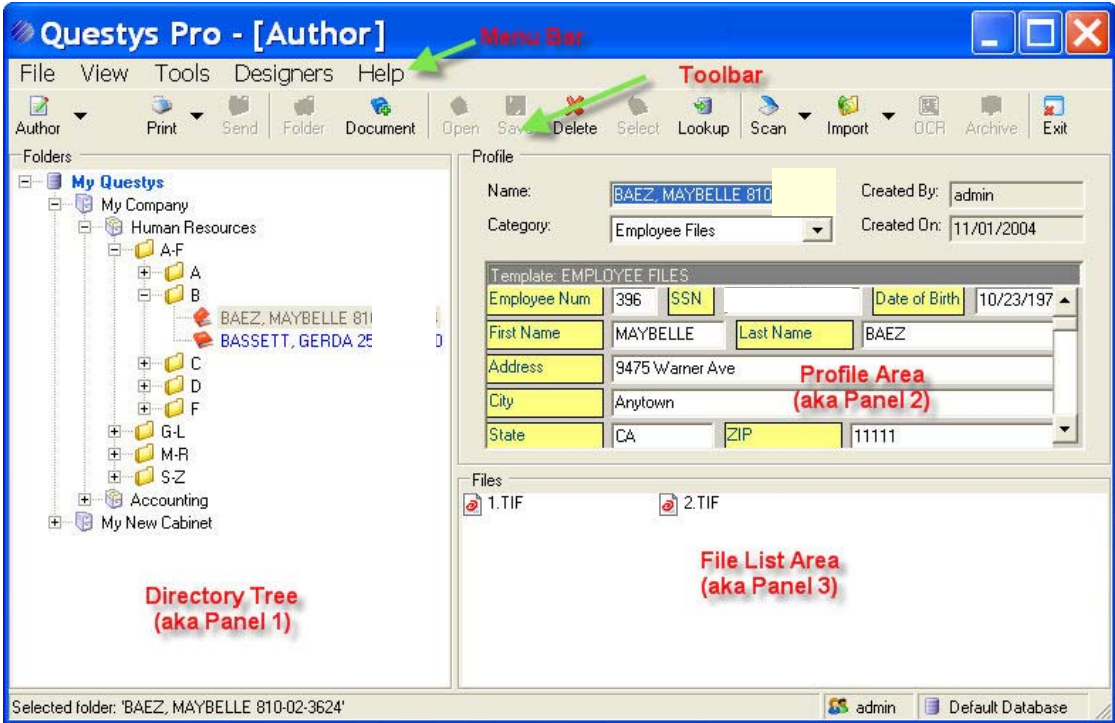


QUESTYS BASICS



Mode	Used For	Panel 3/File List Displays
Author	Creating new documents in Questys via batch scanning, individual file import, or drop and drag from the desktop.	<u>Unarchived</u> documents only. Panel 3 contains a list of individual files/pages documents in the selected object.
Work List	The Work List is used primarily during batch processing for scanning, OCR, and archiving documents.	Similar to the Author mode screen, except that toolbar buttons contain functions appropriate to this mode and that panel 3 contains a list of <u>unarchived</u> (work-in-progress) documents in the selected object.
Archive List	Use for working with archived documents (selecting, viewing, printing, sending). Use this mode when you can find the document in the file directory tree.	Similar to the Author mode screen, except that toolbar buttons contain functions appropriate to this mode and that panel 3 contains a list of <u>archived</u> documents in the selected object.
Search	Use this mode to search for and locate archived documents using keywords and/or wildcard searches.	<u>Archived</u> documents only. Toolbar contains functions appropriate and specific to search mode (Search and Clear). Panel 3 shows search results.