

ARCHIVE ONE



DOCUMENT MANAGEMENT

Multi Window Preview

Archive One 9 New Feature

Easier Compliance Audits with Archive One 9's Multi-Window Preview Feature








Auditing is often a tedious task. It requires checking and examining different files and documents. A lot of times, the user has a couple of files open at a time to look up data and information from multiple sources. Also, some tasks have the user compare two or more documents. This can become complicated and time-consuming in the long run. This is where Archive One has you covered.

THE MULTI-WINDOW PREVIEW


The latest update introduces new features that improve productivity even more. Within the system, one can now open multiple files simultaneously. This reduces time in switching between documents and streamlines the workflow in the system.

Navigation icons: Back, Forward, Check in

Document browser tabs: Documents, Document Info, Indices, Revisions, Notes, Content, Metadata, Access Log

No	Title	Revision
1	 Claim for Allowance	1
2	 Database comparison	1
3	 Leave Application	1
4	 Production Maintenance	1
5	 Products Version	1
6	 Recruitment Request	1
7	 Rules on electronic evidence Password	1

Context menu: Open in new window, Access Pass



Ways to access multi window preview.

1. On document browser, right click on the document list, then click open in new window.

CATEGORY		POSITION STATUS
New Appointment <input type="checkbox"/>	Replacement <input type="checkbox"/>	Reporting to:
Replacement of:		Probationary / Permanent <input type="checkbox"/> Contractual <input type="checkbox"/>
Replacement due to:		Project Employee/ Consultant <input type="checkbox"/> Reliever <input type="checkbox"/>
Transfer <input type="checkbox"/>	Resignation <input type="checkbox"/>	Duration of Contract:
Retirement <input type="checkbox"/>	Termination <input type="checkbox"/>	Salary/ Rate:
JOB DESCRIPTION:		
<div style="text-align: center; border: 1px solid gray; padding: 5px; width: fit-content; margin: auto;"> Open in new window </div>		
DESIRED EDUCATION/ QUALIFICATIONS:		
EXPERIENCE REQUIRED:		
RECRUITMENT SOURCING: Internal <input type="checkbox"/> External <input type="checkbox"/>		
TO BE INTERVIEWED BY:		
DEPARTMENT	NAME	TITLE

Right click



Ways to access multi window preview.

2. On document browser, preview the document. Right click on the previewed document, tick "Open in new window".

Previewing two documents

ArchiveOne 9 - [Document Browser]

View Tools Manage Report Window Help

Dashboard Document Browser Document Set DS Template Document Type Report Settings

Administrator

Document Title: 5DE41DB4-C309-4F66-8EAF-5F722BC94FB4

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Ledger A Voucher 000001
Remarks: BOTGROSS Date: 28.03.2007

Account	Code	Rate	Amount	Debit	Credit	Unit	Year
946500	HAR3300	0.00	833.00	100.77	123.20	SP	Y
VEHICLE FUEL							
HARSOCNSLFP	REQ_HAR	SNSLFP	RC_SOC				
916000	HAR3300	0.00	77.00	12.26	14.99	SP	Y
FOASTER FAMILY ALLOWANCE							
HARSOCNSRFL	REQ_HAR	SNSRFL	RC_SOC				
940000	HAR3300	0.00	2,000.00	323.18	395.19	SP	Y
PARTICIPANTS-MAJIN SALS							
HARSOCNSLFP	REQ_HAR	SNSLFP	RC_SOC				
924200	HAR3300	0.00	300.00	17.78	58.59	SP	Y
CONFERENCE ROOM HIRE							
HARSOCNSLFP	REQ_HAR	SNSLFP	RC_SOC				
946000	HAR3300	0.00	4.00	0.64	0.78	SP	Y
PRINTING LETTERS							
HARSOCNSLFP	REQ_HAR	SNSLFP	RC_SOC				
981100	HAR3300	0.00	118.95	3.02	3.69	SP	Y
CELLPHONE RECHARGE							
HARSOCNSLFP	REQ_HAR	SNSLFP	RC_SOC				
916000	HAR3300	3.00	114.00	18.15	22.19	SP	Y
PARTICIPANT-MAJIN TRANSPORT							
HARSOCNSLFP	REQ_HAR	SNSLFP	RC_SOC				
946000	HAR3300	0.00	57.35	9.13	11.16	SP	Y
OFFICE VISTA							
HARSOCNSRFL	REQ_HAR	SNSRFL	RC_SOC				
916000	HAR3300	6.00	2,400.00	382.08	487.69	SP	Y
NS STAFF AC							
HARSOCNSLFP	REQ_HAR	SNSLFP	RC_SOC				
947000	HAR3300	0.00	34.95	5.56	6.80	SP	Y
CAMERA BATTERIES							
HARSOCNSRFL	REQ_HAR	SNSRFL	RC_SOC				
946500	HAR3300	0.00	489.85	77.95	95.30	SP	Y

+ Note Notes

Document Title: Recruitment Request

Page 1

PAPERLESS TRAIL INC. RECRUITMENT REQUEST FORM		FORM NO. HR-601
DOCUMENT NO.	REQUEST DATE	DEPARTMENT
PROJECT NO:	PROJECT NAME:	
DATE REQUESTED:	DATE NEEDED:	
POSITION TITLE:		
CATEGORY	POSITION STATUS	
New Appointment <input type="checkbox"/>	Replacement <input type="checkbox"/>	Reporting to:
Replacement of:	Probationary / Permanent <input type="checkbox"/> Contractual <input type="checkbox"/>	
Replacement due to:	Project Employee/ Consultant <input type="checkbox"/> Reliever <input type="checkbox"/>	
Transfer <input type="checkbox"/>	Resignation <input type="checkbox"/>	Duration of Contract:
Retirement <input type="checkbox"/>	Termination <input type="checkbox"/>	Salary/Rate:
JOB DESCRIPTION:		
DESIRED EDUCATION/QUALIFICATIONS:		
EXPERIENCE REQUIRED:		
RECRUITMENT SOURCING: Internal <input type="checkbox"/> External <input type="checkbox"/>		
TO BE INTERVIEWED BY:		
DEPARTMENT	NAME	TITLE
RECOMMENDED FOR APPROVAL/ DATE:		APPROVED BY/ DATE:
Immediate Manager		Excom

+ Note Notes

Previewing three documents

The screenshot displays a document management application interface with three document preview windows open. The application has a blue header bar with a menu (File, View, Tools, Manage, Report, Window, Help) and a toolbar with icons for Dashboard, Document Browser, Document Set, DS Template, Document Type, Report, and Settings. The user is logged in as Administrator.

The three document windows are:

- Document 1:** Title: 0A0DD815-A841-4E6B-87A3-B58EC842CCB9. Harare Delegation. Bank: ZIMBANK. Amount: 8,280.00. Date: 01.03.2007.
- Document 2:** Title: 0AFB6C03-5FAE-446D-B4FC-35DA86AEC6DE. Harare Delegation. Bank: ZIMBANK. Amount: 151,000.00. Date: 21.03.2007.
- Document 3:** Title: 0BFDA71E-D3F4-462E-8601-90119AD6F97E. Harare Delegation. Bank: ZIMBANK. Amount: 383,100.00. Date: 27.03.2007.

Each document window shows a 'VOUCHER DETAILS - BY ENTRY DATE' section with a table of transactions. Below the table are signature boxes for 'Responsible of Book', 'Responsible of Administration', and 'Responsible of Delegation'. A central sidebar contains a list of document IDs. The bottom status bar includes buttons for '+ Note', 'Notes', 'Check In Revision', 'Check Out', 'Download a copy', and 'Unlock Document'.

Adding New notes/comments on the previewed document.

- Tick on + Note button, then new window will popup.
- Insert notes/comments, then click save.

The image shows a software interface for a recruitment request form. The main window is titled "Document Title : Recruitment Request" and contains a form for "PAPERLESS TRAIL INC. RECRUITMENT REQUEST FORM". The form includes fields for "FORM NO." (HR-601), "DOCUMENT NO.", "REQUEST DATE", and "DEPARTMENT". It also has sections for "PROJECT NO.", "PROJECT NAME", "DATE REQUESTED", "DATE NEEDED", "POSITION TITLE", "CATEGORY", and "POSITION STATUS". The "POSITION STATUS" section includes options for "New Appointment", "Replacement", "Reporting to", "Probationary / Permanent", "Contractual", "Project Employee/ Consultant", "Reliever", "Duration of Contract", and "Salary/ Rate". A "JOB DESCRIPTION" field is present, and a note is visible: "Job Description is missing". Below the form, there are sections for "EXPERIENCE REQUIRED:", "RECRUITMENT SOURCING:" (Internal/External), "TO BE INTERVIEWED BY:" (with columns for DEPARTMENT, NAME, and TITLE), and "RECOMMENDED FOR APPROVAL/ DATE:" and "APPROVED BY/ DATE:" (with lines for Immediate Manager and Excom). At the bottom left of the form, there are two buttons: "+ Note" and "Notes". A "Note" popup window is open, showing the text "Job Description is missing" and "Save" and "Cancel" buttons.

PAPERLESS TRAIL INC. RECRUITMENT REQUEST FORM		FORM NO.	HR-601
PROJECT NO:		PROJECT NAME:	
DATE REQUESTED:		DATE NEEDED:	
POSITION TITLE:			
CATEGORY		POSITION STATUS	
New Appointment <input type="checkbox"/> Replacement <input type="checkbox"/>		Reporting to:	
Replacement of:		Probationary / Permanent <input type="checkbox"/> Contractual <input type="checkbox"/>	
Replacement due to:		Project Employee/ Consultant <input type="checkbox"/> Reliever <input type="checkbox"/>	
Transfer <input type="checkbox"/> Resignation <input type="checkbox"/>		Duration of Contract:	
Retirement <input type="checkbox"/> Termination <input type="checkbox"/>		Salary/ Rate:	
JOB DESCRIPTION:			

Note: Job Description is missing

Save Cancel

TO BE INTERVIEWED BY:		
DEPARTMENT	NAME	TITLE

RECOMMENDED FOR APPROVAL/ DATE: _____ APPROVED BY/ DATE: _____
Immediate Manager Excom

Viewing all notes/comments on the previewed document.

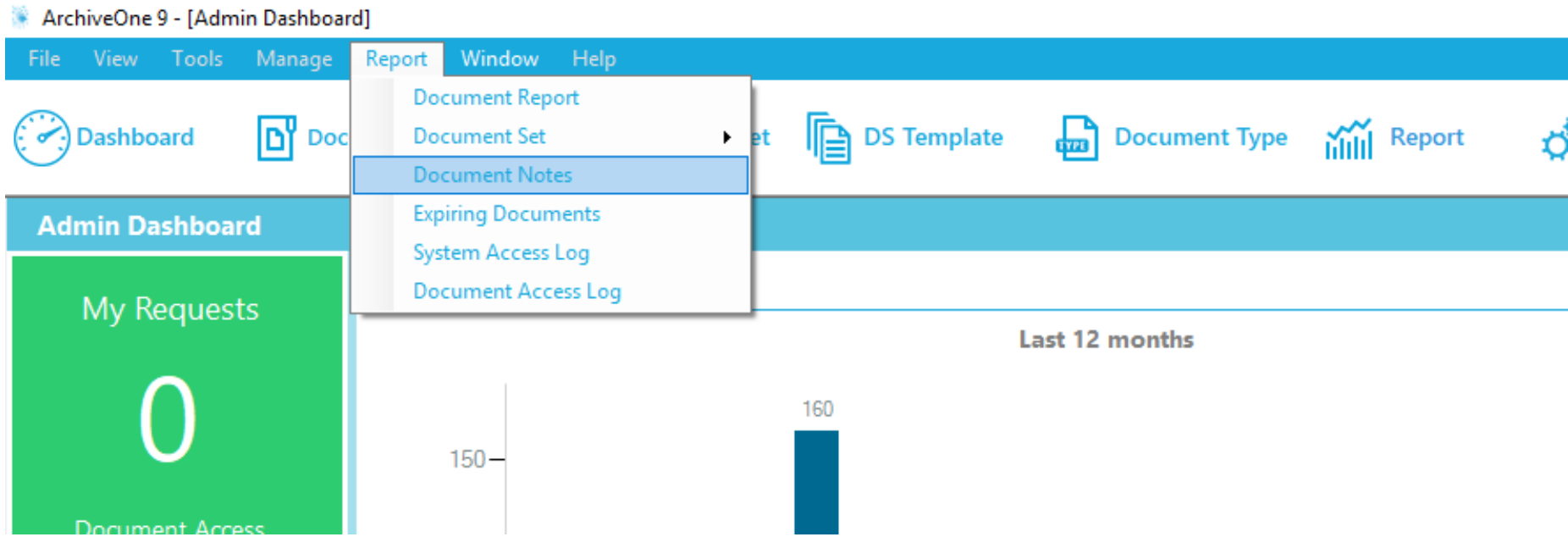
- Tick on Notes button, then it will show the list of notes/comments of the selected document.

The screenshot displays a document viewer interface. The main document is titled "Document Title: Recruitment Request" and is a form for "PAPERLESS TRAIL INC. RECRUITMENT REQUEST FORM". The form includes fields for "FORM NO." (HR-601), "DOCUMENT NO.", "REQUEST DATE", "DEPARTMENT", "PROJECT NO.", "PROJECT NAME", "DATE REQUESTED", "DATE NEEDED", and "POSITION TITLE".

A "Document Notes" pop-up window is overlaid on the form, showing a list of notes:

Notes	Date
(Revision 1, Page 1) - Steve Stark : Job Description is missing	22/11/2018
(Revision 1, Page 1) - Dan Austin : Salary rate should be high	22/11/2018

At the bottom of the pop-up window, there are two buttons: "+ Note" and "Notes".



Viewing Document Notes Report.

- On the menu, go to report, then tick Document Notes.

Document Notes Report

Filter By

Date

01/11/2018



-

23/11/2018



Generate Report

of 100% Find | Next

Viewing Document Notes
Report.

- On the top of the report form, select date range then click Generate Report.

Viewing Document Notes Report.

Document Notes Report

Filter By Date 01/11/2018 - 23/11/2018 [Generate Report](#)

1 of 2 100% Find | Next

Document Notes

Document Title	Notes	Date Created
Leave Application	(Revision 1, Page 1) - Trish Tucker : Granted!	23/11/2018 09:10:28
Claim for Allowance	(Revision 1, Page 1) - Tony Rogers : Show company ID	23/11/2018 09:10:04
Database comparison	(Revision 1, Page 1) - Nicole Spears : Add another table	23/11/2018 09:09:11
Rules on electronic evidence Password	(Revision 1, Page 1) - Markee Bucks : Revise definition of terms and construction	23/11/2018 09:08:17
Products Version	(Revision 1, Page 1) - Chloe Decker : Follow the original format	23/11/2018 09:07:27
Production Maintenance	(Revision 1, Page 1) - Tony Rogers : Get approval from Development Manager	23/11/2018 09:06:42
Rules on electronic evidence Password	(Revision 1, Page 1) - Administrator : Please remove highlights.	22/11/2018 12:29:23
Claim for Allowance	(Revision 1, Page 1) - Administrator : Please provide total days	22/11/2018 12:08:45
Products Version	(Revision 1, Page 1) - Trish Tucker : Remove old version	22/11/2018 11:43:55
Production Maintenance	(Revision 1, Page 1) - Trish Tucker : specify product	22/11/2018 11:43:24
Rules on electronic evidence Password	(Revision 1, Page 1) - Nicole Spears : Password length should be at least 6 characters	22/11/2018 11:42:15
Database comparison	(Revision 1, Page 1) - Nicole Spears : restore on azure	22/11/2018 11:41:45
Recruitment Request	(Revision 1, Page 1) - Steve Stark : Job Description is missing	22/11/2018 11:41:08
Production Maintenance	(Revision 1, Page 1) - Steve Stark : forward to manager	22/11/2018 11:40:46
Claim for Allowance	(Revision 1, Page 1) - Steve Stark : Provide total hours	22/11/2018 11:40:22
Leave Application	(Revision 1, Page 1) - Tony Rogers : Signature is missing	22/11/2018 11:39:51
Production Maintenance	(Revision 1, Page 1) - Tony Rogers : create summary report	22/11/2018 11:39:20
Rules on electronic evidence Password	(Revision 1, Page 1) - Dan Austin : Put strong password	22/11/2018 11:38:50
Recruitment Request	(Revision 1, Page 1) - Dan Austin : Salary rate should be high	22/11/2018 11:38:27
Database comparison	(Revision 1, Page 1) - Dan Austin : Create script	22/11/2018 11:37:58
Products Version	(Revision 1, Page 1) - Chloe Decker : Put latest version	22/11/2018 11:37:16
Leave Application	(Revision 1, Page 1) - Chloe Decker : Add return date	22/11/2018 11:36:58
Claim for Allowance	(Revision 1, Page 1) - Chloe Decker : Incorrect Name	22/11/2018 11:36:00

connected to: SV-DC01\SVD01