

BvL ARCHIVIO®



APPLICATION EXAMPLES

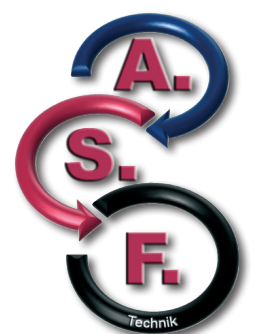


TABLE OF CONTENTS

Archiving a file	Page	3 and 24
Archiving a PDF file	Page	4
Scanning with A.S.F. technology	Page	5
Control sheets	Page	6
Formats for the control sheet	Page	7
Archiving paper documents	Page	8–1
Embedding control commands in your own documents	Page	12–13
Category indexing	Page	14–15
Archiving files via FTP upload	Page	16–18
Archiving with an image printer	Page	19–21
Archiving e-mails from Outlook	Page	22–23
Archiving files from Windows	Page	24–25

Service number:

00800 - 272 44 846

Central office:

BvL.com GmbH
Müllerstr. 138d
13353 Berlin · Germany
Tel. +49 (0)30 454 781-0
Fax +49 (0)30 454 781-781
Monday–Friday 9 a.m. to 5 p.m.

Internet:

www.BvLArchivio.com

Archiving a file



Any file can be archived directly to BvLArchivio® from any chosen workstation. The user interface for the BvLArchivio® system enables you to archive any file in an audit-proof way. For example, you have saved a file (e.g., an image) on your computer that you want to quickly and easily archive. Select the file to be archived and then enter the associated search terms that will be used to retrieve the image in future. Click on **SAVE** to conclude the process.

An image that is saved, for example, on your computer ("Beach.jpg").

In order to archive this file in BvLArchivio®, click on **ARCHIVE** in the start window for BvLArchivio®.

The window displayed below will then open.

1. Search for the image on your computer by clicking on **Browse...**.
2. Enter the search terms that you want to use to retrieve the image in future.
3. Click on **SAVE** to archive the image together with its search terms in BvLArchivio®.

Note: Files larger than 16 MB must be uploaded via FTP.

Archiving a PDF file

BvL ARCHIVIO®

Firma

BvL Bürosysteme
Vertriebs GmbH
Müllerstr. 138d
13353 Berlin

Application Form | Contract on Data Distribution

If you should have any additional questions then please do not hesitate to contact us – we will be delighted to assist you at any time! You will find our contact details at the end of this brochure.

☐ Print ☐ In ☐ On D. ☐ Name of the contractor ☐ ☐

If other persons are involved in the project, you can add them on the next page of this form.

E-mail

Internet / Homepage / URL

Name of the University/Institution

Department

Address

Phone

Fax

EU country ☐

Non-EU country ☐

1 / 2

Yours sincerely,
Ralph-Norman von Loesch
Managing Director of BvL Bürosysteme Vertriebs GmbH

Any PDF file can be archived directly to BvLArchivio® from any chosen workstation. The user interface for the BvLArchivio® system enables you to archive any PDF file in an audit-proof way.

In the business version of BvLArchivio® and upwards, there is the option of choosing whether either the contents of the first page of the PDF or the contents of all pages of the PDF are automatically saved as search terms.

In addition, it is possible to select whether your PDF file is retained in its original format (recommended for PDF files that contain, e.g., signatures, certificates, or formula fields) or whether the PDF/A file produced by BvLArchivio® is saved in the archive instead (recommended for long-term archiving).

Example PDF file on the computer (Contract.pdf)

In order to archive this PDF file in BvLArchivio®, click on **ARCHIVE** in the start window for BvLArchivio®. The window displayed below will then open.

1. Search for the PDF file on your computer by clicking on **Browse...**.
2. Select further options if required.
3. Enter the search terms that you want to use to retrieve the PDF file in future.
4. Click on **SAVE** to archive the PDF file in BvLArchivio®.

BvL ARCHIVIO®

Archivio 1 / accounts

Now select the document / the file that is to be archived!

C:\MY DOCUMENTS\Contract.pdf

When archiving PDF/TIF/TIFF-Files the following options can be selected:

☐ Save the content of the first page as search terms

☐ Save the content of all pages as search terms

☐ Keep PDF-Files in original format (recommended when signatures, certificates, form fields etc. are used)

Enter all search terms that you want to be used to retrieve the file in future:

---> EXAMPLE: factura 123 smith john

Contract for second archive system 2010

Note: Files larger than 16 MB must be uploaded via FTP.

Scanning with A.S.F. technology* (see Instruction Manual, page 12)

[illegible]

The image shows a magnifying glass over a software interface. The interface has a table with the following content:

Archiv	Index
Archive 1	Index all pages
Archive 2	Index all pages
Archive 3	Index all pages
Archive 4	Index all pages
Archive 5	Index all pages

Below the table, there are buttons for 'Häufig', 'ABCD', 'EFGH', 'IJKL', 'MNOP', 'QRSTU', and 'VWXYZ'. A red arrow points from the word 'Archivieren' in the text above to the 'ABCD' button. Another red arrow points from the word 'Indexieren' to the 'Index all pages' text in the first row of the table. To the right of the magnifying glass, there is a circular diagram with the letters 'A.', 'S.', and 'F.' in a cycle, with the word 'Technik' written below it.

Archiving paper documents on a scanner using a control sheet

Control sheets

A control sheet contains control commands and search terms.

It is created once and can be reused again and again. The control sheet is similar to the labeling on a ring binder and can take a number of different forms. The control sheet can be created in the form of a DIN A4 sheet, a label, a stamp, or even a barcode.

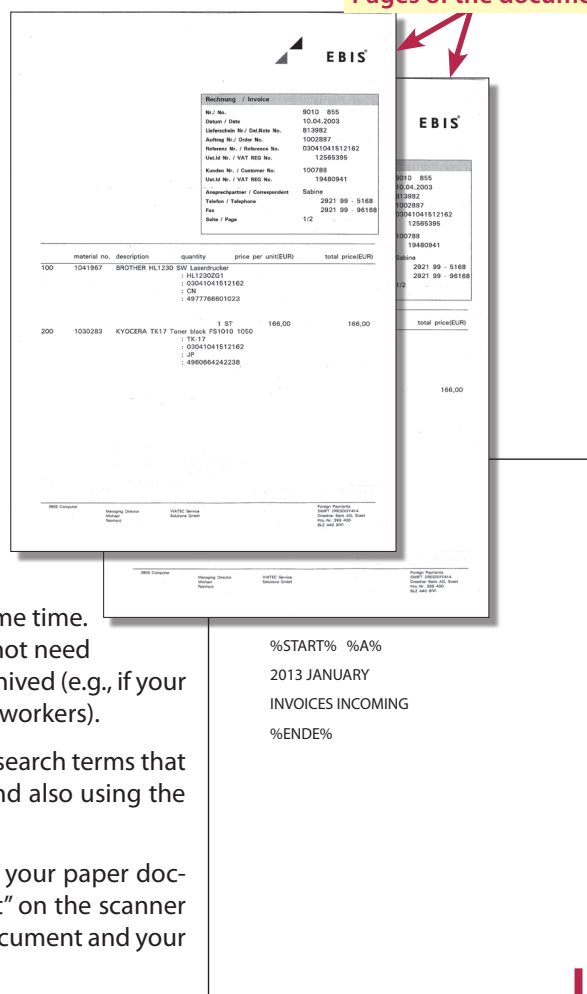
Control commands contain instructions for the system that define the relevant archive into which the paper document is to be saved and the scope to which the paper documents are read. The search terms added to a control sheet are those search terms that are missing from the paper document. Search terms are predefined by you and serve to add additional filing criteria.

BvLArchivio® automatically reads the terms and numbers from the paper documents and saves them as search terms. You can use the control sheet to save additional search terms that are not found on the paper document. At the same time, it is possible to define the archive into which the paper document will be saved. The advantage of scanning documents with a control sheet is not only that you can add your own additional search terms, but also that the relevant archive can be selected at the same time. In this process, the person scanning the document at the scanner does not need to have any knowledge about how these paper documents are being archived (e.g., if your paper documents are being scanned by a service provider or temporary workers).

The scanned documents can then be retrieved based on the predefined search terms that you provided on the control sheet (classification terms, filing criteria) and also using the terms that are found on the paper documents themselves.

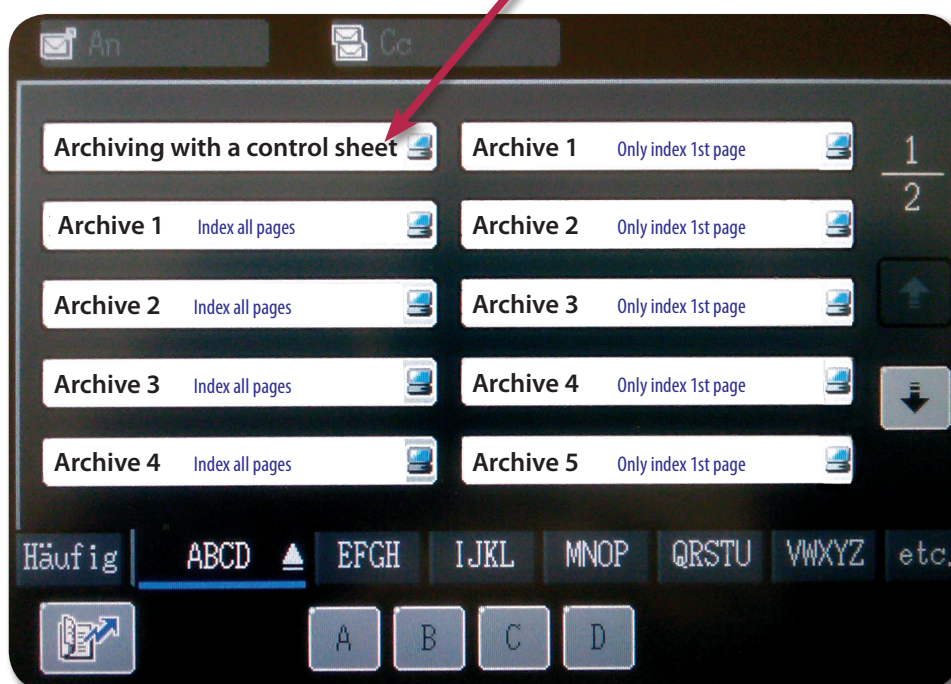
Create a control sheet and insert this control sheet as the final page of your paper document. Select the scanning destination "BvLArchivio® with control sheet" on the scanner and then scan the whole stack of paper, consisting of the actual paper document and your added control sheet.

Pages of the document



Last page (control sheet)

Scanning destination for documents with an attached control sheet

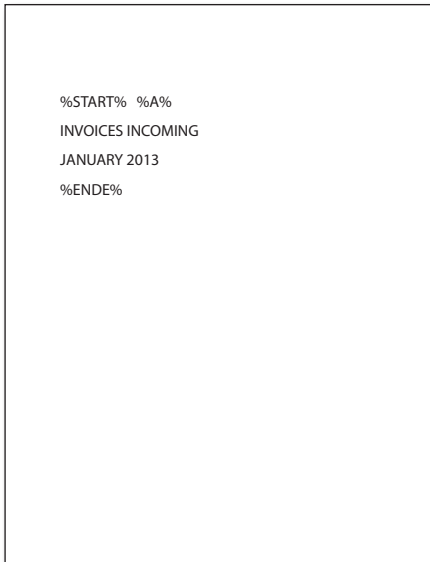


Formats for the control sheet

Example formats for a control sheet

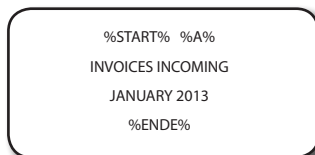
In all of the examples shown here, the document is saved to Archive 1 because the control sheet contains the control command %A%.

The document can be retrieved using your predefined search terms "Invoices Incoming January 2013" and it can also be found using all of the search terms that were taken from the pages of the paper document itself.



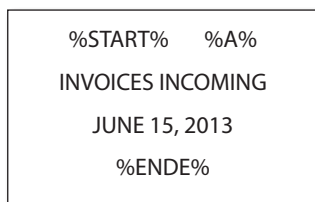
DIN A4 sheet

This DIN A4 sheet is created by you, added to your stack of paper as the final page of the document, and then scanned completely.



Label

Print out the label, stick it onto one of the pages in any position, and then scan the paper document.



Stamp

Mark the pages with this stamp and then scan your paper document.



e.g., EAN-128 code



e.g., PDF417 code

Barcode label

Print out the barcode label containing the control commands and search terms, stick it onto one of the pages in any position, and then scan the paper document. Your barcode must always be printed using the highest-quality print settings!

Archiving paper documents on a scanner using a control sheet

In this example, all of the terms and numbers on the first page of the document are saved in the archive as search terms. In addition, all of the search terms that you entered on the control sheet are saved. This document can be retrieved if you enter the following search terms either individually or in combination "Invoices, Goods Received, April 2013," or if you search for terms or numbers that are contained on the first page of the document. The document is saved to Archive 1.

%START% %A%
INVOICES GOODS RECEIVED
April 2013
%ENDE%

Invoice

SMITH LLC
4273 Example Lane
Sarasota, FL 34240
USA

VAT No: IE6364992H Customer VAT No:DE270445934

Bill To:

Firma
BvL Bürosysteme
Vertriebs GmbH
Müllerstr. 138d

Ship To:

Firma
BvL Bürosysteme
Vertriebs GmbH
Müllerstr. 138d

Invoice/Credit memo	Invoice
Invoice Number:	IEE2013165930
Invoice Date:	10/04/2013
Customer Order Number:	DSSY007357420DT
Order Number	124614149
Customer	284862789

Payment Method	Contact	Date of Issue/Ship Date	Ship Via	Shipping Ref
Credit Card		10/04/2013	N/A	

Product Number and Item description	Ordered Qty	Qty Back	Order	Shipped Qty	Unit Price	Extended Price
65183131 CCSN,ALL,MLP,ERR01,MUE,001,N/A,1 YR ESD Line Tax Rate:0 %	1			1	49.99	49.99

Reverse charge supply - customer to self assess VAT http://www.adobe.com/support/service/					70445934					
NET AMOUNT					TOTAL VAT					
49.99					0.00					
Invoice Number					Total Due					
IEE2013165930					0.00					
VAT Code	VAT Rate									
STD	0.00 %									
Goods						49.99				
Delivery Charges						0.00				
VAT						0.00				
Total Incl. VAT						49.99				
Amount Paid						49.99				
Currency						EUR				

Note:If no tax is charged and your tax identification number is displayed, then this is either an exempt or a reverse charge transaction

Page 2 (control sheet)

Archiving paper documents on a scanner using a stamp

In this example, all of the terms and numbers on the first page of the document are saved in the archive as search terms. In addition, all of the search terms on the stamp added to the document that you entered between the commands %START% and %ENDE% are saved. This document can be retrieved if you enter the following search terms either individually or in combination "Post, Received, June 15, 2012," or if you search for terms or numbers that are contained on the first page of the document. The document is saved to Archive 1.



Archiving paper documents on a scanner using a label

In this example, all of the terms and numbers found between the %START% and %ENDE% commands are automatically saved as search terms. The **%NEIN%** command prohibits the automatic extraction of further search terms from the document pages for this scanning process. This document can be retrieved if you enter the following search terms either individually or in combination “Incoming, Invoices” or just “4711” for Archive 1.

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BvL.com GmbH

BvL.com GmbH · Müllerstr. 138d · 13353 Berlin · Germany

HRB83599 · GF:Ralph-Norman von Loesch · USt-Id-Nr.:DE219480941

I N V O I C E

INVOICE-NUMBER

344278

please always enter

Firma

BvL Bürosysteme
Vertriebs GmbH
Müllerstr. 138d

13353 Berlin

13.03.13 Page 1

Amount	Article-Number	Input-No	Unit-Price	Discount Your Order-No	Unit-Price after discount	Total amount net	VAT-Amount	VAT-%	Total amount gross
1	Samsung MLT-D101S/ELS	741246	298,90			298,90	56,79	19,00%	355,69

VAT	19,00 %	298,90	56,79						
VAT	7,00 %	0,00	0,00						
VAT	0,00 %	0,00	0,00						
VAT	0,00 %	0,00	0,00						
				Total	VAT/sales tax	Invoice amount			
				298,90	56,79	355,69			

Freight / Dispatch

Terms of payment

Direct debit from


Please pay into the following account:

%START% %A% %NEIN%
INCOMING INVOICES
4711
%ENDE%

Control commands

Archiving paper documents on a scanner using a label


In this example, all of the terms and numbers on the first page of the document are saved in the archive as search terms. In addition, all of the search terms between the commands %START% and %ENDE% on the label that you placed on the paper are saved. This document can be retrieved if you enter the following search terms either individually or in combination "4711" and/or if you search for terms or numbers contained on the first page of the document. The document is saved to Archive 1. If you enter additionally the control command %JA% between %START% and %ENDE%, all terms and numbers are automatically read from all pages of the document (instead of only the first page) and saved as search terms.


EBIS®

Rechnung / Invoice	
Nr./ No.	9010 855
Datum / Date	10.04.2003
Lieferschein Nr./ Del.Note No.	813982
Auftrag Nr./ Order No.	1002887
Referenz Nr. / Reference No.	03041041512162
Ust.Id Nr. / VAT REG No.	12565395
Kunden Nr. / Customer No.	100788
Ust.Id Nr. / VAT REG No.	19480941
Ansprechpartner / Correspondent	Sabine
Telefon / Telephone	2921 99 - 5168
Fax	2921 99 - 96168
Seite / Page	1/2

material no.	description	quantity	price per unit(EUR)	total price(EUR)
100	1041967 BROTHER HL1230 SW Laserdrucker : HL1230ZG1 : 03041041512162 : CN : 4977766601023			
		1 ST	166,00	166,00
200	1030283 KYOCERA TK17 Toner black FS1010 1050 : TK-17 : 03041041512162 : JP : 4960664242238			

%START% %A%
 4711
 %ENDE%



EBIS Computer

 Managing Director
 Michael
 Reinhard

VIATEC Service
 Solutions GmbH

Foreign Payments
 SWIFT DRESDEFF414
 Dredner Bank AG, Soest
 Kto.-Nr. 399 400
 BLZ 440 800

Control commands

Control commands on your own documents

Your outgoing invoices

It is possible to have the control commands already printed on your own documents. Your own invoices, delivery notes, or other documents can therefore already contain all of the control commands and search terms. Simply print the control commands somewhere on your own documents.

In this example, only those terms found between the %START% and %ENDE% commands are automatically saved as search terms. The %NEIN% command prohibits the automatic extraction of further search terms from the document pages.

BvL.COM

BvL.com GmbH
 BvL.com GmbH · Müllerstr. 138d · 13353 Berlin · Germany
 HRB83599 · GF:Ralph-Norman von Loesch · USt-Id-Nr.:DE219480941

I N V O I C E

INVOICE-NUMBER

344278

please always enter

Firma

BvL Bürosysteme
 Vertriebs GmbH
 Müllerstr. 138d
 13353 Berlin

13.03.13 Page 1

%START% %A% %NEIN% **344278 INVOICE OUT 020326576265640** %ENDE%

Amount	Article-Number	Input-No	Unit-Price	Discount Your Order-No	Unit-Price after discount	Total amount net	VAT-Amount	VAT-%	Total amount gross
1	Samsung MLT-D101S/ELS	741246	298,90			298,90	56,79	19,00%	355,69

VAT 19,00 %	298,90	56,79			
VAT 7,00 %	0,00	0,00			
VAT 0,00 %	0,00	0,00			
VAT 0,00 %	0,00	0,00			
	Total	298,90	VAT/sales tax	56,79	Invoice amount
					355,69

Freight / Dispatch

Terms of payment

Direct debit from

Please pay into the following account:

Control commands

Control commands on your own documents

Customer service contracts and work sheets

It is possible to have the control commands already printed on your own customer service contracts or worksheets. Your customer service employee then only has to scan the document once it has been filled out by hand and signed by the customer. The positioning of the control commands defines which terms will be saved. All search terms that are found between the %START% and %ENDE% commands are automatically saved as search terms. The **%NEIN%** command prohibits the automatic extraction of further search terms. The pages are read from top to bottom and from left to right. The terms in the **red section** are automatically extracted and saved as search terms.

BvLArchivio Support Help Desk

TEL FREE 00800 272 44 846

CUSTOMER

Die
Präsidentin des Amtsgerichts
Pankow/Weißensee CII
Parkstr. 71
13086 Berlin

%START% %A% %NEIN%

CUSTOMER NUMBER	0903112LP0R090C		
CONTRACT GRANTED	16.06.09	10:15:47	
CAPTURE BY	Michelle Cohn	13.03.09	
CONTRACT FOR	66708		
TECHNICIAN	Mr. Smith		

CONTRACT NUMBER

29009

%ENDE%

CONTRACT FOR WORK

V.11.07

After having been tested by KPMG in accordance with the published auditing standards PS 880 from the Institute of Public Auditors, BvLArchivio® has been issued with the certificate PS880. The customer order now to repair. To store alphanumeric text without including padding by additional spaces at the end of the field or truncating trailing spaces, use the new field type.

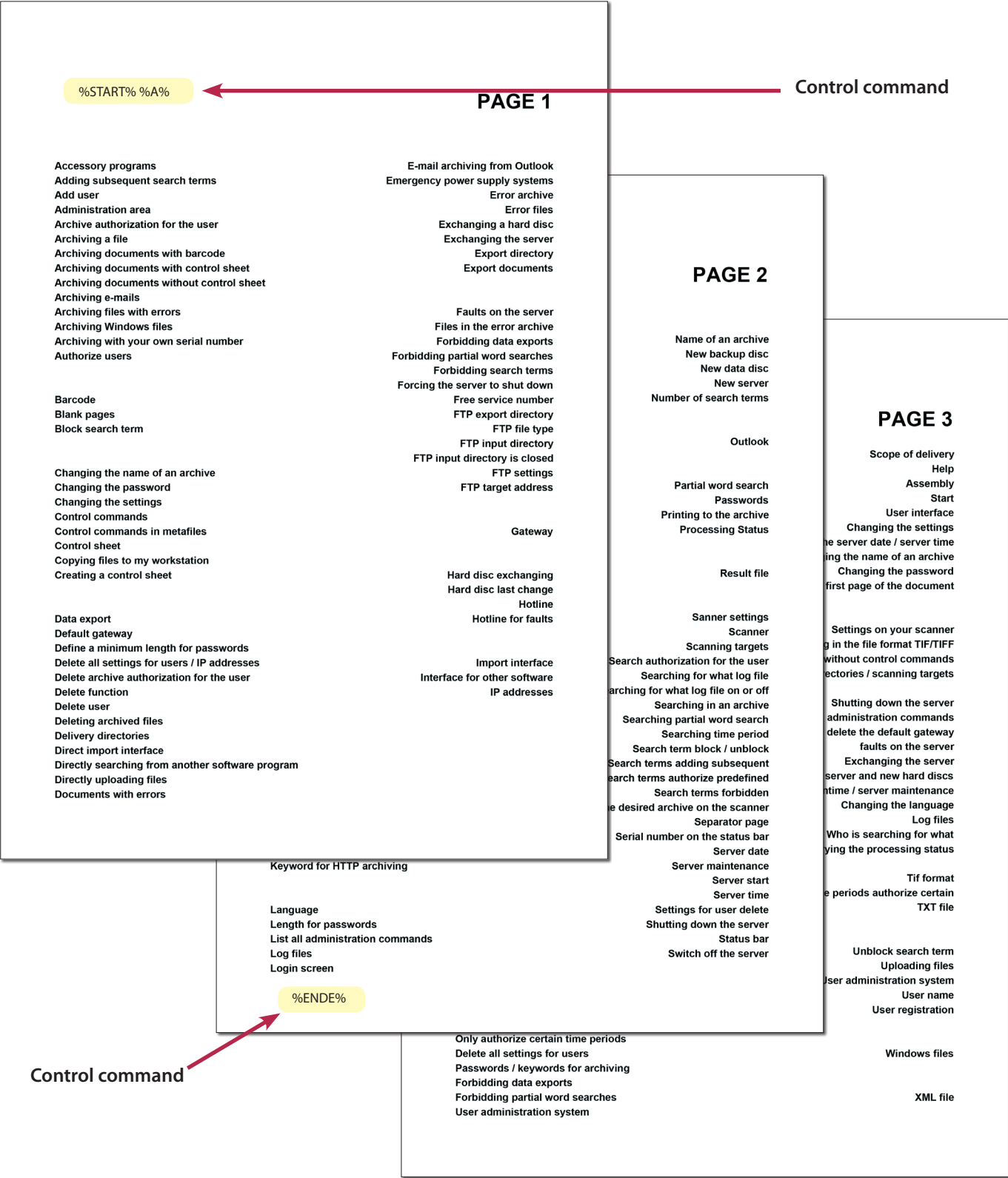
CUSTOMER / STAMP / SIGNATURE / DATE

Control commands

Category indexing of a multiple page document

Lists (address lists or information on the contents)

Category indexing of multiple page documents couldn't be easier. Simply place the control commands in the relevant position. In this example, only pages 1 and 2 are being indexed. The third page of the document will not be indexed because the control command %ENDE% can already be found on the second page.



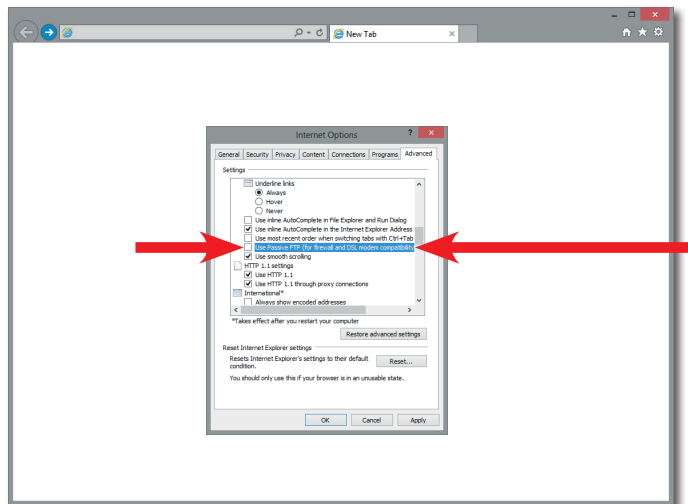
Lists (address lists or information on the contents)

In this example, all pages are indexed because the control command %JA% has been included. The page or the position on the page where the control commands are entered is irrelevant. If the control command %JA% is found, the whole of the document will always be indexed.



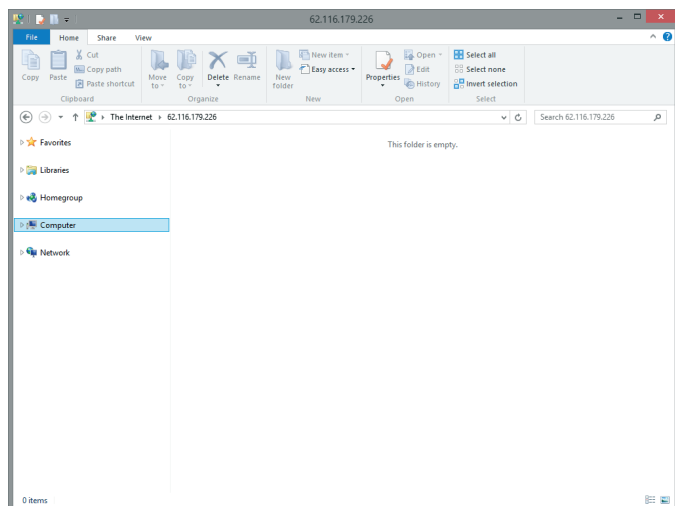
Archiving one or more files via FTP upload

You can connect to the BvLArchivio® FTP server at any time. Simply enter the FTP address in your Windows Explorer.



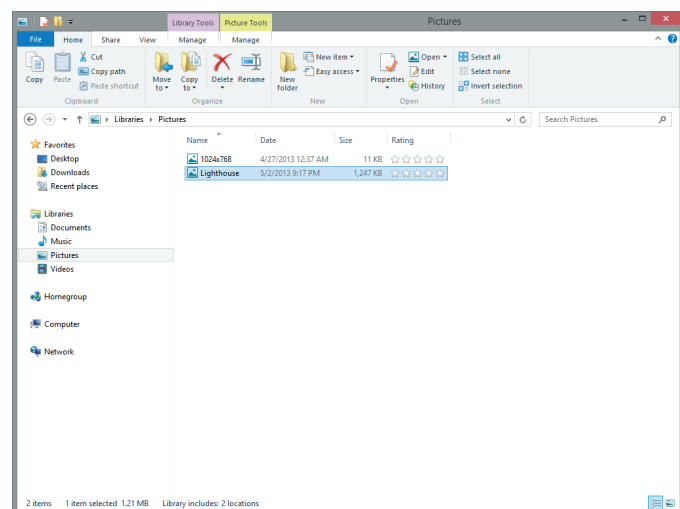
Ensure that you are not working in passive mode (see browser options).

Example of how to disable the passive FTP mode in Internet Explorer 9. Start Internet Explorer, go to the tab “Extras” and select “Internet Options.” Now click on the tab “Advanced” and remove the tick in the line “Use Passive FTP.”



Step 1

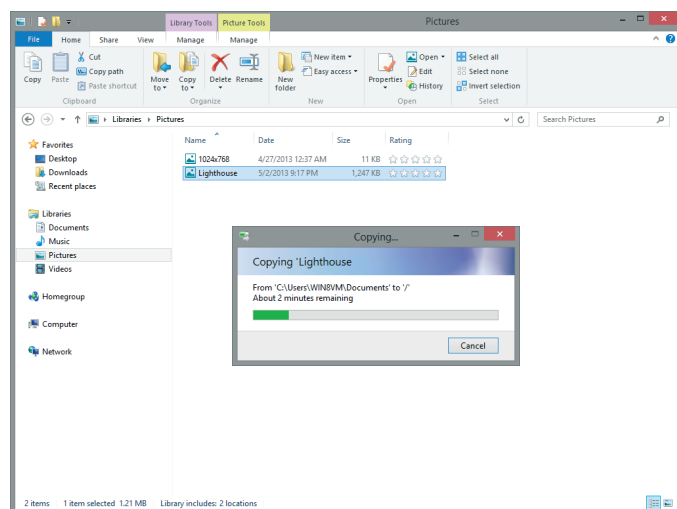
Open Windows Explorer. Ignore the message “The website cannot be displayed” and continue instead with Step 2.



Step2

Firstly copy the files (e.g., the file “Vacation2009_4711.jpg”) to be archived into this window and then copy over the metafiles (e.g., text files or XML files – in this case, the file “Vacation2009_4711.txt”).

Create the metafiles: see next page.



Step 3

Copy the metafiles.

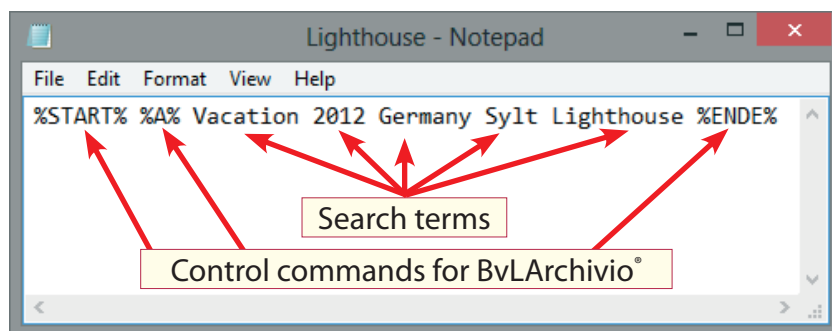
Creating a metafile

Every external application, or also you yourself, can automatically or manually archive multiple files or documents at any time. A metafile can be used to provide the BvLArchivio® server with instructions on what to do with the files to be archived. Special characters are not permitted in the file names and should, therefore, be avoided.

The selected file ("Lighthouse.jpg") is saved to the BvLArchivio® server via FTP upload (see previous page). A text file or XML file ("Lighthouse.txt") of the same name is then saved via FTP upload to the BvLArchivio® server. In the file "Lighthouse.txt", which is a simple text file, you can enter the control commands and search terms that you want to use to retrieve the file "Lighthouse.jpg" in future. The file "Lighthouse.jpg" remains in its original format and is not changed.



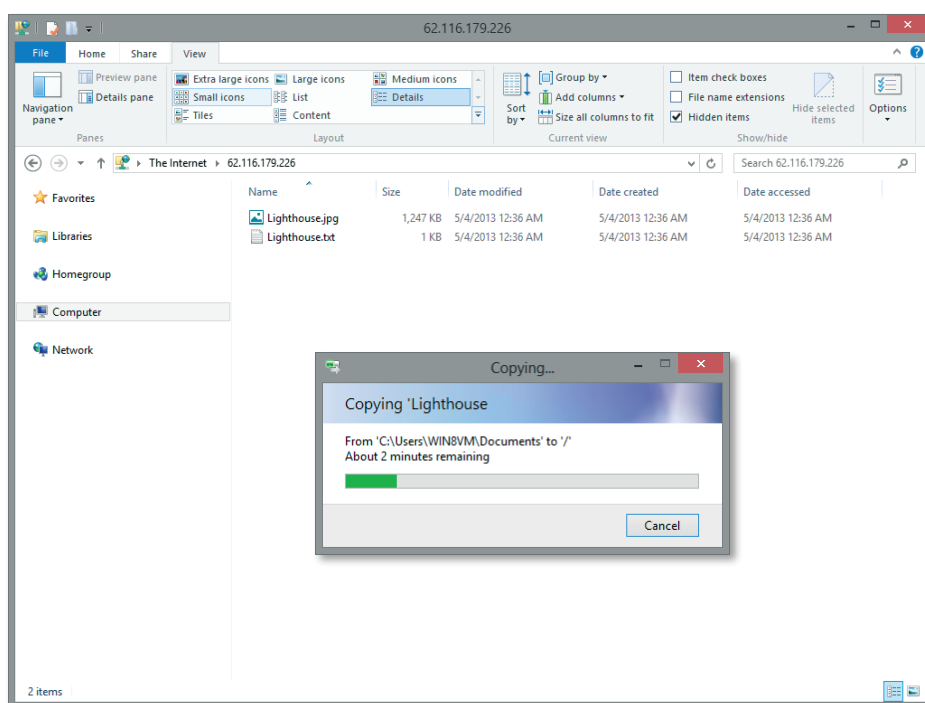
Lighthouse.jpg



Lighthouse.txt

Always save the original file to the BvLArchivio® server first and then save the text file!

Most programs can be pre-programmed to automatically complete the process described here. The text file sent to BvLArchivio® merely defines the archive into which the file should be archived and the search terms under which the file can be retrieved in future. The text file is deleted after the process has been successfully completed and is not archived. A text file can be created by any user on their PC.



Please remember that you only have "write" permission and no "read" permission. Therefore, you can no longer see your copied files once you have refreshed the window. If you had "read" permission then you could see the whole content delivered to the archive by other persons or programs – this is not permitted! Once the files have been successfully copied, the window will not automatically refresh and you can continue to view your copied files. Use unique file names. If a newly uploaded file has the same name as a previously uploaded one, it is possible that the old file will be overwritten in BvLArchivio® if it has not yet been processed further in the system.

The central input utility in BvLArchivio® is used for all scanners, persons, and programs. Therefore, it is only possible for these users to deliver data ("write" permission) but never to read data.

Examples for mass archiving of files

Upload the files to the BvLArchivio® server in accordance with the sequence shown below.

Image001.jpg

Image001.txt Contents of Image001.txt:

```
%START% %A%
Image Project 4711 Construction Site Top Floor
%ENDE%
```

The image is saved to Archive 1 with the predefined search terms from the text file.

Image001.jpg

Image001.doc

Image001.txt Contents of Image001.txt:

```
%START% %A%
Image Project 4711 Construction Site Top Floor Description
%ENDE%
```

The image file and the Microsoft Office file are saved to Archive 1 with the predefined search terms from the text file.

Project.xls

Project.doc

Project.pdf

Project.jpg

Project.txt Contents of project.txt:

```
%START% %A% Project 4711 Construction Site Top Floor Calculation Description
Contract Image %ENDE%
```

The Microsoft Office files, PDF file, and image file are saved to Archive 1 with the predefined search terms from the text file.

Project.xls

Project.doc

Project.pdf

Project.jpg

Project.txt Contents of project.txt:

```
%START% %A% %JA-1%
Project 4711 Construction Site Top Floor Calculation Description Contract Image
%ENDE%
```

The Microsoft Office files and the image file are saved to Archive 1 with the predefined search terms from the text file. The PDF file is saved together with the search terms given in the text file and those read from the first page of the PDF document.

Project.xls

Project.doc

Project.pdf

Project.jpg

Project.txt Contents of the project.txt:

```
%START% %A% %JA-1% %JA-O%
Project 4711 Construction Site Top Floor Calculation Description Contract Image
%ENDE%
```

The Microsoft Office files and the image file are saved to Archive 1 with the predefined search terms from the text file. The PDF file is saved together with the search terms given in the text file and those read from the first page of the PDF document. The PDF file is retained in its original format because the control command %JA-O% has been included in the text file.

Archiving via a virtual printer

ATTENTION

This accessory program is not part of BvLArchivio®.

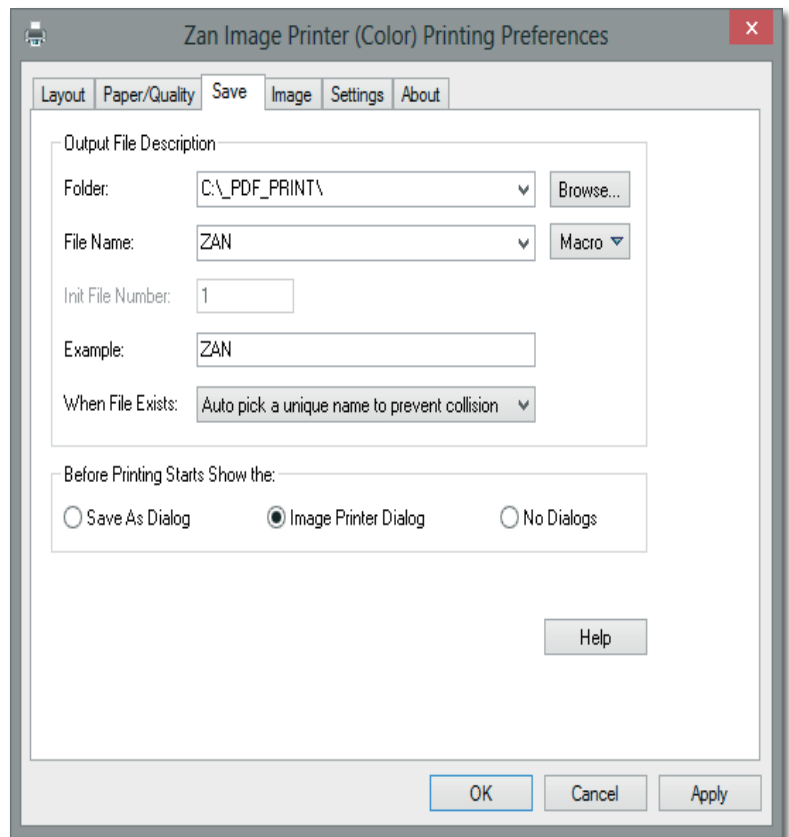
You can directly print to the BvLArchivio® server from any application. Your printout will be automatically converted into a PDF/A file and saved in BvLArchivio®.

Here is an example for Windows using the Zan Image Printer software, which can be purchased separately from your software dealer. The Zan Image Printer is not part of BvLArchivio®.

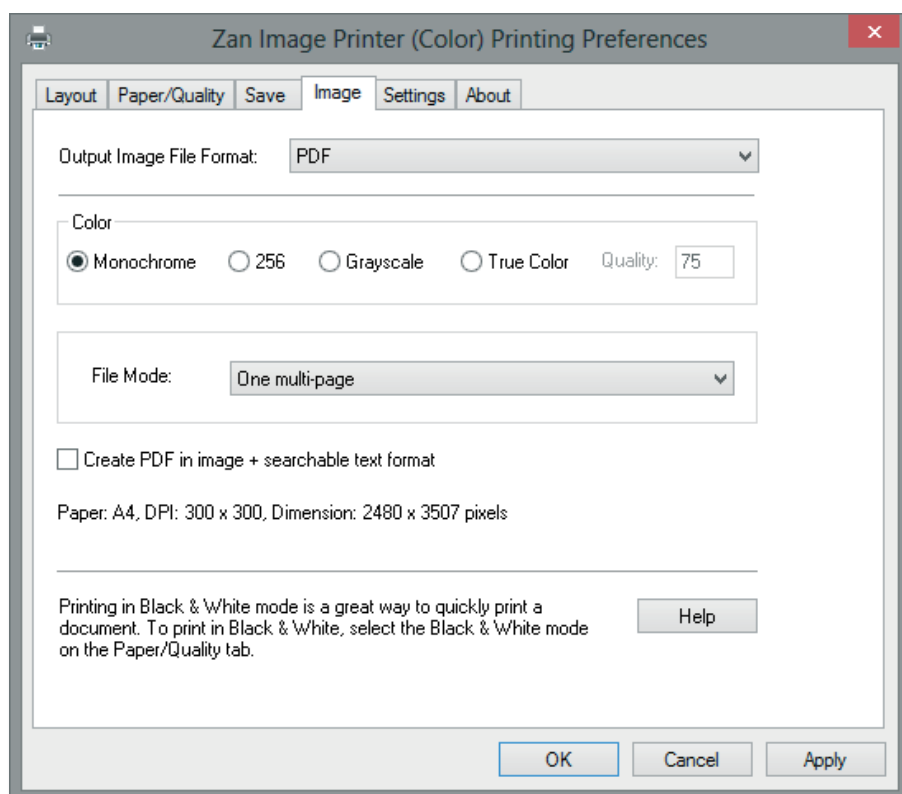
Saving the data in PDF/A format guarantees that it can still be opened in 10 or 15 years, because PDF/A technology is a long-term archiving format.

You can use a virtual printer (download the printer driver from www.zan1011.com) to archive a PDF/A file to BvLArchivio® from any application using the print command.

Basic settings



Step 1 of 4



Step 2 of 4

Set the output file format to PDF in your virtual printer.

Your printing process will create a PDF file in the predefined (see above) directory. **Copy the settings shown in this window and the one on the next page.**

The virtual printer replaces the actual printout and the need to subsequently scan the document.

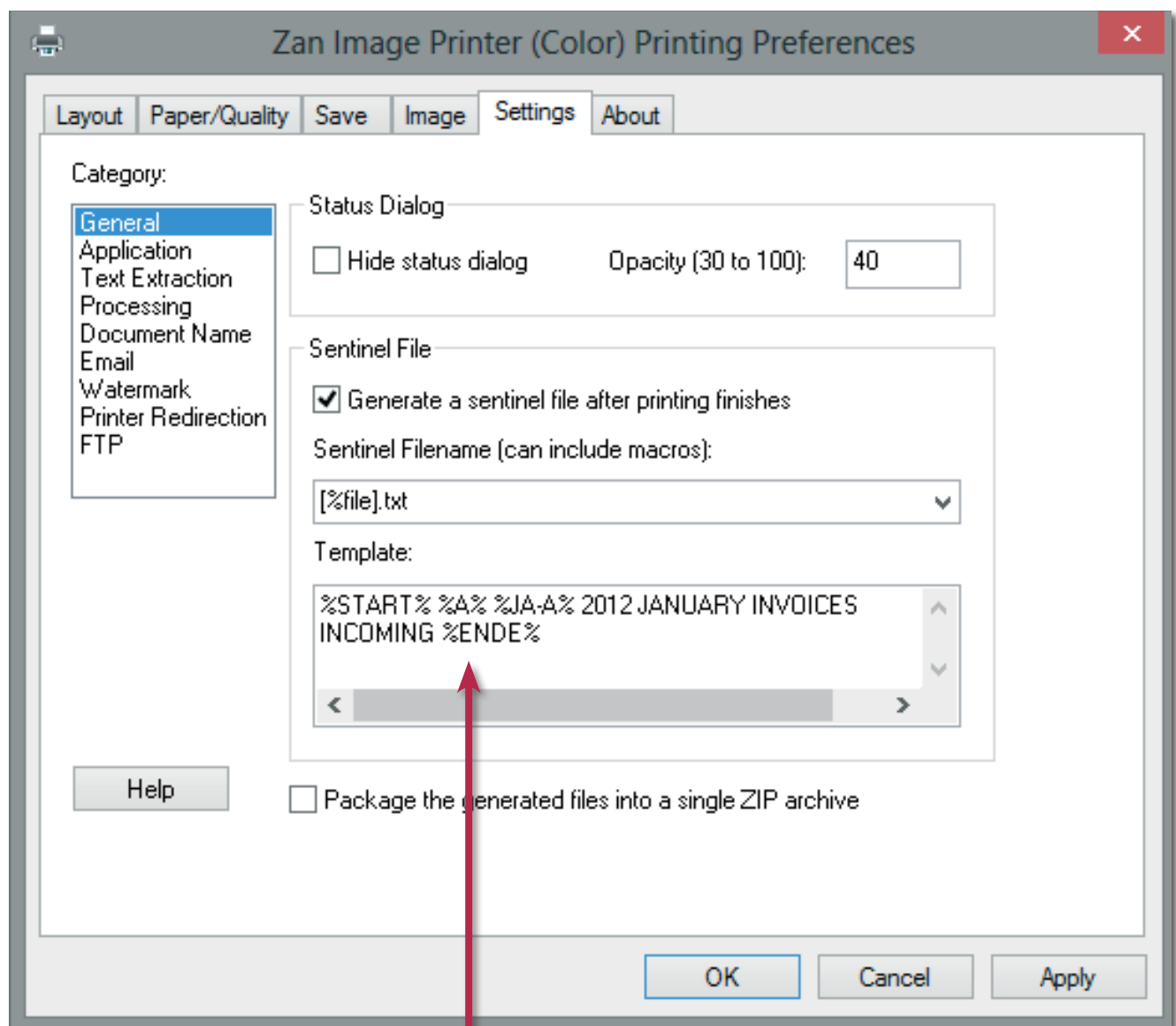
Instead of using a control sheet as you do for archiving paper documents on a scanner, you can now send a separate text file (metafile). This metafile replaces your control sheet. It contains the control commands and search terms. The contents of the text field displayed below in the virtual printer will be sent as a separate text file. You can enter as many search terms as you wish in this field at the time the virtual printing process is carried out. Your document will now be archived according to the instructions given in the text field (consisting of control commands and search terms).

If you have additionally entered the control commands %JA-1% or %JA-A% in the text field then those words, terms, and numbers found on the first page or on all pages of the document will be automatically read and saved in the archive – in addition to those search terms found in the text field.

%JA-1% means that all words, terms and numbers on the first page of the document will be additionally read and saved as search terms in the archive – in addition to the search terms entered by you in the text field.

%JA-A% means that all words, terms, and numbers on all pages of the document will additionally be read and saved as search terms in the archive – in addition to those entered by you in the text field.

Copy the settings shown in this window.



Step 3 of 4

TEXT FIELD:

Enter the control commands and search terms in the text field.

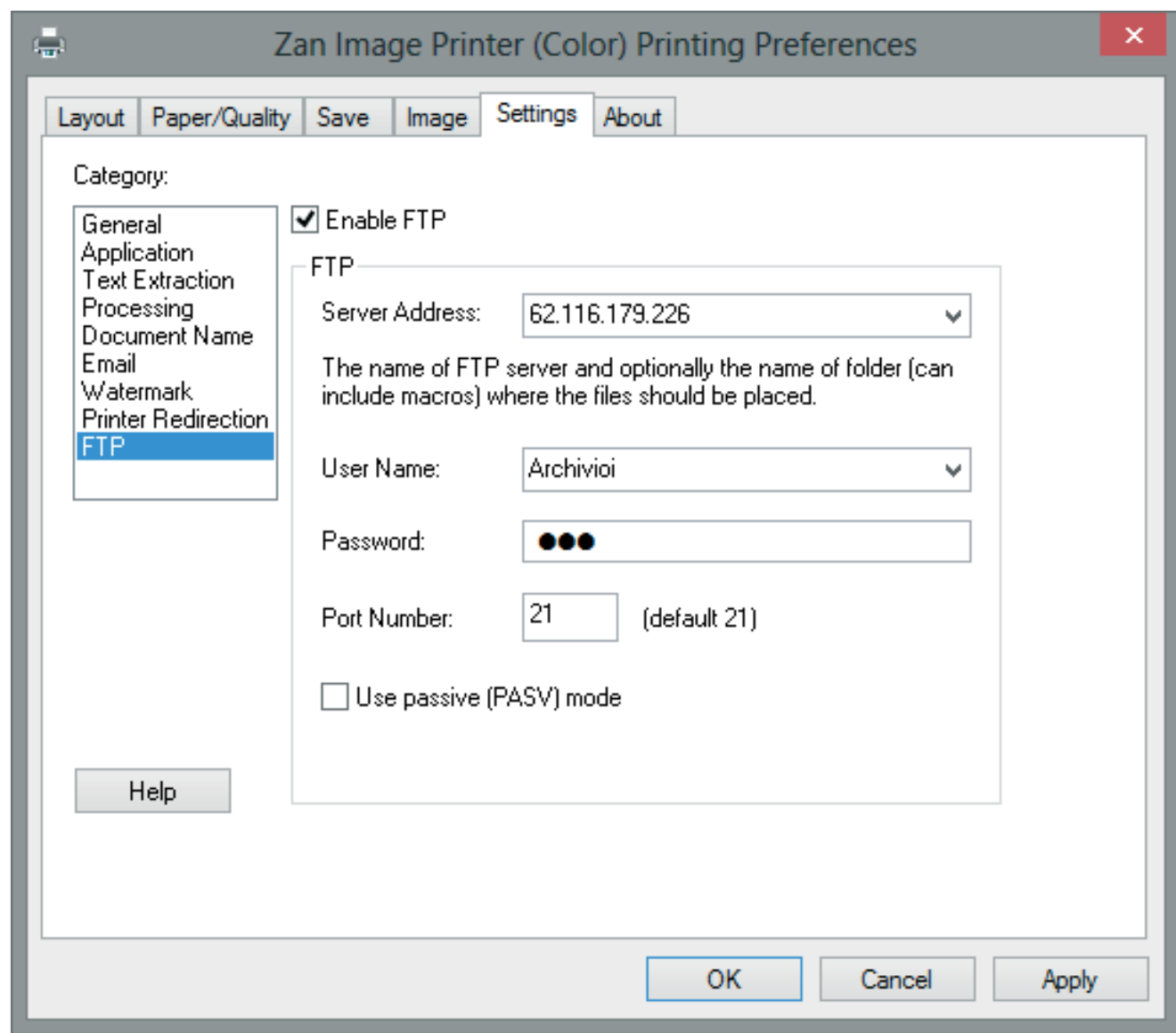
Transferring the printout to the BvLArchivio® server

The PDF file (your document printout, e.g., from Word, Excel, etc.) is initially saved locally on your workstation and then subsequently uploaded – after the virtual printing process has been completed – together with the automatically produced text file (contents of the text field) to the assigned FTP target address. Mark the relevant field with a tick to indicate that the upload should go to an FTP address. Enter the server address for your sixth IP address (see Instruction Manual), leave out the specified directory path. The upload to the BvLArchivio® server must take place in the main directory. Your document will now be archived according to the instructions given in the text file (consisting of control commands and search terms).

Enter the user name Archivioi and the relevant password.

Finally, remove the tick from the passive FTP mode field. All FTP connections will now be carried out in active mode.

Enter the server address for your sixth IP address (see Instruction Manual)!



Step 4 of 4

Archiving e-mails with the BvLArchivio® Outlook plug-in

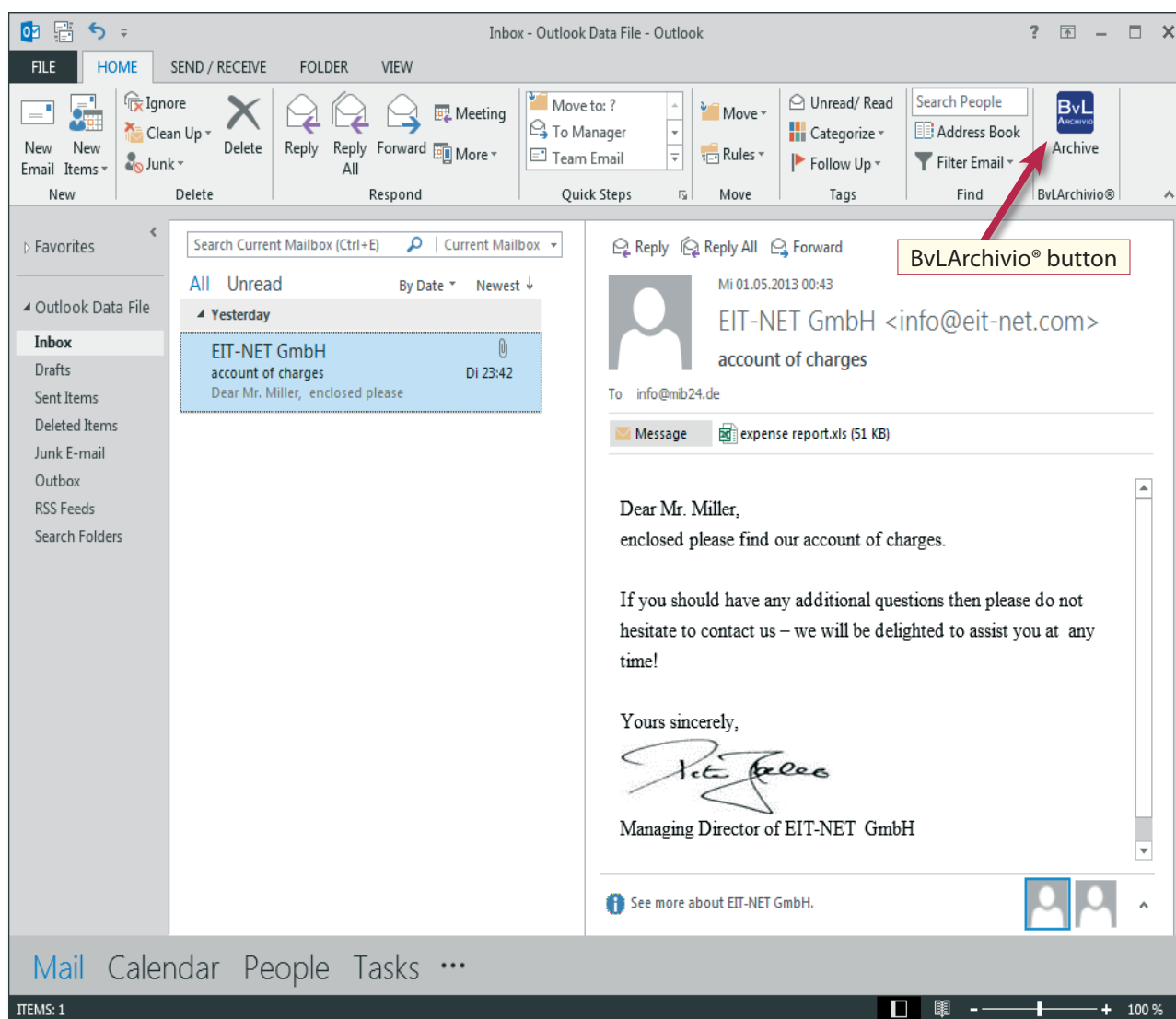
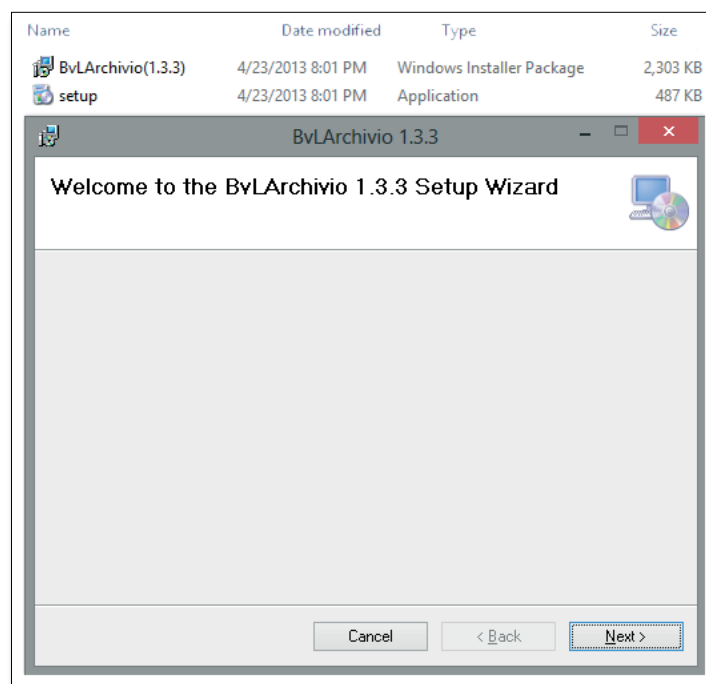
ATTENTION

This accessory program is part of BvLArchivio®.

Install the free BvLArchivio® plug-in.

Download the required program from the Internet site: www.BvLArchivio.com. Close your Outlook application. Unzip the file and then run the file ("setup.exe") on your computer as an administrator.

After the installation has been completed successfully, you will have a new BvLArchivio® button in Outlook! Now start Outlook and select the e-mails that you want to archive.



Archiving e-mails from Outlook using the BvLArchivio® plug-in

Now click on the BvLArchivio® button.

It will open the window displayed below. You need to enter some basic settings when starting the plug-in for the first time.

Enter the following **basic settings**:

Enter the sixth IP address for the BvLArchivio® server here (see Instruction Manual).

Enter your personal initials here for unique identification.

Enter the current password for Archivioi here (see Instruction Manual).

Archiving e-mails from Outlook using the BvLArchivio® plug-in

Once you have installed the plug-in, you can archive an e-mail to BvLArchivio® at any time from Outlook. Proceed as described below:

1. Select the e-mails that you want to archive.
2. Now click on the BvLArchivio® button.
3. It will open this archiving window.

Select the archive into which the e-mail should be archived.

You will find all of the standard search terms to be read from the e-mail in this text window.

You can use this text window to enter your own search terms. (e.g., relevant specialist search terms).

BvLArchivio® can retrieve the e-mail in future using the search terms that have been entered in these two windows.

Finally, click on OK and the e-mail incl. all of its attachments will be archived in BvLArchivio®.

Archiving files with the BvLArchivio® plug-in

ATTENTION

This accessory program is part of BvLArchivio®.

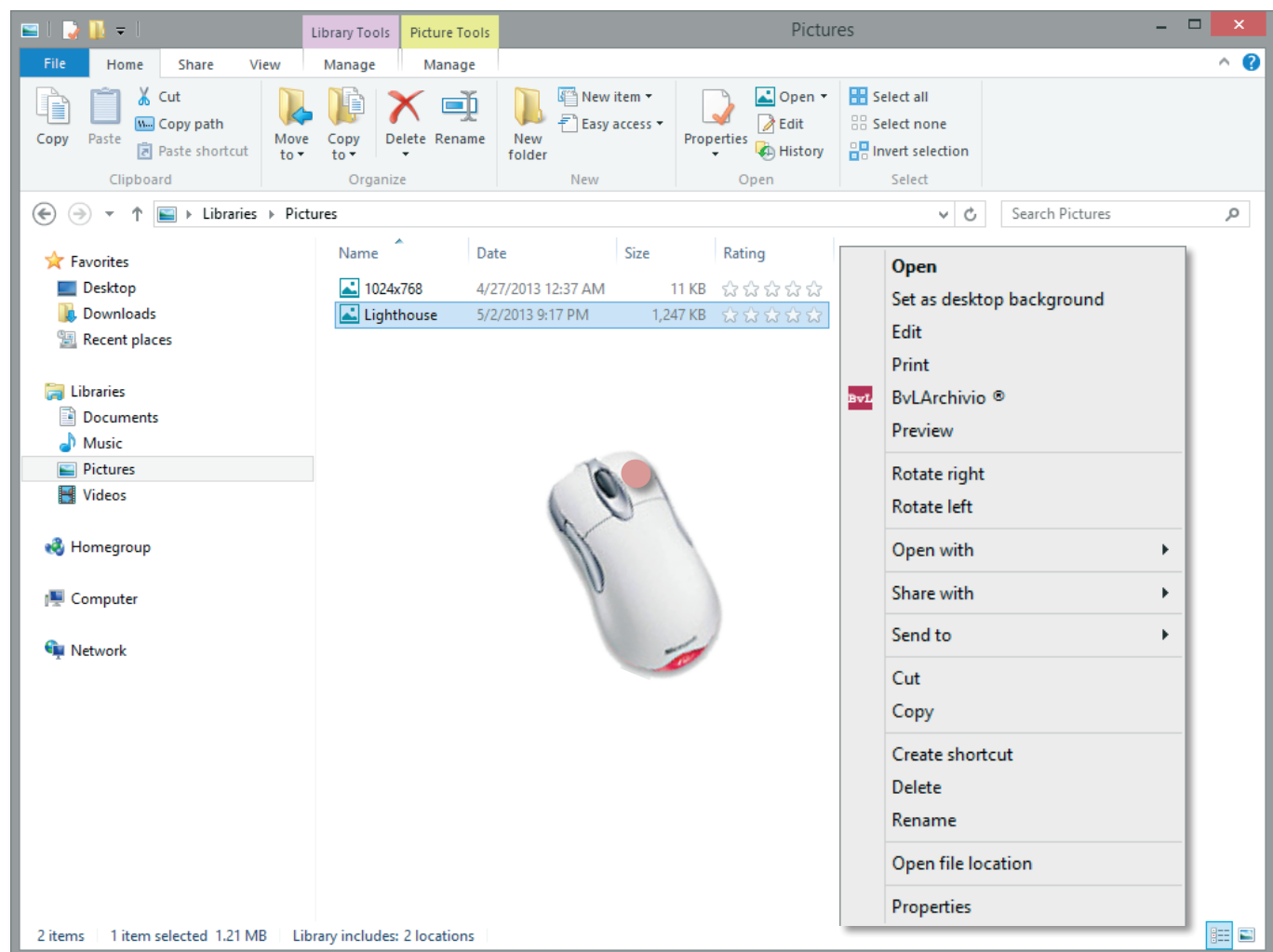
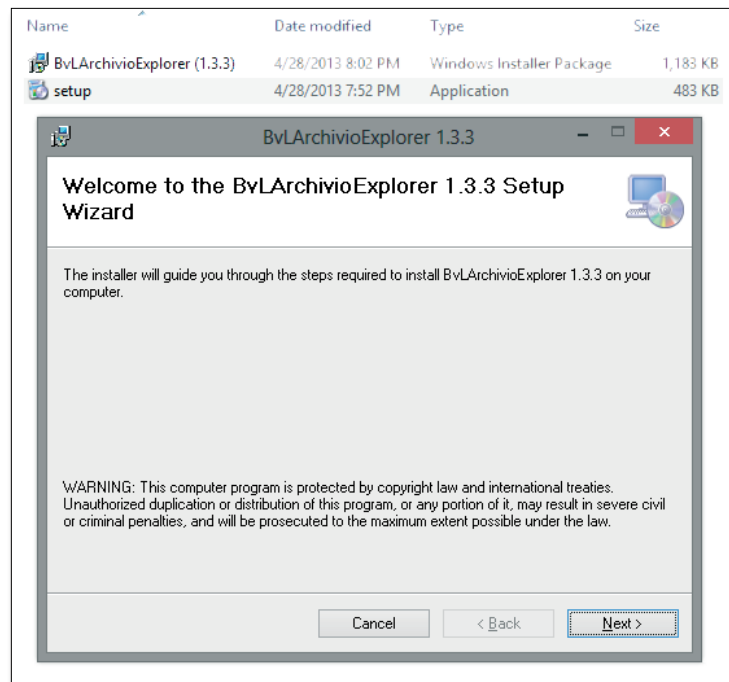
Install the free BvLArchivio® Explorer plug-in.

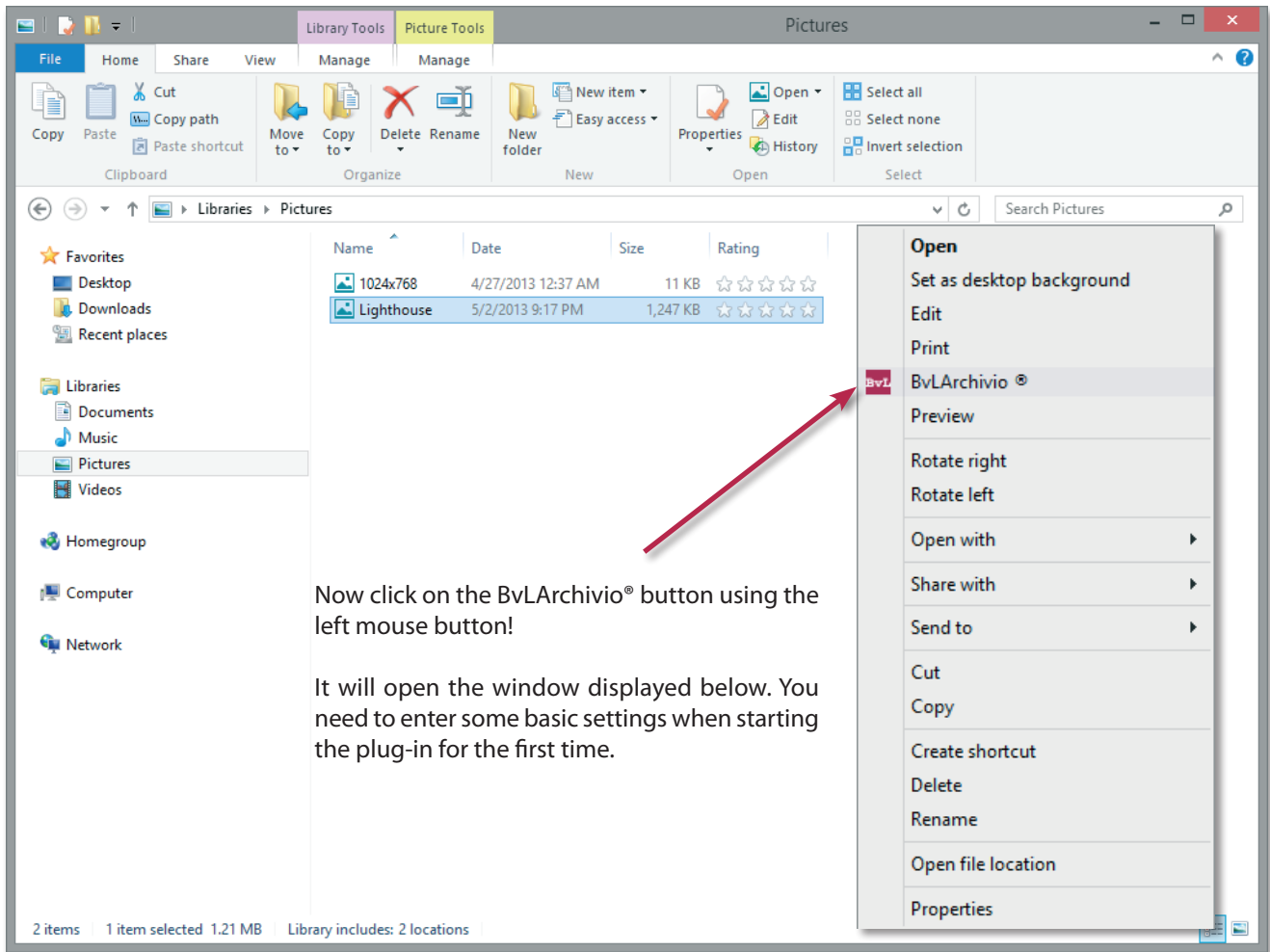
Download the required program from the Internet site: www.BvLArchivio.com. Unzip the file and then run the file ("setup.exe") on your computer as an administrator.

After the installation has been completed successfully, you will have a new BvLArchivio® button in Windows Explorer!

Select the file to be archived in Windows Explorer by clicking on the relevant file with the right mouse button (see image below).

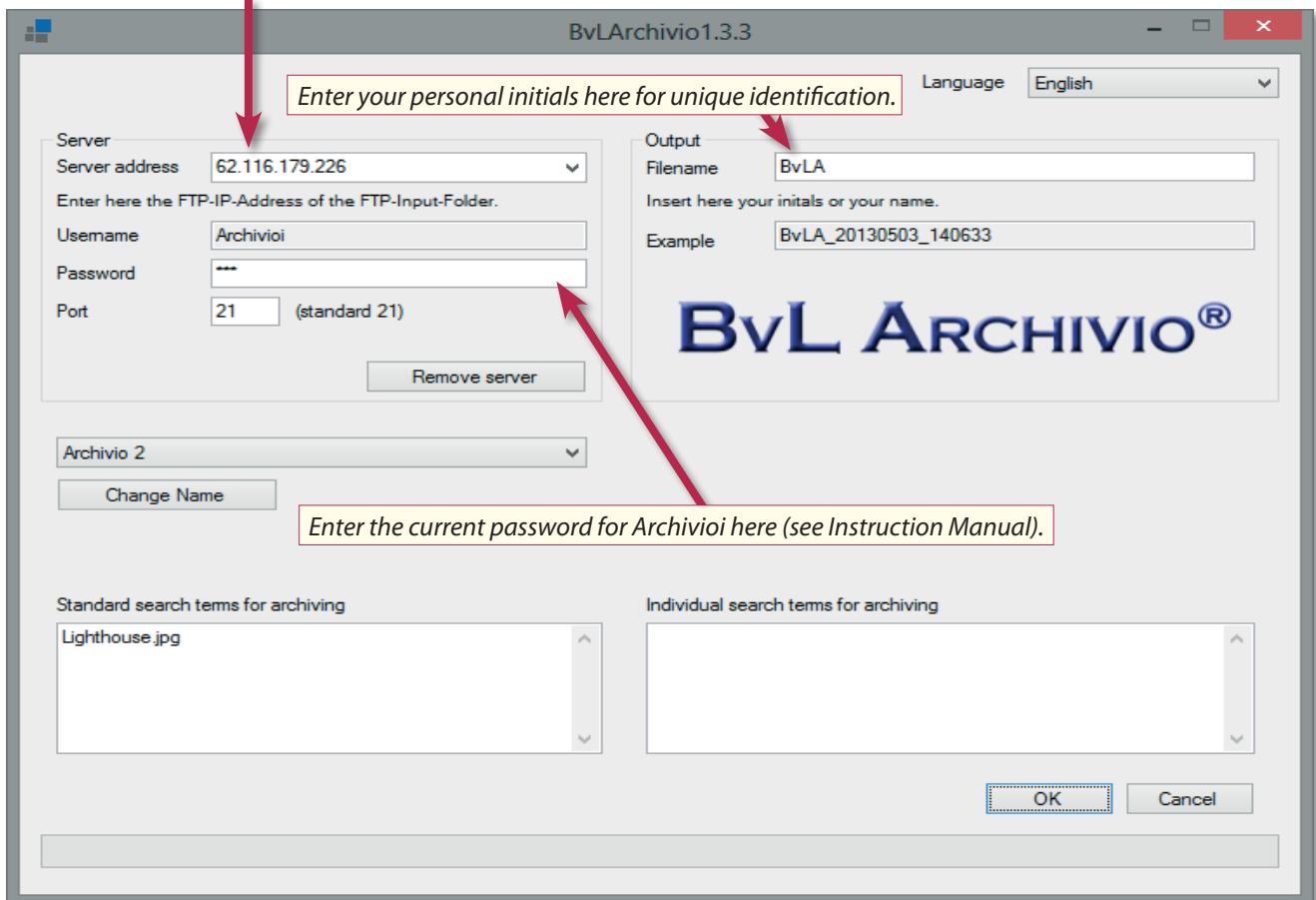
This will open the context menu in Windows Explorer that includes the new function BvLArchivio®.





Enter the following basic settings:

Enter the sixth IP address for the BvLArchivio® server here (see Instruction Manual).



A

A.S.F.* technology	5
Address lists or information on the contents	14
Archiving without using a control sheet	5
Archiving via a virtual printer	19
Archiving paper documents on a scanner using a control sheet	6, 8
Archiving paper documents on a scanner using a label	10, 11
Archiving paper documents on a scanner using a stamp	9
Archiving paper documents on a scanner without any preprocessing	5
Archiving a PDF file from my computer	4, 24
Archiving a file from my computer	3
Automatically archiving files or documents	17

B

Barcode	7
Barcode labels	7

C

Category indexing of a multiple page document	14
Control commands in your own documents	12
Control sheets	7

D

DIN A4 sheets	7
---------------	---

E

E-mail archiving	19, 22, 25, 26
------------------	----------------

F

Formats for the control sheet	7
FTP upload	16
Full text indexing	15

L

Labels	7
--------	---

M

Mass archiving	17
Mass archiving of files	18

O

Outgoing invoices	12
-------------------	----

R

Retaining a PDF file in its original format	4, 24
---	-------

S

Search terms as a watermark	20
Search terms on a control sheet	6
Search terms in a separate text file	23
Stamps	7

T

Text files	17, 23
------------	--------

U

Uploading a text file to an assigned FTP target address	24
---	----

V

Virtual printer	19
-----------------	----

Y

Your own documents	12
--------------------	----



BvL.com GmbH

HOTLINE 00800 - 272 44 846

HOTLINE 00800 - ARCHIVIO

WWW.BVLARCHIVIO.COM

SERVICE@BVLARCHIVIO.COM

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