

DbFax user and administrator guide

Document Management & Imaging



This document describes the DbFax software. Part of the Version One document management suite – award-winning paperless office solutions.

Version One Ltd

Pentland House, Village Way
Wilmslow, Cheshire SK9 2GH
United Kingdom

t: +44 (0)1625 856500

e: info@versionone.co.uk

www.versionone.co.uk

Last edit: 20 September 2011

Copyright and ownership

© 2011, Version One Limited. All rights reserved.

Version One software is supplied under licence and may be used or copied only in accordance with the licence terms. The presence of information in this document does not entitle you to access or use the software described.

Accuracy and updates

We tried to ensure that the information in this document is correct, but cannot accept liability for any errors and omissions. Version One software products are being developed continuously, so the published information may not reflect your own system. In addition, your own software may not contain all the features described, depending on the packages installed and their configuration. This document was written alongside v2.1 of the document management suite.

No warranty, either expressly or implied, is made by anything in this document, including but not limited to any relating to merchantability or fitness for any particular purpose.

Document feedback

We welcome your feedback on this document, please email any comments or queries to:
documents@versionone.co.uk

Confidentiality

This document is confidential. No part of this document may be reproduced or transmitted in any way without prior written permission of Version One.

Ownership

Version One retains ownership of this document. Approved third parties may have reused and reworked the content, but original ownership lies with Version One and must be credited in any reworking. Sharing this document with approved re-sellers does not imply any sharing of the software ownership, source code, look and feel, etc, and does not override any license agreement.

Trademarks

All trademarks are the property of their respective owners and are used with their thanks.

In this document...

Introduction	1
Version One document management suite	2
Document creation and distribution	2
Document scanning and archiving	3
Document data capture	4
Document authorisation	4
The document management suite applications and client tools	5
See also:	6
Using the document management suite	7
Before you log in	7
The login window	7
Programs menu option	7
Recently used menu option	8
Desktop shortcut option	8
Customising windows	8
Toolbars	8
Using the windows	9
Sizing columns	9
Sorting columns	9
Moving columns	9
Filtering columns with search	9
Clearing your search criteria	10
Date picker	10
Complex searches	10
Clearing multiple search criteria	10
Choosing fields	10
Using help	12
Links and how they work	12
Screen shots	12
The icons	12
Finding a help topic	13
Glossary	14
Accessing the applications – logging in	15
DbLogin admin console	16
Securing your data	17
Server	17

- Scan station 17
- About us** **18**
 - Getting in touch 18
 - Problems and queries 18
 - Copyright and small print 18
- Help about** **19**
 - Standard toolbar options 19
- DbFax** **22**
- About DbFax** **22**
 - Using DbFax 22
 - Configuring DbFax 22
- About DbFax administration** **23**
 - Icons 23
 - Fax queries 23
 - Fax queue 24
 - Fax queue filtering 25
- DbFax file menu** **26**
- DbFax communication menu** **27**
- DbFax view menu** **28**
- DbFax tools menu** **30**
- DbFax scheduler menu** **32**
- DbFax help menu** **34**
- DbFax context menu** **35**
- Image viewer** **36**
 - Displaying multiple pages 36
 - Zooming 37
 - Rotating and printing 37
 - Panning 37
- Fax configuration files** **38**
 - Editing fax configuration files 38
 - File selection 39

Configuration file editor	39
Configuration file details	40
dbfax.ini	41
prn2fax.ini	46
Post modification options	49
Cover sheet	50
Covers selection window	50
Cover file editor	51
Overlay files	53
View an overlay file	53
Edit an overlay file	54
Fax system initialisation files	55
Phonebook maintenance	56
Icons	57
Create a new phonebook group	58
Create a new contact	58
Deleting a phonebook group	59
Deleting a contact	59
Cutting and copying contacts	59
Pasting contacts	59
Set the default phonebook group	59
Send an ad hoc fax	60
Sending fax documents	60
Fax tab	60
Other settings tab	62
Fax message screen	63
Phonebook save recipient	65
Save recipient window	65
Fax properties	66
Glossary	70
Index	73

Introduction

Version One document management suite

Overview: the document management suite provides scanning and document management facilities for electronic handling of paper documents. It can be used to automate and simplify your:

- sales document cycle (order to cash)
- purchasing cycle (purchase to pay)
- other archiving requirements (HR documents, technical documents, etc).

These solutions save significant amounts of time, money and storage space. Typical documents:

- sales order invoices
- purchase orders
- statements.



Software installation is normally handled by Version One, or another specialist, and is not covered in this help.

The Version One document management suite is a comprehensive collection of software tools to automate document processes within their core application environments. Using the software you can replace paper-based processes with electronic procedures, eliminating printing, posting and manual filing.

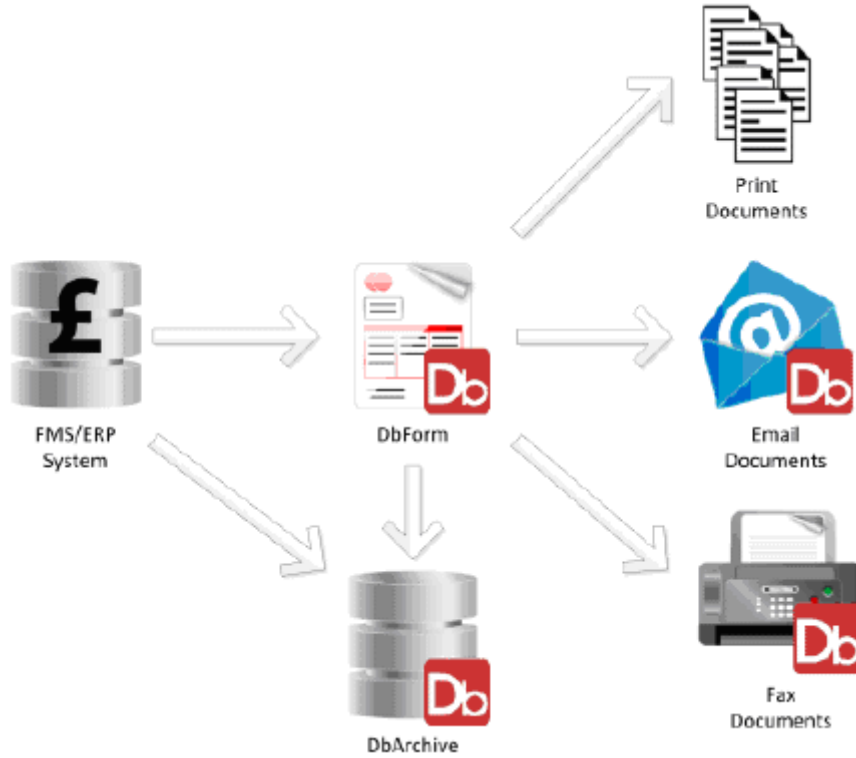


There are many different ways of configuring and using the software, using different combinations of the core product set. You may not have the complete applications suite installed.

The document management suite is made up of a number of integrated application modules that work together to give the desired functionality. These applications are broken down into the following areas:

Document creation and distribution

Documents based on data from core systems may be formatted as professional output documents which can then be printed, faxed, emailed and archived based on defined business rules.



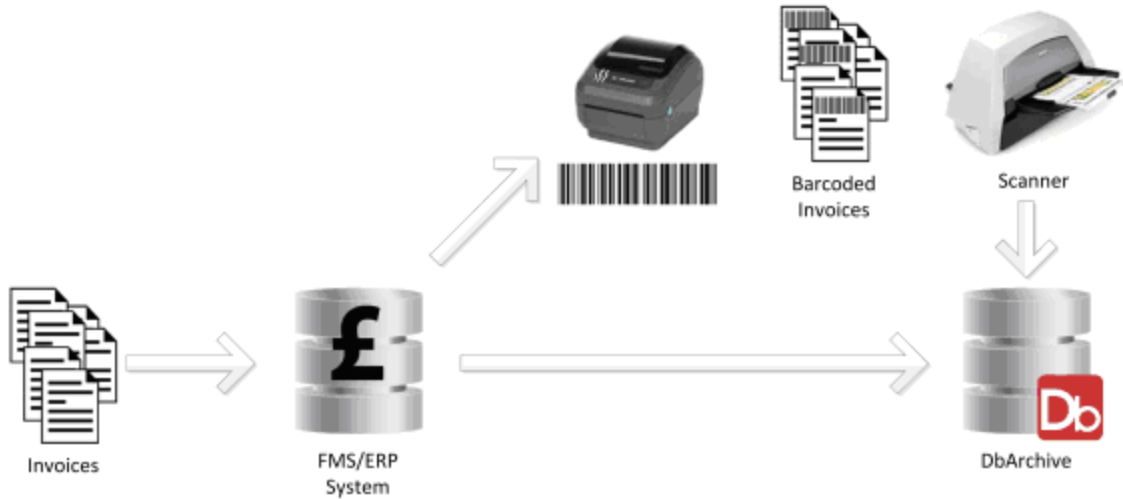
Several applications support these processes:

Application Description

DbForm	Document formatting and business rules management
DbFax	Sending documents by fax
DbMail	Sending documents by email
DbArchive	Archiving outbound documents.

Document scanning and archiving

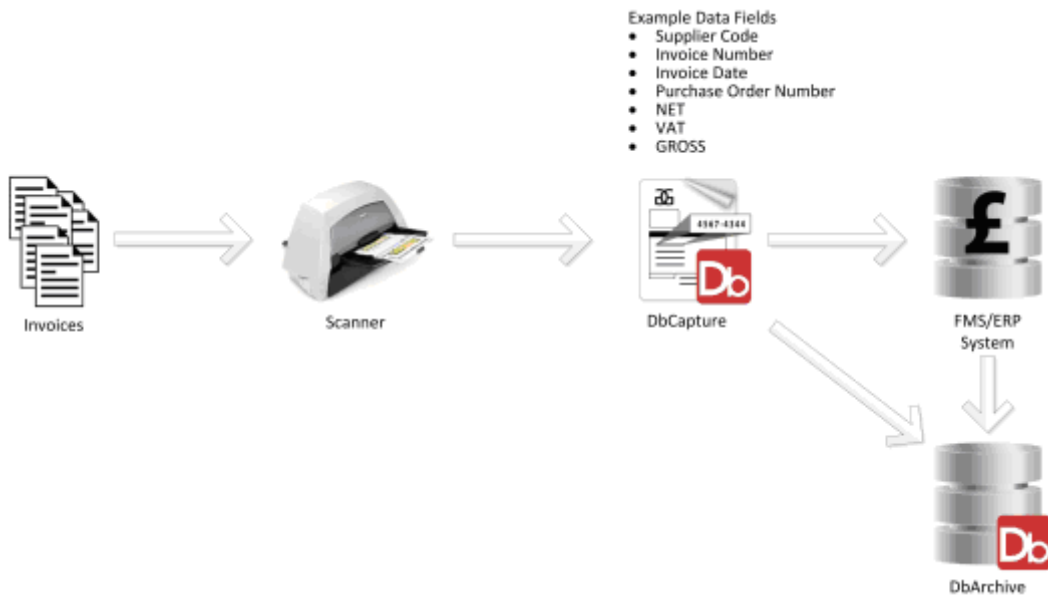
Incoming paper documents such as invoices and orders may be scanned and stored for easy access and for statutory purposes (eg to comply with UK HMRC legislation). The basic process makes use of barcoding techniques for document separation and recognition.



The application supporting document scanning and retrieval is DbArchive.

Document data capture

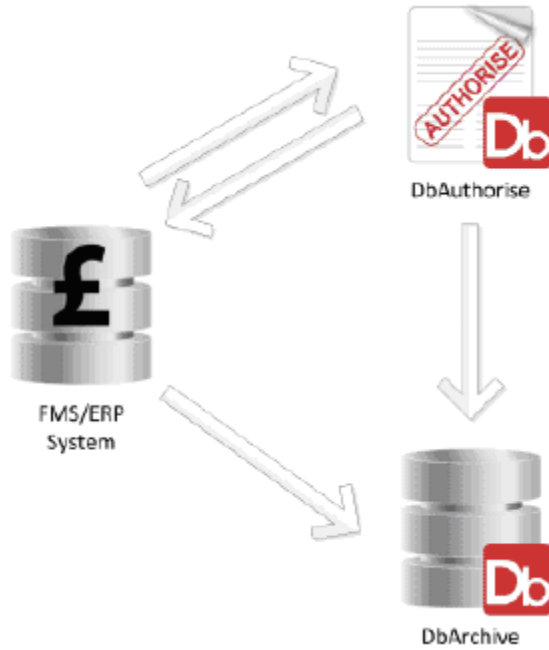
This process typically involves scanned documents such as purchase invoices. The document data can be intelligently captured using OCR technology and validated, so transactions can be automatically posted to the core finance system.



The application supporting intelligent data capture and transaction posting is DbCapture.

Document authorisation

This process typically involves documents such as purchase invoices captured using DbCapture and now requiring coding and approval for payment.



The application supporting document routing and authorisation is DbAuthorise.

The document management suite applications and client tools

The following applications and associated client tools are available as part of the Version One Document Management suite:

Application	Client tool	Description
DbLogin	DbLogin admin console	The master utility for managing the Version One Document Management suite and who has access to it.
	Green meter console	Shows the environmental benefits from using the suite.
DbForm	DbForm GUI designer	Design the format of the outgoing documents.
DbFax	DbFax client	Manage the DbFax system. Create and send faxes from a client PC.
DbMail	DbMail admin client	Manage the DbMail system.
DbArchive	DbConsole	Configure the Tables and Access Levels available within the DbArchive system. Manage the DbArchive system.
	BLOB type manager	Configure new document formats on DbArchive systems using the Native Documents Option.
	Failed deposits manager	Deal with documents that have failed to deposit correctly into DbArchive.
	DbQuery	Document search and viewing facilities based on the user's designated access rights.

	DbWebQuery	The web based alternative to DbQuery for document search and retrieval.
	DbWebRetrieve	Additional functionality to DbWebQuery, providing better searching and enhanced usability.
	Index manager	Amend the search data values for stored documents and copy or move documents between DbArchive tables.
	DbDeposit	Store ad-hoc documents, which exist already directly into the archive.
	DbScanner	Scan documents for storage in DbArchive and optional intelligent data capture within DbCapture.
DbArchive export	Export documents from DbScanner into DbArchive	
DbCapture	DbCapture export	Export documents from DbScanner into DbCapture.
	DbCapture admin	Manage the queue of documents being processed within DbCapture.
	DbCapture interactive client	Process individual documents within DbCapture and to create templates for new document formats.
DbAuthorise	DbAuthorise client	Coding and approval of documents within DbAuthorise. Manage the Routing Rules and other management tasks.



Customisation: Some applications may not be installed on your system, depending on your license, any packages you are interfacing with (eg Accounts) and choices made during installation. You may have modules embedded in a parent application, so you would not necessarily see them branded as Version One.

See also:

[Using the Version One document management suite](#) more on using the applications

[Using help](#) more about using this help

[Using the windows](#) general conventions for working with data in the software.

Using the document management suite

Overview: the Version One document management suite has a number of common features. This topic outlines some of the common functions used across the product family.

Before you log in

To log in to the Version One document management suite you need the following:

- the software must be installed on your PC or laptop
- user name — your system administrator should have created this for you. This is your identity on the Version One document management suite
- password — your system administrator should have created this. If you are not using Windows authentication you can change this once you log in to the Version One document management suite.



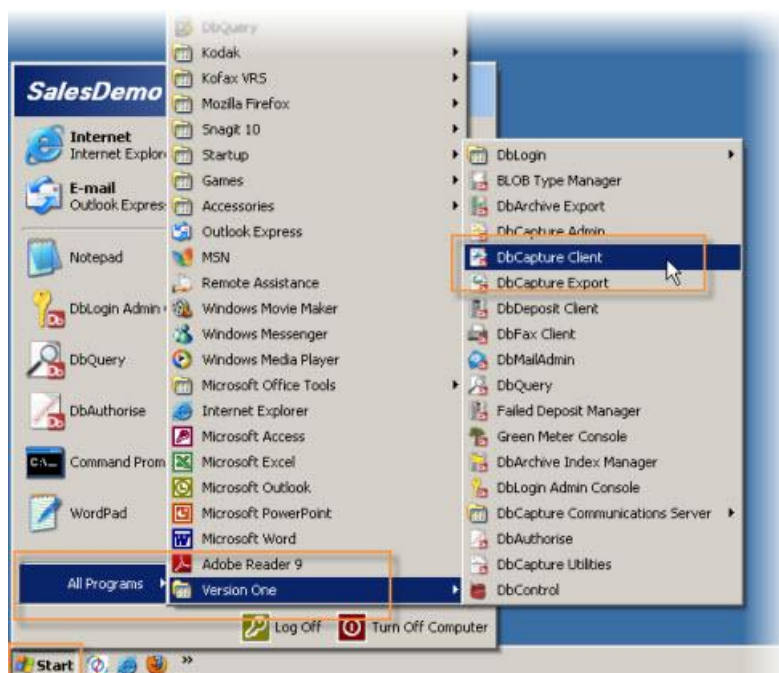
Customisation: Your system may be using Windows authentication to log in to the document management suite automatically. If so, the [DbLogin window](#) is not displayed. Using Windows authentication allows you to use your regular PC logon to access the software without an additional logon.

The login window

Once the Version One document management suite has been installed, there are several ways for you to display the [DbLogin window](#).

Programs menu option

Version One is displayed in the list of programs on your computer. Click **Start > All Programs > Version One > [Program Name]**. For example:



Recently used menu option

Once you have used the Version One document management suite it may be displayed in your Recently Used menu above the Start button. You can also use this to start the program.



Desktop shortcut option

You can drag and drop the link to your Version One document management suite program from one of the menu options onto your desktop. Click the mouse, hold the button down, drag to the desktop and release the mouse button.



You can then click this desktop shortcut to start the program.

Customising windows

Many of the windows in the document management suite can be configured to suit your preferences, eg:

- Dragging and dropping columns to change the order they are displayed
- Hiding some columns
- Sorting columns by various filters.



Customisation: Once a window has been changed, the system uses the new layout until you reset it to the original layout. Example screenshots shown in this help therefore might not exactly match what you see on your system.

Toolbars

There are a number of common icons used throughout the system. As you become familiar with the toolbar icons and their use in different contexts, their use should become intuitive. The common Help menu functions like change user, environment, language and password are described in [Help About](#).



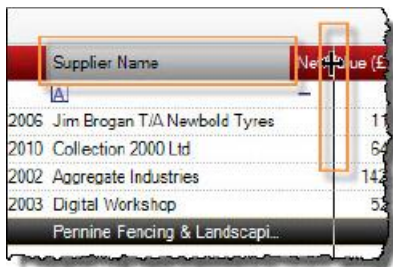
The options available depend on your particular document management suite configuration.

Using the windows

In many places within the software you can customise the display to change the way document results are shown. For example sizing, sorting and moving columns. You can also filter columns with search, run complex searches across columns, use the date picker and choose the fields you want to display.

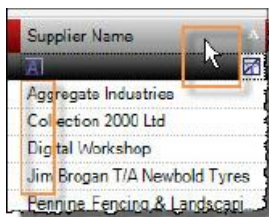
Sizing columns

You can change the size of columns by clicking and dragging. Here we are making Supplier Name wider to show the full name.



Sorting columns

You can sort the data by clicking on a column heading. Here clicking the Supplier Name column shows documents sorted alphabetically by supplier.



Click the column header again to sort the column in reverse order.

Moving columns

You can customise the column layout by clicking and dragging the column header to a new location. Here we are dragging Supplier Name to the left.



Filtering columns with search

Many columns in the software have a search filter used to narrow the results shown. Here we are filtering Supplier Name to show suppliers beginning with 'agg'.



Clearing your search criteria

Clear the search criteria by clicking the small cross alongside the search term:



Date picker

Use the date picker to search for documents for a particular date:



Complex searches

More complex search queries are available for some fields. Click the drop-down arrow to choose a search type and add your criteria:



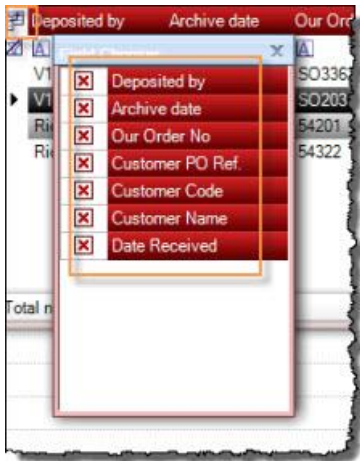
Clearing multiple search criteria


Some windows allow you to clear all your search criteria at once by clicking a button:



Choosing fields

Some windows allow you to choose which fields to display. Click the icon to show the available fields and mark the ones you want with a cross:




 Try out the layout options to get the display how you want it. You are only changing the way information is shown, not changing the data. Some windows can't be customised.

Using help

When you first open help the introduction page is shown, along with navigation tabs (Contents, Index and Search) to find more topics.

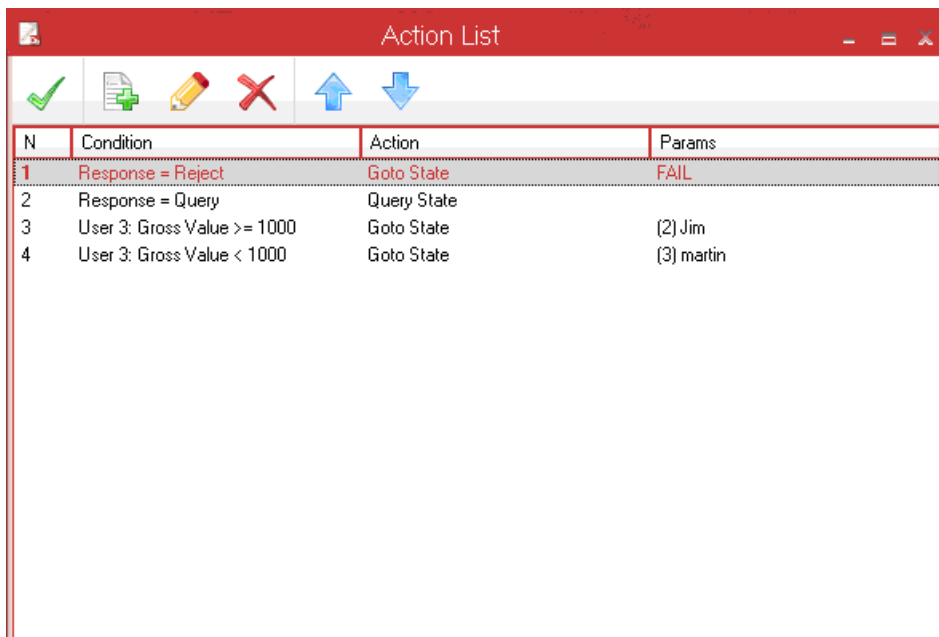
Links and how they work

Throughout help, you will see links such as [Links and how they work](#). Holding the mouse over a link changes the cursor to a pointer . Click for one of the following:


- more text
- new window opens (click anywhere to close)
- another help topic (use the Back button to return to the original topic).

Screen shots

Sample screen shots are shown where they help clarify the topic. To save space and keep the help briefer, they are often shown in drop-down links like this: [Show/hide screen](#). Click the link to **show the graphic**. Click again to **hide the graphic**.



N	Condition	Action	Params
1	Response = Reject	Goto State	FAIL
2	Response = Query	Query State	
3	User 3: Gross Value >= 1000	Goto State	(2) Jim
4	User 3: Gross Value < 1000	Goto State	(3) martin

 Some screenshots are mock-ups of real data, made anonymous by blurring key information. Any resemblance to real companies does not imply an endorsement of the software or an active trading relationship between companies.

The icons

These icons help you use the help more effectively.

Icon	Description
------	-------------



Hide the navigation and glossary panel.

Hide



Show the navigation and glossary panel.

Show



Go back through the topics you have looked at.

Back



Go forward through the topics you have looked at.

Forward



Print the current topic.

Print



Finding a help topic

You can find the help you need several ways:

- contents
- index
- searching the text.

Search the contents

Searches the **Contents** and **Topics** (like chapters and sections in a book):

1. Click Contents.
2. Click one of the Books 
3. Click a Topic  to show the content on the right.

Search the index

Searches the predefined entries in the **Index** (like the index of a book):

1. Click **Index**.
2. Type your search term.
3. Click an index word to show the topic.



Help does a best match against your term. For example: if the index contains both 'Hidden' and 'Hiding' and you search for 'Hid', 'Hidden' is highlighted as the first word containing that string. If you type 'Hidi', 'Hiding' is highlighted ('Hidden' no longer matches the string). Try synonyms for what you are looking for, eg 'house', 'dwelling', 'residence'.

Search the text

This method searches all the text in the help (like searching the text of a book):

1. Click **Search**.

2. Type the word you are searching for.
3. Click **Go**.
4. All topics containing the search word are listed.
5. Click the topic you want.

Glossary


Some of the terms used in the help are defined in brief glossary entries. These are self-contained descriptions and don't link anywhere else.

Accessing the applications — logging in

Overview: a login window is displayed when you click a Document Management suite icon. The same style of login window is used for all applications. This is where you enter your login username and password.

Field	Description								
Username	Enter your user name. This may be your Version One user name or your Windows user name, depending on the option you select in the Log on using field.								
Password	Enter the Version One or Windows password for the user name you entered.								
Log on using	Select how you want to log on to the Version One Document Management suite:								
	<table border="1"> <thead> <tr> <th>Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Windows</td> <td>Windows Authentication attempts an Active Directory (AD) User Password login — specify your Windows password to validate against Active Directory.</td> </tr> <tr> <td>Internal DbLogin</td> <td>Version One document management suite Login ID and password — attempts an internal login for the user name and password entered.</td> </tr> <tr> <td>Current Windows user</td> <td>Uses the Windows User currently logged in to this computer. Attempts an AD Login, replicating the default behaviour on loading a client application. Doesn't require a password.</td> </tr> </tbody> </table>	Option	Description	Windows	Windows Authentication attempts an Active Directory (AD) User Password login — specify your Windows password to validate against Active Directory.	Internal DbLogin	Version One document management suite Login ID and password — attempts an internal login for the user name and password entered.	Current Windows user	Uses the Windows User currently logged in to this computer. Attempts an AD Login, replicating the default behaviour on loading a client application. Doesn't require a password.
Option	Description								
Windows	Windows Authentication attempts an Active Directory (AD) User Password login — specify your Windows password to validate against Active Directory.								
Internal DbLogin	Version One document management suite Login ID and password — attempts an internal login for the user name and password entered.								
Current Windows user	Uses the Windows User currently logged in to this computer. Attempts an AD Login, replicating the default behaviour on loading a client application. Doesn't require a password.								

Validation of Windows login with Active Directory (AD) uses a secure socket (ssl) connection from the DbLogin server to Active Directory. If this fails, Windows login is not possible (other than the basic AD login as the current Windows user). AD user verification from the server is only supported from the Windows DbLogin server, not the Unix versions.

 The application version number is shown for information — you'll need this information if you contact your support team with a query.


Button Description

OK Log in using the details entered.

Cancel Exit without logging in.

After validating the login any DbLogin password rules are applied, eg prompting you to update your password. After a successful login, DbLogin applies the default environment (normally 'Live', unless configured otherwise) and checks:

- the user has access to their default environment
- the application being loaded is present in the default environment
- valid CAL access can be granted.

 Any failure prevents access to the client application.

DbLogin admin console

Login administration is covered in a separate topic for **system administrators only**.

Securing your data

Overview: you need to make sure that your data is securely backed up in case of problems. A secure backup policy is crucial to any IT system. The details of your backup policy is beyond the scope of this help, and not covered by the document management suite or Version One project management. These notes are for general guidance only.



This topic is for **system administrators only**.

The document management suite is a client-server application with components running on both a central server and client PCs.

Server

Back up the entire folder:

```
d:\versionone\
```

Scan station

If you have the ability to clone a machine, make an image of the scan station. Otherwise you should backup:

```
c:\versionone\
```

```
c:\Program Files\Version One
```



These folder names assume your software has been installed in the default locations. Backup up your own installation folders if different from those above.

About us

Getting in touch

This software is from Version One Ltd. If you have any comments on this help or suggestions for improvements, please get in touch. You can email info@versionone.co.uk. We're happy to hear from you.

Problems and queries

If you have a query on using the software you should get in touch with your support contact. In many cases your software comes from a third-party, who is normally your first point of contact for queries.



Pentland House, Village Way, Wilmslow
Cheshire SK9 2GH UK

Tel: +44 (0)1625 856500
Fax: +44 (0)1625 856501

www.versionone.co.uk

Copyright and small print

© 2011, Version One Ltd. All rights reserved.

All trademarks are the property of their respective owners and are used with their thanks. All rights reserved. This help was written alongside v2.1.0 of the document management suite. Last revised 17 August 2011.

Help about

Overview: each of the applications has a Help About window displaying information about the version of the application you are using. Click Help > About [application name], eg Help > About DbQuery to display the About DbQuery window.



You will need the version number if you contact your support team with a query.

Click OK to close the window.

Standard toolbar options

Many of the applications have standard toolbar buttons with frequently-used functions. The same functions are also on the Help menu:



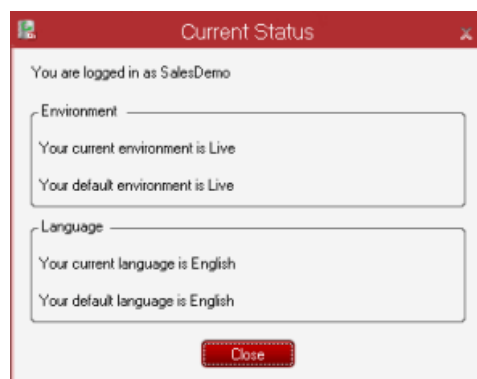
Shows the Help About window.



Use the drop-down to change your system configuration.

Option	Notes
--------	-------

Current status	Use this to check the current status of the environment and language settings.
----------------	--



Change environment

You can have multiple environments, eg Live and Test. Choose the environment from the drop-down box. You can also choose to make this environment the default using the checkbox.



Change user

Change the current user to a different login. Add the username and password for the new user in the Change User window.



Change password

Change the login password for a user.



Change language

Choose from the languages installed on your system or use the Windows system default.



DbFax

About DbFax

Overview: used to fax document to your business partners. If a fax cannot be sent, system administrators can use DbFax to view fax requests on the server, edit or view system files, and take an appropriate action. When DbFax is run, the [DbFax administration window](#) is displayed.

Using DbFax

You can do the following using DbFax:

[Send a fax](#)

[Requeue a fax](#)

[Retry sending a fax](#)

[Cancel a fax](#)

[View a fax](#)

[Display the system fax queue](#)

[Display the fax log](#)

[Display fax details](#)

[Disconnect the fax system server](#)

[Reconnect to the fax system server](#)

[Maintain the fax system scheduler](#)

[Maintain fax system cover sheets](#)

[Maintain fax system overlays](#)

[Maintain fax system initialisation files](#)

[Maintain phonebooks](#)



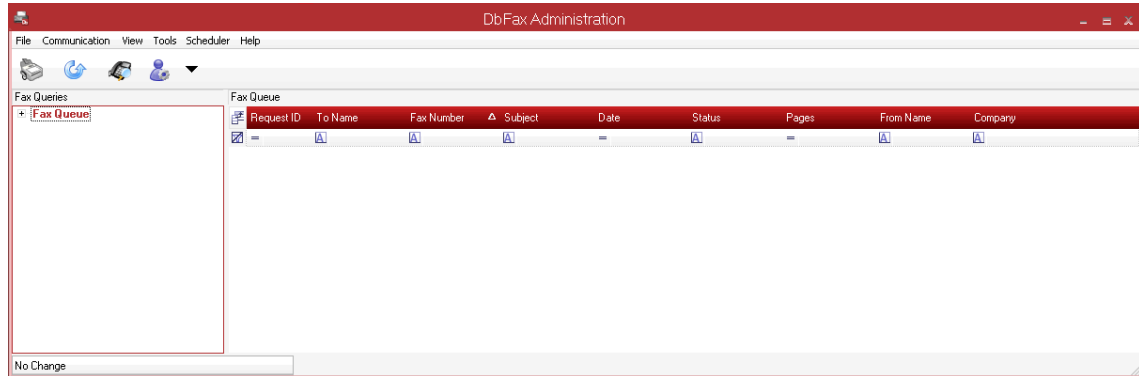
Some of these options are only available to fax system administrators

Configuring DbFax

To configure DbFax your system administrator uses the [DbFax administration client](#).

About DbFax administration




Overview: when DbFax is opened the Administration window is displayed. The following menus are available:



Menu	Description
File	Enables faxes to be printed and sent.
Communication	Accesses the server settings and connections.
View	Display the faxes in various ways.
Tools	Accesses various tools such as the phonebook, resending faxes and so on.
Scheduler	Start and stop the fax scheduler, view its status and log file.
Help	Access the help system and show version information.

Icons

If the [toolbar](#) is selected in the [view menu](#), the following icons are available:

Icon	Description
	New fax
	Refresh fax queue
	Local phonebook maintenance .

Fax queries

The fax queries can apply one of several filters in a tree view to the Fax Queue — click the query name to filter the [fax queue](#).

Query	Description
Fax queue	Display the whole fax queue , subject to any filters applied.
Successful entities	Display only successful faxes.
Failed entities	Display only failed faxes.
Waiting entities	Display only waiting faxes.
Incomplete entities	Display only incomplete faxes.
Active entities	Display only active faxes.
Cancelled entities	Display only cancelled faxes.

Fax queue

The fax queue shows a list of all the fax requests known to the fax system, to which a combination of filters can be applied using the [fax queries](#), the [view menu](#) and the [fax queue filtering](#). The details of faxes within the fax queue are displayed in the following columns:

Column	Description
Request ID	A unique number within the fax system that identifies the fax request.
To name	The fax recipient name.
Fax number	The fax recipient fax number.
Subject	The subject of the fax.
Priority	Priority of the fax where 0 is high.
Status	Shows the fax request status during the stages of the fax request process cycle:

Status	Description
FaxedOK	The fax request has completed successfully. The entry will remain on the queue for a further period of time (that may be configured).
Queued	The entry has been placed on the queue and is waiting to be converted to a form suitable for faxing.
Failed	The fax request has failed, probably due to a bad telephone connection to the receiving system or no phone line at all.
Cancelled	A fax cancel operation has been processed upon the selected fax.

Converting	A fax image format file is being generated from the request data that is suitable for fax transmission.
Sending	The fax is being transmitted.
Incomplete	Not all the required information has been supplied to make the request valid, for example: missing fax number. In such cases the request is normally ignored, but it may be retained and given the Incomplete status.
Retrying	The fax has been converted to a format that is suitable for faxing and is waiting to be faxed out, or a fax transmit has failed and is attempting another fax transmit.



The fax queue display is updated periodically. It can be manually updated using the [fax queue refresh](#) option on the [communication menu](#).

To select multiple faxes in the queue, click and hold the left mouse button and drag the mouse pointer to select the required faxes.

Fax queue filtering

The Fax Queue section shows a list of the faxes in the selected queue, with details displayed. A search facility is available for you to filter the faxes displayed in the fax queue according to a specific column entry value. You can click in the top field below the column title to enter the value to search for — the column contents are displayed dynamically. Depending on the column type you may be able to search on a partial value.

DbFax file menu

The following options are available:

Option	Description
Print	Print the selected fax
New fax	Send an ad hoc fax
Exit	Close the DbFax administration window .

DbFax communication menu

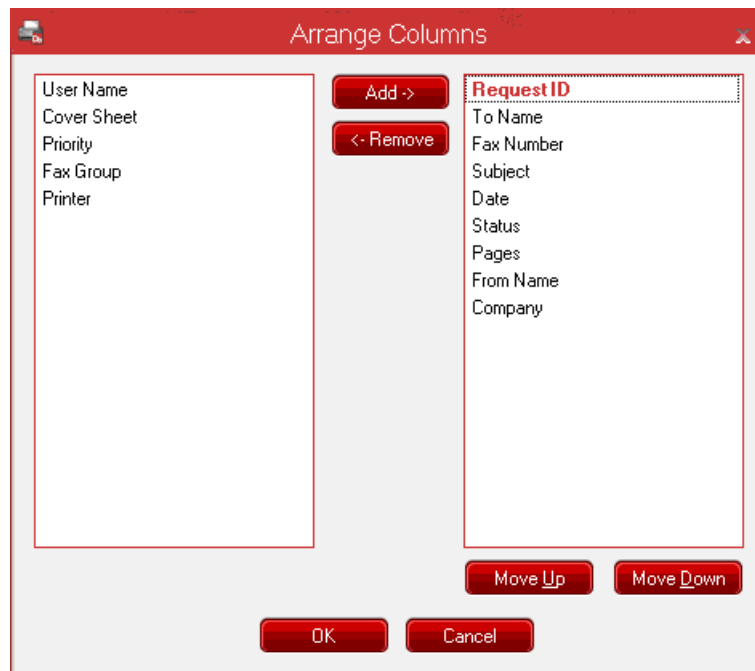
The following options are available:

Option	Description						
Server reconnect	Reconnect DbFax to the server shown in the Configuration option.						
Server disconnect	Disconnect DbFax from the server.						
Fax queue refresh	Refresh the fax queue immediately. Alternatively, press F5 to refresh the queue immediately. The fax queue is automatically refreshed periodically.						
Configuration	Allows you to input the fax system server parameters: <table border="1" data-bbox="606 801 1394 1025"> <thead> <tr> <th>Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Server name</td> <td>Enter the server name</td> </tr> <tr> <td>Port</td> <td>Enter the server name or address and a port number.</td> </tr> </tbody> </table> <p>When you edit these server parameters, you are offered the option to connect to the server.</p>	Option	Description	Server name	Enter the server name	Port	Enter the server name or address and a port number.
Option	Description						
Server name	Enter the server name						
Port	Enter the server name or address and a port number.						

DbFax view menu

The following options are available:

Option	Description
My faxes	Select to only display your faxes in the fax queue .
Other client faxes	Select to only display all other unprotected faxes in the fax queue.
All faxes	Select to display all system faxes in the fax queue submitted without restriction. Only available in administration mode.
Fax display	Display the selected fax. The DbFax image viewer is displayed showing the fax image. You can also display the fax by right-clicking a fax in the queue and choosing View Fax. Only fax requests past the 'converting' status are shown.
Fax log	Display the log for the selected fax. This is normally used by the support team to diagnose problems.
Fax details	Display details of the selected fax. The Fax Properties window is displayed showing information about the recipient & sender, reporting information, transmission data, status, time (the length of time the fax took to send) and the 'sys.ref' (unique value for the fax). You can also display fax details by right-clicking a fax in the queue and choosing Details from the context menu .
Fax detail columns	Arrange the order of fax detail columns displayed.



Field	Description
[Available Columns]	The list of fax details available for selection as a column in the fax queue .
[Selected Columns]	The list of columns in the order in which they are displayed in the Fax Queue.
Button	Description
Add->	Add the selected column to the bottom of the list of columns displayed.
<-Remove	Remove the selected column from the column order.
Move Up	Move the selected column up the order.
Move Down	Move the selected column down the order.
OK	Save the fax detail columns order.
Cancel	Exit without saving.
Toolbar	Toggle the display of the icons toolbar.

DbFax tools menu

Overview: gives access to several fax system maintenance options:

Option	Description						
Local phonebook maintenance	Add, edit and delete recipients in the local phonebook.						
System phonebook maintenance	Add, edit and delete recipients in the fax system phonebook stored in the directory hierarchy on the DbFax server. Only available to system administrators.						
Audit maintenance	Check the audit of faxes sent and received using the audit report window.						
Edit fax configuration	Edit the fax configuration files . Only available for system administrators.						
Communications configuration	Edit the communications configuration files.						
Cover sheets	Display and edit the cover sheets.						
Overlays	Display and edit the overlay files.						
Cancel fax	Cancel the selected fax that has failed or is incomplete. Once cancelled, a fax can be resubmitted or deleted. This can be used to change the fax details by cancelling and then requeueing. You can also cancel a fax by right-clicking and choosing Cancel.						
Retry fax	Try again to send the selected fax (with a status of FaxedOK, Cancelled or Failed). Alternatively, right-click a fax in the list and click Retry.						
Requeue fax	You can requeue a fax, ie send a fax based on the details in the fax queue (with a status of FaxedOK, Failed or Cancelled). This is useful if you want to modify the details of an active or failed fax, or to send a copy to a different recipient. A window shows details of the fax for you to edit.						
	<table border="1"> <thead> <tr> <th>Button</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>OK</td> <td>Requeue the fax and create a new fax request based on the amended fax information.</td> </tr> <tr> <td>Cancel</td> <td>Do not requeue the fax displayed.</td> </tr> </tbody> </table>	Button	Description	OK	Requeue the fax and create a new fax request based on the amended fax information.	Cancel	Do not requeue the fax displayed.
Button	Description						
OK	Requeue the fax and create a new fax request based on the amended fax information.						
Cancel	Do not requeue the fax displayed.						
	The next fax is displayed to amend or requeue. You can also right-click a fax in the fax queue and choose Requeue.						
Options	Edit the default settings for DbFax:						

Tab	Description
Client	DbFax client identification data: DbFax client node identification and the DbFax client application directory. Each DbFax client must have unique three-digit node identification.
Fax details	Default settings for a new fax request.
Archive details	Default settings for the DbArchive server. Only enabled if Archive is enabled on the Client tab.
Miscellaneous	Configure access for an overlay image editing facility and set the queue refresh rate.

DbFax scheduler menu

Overview: the scheduler is a background process on the fax system server, used to:

- manage progress of requests in the fax queue
- prepare documents for faxing
- transmit documents
- Handle automatic retries, if necessary.

The Scheduler menu allows you to start and stop the fax scheduler, view its status and log file.



Only system administrators can start and stop the fax scheduler.

The following options are available:

Option	Description
Start	Start the scheduler
Stop	Stop the scheduler
View status	Display the current status of the scheduler.
View log	Display a log file showing the events on the scheduler.

```

Checking DBfax scheduler:
DBfax directory:    d:\versionone\dbfax\
Spool directory:   d:\versionone\dbfax\spool\
Daemon's lockfile: d:\versionone\dbfax\spool\dbfaxd.pid
                  exists, pid=1234.
The DBfax scheduler is running.
  
```

```

Scheduler Log
09/08/06 19:40:55 L SalesDemo: relLock: 'dbfaxd_FaxModem', 2
09/08/06 19:40:55 - SalesDemo: Checking port com1
09/08/06 19:41:23 ! SalesDemo: Cannot initialise, status 5
09/09/21 08:40:18 L SalesDemo: relLock: 'dbfaxd_FaxModem', 2
09/09/21 08:40:18 - SalesDemo: Checking port com1
09/09/21 08:40:45 ! SalesDemo: Cannot initialise, status 5
09/09/24 04:38:27 L SYSTEM: relLock: 'dbfaxd_FaxModem', 2
09/09/24 04:38:27 - SYSTEM: Checking port com1
09/09/24 04:38:54 ! SYSTEM: Cannot initialise, status 5
09/09/24 04:39:04 # SYSTEM: dbfaxd: normal exit.
09/09/24 04:39:04 L SYSTEM: relLock: 'dbfaxd_FaxModem', 2
09/09/24 04:39:04 - SYSTEM: clean_scheduler() called
09/09/24 04:39:04 L SYSTEM: relLock: 'd:\versionone\dbfax\spool
\dbfaxd.pid', 2
09/09/24 05:55:02 L SYSTEM: relLock: 'dbfaxd_FaxModem1', 2
09/09/24 05:55:02 - SYSTEM: Checking port nul
09/09/24 05:55:02 - SYSTEM: Initialised ok.
09/09/24 05:55:12 # SYSTEM: dbfaxd: normal exit.
09/09/24 05:55:12 L SYSTEM: relLock: 'dbfaxd_FaxModem1', 2
09/09/24 05:55:12 - SYSTEM: clean_scheduler() called
09/09/24 05:55:12 L SYSTEM: relLock: 'd:\versionone\dbfax\spool
\dbfaxd.pid', 2
09/09/24 05:55:22 L SalesDemo: relLock: 'dbfaxd_FaxModem1', 2
09/09/24 05:55:22 - SalesDemo: Checking port nul
09/09/24 05:55:22 - SalesDemo: Initialised ok.
09/09/24 05:57:52 # SalesDemo: dbfaxd: normal exit.
09/09/24 05:57:52 L SalesDemo: relLock: 'dbfaxd_FaxModem1', 2
09/09/24 05:57:52 - SalesDemo: clean_scheduler() called
  
```

DbFax help menu

Overview: displays the DbFax help and information on the version of DbFax installed. The following options are available:

Option	Description
DbFax	Displays the DbFax help.
About DbFax client	Displays the About DbFax Client window showing the version, who it is registered to and the license number. Click OK to close.

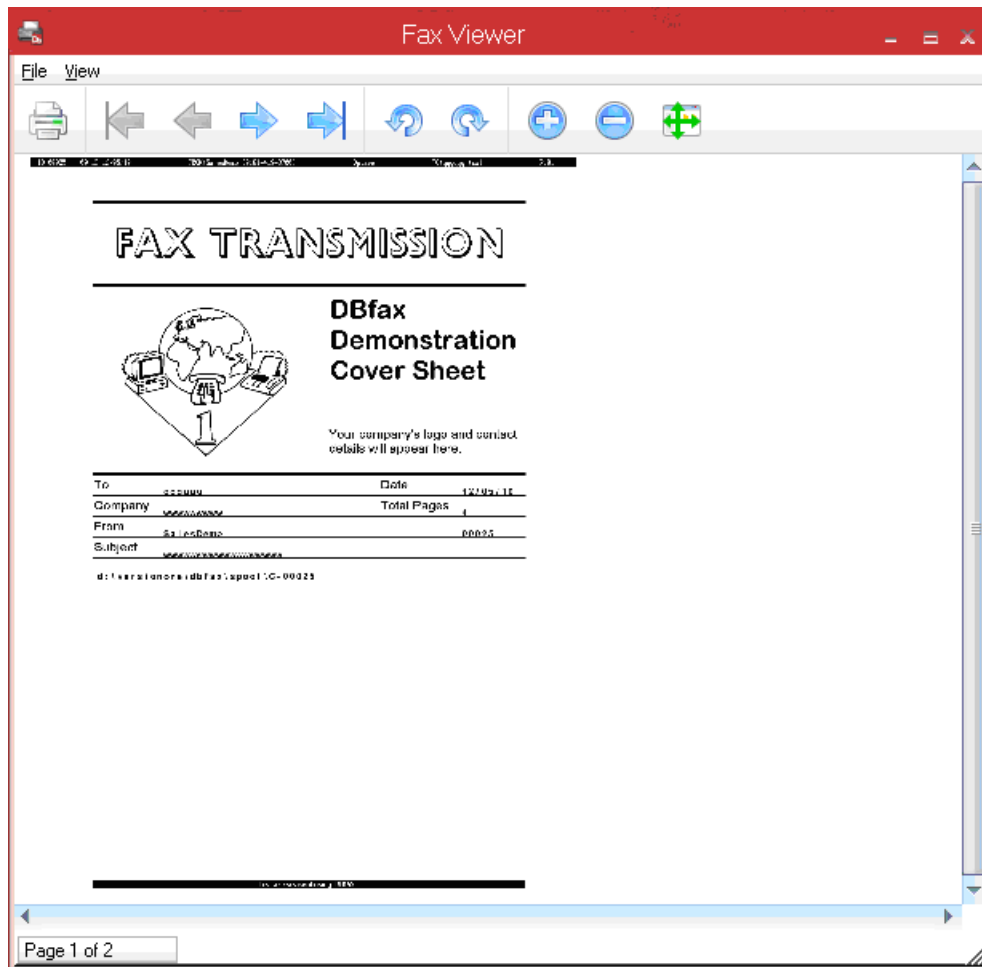
DbFax context menu

Overview: shown when you right-click the mouse on a fax in the [fax queue](#) list, with the following options:

Option	Description
View fax display	Display the selected fax.
View fax log	Display a log of all the system events when performing the selected fax request.
Cancel	Cancel the selected fax.
Retry	Try again to send the selected fax.
Requeue	Send another fax based on the details of the selected fax.
View fax details	Display details of the selected fax.
Print selection	Print the selected faxes.

Image viewer

Overview: displays images of a fax in the [fax queue](#) and [overlay files](#).






Displaying multiple pages

When images have multiple pages you can use the navigation icons to control the page to be displayed:

Icon	Description
	Display the first page
	Display the previous page
	Display the next page
	Display the last page.

Zooming




You can control the size of the page display using the following icons:

Icon	Description
	Zoom in on the image
	Zoom out from the image
	Display the whole page.

The View menu has other zoom commands, like Zoom 1:1 (original size), 2:1 and 4:1. Zoom on a selected area by clicking the left mouse button and holding it while you drag a rectangular line around the area to be displayed.

Rotating and printing

You can print the image or rotate it using the following functions:

Icon	Description
	Print the image
	Rotate left
	Rotate right.

Panning

You can pan an image — move it around the viewer window. This is used to view areas on an image that fall outside the window. To pan an image, move the mouse pointer on the image, right-click and hold it while you drag the mouse to move the image. The mouse pointer changes to a hand whilst panning the image.

Fax configuration files

Overview: used to edit the fax configuration files stored in the main fax directory, usually `/usr/dbfax` or `$DISK1:[DBFAX]`. There are several configuration files for DbFax:

File	Description
<code>dbfax.ini</code>	The main configuration file that controls the overall behaviour of the fax system.
<code>prn2fax.ini</code>	The fax conversion configuration file controls how document text is converted using specific effects into an image to be faxed. The conversion program handles plain text files and the control codes of an Epson printer (FX-80). You can configure a real printer from the front-panel. You can use these settings to improve the output of some programs to give a better appearance when faxed. The structure of the file is the same as for <code>dbfax.ini</code> file.
<code>DbModem.ini</code>	Modem configuration settings for the fax system.

These are plain text files, which may be amended using any standard text-editor, eg `vi` or `EDIT`. The files consist of a number of formatted lines containing a 'keyword' and a 'value' on each line, subject to the following formatting rules:

- Only one keyword and value per line.
- Blank lines and lines beginning with '#' are treated as comments and ignored.
- Spaces and tab characters are not significant within the lines and can be used to improve readability.
- The minus sign is used to separate words within keywords, for example: 'machine-id'.
- Keywords are case sensitive. Normally the content is lower case, except for text strings.

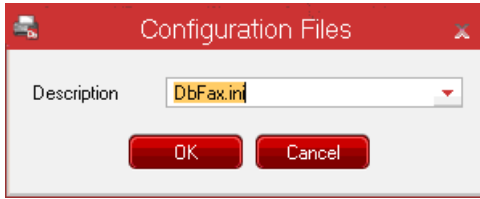


Files are normally created during the installation procedure, but you can create default versions. These contain a complete list of options which may be set, together with their default settings. To create the `dbfax.ini` file containing default values, use the command: `dbfaxini`. To create the `prn2fax.ini` file containing default values, use the command: `prn2fax -wi`

Editing fax configuration files

1. Choose Tools > Edit Fax Configuration. The Configuration Files selection window is shown.
2. Choose the file to be edited and click OK. The Configuration File Editor is shown.
3. Edit the Fax Configuration files and click OK.

File selection



Field	Description
-------	-------------

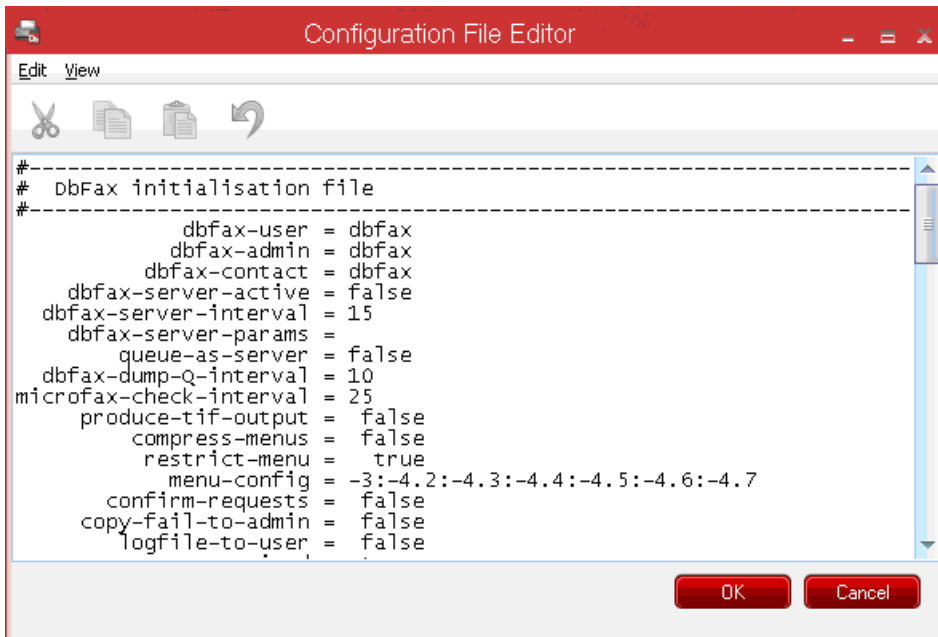
Description	Select the configuration file to be edited.
-------------	---

Button	Description
--------	-------------

OK	Edit the selected configuration file. The Configuration File Editor window is displayed.
----	--

Cancel	Exit without saving.
--------	----------------------

Configuration file editor







The configuration file details are displayed as text with several menus, icons and options available:

Field	Description
-------	-------------

[File details]	The configuration file details are available for editing.
----------------	---

Menu	Description														
Edit	Display the Edit menu:														
	<table border="1"> <thead> <tr> <th>Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Undo</td> <td>Undo the last action.</td> </tr> <tr> <td>Cut</td> <td>Cut the selected text.</td> </tr> <tr> <td>Copy</td> <td>Copy the selected text.</td> </tr> <tr> <td>Paste</td> <td>Paste the selected text.</td> </tr> <tr> <td>Delete</td> <td>Delete the selected text.</td> </tr> <tr> <td>Select All</td> <td>Select all the file text.</td> </tr> </tbody> </table>	Option	Description	Undo	Undo the last action.	Cut	Cut the selected text.	Copy	Copy the selected text.	Paste	Paste the selected text.	Delete	Delete the selected text.	Select All	Select all the file text.
Option	Description														
Undo	Undo the last action.														
Cut	Cut the selected text.														
Copy	Copy the selected text.														
Paste	Paste the selected text.														
Delete	Delete the selected text.														
Select All	Select all the file text.														
View	Display the View menu:														
	<table border="1"> <thead> <tr> <th>Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Toolbar</td> <td>Display the icons toolbar.</td> </tr> </tbody> </table>	Option	Description	Toolbar	Display the icons toolbar.										
Option	Description														
Toolbar	Display the icons toolbar.														

Icon	Description
	Cut the selected text.
	Copy the selected text.
	Paste in the selected position.
	Refresh the configuration file details.

Button	Description
OK	Save the configuration file details.
Cancel	Exit without saving.

Configuration file details

The following keywords are available.



The default value is used if the keyword does not appear in the configuration file. Normally this is done for you

dbfax.ini

Keyword	Default value	Description
alarm-time	300	Checks for stalled transmissions and interrupts them after this many seconds.
archive-expired	true	When fax files expire, are the details to be archived?
clean-queue-count	10	The number of checks of the fax queue, after which the scheduler will perform a clean-up operation to remove deleted and expired entries.
clean-queue-time-fail	0	The number of HOURS after a request fails before it is automatically removed from the system. If set to zero, entries will never be removed automatically: they will remain until re-submitted or cancelled.
clean-queue-time-ok	30	The number of MINUTES after a successful transmission, or cancellation of a fax request, before it is removed from the queue, and its associated files archived. This period allows a fax to be resent if this should be necessary.
compress-menus	false	When menus within 'dbadmin' contain options to which a user is not allowed access, are the gaps not displayed?
Option Description		
	False	Leave gaps in the menu, with the corresponding numbers missing.
	True	Close the gaps and number consecutively.
copy-fail-to-admin	true	Is the DbFax administrator to receive mail about failed requests, in addition to any reporting requested by the user?
cover-wrap-col	75	The column on the cover sheet at which message text is to be word-wrapped.
dbfax-admin	dbfax	The user name of the fax administrator, and is to whom mail is sent for failures in transmission and so on. It is often the same as the 'dbfax-user', but may be different, for example: 'root' or 'SYSTEM'. If this is not a valid user name, the security features

		will not operate correctly.						
dbfax-contact	dbfax	The fax administrator contact details in a comma-separated string, for example: 'Graham Holden, ext 10'. It is used in mail messages to users regarding failed fax requests.						
dbfax-user	dbfax	The user name who 'owns' the fax system: that is, who owns the fax files and directory structure. A valid user name is essential for the system to access files correctly.						
dbfaxd-sleep	10	The sleep time, in seconds, between successive checks by the DbFax Scheduler of the fax queue.						
default-contact	<blank>	The number to contact in case of problems with reception. It should be a voice line. This field can be inserted on the cover sheet and is usually set to the main switchboard reception number.						
default-cover	default	The name of the default cover-sheet specification file. This should be in either '/usr/dbfax/Cover' or '\$HOME/Cover'. On VMS systems in either [DBFAX.COVER] or SYS\$LOGIN:[COVER].						
default-group	default	The default fax-modem-group to be used by a multiple fax-modem installation. For single modem installations, this should be 'default'.						
default-printer	<blank>	The default printer if 'hardcopy-on-fax' is selected, either below or from request screen. If left blank, the default known to the lp system is used. This parameter is passed to the dbconfirm script and so may be used for purposes other than just a printer name.						
default-priority	5	The default priority for faxes: '1' is high, '9' is low. Can be overridden from the fax screen.						
default-quality	1	Resolution for fax transmission: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Option</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Normal</td> </tr> <tr> <td>1</td> <td>Fine</td> </tr> </tbody> </table>	Option	Description	0	Normal	1	Fine
Option	Description							
0	Normal							
1	Fine							
default-reporting	0							
dial-prefix	<blank>	Any special prefix required to access an outside line,						

for example: 9.

function-key-1 to 6 0 to 5 These entries set the function key assignments for F1 to F6 (or PF1 to PF4 on some keyboards). The values represent the program function to be associated with each function key:

Value	Description	Default key
0	accept	F1
1	help	F2
2	delete field	F3
3	quit	F4
4	edit / expand	F5
5	redraw screen	F6

hardcopy-on-fax false The default as to whether the dbconfirm script is marked for successful max-retry or failed faxes. The default can be overridden on the fax request screen.

international-dial 00 This should be the international dialling prefix, which is substituted for a leading '+' in telephone numbers.

laserjet-options -o raw -o nb An options string, intended to be passed to the lp-spooler (or similarly operating spooler) to control the output of such printed faxes. The exact string needed depend on the interface script used by the systems lp spooler, or the specific behaviour of any alternative spooler used.
 The important requirement for processing by the spooler is the selection of a RAW or UNFORMATTED mode. Because the data being sent by DbFax is already in HP or PostScript format, we don't want the spooler to do anything else to it.

length-first-page 0 The number of lines that will fit on the first page of a cover sheet. 0 = unlimited.

length-other-pages 60 The number of lines on subsequent pages after the cover sheet.

lockfile-retries 60 The number of attempts made to a lockfile before DbFax stops trying to gain access to a system file. DbFax uses a number of lockfiles to prevent simultaneous access to its system files.

log-level 9 Controls how much detail is sent to the transaction

		log files. Since logfiles are removed automatically, it is best to leave this parameter at high detail (9).
logfile-to-user	false	Does the user receive a copy of the transaction log in any mail from DbFax? The administrator gets these logs, they probably won't be useful to most users.
machine-id	DBfax	The station identifier reported to the destination fax machine during transmission, usually the phone number of the standalone fax machine for receiving faxes. Maximum length: 20 characters. Modern fax machines recognise most alphanumeric characters but many older machines will only process numbers, spaces and the hyphen character -
maximum-xmit-speed	-1	The maximum operating speed of the modem to be clamped. The default, -1, means no clamping of speed is to be applied and the modem and the remote fax are free to set their own speed. A value of 3 restricts the maximum speed to 9600 baud. This might be necessary on poor lines, or if machine speed prevents data being supplied fast enough for 19200 baud operation.
menu-config	-3:-4.2:- 4.3:-4.4:- 4.5:-4.6:- 4.7:	The default layout for the restricted menus. The format is a number of menu entries, preceded by minus signs, separated by colons. If restricted menus are in operation, each option listed is disabled for all users except 'root', 'dbfax' and the DbFax Administrator (the 'dbfaxadmin' line). If the '-M' option is on the command line, this overrides the configuration in the dbfax.ini file.
minimum-T4-pad	0	This controls one aspect of how an image is sent to the fax-modem. Not required when using the Pace-MicroLin modems.
modem-device	/dev/tty1a (tta1: under VMS)	The full path of the characterspecial device to which the fax-modem is connected. For VMS systems, it should be the name of the device, including the colon, for example: 'TTA1:'
modem-init-string-1		This string controls the initialisation of the modem before each fax transmission. It should not need changing unless instructed.
modem-init-string-2	AT...	No longer used.
modem-timeout-long	90	Time (in seconds) to wait for a response from the modem when issuing commands. It should not need changing, except for very fast or slow machines.

modem-timeout-short	30	Time (in seconds) to wait for a response from the modem when issuing commands. It should not need changing, except for very fast or slow machines.						
postscript-options	-o raw -o b	<p>An options string, to be passed to the lp-spooler (or similar spooler) to control the output of printed faxes. The exact string needed depends on the interface script used by the lp spooler, or the specific needs of any alternative spooler.</p> <p>You need to specify RAW or UNFORMATTED mode. The data sent by DbFax is already in HP or PostScript format, so we don't want the spooler to do anything else to it.</p>						
printer-type	H	<p>The default printer type to which archived faxes are sent:</p> <hr/> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Value</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>H</td> <td>HP LaserJet</td> </tr> <tr> <td>P</td> <td>PostScript</td> </tr> </tbody> </table> <hr/>	Value	Description	H	HP LaserJet	P	PostScript
Value	Description							
H	HP LaserJet							
P	PostScript							
remove-expired	false	When fax files expire, are they automatically deleted from the queue?						
restrict_menus	true	If set to true, or if the command line option '-D' is present on the call to 'dbadmin', restricted menus are used.						
retry-count	3	If the remote fax machine can't be reached, because the number is engaged or no 'faxresponse' is received, the request is abandoned after this many retries.						
retry-wait	60	The fax waits this many seconds before retrying. It may actually take longer before a fax is retried, since any other faxes already queued take precedence (unless a lower priority).						
spooler-command	lp -d%P -s %O &	The command string tacked on to the end of the program that generates the fax print. It should either be a 'pipe' or a redirection to a file. In the command string '%P' is replaced with the printer name, as specified by the user or from the default-printer setting. The '%O' is replaced by whichever of the two '.. -options' strings is in effect: HP or PostScript. The trailing '&' indicates that conversion and spooling should take place in the background.						
uucp-lock-path	/usr/spool/u	The full path where the uucp system maintains its lock-files. This is needed to prevent DbFax and uucp						

	ucp	accessing the modem simultaneously. Only applicable to Unix systems , ignored on VMS systems.
uucp-lock-special	false	Lock devices from uucp? On some systems, a given serial port can be accessed under two device names: one using modem-control lines, the other ignoring them. For example: on a SCO system, the main serial port can either be '/dev/tty1A' or '/dev/tty1a'. In such cases, both devices need to be locked from uucp to prevent interference. Only applicable to Unix systems , ignored on VMS systems.
uucp-retry-limit	100	How many times DbFax retries an modem port before giving up and failing the request. Only applicable to Unix systems , ignored on VMS systems.

prn2fax.ini

Keyword	Default value	Description
alternate-fonts	false	This setting should not be altered .
auto-line-feed	false	Switch on auto line-feed? This duplicates the effect available on most printers to auto line-feed carriage return characters. If you get everything on one line, you will need this setting at TRUE.
auto-wrap	false	Is text longer than the printer's margins wrapped to a new line? If false, it is discarded (the default).
bold-count	2	The 'weight' of bold characters. Increase for heavier (but more blurred) characters.
DB-log-level	9	This setting should not be altered .
double-strike	true	Produce 'double-strike' control codes as bold?
fix-hires-graphics	true	This setting should not be altered .
font-directory	Fonts/ (Unix) Fonts (VMS)	The directory font definition files are held. If a partial directory is provided, it is relative to the main DbFax directory.
graphic-count	2	This setting should not be altered .
grx-page-breaks	true	This setting should not be altered .
id-font	normal	The top line font effect. The top line may be printed in a different font-effect than the rest of the document. See the 'initial-font' setting for details. If the id line is long, DbFax will automatically try 12 pitch and

		compress modes to allow it to fit.												
id-line	true	Is an ID line to be included at the top of each fax page sent? This normally shows who the fax is from, the date and time sent.												
id-template	default.id	The name of a file in the system Cover directory which gives the format of the id line.												
initial-font	normal	The default font effect to use, in the absence of any control codes found in the document: <hr/> <table border="0"> <thead> <tr> <th style="text-align: left;">Button</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>bold</td> <td>Bold text</td> </tr> <tr> <td><i>italic</i></td> <td><i>Italic text</i></td> </tr> <tr> <td><u>underline</u></td> <td><u>Underline text</u></td> </tr> <tr> <td>10pitch</td> <td>10pitch text</td> </tr> <tr> <td>12pitch</td> <td>12pitch text</td> </tr> </tbody> </table> <hr/>	Button	Description	bold	Bold text	<i>italic</i>	<i>Italic text</i>	<u>underline</u>	<u>Underline text</u>	10pitch	10pitch text	12pitch	12pitch text
Button	Description													
bold	Bold text													
<i>italic</i>	<i>Italic text</i>													
<u>underline</u>	<u>Underline text</u>													
10pitch	10pitch text													
12pitch	12pitch text													
		You can set multiple effects as a comma-separated list.												
italic-slant	50	The amount of slope on italic characters. Increase for steeper italics.												
left-margin	48	Use this setting to centre the image generated within the full 1728 width. Although a fax-image is 1728 pixels wide, most machines cannot print the full width.												
line-length	80	Line length in 10-pitch characters. Text beyond this position will either be truncated or wrapped to the next line, depending on the auto-wrap setting. Landscape printing is automatically selected if the value is 90 or more.												
lockfile-retries	60	This setting should not be altered .												
logging-level	0	This setting should not be altered .												
map-dec-pound	true	Converts the code for DEC pound sign (hex A3, dec 163) into the Epson pound sign (hex 9C dec 156)												
map-hash-pound	true	Is the # character (dec 35) to be converted into the Epson pound sign on the output fax? This does not effect the screen display as you enter the text — this depends on your screen capabilities and settings.												

max-fonts-in-mem	16	This setting should not be altered .						
orientation	0 (zero)	Select the fax page orientation: <table border="1"> <thead> <tr> <th>Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Portrait</td> </tr> <tr> <td>1</td> <td>Landscape</td> </tr> </tbody> </table>	Option	Description	0	Portrait	1	Landscape
Option	Description							
0	Portrait							
1	Landscape							
output-format	grx	This setting should not be altered .						
page-length	66	Number of lines on a page. Tells the converter when to start a new page, in the absence of form-feeds.						
pause-on-error	false	This setting should not be altered .						
quiet-mode	false	This setting should not be altered .						
shrink-wide-text	false	Compress the text to cope with slightly wider documents so that it fits in the normal space of 80 characters. The system converts fax pages to fit the width of 80 characters of 10-pitch text — the standard Epson printer width. You can often print 81 or 82 columns because there is no physical end of page, as there is with a fax machine. Effective in portrait mode only .						
skip-perforation	false	Leave an extra one inch gap at the bottom of each page to accommodate perforations present on normal printer paper? In effect, it just shortens the page length.						
squash-lines-at	50	Enter the page length from which a slightly tighter line spacing will be used to allow the text to fit the scanned image. Any landscape page with a page length greater than or equal to this setting, will be processed with a slightly tighter line spacing to allow the text to fit the scanned image.						

In landscape mode, the printable width of the fax paper allows 48 lines of standard 6 lines per inch text to be printed within pre-printed stationery quite comfortably. This should fit most 'wide' invoice or statement stationery.

Where the pre-printed stationery has 51 lines per page, normal settings can not be used. To accommodate deeper stationery the pre-printed stationery must be scanned across its shortest

		dimension at 192 dpi rather than the normal 204 dpi. This has the effect of reducing the document size when being printed by the receiving fax machine.
top-margin	8	Size of the margin at the top of the fax. Some fax machines cannot print the first few fax-lines of an image (one printer line is 36 fax lines). A top margin ensures that the first few lines are output as blank, so no 'real' image is lost.
unix-text-file	true	Standard Unix text files only store a LINEFEED at the end of each line – while the conversion program normally expects a carriage return / linefeed pair. If the document file has already been formatted for a printer, or the result looks strange, set the keyword to false.

Post modification options


When you confirm modification of the file, the modified file is saved on the system server and fax system operations may be requested, depending on the type of file that has been edited:

Field	Post modification option offered
DbFax.ini	You may restart the scheduler to force the changes you have made to the fax system operation.
Prn2fax.ini	You may want to leave the scheduler running with current settings to process any current fax requests . You can restart the scheduler at a later date.
DbModem.ini	You may run the fax system program DbModem to enforce the new modem configuration detailed in the initialisation file.

Cover sheet

Overview: you can automatically generate a cover sheet for your fax documents in DbFax using a cover sheet specification. This is a text file governing the layout of the various fields that are filled in when the fax is sent. For example, the person and company to whom the fax is sent, the subject, fax message and fax transmission time.

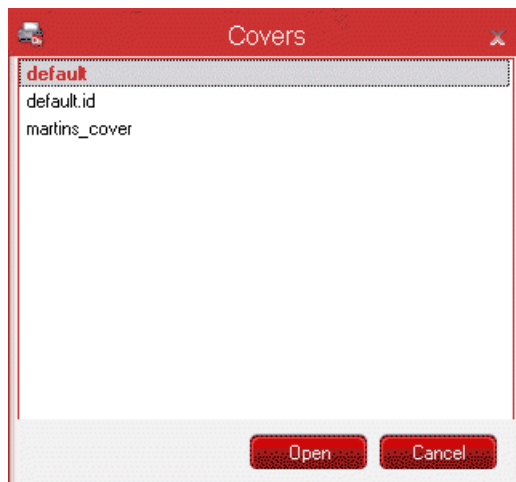
A cover sheet can also include an optional [overlay file](#): a scanned or computer-generated graphic image that is overlaid on the field text. For example, your company logo or letterhead. Any overlay files are referenced from the cover sheet specification.

 Only system administrators can edit cover sheet specifications.

To edit a cover sheet:

1. Choose Tools > Cover Sheets from the [DbFax administration window](#), to show the [covers selection window](#).
2. Choose a cover sheet file
3. Click Open to load the cover sheet specification file contents into the [cover file editor](#).
4. Edit the cover sheet file contents.
5. Click OK.

Covers selection window

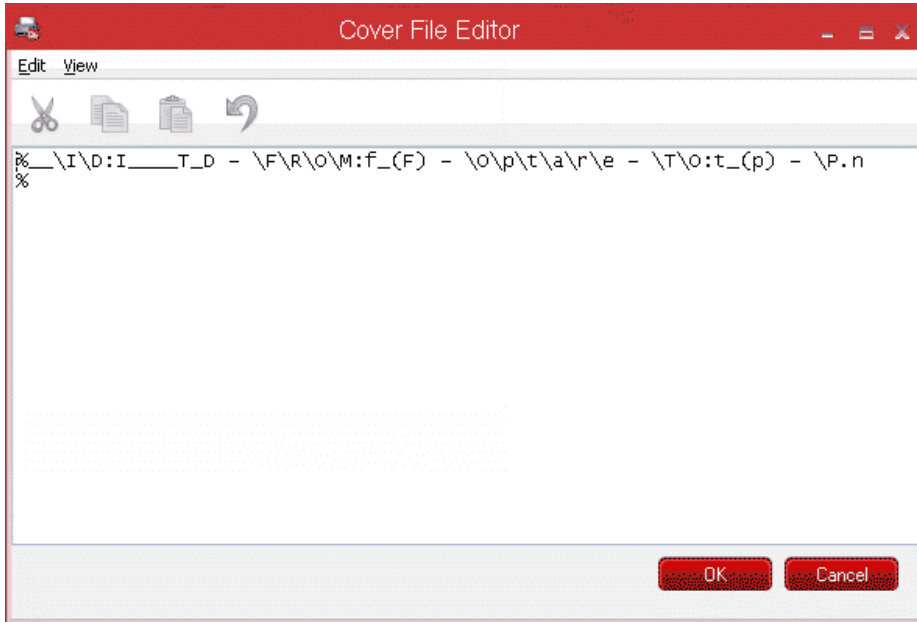


Field	Description
[Cover Sheets]	Select the cover sheet to be edited.

Field	Description
Open	Open the selected cover sheet.

Cancel Exit without saving.

Cover file editor



Menu Description

Edit Edit the selected text.

View Select whether or not the icons toolbar is displayed.

Icon Description



Cut the selected text and copy it to the clipboard.



Copy the selected text to the clipboard.



Paste the text from the clipboard at the selected position.



Undo the last edit to the text.

Field	Description
-------	-------------

[Cover sheet text]	The cover sheet text.
--------------------	-----------------------

Button Description

OK Save the cover sheet text.

Cancel Exit without saving.

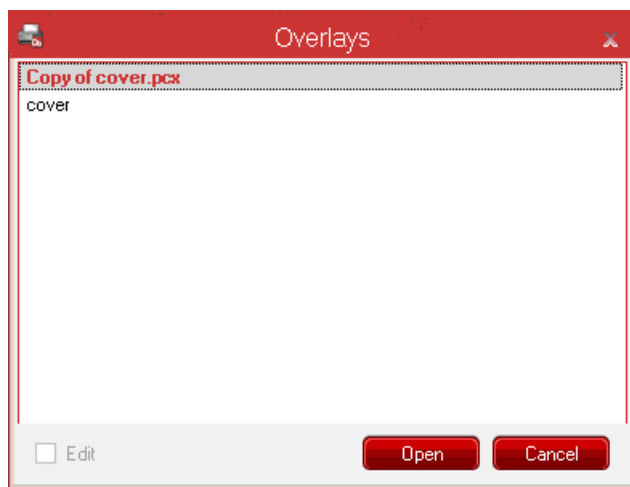
Overlay files

Overview: an overlay file is a monochrome pcx graphic file that can be overlaid on the text file or a [cover sheet](#) to produce the effect of pre-printed stationery. Cover sheets commonly use overlay files. The overlay file can contain company logos, lines boxes, etc. The cover sheet or data file contains only text. You can view the overlay files on the fax system. You can also configure a third party image editing application to edit overlay files within the DbFax client.



The editor needs to support the .PCX image format used by overlay files. The Edit checkbox is disabled until an image editing application has been configured.

To use the overlay file processing tools, choose Tools > Overlays from the [DbFax administration window](#).



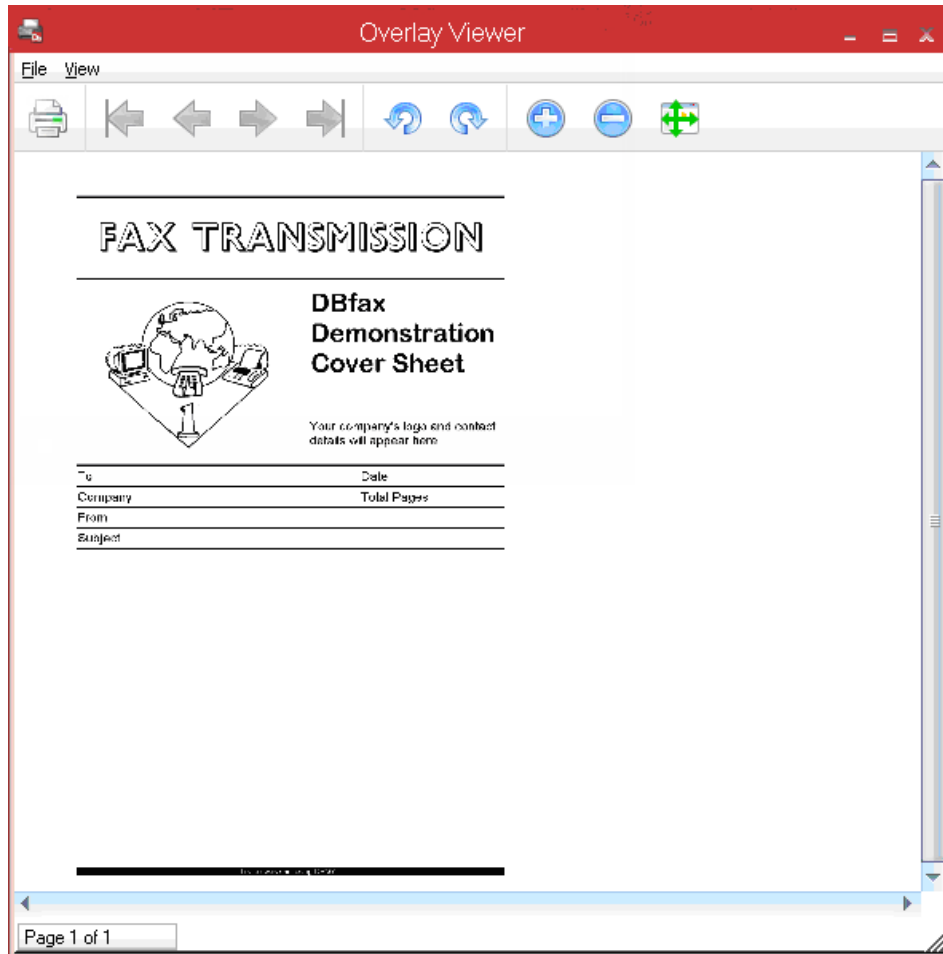
Field	Description
[Overlay files]	Select the overlay file.
Edit	Select if you want to edit the selected overlay file.

Button	Description
Open	Open the selected overlay file.
Cancel	Exit without saving.

View an overlay file

To view an overlay file:

1. Make sure the Edit checkbox is cleared.
2. Choose an image from the list in the Overlays window.
3. Click Open to display the requested overlay image within the Overlay Viewer.



Edit an overlay file

1. Make sure the Edit check box is checked.
2. Choose an image from the list in the Overlays window.
3. Click Open to open the editing application and the chosen file.
4. Edit the file.
5. Click Save. A confirmation message is shown (with a temporary filename, the file is saved on the server with the original file name).



Only system administrators can edit overlay files.

Fax system initialisation files



Only system administrators can edit the fax system initialisation files.

Overview: the following fax system initialisation files control the fax system:

File	Description
DbFax.ini	Controls the overall behaviour of the fax system.
Prn2fax.ini	Controls specific events in the conversion of document files to fax format.
DbModem.ini	Provides modem configuration settings for the fax system.

To edit the initialisation file, select Tools > Edit Fax Configuration. The Configuration File Editor shows the initialisation files.

Select a file to display it within a text editor for modifying.

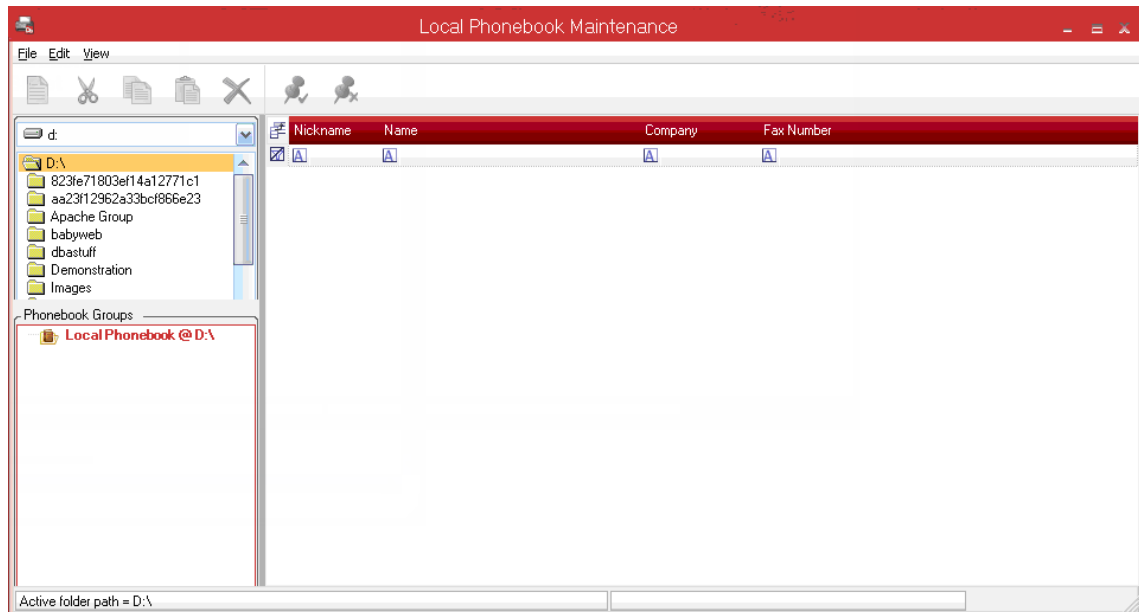
When you confirm modification of the file, the modified file is saved on the system server and fax system operations may be requested, depending on the type of file edited:

File	Post modification options
DbFax.ini	You can restart the scheduler to force the changes you have made to the fax system operation.
Prn2fax.ini	You can keep the scheduler running with the existing settings to allow an existing set of fax requests to be processed. Restart the scheduler at a later date.
DbModem.ini	You can run the fax system program DbModem to enforce the new modem configuration detailed within the initialisation file.

Phonebook maintenance

Overview: You have access to the fax system phonebook and to your local phonebook group files (.PBG). Phonebook groups contain sets of contacts, such as Sales Department or Manufacturing Department. Use phonebook maintenance to create new groups, create new contacts for a group, copy contacts from one group to another and set the default group.

In the [DbFax administration window](#), click Tools > Phonebook Maintenance to show the Local Phonebook Maintenance window.



Several menus provide maintenance options:

Menu	Option	Description
File	New phonebook group	Create a new phonebook group.
	Exit	Exit phonebook maintenance
Edit	New contact	Create a new contact
	Contact details	Contact details
	Set as default phonebook group	Set the selected phonebook group as the default for the system.
	Cut contact	Cut the selected contact
	Copy contact	Copy the selected contact
	Paste contact	Paste the contact
	Delete contact	Delete the selected contact
	Delete phonebook group	Delete the selected phonebook group

	Select all contacts	Select all contacts
View	Status bar	Display / hide the Status Bar at the bottom of the window showing the active folder and phonebook group.

Icons

Several icons provide maintenance options:

Icon	Option	Description
	New phonebook group	Create a new phonebook group.
	Exit	Exit phonebook maintenance
	New contact	Create a new contact
	Contact details	Contact details
	Set as default phonebook group	Set the selected phonebook group as the default for the system.
	Cut contact	Cut the selected contact
	Copy contact	Copy the selected contact
	Paste contact	Paste the contact
	Delete contact	Delete the selected contact
	Delete phonebook group	Delete the selected phonebook group
	Select all contacts	Select all contacts
	Status bar	Display / hide the Status Bar at the bottom of the window showing the active folder and phonebook group.

The local machine mapped drives are displayed. Choose a drive to display the directories available in a tree view explorer window below.

Double-click a directory to set it as the active phonebook group folder containing the relevant phonebook groups. The active phonebook group folder file name and details are displayed next time phonebook group maintenance is run.

Field	Description
Search	Search the currently selected Phonebook Group. Enter a search term and choose a field to search: Nickname, Name, Company or Fax Number, and click Find. The search results are displayed

	in the phonebook group contacts list.
Default phone group	The system's default phonebook group file and location is displayed and may be amended.
Phonebook groups	Phonebook groups in the active folder are displayed in an expandable tree view.
Phonebook group contacts	Phonebook group contacts within the currently selected phonebook group are displayed in a list. You can use the Search facility to find the contact you require.

The status bar at the bottom of the window shows the active folder and phonebook group.

Create a new phonebook group

Select a phonebook group and click File > New Phonebook Group. You can also right-click a phonebook group in the display and click New Phonebook Group from the menu.

Field	Description
Save in	Choose the directory to save the new phonebook group in. The directory contents are displayed in a file explorer field below. Clicking a phonebook file displays the file name for amendment.
File name	Enter the phonebook group file name
Save as type	The file type must be Personal Address Book (*.pbg).

Button Description

Save	Create the phonebook file within the active folder
------	--

The Local Phonebook Maintenance window is displayed showing the new phonebook group in the Phonebook Groups field.

Create a new contact

Select a phonebook group within the display and click Edit > New Contact. You can also right-click a phonebook group or contact, and click New Contact from the menu.

Field	Description
Nickname	Enter the new contact nickname
Name	Enter the new contact name
Company	Enter the new contact company

Fax Enter the new contact fax number.

Click OK to confirm the details and create a new contact within the selected phonebook group.

Deleting a phonebook group

Select a phonebook group and click Edit > Delete Phonebook Group. Alternatively, right-click a phonebook group and click Delete from the menu displayed.

Deleting a contact

Select a contact and click Edit > Delete Contact. Alternatively, right-click on a contact and click Delete from the menu.

Cutting and copying contacts

Select a contact and click Edit > Cut Contact or Edit > Copy Contact. You can also right-click a contact and choose Cut or Copy from the menu displayed. The contact details are stored on the clipboard for you to paste elsewhere.

If you copy a contact it remains in the phonebook group file. If you cut a contact it is deleted from the phonebook group file.

Pasting contacts

Select a phonebook group or a contact and click Edit > Paste Contact. You can also right-click a phonebook group or contact and click Paste from the menu.

The contents of the Version One contacts clipboard are copied into the selected phonebook group and the file is updated.




The clipboard is not cleared, so you can paste contacts to multiple phonebook groups.


Set the default phonebook group

Select a phonebook group and click Edit > Paste Contact. You can also right-click a phonebook group and select Set as Default Phonebook Group from the menu displayed.

Send an ad hoc fax

Overview: use the [DbFax administration window](#) to create an ad hoc fax by adding a message to a fax [cover sheet](#). A default cover sheet is provided showing the Version One logo and details. To use this feature with a bespoke cover sheet for your organization, contact your software provider.

Click the  icon or click File > New Fax.

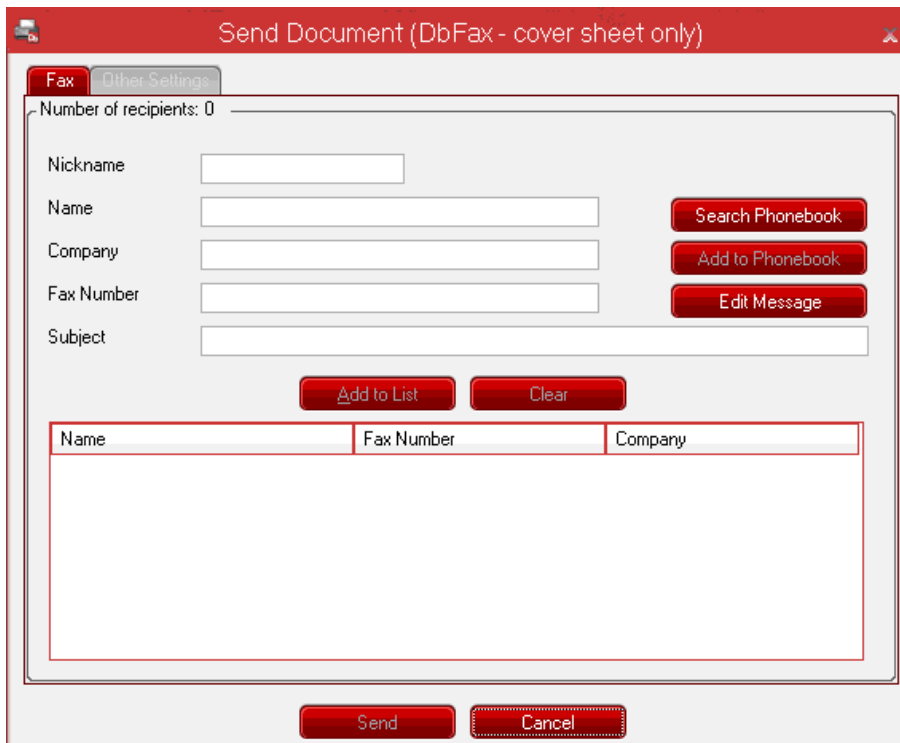
 A separately licensed version allows faxes to be sent from a word processor or other application program, using an optional DbFax printer driver from your software provider. This adds a Fax option to the list of available printers and allows you to start the third party application process by clicking File > Print and choosing the Fax option.

The window is used to enter the fax content, select a cover sheet and send the fax.

Sending fax documents

The Send Document screen allows you to enter the fax message. The screen comprises two tabs, Fax and Other Settings, and accesses the Edit Message screen and the Phonebook.

Fax tab



Send Document (DbFax - cover sheet only)

Fax Other Settings

Number of recipients: 0

Nickname

Name

Company

Fax Number

Subject

Name	Fax Number	Company

The Fax tab allows recipient details to be entered, either directly or by accessing the Phonebook. To enter multiple recipients, after inputting the details for a recipient, click the Add to List button and then enter the details of the next recipient:

Field	Description
Nickname	The recipient's nickname.
Name	The recipient's correct name (required field).
Company	The recipient's company name.
Fax number	The recipient's fax number (required field).
Subject	The subject line for the fax.

Button	Description
Search phonebook	Access the required details from a phonebook. Another window is displayed with a drop-down so the required phonebook can be selected.
Add to phonebook	Add the recipient details entered to a phonebook. Another screen is displayed with a drop-down to choose the phonebook you want.
Edit message	Edit the Fax Message. The Fax Message screen is displayed. See below.
Add to list	Add the recipient to the list. Click this button when the recipient's details have been entered. Then enter the details of another recipient if required.
Clear	Clear the fields of all details that have been entered.
Send	Send the fax.
Cancel	Cancel the sending of the fax.

Other settings tab

The screenshot shows a dialog box titled "Send Document (DbFax - cover sheet only)" with a red header bar. It has two tabs: "Fax" and "Other Settings", with "Other Settings" selected. The dialog contains the following fields and controls:

- From:** A text input field.
- Phone:** A text input field.
- Modem:** A dropdown menu showing "default (G)".
- Use Cover:** A checked checkbox with a dropdown menu showing "default".
- Now:** A checked checkbox.
- Date:** A date picker.
- Time:** A time picker.
- Mail:** A dropdown menu showing "Never".
- Priority:** A dropdown menu showing "5".
- Quality:** A dropdown menu showing "1 (fine)".
- Fax Send Post Processing:** An unchecked checkbox.

At the bottom of the dialog are two buttons: "Send" and "Cancel".

Field	Description
From	Enter the sender's name.
Phone	Enter the sender's phone number.
Modem	Select a modem group from the drop-down list. Only available if groups of modems are set up on your server.
Use cover	Tick the checkbox to enable the drop-down list. Select the required cover sheet from the drop-down list. See cover sheets for information on setting up new sheets.
Now	Tick if the message is to be sent when Send is clicked. Otherwise leave blank and enter the required date and time for sending the fax.
Date	If Now is not ticked, the date the fax is to be sent can be entered here. See also Time.
Mail	Email can be sent to the fax user after a fax has been sent to the server. The following options are available: <ul style="list-style-type: none"> • Never mail a message • Mail a message if the fax fails • Mail a message once successful • Mail a message always.
Priority	Faxes can be assigned a priority in the range 1 (high priority) to 9 (low).

	<p>Faxes in the queue are processed according to priority, in the order they were added.</p> <p>High priority faxes that fail to send wait for further attempts to be made once the system has attempted to send all other faxes with a lower priority.</p>
Time	If Now is not ticked, the time the fax is to be sent can be entered here. See also Date.
Popup	<p>A popup message can be displayed for the fax user after a fax has been processed by the server to tell them that their fax has been sent successfully / failed. The following options are available:</p> <ul style="list-style-type: none"> • Never popup a message • Popup a message if the fax fails • Popup a message once successful • Popup a message always.
Quality	Select the print quality of the fax: Normal or Fine. Fine produces a higher quality fax, but slows down transmission.
Fax send post processing	Select this to allow a fax in a completed state to submit a post processing script to perform various tasks, for example: print an image of the fax on a central printer, print a log file, update a database with success or failure details. The post processing script is configured by the installer of your software provider.

Button Description

Send Send the fax

Cancel Cancel sending the fax

Fax message screen

This is used to add a message to the cover sheet:

- messages can be saved using the File menu
- previously saved messages can be imported to use again.

Click OK when the required message has been completed.

Send Document (DbFax - cover sheet only)

Fax Other Settings

From

Phone

Modem default (G)

Use Cover

default

Now

Date Time

Mail Never Popup Always

Priority 5 Quality 1 (fine)

Fax Send Post Processing

Send Cancel

Phonebook save recipient

Overview: you can save fax recipients as phonebook contacts during the fax request process. In the fax request window, select one or more recipients and click the Save Recipient button, to display the Save Recipient window.

Save recipient window

The Save Recipient Window shows the selected contacts and provides the option to select the phonebook in which the contacts are to be saved, including the local default phonebook and the fax system phonebook.

Click Save to store the contact in the selected phonebook.

Fax properties

Overview: shows details of the selected fax.

Field	Description
To	
Name	The recipient's name
Company	The recipient's company
Fax number	The fax number to which this fax is being sent
Subject	
Subject	The subject of this fax
When	
Date	The date when this fax was sent
Time	The time when this fax was sent
Layout	
Cover	The fax cover sheet
Merge	The document with which this fax was merged. None indicates that it was not merged.

Pages The number of pages in this fax, including cover sheet

From

Name The sender's name

Contact The sender's phone number

Fax information

Mail Select whether or not an email message is to be sent to the fax user after a fax has been sent to the server:

Status	Description
Always	Always send an email message
Never	Never send an email message
On Fail Only	Send an email message only if the fax fails
On Success only	Send an email message only if the fax succeeds

Resolution The fax resolution

Priority The fax Priority

Printer The printer to use to print a copy of the fax if specified

Status The fax status:

Status	Description
FaxedOK	The fax request has completed successfully. The entry remains on the queue for some time, depending on your system configuration.
Queued	The entry has been placed on the queue and is waiting to be converted into a form suitable for faxing.
Failed	The fax request has failed. This may be due to a bad telephone connection to the receiving system or no phone line.
Cancelled	A fax cancel operation has been processed upon the selected fax.
Converting	A fax image format file is being generated from the request data that is suitable for fax transmission.

	Sending	The fax is being transmitted.
	Incomplete	Indicates that not all the required information (eg fax number) has been supplied for a valid request. In such cases the request is normally ignored, but it may be retained and given an incomplete status.
	Retrying	The fax has been converted to a format suitable for faxing and is waiting to be faxed out, or a fax transmit has failed and is attempting to retry.

Group	The fax group
Fax time	The length of time in seconds the fax took to send
User name	The user name
Sys. ref	The system reference of this fax
Req. Id.	The fax request ID.

Button Description

OK	Exit this option
----	------------------

Glossary

A

accounts package: Version One packages can interface with third-party standard accounts and ERP packages.

annotation: A note added to a document in DbArchive. Like adding a sticky not to a paper document, the original document is not changed.

authorisation route: Documents can proceed through a number of approval states to be fully authorised. The authorisation route taken by a particular document follows predefined rules. Rules can use fields from the document, such as total value.

B

barcode: An optical machine-readable representation of data.

D

DbArchive: An enterprise-wide document imaging and management system, used to archive outgoing and incoming documents, and retrieve them quickly and easily.

DbAuthorise: Manages the authorisation of documents, such as supplier invoices requiring payment. Each document can pass through a series of authorisations before final approval.

DbCapture: Used to give a summary view of captures and lets you work with your documents. Captured information is shown and any problems with documents can be corrected.

DbConsole: Provides facilities for configuring and controlling the way DbScanner, DbQuery and DbWebQuery operate.

DbDeposit: Used to add extra document into the archive. Most documents are deposited automatically by printing invoices or scanning. DbDeposit allows you to add a file, such as a Word document or a PDF file, into the archive.

DbFax: Provides facilities for sending electronic documents by fax. Administrators can use DbFax to view fax requests on the server, edit or view system files, and take appropriate actions.

DbForm: Used to process source files (typically a print spool file), reformat them and pass the new layout to an output program. Output programs can convert the file to a different format, eg tiff, pdf, xml, csv, and pass it to other programs, such as DbFax, DbArchive and DbMail.

DbLogin: The common module used to access each of the document management suite applications.

DbMail: Module handling email integration, used to generate and send emails from your business applications. For example, send remittance advices directly to your suppliers via email, instead of printing, faxing or posting.

DbMailAdmin: The administration component of DbMail used to enter the information and select options to run DbMail how you want.

DbQuery: Provides facilities for finding and retrieving your archived and stored information.

DbScanner: Provides facilities for scanning paper documents and processing the images.

DbTrans: Before you can edit or delete a table you must unload the document data stored in it, and export it to another file.

DbWebquery: Provides facilities for retrieving the stored information through a standard web browser interface. Similar to DbQuery in use.

DbWebRetrieve: Uses a web browser to find and work with documents in your archive (DbArchive). You can search by a number of methods.

document profile: Document profiles control a set of scanning properties. It controls aspects to the scanning process such as whether barcodes are used, the OCR environment (if OCR is being used), how look-ups work for the document tags and so on. Each document profile is connected to a document type.

document type: A document type is created for each sort of document that is scanned. For example purchase orders, purchase invoices, goods received notes, etc.

duplex: Double-sided document printing.

E

EDI: Electronic Data Interchange — electronic exchange of transaction documents with your trading partners.

ERP: Enterprise Resource Planning — software applications that integrate internal and external management information across an organisation, embracing finance/accounting, manufacturing, sales and service, CRM, etc.

event log: A record of all the activity on your system — may be used by the support team to help diagnose any problems.

G

green meter: A package used to quantify the environmental savings from using the software in terms of CO2 emissions and tree equivalents.

GUI designer: Graphical tool available to produce the .def file. Input spool files can be mapped and output form definitions can be generated from scanned input files, data can then be placed on the output form.

I

import batch: Used if documents arrive through Electronic Data Interchange (EDI) or are scanned using another software package.

J

JPG: Graphic file format, uses 'lossy' compression, to give smaller file sizes.

K

Kofax: Kofax software is the image-processing engine used with DbScanner.

M

mail: Applications can use your email client to send a document from one user to another.

manual recognition: Sometimes a document cannot be OCR'd properly, either because it was poor quality or hand-written. You are shown a warning for these fields and you can edit the values manually.

O

OCR: Optical Character Recognition — the electronic translation of images of text (usually captured by a scanner) into editable text. OCR is not an exact science and requires human validation to make sure the results are acceptable. Think in terms of around 90% accuracy, depending on fonts, size, quality of original, etc.

S

scanner: A device that optically scans images, printed text or handwriting and converts it to a digital image.

T

TIFF: Graphic file format, uses 'lossless' compression, giving larger file sizes.

V

Version One: Award winning document management company. Authors of the document management suite of applications, saving time, improving efficiencies and improving green credentials.

Index

A

about DbFax 23, 35
about DbFax administration24
about help19
ad hoc faxes61
add contact.....57
adding a desktop shortcut 7
address18
application suite 2
audit maintenance - fax31
authorisation..... 2

B

backups17
best match12
blow-up.....37
browse images.....37
business security.....17

C

cancelled fax.....67
cancelling a fax36
capturing data..... 2
change environment19
change language19
change password.....19
change user.....19
choosing fields 9
clear search term 9
client faxes29
common features 7
communication - DbFax.....28
configuration - fax31
configuration defaults - fax39
configuring faxes23
contact details.....57
contact us.....18
contents tab12
context menu DbFax.....36
controlling faxes56
converting fax67

copyright..... 18
cover file edit..... 51
cover sheet..... 51
cover sheets31
creating a shortcut 7
custom cover sheet61
customising columns..... 9
customising fields..... 9
customising the suite 7

D

data capture 2
data find 9
data security..... 17
DbFax.....23
DbFax administration24
DbFax communication.....28
DbFax context menu.....36
DbFax file menu27
DbFax help35
DbFax right-click menu36
DbFax scheduler.....33
DbFax tools31
DbFax view menu.....29
dbfax.ini.....39
DbLogin 15
DbModem.ini39
deleting contacts..... 57
desktop shortcut 7
disaster recovery..... 17
disconnecting server.....28
displaying multiple pages37
document authorisation..... 2
document data capture 2
document find..... 9
document management suite2, 7

E

edit fax overlay54
editing cover file 51
email contact 18

<i>environment</i>	19	<i>glossary</i>	12
<i>example screens</i>	12		
F		H	
<i>failed fax</i>	67	<i>help about</i>	19
<i>fax administration</i>	24	<i>help contents</i>	12
<i>fax artwork</i>	54	<i>help for DbFax</i>	35
<i>fax audit</i>	31	<i>help index</i>	12
<i>fax configuration</i>	31	<i>help version</i>	18
<i>fax configuration defaults</i>	39	I	
<i>fax cover selection</i>	51	<i>image print</i>	37
<i>fax covers</i>	31	<i>image viewer</i>	37
<i>fax details</i>	29, 36	<i>incomplete fax</i>	67
<i>fax group</i>	67	<i>index tab</i>	12
<i>fax image</i>	37	<i>info address</i>	18
<i>fax initialisation</i>	56	<i>initialising fax</i>	56
<i>fax log</i>	29, 36	<i>installation</i>	2
<i>fax name</i>	61	<i>issue with help</i>	18
<i>fax number</i>	61	L	
<i>fax overlay</i>	54	<i>language</i>	19
<i>fax overlays</i>	31	<i>last page</i>	37
<i>fax port</i>	28	<i>layout options</i>	9
<i>fax queue refresh</i>	28	<i>letterhead</i>	54
<i>fax rotate</i>	37	<i>live environment</i>	19
<i>fax schedule</i>	33	<i>log faxes</i>	29
<i>fax status</i>	67	<i>login</i>	15
<i>fax time</i>	67	<i>looking for a help topic</i>	12
<i>feedback</i>	18	M	
<i>field chooser</i>	9	<i>maintaining phonebook</i>	57
<i>file backups</i>	17	<i>make bigger</i>	37
<i>file menu - DbFax</i>	27	<i>menu options</i>	7
<i>filtering documents</i>	9	<i>modules</i>	2
<i>find date</i>	9	<i>moving columns</i>	9
<i>finding documents</i>	9	<i>my faxes</i>	29
<i>finding help</i>	12	N	
<i>finding us</i>	18	<i>new contact</i>	57
<i>first page</i>	37	<i>number - fax</i>	61
<i>full page</i>	37	O	
G		<i>output manager</i>	23
<i>getting in touch</i>	18	<i>overlay file</i>	54

<i>overlays</i>	31	<i>searching help</i>	12
P		<i>securing data</i>	17
<i>panning</i>	37	<i>select fields</i>	9
<i>password</i>	19	<i>select language</i>	19
<i>personalising</i>	9	<i>sending faxes</i>	61
<i>phone number</i>	18	<i>sent fax</i>	67
<i>phonebook groups</i>	57	<i>server reconnect</i>	28
<i>phonebook maintenance</i>	31, 57	<i>Show/hide screen</i>	12
<i>phonebook save recipient</i>	66	<i>showing whole page</i>	37
<i>pop-up screen</i>	12	<i>shrinking display</i>	37
<i>port - fax</i>	28	<i>signing in</i>	15
<i>pre-printed stationery</i>	54	<i>software version</i>	18
<i>printing fax</i>	37	<i>start fax scheduler</i>	33
<i>prn2fax.ini</i>	39	<i>starting the software</i>	7
<i>problems with help</i>	18	<i>stationery</i>	54
<i>product family</i>	7	<i>stopping fax scheduler</i>	33
Q		<i>subject name</i>	61
<i>queries</i>	18	<i>system security</i>	17
<i>queued fax</i>	67	T	
R		<i>technical terms</i>	12
<i>recently used menu list</i>	7	<i>test environment</i>	19
<i>refreshing fax queue</i>	28	<i>tools</i>	2
<i>release number</i>	18	<i>tools - DbFax</i>	31
<i>remove search term</i>	9	U	
<i>requeue fax</i>	36	<i>update password</i>	19
<i>retry fax</i>	31, 36	<i>user change</i>	19
<i>right-click menus</i>	36	<i>user login</i>	15
<i>rotating</i>	37	<i>user password</i>	15
S		<i>username</i>	15
<i>scaling image</i>	37	<i>using help</i>	12
<i>schedule DbFax</i>	33	<i>using the software</i>	7
<i>screen display</i>	9	<i>using the windows</i>	9
<i>screen shots</i>	12	V	
<i>search date</i>	9	<i>version number</i>	19
<i>search fields</i>	9	<i>version one</i>	18
<i>search operators</i>	9	<i>viewing fax details</i>	36
<i>search phonebook</i>	61	<i>viewing fax display</i>	36
<i>search tab</i>	12	<i>viewing fax log</i>	36
		<i>viewing faxes</i>	29

viewing status.....33

W

which tool to use 2

whole pages.....37

wilmslow 18

window customisation 9

Z

zoom37