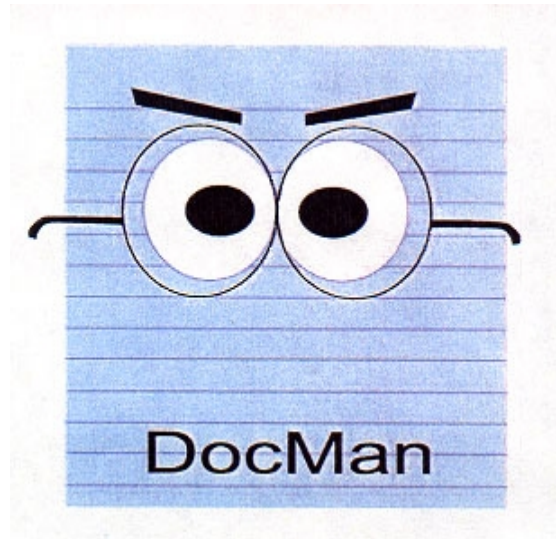


Welcome to DocMan



**Schering-Plough's Clinical
Scanning Solution**

Welcome To DocMan

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Introduction to DocMan

What is DocMan?

DocMan is a Web based software system that allows you to share documents electronically. Using a scanner you can copy document(s) to the “docbase” or import existing documents from your computer or network hard drive. Once entered in the docbase, DocMan allows for various options on searching and exporting.

What do I need in order to use DocMan?

In order for you to use DocMan you will need:

- A computer with a USB port. The computer can be a desktop model or a laptop.
- A Hewlet Packard or Brother scanner (If your job requires scanning documents).
- Specific software loaded onto your computer (E-Workplace or PC Workorders will install the software).
- Training from your division training center on how to use DocMan.
- Specific security access rights assigned to you consistent with your job duties.

Overview

What can I do using DocMan?

- Scan in 11 1/2” by 8” paper documents.
- Import any document existing in electronic format.
- Search the DocMan docbase for documents you have scanned in or some one else has scanned in.
- Make a document or documents active or inactive.
- Export to your hard drive a document or multiple documents.
- Obtain a GEOS document transmittal form.

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Scanning

You can scan one or multiple documents at one time, assigning attributes to each document. You also can insert, replace, re-scan or remove pages from a document.

Scanning is a snap. You just load the pages of the document into the scanner feeder, click on the scan option and presto, your scanner copies the pages into your computer.

Once you have your document scanned in, DocMan gives you an easy screen to view and work with the document prior to saving it to the docbase. Also, you have the ability to adjust, modify or re-scan pages or documents prior to permanently storing in DocMan.

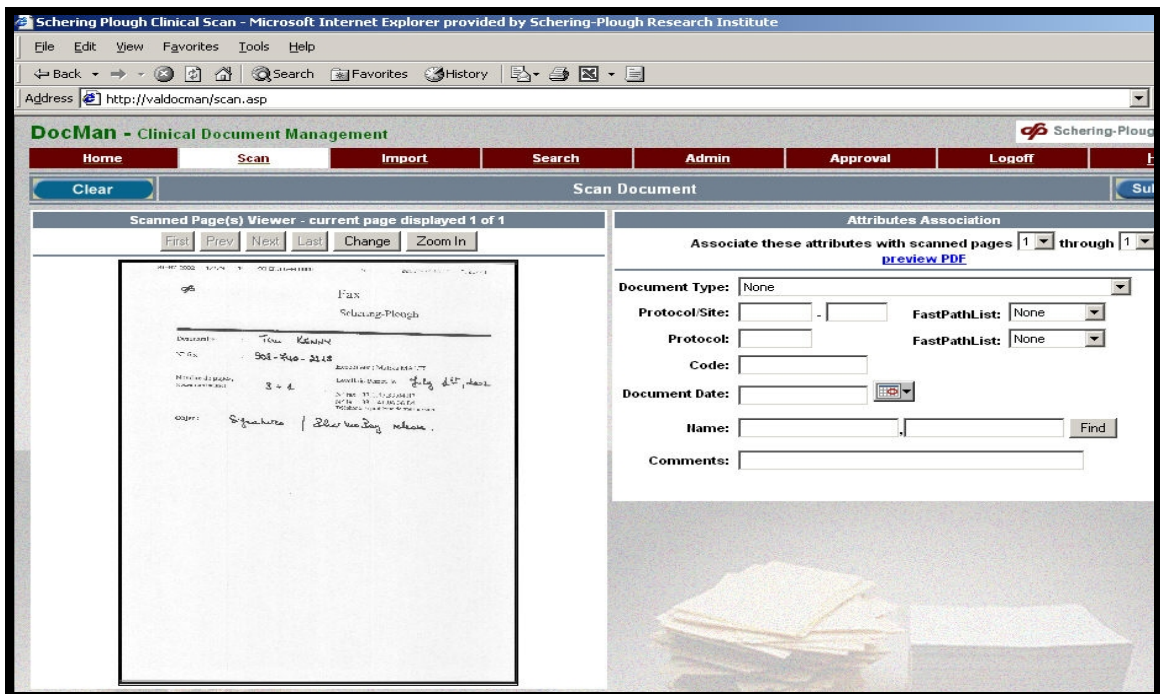


Fig. 1 Scan Document screen

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Importing

Using DocMan, you have the ability to import existing documents from other sources. DocMan offers you the availability to import these documents from any Network Server drive or computer hard drive instead of scanning them.

The Import function allows you to browse drives to locate files, select a file and, if desired, copy files into the DocMan docbase.

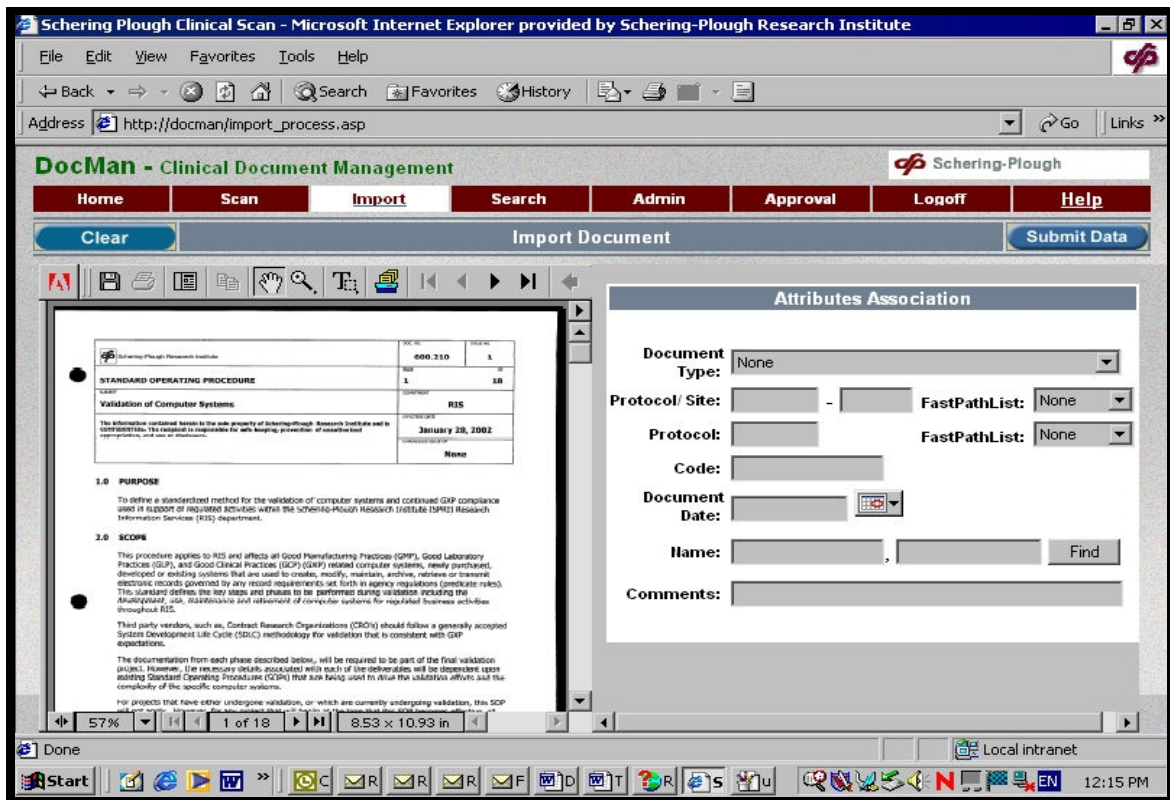


Fig. 2 Import Document screen

Searching

The document search feature allows you to perform more than just searches. You can also use it to activate/inactivate documents and export a document to your hard drive.

Searching is flexible. You are given a variety of options to include in your search criteria. This allows for a more refined search and an easier locating of documents in the docbase. You set up your search by entering information in the various fields on the Search Document(s) screen shown below.

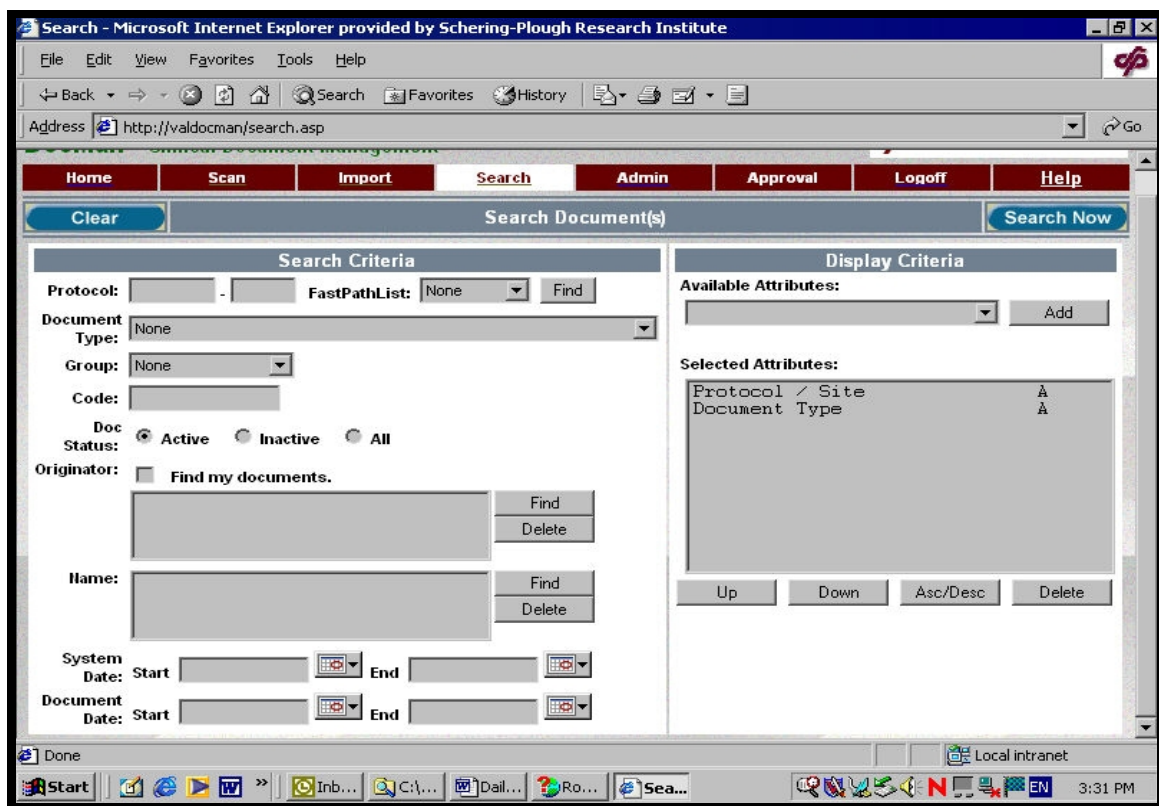


Fig. 3 Search Document screen

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Exporting

Any document that your search has located can be easily exported to your hard drive (and also printed out!).

A search returns the names of documents that fit your criteria along with the assigned Protocol #.

Exporting is easy. All you have to do is select a document(s), tell DocMan where on your computer you wish to place them and that's it!



Fig. 4 Search Display screen

Wrap Up

If you are buried under tons of documents, running out of storage space, and need to share copies of important documents, contact your manager for more information on how you can become a DocMan user.