

Demo Installation Procedure of iPortalDoc - Document Management System and Workflow

iPortalMais

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1 Installation of IPBrick and iPortalDoc Demo

1. Execute the Installation of IPBrick, version 4.2B, through the installation CD
2. Access to IPBrick by browser - <https://192.168.69.199>
login: admin
password: 123456
3. Access the menu Advanced Settings -> Update
4. Insert the package `iportaldoc-v2.7.2-demo.deb`
5. Wait until the message "iPortalDoc was sucessfully installed!" appear in the screen
6. Access the menu Advanced Settings -> Settings -> Upload
7. Upload file `20070530001147.zip` with IPBrick configurations
8. Select the inserted configuration
9. Do Update Settings

2 iPortalDoc - DMS and Workflow

1. After the server restart, access to IPBrick by browser - <https://192.168.10.1>
login: admin
password: 123456
2. Access to iPortalDoc by browser - <http://iportaldoc.iportalmais.com>
login: oliveira
password: 123
3. In the File System access the following shares:

- \\192.168.10.1\Acesso
- \\192.168.10.1\Insercao

Note: To map this shares use login *oliveira* and password *123* .

4. Use Outlook Express to access the following e-mail accounts: iPortalDoc-Oliveira and Oliveira

Note: To map the e-mail accounts use:

- Name: iPortalDoc-Oliveira
E-mail: dbdocoliveira@iportalmais.com
SMTP server: 192.168.10.1
IMAP server: 192.168.10.1
Password: 123
- Name: Oliveira
E-mail: oliveira@iportalmais.com
SMTP server: 192.168.10.1
IMAP server: 192.168.10.1
Password: 123

5. Scan a document to the e-mail account
Carta@iportaldoc.iportalmais.com
6. Access iPortalDoc and verify that the scanned document is in folder
/iPortalMais/Carta/YYYY/MM/DD
7. Access to the e-mail account of Oliveira and verify that he have a notification of a pendent action to Classify a document
8. Follow the link of e-mail to classify the document received