ARIE FUNCTIONS

For all ARIE functions, you'll need to be logged in as the admin user, unless you have previously been given permissions.

There are six different ARIE functions:

ARIE Direct
ARIE Direct is the least involved way to automatically file your documents. You'll utilize the path of your ARIE Direct folder and any subfolders you may make to direct ARIE as to where your document should be filed. The ARIE Direct folder will be provided to you by LSSP.

ARIE Named
ARIE Named is very similar to ARIE Direct. The only difference is that, during the setup, you don't pick the folder in which the document will be placed. For this filing method, ARIE uses the name of the document and attempts to match the name against your folders and subdividers within the cabinet indicated by the rule. The ARIE Named folder will be provided to you by LSSP.

ARIE Batch
ARIE Batch is a way of filing batches of documents using what is called a "Batch Indicator". A batch indicator is a unique word or phrase that you will place on a cover page. When ARIE sees your batch indicator, it refers to the rules you have setup to know where the document should be placed. This is helpful for filing archived data that is all going into the same cabinet and folder, but you want them filed as separate documents.

ARIE Single
ARIE Single is the idea that you are taking 50 pages to be scanned into PinPoint, and each of those pages should be treated as its own individual document. In other words, when using this method, ARIE will split the document by every-single page, and file each page according to its content. The ARIE Single folder will be provided to you by LSSP, or you can use the SmartScan feature in PinPiont.

ARIE Native
ARIE Native is the idea that those same 50 pages are, instead, just one document that should not be split or separated. When using this method, ARIE will not split the document in any way, and will file the document based on the content of the first page only. The ARIE Native folder will be provided to you by LSSP, or you can use the SmartScan feature in PinPiont.

ARIE Multiple

ARIE Multiple is when we take those same 50 pages, but within that batch there are a few separate documents of varying page lengths. Here, we would need to use a cover page again to indicate when to split previous pages away from the remainder of the batch. ARIE uses “BULKMR” as the indicator word for splitting. It is hard coded into the system this way, so always use that when making separator pages or stamps. When using this method, ARIE will split the document after each “BULKMR” separator page, and will file each document based on the content of the first page only. The ARIE Multiple folder will be provided to you by LSSP, or you can use the SmartScan feature in PinPiont.