

ARIE Direct

ARIE Direct is the least involved way to have documents automatically filed into PinPoint, because through this method, ARIE is not looking at the content or at the name of documents to file them. With ARIE Direct, the system files documents according to which specific ARIE Direct (sub) folder you place them in within the ARIE Direct (parent) folder provided to you by LSSP.

When setting up an ARIE Direct rule, you will utilize the Path of the ARIE Direct (sub) folders you create within the ARIE Direct (parent) folder to “direct” ARIE as to where your documents should be filed to within PinPoint. In addition to the path, you will select the Document Type and Document Tab, as well as the Cabinet, Folder and Sub Divider that ARIE will use when filing these documents into PinPoint.

You can have as many ARIE Direct rules as you would like.

From the menu on the left-side of the screen, click Admin, then click ARIE Direct under the column: ARIE Management.

* Cabinet	<-- Select Cabinet -->	* Folder	<-- Select Folder -->	Search Folder	Q	* Sub-Divider	<-- Select Sub-Divider -->		
* Doc Type	<-- Select Doc Type -->	Doc Tab	<-- Select Doc Tab -->	* Path		Doc Name Prefix			
Template	<-- Select Template -->	<input type="checkbox"/>	Use Workflow Business Rules ?	Save	Clear				
Doc Type	Doc Tab	Cabinet	Folder	Sub-Divider	Path	Doc Name Prefix	Template	Use Business Rule	Delete

Add ARIE Direct Rule

1. Select the Cabinet, Folder, and Sub-Divider the documents will be filed to.
2. Select the Doc Type you want the documents filed as.
3. Enter the Path to the ARIE Direct folder you want linked to this rule.
4. Click the Save button when finished.

Edit ARIE Direct Rule

To edit an ARIE Direct rule, click the Doc Type from the list of ARIE Direct rules name to open.

When finished making your changes, be sure to click the Save button.

Delete ARIE Direct Rule

To delete an ARIE Direct rule, click the Delete button under the Delete column.