



PENTAGON 2000 SOFTWARE

**Automated Document Repository System (ADRS)
Quick Reference**

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TITLE:	Automated Document Repository System (ADRS)		
PART:	General System		
MODULE:	General System Documents	BUILD	2022.1
RESPONSIBILITY:	Procedures Specialist, Pentagon 2000	REVISION:	00
APPROVED BY:	Vice President, Operations, Pentagon 2000	EFFECTIVE DATE:	7/6/2023

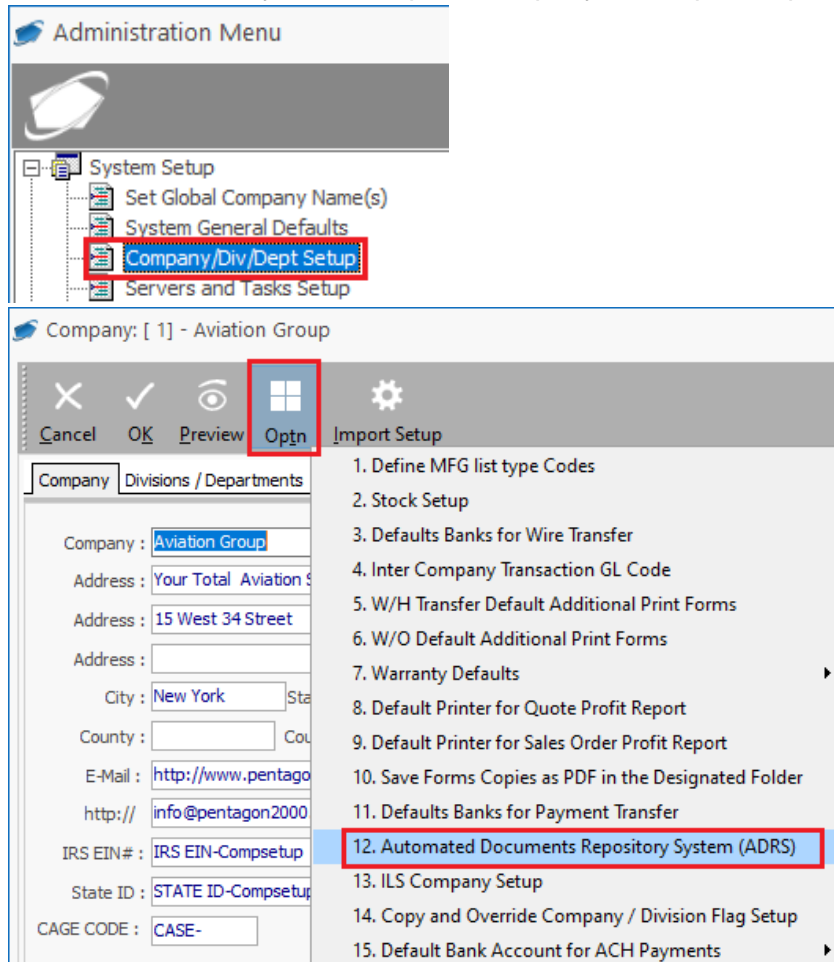
Automated Document Repository System (ADRS)

The ADRS enables the automatic storage of printed documents each time they are printed. A copy of printed document type and format to be saved in a designated location. The system will store the document each time the document type is printed based on the setup.

ADRS Setup:

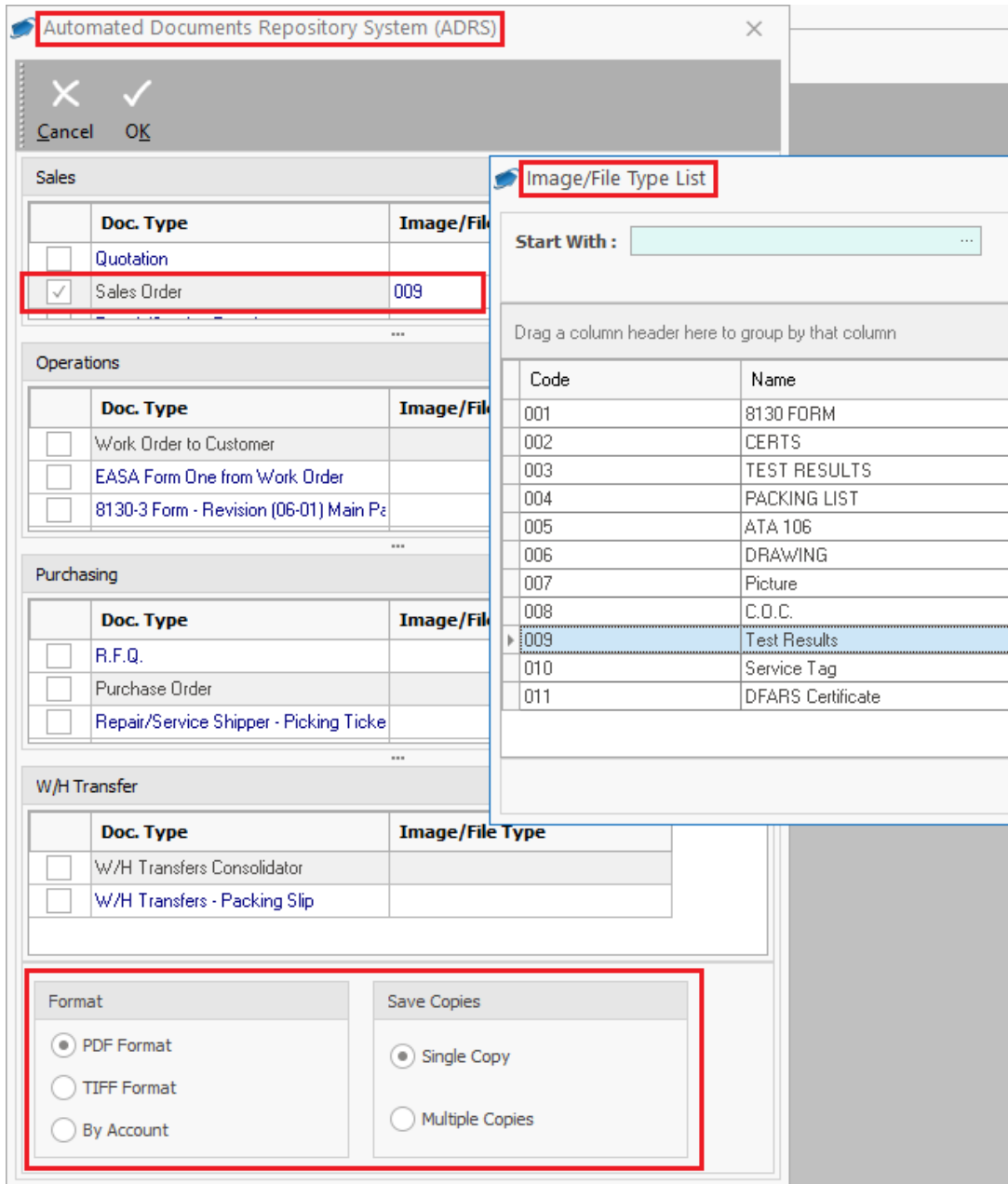
Setup ADRS document and file types to save under

Administration → System Setup → Company/Div/Dept Setup → Select Company → Options → ADRS



The screenshot shows the 'Administration Menu' with 'System Setup' expanded. 'Company/Div/Dept Setup' is highlighted. Below, the 'Company: [1] - Aviation Group' window is shown. The 'Options' button is highlighted, and the '12. Automated Documents Repository System (ADRS)' option is selected in the list.

Automated Documents Repository System (ADRS) setup will open the Doc Type, File Type, and format selection window.

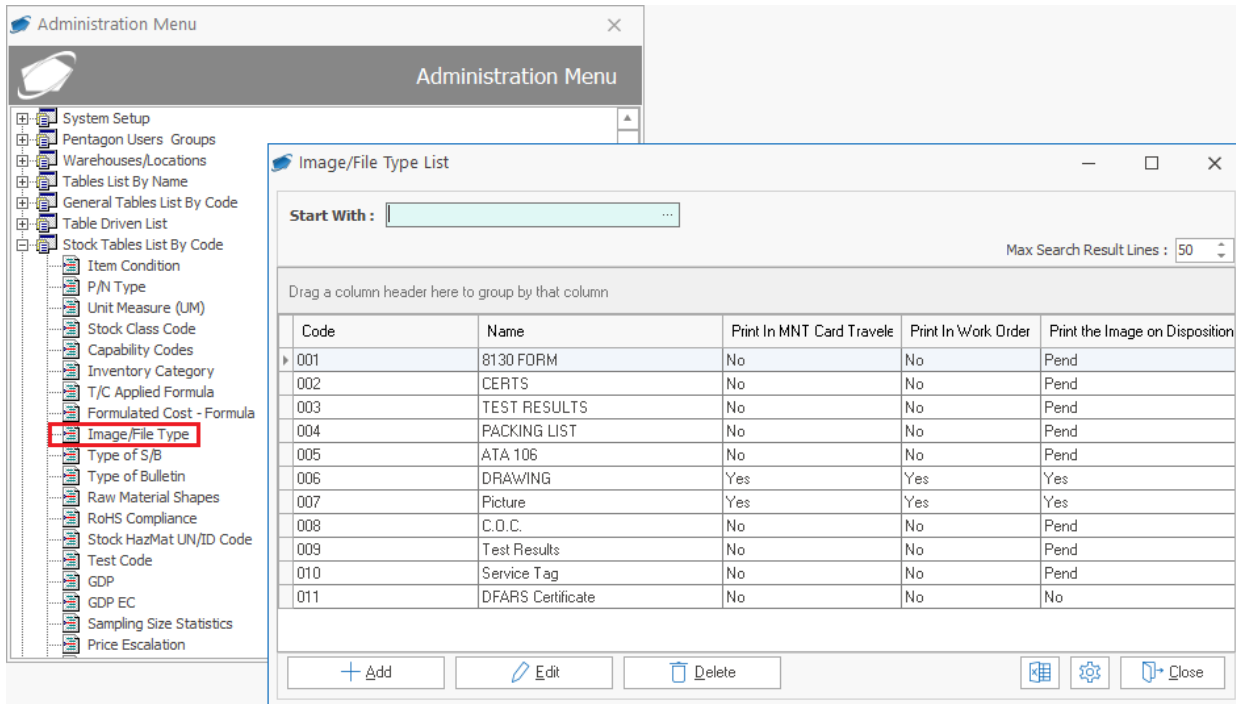


For each document group (Sales, Operations, Purchasing, and W/H Transfer) check mark the flag that corresponds to each document that needs to be saved.

- Doc. Type = Identifies the document type.
- Image/File Type = Identify a code from the Image/File Type list table

Note:

New Image/File Types can be setup under → Administration → Stock Tables List By Code → Image/File Type

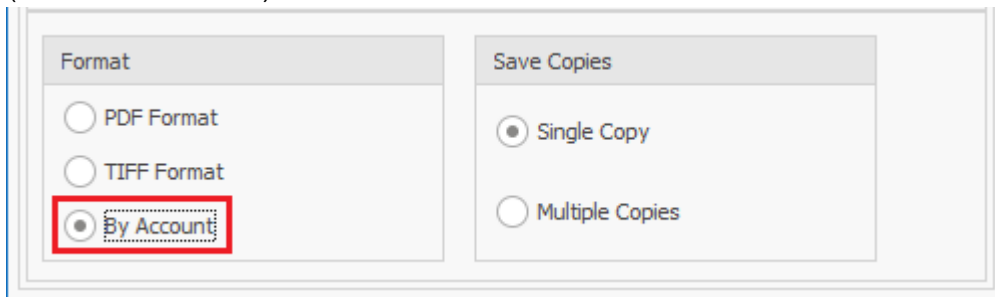


Format:

Set the document file format needed.

Note:

If format is set **By Account**, then system will save the document in the same format set under Account (Customer / Vendor) Defaults Tab → Emails Format



Save Copies:

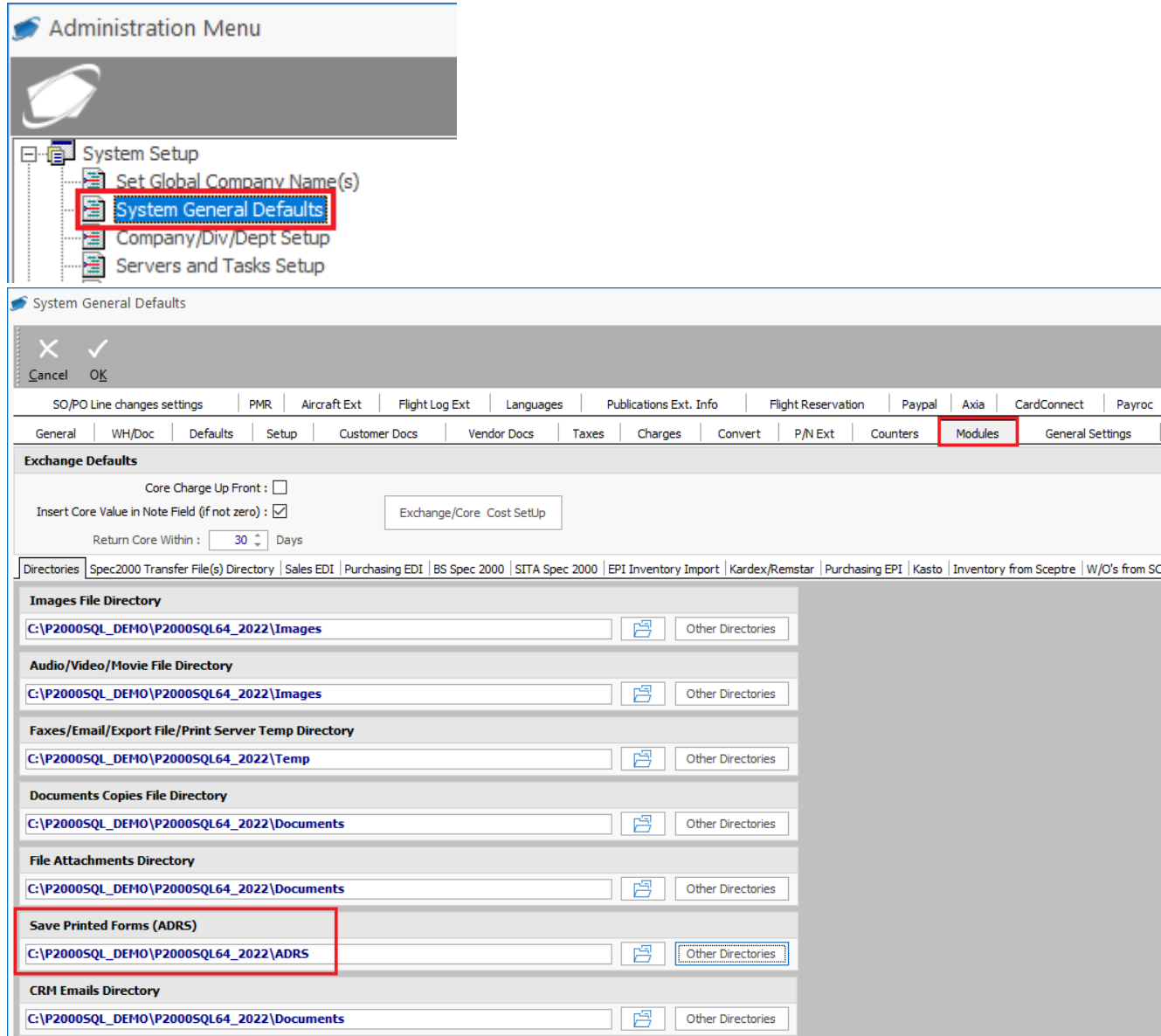
Single Copy radio button – Select to save only a single copy of each document that is printed. When the document is reprinted, the previous version of the document is deleted and replaced with the new copy of the document.

Multiple Copies radio button – Select to save a new copy of the document each time the document is printed. When the document is reprinted, a new version of the document will be saved.

ADRS File Directory Setup

The file storage directory for ADRS is set under Administration → System Setup → System General Defaults → Modules → Save Printed Forms (ADRS).

This setup identifies the directory in which copies of printed document files will be saved.



The screenshot shows the 'Administration Menu' with 'System Setup' expanded to 'System General Defaults'. The 'Modules' tab is selected, and the 'Save Printed Forms (ADRS)' section is highlighted. The directory path for 'Save Printed Forms (ADRS)' is set to 'C:\P2000SQL_DEMO\P2000SQL64_2022\ADRS'.

Administration Menu

- System Setup
 - Set Global Company Name(s)
 - System General Defaults**
 - Company/Div/Dept Setup
 - Servers and Tasks Setup

System General Defaults

Cancel OK

SO/PO Line changes settings | PMR | Aircraft Ext | Flight Log Ext | Languages | Publications Ext. Info | Flight Reservation | Paypal | Axia | CardConnect | Payroc

General | WH/Doc | Defaults | Setup | Customer Docs | Vendor Docs | Taxes | Charges | Convert | P/N Ext | Counters | **Modules** | General Settings

Exchange Defaults

Core Charge Up Front :

Insert Core Value in Note Field (if not zero) : Exchange/Core Cost SetUp

Return Core Within : 30 Days

Directories | Spec2000 Transfer File(s) Directory | Sales EDI | Purchasing EDI | BS Spec 2000 | SITA Spec 2000 | EPI Inventory Import | Kardex/Remstar | Purchasing EPI | Kasto | Inventory from Sceptre | W/O's from SC

Images File Directory

C:\P2000SQL_DEMO\P2000SQL64_2022\Images [Other Directories]

Audio/Video/Movie File Directory

C:\P2000SQL_DEMO\P2000SQL64_2022\Images [Other Directories]

Faxes/Email/Export File/Print Server Temp Directory

C:\P2000SQL_DEMO\P2000SQL64_2022\Temp [Other Directories]

Documents Copies File Directory

C:\P2000SQL_DEMO\P2000SQL64_2022\Documents [Other Directories]

File Attachments Directory

C:\P2000SQL_DEMO\P2000SQL64_2022\Documents [Other Directories]

Save Printed Forms (ADRS)

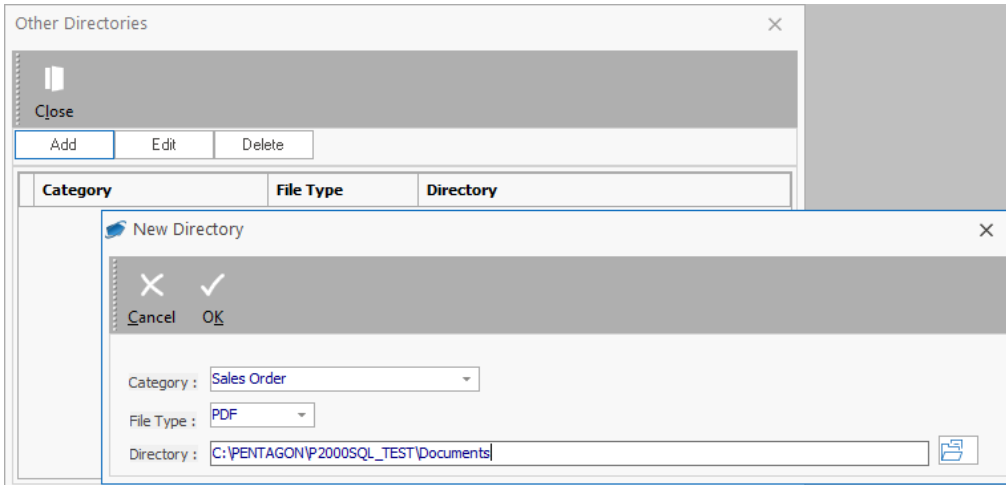
C:\P2000SQL_DEMO\P2000SQL64_2022\ADRS [Other Directories]

CRM Emails Directory

C:\P2000SQL_DEMO\P2000SQL64_2022\Documents [Other Directories]

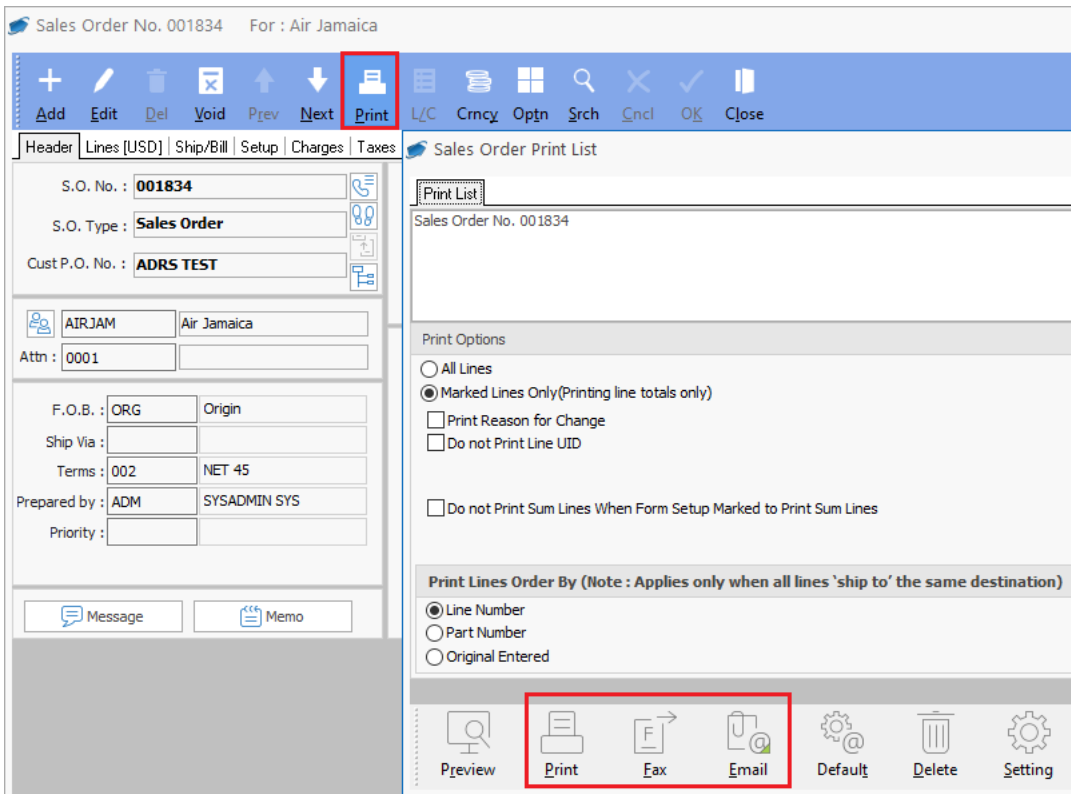
Note:

If you like to save printed document forms in different directories based upon document type, you can use the **Other Directories** button.

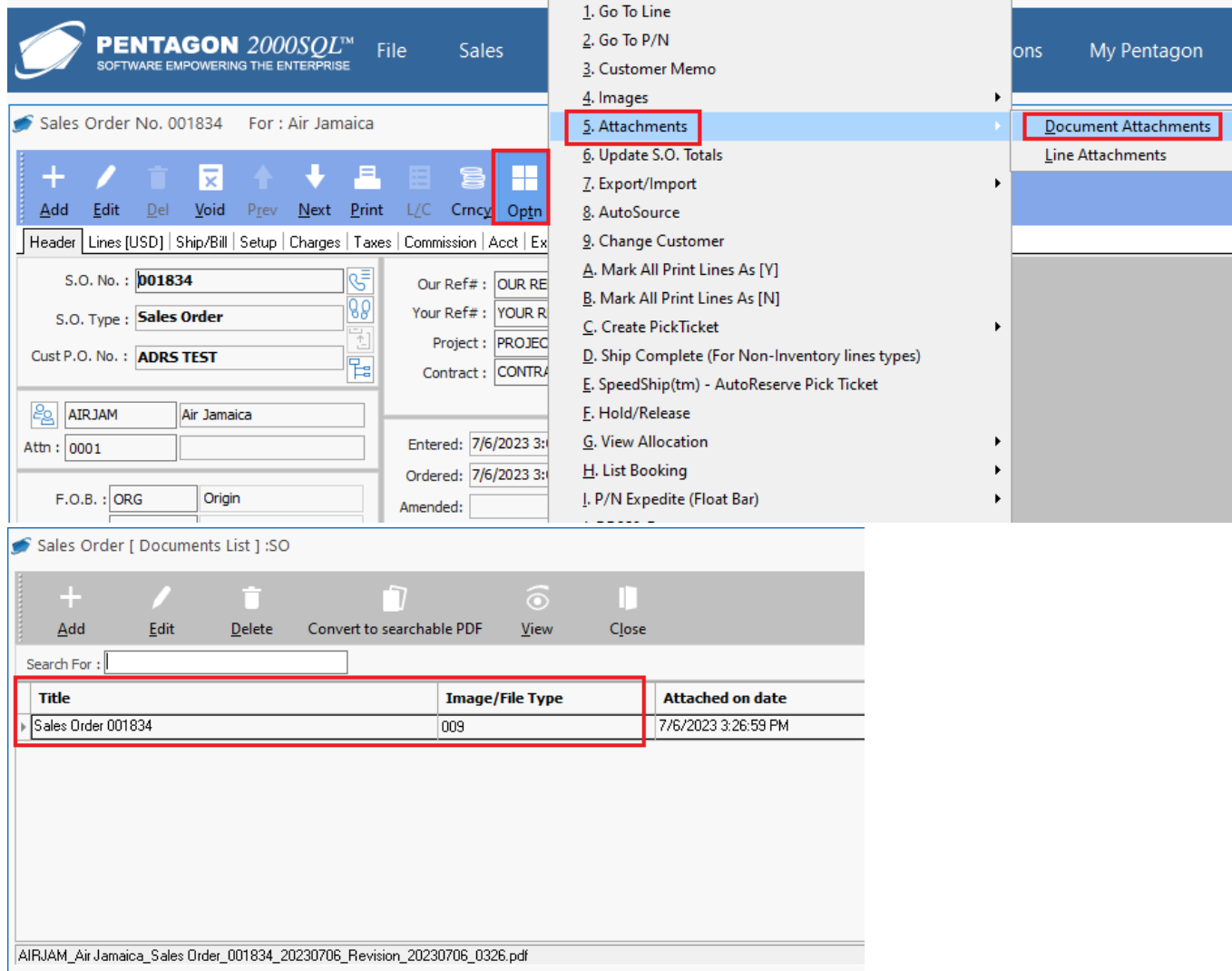


ADRS Functionality:

When using ADRS, each time a document is printed (Print, Fax or Email) a copy is saved in the ADRS setup directory, document as an attachment at the document level and an attachment is linked to the document as an attachment at the document level.

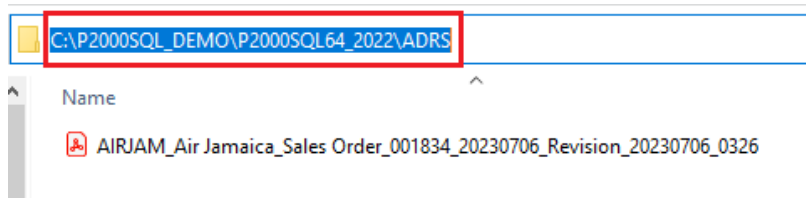


Attachment will be viable from the document → Option → Attachments → Document Attachments



The screenshot shows the Pentagon 2000SQL interface. At the top, the header includes the logo and the text "PENTAGON 2000SQL™ SOFTWARE EMPOWERING THE ENTERPRISE". Below this, the "Sales Order No. 001834" is displayed for "Air Jamaica". A toolbar contains icons for "Add", "Edit", "Del", "Void", "Prev", "Next", "Print", "L/C", "Crncy", and "Optn". The "Optn" button is highlighted with a red box. A dropdown menu is open, listing various actions such as "Go To Line", "Go To P/N", "Customer Memo", "Images", "Attachments", "Update S.O. Totals", "Export/Import", "AutoSource", "Change Customer", "Mark All Print Lines As [Y]", "Mark All Print Lines As [N]", "Create PickTicket", "Ship Complete", "SpeedShip", "Hold/Release", "View Allocation", "List Booking", and "P/N Expedite". The "Attachments" option is highlighted with a red box. To the right, a sidebar shows "Document Attachments" and "Line Attachments", with "Document Attachments" also highlighted in red. Below the main form, a "Sales Order [Documents List] :SO" window is open, showing a table with columns "Title", "Image/File Type", and "Attached on date". The table contains one entry: "Sales Order 001834" with "009" as the image/file type and "7/6/2023 3:26:59 PM" as the attached date. The file name "AIRJAM_Air Jamaica_Sales Order_001834_20230706_Revision_20230706_0326.pdf" is visible at the bottom of the list.

Copy saved in the ADRS setup directory.



The screenshot shows a file explorer window. The address bar contains the path "C:\P2000SQL_DEMO\P2000SQL64_2022\ADRS", which is highlighted with a red box. Below the address bar, the file name "AIRJAM_Air Jamaica_Sales Order_001834_20230706_Revision_20230706_0326" is displayed next to a PDF icon.

END OF DOCUMENT