

## 3.21 eReceipts & Photo ID Capture



*Class length: 1 hour*

### Summary

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This course explores the eDOC software products and associated hardware as they apply to eReceipts and Photo ID capture. Specifically, ProDOC and idocVault are discussed and how these products are used to accomplish eReceipts and Photo ID capture.

### Audience

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This class is designed for those who want a refresher course on their eDOC eReceipts and Photo ID capture system, new hires or those just beginning to explore electronic document solutions. These products are the typical starting point of an electronic Document strategy.

### Objectives

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By the completion of this course, students will be able to:

- State the benefits of an eDOC solution.
- Demonstrate how to log in and out of the ProDOC and idocVault software.
- Demonstrate how to capture an eReceipt and Photo ID and upload them to the idocVault website.
- Retrieve documents from the idocVault website
- Add and Delete users to the eDOC system as well as reset passwords.
- State how to obtain support for their system.

### Topics Covered


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- Discussion of the eDOC eReceipts solution and identification of components.
- Logging in and out of ProDOC
- Capturing a receipt
  - Capturing a signature
  - Printing
  - Saving
- Retrieving a saved receipt
- Capturing a Photo ID
- Retrieving a saved Photo ID
- Managing Users
  - Adding Users
  - Deleting Users
  - Assigning permissions
  - Resetting Passwords
- Obtaining Support

**Offered in 2010**

 Classroom


 Web Conference


 Online Course Equivalent