


MANAGE EXPORTS

To Manage Exports submitted by reviewer, follow these steps:

- ☛ On **Database** pane, make sure required case & database is opened
- ☛ On the navigation panel, click **Export**
- ☛ On the **Export** tab, you can see that **Exporting is completed for a selected saved search**
- ☛ Click **Download via FTP**
- ☛ Select a folder in **Browse for Folder** dialog box
- ☛ Click **Ok**
- ☛ Ensure **Enable batch printing** is checked in Dialog Box
- ☛ Click **Ok**
- ☛ Click **Yes** to download the files
- ☛ In system tray, Replicator  start **downloading** the files
- ☛ In system tray, **Batch Printing** exe will be running once batch printing started
- ☛ Once **Download & Batch printing** is completed, alert messages will popup
- ☛ Click **Enron Corp** tab
- ☛ Select a **document** to load the **original image view**
- ☛ On the **Image View**, select an **Exported Image** from drop-down
- ☛ You can view **produced bates** in left & right header