

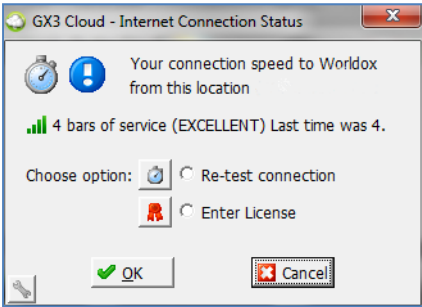


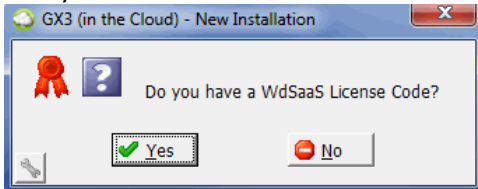
Worldox® GX3 Cloud is the latest offering of the powerful document management system (DMS). It has most of the powerful features of the heavy Worldox client, but generates even more expediency and flexibility through the utilization of Software-as-a-Service (SaaS) technology and cloud computing.

This tip sheet is a quick tutorial to follow when you use GX3 Cloud for the first time.

<p><b>1. Install the Application</b> Download the <b>wdSaaS Client Setup.exe</b> file from <a href="http://www.worldox.com/support/download">http://www.worldox.com/support/download</a>. Save it to your machine. Run the <b>wdSaaS Client Setup.exe</b> file.</p>  <p>Follow the installation prompts and accept terms of the license agreement.</p>	<p><b>2. Log in to the Application</b> Double-click the wdSaaS Client icon on your desktop to launch the application. <b>Note:</b> The first time you install GX3 Cloud, you will not need to click the wdSaaS icon. The Connecting dialog appears.</p> 
<p><b>3. View Your Internet Connection Status</b> (1) You must ensure that your computer has an adequate internet connection to use GX3 Cloud. (2) Connection quality is displayed in a range from 4 bars (Excellent) to 1 bar (Minimal). (3) If you would like to refresh your test results, choose <b>Re-Test connection</b>.</p>  <p><b>Note:</b> If your Internet Connection Status does not change, you will not see this dialog again upon subsequent launches of GX3 Cloud.</p>	<p><b>4. Troubleshoot Your Internet Connection Status (Optional)</b> If you need to troubleshoot your Internet connection, please contact your Internet Service Provider (ISP). The required Internet bandwidth is 256KB per user (512KB is recommended).</p>

### 5. Enter a License Code

If you are installing GX3 Cloud for the first time, you will be prompted to enter a License Code that you received from World Software.



A progress dialog displays that the program is being updated.

### 6. Enter Your Credentials

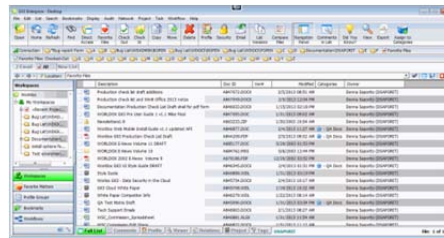
Enter the username and password supplied for GX3 Cloud.




### 7. Credentials are Authenticated and the Application is Loaded



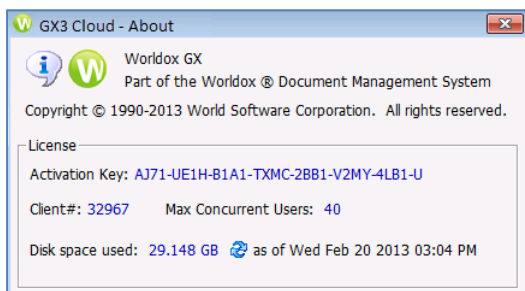
### 8. GX3 Cloud Launches



Worldox GX3 Cloud uses a thin, PC-based client (25 MB or less) and an Internet connection to a hosted application. It can access all of your Worldox documents on the cloud. The interface and functionality are virtually identical to the normal Worldox on-premise client. A minor difference is a **Connection**  **Connection** tab at the left of the Bookmarks bar which shows the connection strength.

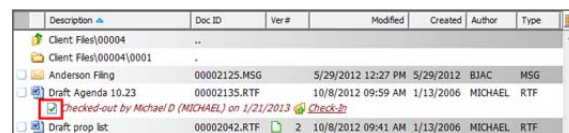
### 9. View Disk Space Used

To view how many gigabytes of disk space you have used, you can select **Help > About**. The Disk space used field displays the amount of used gigabytes with a date and timestamp.



### 10. Automatically Check Out and Check In Files

When you open a document in GX3 Cloud it is automatically checked out and downloaded to your local machine. A status message that says "Checked Out" will be displayed in the file list. All changes you make to the file will be made locally. As soon as you close the file, it will be sent back to the network and automatically checked in.



**Note: Checked-out Status in Audit > File dialog**

If you select **Audit > File** for the document you have launched and automatically checked-out, the Event will show the document as being “Launched”. The Event will only show “Checked-out” for a document that you manually checked out by selecting the **Check-out** button or menu option. The Audit Trail would become too large if it showed a “Checked-out” Event for every file you launch in GX3 Cloud.

**Note: Checked-out Status in List > Selected Favorites dialog**

If you select **List > Selected Favorites** for the document you have launched and automatically checked-out, “Checked-Out” will only be displayed as a Category if you manually checked out a file by selecting the **Check-out** button or menu option. Documents that are simultaneously checked-out when they are launched are not categorized as documents that were deliberately checked out.

**11. Troubleshooting the Worldox GX3 Installation**

If you want to uninstall wdSaaS from your PC, use the uninstaller via the Control Panel. Remove the C:\Worldox\wdSaaS folder from your machine, and attempt the installation again.

**12. Closing the Worldox GX3 Application**

To properly close the Worldox GX3 Application, right-click the Worldox icon in your system tray and select **Close Worldox**.

