



Docs2me for Leap

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App Description



Docs2me for Leap


The LEAP Legal application will enable law firms to scan directly from any HP printer with a future smart panel to their Leap matter numbers. App users will be able to browse, search and scan images directly into their client file. The user can then work on documents instantly saving them the tedious process of scanning and then uploading files.

Docs2me is a great way to boost productivity by making it quick and easy to upload paper files to a cloud-based platform for fast access anywhere, anytime. Docs2me provides seamless business automation from document management to workflow automation.

App Configuration

Below are the optional configuration changes that can be done on the application before deployment. This can be updated at any time through the HP Command Center or by your print vendor.

Configure this solution
Note: All other devices that you select will use this configuration.

 Saved configuration (08/02/2022, 2:18 PM) [Copy from device](#) [Restore defaults](#)

Filebound Default User ^

Allow user to input filename


Default Print Options ^

Number of copies *

Output Sides

Print Color

Configure this solution
Note: All other devices that you select will use this configuration.

 Saved configuration (08/02/2022, 2:18 PM) [Copy from device](#) [Restore defaults](#)

Print Size

Paper Type

Paper Tray


Default Scan Options ^

File Type

Resolution

Configure this solution

Note: All other devices that you select will use this configuration.

 Saved configuration (08/02/2022, 2:18 PM)

[Copy from device](#)

[Restore defaults](#)

Resolution	300 dpi	▼
Quality and File Size	High (large file)	▼
Original Sides	1-sided	▼
Scan Color	Auto	▼
High Compression (smaller file)	<input checked="" type="checkbox"/>	
App config		▼

Instructions Guide

Please see below the steps on how to operate the application to ensure the application is used correctly.

Login Page

After clicking the Leap application icon on your printer, you will be prompted to key in your login details. If there are any issues logging in, please use the 'Forgot password' option to troubleshoot.

If there are issues accessing your account from here, please reconfirm your login details through a web browser on your personal device.



Sign In

Keep me signed in

[Updates](#) [Support](#) [Forgot password?](#) [Terms](#) [Privacy](#)



Home Page/Scan Page

Below is the home page of the application, as highlighted, users are able to view the Recent Matters to select. The details will then be showcased on the right. When selected, all documents scanned will be allocated to the selected Matter.

Users are given the option to scan and preview their documents before having the scans sent directly to the Matter. Users are allowed to modify the Filename as shown below in the box next to 'Filename:' as the file names are automatically generated all the time.

The screenshot displays the docspace application interface. At the top, there is an HP logo and the time 1:43 PM. The main header features the 'docspace' logo and a user profile for 'Guest'. A red box highlights the 'RECENT MATTERS' section, which contains a search input field and a list of five matters: '67-45553 - Purchase of Business', '88999966 - Sale of Business', '23847096 - Common Law', '1234567 - Design', and '12223 - Patents'. To the right, the 'Filename:' field is highlighted with a red box, showing the value '20220822_134310'. Below this is a '1-SIDED >' button. A blue 'SCAN AND PREVIEW' button is also visible. Further down, there is an 'Options' button and a green 'SEND' button with a diamond icon. The 'MATTER DETAILS' section is expanded, showing a table with the following information:

MATTER DETAILS	
DETAILS	FILES
MATTER ID:	67-45553
MATTER NAME:	Purchase of Business
SELLER:	Johnson
MATTER TYPE:	Purchase Of Business
STATUS:	In Progress
INSTRUCTION DATE:	2021-05-17T06:00:00+10:00

Matters Search Option

A search option is available as shown below to bring up the Matter needed by the users. Once the right Matter is shown, select it and users will be able to upload files and view files allocated to the Matter.

The screenshot shows the DocuSign mobile app interface. On the left, there is a sidebar with the DocuSign logo, a user profile for 'Guest', and a 'RECENT MATTERS' section. A search input field is highlighted with a red border, containing the text 'Type matter no. or client name'. Below it, a search result '67-45553 - Purchase of Business' is visible. The main area shows a 'Filename:' field with '20220822_134310', a '1-SIDED' button, and a 'SCAN AND PREVIEW' button. At the bottom, there is an 'Options' button and a green 'SEND' button.

The screenshot shows the DocuSign mobile app interface with the 'MATTER DETAILS' section expanded. The top bar shows the HP logo and the time '3:01 PM'. The sidebar is the same as in the previous screenshot, but the search input field now contains '54' and the search result is '546786 - Agency Purchase'. The main area shows the same 'Filename:' field with '20220823_150004', '1-SIDED' button, and 'SCAN AND PREVIEW' button. The 'SEND' button is now green. The 'MATTER DETAILS' section is expanded, showing a table with the following information:

MATTER DETAILS	
DETAILS	FILES
MATTER ID:	546786
MATTER NAME:	Agency Purchase
SELLER:	
MATTER TYPE:	Agency Purchase
STATUS:	Unexchanged
INSTRUCTION DATE:	2022-03-08T09:00:00+11:00

Scan Output Settings

On the home page, users are allowed to change the output setting on how they would like their documents to be scanned through. This includes the option to scan the documents in an OCR format, colour, resolution, orientation, etc. Please use the 'Scan and Preview' button if users would like to review the scanned document.

The image displays two screenshots of the docuScane user interface. The top screenshot shows the main scan screen with the filename '20220822_134310' and a '1-SIDED' dropdown menu. A red box highlights the 'Options' button. The bottom screenshot shows the expanded 'Options' menu with settings for File Type and Resolution (JPEG, 300 dpi), Original Sides (1-sided), Color/Black (Color), Original Size (Letter (8.5x11)), and Content Orientation. A red box highlights the 'SCAN AND PREVIEW' button in this view. Both screenshots include a 'RECENT MATTERS' list on the left and a 'SEND' button at the bottom right.

Top Screenshot:

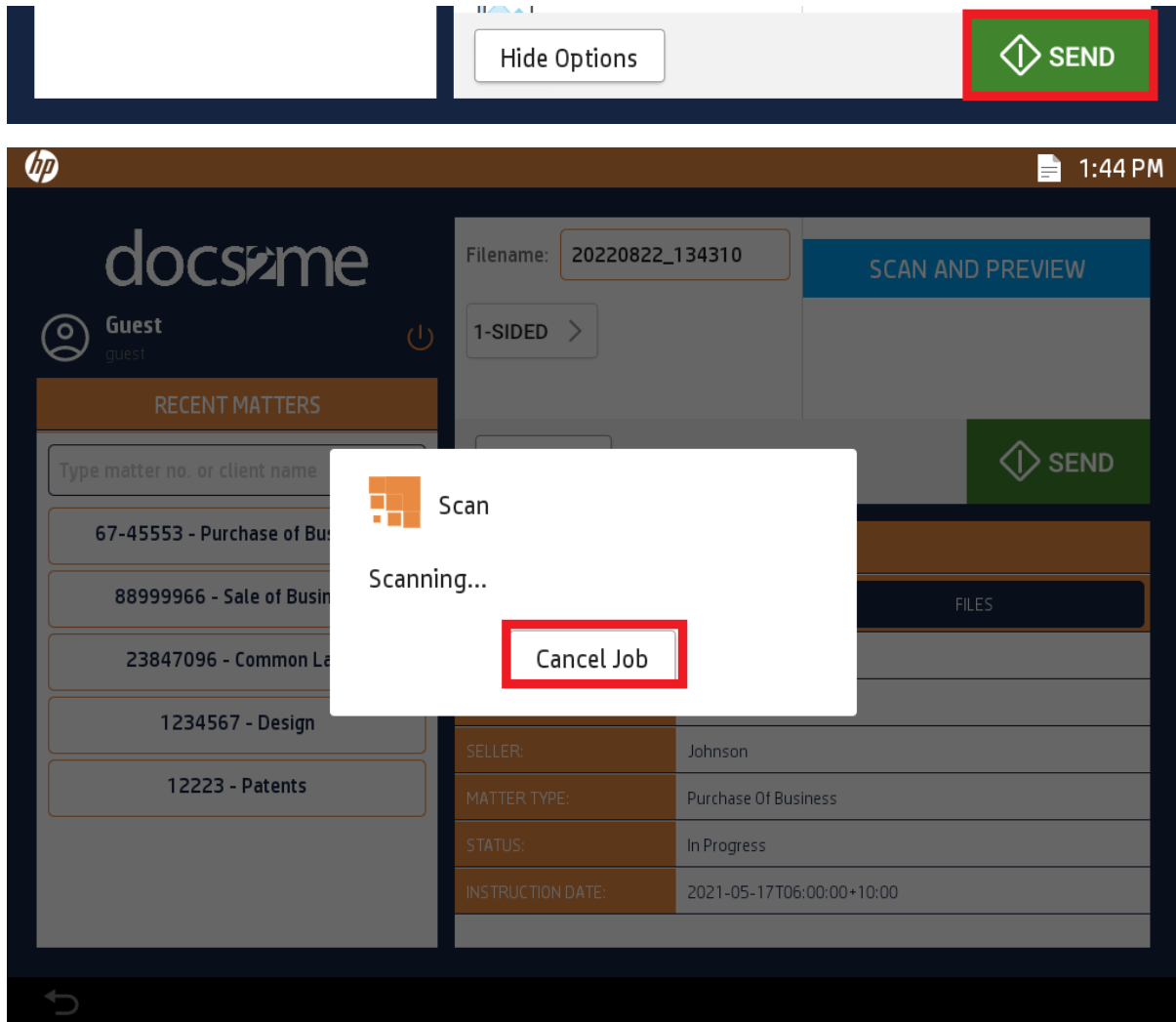
- Filename: 20220822_134310
- 1-SIDED >
- Options (highlighted)
- SCAN AND PREVIEW
- SEND

Bottom Screenshot:

- Options
- File Type and Resolution: JPEG, 300 dpi
- Original Sides: 1-sided (SCAN AND PREVIEW highlighted)
- Color/Black: Color
- Original Size: Letter (8.5x11)
- Content Orientation
- Hide Options
- SEND

Scan Progress Screen

The screen below will appear when users click on the SEND button to upload the file to the selected Matter. This shows the scanning functionality, users will have the capability to cancel the job by clicking on the 'Cancel Job' button as shown below. This will stop the scanning and the document will not be sent through to Leap.



View uploaded files of Selected Matter

Users have the option to view the uploaded files in the Matters that they select. Please select the desired Matter under Recent Matters, then proceed to select 'FILES' to view the files allocated to that Matter.

The screenshot displays the DocuSign user interface. At the top, there is an HP logo and the time 1:44 PM. The main header includes the DocuSign logo and a user profile for 'Guest'. Below this is a 'RECENT MATTERS' section with a search bar and five matter cards: '67-45553 - Purchase of Business', '88999966 - Sale of Business', '23847096 - Common Law', '1234567 - Design', and '12223 - Patents'. To the right, a 'SCAN AND PREVIEW' section shows a filename '20220822_134410', a '1-SIDED' option, and a 'SEND' button. Below that is the 'MATTER DETAILS' section, where the 'FILES' tab is selected and highlighted with a red box. This tab displays a list of files with their names and dates.

MATTER DETAILS	
DETAILS	FILES
	20220706_100501.jpg 2022-07-06
	20220706_100433.jpg 2022-07-06
	20220706_100330.jpg 2022-07-06
	20220411_171812.jpg 2022-04-11
	20210827_123343.jpg 2021-08-27
	20210827_123222.jpg 2021-08-27
	Document Access Changed by Ducentis..msg 2021-08-03

Logging Out

As shown in the screen below, users are advised to log out of their accounts as soon as they are done with the usage of the application as they will stay signed in until they have logged out of their accounts. Please select the 'Logout' underneath the user's displayed name to sign out of the application.

