

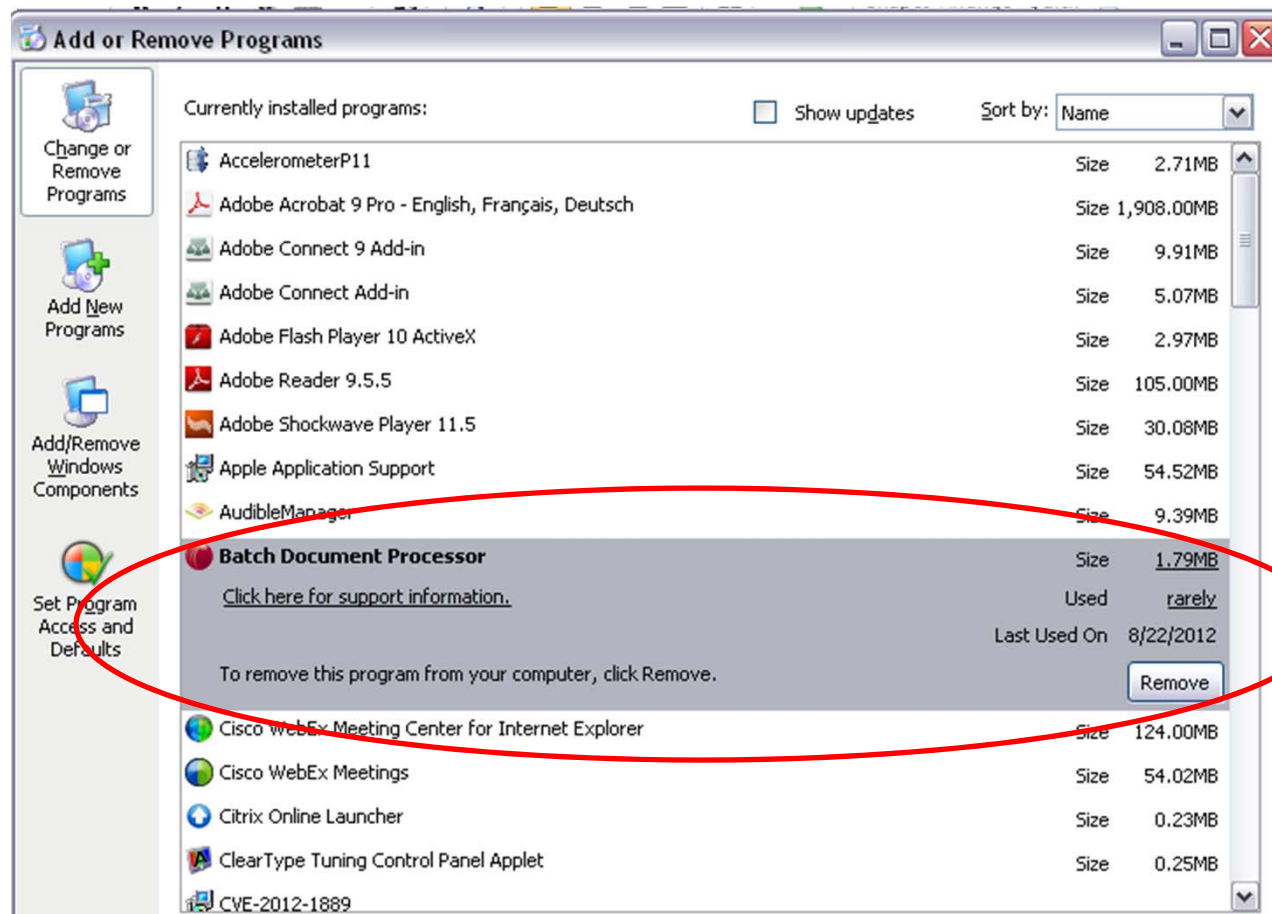
File & ServeXpress Batch Print + Download Utility

How to Update to Version 4.0
Available Monday July 15, 2013

File & Serve*Xpress*™

Step One: Uninstall current version of batch utility.

- Go to your control panel
- Select add remove programs
- Remove Batch Document Processor



Step Two: Logon onto <https://secure.fileandservexpress.com>

Step Three: Make sure pop up blockers are allowed on File & ServeXpress.

Step Four: Queue up a list for the batch processor from the choose an action drop down.

Home Filing & Service Alerts Search

Case History Cases Search Daily Docket Transaction Status Advanced Search Service of Process Transactions

Daily Docket Search > Results

Jurisdiction: Washington
Court: QA Court
Case Class: Probate
Day: 07/03/2013

Daily Docket Search
Search Created:
Saturday, July 06, 2013 11:46:36 EDT

Printable Version

Choose an action: Print documents Go Show 50 records

1-7 of 7 transactions <<Prev Page 1 of 1 Next>>

Transaction	Date/Time	Case Number	Case Name	Authorizer Organization	Document Type	Document Title	Size
<input checked="" type="checkbox"/> 52129039	7/3/2013 11:35 PM PDT	635	DisabledCaseType	Qa Watson, QA Firm A	<input checked="" type="checkbox"/> Petition	test [view]	0.1MB
<input checked="" type="checkbox"/> 52123307	7/3/2013 3:24 PM PDT	621	search	Qa Bing, QA Firm D	<input checked="" type="checkbox"/> Petition	test [view]	0.3MB
<input checked="" type="checkbox"/> 52119521	7/3/2013 1:57 PM PDT	618	test opf	Anna Lisa Armas, Armas, Anna Lisa	<input checked="" type="checkbox"/> Petition	test [view]	0.3MB
<input checked="" type="checkbox"/> 52117867	7/3/2013 11:30 AM PDT	611	test opf	Qa Bing, QA Firm D			
<input type="checkbox"/> 52117865	7/3/2013 11:27 AM PDT	611		Qa Watson,			

File & ServeXpress

Step Five: A new window will open (make sure pop ups are allowed on File & ServeXpress). Click the create job button.

NOTE – You will not need to actually print/download this job, you just need to get to the next screen.

File & ServeXpress Batch Document Security Check Results
We have conducted a security check of your rights to the documents you have selected. We have found the following:

4 document(s) are available ?

Available Documents							Show 10 records
Date	Document Title	Transaction ID	Document Type	Court	Case Number	Case Name	1-4 of 4 Available Documents
7/3/2013 11:35 PM PDT	test	52129039	Petition	QA Court	635	DisabledCaseType	
7/3/2013 3:24 PM PDT	test	52123307	Petition	QA Court	621	search	
7/3/2013 1:57 PM PDT	test	52119521	Petition	QA Court	618	test opf	
7/3/2013 11:30 AM PDT	test	52117867	Answer	QA Court	611	test opf	
							1-4 of 4 Available Documents

Create Job Close

Step Six: Click the hyperlink [Batch Document Processor 4.0](#).

Reminder - This will not be available until Monday July 15, 2013.

The screenshot shows the File & ServeXpress web application. At the top is a navigation bar with icons for home, RSS, email, and a printer, along with menu items for Page, Safety, and Tools. A prominent note states that as of July 2013, the Batch Document Processor 4.0 is required, and users must uninstall their current version and download the new one. The note includes a hyperlink for 'Batch Document Processor 4.0', which is circled in red. Below the note, it mentions that selected documents are saved as a Batch Job with ID 20130706115136 and that Batch Jobs are saved for 30 days. A link to customer support is also provided. At the bottom, there is a table titled 'Saved Batch Jobs' showing two jobs with their respective document counts and creation dates. A 'Close' button is located at the bottom center of the notification area.

Note: As of July 2013, the Batch Document Processor 4.0 is required; please uninstall your current version and then download and reinstall the new version referenced below.

The available documents you have selected have been saved as a Batch Job: **20130706115136**. To access and download or print this job, you must install [Batch Document Processor 4.0](#) (Administrator rights are required). Batch Jobs are saved in our system for 30 days.

For additional assistance, please contact File & ServeXpress Customer Support at 1-888-529-7587. Our team is available 24 hours a day, 7 days a week to assist you.

Saved Batch Jobs | Show 50 records

1-2 of 2 Batch Jobs

Job Number	Document Count	Date Created
20130706115136	4	7/6/2013 11:51 AM EDT
20130702220556	4	7/2/2013 10:05 PM EDT

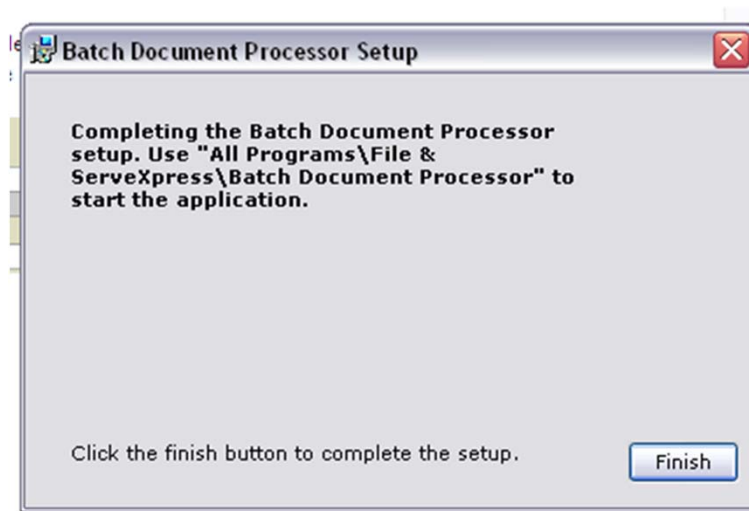
1-2 of 2 Batch Jobs

Close

Step Seven: A File Download window will open, select Run.



Step Eight: The new program will run in the Batch Document Processor Setup Window, once done the finish button will appear. Click the finish button to complete the set up.



File & ServeXpress™

Step Nine: Go to your start menu > All Programs and select, File & ServeXpress > Batch Document Processor to launch version 4.0. You can now print/download the job you just created, or simply delete it.



NOTE – A desktop shortcut will NOT be automatically created.

You can click, drag and drop from the start menu to create a desktop shortcut.

Please contact customer service with any questions:

support@fileandservexpress.com

888.529.7587

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