



DocMoto Video Tutorials – Administrators:

- [Adding Users and Groups](#) – This video shows you how to add users and groups to DocMoto.
- [Introduction to Permissions](#) – This video shows an introduction to Permissions within DocMoto.
- [Creating a master document template](#) – This video shows you how to create a master document template.
- [Restricting Access to Master Documents](#) – This video shows you how to restrict access to Master Documents using DocMoto Permissions.
- [Introduction to using Tags](#) – This video shows an introduction to using Tags within DocMoto.
- [Creating folder templates](#) – This video show you how to create folder templates within DocMoto.
- [An introduction to Import Profiles](#) – This video shows an introduction to using Import Profiles.
- [Import Profiles – Part 2](#) – This video shows further information on Import Profiles. In this short video we learn how to create an Import Profile using the "Import Question" Tag. The ideal choice when an Import Question has hundreds, if not thousands of questions.

DocMoto Video Tutorials – End User Specific:

- [Add an existing file to DocMoto](#) – This video shows you how to add an existing file into a DocMoto repository.
- [Checking a file in and checking a file out](#) – This video shows you how to check a file in and check a file out of DocMoto.
- [Quick Search](#) – This video shows you how to use the Quick Search function within DocMoto.
- [Importing Emails](#) – This video shows you how to import Emails into DocMoto.
- [Sending files as an Email attachment](#) – This video shows you how to send files as an Email attachment through DocMoto.
- [Unpacking Emails](#) – This video shows you how to unpack Emails within DocMoto.
- [Linking to DocMoto from an email](#) – This video shows you how to insert a link to a file within DocMoto.
- [How to print a document with a unique identifier](#) – This video shows you how to print a document with an unique identifier using Print Special.
- [How to compare two different documents](#) – This video shows you how to compare two different documents.
- [Alerts and Notifications](#) – This video shows you how alerts and notifications work.

DocMoto iOS Video Tutorials:

- [Using the new DocMoto iPad app](#) – ** This video shows our iPad Client app.
- [Using an iOS device with DocMoto \(iPad or iPhone\)](#) – ** This video shows a common application using an iOS device to record a customer signature on a document.
- [Synching DocMoto with an iOS device](#) – ** This video shows a complete version history to file synchronisation on an iPad.
- [Managing dictations taken on an iOS device](#) – ** A short video demonstrating how DocMoto can be configured to act as a central repository and workflow system to process dictations taken on an iPad or iPhone.

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DocMoto Video Tutorials – Feature Updates V3.5:

- [How to obtain links for multiple files](#)
- [Retrospectively applying a folder template](#)
- [How to update tags for multiple files](#)
- [How to add a file with a dissimilar name to the version history](#)
- [Email Templates](#)
- [Allowing users to maintain master documents](#)

** For users wanting to use iOS devices with DocMoto, please refer to this [article](#) on our website on how to configure your iOS device to work with DocMoto.