



Washtenaw ISD
A REGIONAL EDUCATIONAL SERVICE AGENCY

WISD

Scanning Training Manual

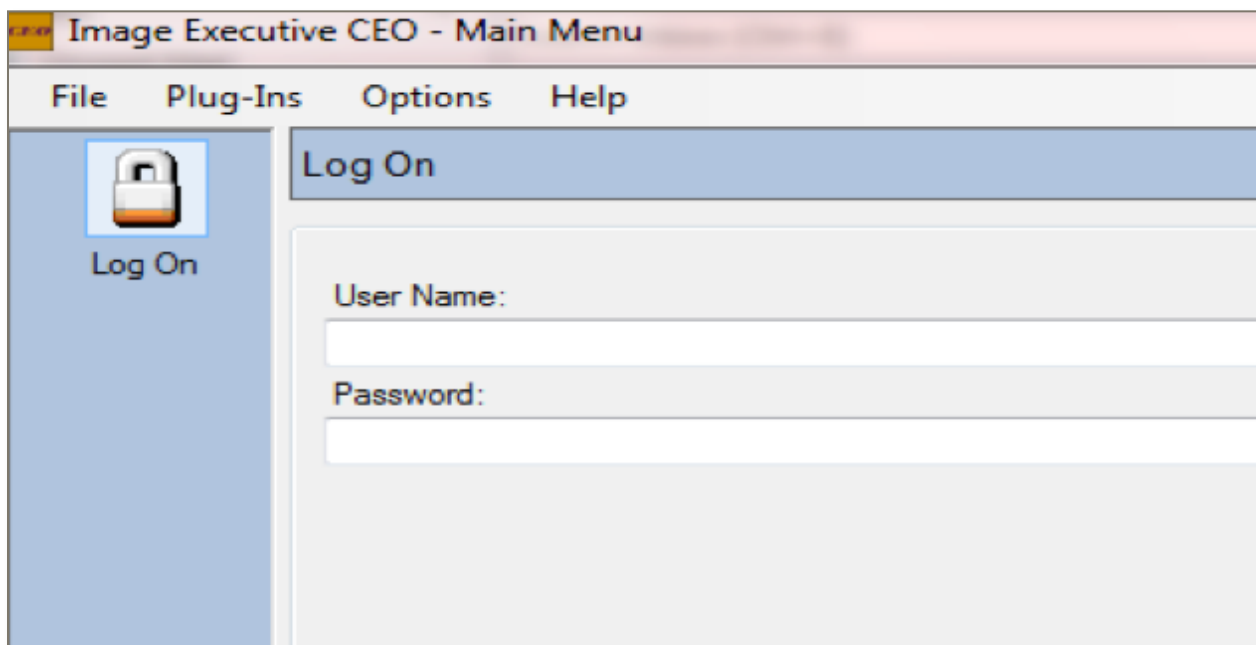
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Dashboard

Login to CEO



Access application via double clicking Icon either on Desktop or Toolbar



Enter User Name and Password

Functions

Scan, File and View



Maintain Folders and Ind...



Scan Documents



View Documents



File Documents

Maintain Folders and Indices

Add folders and document templates

Scan Documents

Scanning functions only

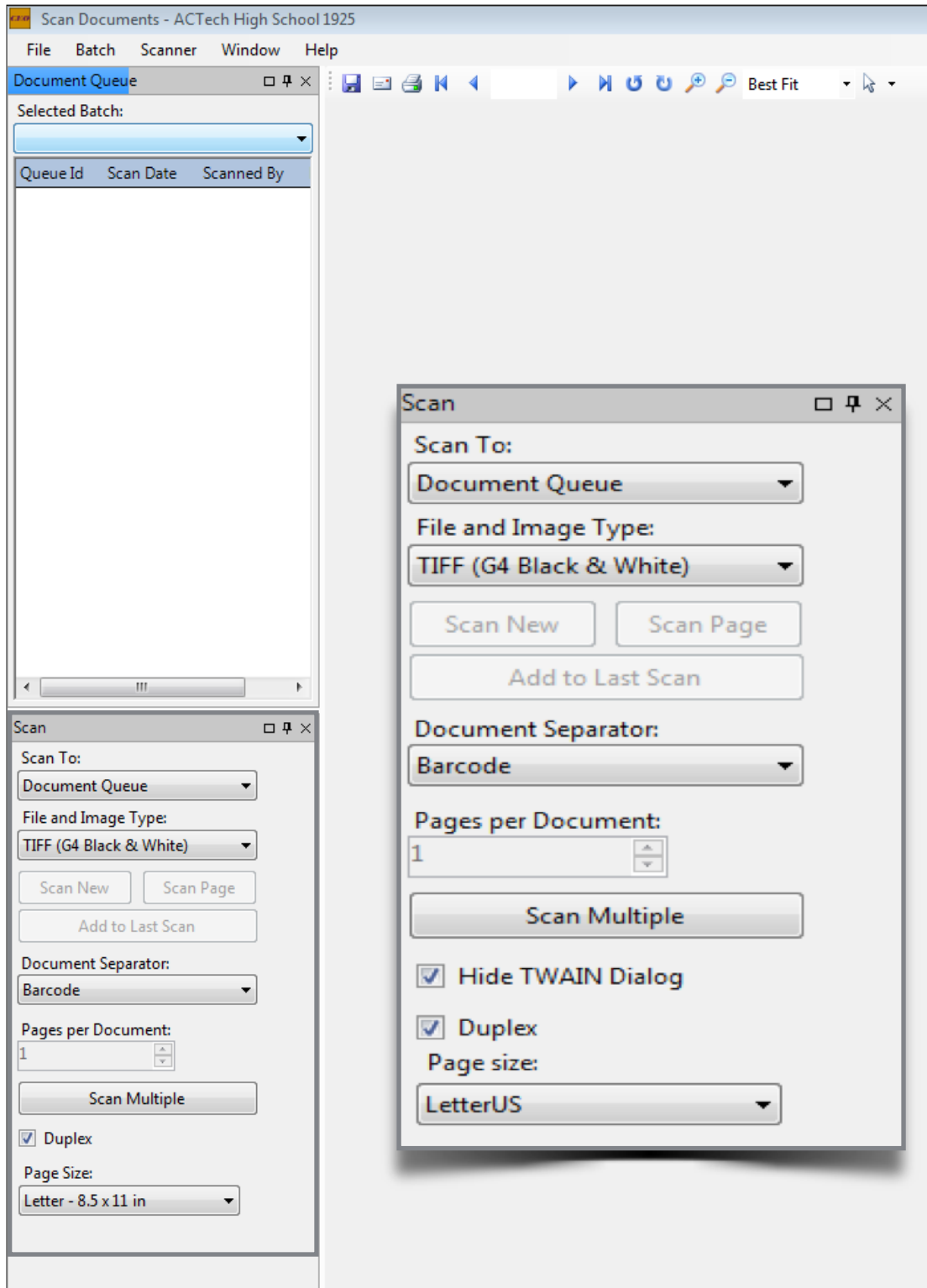
View Documents

Search, Export and Edit Student Folders

File Documents

Sets Document Descriptions and Student Folder to Scanned Documents

Scanner Window Settings





Scan Documents

How to Scan?

1) Place documents away and upside down

- Use barcode sheet to separate the documents via the document descriptions later used to file documents

2) Scan Multiple

Scan Multiple



File Documents

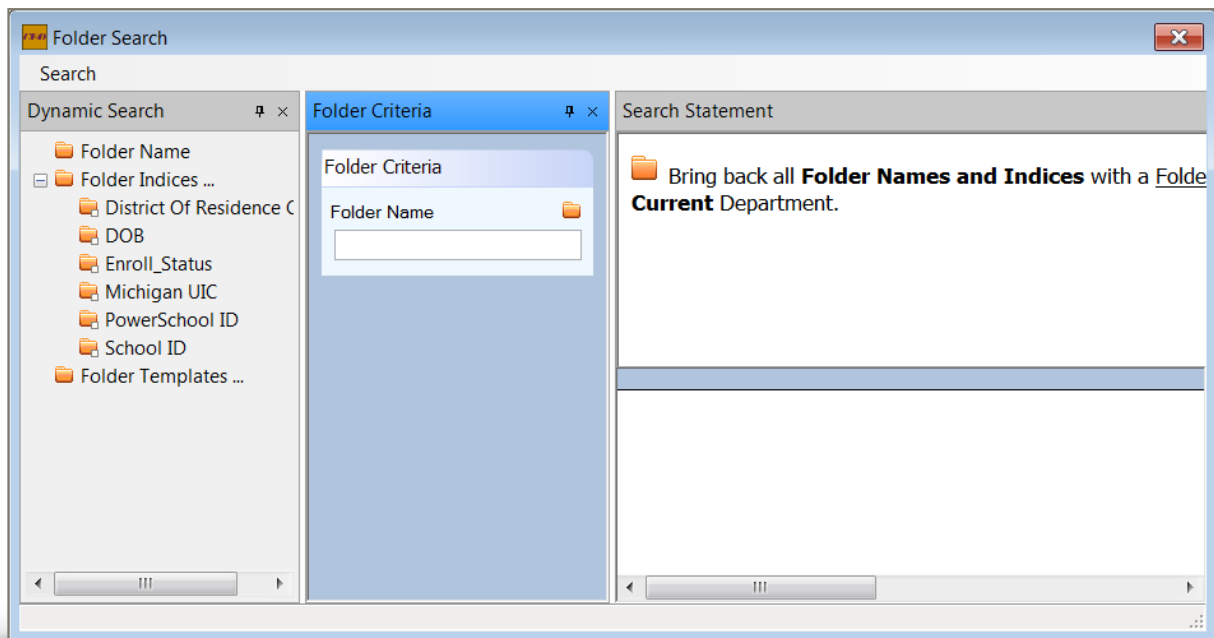
How to File?

1) Select Individual using Folder Search

- Enter Individual Name via *Folder Name*

A) Double Click Individual

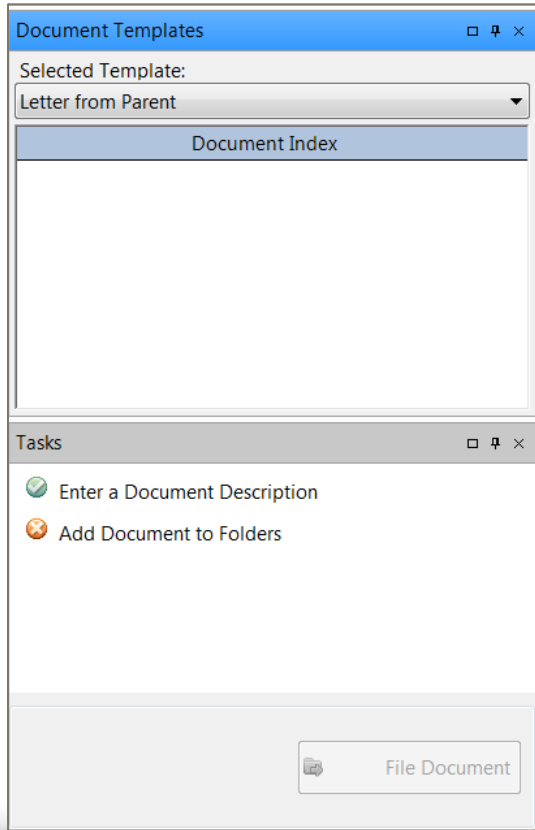
- Should appear in Departments and Folders



Departments & Folders			
Department	Folder	Folder Index	Index Value add
University High School 1925	Jones, Jacob		remove
	District Of Residence Code	81020	
	DOB	07/25/2005	

2) Select Template/ Document Description

- Use drop down menu below *Selected Template*:
- Should appear in Document Description



Document Data	
Document Description	
Letter from Parent	
Dates	
Document Date	11/7/2014 edit
Scan Date	11/7/2014
File Date	11/7/2014
Retention Start Date	edit
Retention Period	
Document Indices	

3) Dates

- Change Document Date
- Should reflect date of document or present date
Do not leave as default date

Dates		
Document Date	11/7/2014	edit
Scan Date	11/7/2014	
File Date	11/7/2014	
Retention Start Date		edit
Retention Period		

4) File Document

