

INSTRUCTIONS FOR SCANNING

Before documents can be scanned into the system, a document packet needs to be assembled.

- 1) Click on the button on either the Dispatch or Billing Screen (look like scanner 'yellow').
- 2) Check the appropriate types of documents to be scanned (i.e. Alert, HAWB, MAWB, etc).
- 3) Click on the button. A cover sheet will be printed out. It will contain a bar code and a list of documents to be scanned.
- 4) Order the original documents in the order listed on the cover sheet, and place the cover sheet as the top page.

Before a batch job can be scanned into the system the document packet needs to be assembled. (Above).

Make sure that the packet has no paper clips or staples, and that the pages are as flat as possible. Place the packet into the scanner's document feeder (see manufacturer's documentation for the proper way to load the feeder).

- 1) Start the Crown Imaging software.
- 2) Switch over to the Scanner Control Tab and click on the Start Batch Scan button. The batch scan can also be initiated by clicking on Process -> Scan Batch in the main menu.
- 3) As the batch job progresses, the scanned image will be shown in the Document View, and the current packet information is displayed in the Job Status section.
- 4) If any errors occur during the first packet of a multi-packet job, the scanning operation will stop. Once the problem is resolved (see Scanner Errors log), the operation can be re-started.
- 5) If errors occur in subsequent packets, the job will continue on as normal. Any packet that had errors will be logged in the Scanner Errors log. After the problem is resolved, only the packet(s) with issues need to be re-scanned. This is done as if a normal Batch Scan Job was being performed.
- 6) When complete COMMIT THE SESSION.