ADMISSIONS: Preparing and Sorting Documents Prior to Batch Scanning

Description

Prior to batch scanning, documents must be prepared and sorted by admissions staff. This process aids in the effective completion of the scanning/capture, quality assurance (QA), and linking procedures associated with ImageNow.

Process Steps

Step 1: Gather and Prepare Available Documents

Be sure to do the following:

- Remove any staples, paperclips, or other objects that might cause the scanner to jam
- Tape all documents smaller than 8½” x 11” to a blank 8½” x 11” sheet of paper

Step 2: Sort Documents into Stacks

Documents must be sorted into two stacks as follows:

<table>
<thead>
<tr>
<th>Stack 1</th>
<th>Application packets and other supporting docs (other than transcripts and test scores)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stack 2</td>
<td>Transcripts and Test Scores</td>
</tr>
</tbody>
</table>

Once the documents have been separated into two stacks, documents within the stack will need to be separated (see Step 3).

Step 3: Insert Patch Code Sheets between Different Doc Types

Patch Code sheets are used to separate a document and allow multiple documents to be scanned in a batch.
Patch Code sheets are 8½” x 11” sheets of paper printed with the following header:

```
ImageNow Patch I Header
```

A Patch Code sheet should be inserted between documents as follows:

- between each different student
- between each different doc type within the same student (NOTE: please write identifying information (e.g., the name of the student) in the upper, right-hand corner of each separate document so when they are separated from the application they can be linked to the correct student.)
- between each different doc type and student

For example, a Patch Code sheet would be inserted between two different application packets (two different students) and between each different doc type within the application packets.

**Note:** Patch Codes may not function properly if sheet has any stray marks or folds. Also, Patch Code sheets are not necessary at the beginning of a batch, but may be placed at the end in the event of adding a second batch.

**Step 4: Scanning Documents**

Now that the documents have been prepared and sorted, they are ready to be scanned. Refer to *Admissions: Scanning Documents* for this process.