ImageNow QG: Single Document Scan and Link Now

REMINDERS:
• The document you scan could be one page or many pages
• You do not use a Patch sheet when you scan a single document
• We will link the document NOW, instead of from the Workflow Linking Queue
• Applet matters for Single Scan (makes no difference for batch scanning)

A. Place document page(s) in Feeder Tray – face down and head first

B. Select Capture Profile:
   1. From ImageNow Control Menu, RIGHT-click the capture icon and select SP_LINKNOW
   2. From ImageNow Control Menu, select applet SP_PS_LINK

C. Select Linking Source:
   1. Open PeopleSoft Attributes Page to the Project from which you will scrape information to fill the DOCKEYS.

D. Capture and Link Document
   1. From ImageNow Control Menu, click capture icon . The Proposed Key dialogue box will open.
      a) select Drawer where you want Document to be, e.g., S_SP.
      b) select DOCTYPE , e.g., PROJAWARD for a project award letter.
      c) verify the information in the remaining DOCKEYS matches the information in your open PS page.
      d) click on the dialogue box.
         1) the document moves through the scanner to the feeder tray
         2) the document opens in Power View Scan Mode (NOTE: F7 and F9 keys do not work in Power View Scan Mode)
      e) do QA: Is the image legible? Are all pages there? Is important information visible?
      f) click Save icon at the bottom of the page.
DONE

You can search for the document using DOCKEY information.

END