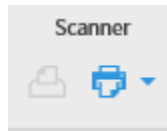


### Scanning

1. Login
2. Select your Application [B-S-ADMN, B-F-DOCS, B-H-EMPL, B-R-TREQ, etc] on left
3. If documents going to SAME Index, New Document
4. If documents going to DIFFERENT indexes, New Batch, Batch Name
5. Click the Scanner Icon



- a.
6. Click Allow
7. If the Paperstream scanner is NOT listed, uncheck Show only connected scanners
8. Click OK
9. Select the Paperstream scanner
10. Scan

### Batch Indexing

1. Select New Document [Index appears]
2. Enter Index Data, Save
3. Select Create Another Document
4. Enter Index Data, Save
5. Repeat until all documents are indexed

### New Document Indexing

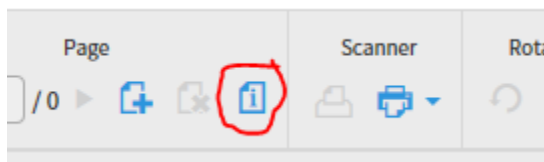
1. Enter Index Data
2. Save

### Miscellaneous

If you get the message Unique Key Violation has occurred, click OK, click Select Index [above index data on the right]. Attach.

The thumbnails should be rendering now.

If both scanner icons are grey, click on another icon on the Scanning page: If Batch, click on the I



If New Document click on the + icon.

Both of these will activate the Select Scanner icon.