

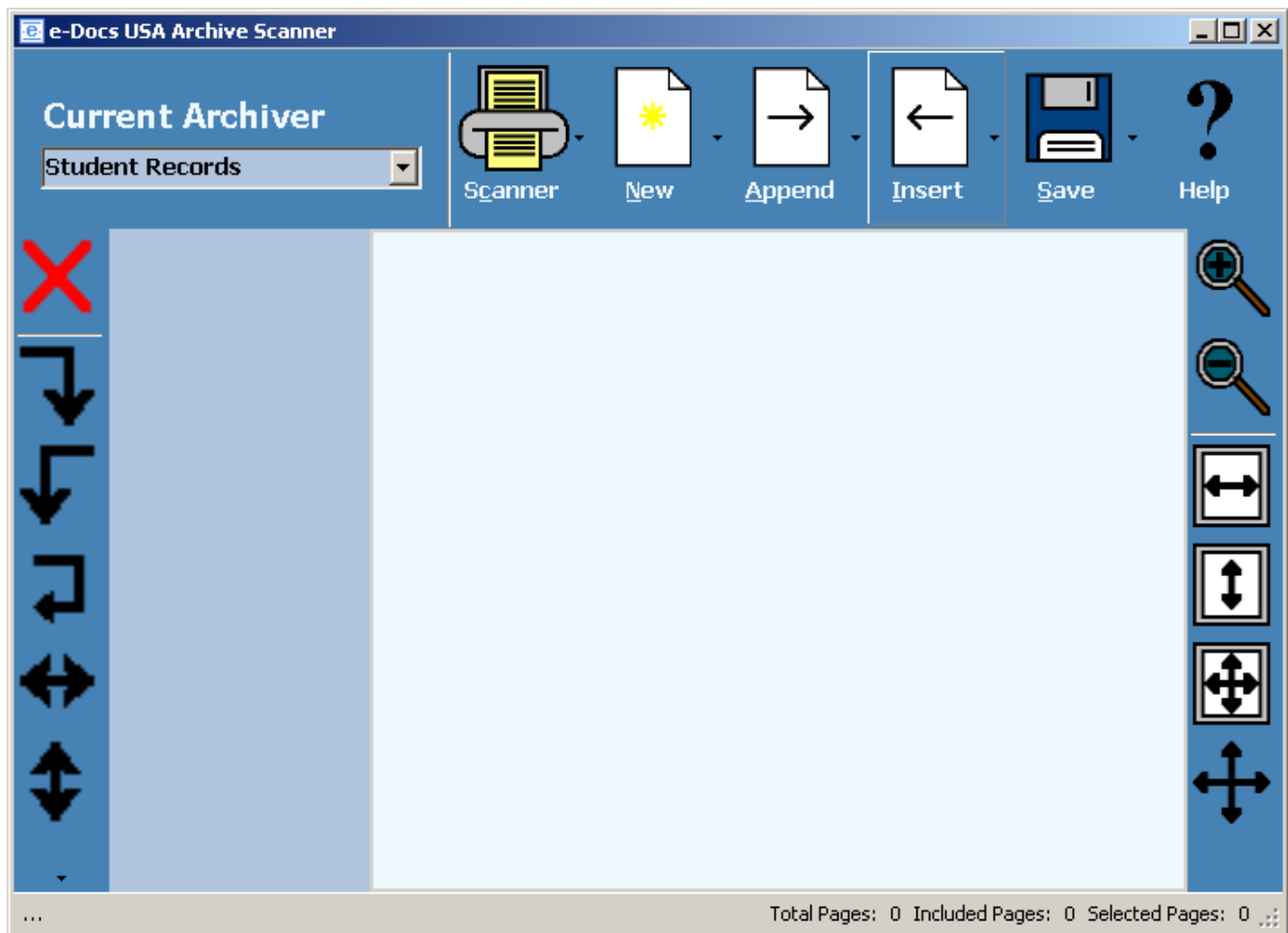
..e·Docs USA

~Integrating People & Technology~

School Scanning Solution

Scanning

1 *Launch the e-Docs USA Archive Scanner Application*



2 *Insert your record into the scanner and click “New>From Scanner”*

3 *Select the correct scanner settings and click “Scan”*

4 Make any needed adjustments (insert, remove, append, rotate, etc).

e-Docs USA Archive Scanner

Current Archiver
Student Records

Scanner New Append Insert Save Help

E-Docs USA School

Contact Information

Student Information
Legal Name: Last Sullivan First Shirley
Sex W
Social Security Number 41-55-4547
Race: Black, White, Hispanic, Other
Date of Birth 11/1/1921 Enrollment Date 10/2/68 Withdrawal Date
Parent/Guardian #1 Information
Legal Name: Last Sullivan First John
Social Security Number 11-55-1442
Address 101 E. Avenue
Phone Number 555-444-4444

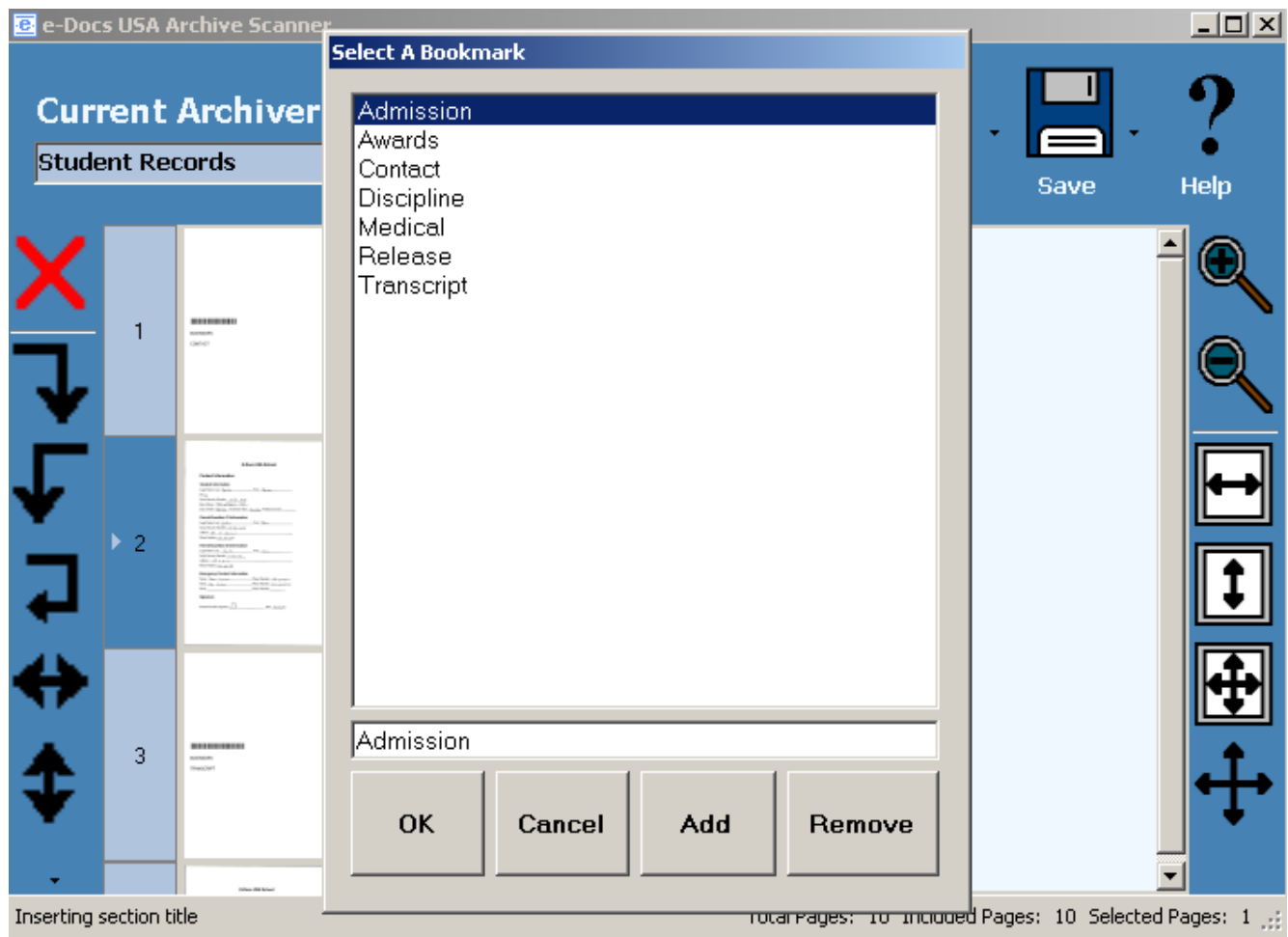
Parent/Guardian #2 Information
Legal Name: Last Sullivan First Louise
Social Security Number 11-55-1442
Address 101 E. Avenue
Phone Number 555-444-4444

Emergency Contact Information
Name John Sullivan Phone Number 555-444-4444
Name Joe Sullivan Phone Number 555-444-4444
Name _____ Phone Number _____

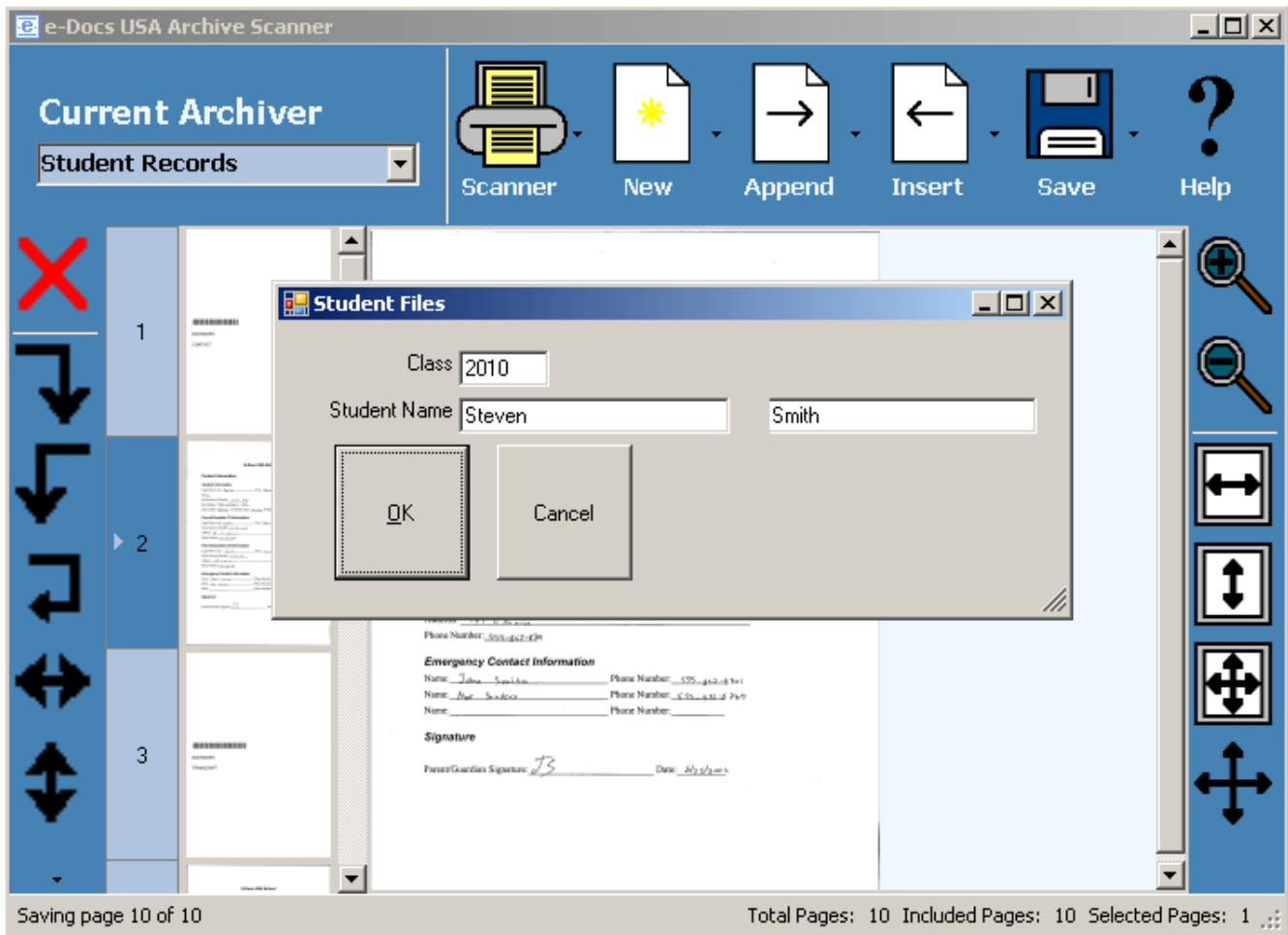
Signature
Parent/Guardian Signature JS Date 10/2/68

New document started from scanner Total Pages: 6 Included Pages: 6 Selected Pages: 1

5 Add bookmarks where needed by selecting a page and clicking “Insert>Bookmark”

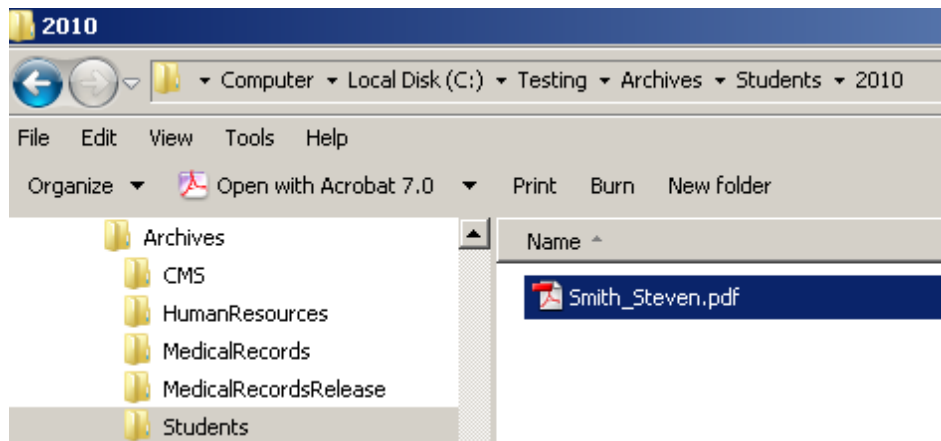


6 Once the document is complete, click "Save>To Archive"

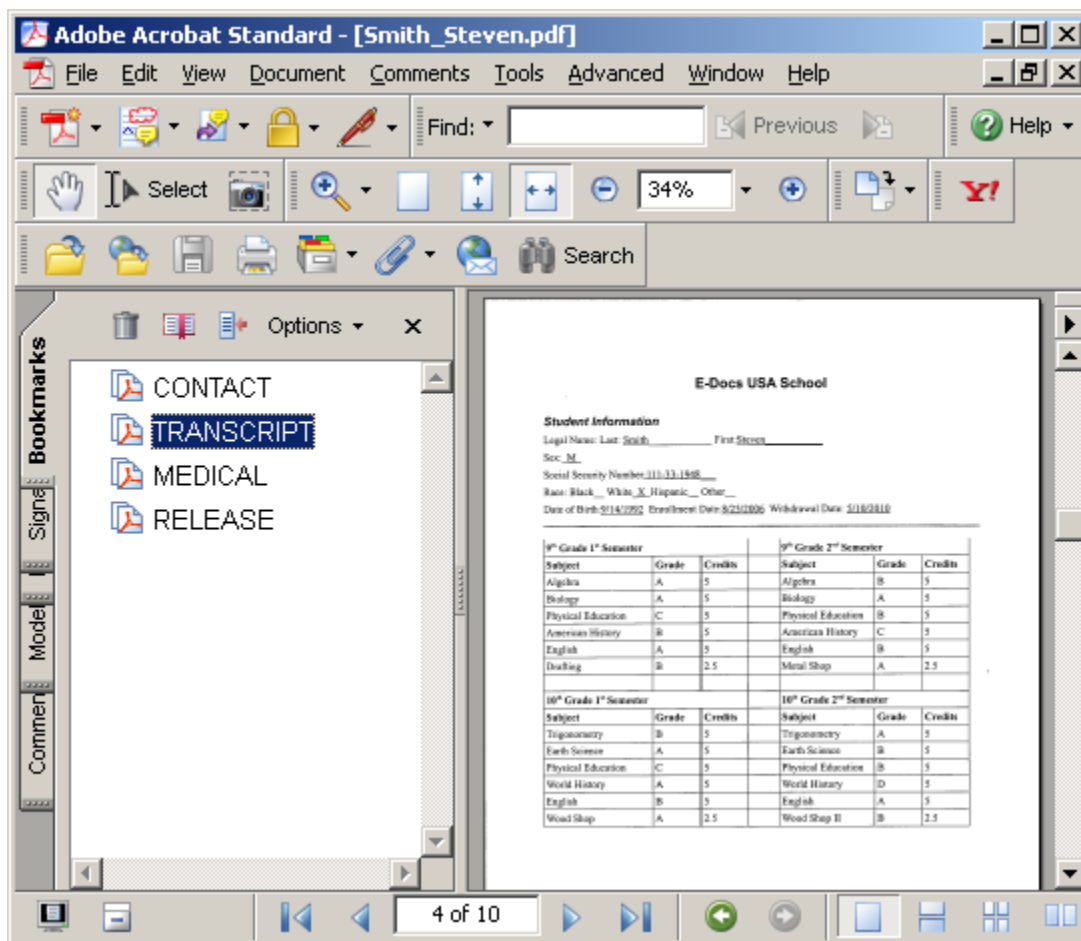


Viewing

1 Browse to the archive using Windows Explorer ®



2 Double click the file to open it in your PDF reader



More Information

A video demonstration of this and other solutions is available online at:
<http://www.edocsusa.com/media.shtm>

For a customized demo or for further information, please give us a call.



e-Docs USA, LLC

www.edocsusa.com

sales@edocsusa.com

Montana Office: (406) 723-8721

California Office: (650) 369-4661

Fax: (406) 258-0778