How to scan documents.

Once you have reached this page. You will enter your user ID and password to continue.

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This will be the next page to load for you. On the left hand side of the screen are Applications you may select to upload your documents. If you can see them you can access them.

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For the purposes of this example on how to scan, we will be using the NSU-Bursar application.

For the purposes of scanning, we will only be focusing on the New Document and New Batch options as marked by the Arrows above. The New Document option is if all the pages you are scanning has the same index values for the document. New Batch is used when scanning in more than one document at a time for multiple index values.

After clicking the New Batch button this box will appear, from here select what application you wish the batch to go. The box will default to the Application you are currently working in. Next you will need to name your Batch. The name can be anything, this is a required field. The box will also give you an option to add a description.

Application*	NSU-BURSAR	~
Name *		
Description		

Upload New Ba	itch	۲
Application*	NSU-BURSAR	~
Name *	Example	
Description		
	CANCEL	CONTINUE

Here you can see that once we added a name the continue button can now be selected.

After clicking the Continue button, the scanning page is displayed. Before you can start scanning, you will have to select the scanner that is connected to the computer you are using. This button is location in the scanner box on the tool bar as marked by the arrow.



The scanner selection box will open. Here you will have to select the scanner that you are using. In this example we are using a Fujitsu fi-6130 scanner. Since it is highlighted in blue the next step will be to hit the okay button.



Now you can start scanning you documents. Load your document into the scanner and select the scan button as marked by the arrow below.

The documents that were scanned can now be viewed on the left side of the page. From here, you may scan more pages , leave this batch or start indexing.

Change scanner settings:

Scanner Selection X	
ISIS (Recommended) Fujitsu fi-6130 (32 bit)	
Show only connected scanners	
Load scanner	

Click ok

Click on the scanner it will populate the scanner settings. Click on the cog to open up settings to change.

Properties for Fujitsu fi-6130 on STI - 000	1		×
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Change what settings, click on OK. Now you are ready to scan

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Click on the scan button.

Another way to scan or input document that is new to Banner Document Management is "Drag and Drop". Make sure the settings in the document view are set up to "Enable Inline Rendering of Foreign Files and Use of Browser" to "Display PDF Files".

To Drag and Drop document you will click and hold on the file you wish to input. There are several ways to drag and drop the files:

- Move it to screen where the applications are
- Move it to the thumbnail side of the scanning page as marked by the arrow below. Then unclick
- Move to the body of the screen

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Drag the file to the middle of the screen of the application of where the document will be stored.

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Add the pages in the file to be indexed.

The index files will come up so you can fill them in.

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Once you have the documents you want pulled up and would like to add more to them you drag the documents in.

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