

## How to scan (the short version)

NOTE: This document assumes that you already have the remote scan program installed and configured as per the Remote Scan Help Document.

How to Scan:

1. Start Remote Scan from the desktop by clicking the icon.
2. By default you are on the "Scan" tab, if you are doing any rescanning please check "Chart ReScan" below.
3. Insert the charts face down on the document feed with the top of the chart facing down
4. Select the correct Client ID, production date and add any comments that may relate to the charts being scanned (such as field etc).



The screenshot shows a software window with a light gray background. At the top, there is a label "Client ID" followed by a dropdown menu showing "ZTEST". Below that is a label "Production Date" followed by a dropdown menu showing "Mar - 2010". Underneath is a label "Comments" followed by an empty text input field. Further down is a checkbox labeled "View Scanner Dialog" which is currently unchecked. At the bottom center is a button labeled "Scan Now".

5. You will then receive a message box stating the number of charts you scanned and your designated batch number.
6. The tab labelled "Transfers" will alert you to the status of all your scanned batches.

**Pending:** The images are waiting to transfer.

**Processing:** Your batch is being sent.

**Timed Out:** Your batch has failed to transfer and must manually be restarted (if the timeout period has been exceeded). Do this by right clicking on the batch in question and choosing "Resend Batch #####"

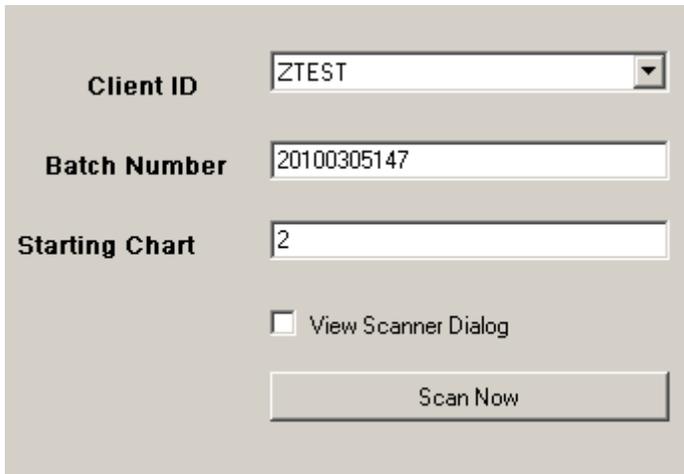
**Completed:** Indicates the entire batch has been sent, this will also have a full progress bar to accompany it.

7. You may now click the "X" button to minimize the program to the task bar. The program will continue to send images.
8. Once all batches have been marked as Completed you can safely close the program.

If the program is closed accidentally simply start it up again and any remaining batches will be queued for sending.

**Chart ReScan:**

1. Select the Client ID and enter the corresponding batch number.

A screenshot of a software dialog box titled 'Chart ReScan'. It has a light gray background and contains the following elements: a 'Client ID' label next to a dropdown menu showing 'ZTEST'; a 'Batch Number' label next to a text input field containing '20100305147'; a 'Starting Chart' label next to a text input field containing '2'; a checkbox labeled 'View Scanner Dialog' which is currently unchecked; and a 'Scan Now' button at the bottom.

2. Enter the first chart that needs to be rescanned from that batch.
3. Load the charts into the scanner
4. Click Scan Now
5. You will receive a prompt indicating how many images you scanned for the specified batch

If you get an error on clicking "Scan Now" please verify that the batch number was scanned with the corresponding Client ID. Both must be an exact match to enable failure scanning.

If you have any problems, concerns or comments please