

# University of Miami Image System

## Windows/95 Ascent Scan Workstations

### User Manual



# Instructions for Ascent Scan Workstations

## STARTUP

- Turn the scanner on first then turn on the PC.
- Type in the Network Password, Press Enter. (Optional)
- Cancel Windows signon or type in the Windows Password, Press Enter.

*You will see “Connecting E: S10B1715\QDLS” - Wait until this disappears*

- Sign on to the AS/400 “System Security”. Type in your USERID, Press Tab, Type in Password, Press Enter.

*FTP (File Transfer Program) window will pop up and then go away. You can minimize this and continue working.*

## NOTES:

1. You should keep a log of the employees you scan and check them in “View”.

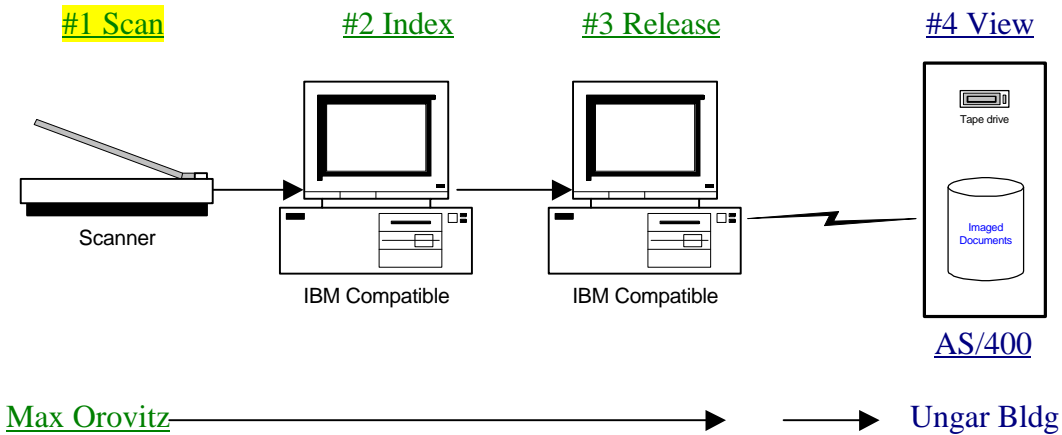
### Sample Log

<u>Date</u>	<u>SS#</u>	<u>Name</u>	<u>Doc Type</u>	<u>Qty</u>
1/1/99	222-77-8989	Smith, John	PDF	1
			PEF	5
			CHLHNT	1
1/2/99	989-98-0000	Snake, Mary	PDF	1
			RESUME	2
			MISC	4

*Delete duplicates and make notes of any documents missing so that you can rescan.*

2. Step #1, 2, 3 listed below you will find in the “Scan and Index” folder.
3. Step #4 listed below you will find in the “Image View” folder

## Scan/Index/Release/View Instructions



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### Step #1 Scan

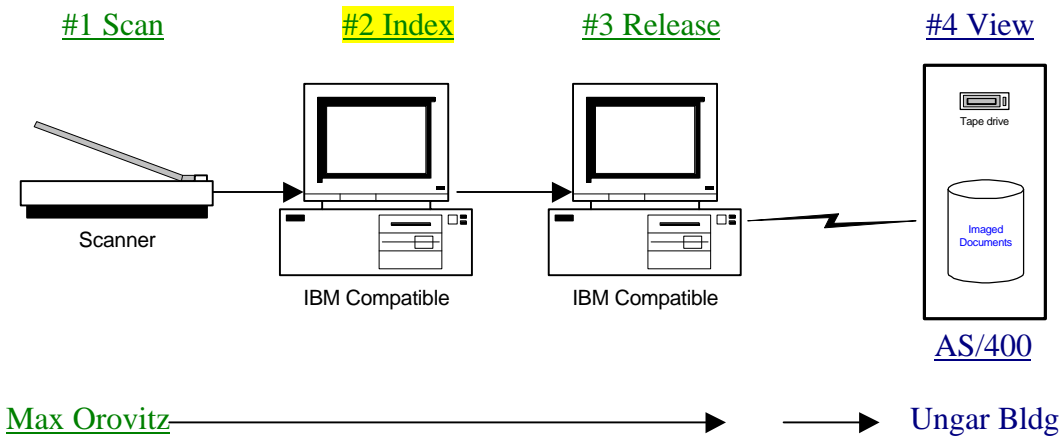
1. **Double Click** on the Scan Icon. Type in a **Batch Name**.

*The batch name is insignificant, although it is recommended that you choose a batch name that is meaningful, such as SS#, for tracking purposes through Steps #1 to #3.*

2. Verify that the Document Class has the correct “File Cabinet Name” and click on **Create**.
3. Scan the documents. Click on **End Document** after each document is scanned.
4. **Close** the batch when you are finished scanning.

### NOTES:

1. *You cannot close and empty batch. If you have a document with “0” pages in the batch, delete the empty document first and then close the batch.*
2. *You will get an “IMS Internal Error 45067” message if you try to scan a document through the feeder and the ADF is set to “flatbed”. Turn the scanner off and on and change the scan setting to ADF (Automatic Document Feeder).*
3. *To change the Scan Setting from ADF to Flatbed and vice versa:*
  - *Click on the icon with the **question mark**, Click on **Scan Settings***
  - *Click on the **drop-down arrow** in the “**source field**” and select **ADF** or **Flatbed***



## Step #2 Index

1. **Double Click** on the Index Icon. Double Click on the **Batch Name** you want to index. Click on **OK** when the USERID pops up.

*The first document to be indexed in the batch will be displayed. The SS# from the previously indexed document will be displayed. Verify that this is the right SS#.*

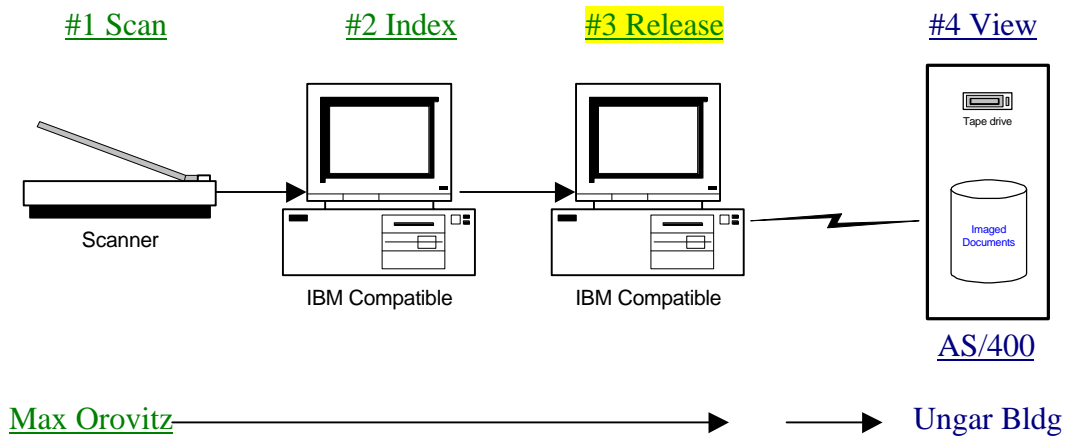
2. Type in the correct SS# if not already listed and press the **Tab Key**.

*You will see “**validating SS# on the lower left screen**”. Wait until this disappears the employee’s personnel information appears on the screen.*

3. Verify that the name is OK and **Tab 2 Xs** until the Document Type field.
4. Select the correct **Document Type** using the arrows or bar and then click on **OK**.
5. When finished **Close** the Index Screen.

### NOTE:

1. *The Document Date will default to today’s date. You can type in the correct document date or leave today’s date. Check with your supervisor to determine what should go in this field.*



### Step #3 Release

1. **Double Click** on the Release Icon. (It will take a few minutes to initialize.)

*The release window will open up. You will see all your batches being released. When the release process for 1 batch completes you will see the following message:*

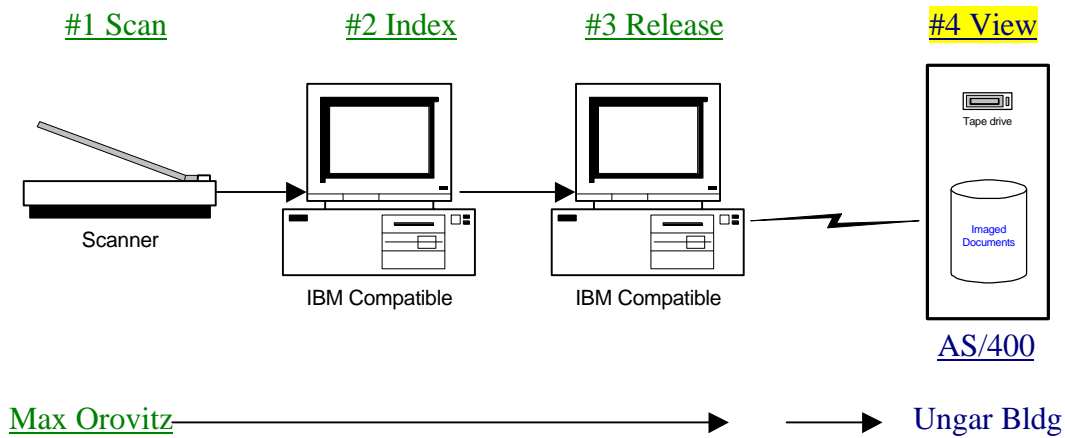
***“Completed release of 1 normal batch”***

#### NOTES:

1. If you open up Release and get the following message:  

*“Cannot Load Custom Control DLL”, follow these steps:*

  - **Close** all your windows, **shutdown** and **reboot**.
  - Once the PC reboots go to Image Batch Folder and do a **DB Clear**.
  - **Press any key** when finished.
2. If you get a *“Path/File Error”*...Go to Batch Manager and **requeue** the batch to Scan and follow these steps:
  - From Batch Manager, **click** on Process Batch Icon.
  - **Close** the window that appears and **remove the X** from *“List Only Problem Pages”*, **Close** the Scan Window.
  - From Batch Manager, **click** on Process Batch Icon again.
  - The Index Screen will appear. **Click OK** on USERID and the Index Screen will open and close by itself.
3. If there is a problem with the release process, check that the document is not **“locked”** and that the status says **“ready”**.



### Step #4 View

1. **Double Click** on WinView Icon.  
*(Make sure you see "connected" in lower right corner.)*
2. **Double Click** on Image System Icon. Sign on using your View ID and type in **PW**.
3. Type a "1" from Main Menu and Press **Enter**.
4. Select the HR File Cabinet by typing a "1" next to HR and Press **Enter**.
5. Type in **SS#** and place and \* next to the Document Type field. Press **Enter**.
6. Check that all the documents are there.