

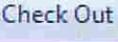
## TESTING AUTO STORE SOFTWARE

# InfoShare Quick Reminders for Scanning

## Scanning a New Imaged Record into InfoShare

1. Double-Click – ScanSnap icon 
2. Place document on scanner and push the **Green Button** on the scanner
3. Name Document
4. Check Scanned Document and **close ImageView**
5. Ensure your document is selected and **click on the DocuShare Icon** 
6. Follow the 'Upload Parameters' process and click Finish

## Scanning to Existing Imaged Record

1. Double-Click – Stop Scanner Monitor 
2. Double-Click – My DocuShare Place 
3. Double-Click on the profile you want to use and sign-in
4. Enter the **FULL** Document number then press enter
5. Select the Document and click on Check Out 
6. On PDF Converter Enterprise, click on the Scan tab and select **Scan to Existing**
7. Select ADWR Grayscale or ADWR Color and click **Scan**
8. Select where to add the new scanned document; **Before, First Page or After Last Page**
9. Click **Save** 
10. Exit PDF Converter Enterprise
11. Click **Finish** to complete the DocuShare Checkin Wizard

(Please refer to the InfoShare Scanning Process Instructions guide for details. Which is Located on each scanning station and a digital copy on the desktop)