

SCANNING

USER GUIDE

SCANNING

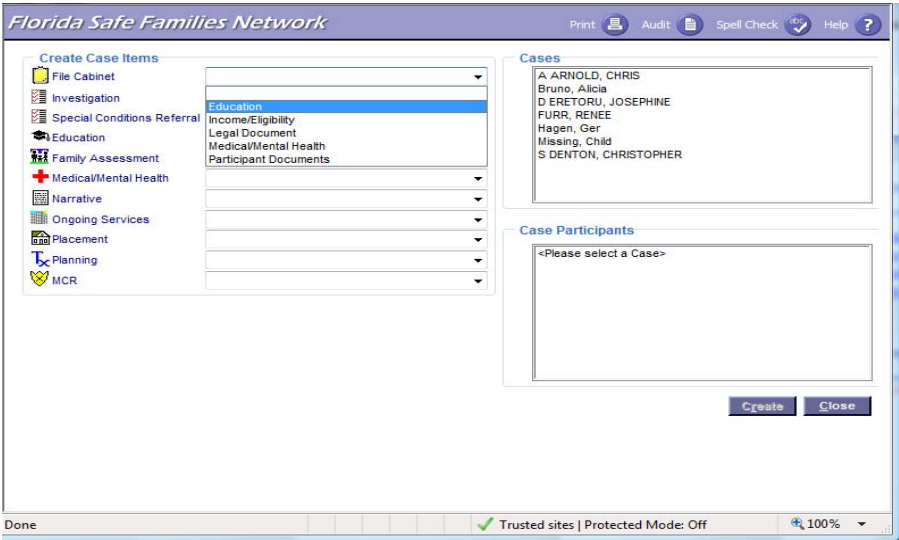
FUNCTIONALITY ADDRESSED:

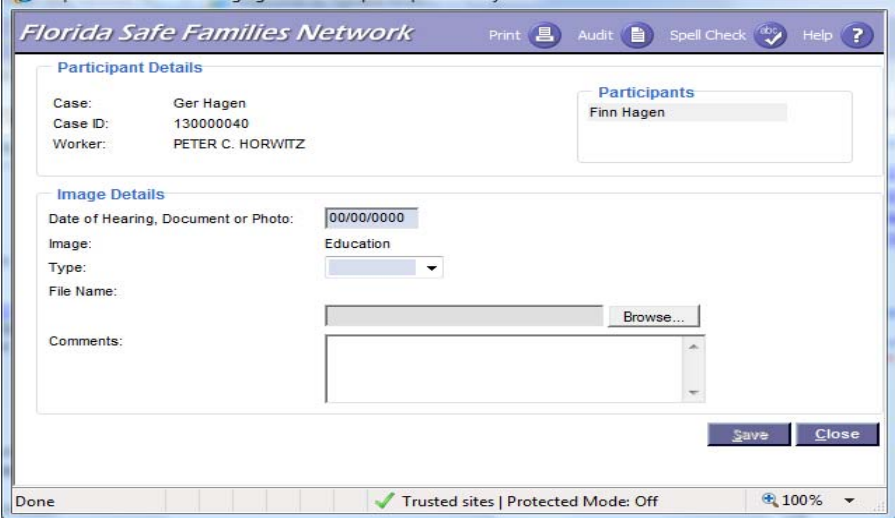
- This guide outlines the steps to perform key tasks related to uploading and saving files in the FSFN database.

LEARNING OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

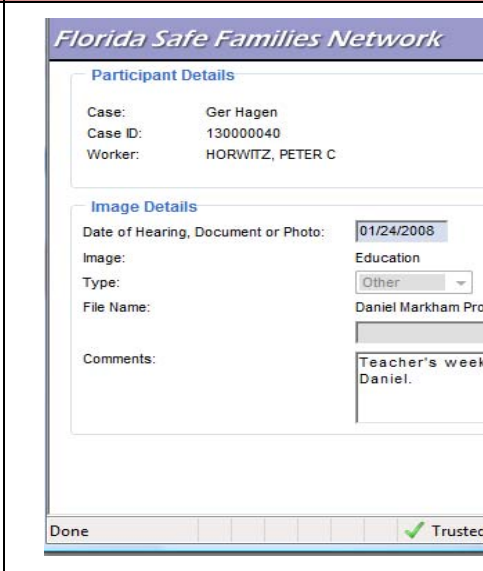
- Store and categorize digital documents related to cases and case participants.

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p>DESKTOP MENU</p>		
<p>DESKTOP MENU</p>	<ul style="list-style-type: none"> Click <i>Create>Case Work</i> and select an option from the File Cabinet dropdown. 	<p>Workers with an assignment to the case can add scanned documents related to that case and its participants.</p> <p>Scanned documents can be related to several participants through a multi-select capability and the same image can be seen under all the selected participants' case outline.</p> <p>Images can be received as electronic files in the following formats: .bmp, .jpg, .jpeg, .rtf, .doc, .xls, and .pdf.</p> <p>Any of these files can be attached to a participant through the Create Case Work page and later viewed by launching the Scanned Document page and selecting the View hyperlink.</p> <p>FSFN will determine which external application. For example, if the scanned file is saved as a Word document (.doc), then FSFN will open the image in Microsoft Word.</p> <p>If the scanned document is saved in a JPEG format (.jpg), then FSFN will open a Microsoft Internet Explorer page for viewing the image.</p>

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
		The system will generate an error message when the worker tries to save documents in other file formats.
IMAGING PAGE		
IMAGING PAGE	<ul style="list-style-type: none"> ▪ In the Image Details group box, enter a date for the Date of Hearing, Document or Photo field. ▪ Select an option from the Type dropdown. ▪ Click Browse and locate the file to be uploaded. ▪ Additional information can be entered in the Comments field ▪ Save the Imaging page. 	<p>The type dropdown is populated based on the category selected in the Create case work window.</p> <p>Primary sort by the Type include:</p> <ul style="list-style-type: none"> ▪ Education ▪ Income/Eligibility ▪ Legal Document ▪ Medical/Mental Health ▪ Participant Documents <p>Examples of reference data:</p> <p><u>Education</u> Attendance Other Report Card</p> <p><u>Income/Eligibility</u> Bank Statement Employment Verification Other Pay Stub</p>

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
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IMAGING PAGE

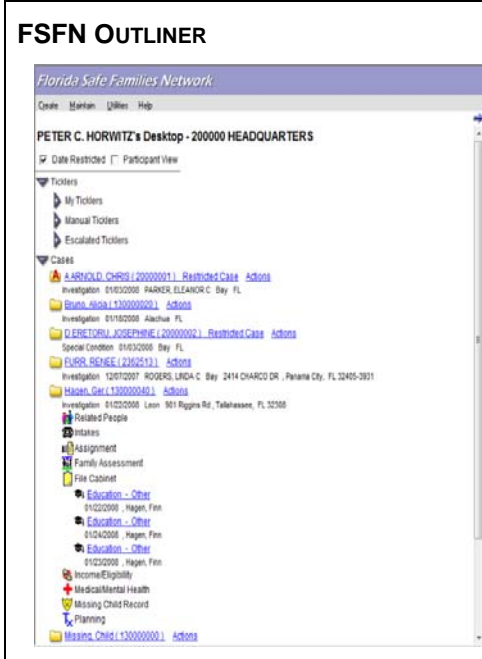


NOTES

IMAGING PAGE

- A **View** hyperlink is now available.
- Click **View** to see the image uploaded.
- Click **Close** to return to the Desktop.

NOTES



NOTES

All items scanned into FSFN will be displayed under the **File Cabinet** icon on the Case outliner.