Scans

Once the paperwork is signed, your supervisor will return it to you in the “Scan” folder on the left of the desk. Double check that everything has been signed for approval before beginning the scan process.

To scan, tap the “Scanner” icon located on the home screen. If the display is black, it is in sleep mode, so push the “Energy Saver” button. Once you are on the “Scanner” page, click on the “Scan Settings” button located in the top left corner of the screen. Select the “Scan Size” tab. Once in the tab, select the option labeled “8 ½ x 11,” then click “OK”.

Check whether or not the invoice is double sided (most are not). On the rare occasion that it is, click on the tab to the left of the screen labelled “Original Feed Type”. Then select “2 Sided Original.”

It is also helpful to select “Full Color Text/Photo” before scanning, so that the scan shows up in color.

In order to scan, first select the “Work Control” tab, which sets the scan to send to the Work Control e-mail. Next, select “File Name / Type” on the left side of the screen. Click “File Name.”

For every PO or RFP you scan, enter a file name for the scan that is being sent to Work Control. Type in the company name (located in the top left corner of the PO or RFP.) If it is a PO, next to the name you will put the PO number located on the top right corner of the PO sheet. If it is an RFP, put “RFP” followed by the most recent invoice date next to the company name. Once you have entered the subject, you click “OK” in the top right corner of the screen. (When you become familiar and comfortable with the scanning process, you can send the scans to your own email and save/name them in their appropriate folders from your computer, which speeds up the process quite a bit.)

Remove any paperclips or staples before placing the paperwork into the top tray of the printer, face up. Then, click the “Start” button on the bottom right of the display. After the paperwork goes through the scanner, replace the paperclip, set it aside, and continue with the pile of signed invoices.

Upon completion of the scanning process, fold the yellow sheet upwards along the perforation, exposing the green sheet. Gently rip the green sheet along the perforation and keep it. Bring the green sheets to the “Enter Into Log” file. Gather the yellow sheets and invoices and place them in the “Errands” box along with the scanned RFPs.