

Status: Live

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	WinDIP Version 2.2.81
STANDAR	D OPERATING PROCEDURE
Title:	Scanning into WinDIP - HR
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#### SCOPE

This procedure covers the instructions on Scanning into WinDIP - HR

#### TRAINING REQUIREMENTS

HR staff scanning information into WinDIP must be familiar with this SOP

#### WARNINGS AND SPECIAL PRECAUTIONS

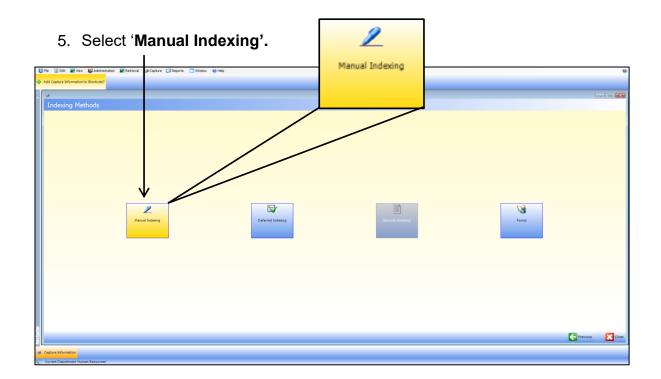
Ensure scanned data is in the correct order and scanned into the correct locations.

#### EQUIPMENT REQUIRED

WinDIP Enterprise found via Start>All Programs>WinDIP>WinDIP Enterprise v2.2.81 A scanner, with a Kofax licence, for WinDIP.

## Scanning Documents to WinDIP

- V WinDIP Enterprise (Mandy Lisa Wal Capt 2. You will see this screen. Check in the bottom left of the screen that the department you are in is the correct one. 3. Select Capture from the menu bar at the top of the screen and then click on Capture Information. etrieval. Capture Approximation Control Contr Window 🕐 Help Capture Information 11 Document Transfer Manager 🚱 Current Department 'Human Resources 4. Select 'Scan Information'.  $\gg$ Scan Information
- 1. Log into WinDIP Enterprise, (not WinDIP e-viewer)

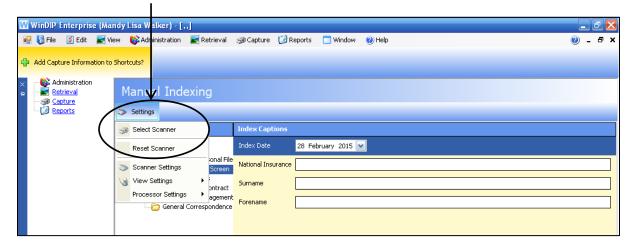


### 6. \*\* FIRST TIME ONLY \*\*

a) Click on **Settings** to configure the scanner to your computer.

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	👹 File 📓 Edit 📰 View 🚯 Admin	tration 🐹 Retr	rieval 🥪 Capture 🕼 Reports 🔲 Window 🌒 Help
	3. V		
ł	Manual Indexing		
		<u>۱</u>	
(	Settings		
N	Information Type	Index Captions	
ſ	HR Records		08 May 2015 -
	Pre-Employment Screen	National Insurance	
	Pay and Benefits	National Insurance	
		Surname	
	General Correspondence		
	DBS Consent Forms	Forename	

# b) Click on Select Scanner.



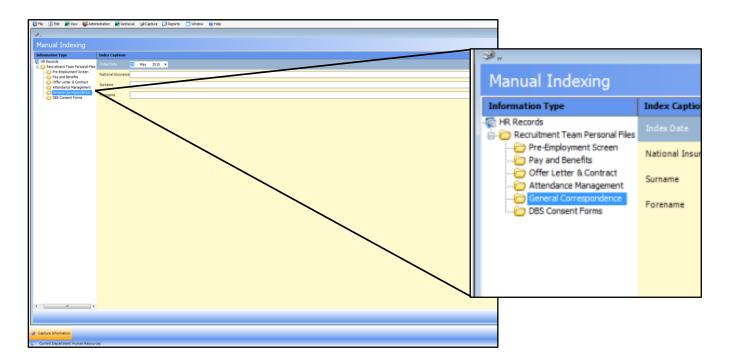
c) Select the correct following scanner and then click 'OK':

Scanner Propert	ties - Fujitsu fi-6'	130Z / fi-6230Z	c
- General		Color Mode	
<u>S</u> ource:	ADF 💌	Black & White 💌	
Destination:	Bin 1 💌		
<u>R</u> esolution (DPI):	200 💌	Auto Length Detection	
Paper Size:	A4 Size 💌	Continuous Sheet	
Orientation:	Portrait 💌	Manual Start	
- Timeout		Sides	
S <u>c</u> an Start (secs):	10	C Single-sided ○ Duplex	
ОК	Cancel	Options Advanced	

d) In Settings again, select Scanner Settings and configure as follows, then click **OK**:

Resolution: 200 Page Size: A4 Color Mode: Black & White Sides: Duplex

7. Under Information Types, select the relevant folder you wish to scan to:



- 8. Enter the NHS number of the patient in the search bar and press enter.
- 9. Put documents in scanner (make sure it is switched on!), face down and head first.

Click 'Start Scanning'.	Line of a second Second
ACCEDITION/Anice Amery     Access     Acces     Access     Ac	
	Start Scanning
Kofax VRS Auto Resolve Manager       ×         Scanning Error       Out of Paper         CDT009: Load more paper to continue scanning.       ✓	Once scanning is complete you will see this message. Just add more paper to scan, or when finished, click <b>cancel</b> .
Auto Resolve	

10. You will see all the scanned documents on screen, as below.

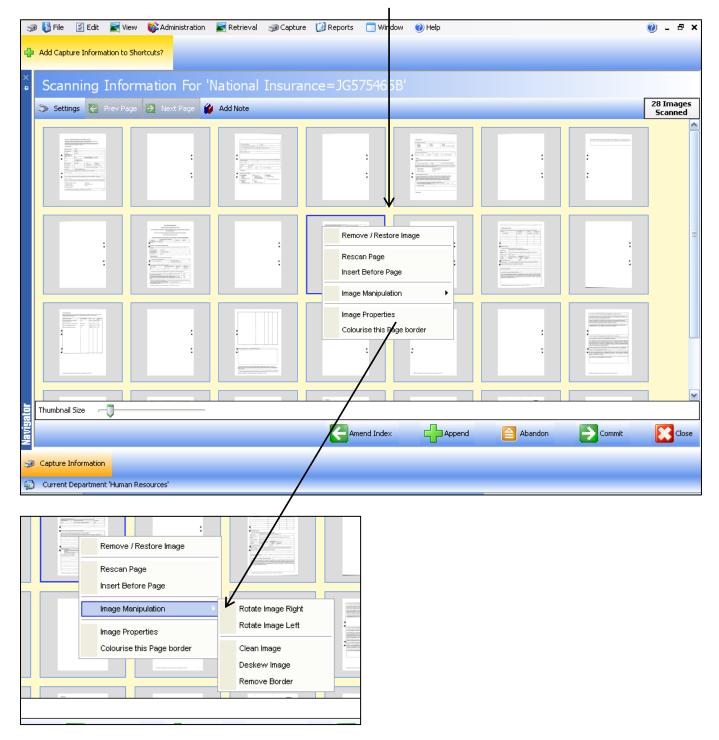
n File 🗹 Edit 📰 Vie		彲 Retrieval 🛛 🥪 Captu	re [ Reports 🦳 Win	dow 🕐 Help			<ul><li>. ₽ &gt;</li></ul>
Scanning Info		lational Insura	Ince=JG57546	5B'			
📚 Settings 🎦 Prev Pa	ge 🛃 Next Page 💕	Add Note					28 Images Scanned
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:		:		:		:	•
	:		: : :		:		
Thumbnail Size			_				
Thumbnail Size — 🗍 —			Amend Index		Abandon	Commit	Close

You must check that all the pages have been scanned and are of a legible quality.

Double click on a page to see it in full screen and then double click to return to the main screen below.

PLEASE NOTE: We are required to retain all blank pages. Please do not delete them!

11. If you need to remove, rescan or rotate a page, you can do this by right clicking on the page and selecting from the drop down menu, as below.



12. If you need to add more scanned documents into the folder, put them into the scanner and click '**Append**', as below. This will automatically scan the documents in to the bottom of the folder.

	File S Edit K View & Administration Retrieval Capture Reports Window W Help Add Capture Information to Shortcuts?						<b>@</b> -	₽×	
× ₽	Scanning I	nformation For	'National Insur	ance=JG575465	В'				
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13. Once you are happy that you have scanned all documents required for the folder and that they are legible, you can click on '**Commit**'.

You can also chose to click '**Abandon**' if you do not want to save any of the scanned document.

**PLEASE NOTE**: Once you have clicked on **Commit** you will no longer be able to amend or delete documents once you have done this.

Once you have clicked 'Commit' you will see the following screen:

₽ ×	Saving Data Please Wait		
		$\checkmark$	
		Launching Document Transfer Manager, please waitX	
ator	(		
lavigator			Close

14. WinDIP will return to the screen below, where you can repeat the process to scan in additional documents, or upload existing electronic files (see procedure notes for Adding Electronic Documents to WinDIP).

38 Capture Information			
Start			
3	10 L		2
Scan Information	Capture Multi Media	Browse For Existing Files	Free Hand Drawing
			201
			Close