

OnBase Quick Reference Guide

Scanning and Indexing

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1. Introduction

1.1. Vocabulary

The following vocabulary words will be used throughout this document. Your instructor will review them with you, and there is space for you to make notes if necessary.

Document	
Document Type	
Keyword Type	
Autofill	
Autom	
Import	
Saan	
Scall	
Index	
Scan Queue	
Scan Format	
Page	
Commit	
Purge	



2. Starting OnBase

To login to the OnBase client:

```
.....
```

Double-click the OnBase icon on your desktop.



NOTE: This links you directly to the database and it may take several minutes. Do not doubleclick the icon again as doing so will only delay your access to OnBase.

.....

Enter your Username and Password. If you do not know these values, see your System Administrator.

a Hyland Software solution	
Copyright © 1992-2011 Hyland Software, Inc. All Rights Reserved, Build Version 11.0.0.508	
	0nBase 🗸
This Product Licensed To: Demo Depending on modules licensed	
this program may contain portions of:	
Imaging technology © Snowbound	
Software, Inc.; OCR technology © ScanSoft, Inc.; Mail interface technology © Intuitive Data Solutions.:	%
CD-R technology © Sonic Solutions, Inc.; Full Text	
Indexing technology © Verity, Inc.; JLex technology ©	Login Cancel
A2iA CheckReader © A2iA; Adobe ® PDF Library ™	

Click Login (or press the Enter key) to continue.

3. Document Imaging

The **Document Imaging** window is the central point through which images are brought into the system.

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Select Processing (Alt P) from the menu bar

.....

Select Scan / Index (S)



The **Document Imaging** window will be displayed.

3.1. Scanning

3.1.1. Batch Status Queues

The upper left-hand corner of the **Document Imaging** window is where the **Batch Status Queues** are located. These queues allow you to follow the progress of scanned pages. The first choice, **Scan Queues**, is the only entry that is not a batch status queue. This queue lists all the available scan queues. Double-click on a scan queue to see the batches. Each batch status queue has a number in parentheses after the name of the process folder. This is the number of scanned batches that are in that process folder.

Document Imaging						_ 🗆 🗡
	Scanned Batches					
can Queues:	Scan Queue	Batch #	Batch Name	Scan Date - Time	Total Documents	# to be I
Awaiting Index (1)	1 test	104	2007-12-21 - TEST1	2007-12-21 12:47:15	34	34
Awaiting Compit (1)						
Committed						
Scheduled Processes						
Scan Eormat						
Scan Mode C No Index C Pre-Index C Full Index						
Document Lype						
Document Date 02/14/2008						
Keywords						
Index Append ClearKeys Scan						
	/					
0 Patabas Salastad						<u> </u>
In parties poletien	1					



3.1.2. Scan	Modes
Option	Description
No Index	Select to perform manual indexing after documents have been scanned into the system. This option cannot be used if barcodes are to be read from the documents that are being scanned.
Pre-Index	Activates the Document Type dropdown list allowing a user to specify the Document Type of the scanned or imported documents. This option also allows the entry of keyword values. When scanning is completed the newly acquired documents are sent to Awaiting Index to be completed or reviewed.
Full Index	Differs from pre-indexing by skipping the Awaiting Index queue. Activates the Document Type dropdown list allowing you to specify the Document Type of the scanned or imported documents. This option also allows you to enter keyword values. Choose Full Index when using bar codes or when AutoFill Keyword Sets are used to automate the indexing process.

3.1.3. Scan Formats

By having multiple Scan Formats created for the same scanner with different parameters, such as different paper sizes; you can easily switch from scanning one type of document to scanning another type of document without having to reset all the parameters for the scanner.

3.1.4. The Scanning Process

Double-click on a Scan Queue on the right side of the screen. A scan queue must be selected to determine the type of Scan Format to be used.



Select a Scan Format from the dropdown list. Pick the one that suits the documents you are scanning.



Scan <u>F</u> ormat Batch	•
Scan Mode 🔿 No Index 🔿 Pre-Index 💿 Full Index	
Document Type UGA - Application	•
Document Date 02/14/2008 🏢	
- Keuwords	

Select the No Index Scan Mode for Batch Scanning. Always verify the <u>Scan</u> Format before scanning.

.....

.....

Load documents into the scanner

Click Scan

The **Batch Name** dialog box will be displayed.

Batch Name	×
Enter a name to start a new batch or "Cancel" to select an e	existing batch.
2008-02-14 - OnBaseTest	
OK	Cancel

.....

Enter a batch name. All new batches should be named with the type of documents that they contain to assist in finding the appropriate batches to process at a later date.

.....

Click OK. The scanner will begin scanning. You will be able to see each page in the viewer as they are scanned.

NOTE: All other OnBase functions will be inoperable while the scanner is processing.

3.2. Indexing

Indexing is performed once the scanning process is complete. OnBase will place the documents in the **Awaiting Index** queue where the batch will wait to be indexed and, optionally, committed. Indexing associates **Keyword** and **Document Type** information with scanned documents.

3.2.1. The Indexing Process

Single-click on Awaiting Index. Your scanned images will have information about them, such as, which Scan Queue they were scanned into, the Batch #, Batch name, Scan Date – Time, and how many pages to be indexed.

.....



Single-click on the batch you wish to index.

.....

Right-click the batch to bring up the indexing menu.



Select Index Documents. The Document Imaging sub-window becomes enabled.

Select a Document Type from the dropdown menu at the left.

Enter any required keywords (displayed in red) for the displayed document.

.....

Enter other keyword values (as many as possible).



Click the Index (Alt I) button to index the document.

Scan <u>F</u> ormat
Scan Mode O No Index O Pre-Index O Full Index
Document Type AD Letter of Recommendation
Document Date 11/11/2011
_ Keywords
Student ID A012345
First Name JEREMY
Last Name COUNSELOR
Index Append Clear Keys Scan

3.2.2. Committing Batches

Once fully indexed, the documents are placed in the **Awaiting Commit** queue waiting to be committed. Once you commit a batch you cannot make changes to it. Committing creates a permanent copy of your documents.

.....

Single-click the Awaiting Commit queue. The batches to be committed will be displayed.

	Scanned Batches				
🔯 Scan Queues:	Scan Queue	Batch #	Batch Name	Scan Date - Time	Total
🛄 Awaiting Index (2)	🖺 test	101	2007-11-15 - MANAGER	2007-11-15 10:03:49	4
🛄 Index in Progress (0)	CnBaseTest	112	2008-02-14 - OnBaseT	2008-02-14 11:19:15	3
Awaiting Commit (2) Committed					

Double-click each batch to view its documents. This is a good step to review the documents prior to committing them. If any documents are indexed incorrectly they can be **Re-Indexed** to the proper Document Type or the **Send To** option can be used to split documents that were appended in error. See Section 4 on how to correct any errors.

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in Document Imaging	
	Scanned Batches
Gran Queues:	Documents for batch 2008-02-14 - OnBaseT
Index in Progress (0) Awaiting Commit (2) Di OnBaseTest - 2008-02-14 - OnBaseTest 112 OnBaseTest - 2008-02-14 - OnBaseTest 112	UGA - Application - AHMED, MALIK - 12345 UGA - College Transcript - AHMED, MALIK - 12345 UGA - Essay General - AHMED, MALIK - 12345
Scheduled Processes	

Single-click and highlight the batch(es) to be committed on the right side of the screen.

.....

🔯 Document Imaging				
	Scanned Batches			
🖂 🔯 Scan Queues:	Scan Queue	Batch #	Batch Name	Scan Date - Time
- 🛄 Awaiting Index (2)	T test	101	2007-11-15 - MANAGER	2007-11-15 10:03:49
Index in Progress (0) Awaiting Commit (2) Committed Scheduled Processes	Commit Sele Index Docum Skip Docume Send Batch I	nt Separation	ive Repair	2008-02-14 11:19:15
	Extended Toda	v Information		

Right-click the batch(es) to be committed

Colort Commit Colorted from the betch many

Select Commit Selected from the batch menu

Click OK to verfy that this is what you want to do

Commit [3098]	×
Are yo	ou sure?
OK	Cancel

OnBase will commit the selected documents and the batch is now in the **Committed** queue.

4. Fixing Mistakes

4.1. Purging Batches

Purging a batch deletes all documents from the batch (indexed and un-indexed documents). (The **Purge** function is controlled by security. If you do not have the proper rights, the Purging option will be greyed out.)

.....



Select Processing (ALT P) from the menu bar.

.....

Select Scan/Index (S).

Double-click on the Queue, on the left side of the screen, that contains the batch you are deleting. (Batches can only be deleted from the **Awaiting Index**, **Index in Progress**, or **Awaiting Commit** queues.)



.....

Single-click on the batch you want to purge to select it.

.....

Right-click on the batch to bring up the shortcut menu

Select Purge Selected

.





Select OK when the Purge and the Confirm dialog boxes are displayed.

?	Are you sure you want to purge this batch?	1	2	Are you absolutely SURE you want to purge this batch?
	OK Cancel			Cancel

The purged batch is now removed from OnBase completely.

4.2. Adding Pages to a Document

The **Scan More Pages** option can be used to add page(s) to an existing document. To use Scan More Pages, follow these steps:

.....

Retrieve and open the document you wish to add the page(s) to.

.....

Right-click on the opened image

.....

Select Scan More Pages from the right-click menu. Note: The image must be open to use this option.

	Renditions		Þ
	Keywords	Ctrl+K	
	Overlay	Ctrl+O	
~	Thumbnails	Ctrl+U	
	Create Note	Ctrl+N	
	Print Document	Ctrl+P	
	Render Statement		
	Scan More Pages		
	Run Script		
	Execute Workflow		
	Workflow Queues		
	Send To		Þ
	Delete/Reorder Pages	Ctrl+D	
	Image Zooming		•
	Fit in Window		
	Fit Width		
	Decel		

.....

Click OK when the system prompt s you to choose the appropriate scan queue.

Information	×
Select a scan queue, scan format an select scan to scan the additional pa	d then ges.
ОК	

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Place the page(s) in the scanner
Select the appropriate scan queue
Click the Scan button

Choose where you want the page to be placed in the original document from the Scan

more pages dialog



.....

Select Done when scanning is complete.





The page(s) have now been added to the existing document.

4.3. Separating Pages from a Document

The **Send To** option can be used to correct documents that have been inadvertently combined into one document. Follow the steps below to use **Send To for error correction**.

.....

Retrieve an open the document you wish to error correct.

Right-click on the opened image

.....

Select Send To from the right-click menu. (The image must be open to use this option)

.....

Select Create New Document



.....

Select a new Document Type for the pages you wish to remove from the original document from the Document Type dropdown on the Create new document from existing window

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UGA - Application		-
Create from pages		
1-8		
Enter page numbers and/or pa For example: 1,3,5-12	age ranges, separated by comma	s.
Document Date		
Delete copied pages from	original document	
🔽 Original document will be n	nodified to reflect deleted pages	
Keywords		
UID	12345	-
Common Application ID	BU12345	
FirstName	MALIK	
MiddleName		
LastName	AHMED	
	,	

Enter the page number(s), of the page(s) you wish to move to the new document.

.....

Example 1: The first four pages

of the image need to be moved:

UGA - Application	•	1
Create from pages		
1-8		
Enter page number: For example: 1,3,5-	s and/or page ranges, separated by commas. 12	
Document Date		
02/14/2008		
Delete copied r	pages from original document	
Delete copied p	ages from original document	
euwords	ant will be moullied to relieve deleted pages	
(oymordo	UID 12345	•
Common App	blication ID BU12345	
	FirstName MALIK	
м	iddleName	
	LastName AHMED	
		-1
		<u> </u>

Example 2: The first three pages & pages 5-9 of the image need to be moved:

.....

UGA - Application	-
Create from pages	
1-3,5-9	
, Enter page numbers and/or pa For example: 1,3,5-12	age ranges, separated by commas.
Document Date	
02/14/2008	
Delete copied pages from	original document
Chiginal document will be a	notified to reflect deleted names
Keywords	nonien mienen neieren hages
,	12345
012	
Common Application ID	BU12345
FirstName	MALIK
MiddleName	
LastName	JAHMED

(optional) Update Keyword values

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.....

(optional) Check the Delete copied pages from original document checkbox. The system will remove the specified pages from their original location and create a new document based upon the Document Type that was selected.

.....

Click OK

4.4. Deleting and Reordering Pages

4.4.1. The Delete/Reorder Pages Interface



E	
	Save Changes and Close – Allows you to save all changes to the document and closes the image.
Ø	Cancel Changes – Restores document back to its original settings.
XX	Delete All – Allows you to mark all pages for deletion.
5 •	Undelete All – Allows you to unselect all pages marked for deletion.
	Delete Selected – Allows you the delete the pages marked for deletion.
	Select All – Allows the user to select all pages within the document.
4 2 2 0	Rotate Selected Page – Allows you to rotate the selected page 90 degrees.
	Set thumbnail Size – Allows you to change the size of the thumbnails in the Delete/Reorder Page viewer.

4.4.2. The Delete/Reorder Pages Process

Open the document that contains pages you wish to delete

Right-click on the document to bring up the right-click menu

.....



Select Delete/Reorder Pages and the document will be displayed for you in page-by-

puge v		
	Saint	James Sch
y#: 667-7	8-2210 6010	Vaughn Ro
ate:	Keywords	Ctrl+K
late:	Renditions	►
late:	History	
On: 09/2	Cross-References	
	Overlay	Ctrl+O
	Notes	•
ool Year	Redacted Image	•
4-2005	Print Document	Ctrl+P
14-2005	Send To	+
4-2005	Re-Index	
4-2005	Run Script	
4-2003	Render Statement	
M-2005	Delete Document	
4-2005	Scattiore Pages	-
	Delete/Reorder Pages	Ctrl+D
05-2006	Navigate	-
05-2006	Scale	
35-2006		

Double-click on the page(s) you wish to delete. A red X will be placed over those pages once selected.

.....



Click Save Changes to delete the selected pages.

4.5. Combining Documents

It is possible to move pages from one document to another, effectively combining the two documents together. We can then delete the original document if necessary.

.....

.....



Retrieve the documents you wish to combine.

Document Search Results	
🔍 UGA - Application	UGA - Application - AHMED, MALIK - 12345 UGA - Application - AHMED, MALIK - 12345

Double-click on each document to open it, or right-click and select **View Selected**. Click on the **Tile** icon to make it easier to move the thumbnails

.....

.....

UGA - Application - AUMED N

Right-click on the thumbnail you want to move.

Right-drag the thumbnail onto the new document. (Hold the right mouse button down and drag it in to the desired document.) **Example:** A two page essay that has been indexed as two separate essays. NOTE: You can only move one page (*thumbnail*) at a time.

Ahmed, Malik 5322 Wondside Circle Montgomery, AL 36117 Birthdate: 11/04/1990 Gender: M	STUDENT Social Gradu Ens Withd	Security #: 667- ation Date: offed Date: rawn Date: Printed On: 09/21	78-2210 8/2007	Saint Jac 6010 Va. Montgorr (334) 27	mes School Ighn Road hery, AL 361 7-8033	S' Atimed, Malik S322 Woodside Circle Montgomery, AL 36117 Birthdare: 11/04/1990 Gender: M	FUDENT- Social Gradu Ens Withd	Security #: 667- ation Date: folled Date: travn Date: Printed On: 09/28	8-2210 //2007	Seint Jam 6010 Vaug Montgorne (334) 277-
Class Name	Grade	School Year	Sem.1	Sem.2	Credit	Class Name	Grade	School Year	Sem.1	I Sem.2
Ady Eng.1	9	2004-2005	90.00	89.00	1.000	Adv Eng 1	9	2004-2005	90.00	89.00
Adv W History	9	2004-2005	1 90 00	81.00	1.000	Adv W History	9	2004-2005	90 00	81.00
Geometry	9	2004-2005	87.00	82.00	1.000	Geometry	9	2004-2005	87.00	82.00
Health	9	2004-2005	1 1 2 0	89.00	0.500	Health	9	2004-2005	100000	89.00
Phys Ed	9	2004-2005	96.00	95.00	1.600	Phys Fd	9	2004-2005	96.00	95.00
Physical Science	9	2004-2005	89.00	87.00	1.000	Physical Science	9	2004-2005	89.00	87.00
Semester Computer	9	2004-2005	96.00	1210.0	0.500	Semester Computer	9	2004-2005	96.00	101
Snanich 1	9	2004-2005	88.00	82.00	1,000	Spanich 1	9	2004-2005	88.00	82.00
The second second second second	1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -	ALC: NO	AN 9.5 .	1001 2	1 T CL	End the same and a set	530		28 9.3°	. VOF1 2
Adv Fno 2	10	2005-2006	83.00	1 188.00	0001	Adv Fng 2	10	2005-2006	83.00	1 188.00
A fasher 2 with Trip	10	2005-2006	80.00	77.00	1.000	A fashes 3 with Tria	10	2005-2006	80.00	77.00
AD Dawn Unitons	in	2005-2006	82.00	84.00	1.000	AD Data United	in J	2005-2006	82.00	84.00
A P I	10	2005-2006	91.00	88.00	1.000	And I	10	2005-2006	91.00	88.00
Biology	10	2005-2006	84.00	90.00	1.000	Biology	10	2005-2006	84.00	90.00
Dahara I	10	2005-2006	99.00	100.00.	1.000	Debara F	10	2005-2005	99.00	100.00
Snanub 2	10	2005-2006	82.00	78.00	1.000	Snanub 2	10	2005-2006	82.00	78.00
Spanna 2	- <u>1</u>	2000 2000		Sec. Brit	9	Spanna 2		2000 2000	1.100	- Bri
AP Amer History	11	2006-2007	190.00	86.00	1.000	AP Amer History	11	2006-2007	00.00	86.00
AP Eng Lang & Comp	11	2006-2007	186.00	78.00	1.000	AP Fing Lang & Comp	11	2006-2007	(36.00	78.00
Chemistry	1 II	2006-2007	79.00	79.00	1.000	Chemistry	11	2006-2007	29.00	79.00
Debate	5.00	2006-2007	193.00	98.00	1.000	Dibate	M 11	2006-2007	193.00	98.00
Discrime	11	2006-2007	68 00	75.00	1.000	Diverse	11 II	2006-2007	68.00	75.00
Pro Calculus	1 if 1	2006-2807	T 20:00	= 72.00	+ 1.000	Pro Calculus	and in the	2006-2807	T 20:00	. 72.00
Provide 1	34	2006-2007	2 77 00	\$ 80.00	01.000	Constitute 1	1 1	2006-2007	77.00	80.00
obeman 2	10 B	- 7 T 1	1	171	NAL	oberinar 2	6 6.	73 1 14	111	1 7 1
WI THE ATT STORES	5.5 W.	6 17.11	10 10	5 tours	11/11	C. Daramar and the restriction	5 1	6 11:11	1 11	S trans
TRAVE STIVE INCORMATION		118 18	N E	11 1	LVII	CUMPLE ATIVE INCORMATION	<u> </u>	118 18	1.1	11 1
AND ATTAC DE				. Januar	Theorem - Harrison - H	CONTRACTIVE INFORMATION	驚しる	2 marine and and		. Je marian
Gi School Vear. Sem 1	rade Point Av Sem 2	erage the data wat	Numeric m.1 Sem	verage	VISCO Y IEar	Gri Seboal Vear Semi1	de Point Av Sem 2	erage Ser	Numeric n.1 Sen	Average

UGA - Application - AHMED.

.....

If the document you are removing the page from only has one page, the system will not automatically delete it. After the page is moved into the new document you will have to delete it manually.

.....

(optional) Right-click on the old document that the page was removed from.

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(optional) Select Delete Document to get rid of it.

Keywords	Ctrl+K	
Renditions		÷.
History		
Cross-References		
Overlay	Ctrl+O	
Notes		•
Redacted Image		۲
Print Document	Ctrl+P	
Cool To		
Sena to		
Re-Index		ŕ
Re-Index Run Script		•
Sena To Re-Index Run Script Render Statement		•
Re-Index Run Script Render Statement Delete Document		ſ
Re-Index Run Script Render Statement Delete Document Scan More Pages		

4.6. Changing Document Type and Keyword Values

Re-indexing allows you to change the **Document Type** of the current document and enter new **Keyword Values**. When you re-index a document, the document is removed from the existing Document Type and stored as the new Document Type.

.....

Open the document you would like to re-index.

.....

Select File (Alt F) from the menu bar

.....

Select Re-Index. The Re-Index Document dialog box is displayed.



.....

(optional) Select the new Document Type from the dropdown list. The Index button will now be activated.

.....

(optional) Enter the <u>D</u>ocument Date and/or new <u>K</u>eyword values.



Click the <u>Index button</u>.

Re-Index Docum	ent	×
Document Type Stuc	ent Files	Q
Document Type	ranscript [High School]	U
File Type Imag	je File Format	•
Document Date 12/	14/2007 🏢	
<u>K</u> eywords		
StudentID	0000393	
Authentication	OFFICIAL	±
Name	HARTMAN, ROALD F	
DOB	03/02/1948	
SSN	554-74-7272	
Clear Clear	r <u>K</u> eywords	Exit

Once the **Index** button is clicked, the document can only be found and retrieved using the new information.

5. Importing a Document

Using the **Import Document** dialog box is a one step process to bring individual documents into the system. You can specify the file name to be imported, along with the **Document Type** and keyword values to use for later retrieval of the document.

Click File, Import from the menu bar (or click on the Import icon.



.....

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Browse for the document to be imported.

	📑 Import Docu	ment			×
Open					? ×
Look in:	C Applications		- 🕈 🔁 (• 🖩 🎽	
My Recent Documents Desktop My Documents My Computer	App 1.tif App 2.tif App 2.tif App 3.tif App 5.tif App 5.tif App 6.tif App 7.tif App 8.tif App 9.tif App 10.tif App 11.tif App 12.tif				
My Network Places	File name: Files of type:	X. All Files (*.*)			Open Cancel Help

Click on the file to select it

.....

.....

Click Open. The path to the file will be automatically entered into the Full Path to File box.

.....

The Import Document dialog will display:

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🔲 Import Docu	ment X
File Import	C:\Documents and Settings\Desktop\OnBase Test Doc Browse
	Append Page 🔲 Delete File After Import
Document Type Group	Admissions
Document Type	UGA - Application
File Type	Image File Format
Document Date	02/14/2008
- Keywords	
	UID 12345
Commor	n Application ID BU12345
	FirstName MALIK
	MiddleName
	LastName AHMED
	· · · · · · · · · · · · · · · · · · ·
Import	Clear All Exit

File Import

Path where the document is located.

.....

Delete File after Import

Deletes the file from its original location after it has been successfully imported into OnBase.

.....

Document Type

Allows user to indicate the Document Type of the document being imported. A Document Type must be selected before the document can be imported into the system.

.....

File Type

Dropdown list shows the default file type (file format for the Document Type). If you are importing a file that does not match the default file type, select the appropriate file type from the list. **Example:** For Word documents select **MS Word Format**.

Document Date

Enter the date that will be used to retrieve the document.

.....

.....

<u>K</u>eywords

Type the keyword values into the Keyword Type fields.

.....

<u>I</u>mport

Imports the document into OnBase using the criteria determined in the **Import Document** dialog box. Import



<u>C</u>lear

Removes all keyword data from the **Import Document** dialog box.

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E<u>x</u>it

Exit

Closes the **Import Document** dialog box. No information will be saved.

Select a Document Type from the dropdown menu.
Enter Keyword values
Click Import

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<u>C</u>lear All

The document now resides in OnBase and can be retrieved like any other.

Clear Keywords



Shortcut Keys

Indexing Documents	Working With Documents	Viewing Documents
Index	Open Document	Scan More Pages
Alt I	Alt F + O	Alt S + M
Stop Indexing	Close Document	Go To Page
Alt Q	Alt F + C	Alt S+ G
Create New Document	Retrieval Dialog Box	Fit in Window
Alt R	Alt F + O + R	Alt S + F
Delete Document	New Form	Fit Width
Alt C	Alt F + N + F	Alt S + W
Delete Page	Import Document	Rotate Document 90°
Alt G	Alt F + I	Alt S + O + 9
Skip Document	Re-index Document	Rotate Doc 180°
Alt K	Alt F + D	Alt S+O +1
Last Page	Custom Query	Rotate Document 270°
Alt L	Alt F + O + Q	Alt S + O + 2
Next Page	Mailbox	Save Rotation
Alt N	Alt U + M	Alt S + O + R
Previous Page	Trash Can	View Next Doc on Hit List
Alt V	Alt U + H	Ctrl + F7
First Page	Help Menu	Keywords
Alt 1	Alt H + H	Ctrl + K
Scan	Close All Documents	Re-index Document
Alt S	Alt F + L	Alt F + D
Clear Keys	Tile Vertically	Thumbnails
Alt Y	Alt W + V	Ctrl + U
Append Page	Tile Horizontally	Previous Page
Alt P	Alt W + H	Ctrl + PgUp
	Change Password	Next Page
	Alt U + C	Ctrl +PgDn
	Workstation Options	Create Note
	Alt U + W	Ctrl + N
	User Options	Print Document
	Alt U + U	Ctrl + P
		Size / Zoom In (Out)
		Ctrl + (-)