



Scanning

All the fields on this form that are red are mandatory and must be completed in order to save the record.



Scroll Bar Indicator - If using Mobile Safari use two fingers to scroll within the text area.

1. Select your source location

a. Server

- To use the Server option a Hi-speed internet connection is required
 - If you are using a USB scanner make sure you have plugged it into your computer and it has been recognized by your computer.
- i. Click on the Server option button.
 1. Click on the Close button.
 2. The Scan Tickets form will be presented.
 3. Click on the Scan Now button and start scanning.

b. Local

- You will need to download a .mdb file to your computer and the application file.
- i. Click on the Local button
 1. A Download mdb File button should appear.
 2. Click on the Download mdb File button
 3. The file download dialog box will be presented
 4. Click on the Save button and save it to your local drive. (remember where you save this file as you will need it at a later time)
 5. Click the Close button.

6. Select your Scanner type

- Windows USB Scanner
 - i. Click on the Windows USB Scanner option button
 - ii. Click on the Download Scanner Application
 - iii. The file download dialog box will be presented
 - iv. Click on the Save button and save it to your local drive. (remember where you save this file as you will need it at a later time)
 - v. Click the Close button.
- Symbol MC Scanner (Currently not available)
 - i. Click on the Symbol MC Scanner option button
 - ii. Click on the Download Scanner Application
 - iii. The file download dialog box will be presented
 - iv. Click on the Save button and save it to your local drive. (remember where you save this file as you will need it at a later time)
 - v. Click the Close button