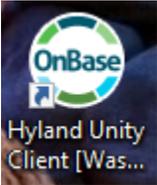
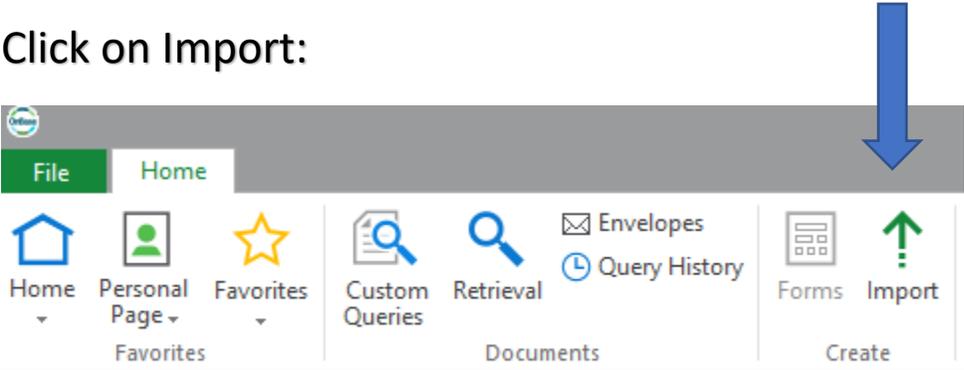


Bizhub and Desktop OnBase Scanning Instructions

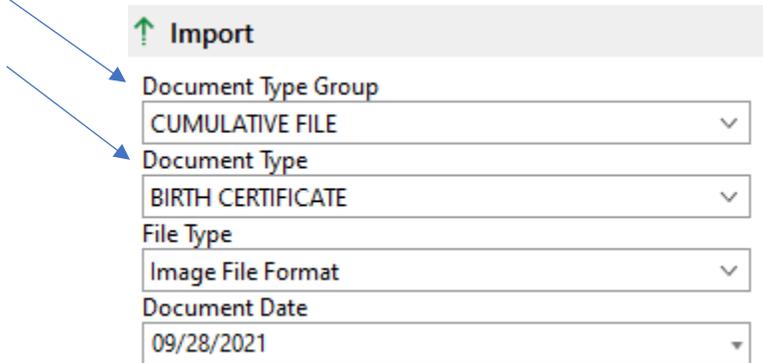
Open OnBase:



Click on Import:

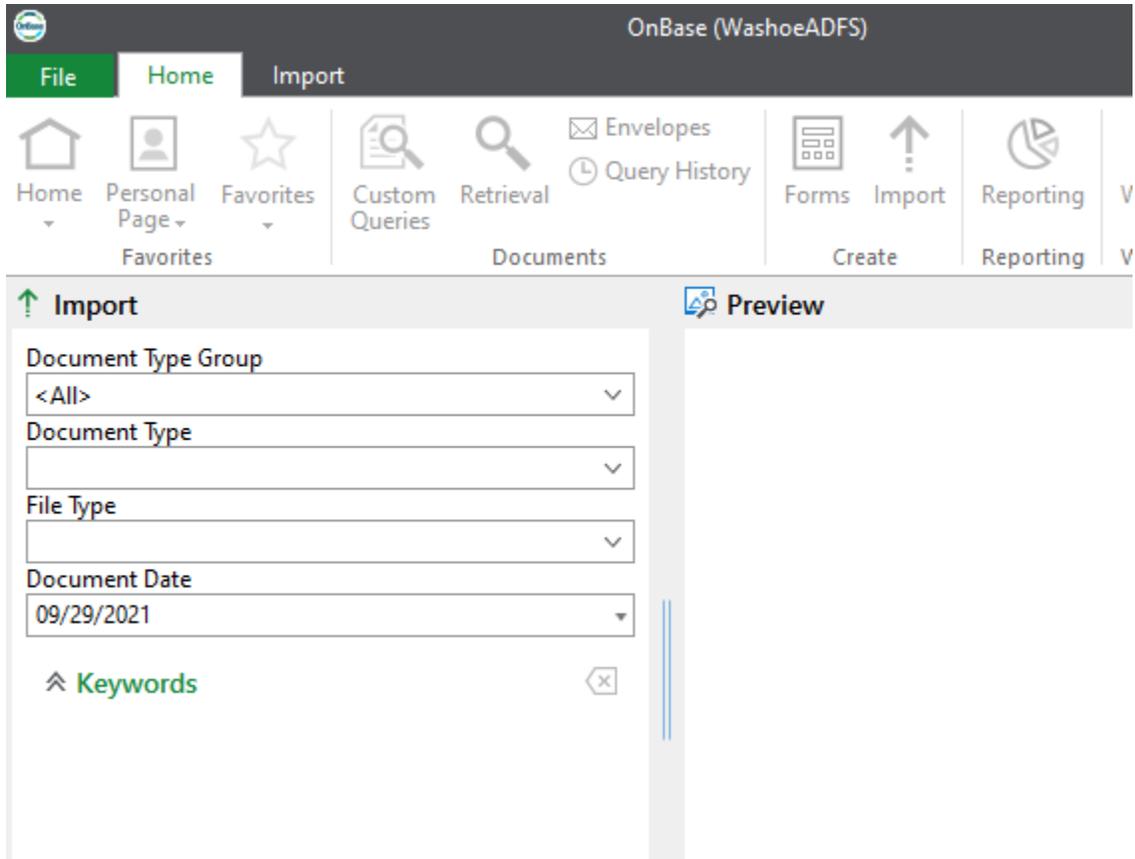


Select Document Type Group and Document Type:



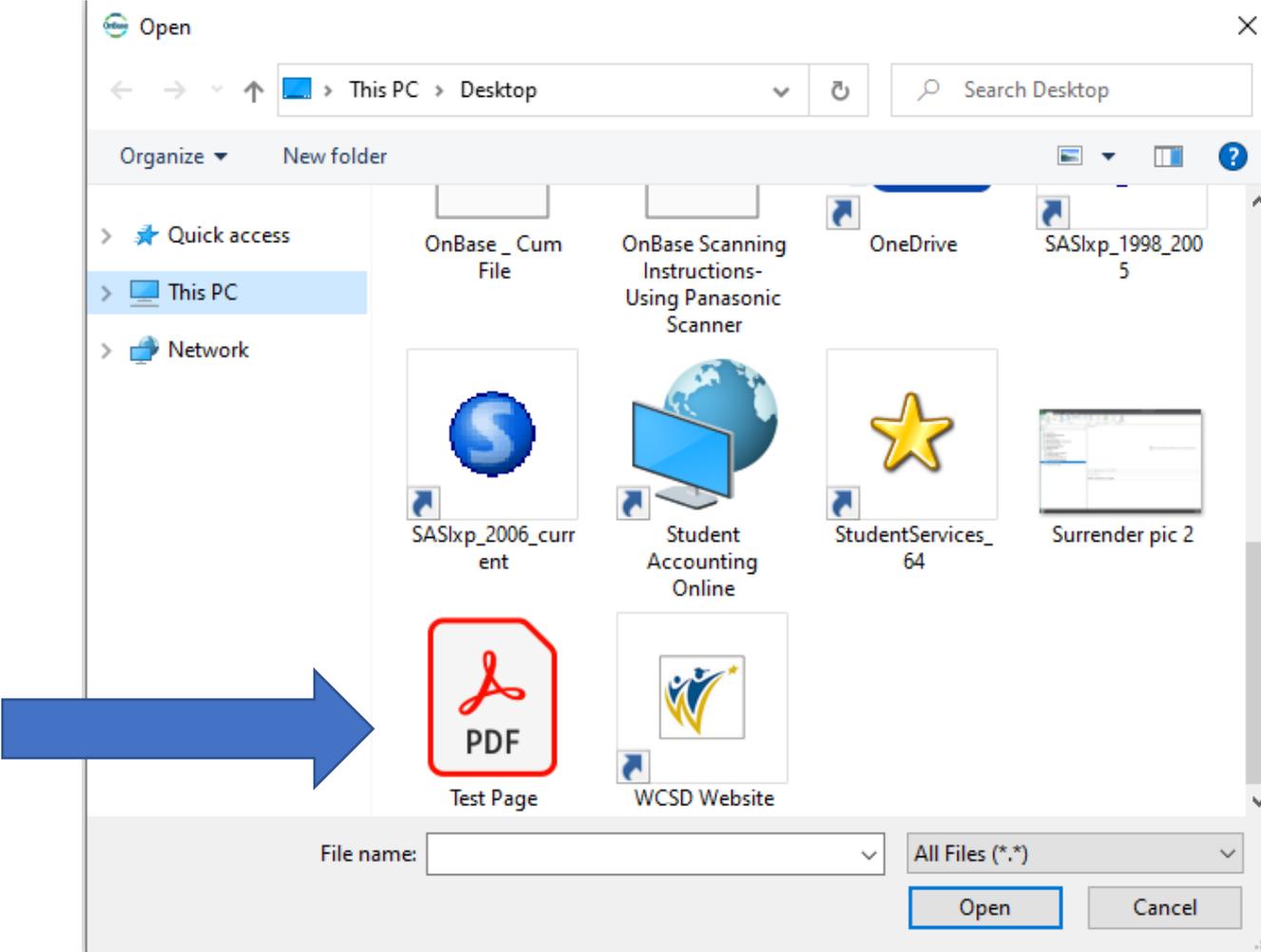
Bizhub and Desktop OnBase Scanning Instructions

Scan document(s) from Bizhub and email to yourself. Drag to your desktop and then drag and drop to the Preview:



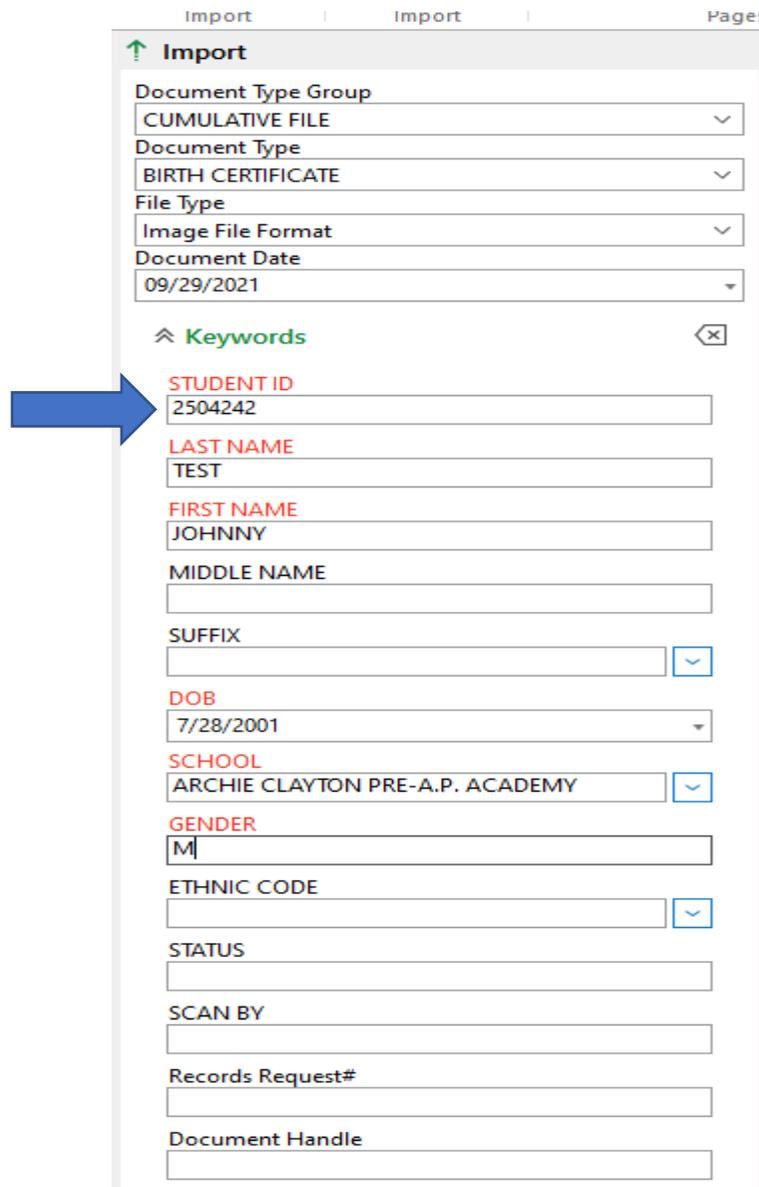
Bizhub and Desktop OnBase Scanning Instructions

Or you may select "Browse" and double click document.



Bizhub and Desktop OnBase Scanning Instructions

Copy and paste student ID number from Infinite Campus into the Keywords and then enter Tab. All the student's information will automatically import into the keywords fields for you from the information in Infinite Campus.

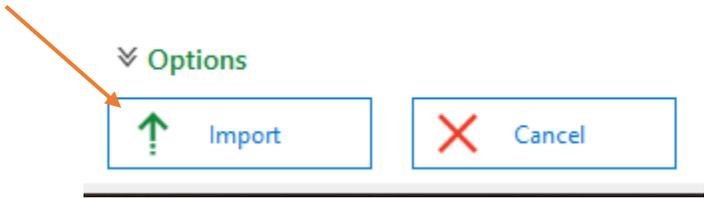


The screenshot shows the 'Import' form in OnBase. The 'Keywords' section is expanded, and a blue arrow points to the 'STUDENT ID' field. The form contains the following fields and values:

Field	Value
Document Type Group	CUMULATIVE FILE
Document Type	BIRTH CERTIFICATE
File Type	Image File Format
Document Date	09/29/2021
Keywords	
STUDENT ID	2504242
LAST NAME	TEST
FIRST NAME	JOHNNY
MIDDLE NAME	
SUFFIX	
DOB	7/28/2001
SCHOOL	ARCHIE CLAYTON PRE-A.P. ACADEMY
GENDER	M
ETHNIC CODE	
STATUS	
SCAN BY	
Records Request#	
Document Handle	

Bizhub and Desktop OnBase Scanning Instructions

Click Import to upload document(s):



For any questions or assistance scanning, please contact your troubleshooter.

Thanks,

Student Accounting

775-861-4428