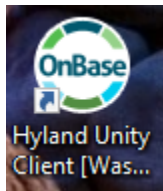


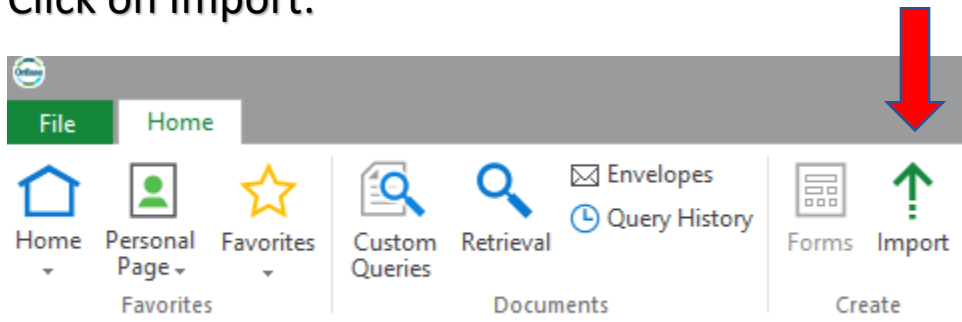
OnBase Scanning Instructions

Using your Panasonic Scanner

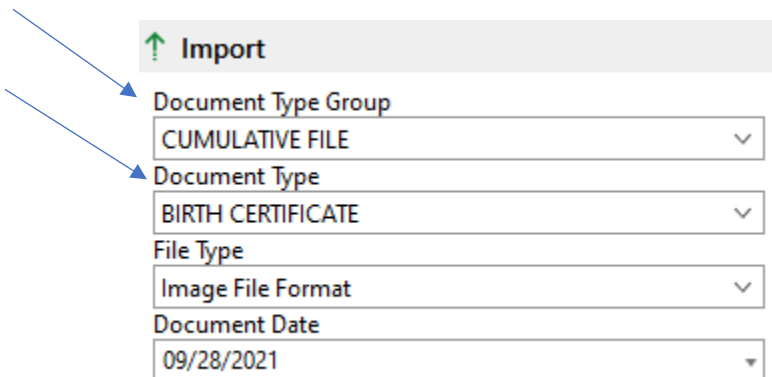
Open OnBase:



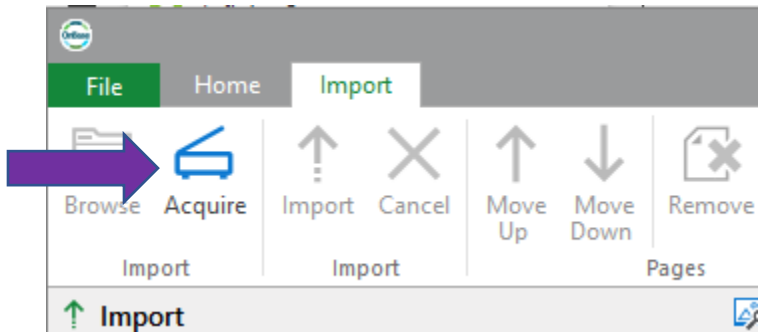
Click on Import:



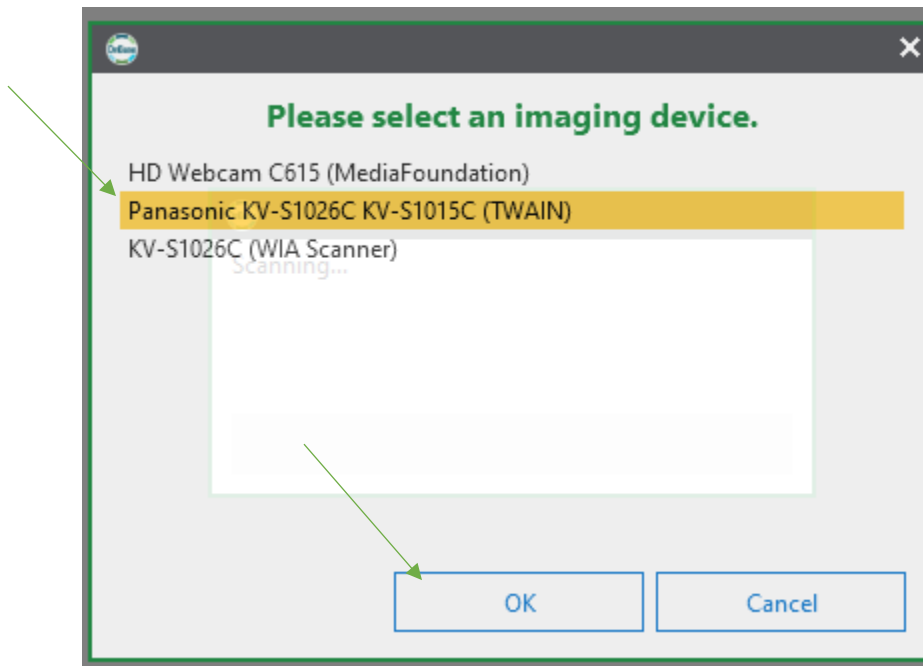
Select Document Type Group and Document Type:



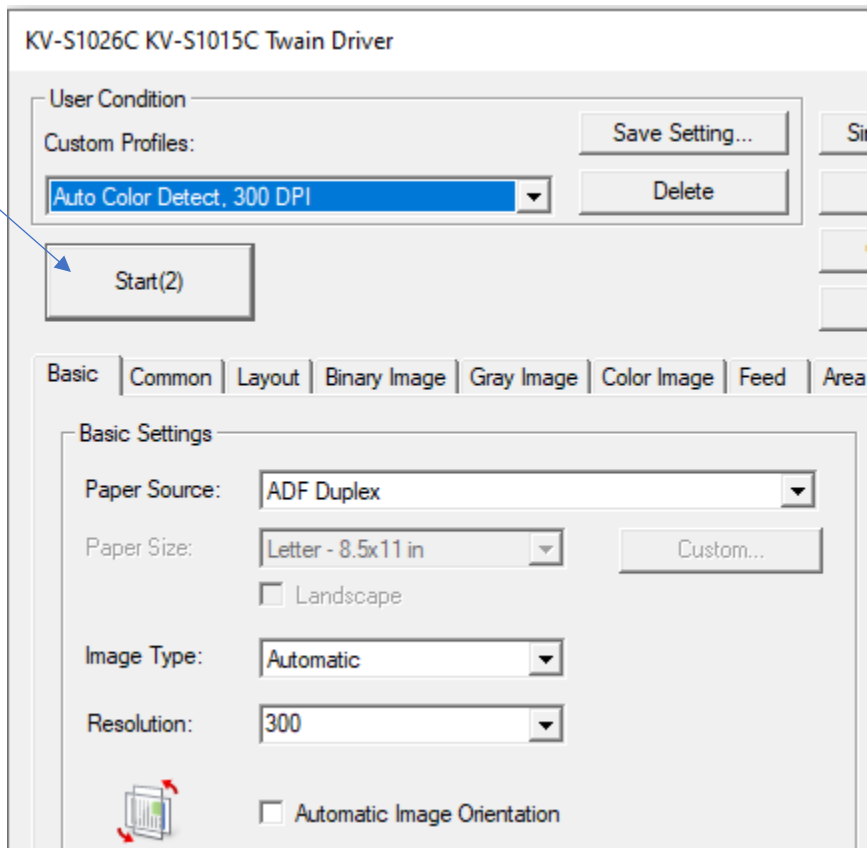
Click on Acquire to select scanner:



Select scanning device and click "ok":



Click "Start":



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.

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Import

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
 [v]

DOB
7/28/2001

SCHOOL
ARCHIE CLAYTON PRE-A.P. ACADEMY [v]

GENDER
M


ETHNIC CODE
 [v]

STATUS

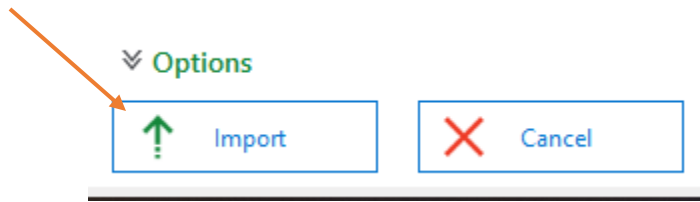
SCAN BY

Records Request#

Document Handle



Click Import to upload document(s):



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

Thanks,

Student Accounting

775-861-4428