FREIGHTDATA

DOCUMENT STORAGE SYSTEM

FREIGHTDATA CORPORATION

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Freightdata Document Storage

1 Concept

Many of our documents are now sent to us electronically. We don't want to waste the earth's resources printing them to store in filing cabinets. We want everyone to have access to them. Speed is often at an essence.

Freightdata's Document Storage system (FDS) offers a solution to this for the Freight Industry by linking Freightdata's Freight Forwarding system with electronic paperless storage that is quick and efficient to use.

Simple referencing systems allow you to instantly access all your stored documentation, locally and wordwide. Users of FDS will not only be able to store and access their own documents but will have access to these and other branch offices worldwide.

For example: Via the internet, using FDS simple referencing system, an Head Office operation in New York will be able to access and locate documentation from a branch office in Los Angeles. Or perhaps an office based in Frankfurt can access documentation for an expected shipment in their office in Hong Kong in an instant.

All these documents can be printed remotely or locally. They can also be emailed to other offices or customers.

FDS's unique referencing system operates by not only storing all the documentation relating to a shipment in one place, but allows the users to be able to search for multiple shipments that may be related so that documents can be accessed for all of them simultaneously.

As documents are printed within Freightdata, they are automatically referenced, details stored and a PDF copy is filed directly against the shipment.

New printed documents can be scanned and stored directly to a shipment.

Electronic documents saved elsewhere can be copied and pasted directly to a shipment.

A document already stored on one shipment can be copied and pasted onto another shipment.

Any document stored can be printed, faxed, emailed or opened from within Freightdata.

You can start using FDS from day one. Once Freightdata knows where you want to store your documents, the system starts storing your prints as soon as you ask Freightdata to print a document.

2 Why is FDS better than normal Cloud Storage?

2.1 Manual vs Automatic

Normal cloud storage is a very manual process. You send documents to the cloud, but you have to manually create folders and manually decide where they are stored. Then you have to make sure that other users know where they are stored. How do you make sure everyone follows the conventions your company wishes to use? Will you need a member of staff to constantly monitor this?

With Freightdata, documents are automatically named and saved to the correct folder for a shipment with no user intervention.

2.2 Where are the documents stored?

With normal cloud storage, documents are actually stored in many different physical places. You have no control over this.

With Freightdata you have a simple storage system. You choose whether to store the physical copies on a local Server, a remote Server, your own storage with your ISP, or Freightdata's Document Cloud. You have the control. You make your own backups.

2.3 Costs

Cloud storage can be very expensive. The more space you use – the more expensive it is. The more users you have accessing it – the more expensive it gets. Again, will you need a member of staff to constantly monitor how documents are being stored?

Freightdata will cost you nothing, if you use your own servers or have storage space already with your ISP. If you need to buy extra space with your ISP or use the Freightdata Document Cloud, the costs are reduced. And the document saving and naming is automatic, so no dedicated member of staff needed!

3 Getting Started

To take advantage of Freightdata's unique document storage solution there are a few basic steps.

Firstly, you need to ensure that you have selected the option to use the document storage in your Company Details section.

Secondly, you need to know where you are saving your documents and also where the database is that controls the saving. On a networked installation this must be in a shared area so that everyone can take advantage of the Freightdata Document Storage system.

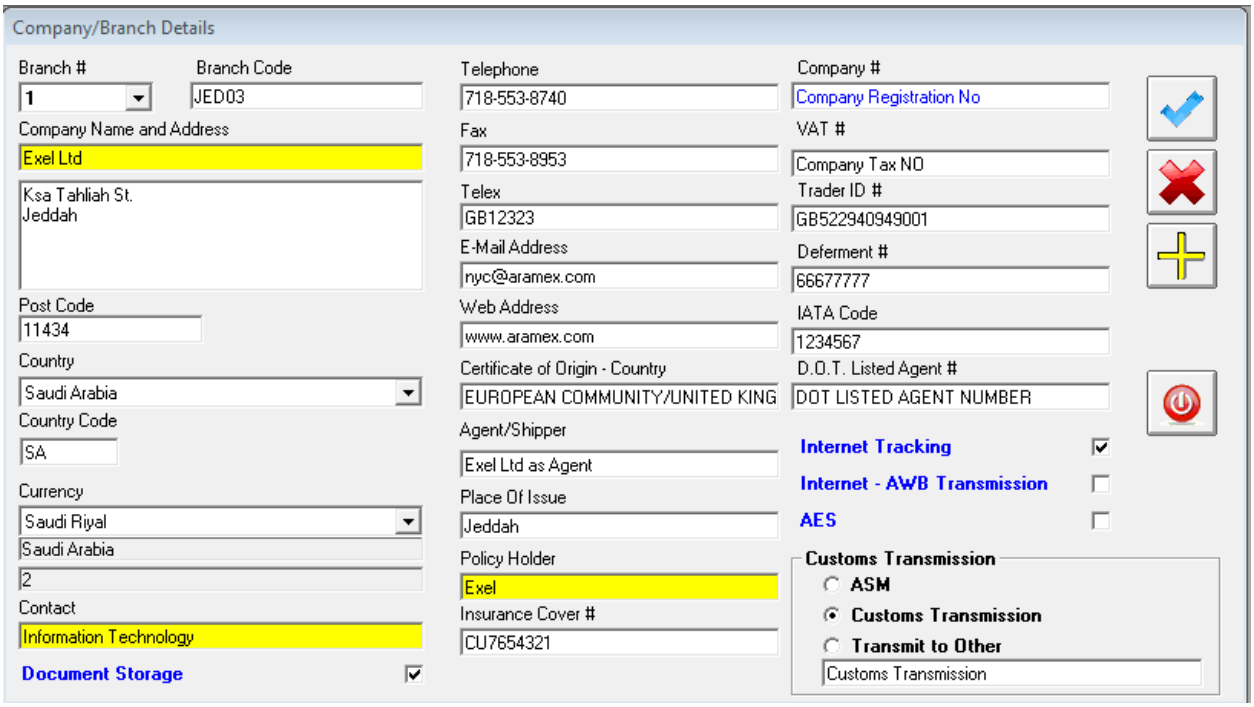
Thirdly, you should be aware of the how the document names are made up and the possibilities there are for the storage of re-prints.

Go ahead and get started.

3.1 Company/Branch Details Section

Accessed from your Freightdata Administrator/Security module, the Company/Branch Details choice is on the Administration menu. You must be a Full Administrator to have access to this area.

Simply ensure that the box for Document Storage for each Company/Branch is checked.



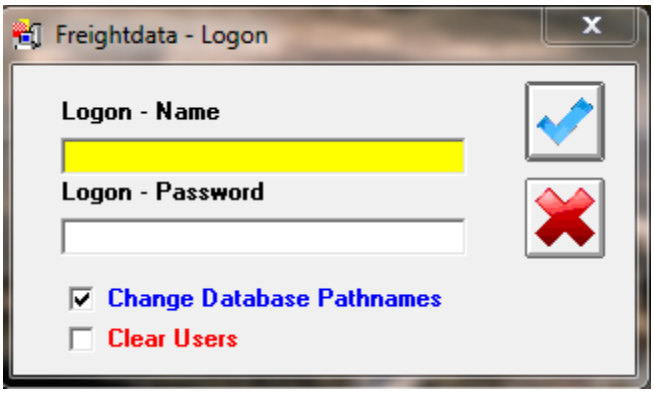
When Freightdata is first installed, this screen is displayed after entering your serial number and the database pathnames, but can be accessed at any time after this as shown above.

3.2 Where are my documents stored?

Freightdata will need to know where the database that holds the documents information is stored. In addition, it stores the physical copies. These need to be in a shared area so that everyone in the company with permission, can have access to these documents and storage areas. You may wish to store your documents on a local or remote server. You could have storage with your ISP or on the Freightdata Document Cloud.

Once you've decided you will need to enter the information into Freightdata. This screen can be accessed as follows:

3.2.1 From the Freightdata LOGON screen



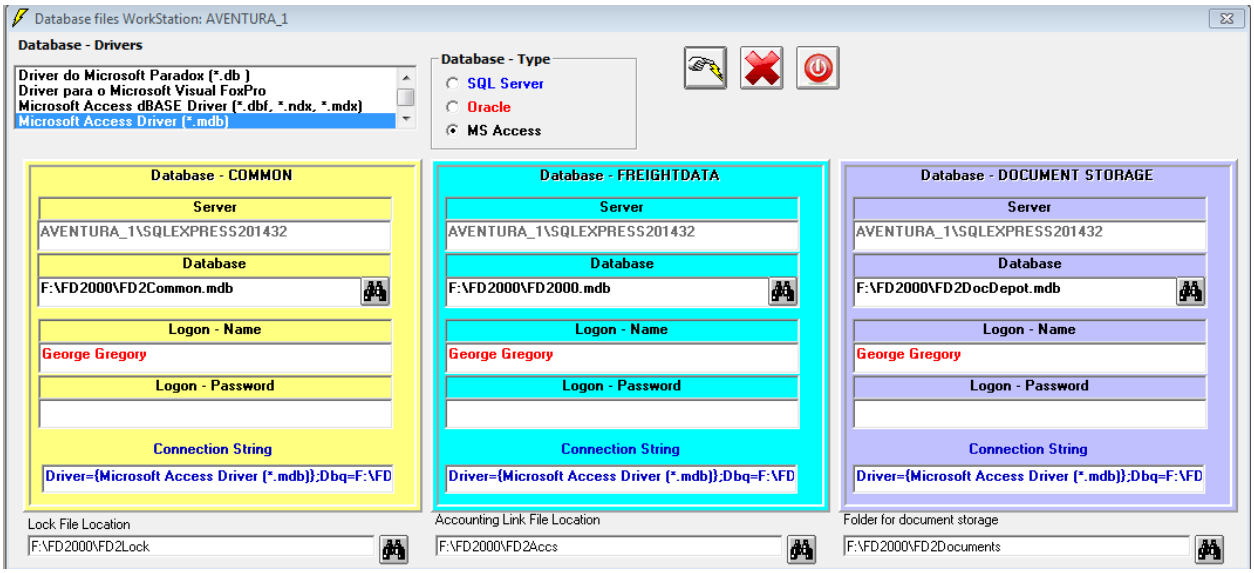
Check the box marked Change Database Pathnames BEFORE entering your logon name and password.

The next screen displayed will show where your databases are stored and pathnames to common storage areas.

3.2.2 From the Freightdata – Management Menu

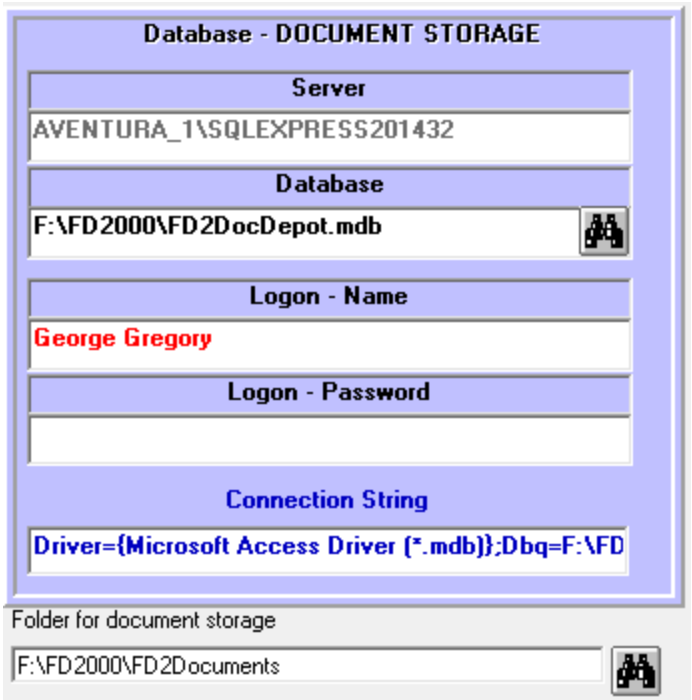
Choose the menu option for **Database.** The next screen displayed will show where your databases are stored and pathnames to common storage areas.

3.2.3 Screen for choosing where to store your documents and data



This screen is used to inform Freightdata where all the data is to be stored and accessed. The third panel holds the information used by the FDS. On first installation, this will point to your local C Drive.

For networked installations, all pathnames should be altered to point to common areas that can be accessed by Freightdata users.



The Document Storage information is held in the third panel.

Freightdata will need to know where the shared database is. This may be and MS Access database, SQL Server database or an Oracle database. The MS Access database FD2DocDepot.mdb is supplied, as well as scripts for creating the database in SQL Server. This database would normally be in the same location as the other Freightdata databases.

The pathname for physical document storage will default to the folder FD2Documents but this can be any named shared location.

When you have set the correct paths and tested and accepted the details with the Connect button, you will exit Freightdata.

This screen will also appear after entering your Freightdata Serial Number and Activation key for the first time, or after installing a new version of Freightdata. In which case it will be followed by the Company/Branch details screen.

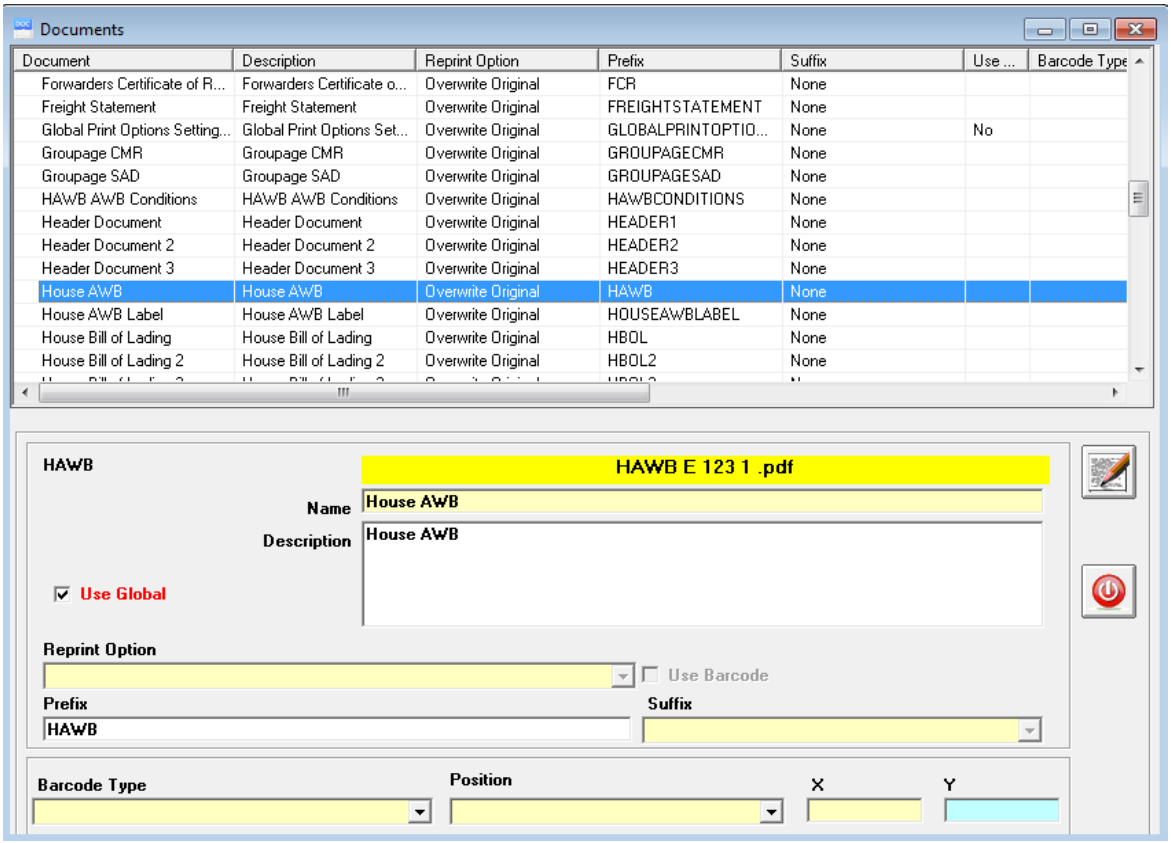
4 Controlling Document Names

Documents printed within Freightdata will automatically be named according to the pre-set defaults supplied with the system. There is no need to alter these, but users may wish to change some of them if they prefer or if they want to name them in another language.

These names can only be changed by entering the **FD Administrator/Security** module and choosing Documents from the **Administration Menu** or the **Documents icon** on the toolbar.



The next screen will display all the available documents that can be printed and stored directly from Freightdata.



Every document has a Name and a Description and Prefix, which can be altered by selection the document and then pressing the EDIT button.



4.1 Global Settings

There is one special 'Document' that appears on the Documents list. This is the Global Print Options Setting. It is not an actual document, but it can be used to globally control what happens when a document is reprinted in FDS. All documents will initially be set to use this Global option. This can be overridden for any document by selecting it for editing and removing the check against the USE GLOBAL option.

4.2 Reprints

You need to decide what happens when you reprint a document in Freightdata. The default is that the Original is stored and the last reprint is stored. Again this can be changed by using the EDIT button on the Global Print Options Setting document.

The choices for reprints are:

4.2.1 NONE

When a document is reprinted, nothing is stored. Only the original print is saved.

4.2.2 ALL PRINTS

This option will save a copy of every reprint of the document. To distinguish between copies, there must also be a Suffix chosen from the dropdown suffix list. A suffix of NONE is not permitted. The possible name of the document will change depending on the Suffix chosen.

4.2.3 ORIGINAL AND LAST PRINT

As explained, this will result in the original document being stored and only the last reprint being stored – suffixed as COPY.

4.2.4 OVERWRITE ORIGINAL

This option will simply overwrite the last copy printed. Therefore only the most recent print copy will be saved.

4.3 Suffixes

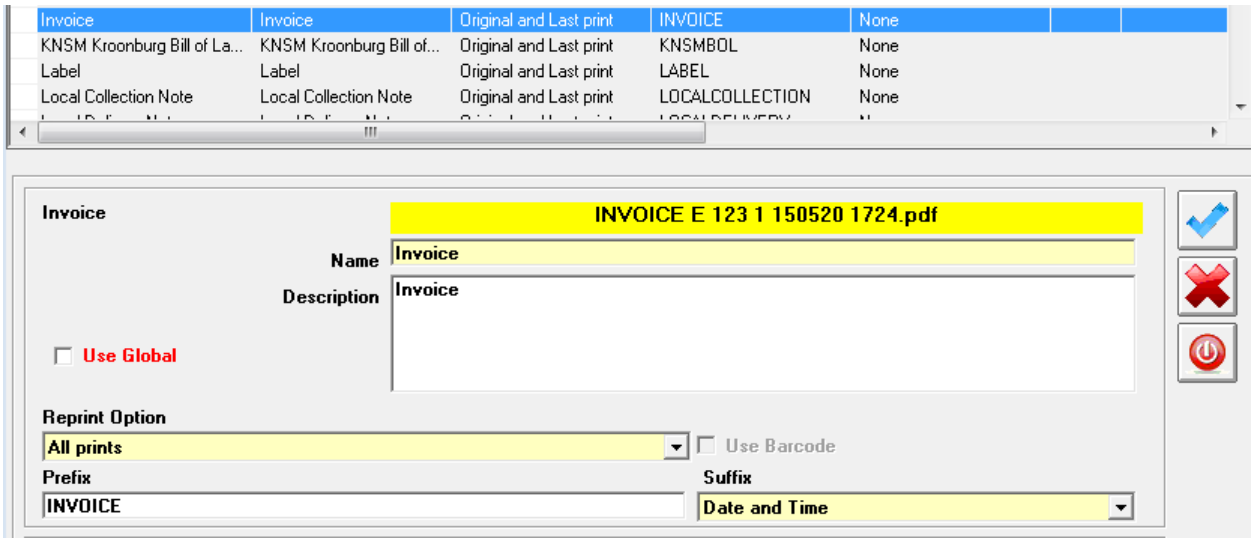
As mentioned before, if the ALL PRINTS option is chosen for a Reprint, you must also choose a Suffix. The choices are as follows:

4.3.1 DATE

This option will add the date to the end of the document name in the format YYMMDD.

4.3.2 DATE and TIME

This option will add the date and time to the end of the document name in the format YYMMDD HHMM, using the 24 hour local time.



4.3.3 SEQUENTIAL NUMBER

This option will add the next sequential number for the copy to the end of the document name.

4.4 Naming Convention

Each document printed and stored by FDS conforms to a naming convention that makes it easy to recognize what document has been printed and which shipment it belongs to.

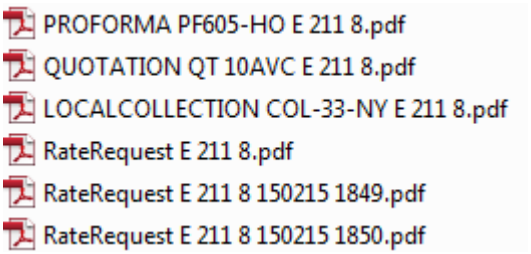
Every document name starts with the Prefix as defined in the Documents section of the FDSecurity/Administrator module.

This is then normally followed by the shipment Job Number. IE. The flow (Export, Import or Domestic), the movement number and the consignment number within that movement.

This would then be followed by the Suffix, if required.

Some documents will also have extra details in the name if appropriate.

For example an Invoice will also have the Invoice number after the Prefix. A local Collection or Delivery Note will have the Collection or Delivery Note number after the Prefix. A MAWB will have the MAWB number after the Prefix. Etc.



5 Using the Freightdata Document Storage System

The beauty of the FDS is its simplicity and lack of user intervention. The default settings for naming the stored documents will allow Freightdata users to be able to use the system as soon as they print their first document from within Freightdata.

5.1 What do I have to do to save a document in Freightdata?

Any document that has the option of being printed on Plain Paper from within Freightdata will automatically be saved against that shipment when you print or email it. This will work, even if you have asked Freightdata to print a Pre-Printed copy.

This includes all Freightdata's own prints, such as Headers, Arrival Notices, Invoices, Delivery Notes etc. as well as many others, including Master and House Air Waybills and certain Bills of Lading.

Some documents, such as CMR Notes and pre-printed Bills of Lading cannot be saved in this manner.

5.2 How do I save a document that doesn't have a Plain Paper option in Freightdata?

The FDS system has been integrated into Freightdata so that you can easily scan a copy of Pre-Printed documents directly into the folder where all the other documents for a shipment are stored.

5.3 What about documents posted to me?

The same applies to these. You can scan them from within Freightdata, directly into the shipment's folder.

5.4 How about documents that are emailed to me?

There are two ways to deal with these:

5.4.1 Right-Click and Copy the Document

Then in Freightdata, open the shipment. Select the **View Documents** option from the **EDIT menu** choice or icon on the Toolbar. Expand the folder. Then right click and Paste or use the icons on the toolbar.

5.4.2 Save the document locally

You can save them to your normal local documents folder or download area. Then you can Copy and Paste as above.

5.5 What if I want a copy of an email saved?

You will need to save the email as a FILE from within your email system. This will have an EML extension. You can then perform one of the options explain in 5.4.1 or 5.4.2 above.

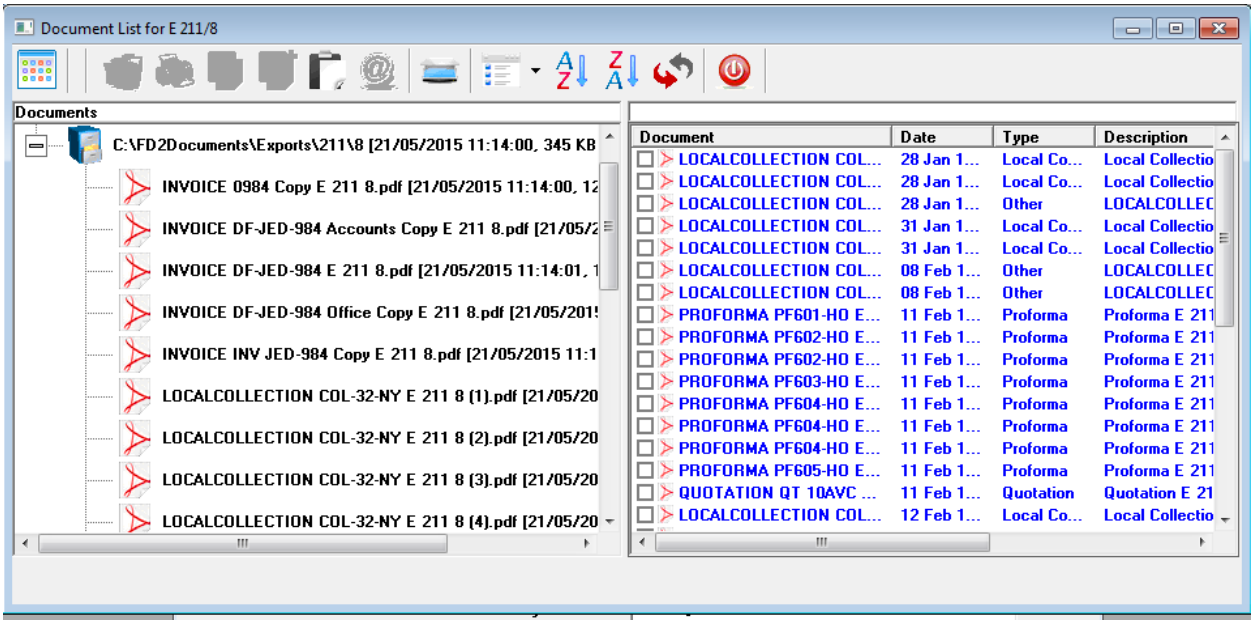
If saved in this format, you will always be able to access it within Freightdata and it will open within your default email program.

You also have the option of printing it from within your email system and saving the print as a PDF file. Again you can import this into Freightdata. However if saved as a PDF instead of an EML file, you will not be able to open the email directly in your email program.

6 Viewing Documents for a Shipment

When you create or open a shipment in Freightdata you will find a **View Documents for Shipment X xxx / x** option on the **Edit** menu or use the **View Documents**  icon on the toolbar.

This will open the **Document List** for the shipment.

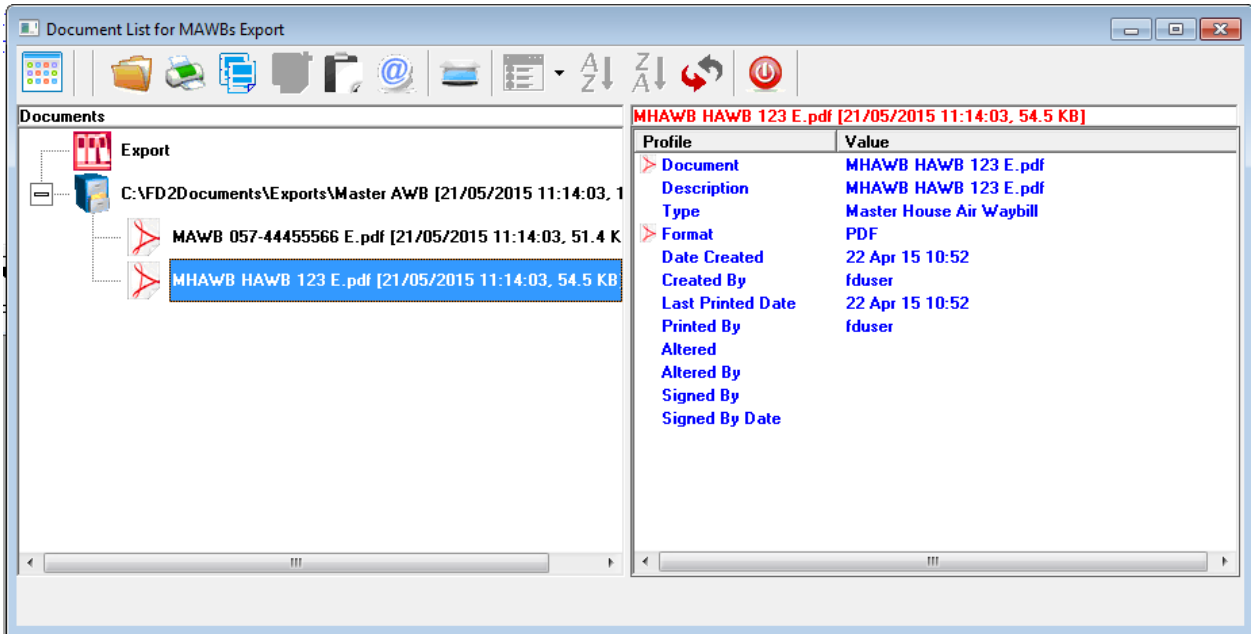


7 Viewing Master Air Waybill Documents

In Freightdata you will find the **View Documents** option on the **File** menu. Take the **MAWBs** option and then you can choose between **Export** and **Domestic** MAWBs.

You can also access this from the **View Documents**  icon on the Freightdata toolbar.

This will open the **Document List** for the **MAWBs**.

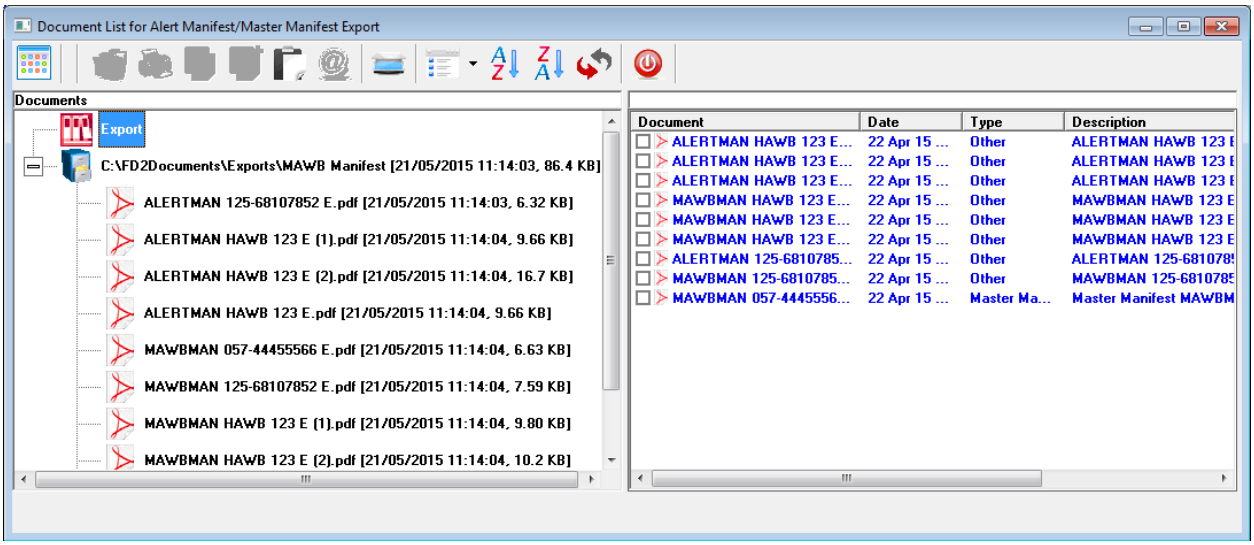


8 Viewing Alert and Master Manifest Documents

In Freightdata you will find the **View Documents** option on the **File** menu. Take the **Alert Manifest/Master Manifest** option and then you can choose between **Export** and **Domestic**.

You can also access this from **the View Documents**  icon on the Freightdata toolbar.

This will open the **Document List** for the **Alert and Master Air Manifests.**

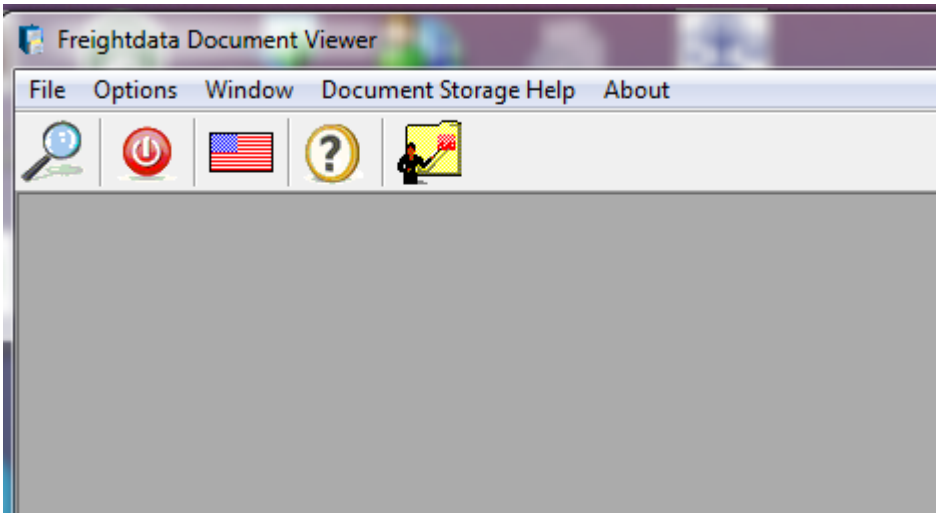


9 Viewing Documents for a Multiple Shipments

In Freightdata you will find the **View Documents** option on the **File** menu. Take the **Documents** option.

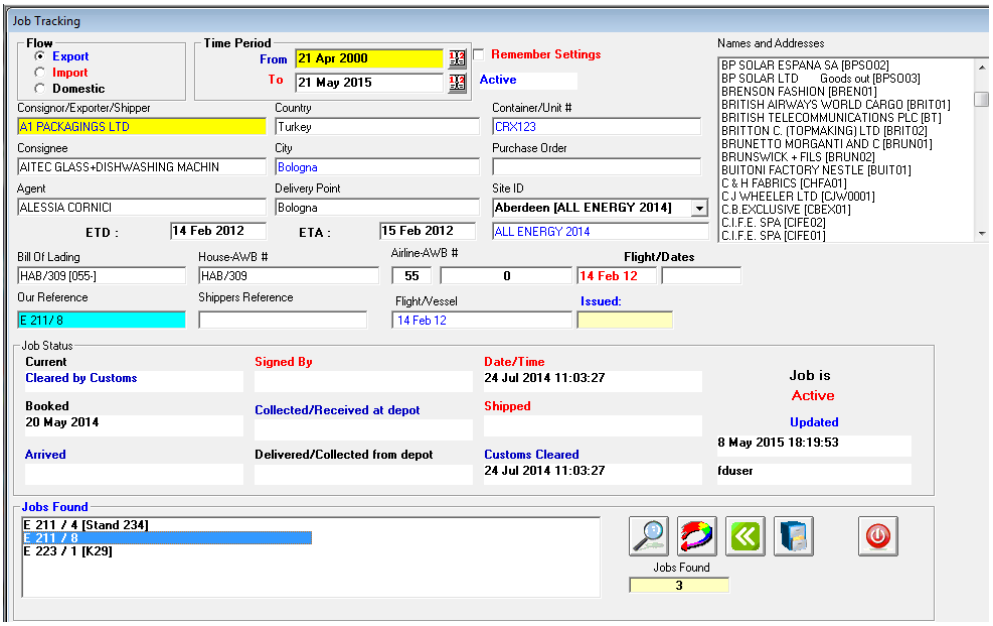
You can also access this from **the View Documents**  icon on the Freightdata toolbar.

This will open the Freightdata **Document Viewer**.



From here you can **Search** for shipments using the **File** menu **Search** option or by using the **Search** icon on the toolbar. 

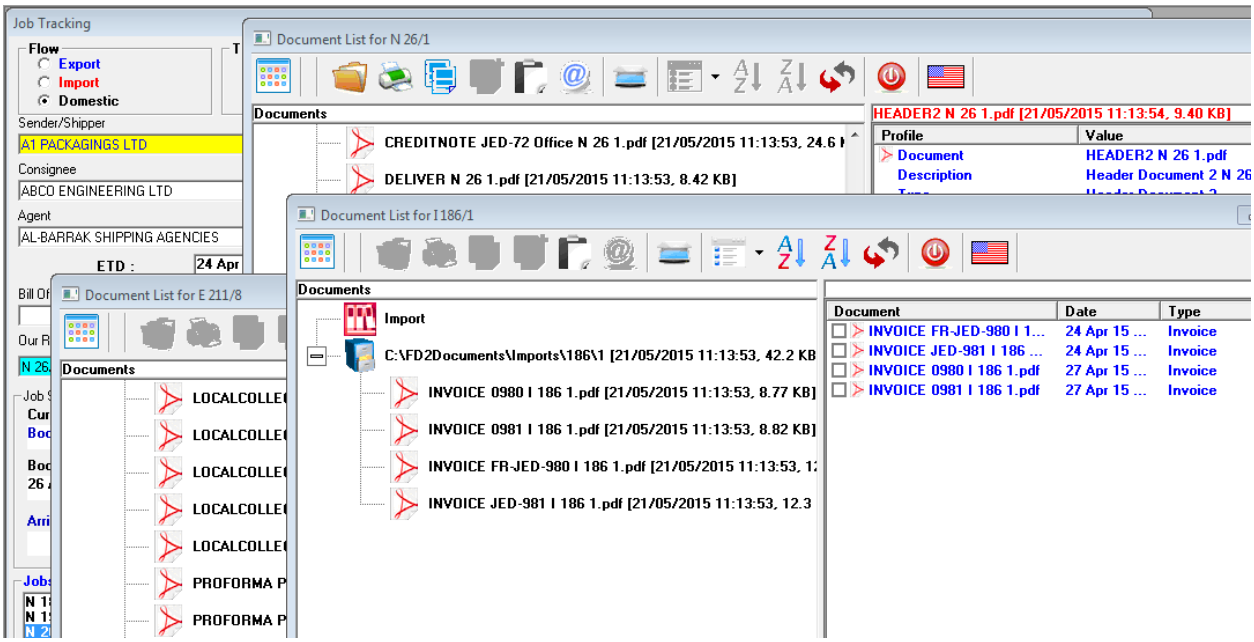
In a similar way to the **Job Tracking** search option in Freightdata you can bring up a list of shipments that match your entered criteria.



Select a shipment in the list and press the **View Documents**  button to display the list of documents stored for that shipment.

Select another shipment from the same or a new search and press the **View Documents** button for the **Document List** for a second shipment.

This can be performed for many shipments simultaneously.



10 Document List Buttons and Icons

Now you have a list of documents for a shipment, what options do you have and what do all the buttons and icons mean?

Let's start with the opening **Document List** screen.

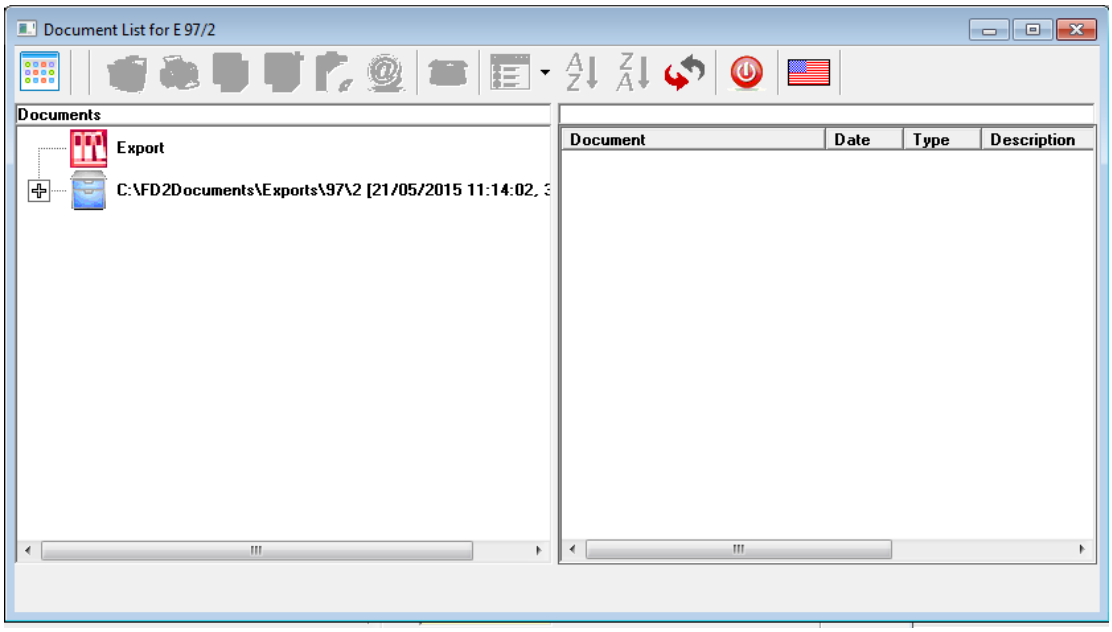
The left hand side just shows two icons.



Think of the top one as being a **section** in your storage facility. In this case it is the Export section.



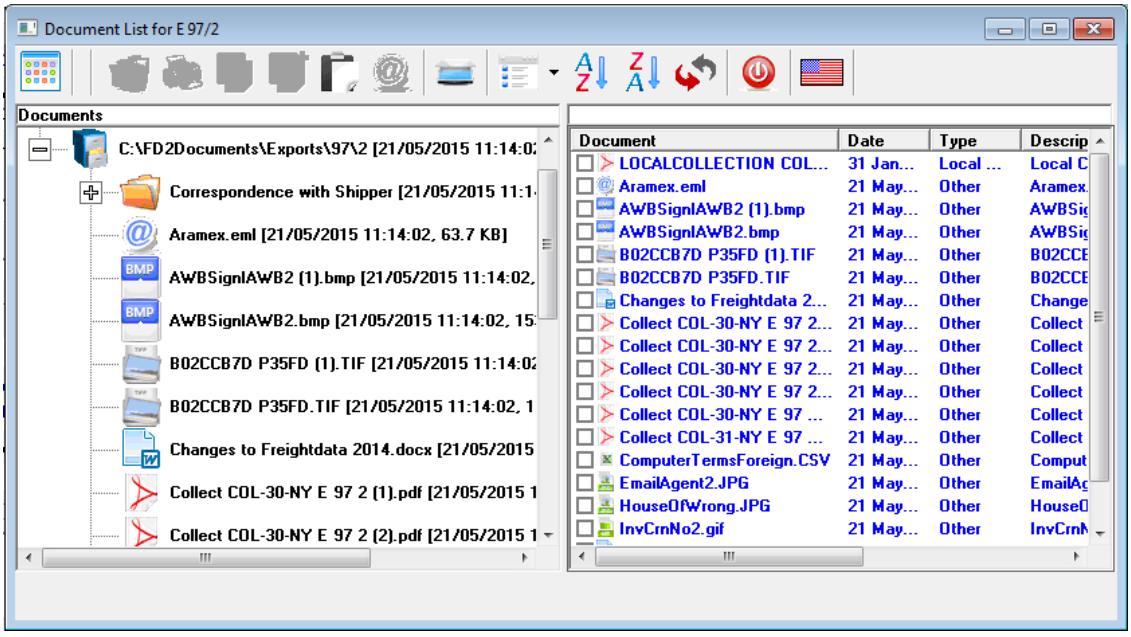
The next one represents the **filing cabinet** where all the documents for this particular shipment are filed.



Click the '+' sign next to the cabinet or the cabinet itself to **OPEN/EXPAND** it to view the contents.

The left hand-side opens to show a list of all the documents stored for this shipment.

At this stage, the right-hand side appears to have a similar list, but with a check box against each document.



10.1 Document Format Icons

Each document format is represented by a different icon.

10.1.1 Adobe PDF



The most common icon you will see is the one that represents an **Adobe PDF** document.

When you print in Freightdata a copy of the print is created as a PDF file.

10.1.2 MS Word Document



This icon is used to show that the document is a Microsoft Word document.

10.1.3 MS Excel Document



This icon is used to show that the document is a Microsoft Excel document or a CSV (Comma Separated Values) file.

10.1.4 Email Document



This icon is used to show that the document is an email.

10.1.5 Text File Document



This icon is used to show that the document is a text file document.

10.1.6 JPEG



This icon is used to show that this is an image saved in the JPEG compression format.

10.1.7 GIF



This icon is used to show that this is an image saved in the GIF compression format.

10.1.8 BMP



This icon is used to show that this is an image saved in the BMP compression format.

10.1.9 TIFF



This icon is used to show that this is an image saved in the TIFF compression format. This is often used for **faxes** and can also be created from scanned documents.

10.1.10 Folder Icon



This icon is used to show that there is a sub-folder (a folder within another folder). This may be there because someone has created a sub-folder to categorize some of the documents stored.

10.2 Document List Toolbar Buttons – Initial Display

When you first expand the **'filing cabinet'** many of the icons on the toolbar are grayed out or inactive. This is because you have not selected any particular document or file.



At this stage your options are as follows:

10.2.1 Change your display to Small Icons



This will alter the display to appear as small icons. When this is selected the icons for the documents and files will appear smaller and the button on the Toolbar will change to allow you to display large icons.

10.2.2 Change your display to Large Icons



This will alter the display to appear as large icons. When this is selected the icons for the documents and files will appear larger and the button on the Toolbar will change to allow you to display small icons.

10.2.3 Paste from Clipboard



If you have copied a document or file in Windows Explorer, it will be on your Clipboard. When you press this button on the toolbar, the document you have copied will be pasted into the open folder and added to this shipment.

10.2.4 Scan a new document or documents



You will use this button to open a new screen with scanning options. You will then be able to scan a document or documents that will be saved in the open folder and added to this shipment.

10.2.5 Change your View



This button and its options changes the way the right-hand panel is displayed.

If the Large or Small Icons view is chosen, the option for **Auto-Arrange** will also become available. Documents/files are normally displayed in chronological order.

10.2.5.1 *Details View*



This view gives the most information, such as Name, Date, Document Type, Description, Format and User who created it.

10.2.5.2 *Large Icons View*



Large Icons are displayed with just the document filename.

10.2.5.3 *Small Icons View*



Small Icons are displayed with just the document filename.

10.2.5.4 *List View*



Small Icons are displayed in a list format with the document filename to the right.

10.2.6 Change the Order of Documents Displayed

When first displayed, the right-hand documents/files list is displayed in date/time order, starting with the oldest one. You this order to appear in alphabetical order.

10.2.6.1 *Ascending Alphabetic Display*



This will change the order of the documents and files displayed to appear in ascending alphabetical order.

10.2.6.2 *Descending Alphabetic Display*



This will change the order of the documents and files displayed to appear in descending alphabetical order.

10.2.7 Refresh the Display



Use this button to refresh the display. All folders will be closed and when expanded, the right-hand display will again be in ascending date order.

10.2.8 Exit Button

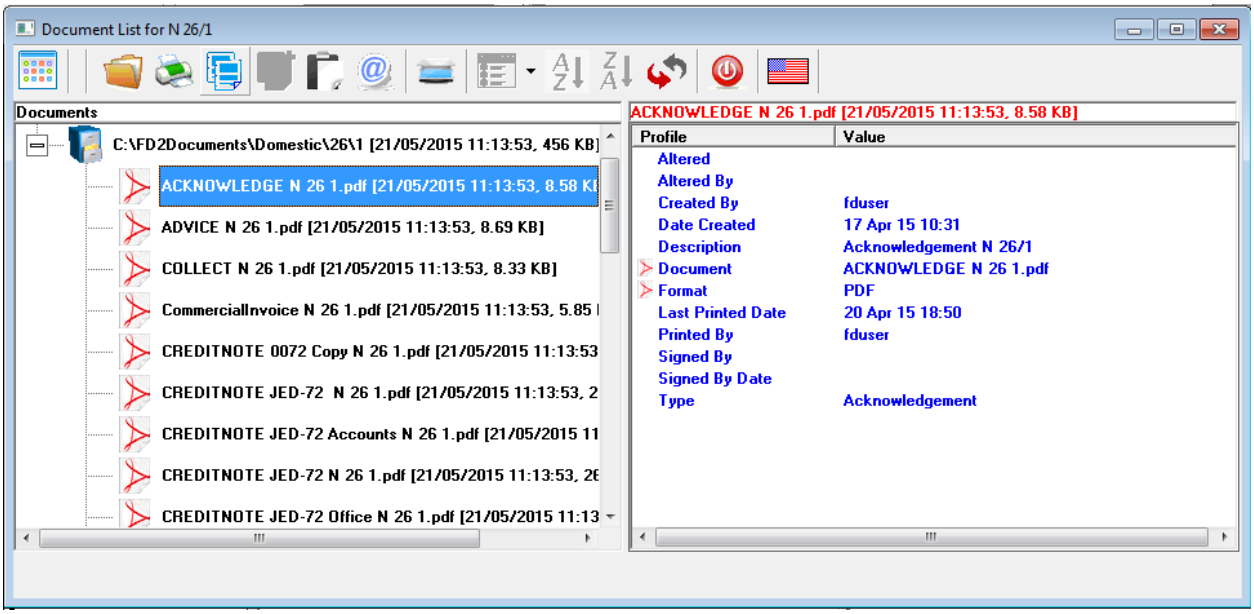


Use the exit button to close the Documents List for this shipment.

10.3 Document List Toolbar Buttons – Document Selected Display

When a document or file is selected in the left-hand panel, the right-hand panel changes to give information about the selection and the toolbar icons change to reflect the options available.

As the right-hand side now reflects the choice on the left, the display View and Order icons are no longer active.



You now have the following new icons:

10.3.1 Open the Document



This icon is the Open Document icon. When this button is selected the chosen document or file will open using the most suitable program. IE If it is a PDF it will open in Adobe Acrobat Reader. If it is a Word document it will open in MS Word. If it is an email, it will open in your default email system.

10.3.2 Print the Document



This icon is the Print Document icon. When this button is selected the chosen document or file will open using the most suitable program. IE If it is a PDF it will open in Adobe Acrobat Reader. If it is a Word document it will open in MS Word. If it is an email, it will open in your default email system. Images (BMP, JPEG, GIF and TIFF) will normally open in Windows Photo/Picture Printer.

10.3.3 Copy the Document



This icon is the Copy Document icon. When this button is selected the chosen document or file will be copied. The file is copied onto the Windows Clipboard. This means that the document /file at this point can be pasted into any other program such as a Word document or embedded in an email. Also it can be pasted into any other Document List screen that you have open for any other shipment.

When this button is pressed, another button becomes active on the same shipment. This is described next.

10.3.4 Paste the Copied Document



This icon is the Paste the Copied Document icon. When this button is selected the document or file that you have copied will be pasted as a copy into the same folder for this shipment. It will have the same name but will be followed by a sequential number in brackets. The sequential number starts at one. If there is already a copy existing with that number the next number available is used.

The same icon will become active on other open Document Lists for other shipments and the same document/file can also be pasted into other shipment lists.

10.3.5 Email the Document

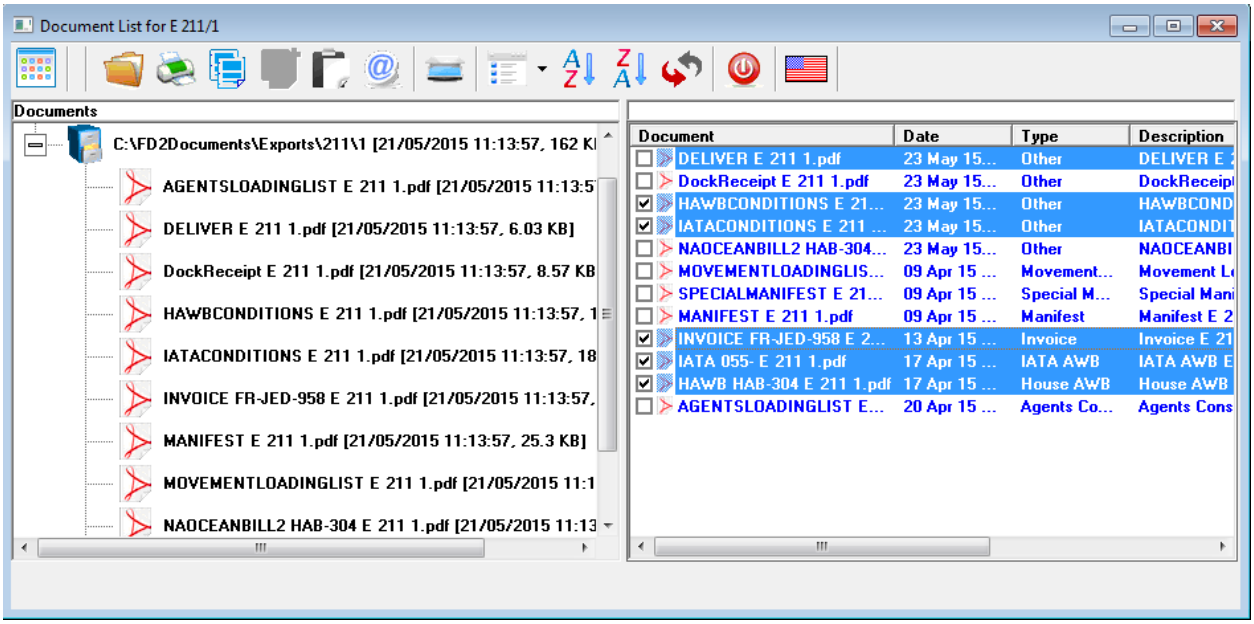


This icon is the Email the Document icon. When this button is selected your default email application is launched, allowing you to choose addresses and type a message. The document or file that you have selected will be attached as a copy to the email message.

10.4 Document List - Right-Hand List Check Boxes

When a folder is expanded on the left-hand side of the display, a list of documents and files within that folder are also displayed on the right-hand side. Each document or file on the right also has a check-box against it.

The reason for this is so that multiple documents can be selected at one time.

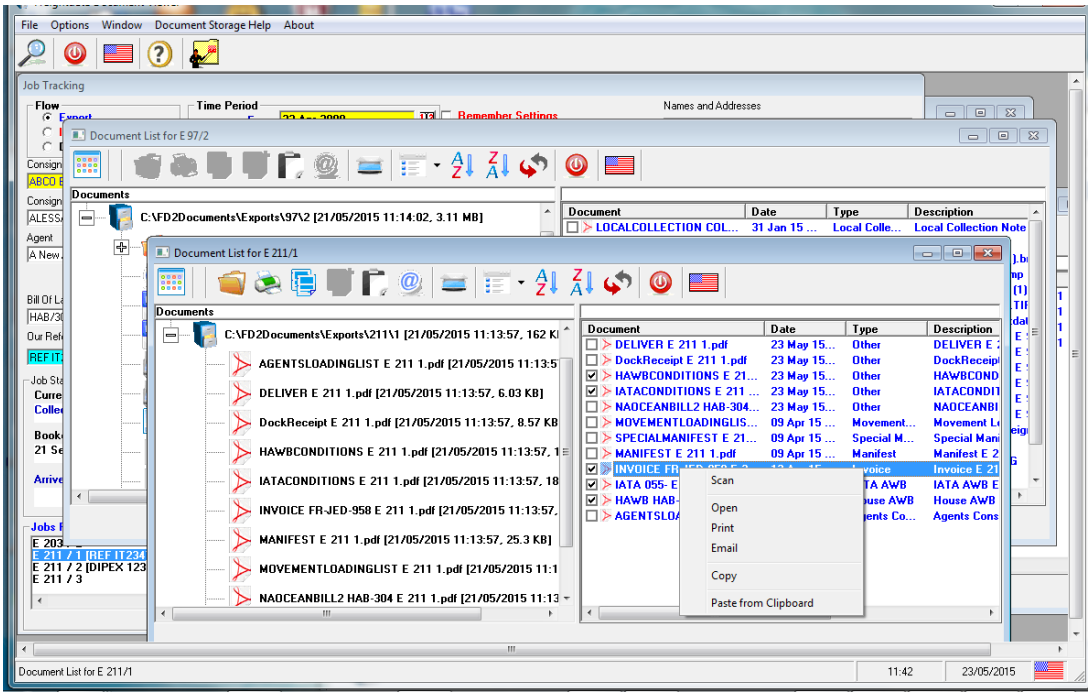


As you can see, in the same way as when a single document is selected on the left-hand side, extra icons become active on the toolbar.

This means that you can Open, Print, Copy or Email multiple documents with one press of the button on the toolbar.

10.5 Document List - Right-Click Pop-Up Menu

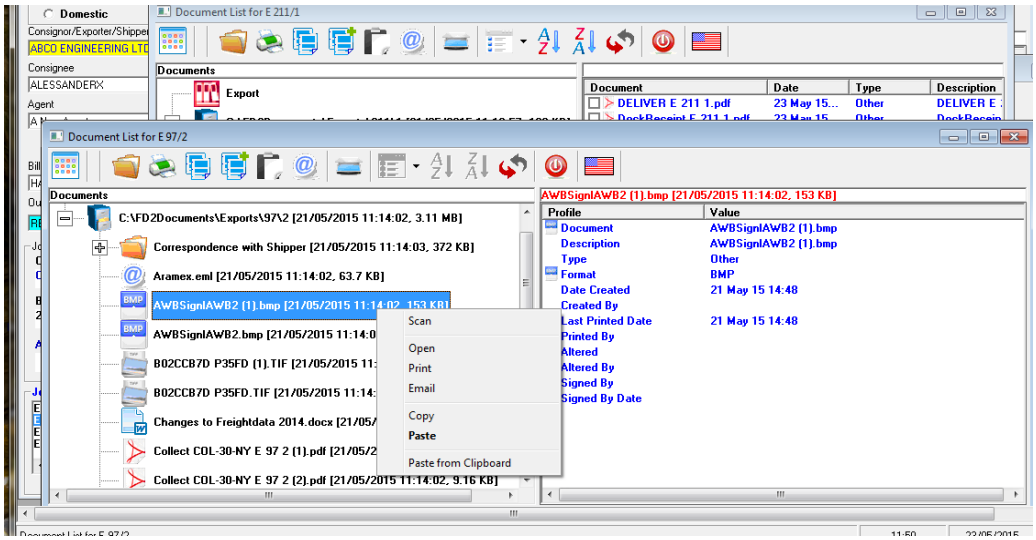
Just like in Windows, when you right-click in a folder, you can right-click in the left-hand side or the right-hand side of a Document List to get a pop-up menu.



The choices on the pop-up menu will vary and will normally reflect the active buttons on the toolbar.

This example shows Paste from Clipboard, but as a Copy has not been made on from any open document lists, the option Paste is not visible.

Choosing Copy at this point, will add the Paste option to toolbars on any Document Lists that you now open or change to. Then right-clicking on any Document List will also add **Paste** to the pop-up menu displayed.



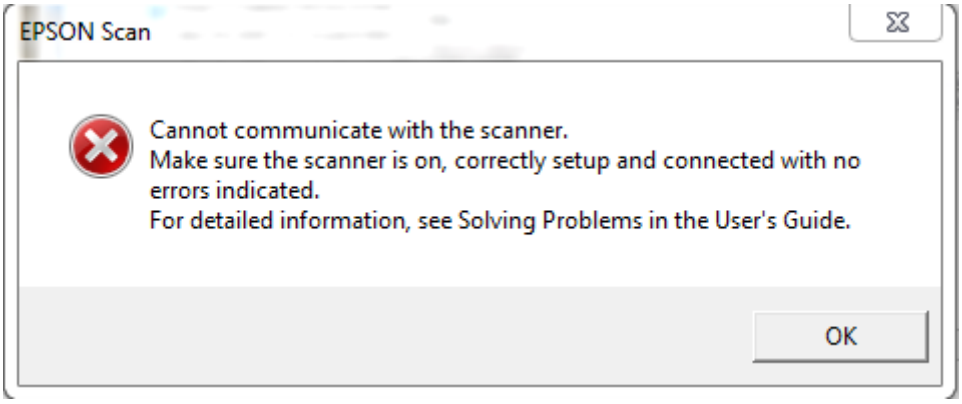
11 Scanning Documents

The Scan Icon on the Document List toolbar and the Scan option on the pop-up menu, allows the user to scan in documents directly to a shipment's list of documents.

When the Scan option is chosen, the scanning screen will be displayed. If you have used this option before, the program will attempt to communicate with the last chosen scanning device.

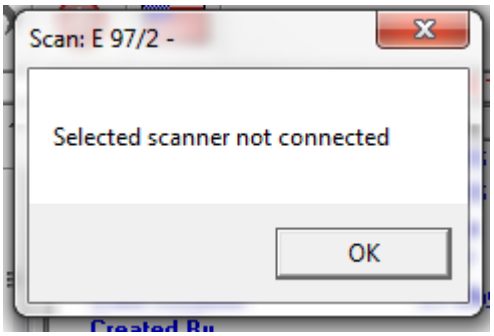
11.1 Scanner Not Connected

If the device is not connected or is off-line, sometimes the device's own driver will issue a message, such as:



Just accept any such message.

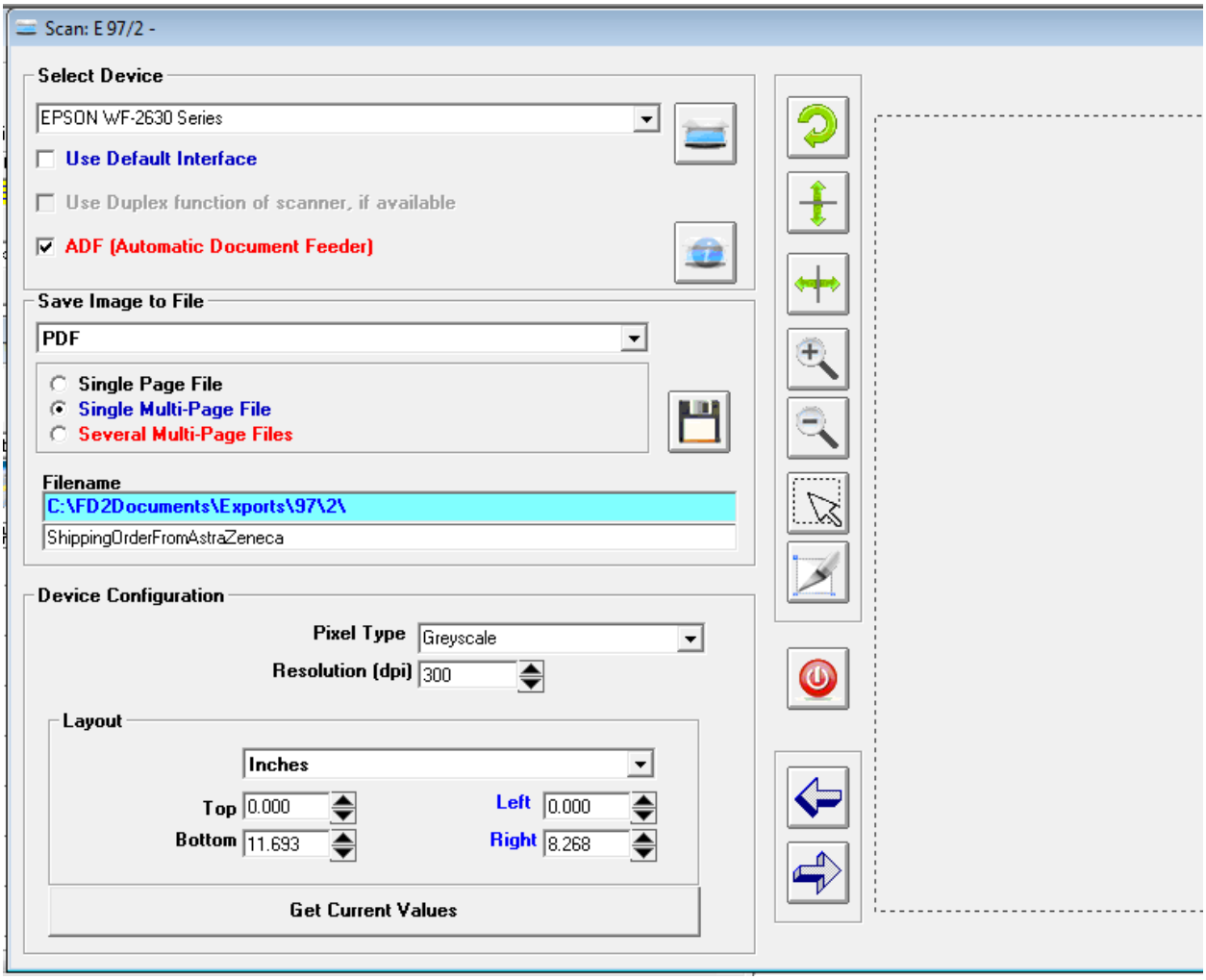
The program will also issue its own message:



You can accept this as well. But do remember, that if you want to use the selected scanner, you need to re-connect it or turn it on!

11.2 Scan Screen

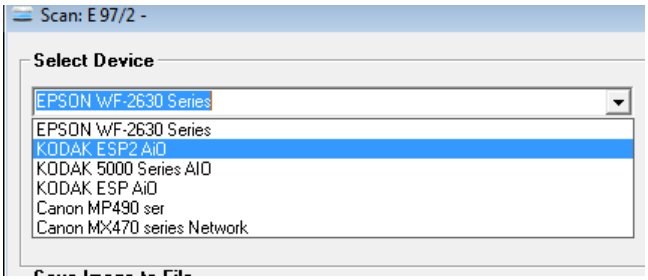
The scan screen that displays will remember your last settings.



11.3 Select Scanning Device Section

11.3.1 Select a Scanning Device

The drop-down list at the top of the Scanning screen will display a list of scanning devices associated with your workstation. This does not mean that they are all attached or powered up.



When you select a device the program will attempt to communicate with it. If it is not attached or available you will receive a message or messages as explained in the Scanner Not Connected section.

If the scanner is connected, tests will be automatically made to check the scanner's capabilities. Any options, such as using **ADF** (Automatic Document Feeder) or **Duplex** functions will be greyed out and unavailable if the scanner cannot support them.

11.3.2 Use Default Interface

You can use the scanning devices own interface. Our experience is that some older scanners and some newer scanners that only support Version 1 of the TWAIN driver interface work much better and quicker using the Freightdata Document Scanning interface. This seems to be especially true of CANON scanners.

Check this box if you wish to use the scanning device's own interface. The section for Device Configuration will not be accessible if you are using the device's own interface

11.3.3 Use Duplex Function of Scanner

This option will be available if the selected scanning device supports this function.

11.3.4 ADF (Automatic Document Feeder)

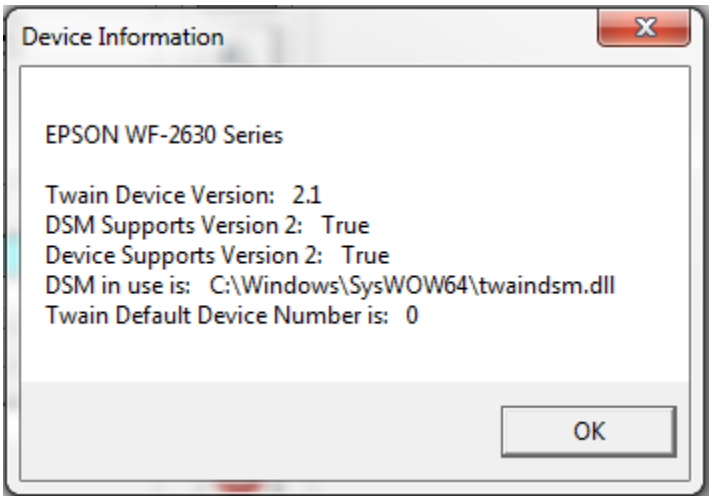
If your scanning device has an ADF, you can scan multiple pages with one press of the **Scan** button.

If you choose **PDF** or **TIFF** formats from the dropdown list in the **Save Image to File** section you will be able to save multiple pages to one or more files.

11.3.5 Information about the Scanning Device

You may wish to know more information about your scanning device, or this may be needed for trouble shooting. In which case you can use the **Device Information** button  to display this.

For example:

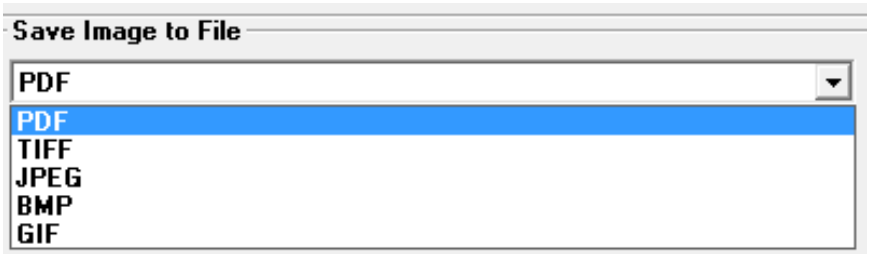


11.4 Save Image to File Section

This is where you enter details about the type of file or files you want to save and the name of the saved file. They will automatically be saved in the correct storage area for the shipment you have chosen.

11.4.1 Type of File

Choose the type of file you want to save from the dropdown list. The most common option for a document will be a PDF. If you choose PDF or TIFF you will also be able to save multi-page files.



11.4.2 Single or Multi-Page Files

Choose whether the scan will be a one-page file or multi-page.



You may want to save more than one page in a document. In this case you must have first chosen **PDF** or **TIFF** as the file format. If you have an ADF you can also choose to scan several multi-page files. To do so you will need to separate each new document with a single blank page.

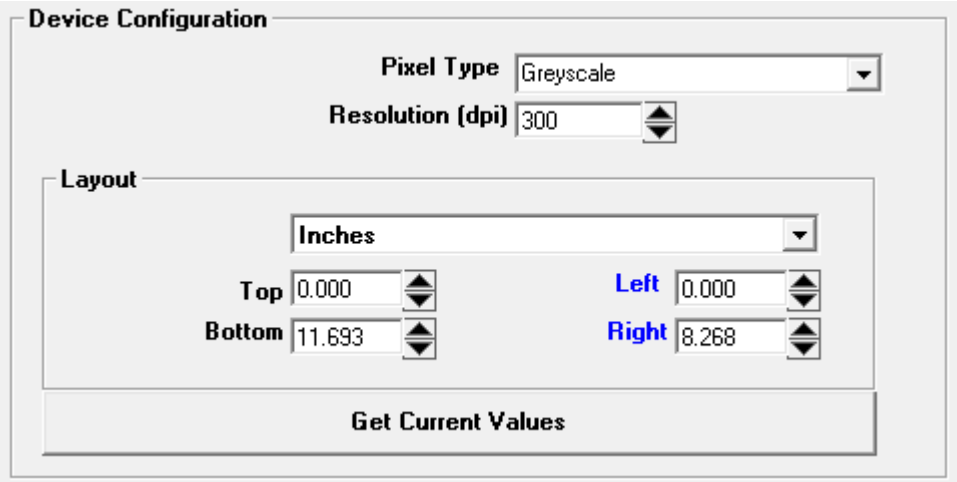
11.4.3 Filename

The last filename used will be inserted here when the screen is loaded. Change this to a meaningful name for the document you wish to scan and save. The pathname will be correct for this shipment.



11.5 Device Configuration Section

If you use the Freightdata Document Scanner interface instead of the scanning device's own interface, you will also have the options here to alter the image scanned.



11.5.1 Pixel Type

Choose the Pixel Type from the dropdown list. We recommend using **RGB Color** when scanning multi-page multiple files to ensure that the blank white page is recognized as the new document separator.



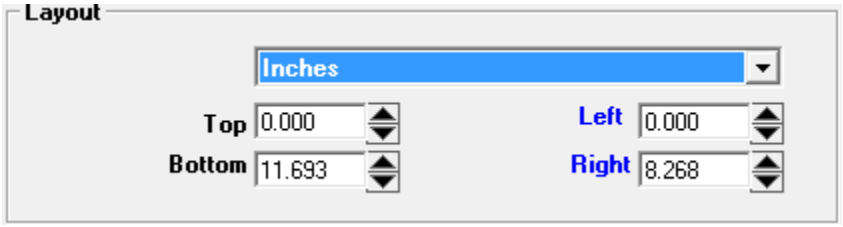
If using the device's own interface, we also recommend scanning in color if using blank white pages to separate documents.

11.5.2 Resolution

This may display as a text box with spin buttons to decrease or increase the size or as a dropdown list of resolution sizes acceptable to the selected scanning device.

11.5.3 Layout

The document layout can be altered here in the selected measurement units.

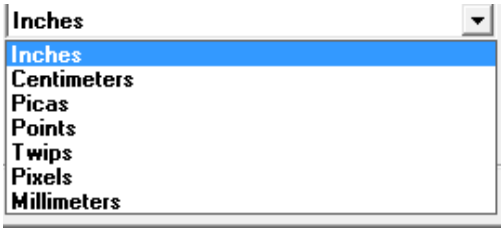


The Top and Left options tell the scanning device where the document is positioned and are normally zero.

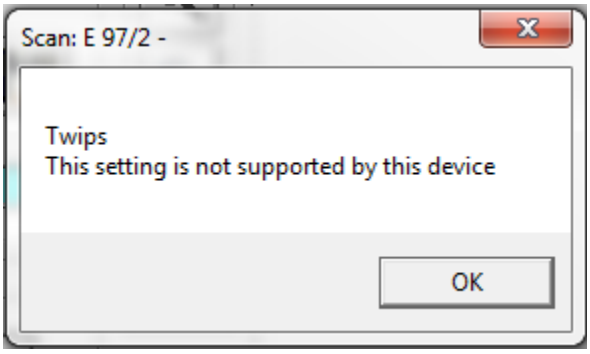
The difference in the measurements between the Top and Bottom is the height of the document.

The difference in the measurements between the Left and Right is the width of the document.

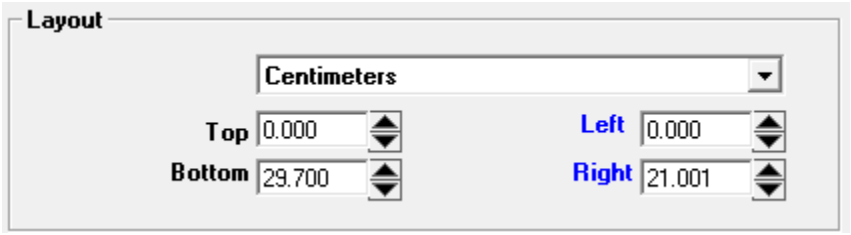
The dropdown list will give all possible measurement units.



An error message is displayed if a unit of measurement is chosen that is not supported by the selected device.



The measurements for Top, Left, Bottom and Right will convert if the units are acceptable.



11.5.4 Get Current Values

The selected device's current settings can be obtained by pressing this button.

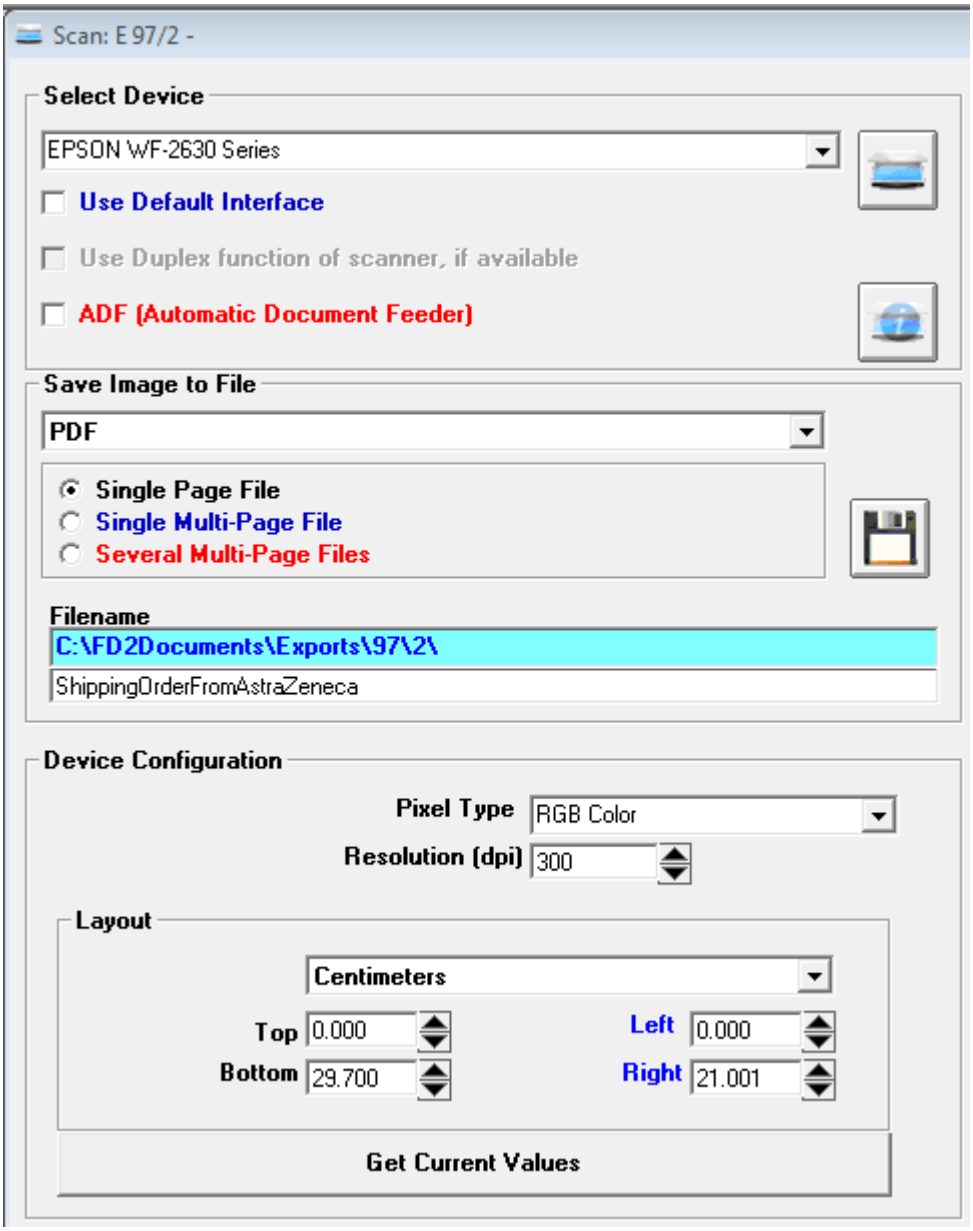


12 Scanning

Having set up your required criteria, you can scan and save your documents.

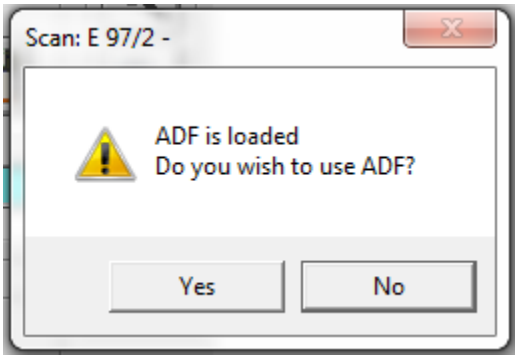
12.1 Single Page File

This is a typical setup screen for a single page document that will be scanned. You can use the ADF if your scanning device supports it. In this example ADF is unchecked as you are scanning from the Flatbed.



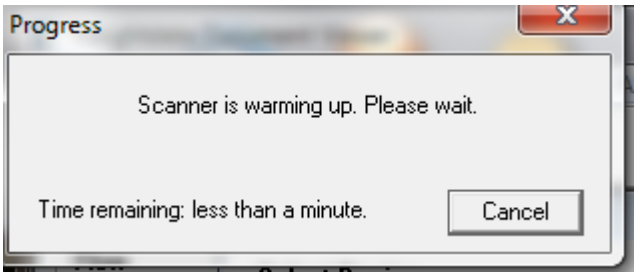
Press the Acquire Image  button to start the Scan process.

If your scanning device has an ADF and the ADF is also loaded, the following message is displayed and you have the option of using the ADF.

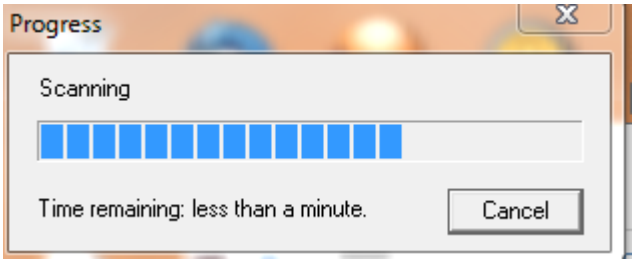


At this point, we want to use the Flatbed scanner so we will say no.

You may receive a message from the device if it is not yet ready as is warming up:

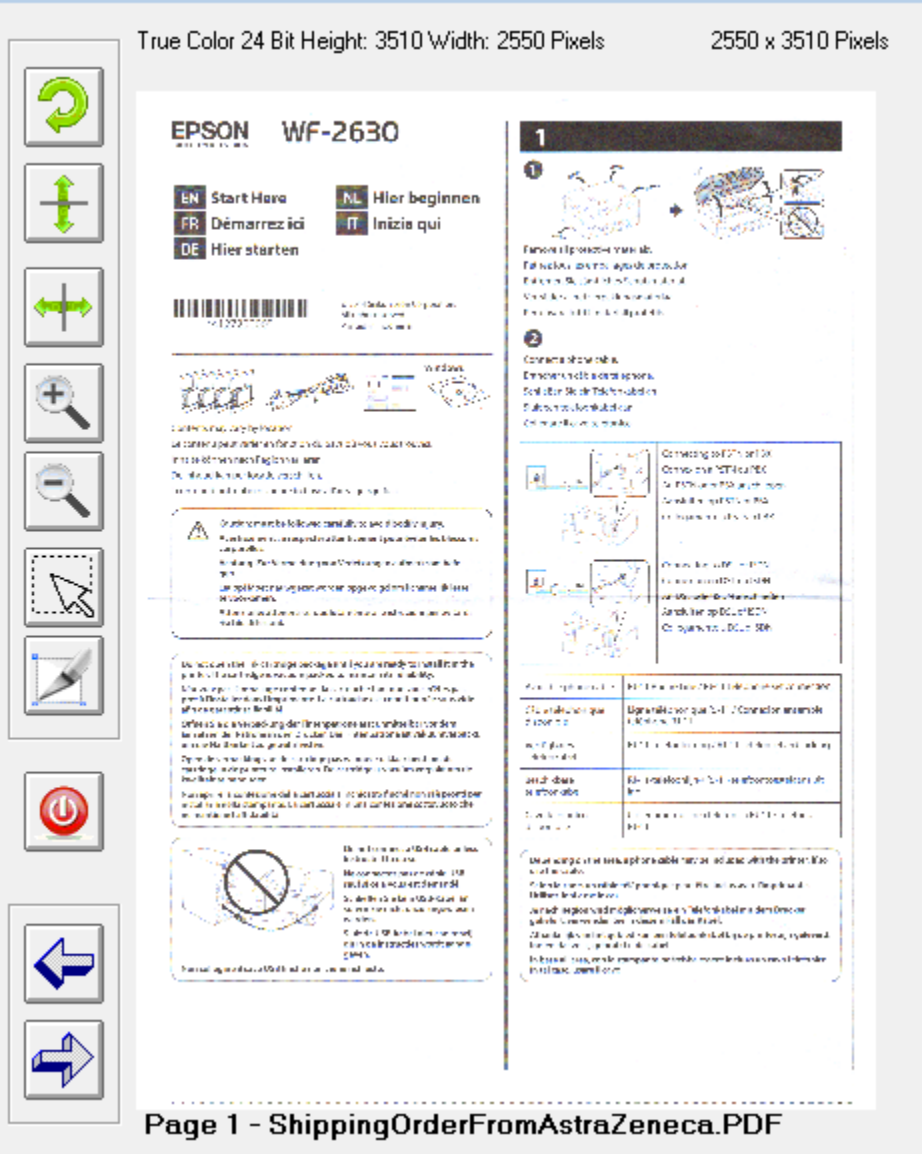


Otherwise you may have a message to say that it is scanning:



12.2 Scanned Image

The scanned image and its details will display in the right-hand area.



12.2.1 Rotate Image

The image can be rotated using the **Rotate** button.



The image will be rotated 90° with each press of the button.

12.2.2 Flip Image Vertically

The image can be flipped vertically using this **Flip Vertical** button.



12.2.3 Flip Image Horizontally

The image can be flipped horizontally using the **Flip Horizontal** button. 

12.2.4 Zoom In

You can zoom in on the image using the **Zoom In** button. 

12.2.5 Zoom Out

You can zoom out on the image using the **Zoom Out** button. 

12.2.6 Selection

Not yet active. 

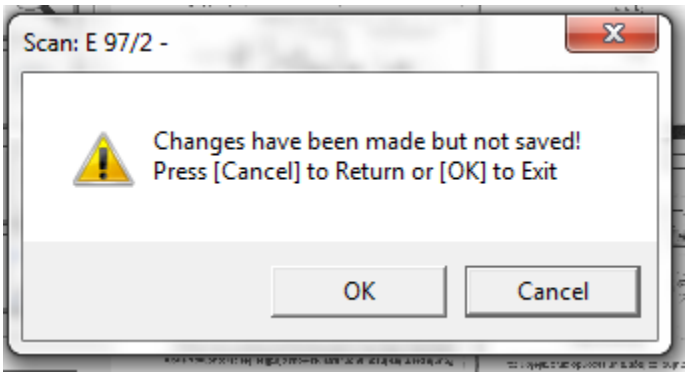
12.2.7 Crop

Not yet active. 

12.2.8 Exit

This is the **Exit** button.  Use this to Exit from the Scanning screen.

You will ask if you want to exit if an image has been scanned but not saved.



12.3 Save File

When you are happy that the image is correct, save it using the **Save** button. 

12.4 Single Multi-Page File

When you choose a single Multi-page file, the process is similar but will depend on whether you are using the ADF option.

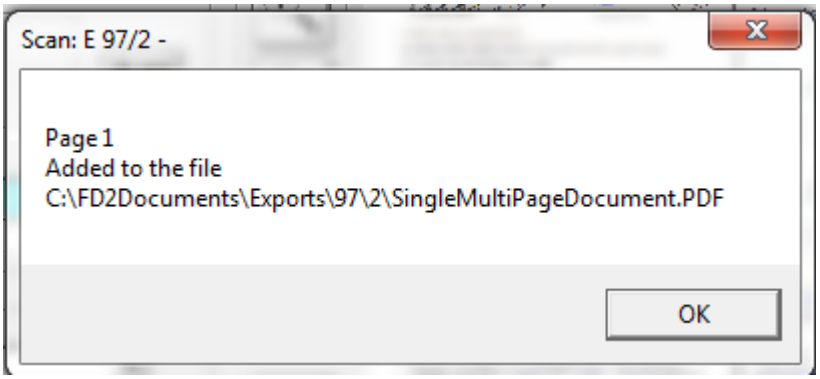
12.4.1 Not using ADF (Automatic Document Feeder)

Press the Acquire Image button to scan the first page.

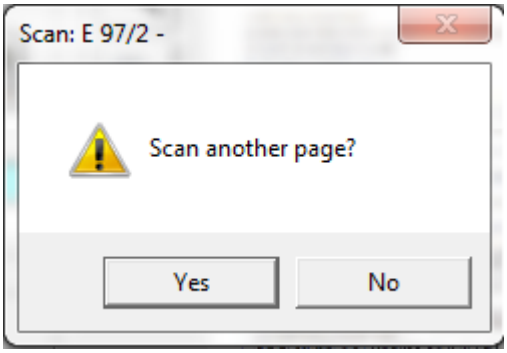
Adjust the page if necessary.

Press the Save button to save the first page.

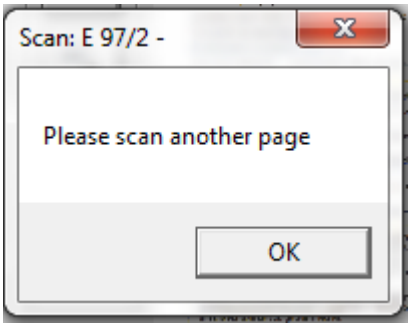
A message is displayed confirming that the first page is saved.



When the OK button is pressed, a further message is displayed asking if there are more pages.



You will then see the following message:

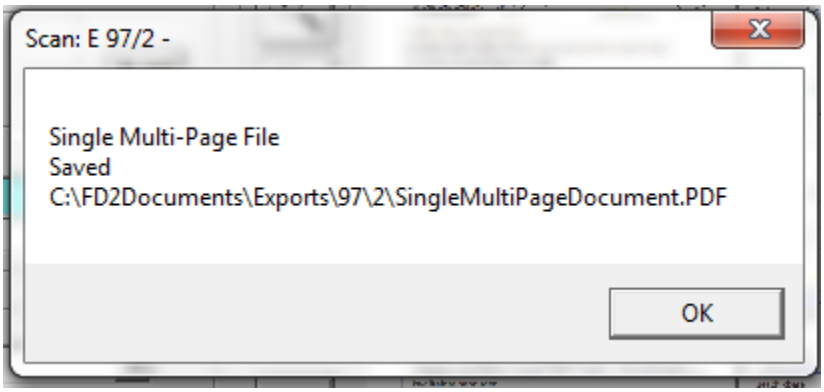


Change the document on the Flatbed of the scanning device and press the Scan button again.

When happy with the image, press the Save button again.

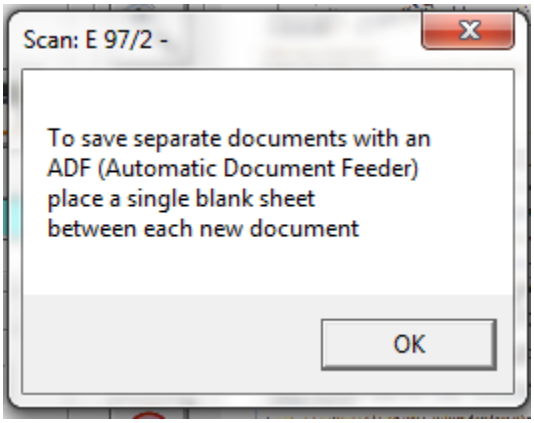
Repeat this procedure until all pages of the document have been scanned.

When you answer NO to the Scan Another Page option, you will receive a message confirming that the multi-page document has been saved.



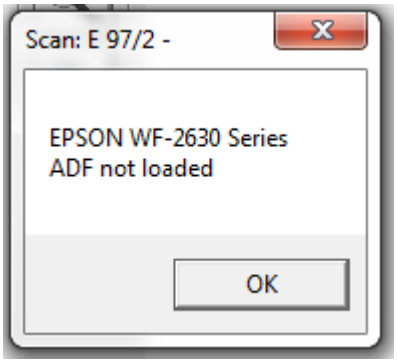
12.4.2 Using ADF (Automatic Document Feeder)

When the ADF option is chosen, a message is displayed reminding you about using blank pages between multiple documents.

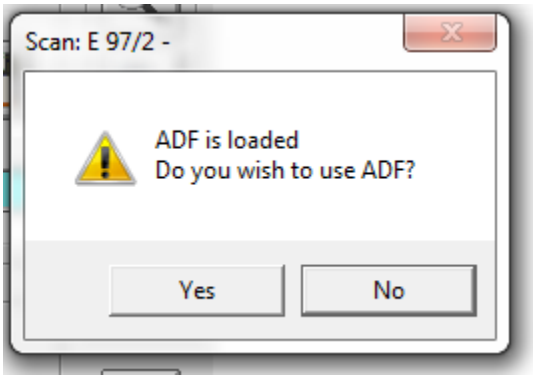


This time you are using the ADF. As before press the Acquire Image button to start the scanning process.

If the ADF is not loaded (or not loaded properly) you will see the following message.



If the ADF is loaded, you will be asked if you wish to use it.

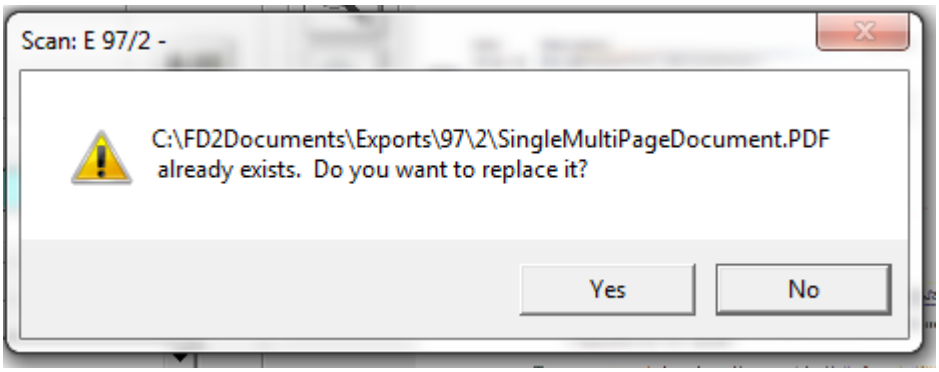


Reply Yes and the selected scanner will then start scanning the first page.

As this is now using the ADF, each page will automatically scan and be displayed until the final page has been scanned.

At this point the software will try to save the file.

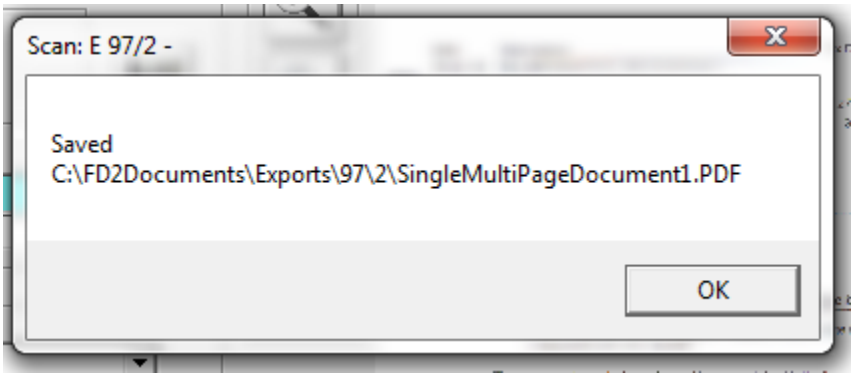
If the file already exists, a message will be displayed:



Answer Yes to overwrite the existing document.

Answer No and the software attempts to use the same name with a sequential number starting at 1.

If this also exists, you will be asked again if you want to overwrite it. If not the next number will be added to the end of the name.



As can be seen the ADF makes it very quick to scan multiple pages.

12.5 Several Multi-Page Files

When you choose Several Multi-page files, again the process is similar but will depend on whether you are using the ADF option.

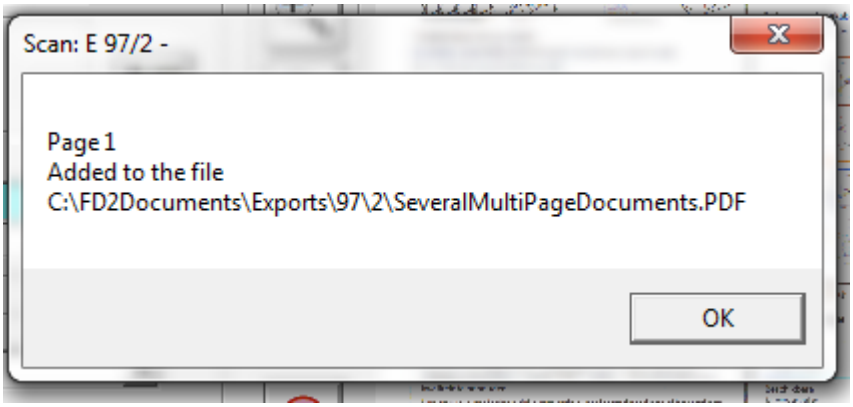
12.5.1 Not using ADF (Automatic Document Feeder)

Press the Acquire Image button to scan the first page.

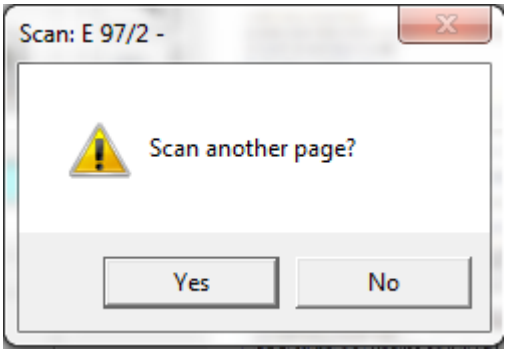
Adjust the page if necessary.

Press the Save button to save the first page.

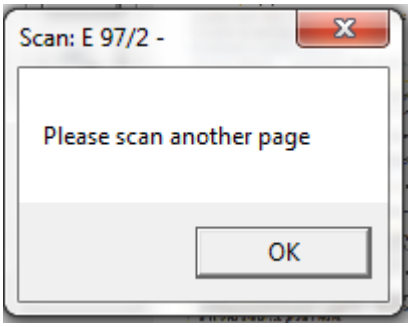
A message is displayed confirming that the first page is saved.



When the OK button is pressed, a further message is displayed asking if there are more pages.



You will then see the following message:



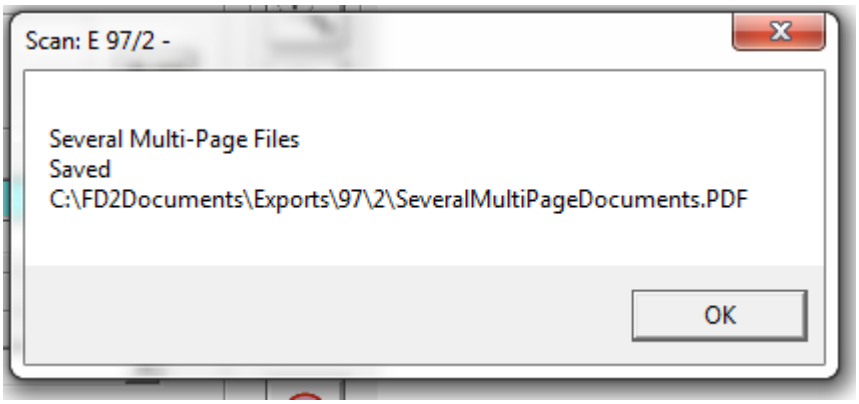
Change the document on the Flatbed of the scanning device and press the Scan button again.

When happy with the image, press the Save button again.

Repeat this procedure until all pages of the first document have been scanned.

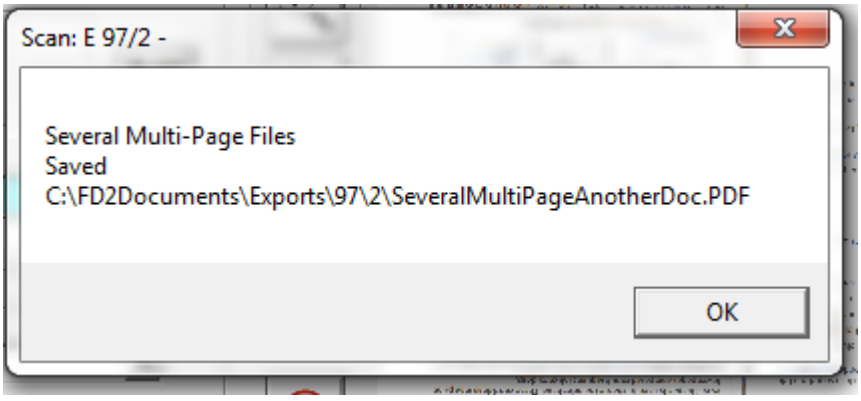
Put a blank white sheet on the Flatbed of the scanner and Acquire Image.

This time when you press the Save button, the software recognizes that the document has ended and will display this message:



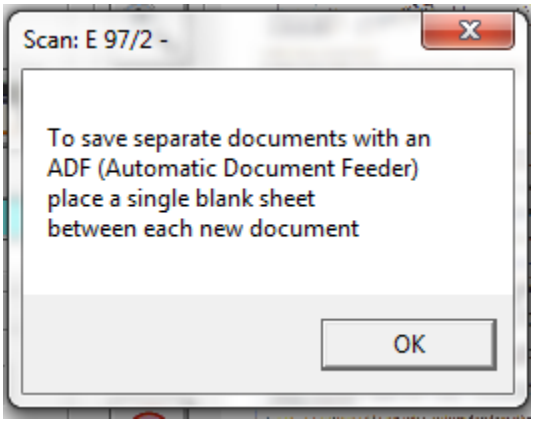
Continue changing the pages on the scanner, acquiring the image and saving until the final page.

When you answer NO to the Scan Another Page option, you will receive a message confirming that the multi-page document has been saved.



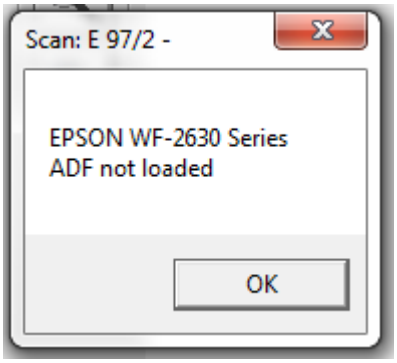
12.5.2 Using ADF (Automatic Document Feeder)

When the ADF option is chosen, a message is displayed reminding you about using blank pages between multiple documents.

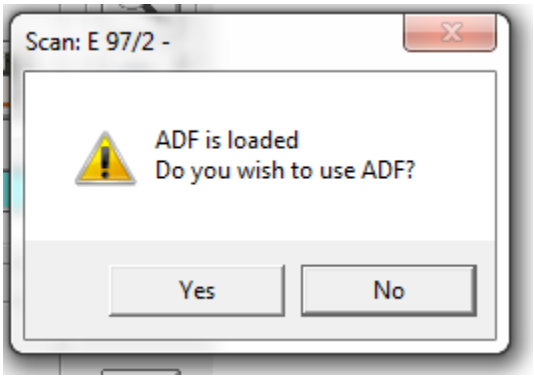


This time you are using the ADF. As before press the Acquire Image button to start the scanning process.

If the ADF is not loaded (or not loaded properly) you will see the following message.



If the ADF is loaded, you will be asked if you wish to use it.



Reply Yes and the selected scanner will then start scanning the first page.

As this is now using the ADF, each page will automatically scan and be displayed until the blank page has been scanned.

At this point the software will try to save the file.

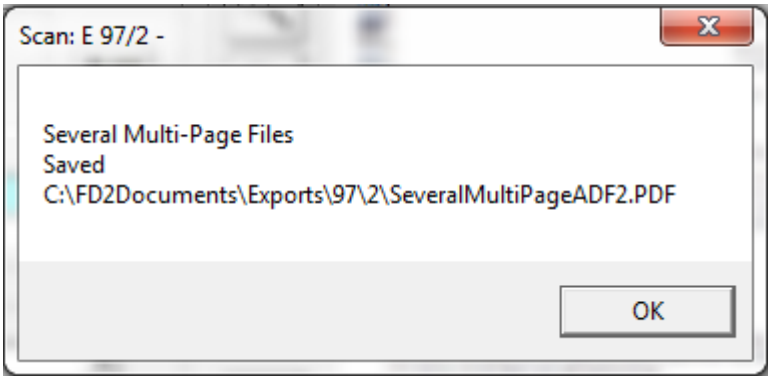
Each file saved will use the name entered with a sequential number. The first will add 1 to the name.

If the file already exists, a message will be displayed:

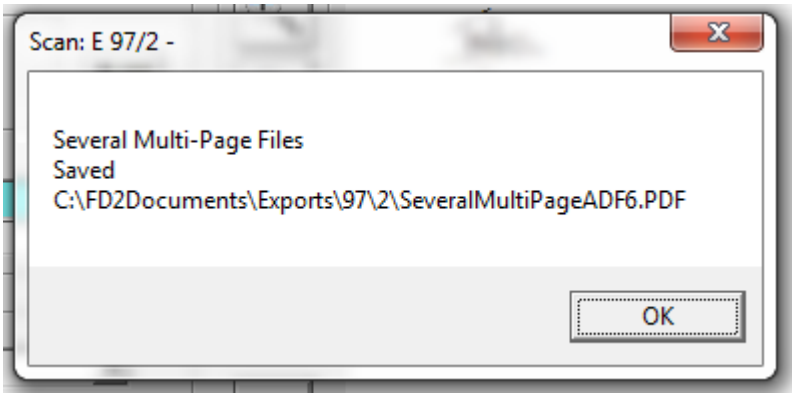
Answer Yes to overwrite the existing document.

Answer No and the software attempts to use the same name with a sequential number starting at 1.

If this also exists, you will be asked again if you want to overwrite it. If not the next number will be added to the end of the name.



Scanning will continue automatically until the final page of the final document has been scanned.



As can be seen the ADF makes it very quick to scan multiple pages and multiple documents.

13 Saved Documents and Files

All documents and files that have been scanned will have been saved and stored in the same folder as all other documents for the shipment.

On returning to the Document List for the shipment, the newly scanned documents and files will be added to the list when the Refresh button on the toolbar is pressed.

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