

Scanning Dashboard Main Form:

The scanning dashboard main form displays the Document Scanner form and provides a menu to other forms within the dashboard.

Scanning Dashboard

File Tools Windows

Document Scanner

☐ Use Automatic Document Feeder ☐ Scan Both Sides

☐ Show Twain User Interface ☒ Show Progress

☒ Low Resolution [Scan](#)

Barcode:

Document Id:

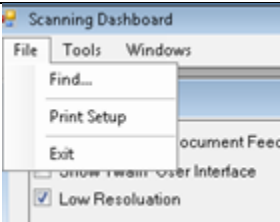
Legal Entity:

Owner:

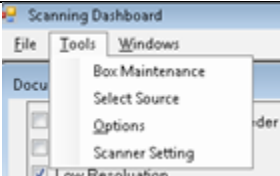
Document Description:

Document Type:

Document Version:



- Find: Displays a form allowing for the entry of a barcode to find and display the document(s) associated with the barcode.
- Print Setup: Displays a form allowing for the selection of a different printer.
- Exit will close the Scanner Dashboard.



- Box Maintenance: Allows for creating new boxes, printing box labels or batch labels.
- Select Source: Allows for selection of a different scanner.
- Options: Allow for setting specific options that control the application.
- Scanner Setting: Allow for default values to be displayed on the main scanner form.

The document scanner form is the form used for scanning documents and unlike other forms this form cannot be closed.

Scanning Dashboard

File Tools Windows

Document Scanner

☐ Use Automatic Document Feeder☐ Scan Both Sides
☐ Show Twain User Interface☒ Show Progress
☒ Low Resolution

Scan

Barcode: 60180355

Document ID: -1

Legal Entity: S0012357

Owner: SOC - Societies

Document Description: Scanning Test - Initial Create

Document Type: CLW -> Client Letters

Document Version: 7

Accession Number: 91-4032-0001

Pages In Document: 1

Pages In Box: 29

Batch Number: 1

Create/Change BoxPrint/Select Batch

Rotate

Save ScanReject Scan

Width: 3307

Height: 4677

View PDF

BC Registry Services

Telephone: 1 877 926-1626 Fax: 604 953-3828
www.bcregistryservices.gov.bc.ca

Mailing Address: P.O. Box 9431 5th Floor Govt Victoria BC V8W 9V3

Location: 520 - 540 Broadway Street Victoria BC V8W 9E5

SUBMITTING PARTY:

Name: _____

Address: _____

City/Town/Village/Municipality: _____ Postal Code: _____

Telephone No.: _____ Facsimile No.: _____

A. MANUFACTURED HOME REGISTRATION NUMBER: _____

COMPLETE ITEM B OR ITEM C. SUBMIT ADDITIONAL FORM IF NECESSARY.

B. CHANGE OF LOCATION – no fee

1. Current Address – Must be completed by all applicants

CITY/TOWN/VILLAGE/MUNICIPALITY PROVINCE POSTAL CODE

STREET NAME STREET NO.

2. MANUFACTURED HOME WAS LOCATED IN A MANUFACTURED HOME PARK

PARK NO. MANUFACTURED HOME PARK NAME

3. MANUFACTURED HOME WAS LOCATED AT A DEALER'S SALES LOT OR MANUFACTURER'S LOT

DEALER NAME

4. MANUFACTURED HOME WAS LOCATED ON LAND OR MANUFACTURED HOME STRATA PARK

LOT/STRATA RANGEL BLOCK LOTS DETRACT LOT PART OF SECTION TOWNSHIP RANGE SECTION LAND CONTRACT PLAN

5. Do the home owners also own the land on which the home sits or have a registered lease of not less than 3 years? ☐ YES ☐ NO

6. Did the manufactured home move location? ☐ YES ☐ NO

7. Did the manufactured home move to a different location than stated on the transport permit? ☐ YES ☐ NO

8. Was a permit issued when the manufactured home initially changed location? ☐ YES ☐ NO

Note: If manufactured home changed location without a permit, complete a Change in Registered Location of a Manufactured Home, REG 713, instead of this application.

C. OTHER CHANGES – A fee of \$15 applies to the following changes

☐ Manufacturer
☐ Make/Model
☐ Serial Number
☐ Year Manufactured
☐ CSA Number (attach evidence of number to Application)

PERSON COMPLETING FORM:

I am the Registered Owner ☐ I am the Agent of the Registered Owner ☐

REGISTERED OWNER/AGENT NAME – please print SIGNATURE DATE SIGNED YYYY/MM/DD

REGISTERED OWNER/AGENT NAME – please print SIGNATURE DATE SIGNED YYYY/MM/DD

REG 713 Rev. 2014-07-28

Pages Scanned: 2 Displaying: 2 of 2

- Checking the “Use Automatic Document Feeder” check box, will enable the “Scan Both Sides” check box.
- Checking the “Show Twain User Interface” check box, will display the user interface as supplied by the vendor. This will allow for adjusting of contrast, resolution, etc.
- The “**Create/Change Box**” will display a form allowing either a different box to be selected or a new box to be created. This form also allows for printing of a box label.
- The “**Print/Select Batch**” will display a form allowing either a different batch to be selected or a new batch to be created. This form also allows for printing of a batch label.
- The “**View PDF**” will convert the images to a PDF document and display it for viewing.
- If there is a page that was scanned and needs to be rescanned with a higher resolution the “**Del**” button can be used to remove the scanned document. Note: The first document scanned with the barcode cannot be removed. This would require rejecting the scan and starting a new scan.

Twain Scanner Driver Form:

This form is supplied by the vendor and will appear different from vendor to vendor, but the basic features would be the same.

RICOH Scanner Driver Ver.4 Aficio MP 201(RNP5135D1)

Standard Photo OCR Filing

400*400, Binary(Text), Data: 1.8MB

Original Scan Method: Exposure Glass

Original Size: A4

Orig.Orientn.:

Orientation: Left 90 deg.

Scan Settings:

Read-ahead

Deskew

SADF

Start from Scanner

Save Mode...

Scan

Preview

Close

Help

Easy

Orient.auto detect

Basic Comb./Series Endorser Authenticate

Original Size: A: 210 B: 297

Scanning Area

Position X:

Position Y:

H:

V:

Save/Delete Area...

X-Resolution: 400 dpi

Y-Resolution: 400 dpi

Brightness: 0

Contrast: 0

Threshold: 0

Col./Grad.: Binary(Text)

Gam-Curve:

Eras.Bgnd: On

Advanced...

Unit: mm

About... Select... Initial Settings

In most cases this form need not be displayed, but there may times when a higher level of scan is needed.

Find Document Form:

This form can be used to look up the document(s) for an existing barcode number.

Find Document:

Enter The Barcode: 60180355 **Find...**

Barcode: 60180355
Document Id: 1064070
Legal Entity: S0012357
Owner: SOC - Societies
Document Description: Scanning Test - Initial Create
Document Type: CLW -> Client Letters
Document Version: 5
Accession Number: 91-4032-0001
Pages In Document: 2
Pages In Box: 29
Batch Number: 1

Displaying Version: > 5 of 6 < **View PDF**

Close

BC Registry Services

Telephone: 1 877 528-1528 Mailing Address: PO Box 9431 (St Prov Court) Location: 200 - 840 Broadway Street
www.bcregistryservices.gov.bc.ca Victoria BC V8W 9V3

APPLICATION TO CORRECT THE MANUFACTURED HOME REGISTER

NAME: _____
ADDRESS: _____
CITY/TOWN/VILLAGE/MUNICIPALITY: _____ PROVINCE: _____ POSTAL CODE: _____
TELEPHONE NO: _____ FISCAL NO: _____

A. MANUFACTURED HOME REGISTRATION NUMBER: _____

B. CHANGE OF LOCATION - NO fee
1. **CIVIC ADDRESS - Must be completed by all applicants**
STREET NO: _____ STREET NAME: _____ CITY/TOWN/VILLAGE/MUNICIPALITY: _____ PROVINCE: _____ POSTAL CODE: _____

2. MANUFACTURED HOME WAS LOCATED IN A MANUFACTURED HOME PARK
PARK NO: _____ MANUFACTURED HOME HOME NO: _____

3. MANUFACTURED HOME WAS LOCATED AT A DEALER'S SALES LOT OR MANUFACTURER'S LOT
DEALER NAME: _____

4. MANUFACTURED HOME WAS LOCATED ON LAND OR MANUFACTURED HOME SYNTAX PARK
PLOT NO: _____ LOT/TRACT NO: _____ PARCEL: _____ BLOCK: _____ LOTS/TRACTS: _____ DISTRICT LOT: _____ PART OF: _____
SECTION: _____ TOWNSHIP: _____ RANGE: _____ SEQUENCE: _____ LAND DISTRICT: _____ PLAN: _____

5. Do the home owners also own the land on which the home sits or have a registered lease of not less than 3 years? ☐ YES ☐ NO
6. Did the manufactured home move location? ☐ YES ☐ NO
7. Did the manufactured home move to a different location than stated on the transport permit? ☐ YES ☐ NO
8. Was a permit issued when the manufactured home initially changed location? ☐ YES ☐ NO
Note: If manufactured home changed location without a permit, complete a Change in Registered Location of a Manufactured Home, REG 713, instead of this application.

C. OTHER CHANGES - A fee of \$15 applies to the following changes
☐ Manufacturer
☐ Make/Model
☐ Serial Number
☐ Year Manufactured
☐ CSA Number (attach evidence of number to Application)

PERSON COMPLETES FORM:
I am the Registered Owner ☐ I am the Agent of the Registered Owner ☐
REGISTERED OWNER/AGENT NAME - please print: _____ SIGNATURE: _____ DATE SIGNED: _____
REGISTERED OWNER/AGENT NAME - please print: _____ SIGNATURE: _____ DATE SIGNED: _____
REGISTRATION NO: 60180355

Displaying Page: > 1 of 2 <

- Multiple versions of this form can be displayed in the main form.

Another Example:

Find Document:

Enter The Barcode: 12345701 **Find...**

Barcode: 12345701
Document Id: 123
Legal Entity: S0058559
Owner: SOC - Societies
Document Description: www
Document Type: CLW -> Client Letters
Document Version: 1
Accession Number: 91-4032-0002
Pages In Document: 0
Pages In Box: 8
Batch Number: 0

View PDF

Close

BC Registry Services

June 22, 2015 Number: S0058559

Dear Sir:

RE: xxxxxxxx
As/dha/dh/dh/dh
A/dh/dh/dh/dh
A/dh/dh/dh/dh
A/dh/dh/dh/dh

Yours truly,

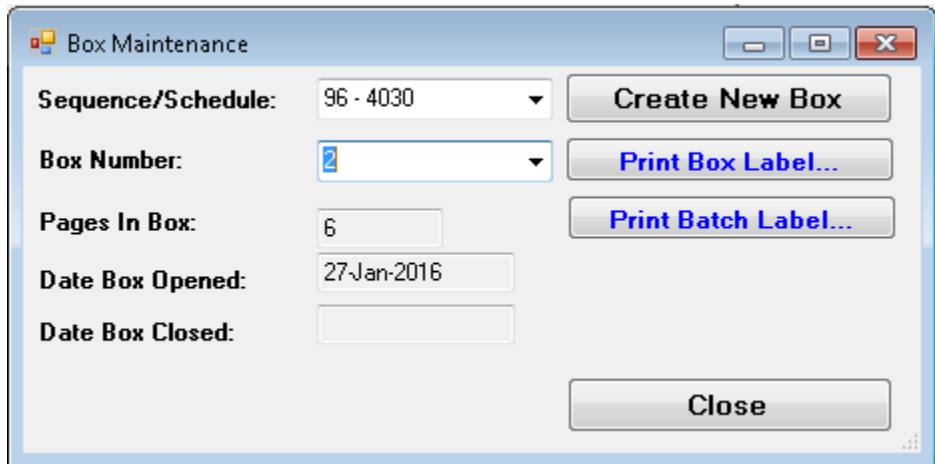
Curtis Belanger
Business Analyst

Email: bcregistries@gov.bc.ca
Telephone: 1 877 528-1528
Fax: 250 356-8923
Website: www.bcregistryservices.gov.bc.ca

Ministry of Technology, Innovation and Consumer Services Registration and Online Services Mailing Address: PO Box 9431 (St Prov Court) Victoria BC V8W 9V3 Customer Address: 200 - 840 Broadway Street Victoria BC V8W 9V3

Box Maintenance Form:

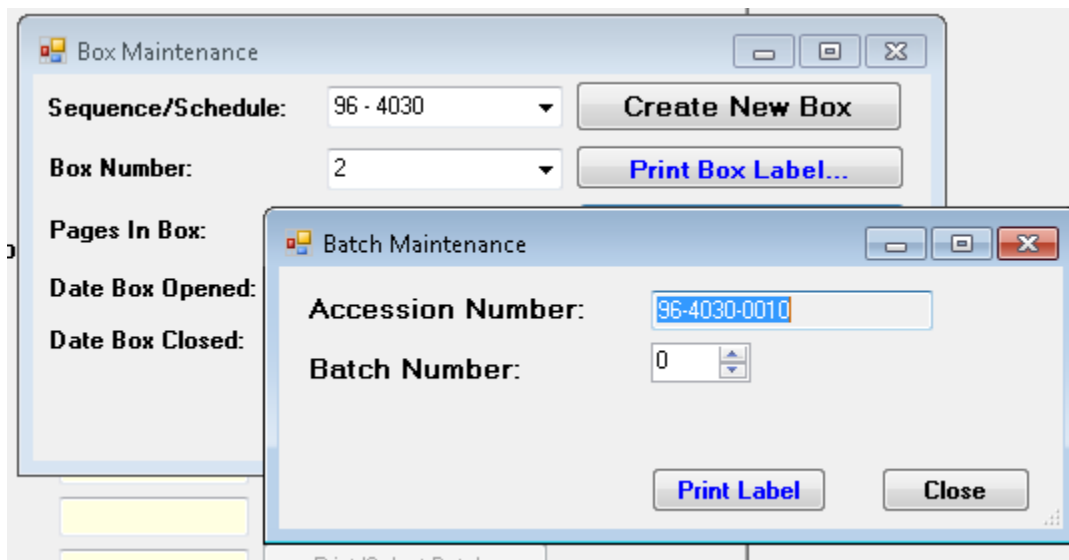
The box maintenance form is used to create new boxes, print box labels and/or print batch labels.



The Box Maintenance form is a window with a title bar and standard Windows controls. It contains the following fields and buttons:

- Sequence/Schedule:** A dropdown menu showing "96 - 4030".
- Box Number:** A dropdown menu showing "2".
- Pages In Box:** A text input field containing "6".
- Date Box Opened:** A text input field containing "27-Jan-2016".
- Date Box Closed:** An empty text input field.
- Buttons:** "Create New Box", "Print Box Label...", "Print Batch Label...", and "Close".

- The **"Create New Box"** button will close the existing box for the Sequence/Schedule and create a new box.
- The **"Print Box Label"** button prints the box label for the selected box.
- The **"Print Batch Label"** button displays the "Print/Select Batch" form prints.

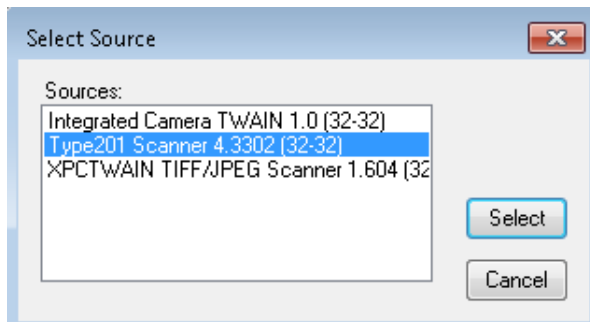


The Batch Maintenance form is a smaller window that appears over the Box Maintenance form. It contains the following fields and buttons:

- Accession Number:** A text input field containing "96-4030-0010".
- Batch Number:** A spinner control showing "0".
- Buttons:** "Print Label" and "Close".

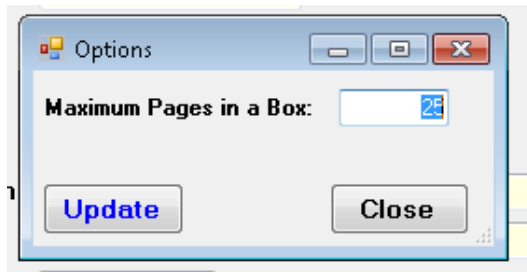
Select Source Form:

This form is supplied by the twain interface component and allows for selection of a different scanner.



Options Form:

This form is used to set options used in controlling the dashboard.



- Currently the only option is the Maximum Pages in a Box option.

Scanner Default Setting Form:

This form is used to define the default values displayed on the Document Scanner form:

