





Quick Reference – Perform a Kofax Batch Scan

Description

Use this guide to Perform a Kofax Batch Scan. This is part of the CCQ100 course.

Screens and Tasks

	Batch Scan	
	1.	Once citations are prepared for the Kofax Batch Scan process, click the Scan icon on your desktop. The Create Batch window appears.
	2.	Click the dropdown arrow to select the Batch Class .
	3.	Select a Priority 1 – 5.
	4.	Load documents.
	5.	Click Scan . The system scans each citation into Kofax. Document and Page counts reflect each page scanned.
	6.	When the Out of Paper window displays prompting to either load more documents or close it; Click Cancel to close the window. The Batch Contents (left) and Image Viewer (right) is displayed.
	7.	Review each image in Batch Contents for quality and clarity.
	8.	Click the Close button when review of batch images is complete.
	9.	Select Yes to close.
	10.	Click the  at top right corner to close out of Kofax Capture window. (verify icon from XP and Win7)

Summary

You have successfully performed a Kofax Batch Scan.

