**NOTES ON SCANNING STUDENT FILES IN RECORDS OFFICE VAULT**

Take stack of files (about 20 at a time) out of drawer in vault. Use red holding file to mark the line between scanned files (in front of the red file) and unscanned files (behind the red file). Go through each file in stack and get rid of documents in file per the Records Retention Policy by putting them in a shred box. Remove staples and paper clips from all files, and cut any booklet-style documents in half at the “spine.” Stack the files somewhere convenient for scanning. When scanning student folders out of order (i.e. newly graduated students and those that are no longer attending Millsaps College whom have last names that have not already been scanned) be sure to attach a purple dot to their folders (preferably on the upper right margin of the folder).

To begin scanning, determine if the file has only 8.5 x 11” sheets of paper. If it does, follow **Procedure 1**. If there are multiple paper sizes or some pages are too fragile to be fed through the machine, follow **Procedure 2**.

**Procedure 1 (only sturdy, 8.5 x 11” sheets)**

1. Select “Workflow Scanning”
2. Select “Records Vault”
3. Change bottom tab to 2-sided scanning
4. Click “Layout Adjustment” tab

* Click original size
* select pre-set scan area
* change to 11 x 17”
* click OK

1. Click “Blank page management”

* select Remove Blank pages
* click OK

1. Select “Workflow Scanning” tab
2. Change DOC name

* Enter in all CAPS
* Follow this model for file names: LAST\_FIRST\_MIDDLE\_SSN
* click OK

1. Put all documents together in feeder on top. Put them in landscape way, face up, and with headers going into the feeder first.
2. Start

**Procedure 2 (mixed files)**

1. Separate documents that can go through feeder (regular pages) and those that cannot (mixed pages)
2. Follow steps 1-7 of **Procedure 1**
3. Select “Job Assembly”

* Click Build Job
* click ON

1. Put first page from ‘mixed pages’ stack on the glass and close machine
2. Click start button
3. Repeat with each page until stack is complete
4. Put all ‘regular pages’ together into feeder on top. (Landscape; face up; headers going into the feeder first.)
5. Click start
6. Click submit job

Once done, check the H drive to make sure the PDF(s) looks okay with the laptop in the vault. File student folder back in drawer where you found it, and proceed to scanning the next student. Once you are done for your work shift, write down what student you left off on so the next student worker will know where to pick up. Leave red file holder in drawer to mark line between scanned and unscanned files. Once an entire drawer (not cabinet) has been completed, put a red sticker on the outside of the specific drawer. This will signal to others that the drawer has been completed and if any new files have to be put in that drawer because someone graduated or withdrew, they will have to be scanned first In this case a purple dot is not necessary, because the other files have been scanned. **IN CASE OF FIRE, DO NOT LEAVE THE LAPTOP IN THE VAULT OVERNIGHT.**

**NOTES ON RE-SCANNING STUDENT FILES IN RECORDS OFFICE VAULT**

To re-scan a previously scanned student file follow the following procedures. Be sure to follow the notes on scanning student files. Reminder that purple dots are only placed on folders that are from graduated students or those no longer attending Millsaps.

**Procedure:**

1. Obtain student file from the Vault.
2. Locate the student’s electronic file in the Vault folder by utilizing the search feature located in the upper right of the window. (search by student name or SSN)
3. Once the file has been located, open the PDF file and compare the electronic and paper files.
   1. For the documents that were purged during the previous scanning of the file, print those documents only by adhering to the following instructions (It would be a wise decision to write down the page numbers of the files you need as you go by looking at the menu bar of the PDF file):
      1. Click the Printer icon in the menu bar.
      2. In the Print dialogue box
         1. Click the Printer drop down menu and select [\\mil-svr-prnt-01\mil-PQ-Records-01](file:///\\mil-svr-prnt-01\mil-PQ-Records-01)
      3. Then select the following option under pages to print
         1. Select pages and then enter the pages that were purged during the last scan.
      4. Lastly press print.
4. Rescan the student file with the newly printed pages. Once the scan has completed purge the documents that you printed. **KEEP ONLY THE MOST RECENT TRANSCRIPT REQUEST**.