READY SET SCAN

BEST PRACTICES FOR DOCUMENT IMAGING

Presenters

- Jon Graves
  - **4-year AOC veteran**
  - **3 years at Garland County District Court**
- Rachel Wadley
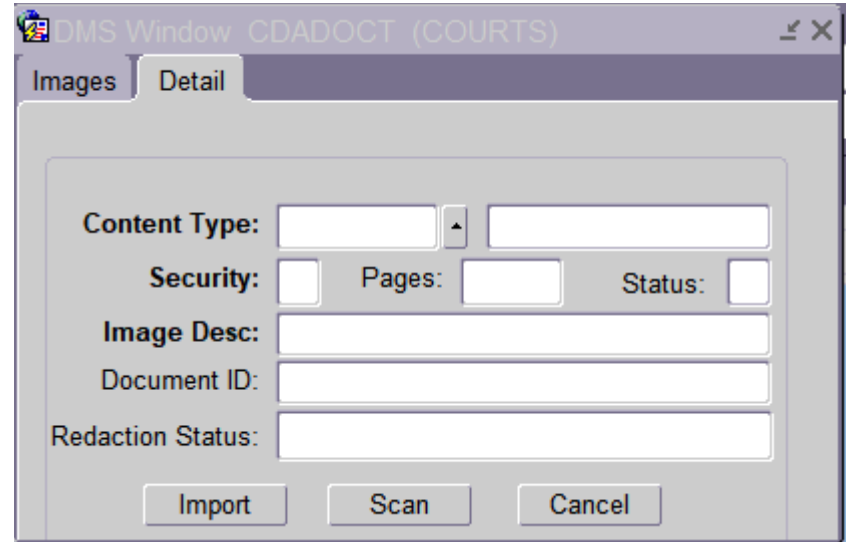 - **3-year AOC Technical Analyst, 10+ years IT Industry, Visionary Process Modeler**

Scanning Overview

- Scan V Import
  - **How to better manage your docs**
- Are you internal?
  - **Discussion on the where your documents are stored**
- Sharing is Caring
  - **Tips to make your QA easy**

Scan V Import

- Do you even TWAIN?
  - **Pros**
  - **Cons**
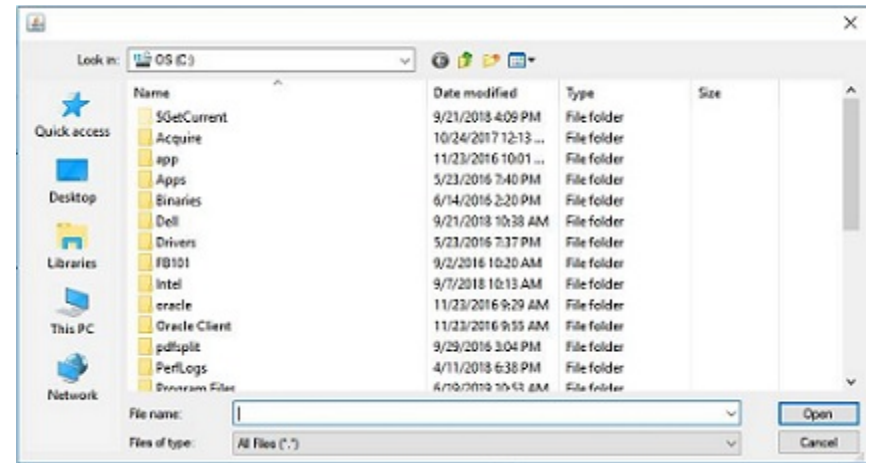 - **QA**

Scan V Import

- Import the process
  - **How to implement**
  - **Pros**
  - **Cons**
  - **Managing**

Are you Internal?

- Internal Imagining
  - **Where are your documents stored?**
  - **What happens if the lights go out?**
- Internal V Vendor
  - **Continuity**
  - **Cost**

Sharing is Caring

- IT requirements
  - **Who manages your networks**
  - **Make it sharable**
- Folder Management
  - **Discussion on the where your documents are stored**

Sharing is Caring

- QA Management Techniques
  - **How to be sure**
  - **How to Manage your images**
- How to speak IT
  - **Tips to speak with your IT staff**

Live Demonstration

- How to set up your image folders

Thank You!