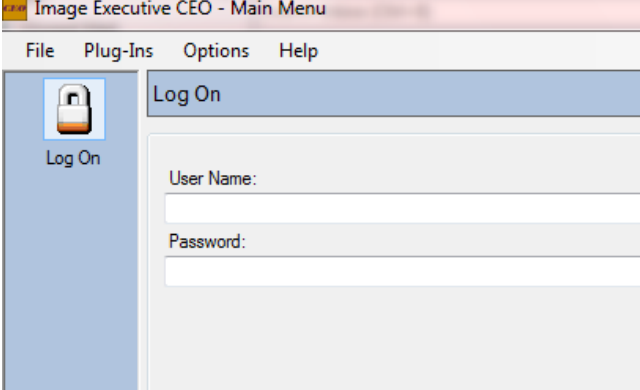
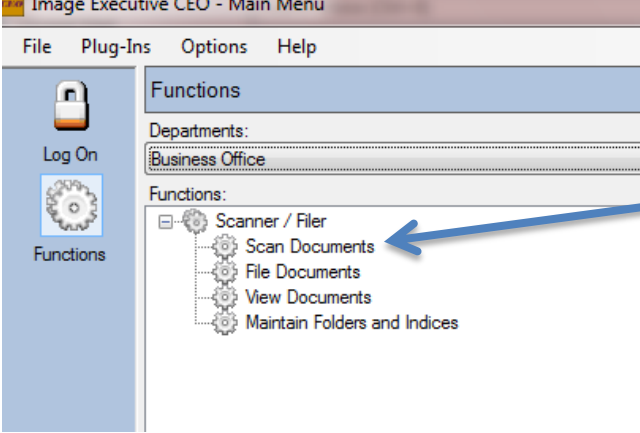
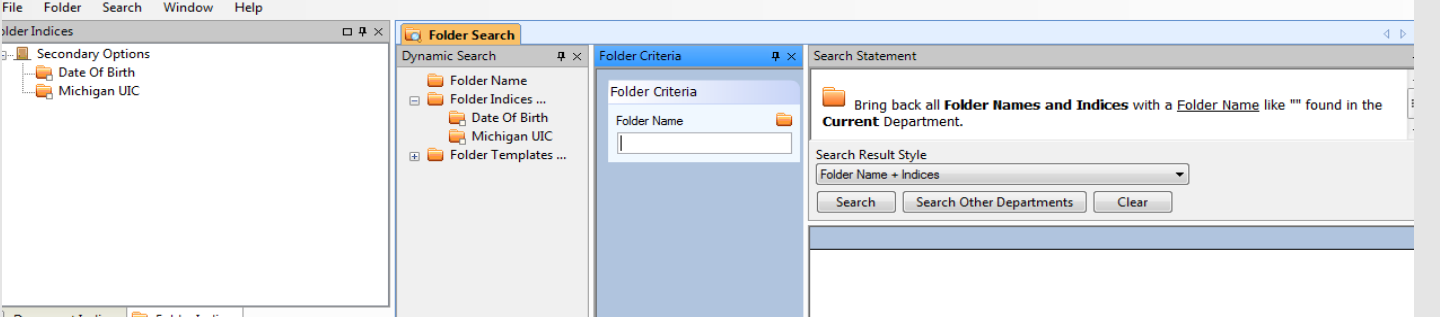
 <p>Image Executive CEO</p>	<p>CEO icon should be on your desktop or from your start menu. To access this application—double click on Icon.</p>
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	<p>Login Screen:</p> <p>Enter your User Name and Password here.</p>
--	---

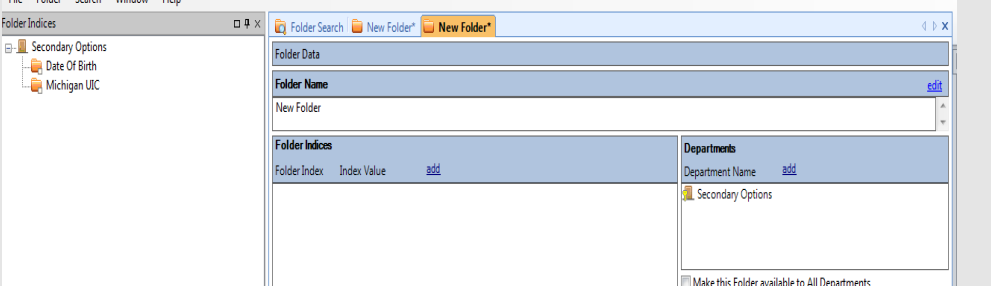
Dashboard Components:	
	<p>Dashboard:</p> <p>Departments: Shows only the departments you have access to.</p> <p>Functions: list the individual functions, which you have access to use.</p> <p>Scan Documents – Will be the area to scan the document.</p> <p>File Documents – Will be the area to file scanned documents.</p> <p>View Documents – Will be the area you can view the documents that have been filled.</p> <p>Maintain Folders and Indices – Will be the area you will be able to add folders and templates</p>

How to Add a folder:

From the Dashboard click on “Maintain Folders and Indices”.



Add Student: Hold down the Ctrl & F buttons on your keyboard

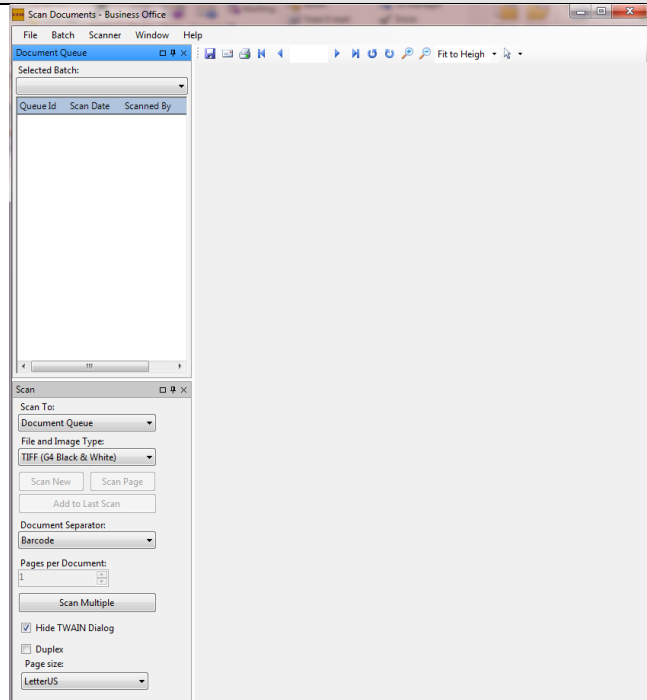


Folder Name: click Edit and Type the student’s name: Lastname, Firstname

Folder Indices: Click “add” Double click on Date Of Birth and Michigan UIC folders under the WIHI Folder in the popped up dialog box. Edit fields with DOB and UIC data, click OK

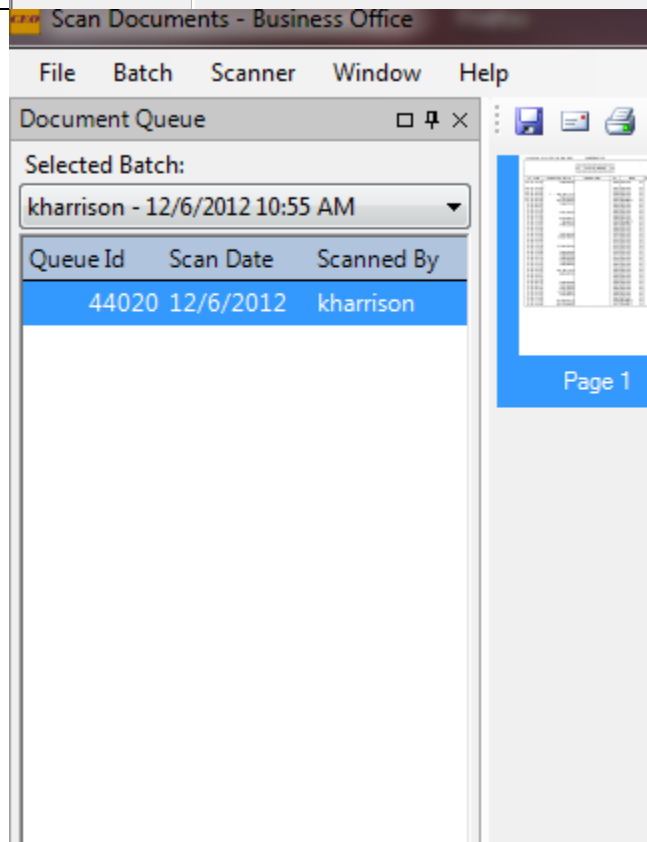
To Save: Hold down the Ctrl & U Buttons on your keyboard.

Scanning Window Components:



Scan Document Window:

Full view of the Scan Documents window.



Queue Batch Window: This will shows all the items that were scanned, per each batch.

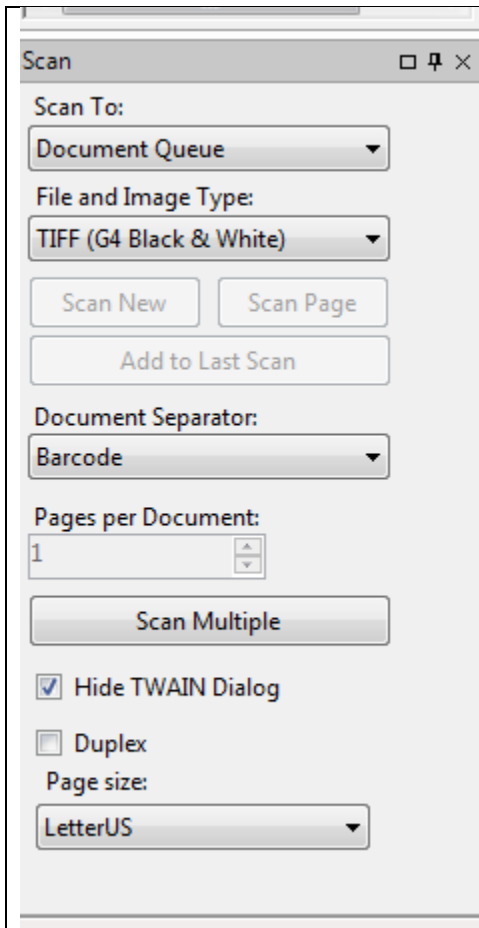
The following commands can be executed by right clicking on the Queue Window.

- Move to Batch
- Remove Selected Document
- View File Path
- Refresh Queue
- Commit Batch to Queue

Scanning Settings:

On the left is how your scan document settings should look.

The only time I would change any setting, would be to activate the **Duplex** reading. Only have this checked, if you are scanning those documents that are two-sided. Then un-check when done with duplex documents.



The image shows a 'Scan' dialog box with the following settings:

- Scan To: Document Queue
- File and Image Type: TIFF (G4 Black & White)
- Buttons: Scan New, Scan Page, Add to Last Scan
- Document Separator: Barcode
- Pages per Document: 1
- Buttons: Scan Multiple
- Hide TWAIN Dialog:
- Duplex:
- Page size: LetterUS

Help

1 Fit to Height

11/29/2012 12:15 FAX 734 904 2203 WASHTEENAW ISD

 *** ACTIVITY REPORT ***

ST. TIME	CONNECTION TEL/ID	SENDER NAME	NO.	M
*11/27 15:43	7345442706		9158	AUTO RX
*11/27 16:04			9157	AUTO RX
*11/27 18:29			9158	AUTO RX
*11/28 08:06	305 256 1171		9159	AUTO RX
*11/28 08:59	7344331269		9160	AUTO RX
*11/28 09:28	815173350488		2304	TRANSMI
11/28 09:36	7349971257		9161	AUTO RX
11/28 09:57			9162	AUTO RX
11/28 10:19			9163	AUTO RX
11/28 10:27	7347141853		9164	AUTO RX
11/28 10:58			9165	AUTO RX
11/28 11:22	6169496831		9166	AUTO RX
11/28 11:30	84244111		2305	TRANSMI
11/28 12:07	7348212202		9167	AUTO RX
11/28 12:23			9168	AUTO RX
11/28 13:38			9169	AUTO RX
11/28 13:52	7347141303		9170	AUTO RX
11/28 13:55	19892758604		9171	AUTO RX
11/28 13:58			9172	AUTO RX
11/28 14:11			9173	AUTO RX
11/28 14:19	+17345725792		9174	AUTO RX
11/28 14:23			9175	AUTO RX
11/28 14:28	7345442706		9176	AUTO RX
11/28 15:07	7349971885		9177	AUTO RX
11/28 15:14	7345442706		9178	AUTO RX
11/28 15:18	7344855560		9179	AUTO RX
11/28 15:22	7344395093		9180	AUTO RX
11/28 15:36			9181	AUTO RX
11/28 18:01	734 484 1212		9182	AUTO RX
11/28 18:07	9892498756		9183	AUTO RX
11/28 18:31			9184	AUTO RX
11/29 08:38			9185	AUTO RX
11/29 09:12	7344331269		9186	AUTO RX
11/29 09:17	7347141853		9187	AUTO RX
11/29 09:20	7347141853		9188	AUTO RX
11/29 10:24	15173734347		9189	AUTO RX
11/29 10:57	7344395278		9190	AUTO RX
11/29 11:49			9191	AUTO RX
11/29 11:53	817344847122		2306	TRANSMI
11/29 12:08	815175692935		2307	TRANSMI

Page 1

Scan Display Window:

This will show the scanned document in two views: Large image and a thumbnail image.

Thumbnail area: You can make edit changes by right clicking in the thumbnail area to the document or the quality of the scan

- Blank Page Tolerance
- Filter Page
- Filter Document
- Auto-Scan Filters
- Delete Page
- Move Page ...
- Insert From Scanner
- Insert From File ...
- Add From Scanner
- Add From File ...
- Restore
- View Image File Information ...

process.

IMPORTANT COMMANDS:

Blank Page Tolerance – If you have a blank page and you want the program to remove it, best to have it on the lowest number setting.

Auto-Scan Filter – Should always have the follow checked: Deskew and Remove Blank page.

These commands are directly related to the actual scanned document you are seeing in the large image and thumbnail image.

You can delete, move, insert, and add a page from the scanner or a file saved on your computer or available drives.

How to Scan:



1. Power on the Scanner
2. Insert paper facing down and printed side facing away from you.
3. Make sure all setting are set at the default settings
4. Click on "**Scan Multiple**"; if you are using a "Barcode" as a document separator.
OR
Click on "**Scan New**"; if you are NOT using a barcode separator.
5. Your document is scanned.
6. When you have completed scanning, exit out of the program it will commit the queue to the filing aspect of CEO Image program.

How to File:

The screenshot displays the Business Office software interface. At the top, the menu bar includes File, Document, Tools, Window, and Help. The main window shows a 'Document Queue' on the left with a table of scanned documents. Below it is the 'Document Templates' section, where a 'Selected Template' dropdown is set to '- No Template -'. The 'Tasks' section on the left lists 'Enter a Document Description' and 'Add Document to Folders'. The central area shows a preview of a document titled '11/29/2012 12:15 FAX 734 984 2203 WASHITENW 1SD'. The document content includes an 'ACTIVITY REPORT' table with columns for ST. TIME, CONNECTION TEL/ID, SENDER NAME, NO., MODE, PGS., and RESULT. The bottom right section, 'Document Data', contains fields for 'Document Description', 'Dates' (Document Date, Scan Date, File Date, Retention Start Date), 'Document Indices' (Document Index, Index Value, Page), 'Departments & Folders' (Department, Folder, Folder Index, Index Value), and 'Notes'.

ST. TIME	CONNECTION TEL/ID	SENDER NAME	NO.	MODE	PGS.	RESULT
#11/27 15:43	7345442708		9186	AUTO RX	G3	5 NG 02:27
#11/27 16:04			9187	AUTO RX	G3	2 OK 01:13
#11/27 16:29			9188	AUTO RX	G3	7 OK 03:24
#11/28 08:06	305 256 1171		9189	AUTO RX	G3	1 OK 01:02
#11/28 08:59	7344331289		9190	AUTO RX	G3	1 OK 00:42
#11/28 09:28	815173300488		2304	TRANSMIT	G3	1 OK 00:40
11/28 09:36	7348971257		9191	AUTO RX	G3	1 OK 01:11
11/28 09:57			9192	AUTO RX	G3	1 OK 00:51
11/28 10:19			9193	AUTO RX	G3	1 OK 00:50
11/28 10:27	7347141053		9194	AUTO RX	G3	2 OK 01:12
11/28 10:58			9195	AUTO RX	G3	1 OK 01:07
11/28 11:22	8169498931		9196	AUTO RX	G3	1 OK 01:07
11/28 11:30	84244111		2305	TRANSMIT	G3	1 OK 00:57
11/28 12:07	7348212202		9197	AUTO RX	G3	2 OK 01:38
11/28 12:23			9198	AUTO RX	G3	2 OK 01:11
11/28 13:38			9199	AUTO RX	G3	2 OK 01:31
11/28 13:52	7347141303		9170	AUTO RX	G3	2 OK 01:25
11/28 13:55	18892758004		9171	AUTO RX	G3	1 OK 01:46
11/28 13:58			9172	AUTO RX	G3	1 OK 01:46
11/28 14:11			9173	AUTO RX	G3	16 OK 07:49
11/28 14:23	-17345725792		9174	AUTO RX	G3	1 OK 01:04
11/28 14:28	7345442706		9175	AUTO RX	G3	3 OK 01:46
11/28 15:07	7348971885		9176	AUTO RX	G3	4 OK 02:02
11/28 15:14	7345442706		9177	AUTO RX	G3	1 OK 00:51
11/28 15:18	7344855089		9178	AUTO RX	G3	4 OK 02:09
11/28 15:22	7344330263		9179	AUTO RX	G3	1 OK 01:02
11/28 15:36			9180	AUTO RX	G3	25 OK 12:25
11/28 16:01	734 484 1212		9181	AUTO RX	G3	1 OK 01:09
11/28 16:07	9892498756		9182	AUTO RX	G3	3 OK 02:04
11/28 18:31			9183	AUTO RX	G3	2 OK 01:35
11/29 08:38			9184	AUTO RX	G3	1 OK 01:52
11/29 08:12	7344331289		9185	AUTO RX	G3	2 OK 01:17
11/29 09:17	7347141053		9186	AUTO RX	G3	1 OK 00:43
11/29 09:20	7347141053		9187	AUTO RX	G3	2 OK 01:22
11/29 10:24	15173784347		9188	AUTO RX	G3	1 OK 00:47
11/29 10:37	7344395278		9189	AUTO RX	G3	0 OK 04:26
11/29 11:49			9190	AUTO RX	G3	2 OK 01:71
11/29 11:53	817344847122		9191	AUTO RX	G3	2 OK 02:01
11/29 12:08	815175692935		2306	TRANSMIT	G3	2 OK 00:50
			2307	TRANSMIT	G3	2 OK 01:03

Things to do in order to file a document:

1. Document Description – This can be selected from the “Selected Template” window at the dropdown arrow.
2. Date – Document date should replicate the date on the scanned document.
3. Department & Folders – Click on **edit** (Far right) to choose the folders name (Vendor) in the folder search dialog box. In this dialog box in the Folder Name box type the folder’s name (HINT: Type just a few letters of the name) and click on search.
4. Once, the above tasks are done the “File Document” button will highlighted green and active to click on.

How to Edit filed documents

View Documents - Washtenaw ISD Special Education Documents 81000

File Search Results Window Help

Search Explore Full-Text Search

Dynamic Search Document Crite... Search Statement

Document Criteria

Document Description

Folder Name

Folder Indices ...

Folder Templates ...

Search Result Style

Folder Name + Document Record

Search Search Other Departments Clear

A. Search student and click on the document which needs to be revised

To Delete or Move a document page:

1. Click on Document from the tool bar, Revise Document.
2. Right click on the page that needs to be revised (i.e.: delete, move), then click on choice of revision.
3. Click on revision and accept.

File Document Window Help

View Data Ctrl+D

View File Ctrl+F

View Both Ctrl+B

View File Path ...

View Version Information ...

Full-Text Indexing ...

Revise Document ← Ctrl+Shift+R

Save Updates Ctrl+U

File Date 9/28/2011

Retention Start Date 9/28/2011

Document Index

Document Index Index Value Page

change of Information

edit

Page 1

W-1 PROGRAM

AUTORIZED RELEASE

Name: [Signature]

Parent/Guardian: [Signature]

Address: [Signature]

City/State/Zip: [Signature]

I hereby give permission for exchange of [Signature]

Name: [Signature]

Address: [Signature]

City/State/Zip: [Signature]

Phone: [Signature]

Revise Document Image

Revision Scanner

Best Fit

Page

- Blank Page Tolerance
- Filter Page
- Filter Document
- Auto-Scan Filters
- Delete Page
- Move Page ...
- Insert From Scanner
- Insert From File ...
- Add From Scanner
- Add From File ...
- Restore

To change Document Description: Click on edit, this will highlight the Document Description, and now you can type the correct description.

To Change Folder (Student's Name): Click on add and search for the correct student and double click on student name in the search. Then on the wrong student to the right of the name is "remove", click on remove.

To Change Dates: Click on edit next to the date you want to change and make the change.

To Save: Hold Ctrl & U down at the same time.

The screenshot shows a software interface with a menu bar (File, Document, Window, Help) and a search bar (Search | Explore | Full-Text Search | Addendum). The main window is divided into several sections:

- View Document Data:** Contains a table with columns for Document Description, Dates, and Departments & Folders. The 'Document Description' field is highlighted with a blue border and the word 'edit' is visible. The 'Dates' section includes fields for Document Date (11/3/2009), Scan Date (2/23/2010), File Date (2/25/2010), and Retention Start Date (2/25/2010), each with an 'edit' link. The 'Departments & Folders' section shows a tree view with folders like 'Washtenaw ISD Special Education Documents 81000' and 'Date of birth', each with an 'add' or 'remove' link.
- Document Indices:** A section with links for 'Document Index', 'Index Value', and 'Page add'.
- Notes:** A section with an 'add' link.
- Document Viewer:** Shows a multi-page document (Page 1, Page 2, Page 3) with navigation controls.
- Form:** A form titled 'WASHTENAW INTERMEDIATE' and 'Washtenaw Intermediate School District'. It includes fields for Student Name, DOB, Student ID, Address, and Phone Numbers. The form is partially filled out with the name 'Thomas Marshall' and the title 'Teacher'.