Handheld Roeing Scanner Instructions: Scanning into the INWIC Chart

(to avoid scanning into a file folder)

1. On the top toolbar, select Miscellaneous; select Communications
2. Click Scan; a box will open (be patient as it will open and autofill the correct Source)
3. Select Doc Type
4. Select Participant (if necessary)
5. <u>Before</u> placing the paper up to the scanner, click the purple Scan button
6. An error box will appear that No Docs are loaded, follow the instructions in the box and <u>now place</u> the paper to the scanner and click Retry
7. This will scan the document and the document will show up in the Preview Screen. If the document does not show up in the Preview Screen, repeat the scanning process again
8. Click Save, Click OK to the pop up, Click Close
9. Clicks Save on the main communications screen