4. Electronic Document Management System (EDMS)

This policy sets forth the scanning and indexing procedures for electronic storage of training, accounting and other documents of ISTC.

A. **On Site / Specialized/ BEST Rosters**
B. **Test**
C. **Membership Applications**
D. **Company Name/Address Changes**
E. **Adding New Vendor / Client Company**
F. **On-Line Scheduling Agreements**

G. **Online Mandatory P.O. Agreements Scan / Index Checks**
H. **Scan / Index Checks**
I. **Scanning – Payables**
J. **Daily Report/ Paid Invoices**
K. **Scanning – CARS**

A. Indexing On Site / Specialized/ BEST Training Rosters

a. Open TEST_REC_2 Database
b. Choose scan
c. Open Script
d. Choose Specialized Training
e. Choose Single or Multiple Documents
f. Choose Start
g. Choose Done
h. Close
i. Open In Basket
j. Highlight documents to index
k. Choose index
l. In Folder Screen highlight Specialized Training
m. In Document Type Screen highlight Specialized Training
n. Enter date / Enter Specialized Training
o. Ctrl+S to save

B. Scanning – Tests
Separate tests out – one sided completed, two sided completed

a. Open Fortis
b. Open trn_2000_2 Database
c. Choose Scan
d. Choose Open Script
e. For 1 sided test choose SITE TEST
f. Place documents on tray of scanner
g. Choose Start
h. Choose Done when completed
i. For 2 sided test, choose BASIC TESTS
j. Repeat steps g-i, they will be placed in the TESTS in basket also
k. Go to In Basket
l. Choose TESTS in basket
m. Highlight the documents to index
n. Choose Index
o. In Folder Screen highlight TESTS
p. In Document Type Screen highlight TESTS
q. Click Okay
r. Fill in requested information, name, date, social security number
s. Ctrl+S to save indexed document

C. <u>Scanning and Indexing Membership Applications</u>
Membership Applications are filed in "Accounting" Database
a. Open Fortis
b. Click on scan
c. Open script
d. Scan Membership Application – okay
e. Single document
f. Place document in scanner tray – start – preview off
g. Remove document – place next document on tray (for multiple pages)
h. Click new document
i. Remove document from tray
j. Repeat steps for each document – done – close
k. Click on in-basket
l. Scroll down to appropriate document
m. Highlight document
n. Click index
o. Double click on appropriate folder
p. Type in name - enter

D. <u>Scanning – Company Name/Address Changes</u>
**(Receivable name/address changes go into Company Name Change Folder –
Payables name/address changes go into the Payable Name Change Folder)**
a. Open Fortis
b. Open New2001 database
c. Choose Scan
d. Choose Open Script
e. Choose the correct folder
f. Choose Start
g. Once all have been scanned, choose Done
h. Open In Basket
i. Go to the correct folder
j. Highlight all documents to be indexed
k. In Folder Screen highlight the correct Name Change Folder
l. In Document Type Screen highlight the correct Name Change Folder
m. Click Okay
n. Fill in requested information (Name, Client/Vendor ID number, Date)
o. Ctrl+S to save indexed document
p. Close In Basket

E. <u>Adding New Vendor / Client Company to Database</u>
a. Click File
b. Choose "Change Logon"
c. Box will appear, choose Database Administration
d. Choose Pick List
e. Choose New2001 Database
f. Box will appear "New2001 Pick Lists"
g. Choose the option needed for either Client or Vendor ID
h. Box will appear "Modify Pick List"
i. Scroll all the way to last entry
j. Type number to be entered

k. It will ask to save, say yes

l. Repeat steps d-k for Client or Vendor Name

F. Scanning and indexing On-Line Scheduling Agreements
These agreements are filed in "OFFDOCS" database

a. Open Fortis

b. Click on scan

c. Open script

d. Scan Electronic Registration – okay

e. Single document

f. Place document in scanner tray – start – preview off

g. Make sure each page was scanned

h. Remove document from tray

i. Repeat steps b-h for each document – done – close

j. Click on in-basket

k. Scroll down to appropriate document

l. Highlight document

m. Click index

n. Double click on appropriate folder

o. Type in date on document – enter

p. Type in name - enter

q. Type in client or vendor number – save - close

r. Open database – click yes

s. Click database to be worked in

G. Scanning – On-Line Mandatory P.O. Agreements/ Changes

a. Open OFFDOCS Database

b. Choose Scan

c. Choose Open Script / choose ONLINE P.O.AGREEMENTS

d. Choose Start

e. When all documents have been scanned, choose Done

f. Open In Basket

g. Choose ONLINE P.O.AGREEMENTS

h. Highlight all documents to index

i. In Folder Screen highlight ONLINE P.O. AGREEMENTS

j. In Document Type Screen highlight ONLINE P.O.AGREEMENTS

k. Click Okay

l. Fill in requested information, Name, Client ID number and Date

m. Ctrl+S to save indexed document

n. Close In Basket when completed

o. Paper to shred box

H. Scan / Index Checks

a. Open New2001 database

b. Choose Scan

c. Choose open Script

d. Choose Checks

e. Take the singles and scan separately as Multiple Documents / pages per document 1

f. For those with more than 1 page, scan as Single Document

g. Choose Start

h. Choose Done

i. Close

j. Open In Basket / choose Checks

k. Highlight checks to work with

l. Choose Index

m. In Folder Screen highlight Checks

n. In Document Type Screen highlight Checks

o. Click Okay

p. Fill in Date, invoice number(s) [put all invoice numbers listed on credit card/check copies] and Client ID number

q. Ctrl+S to save the index

r. When all are done, close

I. Scanning – Payables
Separate into stacks of 1 page/1sided, 2 or more pages, 1 page/double sided, 2 or more double sided

a. Open Fortis

b. Open New2001 database

c. Choose Scan

d. Choose Open Script / Choose PAYABLES

e. Choose Start

f. Once all have been scanned, choose Done

g. Open In Basket

h. Choose PAYABLES

i. Highlight all documents to index

j. In Folder Screen highlight PAYABLES

k. In Document Type Screen highlight PAYABLES

l. Click Okay

m. Fill in requested information, date (this will be the check date written on the payable), Vendor name, Vendor ID number

n. Ctrl+S to save indexed document

o. Close In Basket when completed

p. Paper to shred box

J. Daily Report/ Paid Invoices
a. Take Daily Report from Nederland and Baytown

b. Put Nederland first

c. Put the week's worth of Daily Deposit Reports behind the Nederland Daily Report

d. Put Baytown Daily Report next

e. Scan in the New2001 database / Daily Deposit

f. Open In Basket

g. Highlight the document(s) to work with

h. Choose Index

i. In Folder Screen highlight Daily Report

j. In Document Type Screen highlight Daily Report

k. Click Okay

l. Fill in date (weekending date)

m. Ctrl+S to save index

n. When all are done, close

Each invoice will have a credit card or check copy.
a. On the copy of check /credit card write invoice number and client ID
b. Keep all single pages together
c. If more than one page per invoice – make separate stacks (2pages, 3pages or more)
d. Scan in New2001 database / Checks
e. Scan single pages first
f. Choose Multiple Documents / pages per document 1
g. Choose Start
h. When all are scanned, close
i. Take all multiple page documents and change the Multiple Documents / pages per document to 2
j. Scan all the 2 page documents
k. Do the same as above for the 3 pages or more stacks
l. Close
m. Open In Basket / choose Checks
n. Highlight checks to work with
o. Choose Index
p. In Folder Screen highlight Checks
q. In Document Type Screen highlight Checks
r. Click Okay
s. Fill in Date, invoice number(s) [put all invoice numbers listed on credit card/check copies] and Client ID number
t. Ctrl+S to save the index
u. When all are done, close

K. Scanning – CARS
Cars are only scanned in when completed and closed.
a. Open Forts
b. Open New2001 database
c. Choose Scan
d. Choose Open Script / Choose CARS
e. Scan all pages of the CAR
f. When all pages have been scanned, choose Done
g. Open In Basket
h. Go to the CARS
i. Highlight the documents to be indexed
j. In Folder Screen highlight CARS
k. In Document Type Screen highlight CARS
l. Click Okay
m. Fill in required information, CAR number, Date, Name
n. Ctrl+S to save in indexed document
o. Close In Basket
p. CARS complete are placed in box in File Room – they are not to be shredded.