

**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