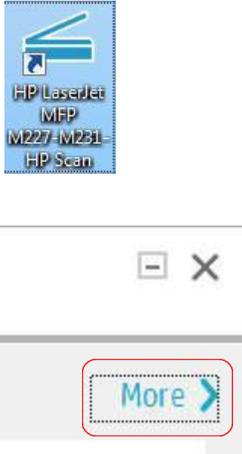
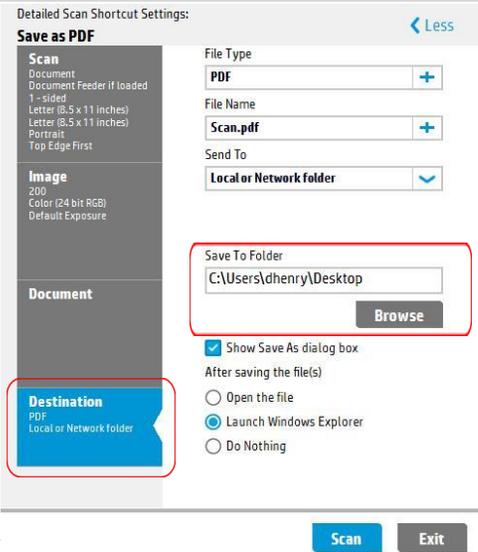
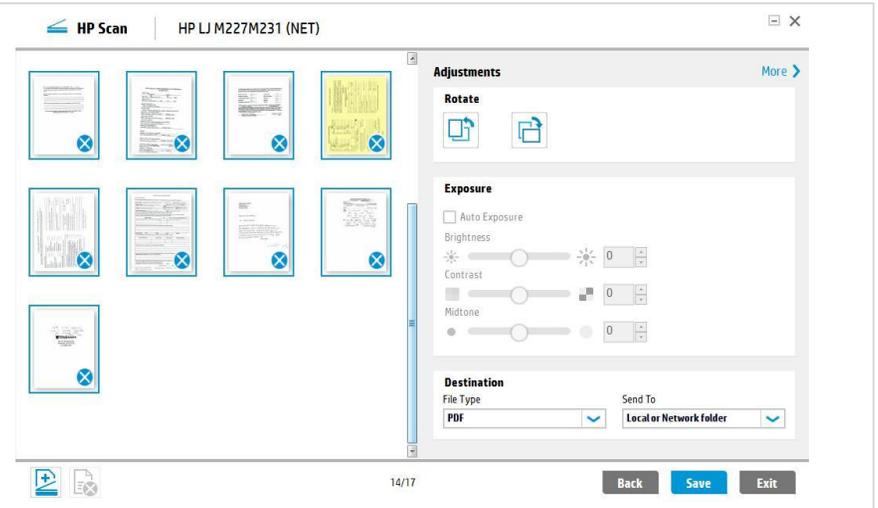
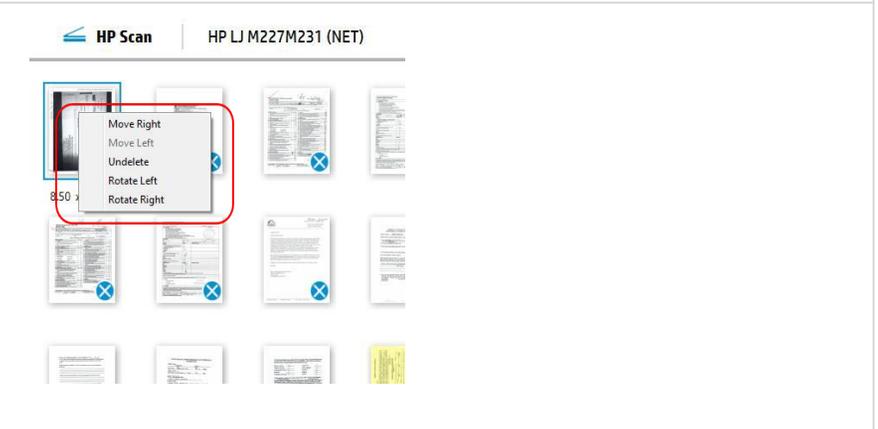


Notes on scanning charts and placing docs in SNAP	
<p>1. Go through the student's chart and make sure that you have...</p> <ul style="list-style-type: none"> - staples and paperclips removed - backs of docs copied - small notes copied onto a full sheet of paper <p>You do not need to save/scan the registration forms from IC, cab slips, and screening forms.</p>	
<p>2. Straighten up the stack of documents to be scanned and place on scanner bed. If you have an HP LaserJet Pro MFP 4227fdn, approximately 30 sheets is the max you can scan at a time. If you have a chart that is more than 30 pages, you will have to do the chart in several scanning segments.</p>	
<p>3. Open your HP Scan application</p> <p>Check to make sure your location is set to Desktop by clicking on the "More>" button in the upper right corner of the HP Scan screen. More> -> Destination -> Save to Folder - set as your Desktop by using the Browse button or enter the location.</p>	 
<p>4. Scan the documents and "Save as PDF" -> Scan button</p>	

5. Once the documents have finished scanning, go to the HP Scan application and with one of the documents selected (blue outline), click "Ctrl + A". This will select all of the documents that have scanned in (if Ctrl + A doesn't work, reboot your machine). Then right-click on one of the documents and select "Delete". This will place an "X" on the bottom right corner of each document that was scanned in. We are doing this so that you can save the documents as individual files.

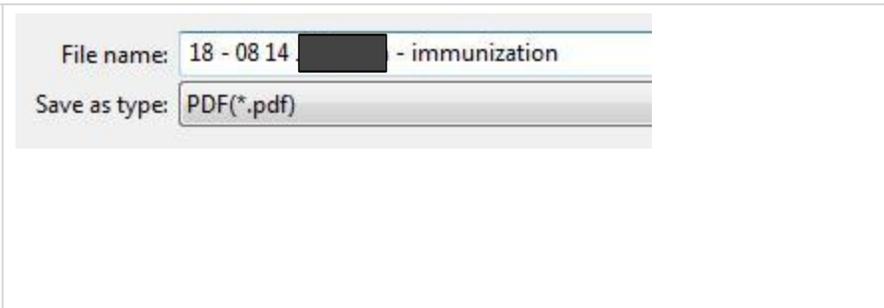


6. Grab the stack of documents from the scanner bed. From the stack of documents, you can see which individual sheets may need to be saved as one file. So, if the first document is going to be an individual file, go to the top of your HP Scan screen and select the first document in the list. Click the document so that it is the ONLY one with the blue outline around it. Right-click and select "Undelete". Continue through the stack.

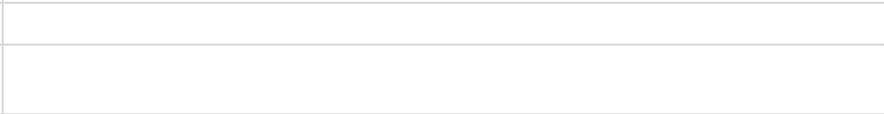


7. By going through the stack of paper, you are actually verifying that each document was scanned in. If a document was missed, I place it off to the side to be rescanned when finished with the current scan.

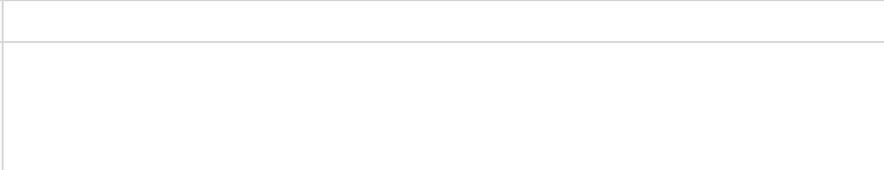
8. Now that you have your file selected, click the "Save" button. It should go directly to your Desktop folder (you will want to verify that it saved because I have had some of them not acutally save). We are using a format of "YY - MM DD - FI LastName - description of document". This gives you the actual date of the document, the student's first initial (FI) last name and a description of the document to help you place it in the correct folder and to make it easier to find in the SNAP program later. If you have a document without any date, I have been putting "00 - 00 00 FI LastName - description". By using this naming convention, you can keep the documents together by year. If you have two documents with the same date and description, I have been adding a 2 at the end of the file name.



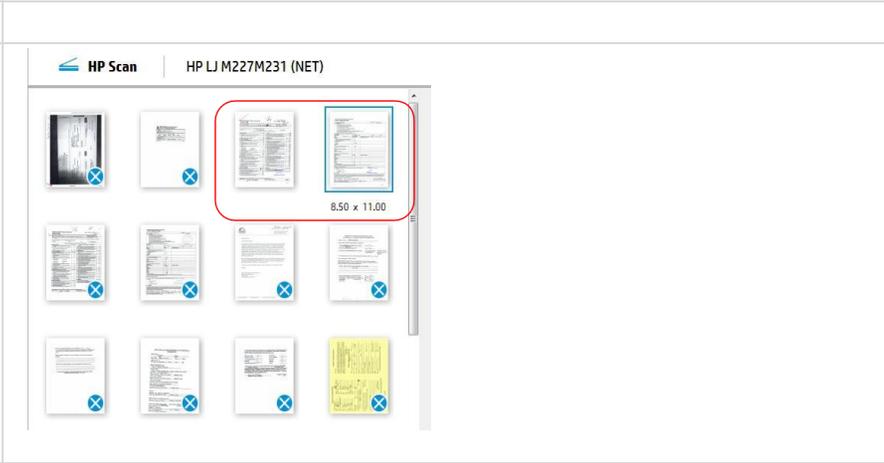
9. Once you have the file saved and are ready to go to the next document, just right click the document in the HP Scan application and select "Delete"



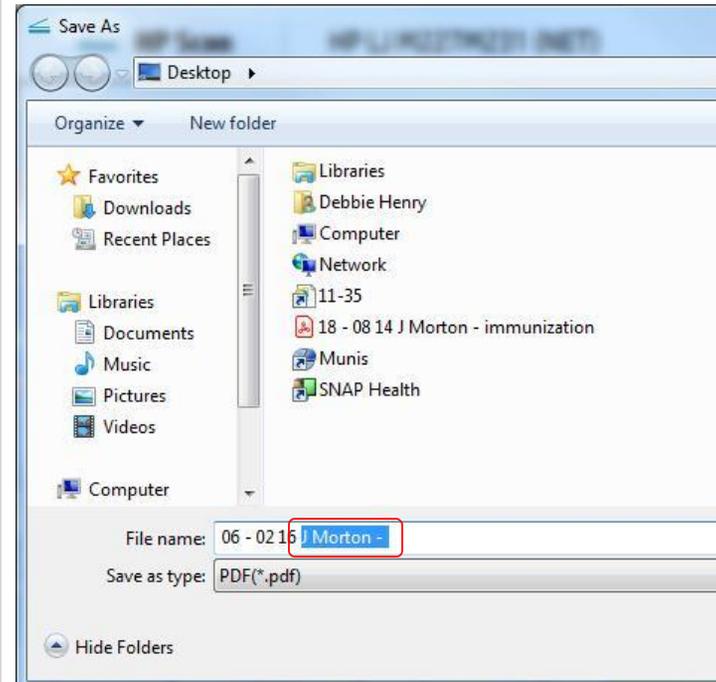
10. Move to the next document and repeat until you have named and verified all of the documents in your actual stack of papers. If a document wasn't scanned, place it to the side and scan it in when you have finished naming all of the files in the current scan.



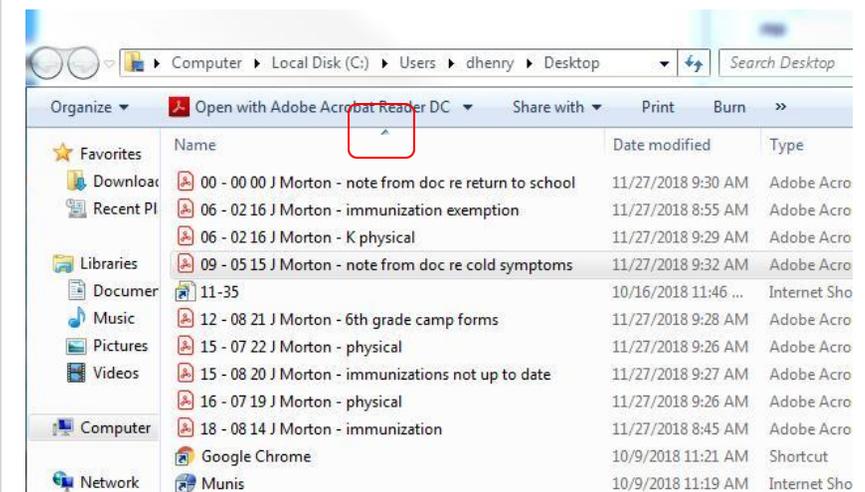
11. Once in a while, you will need to save several documents in the same file. Just make sure that what you want to save in the same file name is in the "Undelete" state before you Save the file. An example of saving two documents in the same file is shown to the right. If you have saved a single sheet into a file and realize after you have named it that it should include an additiona page or pages, just Undelete the additional pages in the Scan application and then save the file again. You will want to write over the existing file and confirm this action.



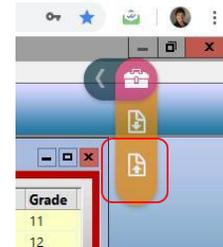
12. A helpful tip is to copy the "FI LastName - " part of the naming process. Then you can easily paste this information in each time you save a file belonging to the same student. To do this, highlight the part you want to save, then hit "Cntrl + C" (to copy) and then when you get to the next file and are in position, hit "Cntrl + V" (to paste).



13. Once you have named all of the files in this scan, you can sort them by date order before you upload them to SNAP. To sort them by date order, click on the little chevron at the center top of the column with the file names and then click again.



14. Now you are ready to upload these files to SNAP. In the SNAP program, select the "Upload" icon located in the upper right hand corner of the SNAP application.



15. Locate the files on your desktop and highlight the appropriate files -> Open -> click Desktop -> OK

Name	Date modified	Type
00 - 00 00 J Morton - note from doc re ret...	11/27/2018 9:30 AM	Adobe
06 - 02 16 J Morton - immunization exem...	11/27/2018 8:55 AM	Adobe
06 - 02 16 J Morton - K physical	11/27/2018 9:29 AM	Adobe
09 - 05 15 J Morton - note from doc re co...	11/27/2018 9:32 AM	Adobe
11-35	10/16/2018 11:46 ...	Interne
12 - 08 21 J Morton - 6th grade camp for...	11/27/2018 9:28 AM	Adobe
15 - 07 22 J Morton - physical	11/27/2018 9:26 AM	Adobe
15 - 08 20 J Morton - immunizations not ...	11/27/2018 9:27 AM	Adobe
16 - 07 19 J Morton - physical	11/27/2018 9:26 AM	Adobe
18 - 08 14 J Morton - immunization	11/27/2018 8:45 AM	Adobe
Google Chrome	10/9/2018 11:21 AM	Shortc
Munis	10/9/2018 11:19 AM	Interne

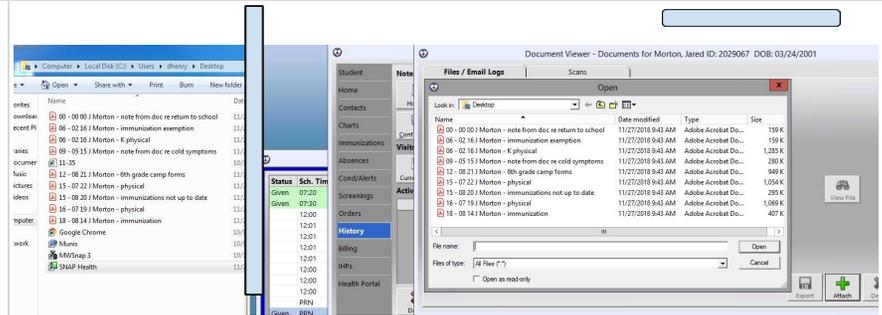


16. When the files have finished uploading, locate the appropriate student chart in SNAP. Go to History -> Attachments -> Attach -> start attaching the files into the corresponding folders.

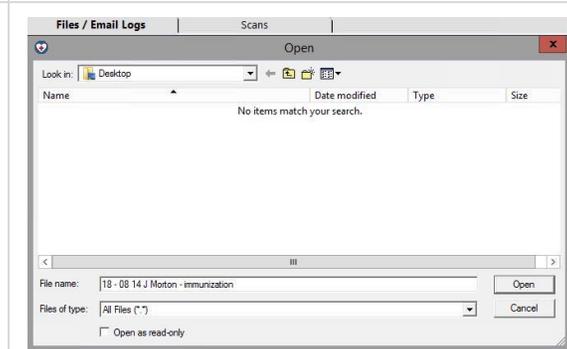
- General (physicals)
- Med. Orders (doc orders/parent auth/action plans)
- Permissions (PE restrictions)
- Absences
- Screenings (vision, hearing, or dental care)
- Conditions (504 or IEP plan)
- Immunizations (including waivers)
- Emails

If you accidentally put a file into the wrong folder, you can just click and drag it into the right folder.

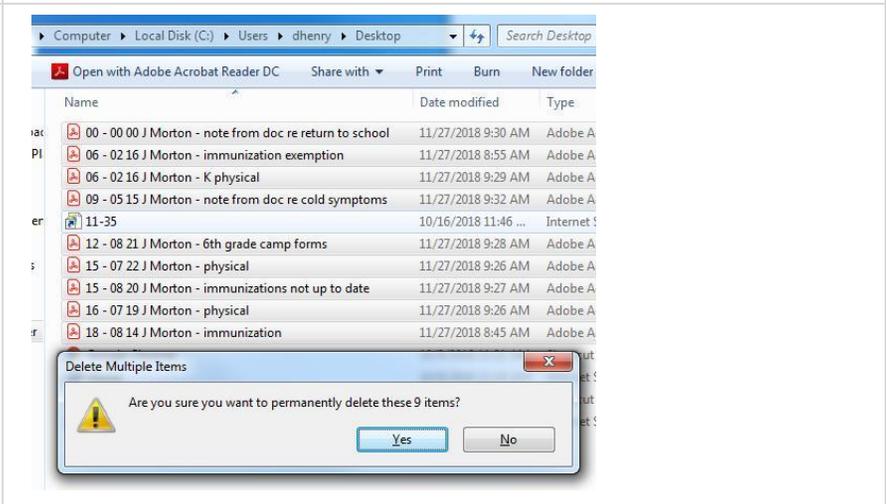
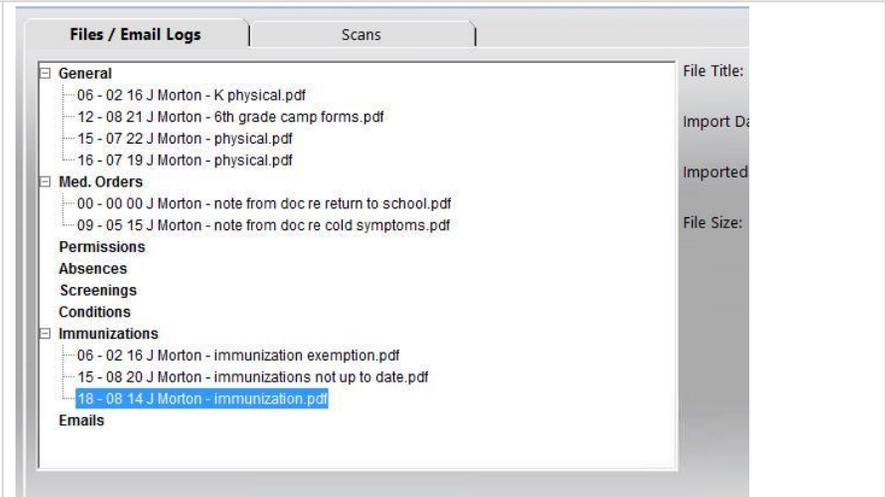
17. I like to keep my desktop screen open and my SNAP program side-by-side so that I can verify that I'm getting all files attached into the SNAP program.



18. When all of the documents have been scanned in, you can clean up the SNAP program to keep from getting confused with too many student files listed. While still under the Document Viewer screen, select Attach -> General -> the files will appear, select one file, then hit the Delete key (on your keyboard), down arrow, Delete key, down arrow, Delete, down arrow, Delete until all of the files have been removed. After they have been removed, select "Cancel" -> OK. Now you have a clean slate to start the next chart and hopefully not have a big mess when trying to keep the student and their files together.



19. Once you have all of the files attached and verified in the SNAP program, you can delete the files from your "Desktop. Highlight the files and select "Shift + Delete". It will as if you are sure you want to permanetly delete the items - Yes. By using the "Shift + Delete" instead of just "Delete", it keeps the items from filling up your Recycle Bin.



20. Verify that you see the files in SNAP and then put all of the scanned in and uploaded papers into the confidential shread pile. Do not put scanned in documents back into the student chart with the exception of thr "orange" folders. Now you are ready for the next chart! Have fun!!!

21. Regarding the orange folders, scan the documents from your orange folders into SNAP, but do not shred these documents. Keep the documents in the orange folders so this information can be shared with your counselors and principals as needed since they do not have access to SNAP. To make sure there is no confusion on what has been scanned, place an X on the right upper corner of those documents you have scanned and then place them back in the orange folder.