Quick Reference Guide
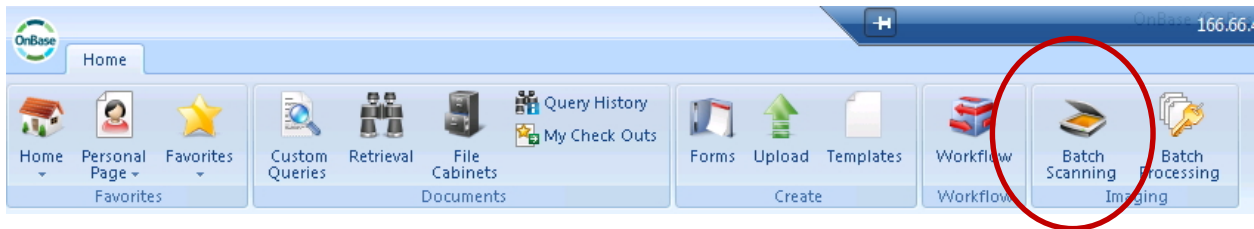# Sweeping Documents into OnBase

Introduction: Below are instructions on how to sweep batches into Onbase using Unity.
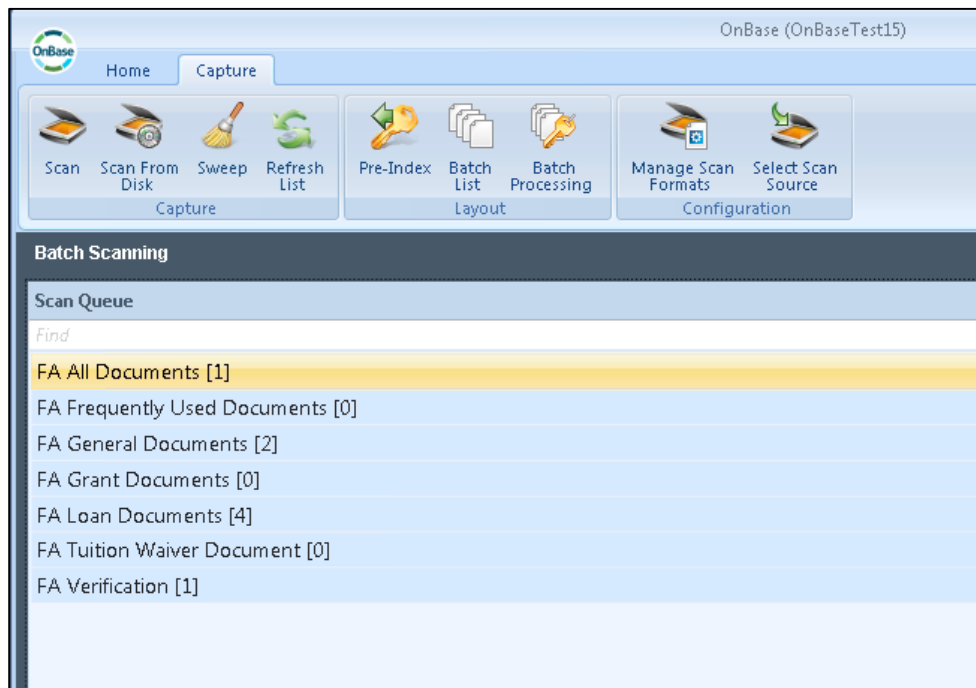
1. Open the OnBase Unity "Sweep". This icon has a special OnBase license attached to it so you can utilize sweeping.


2. Click on "Batch Scanning" icon on the Unity ribbon menu.
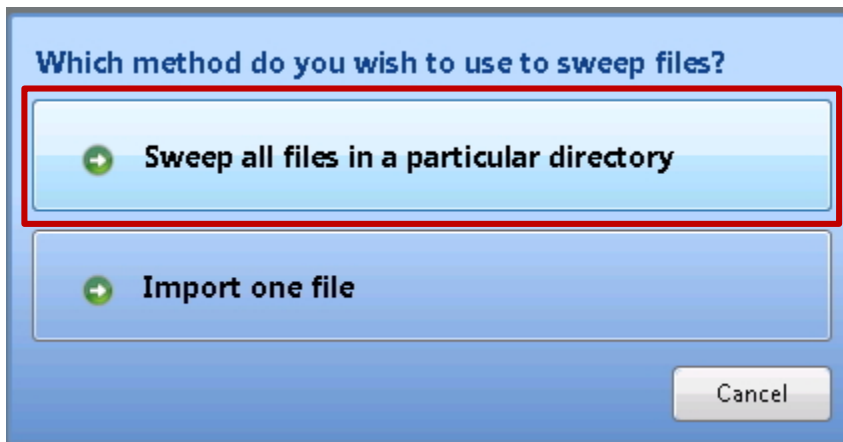

3. Select a scan queue. In this example, you can see that several batches have been scanned into the scan queues. For example there are 4 batches scanned into the "FA Loan Documents" queue.

4. You can Pre-Index the document by selecting a doc type. This is recommended if the batch only has one
   document type.
    Click "Sweep".

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**Pre-Index by choosing doc type
– OR – leave Blank and select
doc type while indexing.**
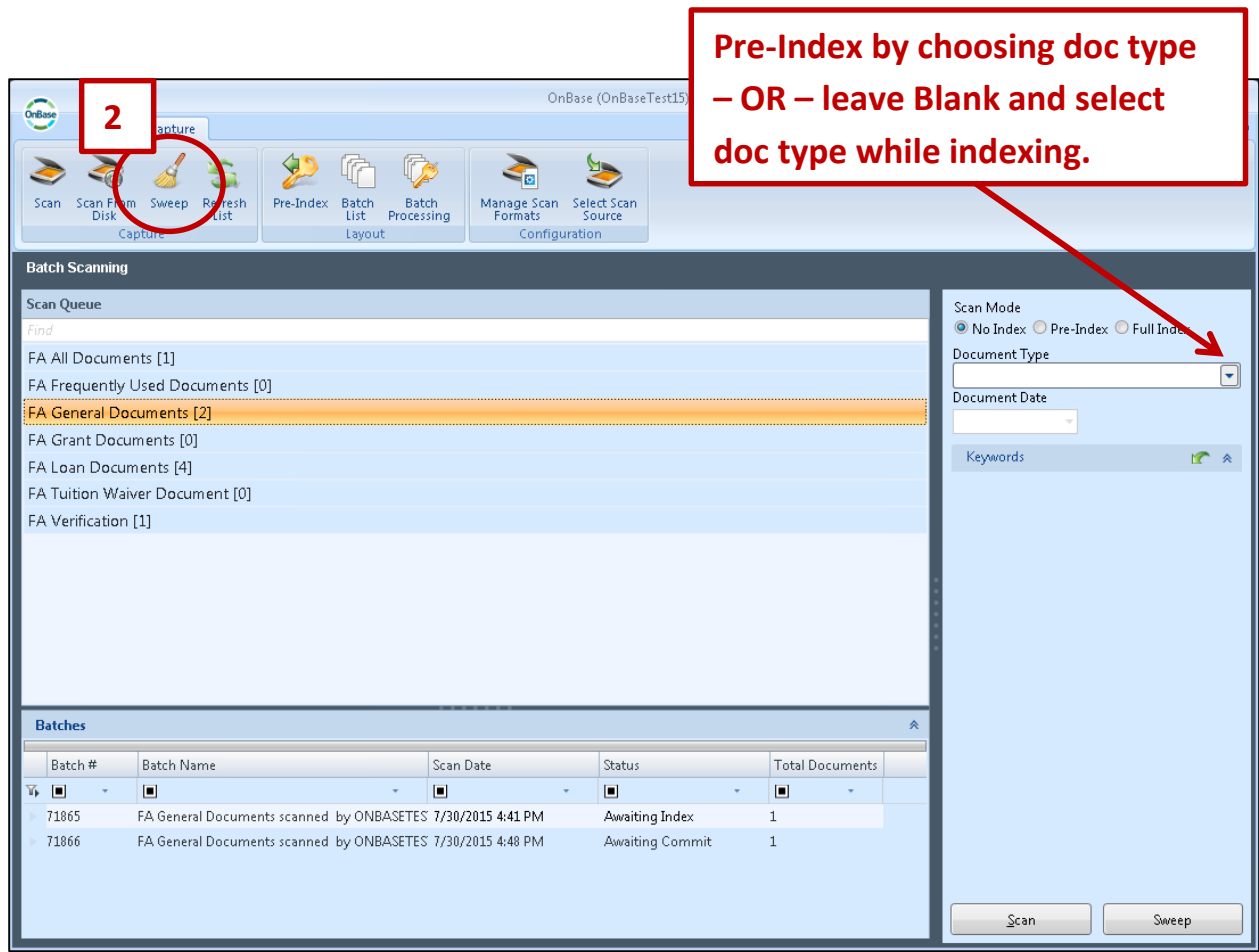
5. Choose to Sweep all files.

6. Choose to "Delete Files After Sweep" so that you won't re-sweep the same documents and end up with duplicates. Click "Sweep."

Click to change Directory (only if necessary)
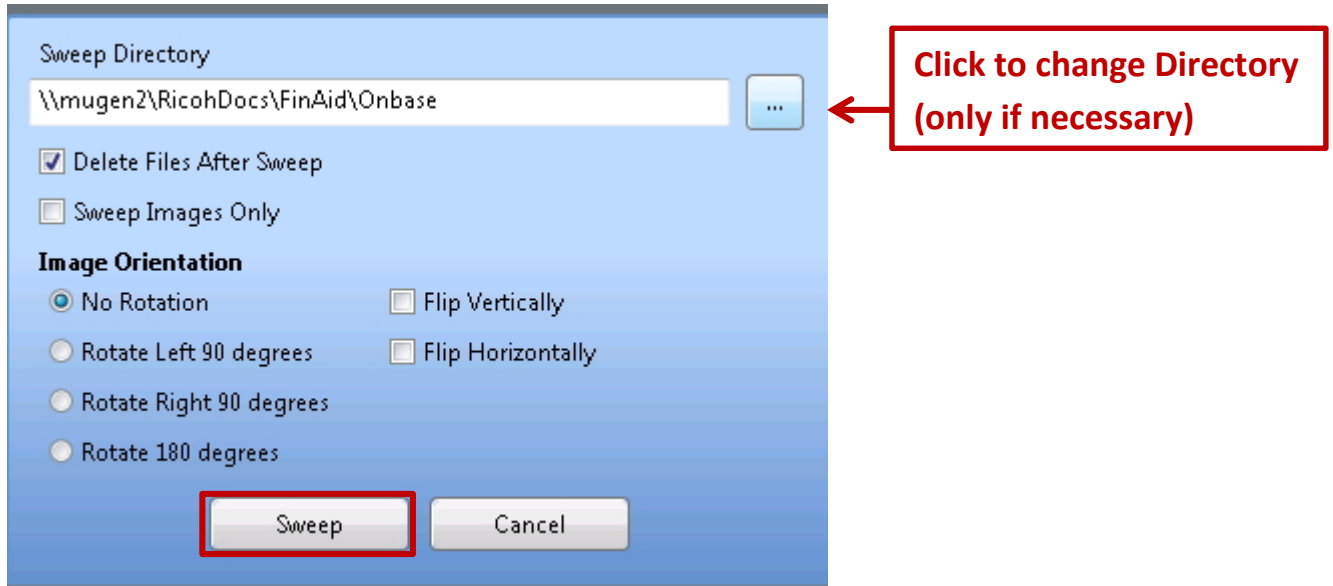
7. The Batch will be imported into OnBase and you will see your documents. Click "Back" to return to "Batch Scanning".
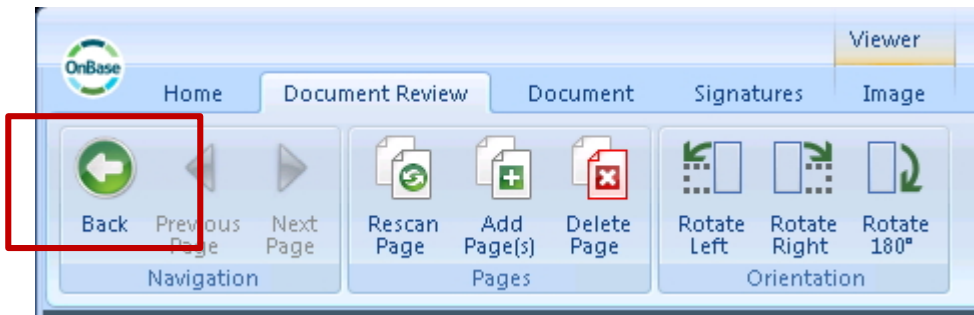
8. At this point you can select "Sweep" another Batch in; or select "Batch Processing" to start indexing your batches.

Sweep another Batch

Process the Batches
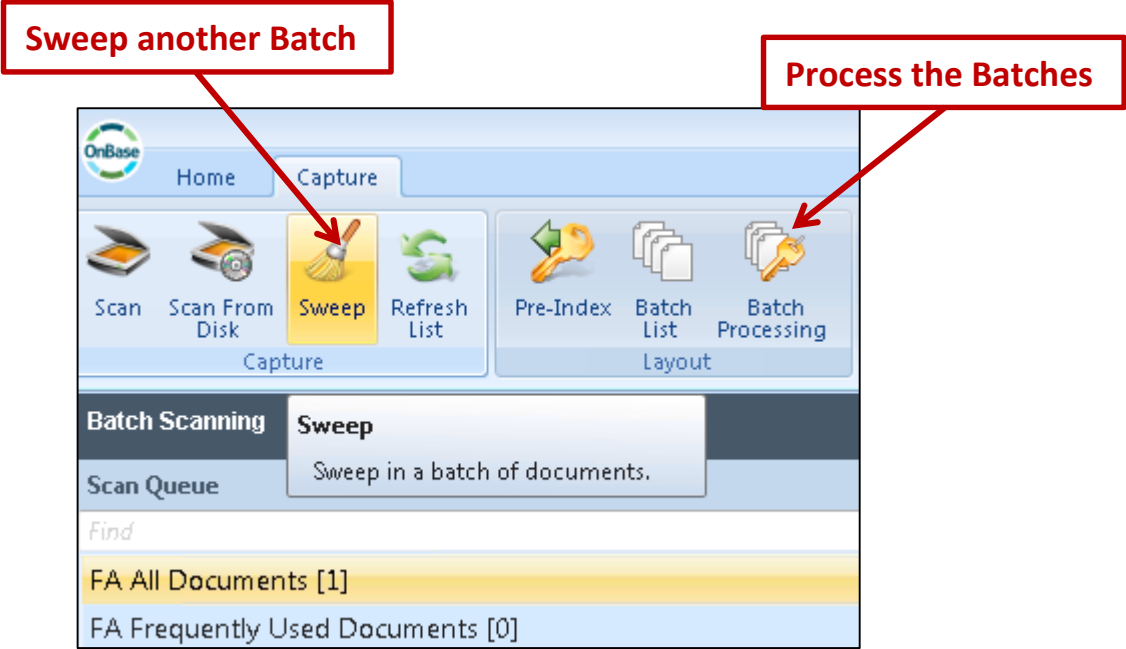
You have completed the steps for sweeping documents into OnBase using OnBase Unity.