Scanning and Indexing

There are two methods for importing/uploading documents into OnBase.

1. High Volume
   - Import multiple documents at a time
   - Multiple documents are stored together as a batch.
   - It is helpful to use a batch summary lead sheet to keep scanned documents organized until they are permanently destroyed.
   - Documents are indexed as a batch

2. Low Volume
   - Import one document at a time
   - Several methods for importing include printing to OnBase, importing from network drive or local drive, importing from Outlook

High Volume Scanning

1. Scan documents using one of the following scanners
   1. Ricoh (network scanner)
   2. Kyocera (network scanner)
   3. Fujitsu (local/desktop scanner)

2. Scan documents using OnBase Unity client
   - Scan documents using OnBase Batch Processing client
   - Sweep/Import documents from network drive using OnBase Unity client
   - Sweep/Import documents from network drive using OnBase Batch Processing client

3. Index batch in "OnBase Unity" client
   - Index batch in "OnBase Batch Processing" client

Low Volume Import

- Import/Upload from local/network drive
- Print to OnBase
- Import/Upload from Outlook