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
   - **Ricoh** (network scanner)
   - **Kyocera** (network scanner)
   - **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