

SCANNING

USER GUIDE

SCANNING

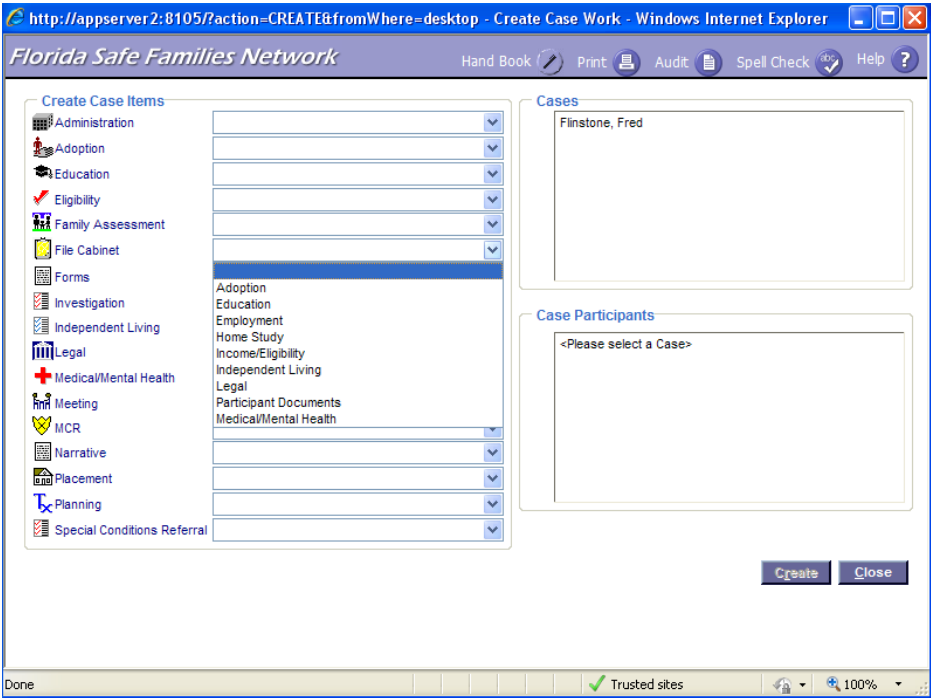
FUNCTIONALITY ADDRESSED:

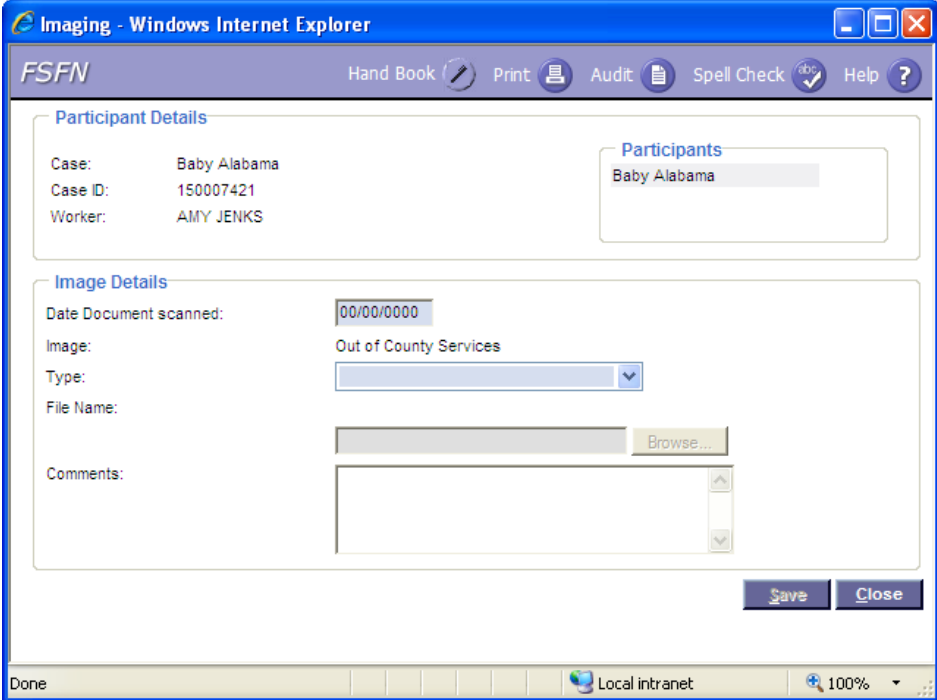
- This guide outlines the steps to perform key tasks related to uploading and saving files in the FSFN database.

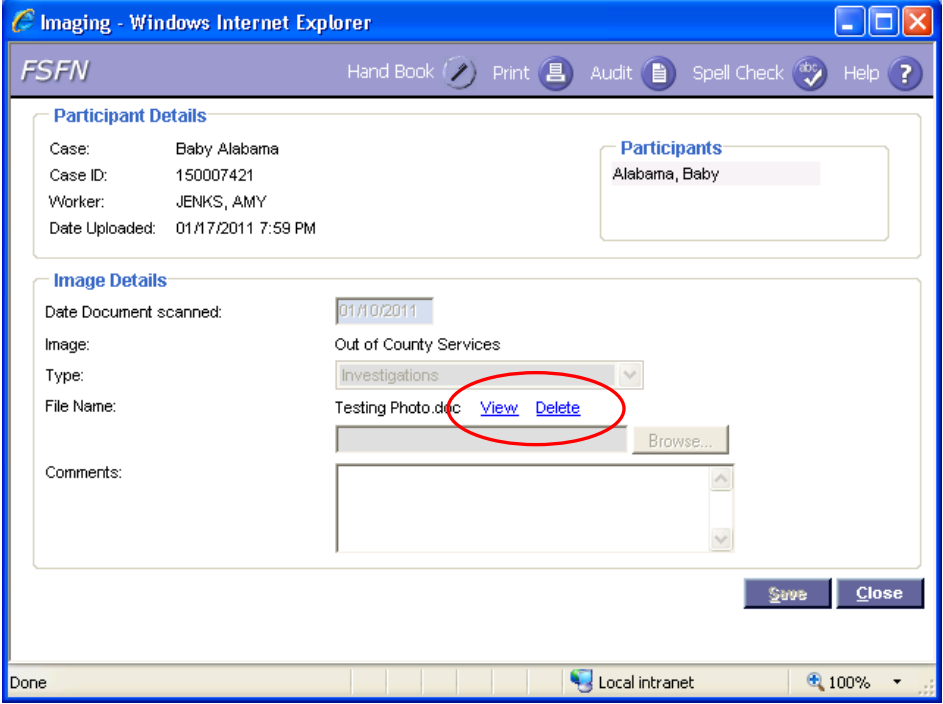
LEARNING OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

- Store and categorize digital documents related to cases and case participants.

| FSFN PAGE/ACTION | TASK DESCRIPTION/NAVIGATION STEPS | NOTES |
|---------------------|--|---|
| <p>DESKTOP MENU</p> |  | |
| <p>DESKTOP MENU</p> | <ul style="list-style-type: none"> Click <i>Create>Case Work</i> and select an option from the File Cabinet dropdown. | <p>Workers with an assignment to the case can add scanned documents related to that case and its participants.</p> <p>Scanned documents can be related to several participants through a multi-select capability and the same image can be seen under all the selected participants' case outline.</p> <p>Images can be received as electronic files in the following formats: .bmp, .jpg, .jpeg, .rtf, .doc, .xls, and .pdf.</p> <p>Any of these files can be attached to a participant through the Create Case Work page and later viewed by launching the Scanned Document page and selecting the View hyperlink.</p> <p>FSFN will determine which external application. For example, if the scanned file is saved as a Word document (.doc), then FSFN will open the image in Microsoft Word.</p> <p>If the scanned document is saved in a JPEG format (.jpg), then FSFN will open a Microsoft Internet Explorer page for viewing the image.</p> <p>The system will generate an error</p> |

| FSFN PAGE/ACTION | TASK DESCRIPTION/NAVIGATION STEPS | NOTES |
|------------------|--|--|
| | | message when the worker tries to save documents in other file formats. |
| IMAGING PAGE | |  |
| IMAGING PAGE | <ul style="list-style-type: none"> ▪ In the Image Details group box, enter a date for the Date Document Scanned field. ▪ Select an option from the Type dropdown. ▪ Click Browse and locate the file to be uploaded. ▪ Additional information can be entered in the Comments field ▪ Save the Imaging page. | <p>The type dropdown is populated based on the category selected in the Create case work window.</p> <p>Primary sort by the Type include:</p> <ul style="list-style-type: none"> ▪ Adoption ▪ Education ▪ Employment ▪ Home Study ▪ Income/Eligibility ▪ Independent Living ▪ Legal ▪ Medical/Mental Health ▪ Out of County Services ▪ Participant Documents <p>Examples of reference data:</p> <p><u>Education</u> Attendance Grades Individualized Education Plan</p> <p><u>Income/Eligibility</u> Bank Statement Child Support</p> <p>Upon the first successful saving of the Imaging page the date and time automatically populate the Date</p> |

| FSFN PAGE/ACTION | TASK DESCRIPTION/NAVIGATION STEPS | NOTES |
|------------------|---|--|
| | | Uploaded field within the Participant Details group box. |
| IMAGING PAGE |  | |
| IMAGING PAGE | <ul style="list-style-type: none"> ▪ View and Delete hyperlinks are now available. ▪ Click View to see the image uploaded. ▪ Click Close to return to the Desktop. | |
| FSFN OUTLINER | | |

| FSFN PAGE/ACTION | TASK DESCRIPTION/NAVIGATION STEPS | NOTES |
|------------------|--|--|
| | <p> Alabama, Baby (150007421) Actions</p> <p>Investigation 12/30/2010 JENKS, AMY Alachua FL</p> <ul style="list-style-type: none">  Related People  Intakes  Adoption  Assignment  Eligibility  File Cabinet <ul style="list-style-type: none">  Education - Attendance 01/12/2011 , Alabama, Baby;  Income/Eligibility - Bank Statement 01/15/2011 , Alabama, Baby;  Legal - Action Summary 01/10/2011 , Alabama, Baby;  Participant Documents - Child Resource Record 01/16/2011 , Alabama, Baby;  Adoption - Adoption Disclosure Document 01/11/2011 , Alabama, Baby;  Employment - Employee Verification 01/13/2011 , Alabama, Baby;  Home Study - Agency Studies 01/14/2011 , Alabama, Baby;  Independent Living - Appeals and Notices 01/11/2011 , Alabama, Sibling;  Out of County Services - Investigations 01/10/2011 , Alabama, Baby;  Forms  Income/Eligibility  Independent Living  Investigation  Medical/Mental Health <ul style="list-style-type: none">  Medical Profile 01/17/2011 Alabama, Baby  Medical/Mental Health - CPT 01/17/2011 , Alabama, Baby; | <p>All items scanned into FSFN will be displayed under the File Cabinet icon on the Case outline except for Medical/Mental Health. Medical/Mental Health scanned documents will be displayed within the Medical/Mental Health icon.</p> |
| | <ul style="list-style-type: none"> ▪ Click Delete. ▪ The File Name indicates that the image was deleted. ▪ The Comments field is populated with the time and worker that deleted the image. <p>Click Close to return to the Desktop.</p> | |

FSFN PAGE/ACTION

TASK DESCRIPTION/NAVIGATION STEPS

NOTES

Participant Details

Case: Baby Alabama
Case ID: 150007421
Worker: JENKS, AMY
Date Uploaded: 01/17/2011 7:59 PM

Participants

Alabama, Baby

Image Details

Date Document scanned: 01/10/2011
Image: Out of County Services
Type: Investigations
File Name: ImageDeleted
Comments: [Image was deleted by JENKS, AMY on 01/17/2011 8:41 PM]

Save Close

Done Local intranet 100%

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