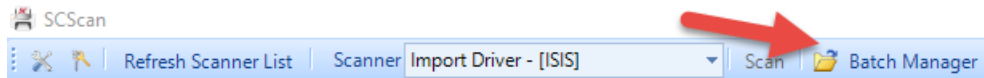
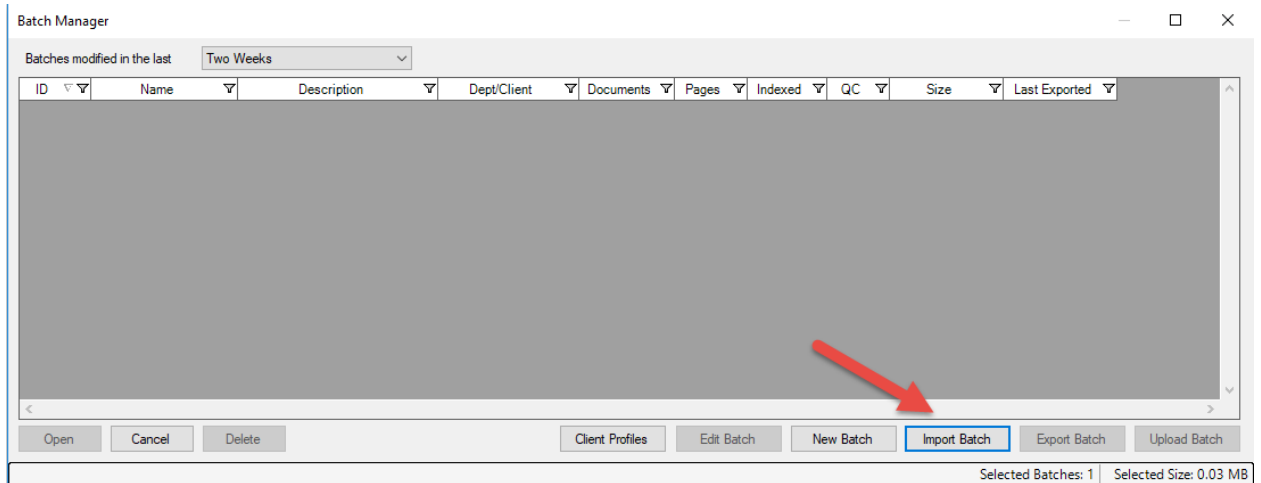


Uploading an Invoice in SCScan

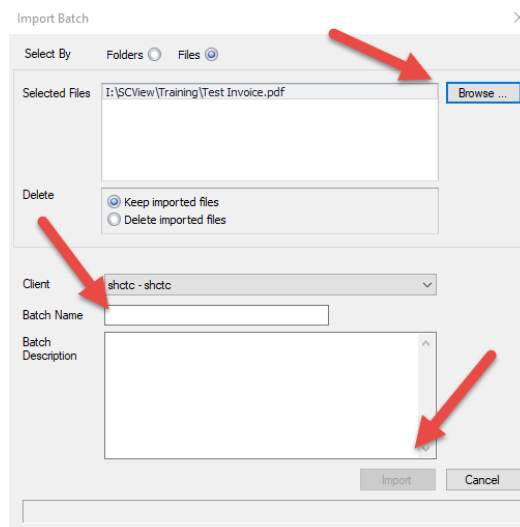
1. Select Batch Manager



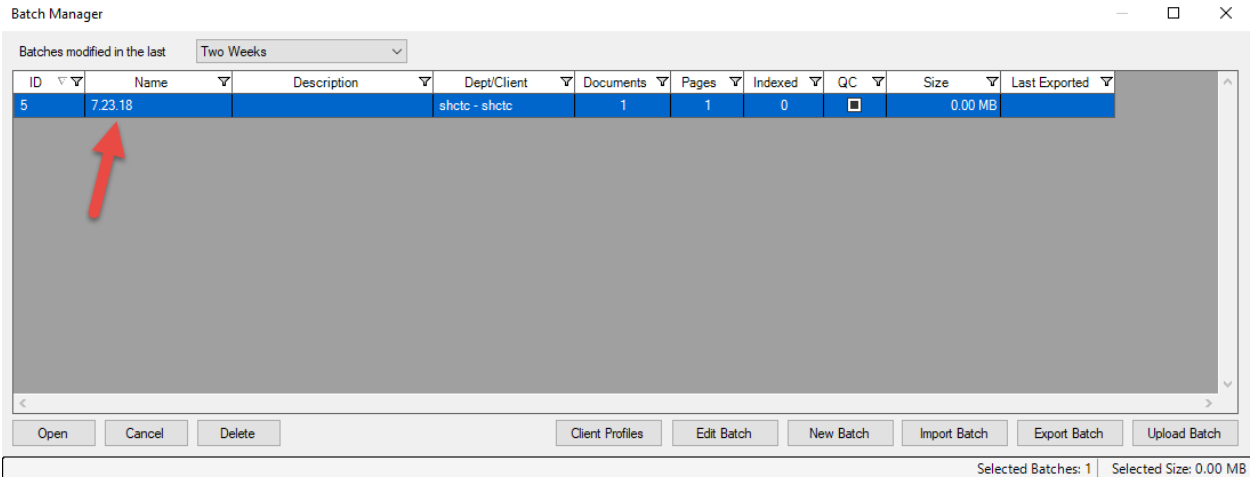
2. Select Import Batch.



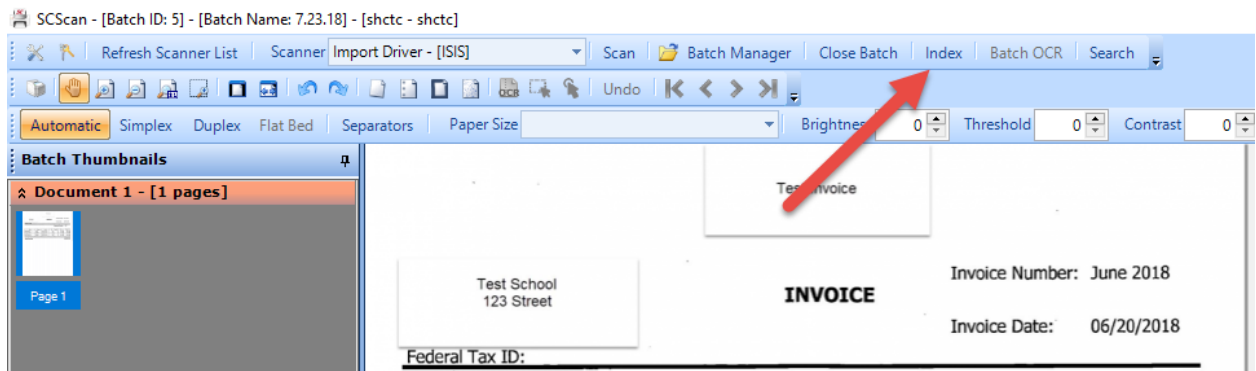
3. Browse for the files you would like to upload, Name the Batch, and Select Import.



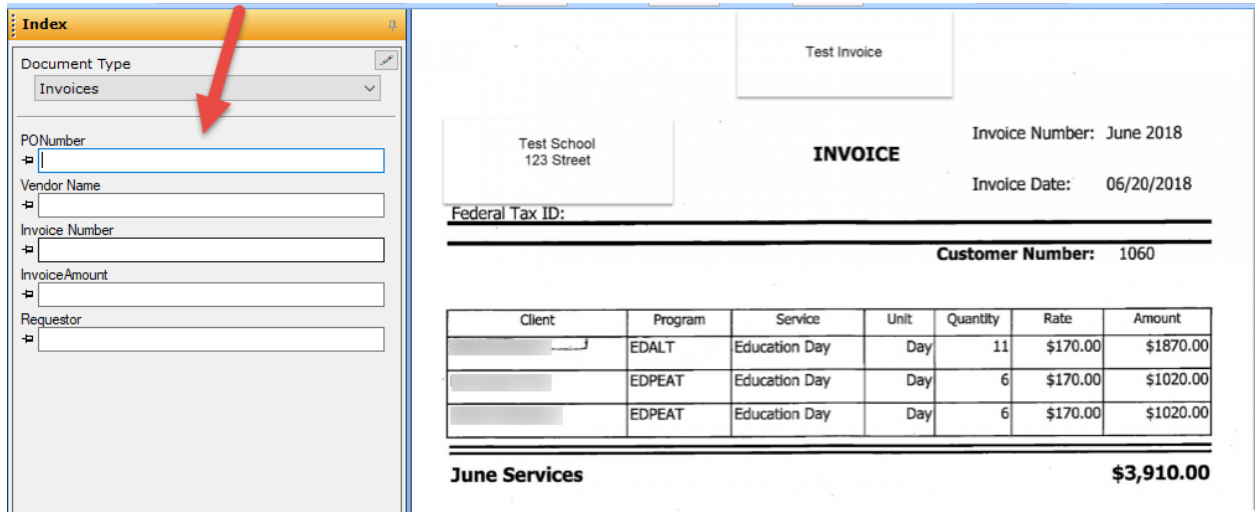
- Item should now be visible in the batch manager. Double Click on the new batch you just imported.



- Select Index, Document Type should be set to Invoices



- Input items related to the Invoice. By selecting the PO number, this adds the invoice to the financial packet in SCView.



7. When done inputting fields, select Index again.
8. Go back to Batch Manager and select Upload Batch

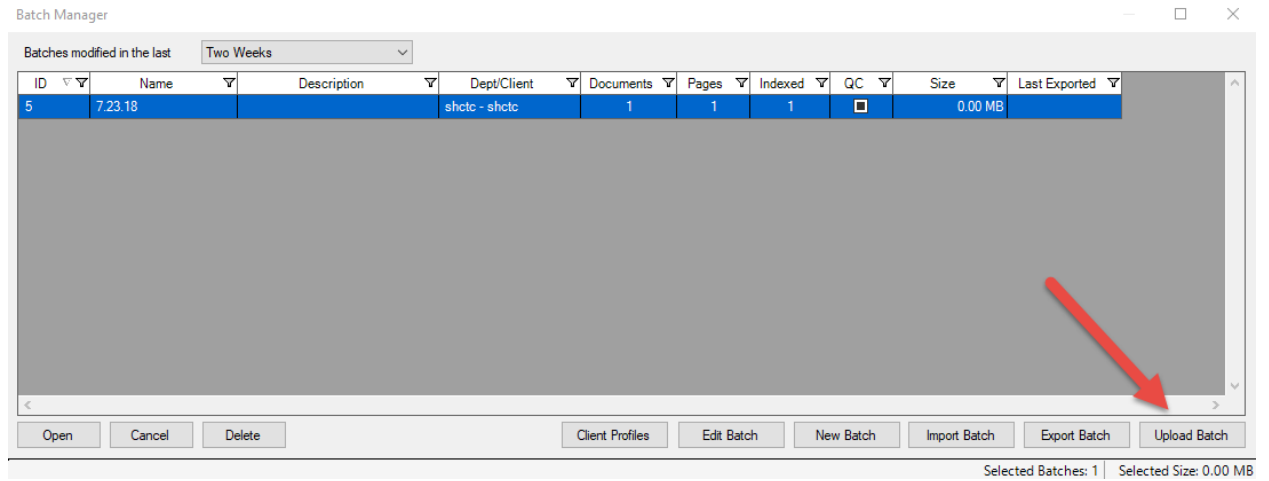
Batch Manager

Batches modified in the last Two Weeks

| ID | Name | Description | Dept/Client | Documents | Pages | Indexed | QC | Size | Last Exported |
|----|---------|-------------|---------------|-----------|-------|---------|--------------------------|---------|---------------|
| 5 | 7.23.18 | | shctc - shctc | 1 | 1 | 1 | <input type="checkbox"/> | 0.00 MB | |

Open Cancel Delete Client Profiles Edit Batch New Batch Import Batch Export Batch Upload Batch

Selected Batches: 1 | Selected Size: 0.00 MB



At this point, the invoice will be in the workflow in SCView.