Department of Land Management - **Land Records Division**

Operator's Guide for Scanning of Documents

Introduction:

The Department of Land Management is mandated by law to safeguard all land records affecting title to real property. These documents are stored and locked in the department's vault, in the document indices Branch, including historical records, maps, films, Spanish ledgers known as "Legajos", pre-war and post-war documents and certificates of titles. The department has since embarked on a mission to scan all recorded instruments and documents into the system so that land records information will be made available to the public.

What is the purpose of this Manual?

This is a basic user's guide for performing tasks with the Xerox Scanning copier and the computer. This instruction manual will give you information on the basic skills necessary to accomplish the work, along with examples of some of the functions performed about scanning of documents. The guide will be helpful to both the new user and the experienced one.

Use this guide as an instrument to be proficient in scanning of documents.

To Being Your Work

Documents for scanning are received from the Vault. All operators are responsible for safeguard and securing these documents at all times. Once you have received your assigned work, you will begin by preparing your documents, ("prepping"), i.e., remove staples and ensure that all documents are complete and may easily be scanned.

There are currently 3 Scanning Station within the department. Start by turning on the Xerox machine and be sure to key in the right code for the Station you will be working on. Press the number code and scan mode.

Next, log on to the computer with your assigned password or code. The universal code for all 3 Scanning Station is "scan". Turn on your computer system and press CTRL, ALT, DELETE and key in the universal code word "scan". Press enter. Then screen on your desktop will display various applications. Go to PAPERPORT and double click. You are now ready to scan.

The Scanning Process:

As you begin scanning, images show up on the desktop screen. Be sure that the documents being scanned match those with the ones on the screen and all pages of all documents are completely scanned. This process is continuous until all documents are scanned into the Xerox machine and shows up on the desktop. Once a jacket or batch of documents is scanned, the operator is then ready to move on to another jacket or batch of documents. The operator may scan as many documents as allowed with the capability of PAPERPORT. Once all documents are scanned, the operator is now ready to review for quality control (QC).

Review for Quality Control (QC) Process:

Now the review process starts. The operator clicks on the reduced image to check the work that was just scanned. There are two (2) ways to review:

1. Click on reduced image using the trackball mouse, double-click and place cursor on image to be reviewed or
2. Click, and go to PAGE icon. (Icons are on toolbar).

In the review process, the operator makes sure that the document Instrument number appears on **ALL** scanned images and that the count on the page bar **IS THE SAME** as the count on the imaged document. This may be found on the bottom left hand corner of the desktop screen.

The operator also looks to ensure that the recorder's signature is found on the documents and that all pages of the documents have the instrument number on them.

ORIGINAL document instruments are stamped on the **UPPER RIGHT HAND CORNER**, while **COPIES** are stamped in the **MIDDLE** of the page.

Note: Remember that all documents must **ALWAYS** have the recorder's stamp. These are original documents and the recorder's stamp with an **ORIGINAL SIGNATURE** must be found either on the face page of the document or on the back of the last page of the original documents.

The Export Process (To Save Documents):

Once all scanned documents are reviewed and ready for export, to save (store) all scanned documents into the server, this process is as follows:

1. Click on desktop icon to go to screen showing reduced images.
2. Operator is now ready to "tag", to key in the same numbers as those showing on the scanned images.
   Click on Per Page bar (blue hi-light appears from digit line).
   Clue: look at lower right hand corner of desktop, the status bar and use this as a guide for page numbers. Or go to page to count number of reduce images.
3. Assign the same numbers as those shown on the document instrument of the scanned image. Key in 6 digit instrument numbers, and continue this process until all scanned images have been assigned the same numbers.

After tagging, verify instrument numbers with numbers of scanned image. Then export to save documents.

Click export, go to save in folder, click save. All scanned documents are now located in the server.

The Stack Process:

The stack process involves taking the top image of a previous scanned document. Left click on item with trackball mouse, hold down (drag) over to next image. Go through document to review and check that the last page was placed with corresponding scanned image of same instrument. This process is useful for

checking that all numbers **"tagged"** are the same saving **(exporting)** the documents into the server.

To verify page count, operator stacks documents. To do this:

1. Click right
2. Go to stack
3. Stack selected items **(may be used for multiple stacking).**
4. Click left

Then export **(save)** the documents for the process to be complete.

The Unstack Process:

The unstack process involves removing pages from a stack of documents. To unstack:

1. Click on item (scanned image) to unstack
2. Go to icon bar, click on unstack
3. Look at option to unstack current page or all pages

If only one (1) page is to be unstacked, select unstack current page and image will appear forward on desktop screen separated from stacked item. Take separated item (image) and drag to page that you want to stack that item with. You basically unstack a page for correct numeric order.

How to correct mistagged document:

In the event documents are erroneously assigned wrong instrument numbers, the process requires that the operator go back into the folder where the saved documents are located and corrects by keying in the same numbers on the scanned images as those of the instruments.