



# Instructions for Sweeping images into SCEIS/OnBase

## V8-4-2010

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### Sweeping Images Into SCEIS

“Sweeping” is used to image documents into SCEIS using a network copier/scanner or a small desktop scanner that does not scan directly into OnBase.

From your network copier/scanner or desktop scanner you will save image files in a directory on your workstation. You will then log in to OnBase and use the “sweep” function to browse to the directory and upload images instead of scanning them.

### One-Time Setup

Perform the one-time set up instructions on page 5.



# Instructions for Sweeping images into SCEIS/OnBase

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### SCAN AND SAVE IMAGES

NOTE: Before you start a sweep operation you must manually delete files that are in the C:\1 SCEIS Sweep folder from a previous sweep operation.

Scan your documentation on your network/copier scanner or desktop device (not connected to SCEIS) and save the file(s) to the 'C:\1 SCEIS Sweep' folder that you created in the One-Time Setup.

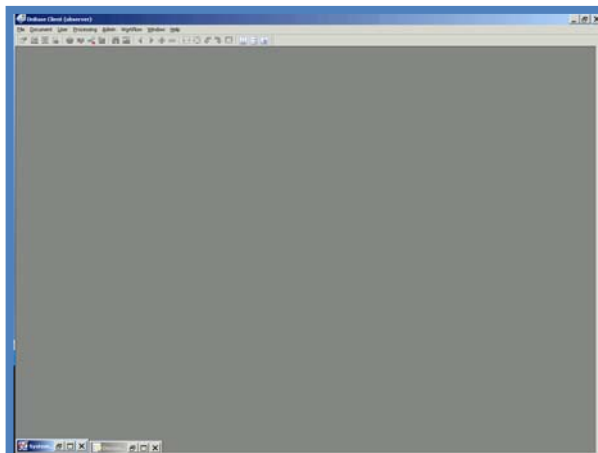
You may name the image files anything that you want to.

### LOGIN TO THE SCEIS ONBASE CLIENT

Login to SCEIS and open OnBase Full Client Production.

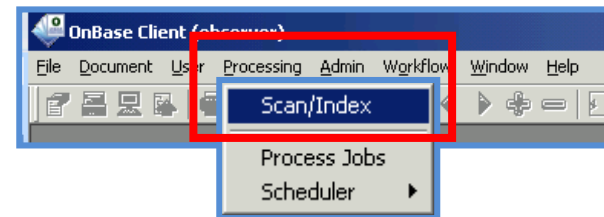
NOTE: If this is your first time logging into SCEIS refer to the instructions on page 6.

When you open OnBase the following screen will appear.



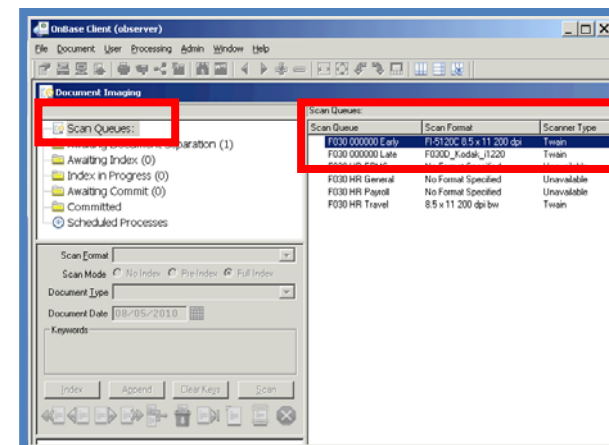
### SWEEP

Click Processing...Scan/Index



Click Scan Queues.

Double-click on the appropriate Scan Queue.

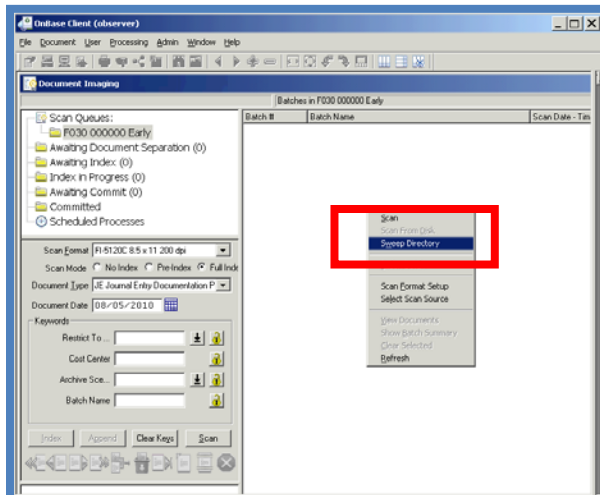


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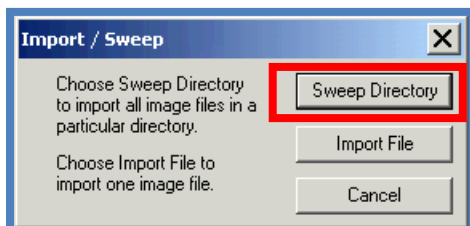
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Move the mouse to the white space...

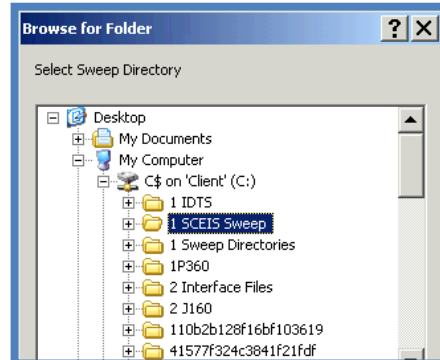
Right-click to show the menu... Click 'Sweep Directory'



In the Import/Sweep screen Click 'Sweep Directory'

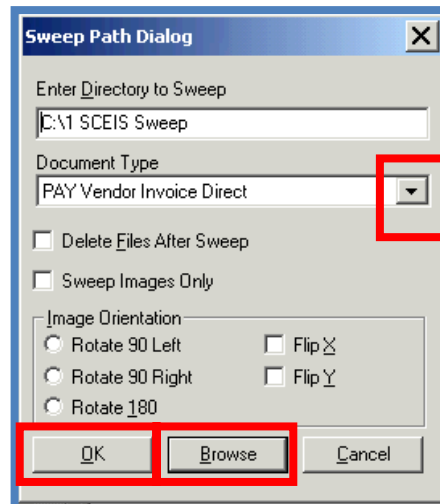


Use the Browse button to select the directory C:\1 SCEIS Sweep from your C: drive.

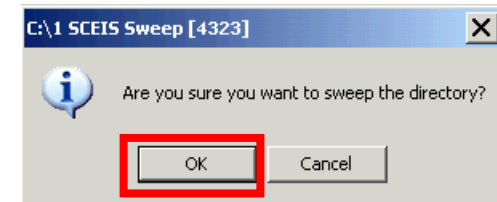


Use the Document Type drop-down list to select the Document Type.

Click OK



Click OK

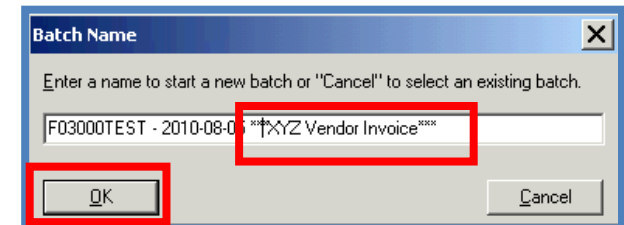


The Batch Name screen below will appear.

It is optional to type a note at the end of the Batch Name. The text of the Batch Name will appear in the SAP Workflow inbox when images are workflowed to SAP.

If you enter a note do not remove your userid and date from the Batch Name.

Click OK



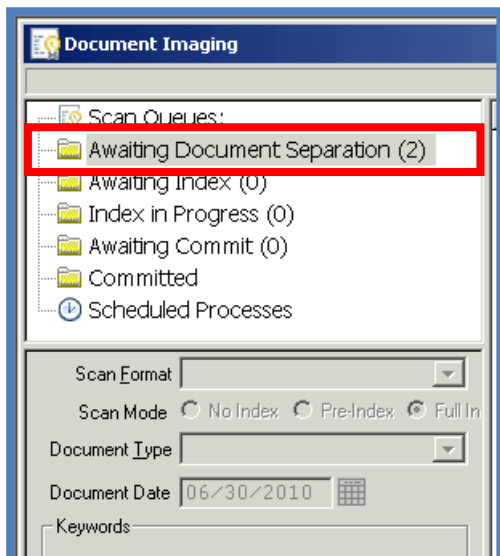
All of the files that are in the C:\1 SCEIS Sweep directory have now been swept into OnBase as one batch.

# Instructions for Sweeping images into SCEIS/OnBase

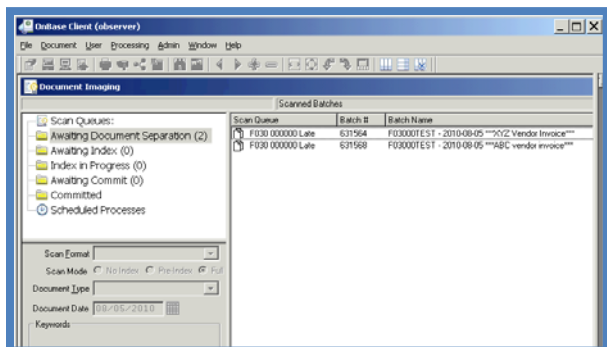
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The batch is now in the Awaiting Document Separation queue.

Click 'Awaiting Document Separation'.



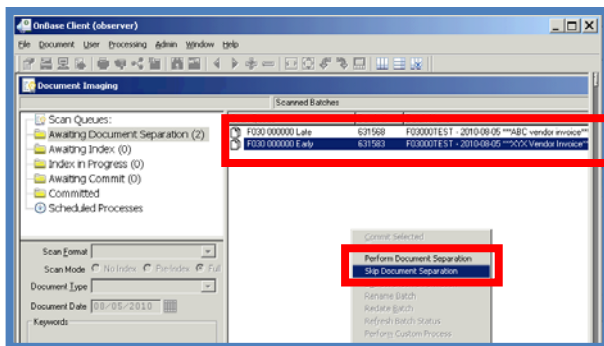
All pending batches for your agency will appear.



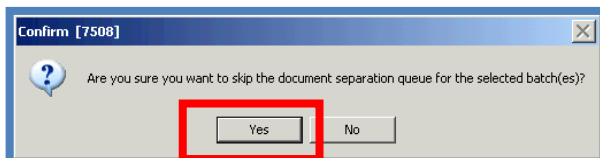
Put the pointer over your scanned batch. Your batch will be labeled with your userid.

Left-Click to highlight the batch...Right-Click to show the menu... Left-Click 'Skip Document Separation'.

NOTE: Select 'Skip' because the batch is already separated into documents. Each file that was in your C:\1 SCEIS Sweep directory is a separate document and will become an individual workflow item in SAP.



Click Yes



**Sweeping is complete.**

Imaging items are in the SAP Workflow inboxes of the appropriate recipients.

# One-time Setup for Sweeping

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### ONE-TIME SETUP

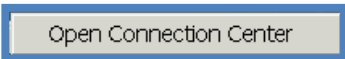
Create a folder directly under your C: drive called '1 SCEIS Sweep'.

Log in to Citrix (sceisgateway.sc.gov) and log in to either SAP or OnBase, it does not matter which one.

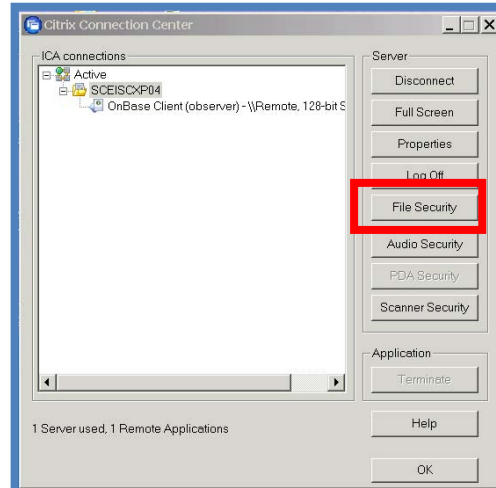
Right-click on the Citrix Connection Center icon in the system tray located in the lower right corner of the screen. (Your icon might have a red dot in the middle depending on your Citrix version.)



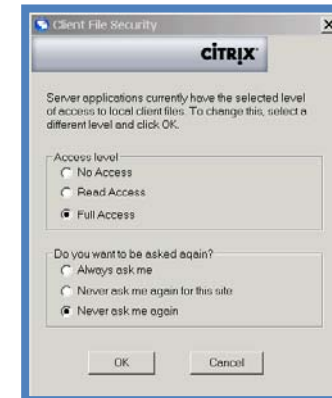
Left-click on 'Open Connection Center'



Click 'File Security'



Click 'Full Access' and 'Never Ask Me Again' then 'OK'



Click 'OK' to close the Citrix Connection Center

### LOGIN TO THE SCEIS ONBASE CLIENT

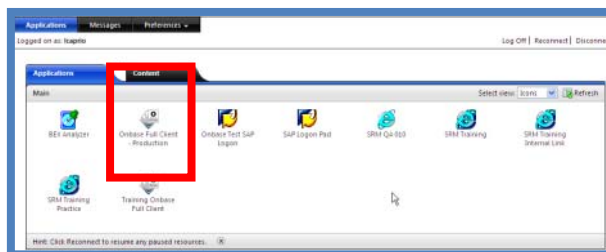
Go to the Citrix web interface at <https://sceisgateway.sc.gov/vpn/index.html>

Enter your username & password. Click the Log On button.

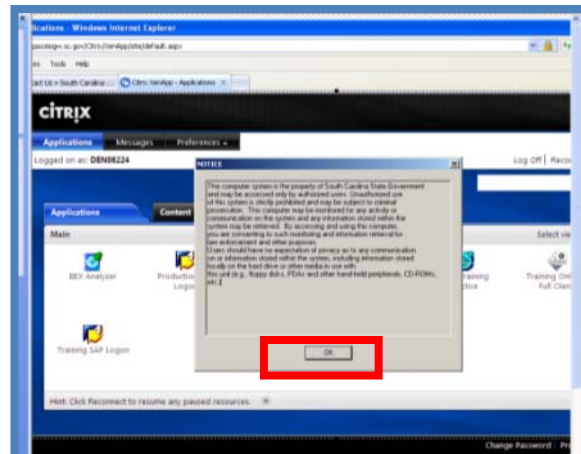


You may be required to change your password when you log in for the first time.

Click on the icon called "Onbase Full Client – Production" to access document imaging



Click the OK button.



You are now logged into Onbase.

