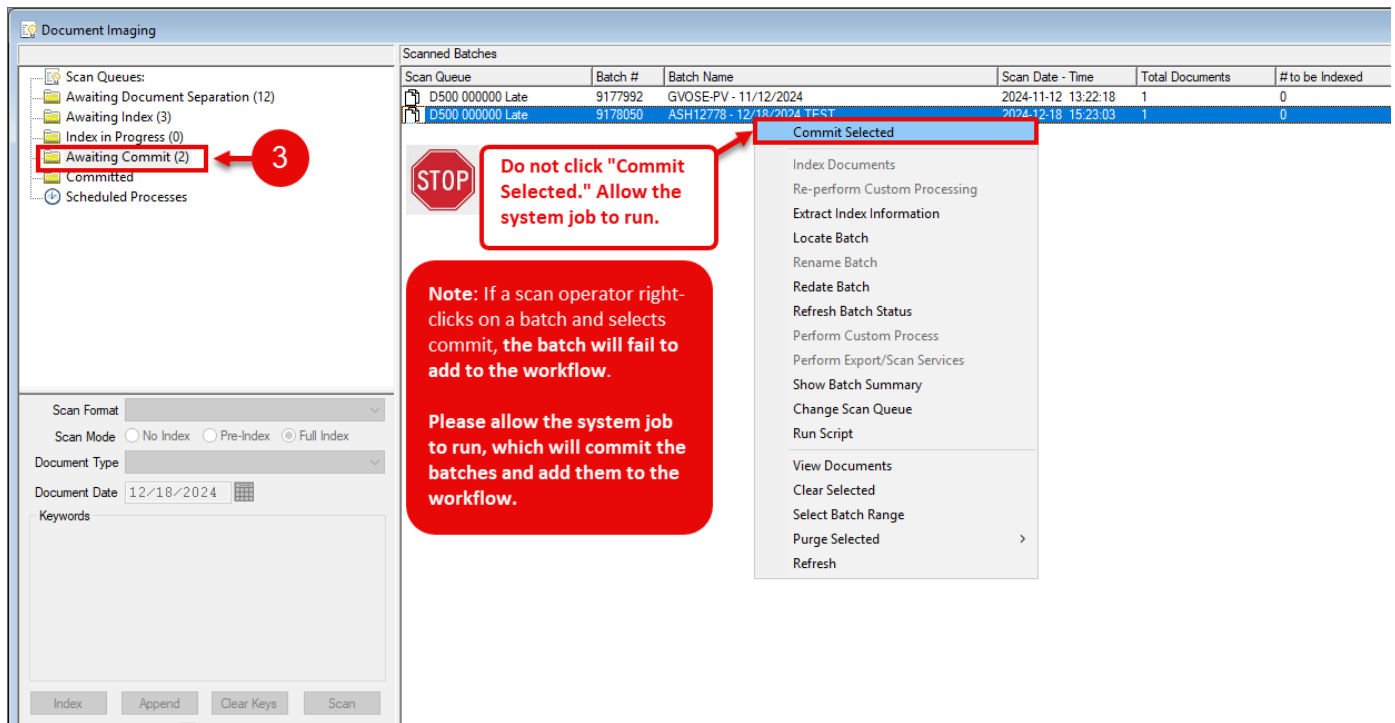


This quick reference guide (QRG) provides instructions for the OnBase 23 adjusted process a scan operator takes and how batches flow through the system.

### New Process Used with OnBase 23:

1. A scan operator navigates to **Scan Queue** and starts a new batch and performs a scan or sweep.
2. Once the user completes scanning, the batch is sent to the **Awaiting Document Separation queue**. The scan operator can either perform or skip document separation.
3. (New) Upon completing or skipping document separation, the batch is now sent to the **Awaiting Commit queue**.



The screenshot shows the 'Document Imaging' window. On the left, the 'Scan Queues' list includes 'Awaiting Commit (2)', which is highlighted with a red circle and the number '3'. On the right, the 'Scanned Batches' table lists two batches. The second batch, 'D500 000000 Late' with Batch # 9178050 and Name 'ASH12778 - 12/18/2024 TEST', is selected. A right-click context menu is open over this batch, with 'Commit Selected' highlighted. A red 'STOP' sign icon and a red box with text are overlaid on the menu.

**Do not click "Commit Selected." Allow the system job to run.**

**Note: If a scan operator right-clicks on a batch and selects commit, the batch will fail to add to the workflow.**

**Please allow the system job to run, which will commit the batches and add them to the workflow.**

4. (New) The batch will briefly sit in the **Awaiting Commit queue** until a system process runs a commit process on the batches.
5. Once the system job runs, the batches are sent to the **Committed queue** and the items are sent to OnBase workflow.
6. The committed documents sit briefly in the OnBase workflow and then are sent to SAP.

**Note: If a scan operator right-clicks on a batch and selects commit, the batch will fail to add to the workflow. Please allow the system job to run, which will commit the batches and add them to the workflow.**

If you have questions, contact the SCEIS Help Desk at 803-896-0001 and select option #2 for SCEIS issues or visit <https://sceis.sc.gov/requests>.