



# Configuration Sample – Human Resources

**Employees**

**Year or Document Date**

**Free text description**

**Board Minutes**

**Employee Type**  
 -----  
 Administration  
 Professional  
 Maintenance  
 Part-time  
 Contract  
 Volunteer

**Application Evaluation Letter**  
**References**  
**Clearances**  
**Medical Associations**  
**Contacts**  
**General**

**Scanning Files**

Reference To:  Customer  Claims

Header: Tab Identifier: [Dropdown]

Document Type: [Dropdown]

Document Date: [Text Box]

Description: [Text Box]

GroupBox5: Scan Size: 8.5 x 11 [Dropdown]

Color Type:  Black / White  Color

Save As: PDF [Dropdown] Scan Source: [Dropdown]

Resolution: Low [Dropdown] ADF [Dropdown]

Click Start after loading document into scanner.

Scan/View: Start [Button] Scroll Pages [Left/Right Buttons]

No pages scanned.

Actions: Save [Button] New [Button] Preview [Button] Search [Button] Email [Button] Close [Button]

Fit Screen [Radio] Full Size [Radio] Zoom: [Left/Right Buttons] Reset [Button]

**Standard letter or legal size or set your own height and width**

**Set the scan quality to low, medium or high.**

**Email, preview or process documents.**

**Preview your scanned document before saving**