



Configuration Sample – Tax Collection

Person

Year or Document Date

Free text description

General

Scanning Files

Reference To: Customer Claims

Header: Tab Identifier: Document Type:

Document Date: Description:

GroupBox5: Scan Size: 8.5 x 11 Color Type: Black / White Color Save As: PDF Scan Source: ADF Resolution: Low

Click Start after loading document into scanner.

Scan/View: Start Scroll Pages

No pages scanned.

Actions: Save New Preview Search Email Close

Fit Screen Full Size Zoom: Reset

Area

Sewage
Refuse
Per Capita
Earned Income
Occup Priv
Business Priv
Fire Hydrant
Garbage
Street Lights

Faxes
Checks
Payroll
Legal
Letter
Notice
Support
Spouse

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