Getting Started with Feith at Shawnee State:

Adventures in Document Imaging

Feith Leader

- Each office should have a main person in charge of how that office is using the document imaging software.

- Manages what is getting scanned

- Manages that the scanned documents are getting indexed correctly

- Quick resource for Feith questions

- Train new employees on the Feith software

- Keeps the department goals for document imaging in mind

Document Determinations

- Decide what needs to be scanned
- Identify different document types
- Decide what can be shredded
- Decide what needs to be stored, but does not need to be scanned (if that is possible)
- Get a rough count of documents to be scanned
- Determine the different sizes of document that will need to be scanned (e.g. 8.5 x 14 or 8.5 x 11)

Known Document Types

- PCard documents can be stored in Feith.

- However each office should check with the Purchasing Director about time frames for keeping the original documents and when it is safe to shred the original documents.

Purchase a Scanner

- Must be Twain compliant (Most Fujitsu scanners are not Twain compliant)

- Must be able to handle the sizes of documents you want to scan

- Robust enough to handle your office's volume of documents

- Do not purchase too much scanner

Document Preparations

- Remove staples, dog ears, folds, and unimportant sticky notes
- Documents with highlighter marks may have to be dealt with differently. The highlighted text may need to be rewritten on the document for the scan to be legible.
- Important sticky notes should be added to a blank sheet of paper or back of the document (if blank)
- Potentially sort documents that are very light or very dark to scan at the same time to limit scanner setting changes

List Feith Users

- List of CX user names (if applicable) with SSU email addresses

User Permissions

- List of permissions for each user for each of the different document types

- Options are View, Update, and/or delete

- View, scan, index, or combination.

How to Retrieve Your Documents?

- What fields will be helpful in finding the documents after they have been scanned, such as dates, document types, or IDs.

Typical Feith Processing

- Gather your prepared documents
- Scan your documents
- Index your documents to the proper file cabinets and with the proper fields for retrieving your documents
- FYI: UIS backups the Feith servers nightly
- If you haven't heard from UIS about a backup failure, you may shred your completed documents or refile your documents that will not be getting shredded.

Conclusion

- Any questions?