



Title: Scan Station - Setting Preferences
Authority: Records Management Program
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Introduction

These procedures are set forth to ensure that all documents scanned and edited through the system software (Fortis) will be available for output with the necessary quality prior to destruction of the original paper documents.

Fortis offers a variety of operating preferences that affect the appearance of the Scan Station desktop and the way in which Fortis' features function. These preference settings apply to the workstation only and must be set for each Scan Station.

Procedures

Click the Preferences button on the toolbar or choose General Preferences from the Setup menu to access the Preferences window.

The majority of these settings can be set according to the Scan Operator's preference, **except** the **Edit preferences**. The **Edit preferences** will specify whether any edits made to documents are permanent at the time of the edit or after the document is saved.

Because Scan Operators work within live databases and because the source document (the original) is destroyed, it is imperative that the **Edit preferences** be set according to these procedures.

Preferences—Edit Settings

Set This Edit Preference...

To...

Auto Save
SETTING = off

enable Fortis to automatically save your edits while you work, without prompting

NEVER USE BECAUSE SOURCE DOCUMENTS ARE DESTROYED.

Auto Edit
SETTING = on

enable Fortis to automatically turn on Edit Mode while you work whenever you perform an edit function

Edit Original Document
SETTING = off

enable Fortis to save all the edits you make immediately as you work on the original document. You will not be promoted to Save—you would have to rescan documents to undo any changes made.

NEVER USE BECAUSE SOURCE DOCUMENTS ARE DESTROYED.

Retain Index Data After Save
SETTING = off

specify that you want the index data you enter into a field while indexing and saving documents to remain in the field so you can use it to index the next document

View Document After Indexing
SETTING = off

specify that you want to automatically display a document in the Viewer after you have indexed it

Use Enter to Save on Last Field
SETTING = on

specify that you want pressing the Enter key on the last field to save a document while manually inputting index field values

Preferences—Scan Settings

Set This Scan Preference...

To...

Blank Page Threshold
Setting = 95

The threshold setting determines what parts of the image will be black and what parts will be white.