BDM QuickScan Pro

QuickScan Pro is a desktop application installed on a scan station by the BDM unit in order to scan documents into the system. A user will need to first scan a batch of documents into QuickScan Pro, verify a batch then export them into BDM.

**Note: Reviewing Batch Naming**

Batch names can be re-used once the batch has been indexed so coordination with the Index personnel is required.

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### Scan a Batch

Be sure to verify document images are clear and legible.

1. Launch *QuickScan Pro*.
2. Select *Scan* arrow, then Select the Profile.
3. Continue Scan window appears, Select *Continue*.
4. Continue Scan window appears again, Select *Stop*.
5. Input a *Batch Name*.
6. Press `<F5>`

### Profile to Choose

College Transcripts—Color Transcripts

Black & white documents can be scanned with either profile BW Brightness 125 duplex or simplex.

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### Export Scanned Batch

1. Verify Batch, Delete blanks and/or rotate pages.
2. Press `<F6>`, a export window will appear.
3. Select *BS-ADMIN-PROD*, then Select *Export*.
4. Batch Export Successful window appears, Select *OK*.