

## 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.

### 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.

### 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**.