INTRODUCTION

SCEIS prevents users in SAP from deleting pages of imaged documents. Prior to May 2010 some users were able to delete pages while viewing images in SAP. Security was increased in May 2010 to disable that ability. The purpose of the security measure is to protect financial audit trails and personnel records in SCEIS.

Scan operators can delete pages in OnBase before a scanned document has been committed and sent to SAP. The scan operator must decide before a document is scanned whether pages will need to be deleted.

Pages usually need to be deleted for one of two reasons: the scanner is scanning blank pages or there are unnecessary pages that are time-consuming for approvers and auditors to page through.

Your scanner should ignore blank pages and not scan them. Contact the SCEIS Help Desk for assistance in adjusting your scanner so that you do not have to delete blank pages by hand.

Scan operators can delete pages while a scanned batch is in OnBase in ‘Awaiting Document Separation’ or ‘Awaiting Index’; however, the scan operator must decide before a document is scanned whether pages need to be deleted and select the Pre-Index Scan Mode setting before scanning. An Indexing step must then be performed after Document Separation. Instructions are as follows.
INSTRUCTIONS

Scanning steps to delete pages from images in OnBase

Select your Scan Queue and Document Type.

*Click* Scan Mode *Pre-Index*

![Scan Mode Selection](image)

Scan the document

*Click* Awaiting Document Separation

*Double-Click* the batch to display the document list.

![Document List](image)

*Double-Click* the document (example: PAY Invoice Direct) to view the image.
Right-Click...Left-Click Delete/Reorder Pages

Double-Click on the pages to be deleted. A red X will show on those pages.

Click the icon called Save Changes and Close.

Click Yes
The pages are deleted.

*Click X to close the image viewing window.*

Perform or Skip document separation as you normally would do. The batch is now in the Awaiting Index queue.

*Click* to select *Awaiting Index*

*Left-Click* to highlight the batch

*Right-Click* the highlighted batch...*Click Index Documents*

*Click Index*

Scanning is complete. Images have been sent to SAP.