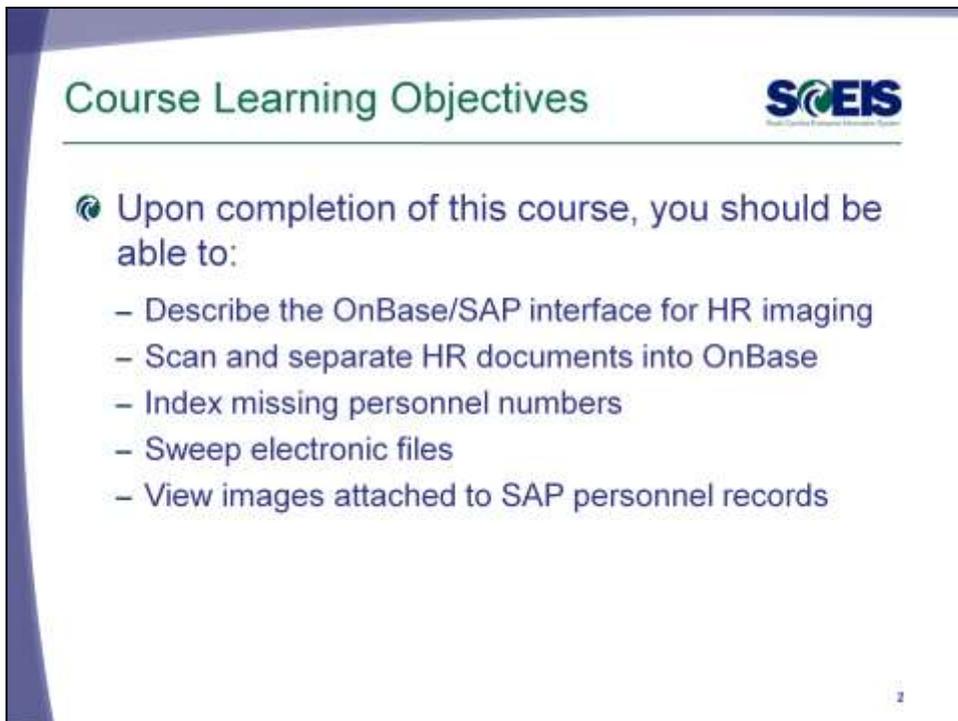




Welcome to IMG200 SCEIS Document Imaging for HR.



**Course Learning Objectives** 

Upon completion of this course, you should be able to:

- Describe the OnBase/SAP interface for HR imaging
- Scan and separate HR documents into OnBase
- Index missing personnel numbers
- Sweep electronic files
- View images attached to SAP personnel records

2

Upon completion of this course, you should be able to:

- Describe the OnBase/SAP interface for HR imaging
- Scan and separate HR documents into OnBase
- Index missing personnel numbers
- Sweep electronic files
- View images attached to SAP personnel records



**Course Map** 

- ④ **Lesson 1:** OnBase/SAP Interface for HR Imaging
- ④ **Lesson 2:** Scanning HR Documents into OnBase
- ④ **Lesson 3:** Document Separation in OnBase
- ④ **Lesson 4:** Indexing Missing Personnel Numbers and Scanning Multiple Documents
- ④ **Lesson 5:** Sweep Electronic Files
- ④ **Lesson 6:** View Images Attached to SAP Personnel Records

Approximate Course Time – 3 hours

3

We will cover six lessons in this course:

In Lesson 1, we will view the OnBase/SAP interface for HR Imaging.

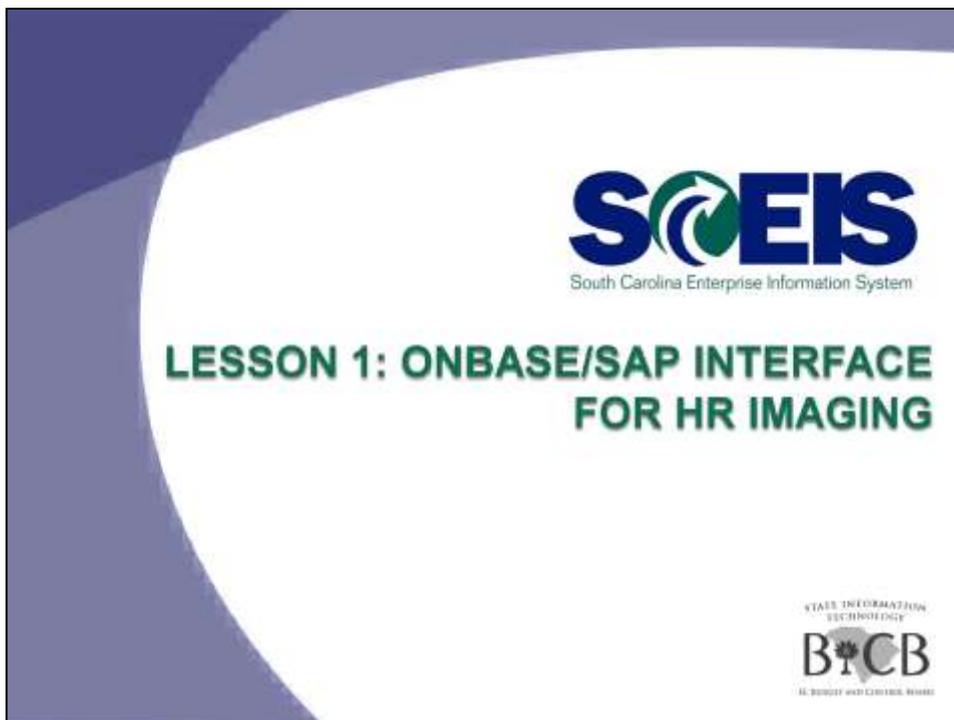
In Lesson 2, we will scan HR documents into OnBase.

We will separate documentation in OnBase in Lesson 3.

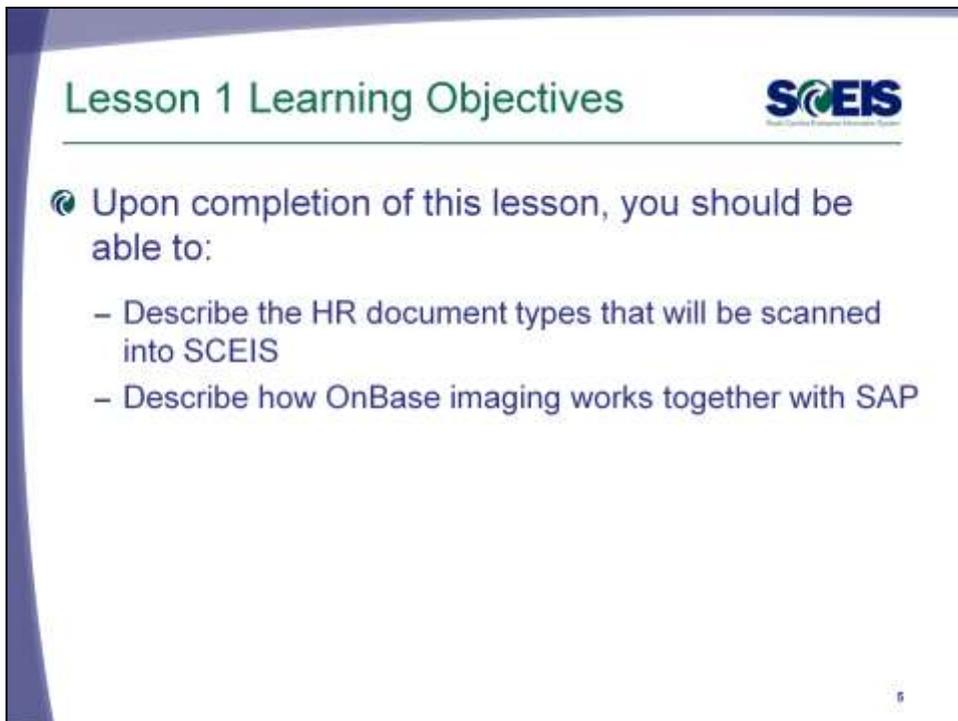
In Lesson 4, we will index missing personnel numbers, and scan multiple documents at once.

In Lesson 5, we will sweep electronic files.

And finally, in Lesson 6, we will view images attached to SAP Personnel Records.



In the first lesson, we will view the OnBase/SAP Interface for HR Imaging.



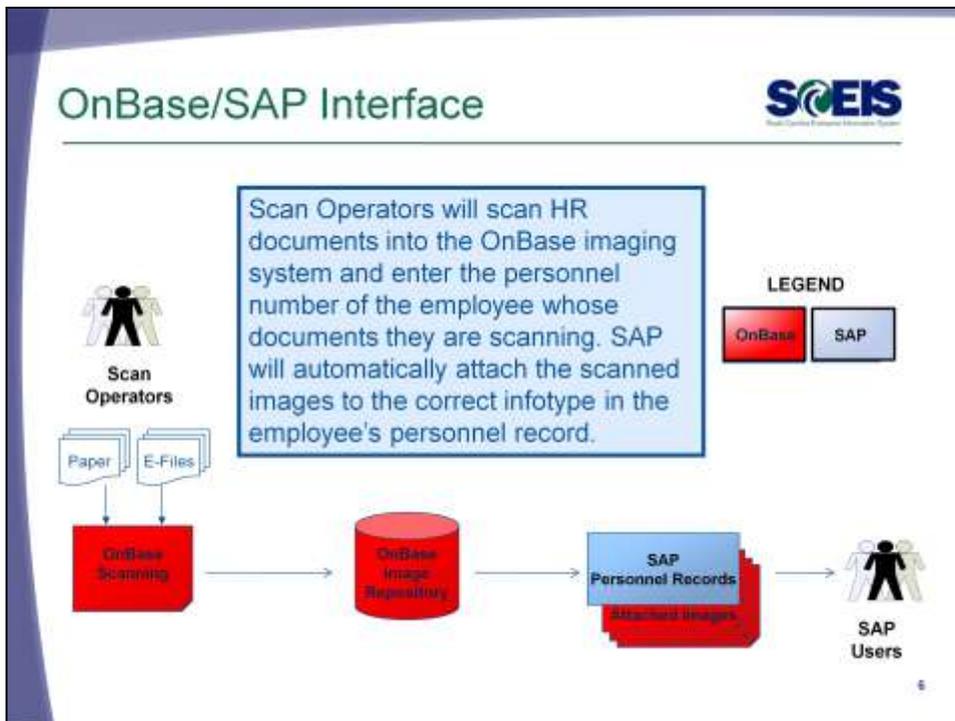
**Lesson 1 Learning Objectives** 

- Upon completion of this lesson, you should be able to:
  - Describe the HR document types that will be scanned into SCEIS
  - Describe how OnBase imaging works together with SAP

5

Upon completion of this lesson, you should be able to:

- Describe the HR document types that will be scanned into SCEIS
- Describe how OnBase imaging works together with SAP



In order for OnBase to interface with SAP, Scan Operators will scan HR documents into the OnBase imaging system, and they will enter the personnel number of the employee whose documents they are scanning. SAP will automatically attach the scanned images to the correct infotype in the employee's personnel record.

## HR Imaging Document Types

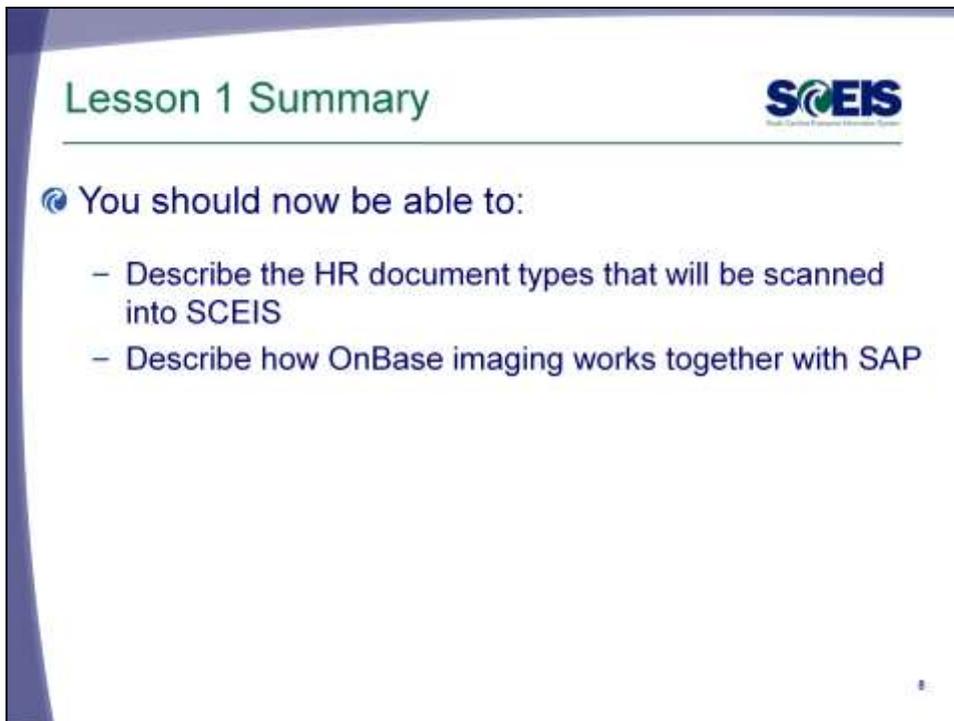


The documents listed here will be scanned into SCEIS and attached to the employee's personnel record.

**NOTE:** The scanning process for travel documents will vary slightly.

DOCUMENT TYPES	INFOTYPE
<b>EPMS DOCUMENTS</b>	
EPMS Evaluation Document	IT0024
EPMS Planning Document	IT0024
<b>GENERAL DOCUMENTS</b>	
Dual Employment Agreement	IT0554
Employment Application & Supporting Documents	IT0000
I9 Supporting Documents	IT0094
License & Credentials Documents	IT0795
Non-Resident Supporting Documents	IT0048
Position Description	IT1002
Supportive Documents for Name Change	IT0002
<b>PAYROLL DOCUMENTS</b>	
Benefits Enrollment Form (NOE)	IT0171
Direct Deposit Form Authorization	IT0009
Federal W-4 Deduction Form	IT0210 FED subtype
Garnishment Order	IT0194
Retirement Forms	IT0169
Savings Bond Purchase Form	IT0103
SC W-4 Deduction Form	IT0210 SC subtype
Voluntary Deductions – Onetime	IT0015
Voluntary Deductions – Recurring	IT0014
<b>TRAVEL DOCUMENTS</b>	
Expenses Claimed Documentation	Not applicable
Trip Request Documentation	Not applicable

The documents listed here will be scanned into SCEIS and attached to the employee's personnel record. Please note that the scanning process for travel documents is slightly different than other document types. We will discuss the travel document variations where applicable.

A presentation slide titled "Lesson 1 Summary" with the SCEIS logo in the top right corner. The slide lists two learning objectives: describing HR document types scanned into SCEIS and describing how OnBase imaging works with SAP. A small number "8" is in the bottom right corner.

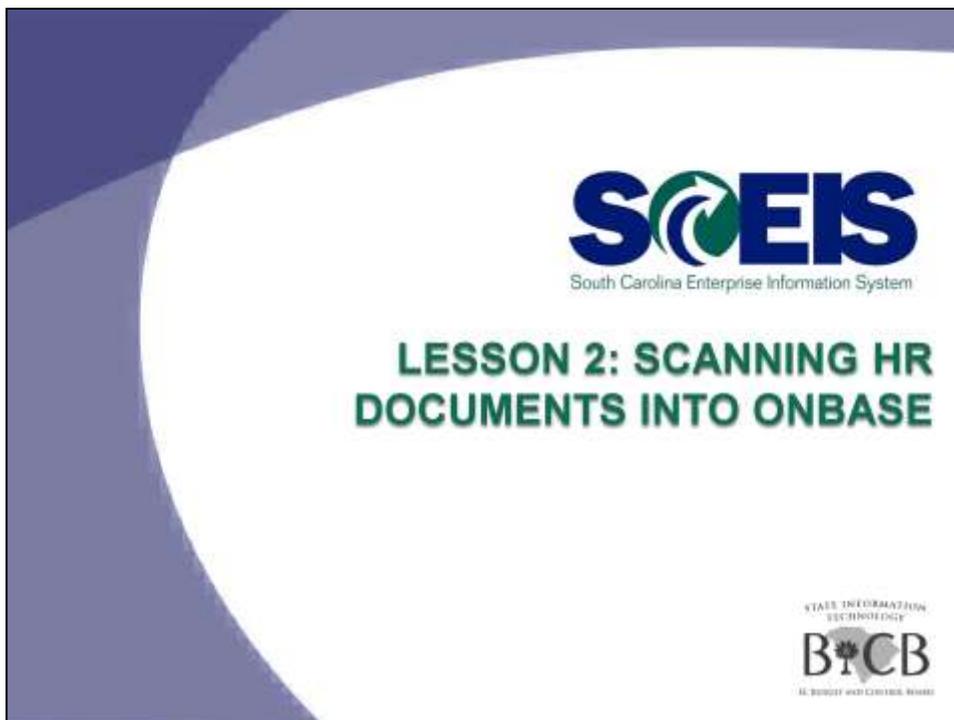
## Lesson 1 Summary

**SCEIS**  
South Carolina Employment Information System

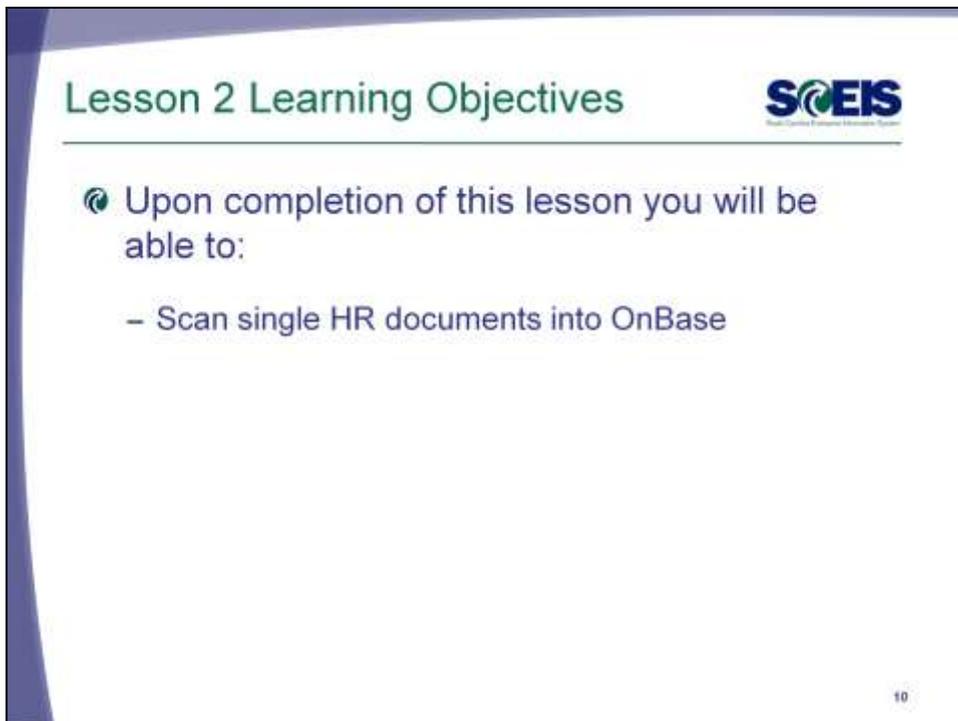
- You should now be able to:
  - Describe the HR document types that will be scanned into SCEIS
  - Describe how OnBase imaging works together with SAP

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This concludes Lesson 1.



In Lesson 2, we will scan HR documents into OnBase.



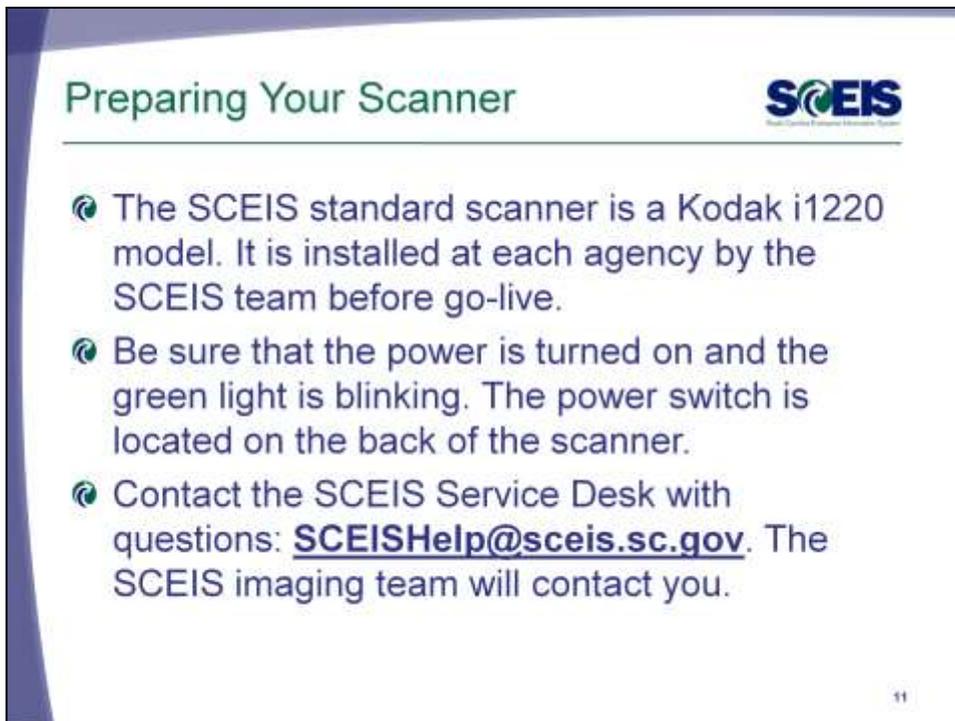
**Lesson 2 Learning Objectives** 

- Upon completion of this lesson you will be able to:
  - Scan single HR documents into OnBase

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Upon completion of this lesson, you should be able to scan a single HR document into OnBase. When you become accustomed to scanning you will be able to scan multiple documents together in one batch. However, for the first several days that you are scanning, it is recommended that you scan one document at a time.

We will see how to scan multiple documents at the same time in Lesson 5.



**Preparing Your Scanner** 

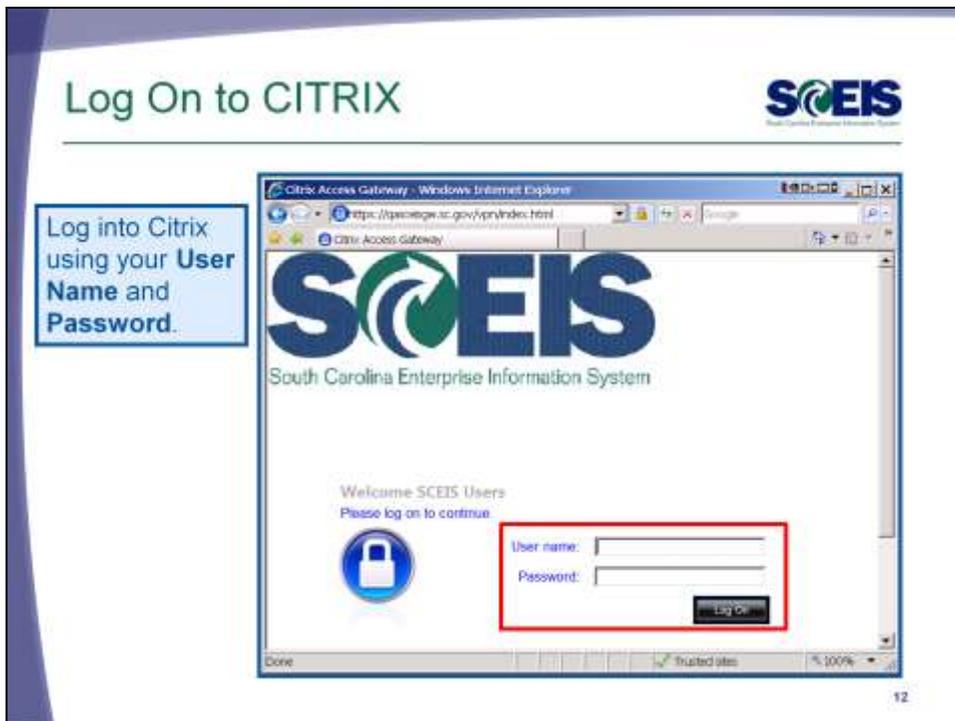
- The SCEIS standard scanner is a Kodak i1220 model. It is installed at each agency by the SCEIS team before go-live.
- Be sure that the power is turned on and the green light is blinking. The power switch is located on the back of the scanner.
- Contact the SCEIS Service Desk with questions: [SCEISHelp@sceis.sc.gov](mailto:SCEISHelp@sceis.sc.gov). The SCEIS imaging team will contact you.

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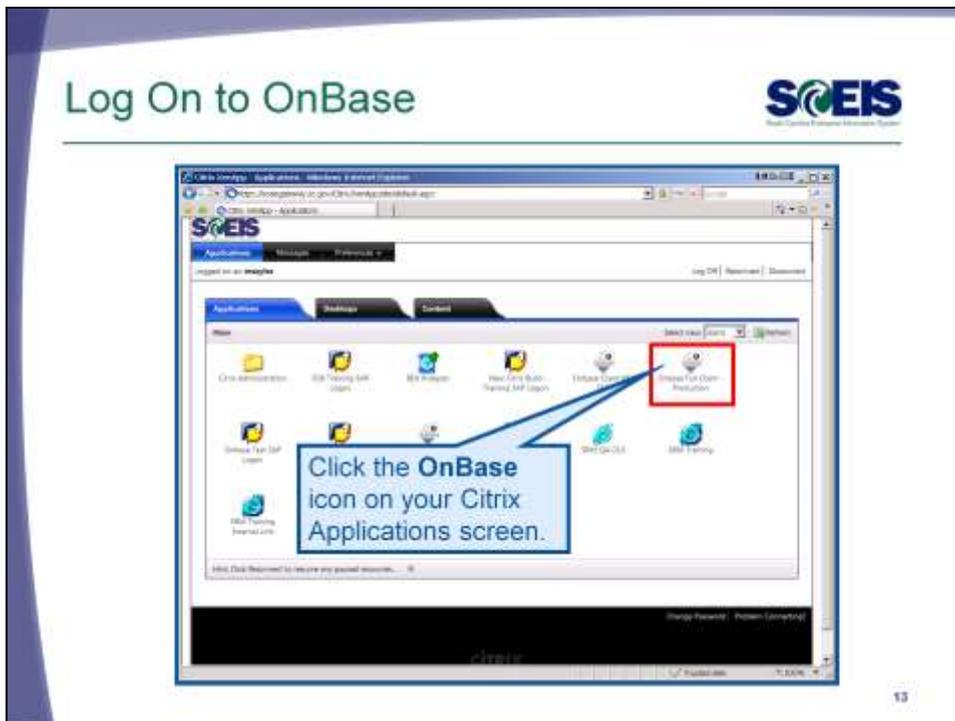
Lessons in this course are oriented around the SCEIS standard scanner: the Kodak i1220. It is installed at each agency by the SCEIS team before go-live.

To use the scanner, be sure that the power is turned on, and the green light is blinking. The power switch is located on the back of the scanner.

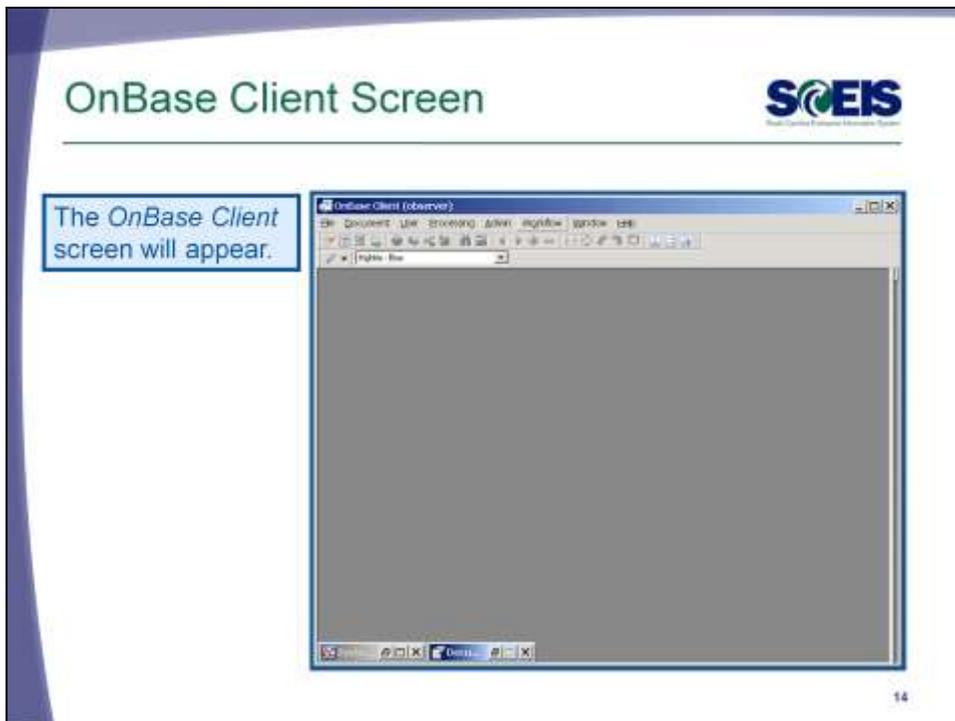
If you have any questions about other scanners, contact the SCEIS Service Desk at [SCEISHelp@sceis.sc.gov](mailto:SCEISHelp@sceis.sc.gov).



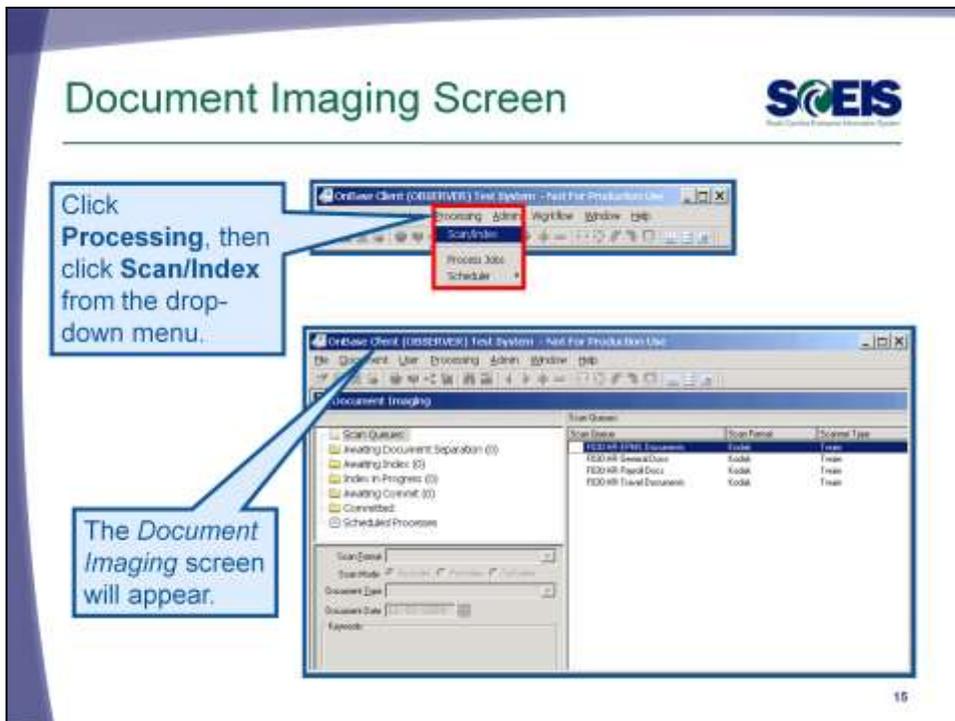
To access OnBase, log into Citrix using your user name and password.



Then, click on the OnBase Full Client button to launch OnBase.



The OnBase client screen will appear.



To open the Document Imaging Screen, click on Processing and then Scan/Index from the drop-down menu. The Document Imaging screen will appear.

## Selecting Scan Queue

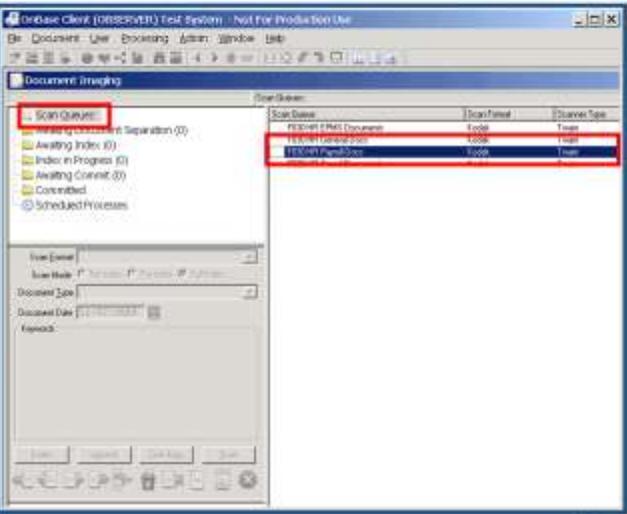


Click **Scan Queues**.

Double-Click on the appropriate document category:

- EPMS Documents
- General Documents
- Payroll Documents
- Travel Documents

This will activate the **Scan Format** and **Document Type** fields.



Scan Queue	Scan Format	Document Type
EPMS Payroll	EPMS	Payroll
EPMS Payroll	EPMS	Payroll

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To select a Scan Queue, click Scan Queues in the upper left side of the screen. Double-click on the appropriate document category in order to activate the Scan Format and Document Type fields.

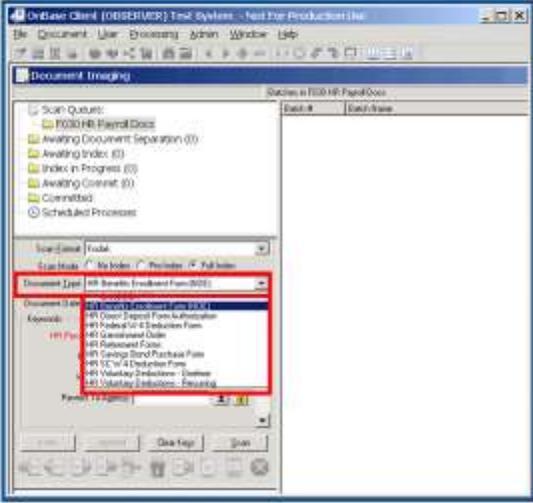
## Selecting Document Type



Click the **Document Type** drop-down arrow to select the type of document being scanned.

**NOTE:** If the **Scan Format** area is blank, click the drop-down arrow and select your scanner.

**IMPORTANT!!!!**  
Selecting the document type determines the infotype to which the document will be attached.



Once activated, click the Document Type drop-down arrow to select the type of document being scanned. If the Scan Format field is blank, you will need to select your scanner from the dropdown.

It is important to note that selecting the document type determines which infotype the document will be attached to. So it is important that you select the correct one.

## Entering Personnel Number

Enter the **Personnel Number** of the employee whose documents you are scanning.

**NOTE:** Do not enter a **Personnel Number** for travel documents. When the trip document is scanned, the scanner will read the bar code on the trip document and will look up the **Personnel Number** in SAP.

Scan Format:

Scan Mode:  No Index  Pie Index  Full Index

Document Type:

Document Date:

Personnel:

HR Personnel Number:

HR First Name:

HR Last Name:

Restrict To Agency:

**IMPORTANT!!!!**

Entering the personnel number determines the personnel record to which the document will be attached.

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Enter the Personnel Number of the employee whose documents you are scanning. This is an important step to ensure the document is attached to the correct personnel record.

Please note that you should not enter a Personnel Number for travel documents. When the trip document is scanned, the scanner will read the bar code on the trip document and will look up the Personnel Number in SAP.

## Scanning the Document

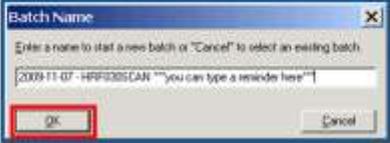


Place the HR document into the scanner "diving in backwards" (upside down, face down), and click the **Scan** button.

The *Batch Name* screen will appear with the date and your user name. **Optional:** You can position the cursor after your user name and type a reminder about what is in the batch.

Click the **OK** button.

The document pages will feed through the scanner.

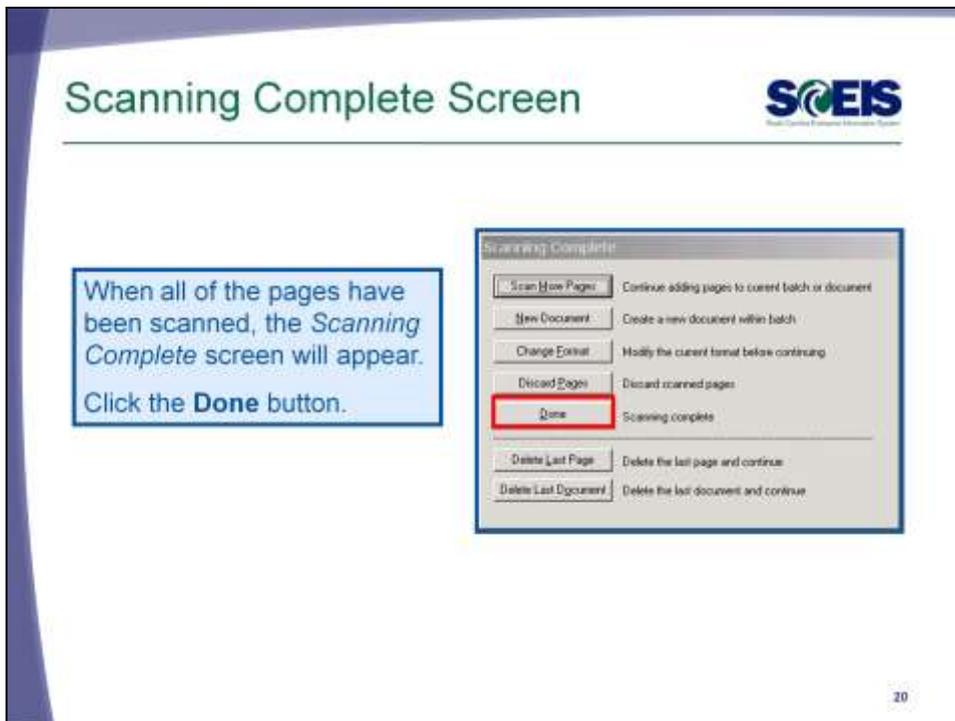



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Place the HR document into the scanner upside down and face down, and click the Scan button.

The Batch Name screen will appear with the date and your user name. If you want to type a reminder about what is in the batch, you can position the cursor after your user name and type a reminder here.

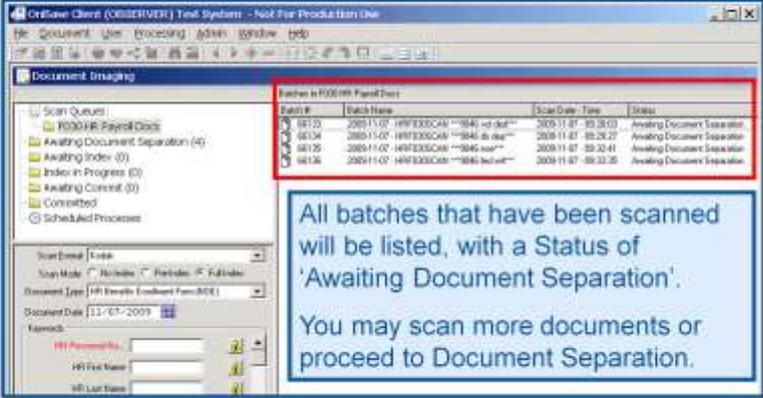
Click the OK button, and the document pages will feed through the scanner.



When all of the pages have been scanned, the Scanning Complete screen will appear. Click the Done button.

## Scanned Batch List



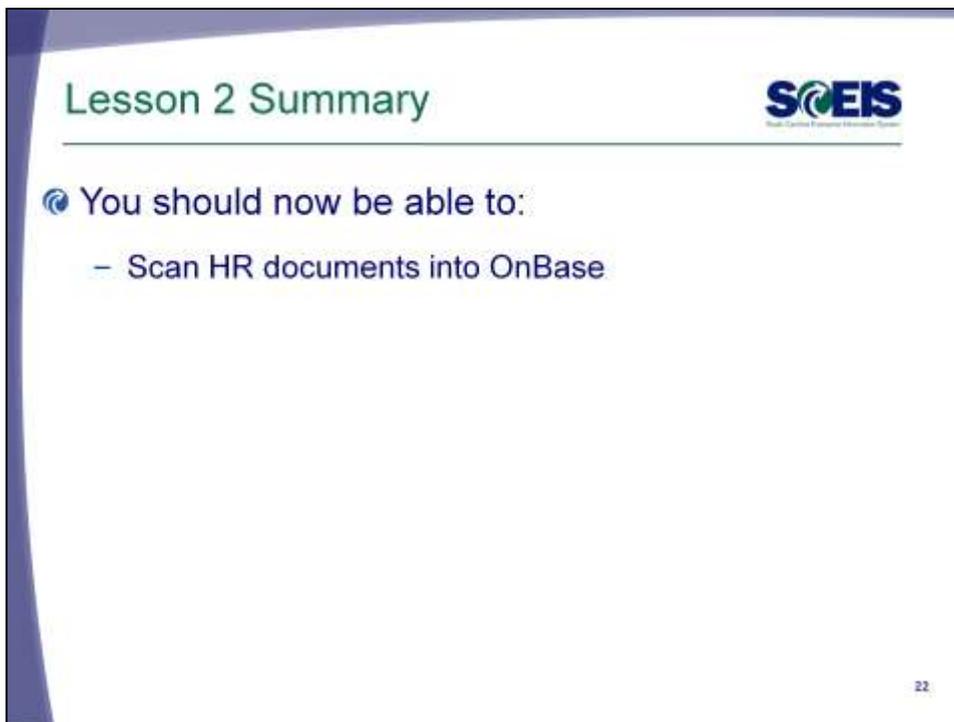


Batch #	Batch Name	Scan Date - Time	Status
66123	20091102 - HRFE000CAN --846-nd-nd-11	2009-11-02 09:28:03	Awaiting Document Separation
66134	20091102 - HRFE000CAN --846-ds-ds-11	2009-11-02 09:28:27	Awaiting Document Separation
66125	20091102 - HRFE000CAN --846-nd-nd-11	2009-11-02 09:30:41	Awaiting Document Separation
66126	20091102 - HRFE000CAN --846-nd-nd-11	2009-11-02 09:33:35	Awaiting Document Separation

All batches that have been scanned will be listed, with a Status of 'Awaiting Document Separation'. You may scan more documents or proceed to Document Separation.

**IMPORTANT!!!!**  
Documents are not attached to SAP yet.  
You must perform Document Separation.

All batches that have been scanned will be listed in the upper right side of the screen, with a Status of 'Awaiting Document Separation', meaning they are not attached to SAP yet. To attach them to SAP, you will need to complete our next step: Document Separation.

A presentation slide titled "Lesson 2 Summary" with the SCEIS logo in the top right corner. The slide lists a learning objective: "You should now be able to:" followed by a bullet point: "Scan HR documents into OnBase". The slide number "22" is in the bottom right corner.

**Lesson 2 Summary**

**SCEIS**  
South Carolina Employment Security System

• You should now be able to:

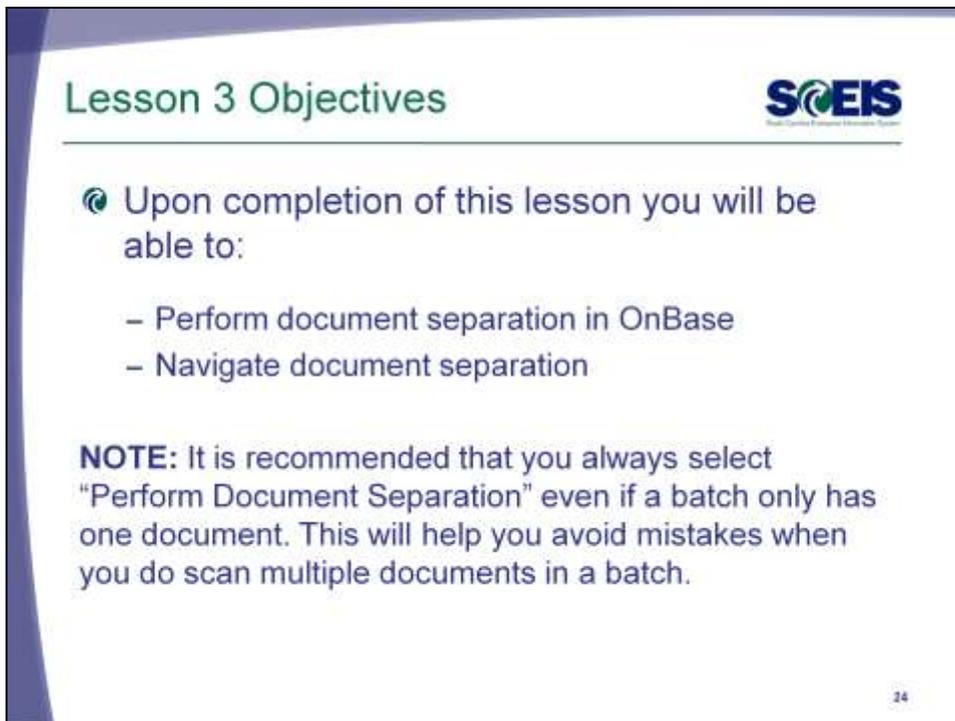
- Scan HR documents into OnBase

22

This concludes Lesson 2.



In Lesson 3, we will separate documents in OnBase.

A presentation slide titled "Lesson 3 Objectives" with the SCEIS logo in the top right corner. The slide lists two objectives: performing document separation in OnBase and navigating document separation. A note at the bottom recommends selecting "Perform Document Separation" for all batches to avoid mistakes.

**Lesson 3 Objectives**

**SCEIS**

• Upon completion of this lesson you will be able to:

- Perform document separation in OnBase
- Navigate document separation

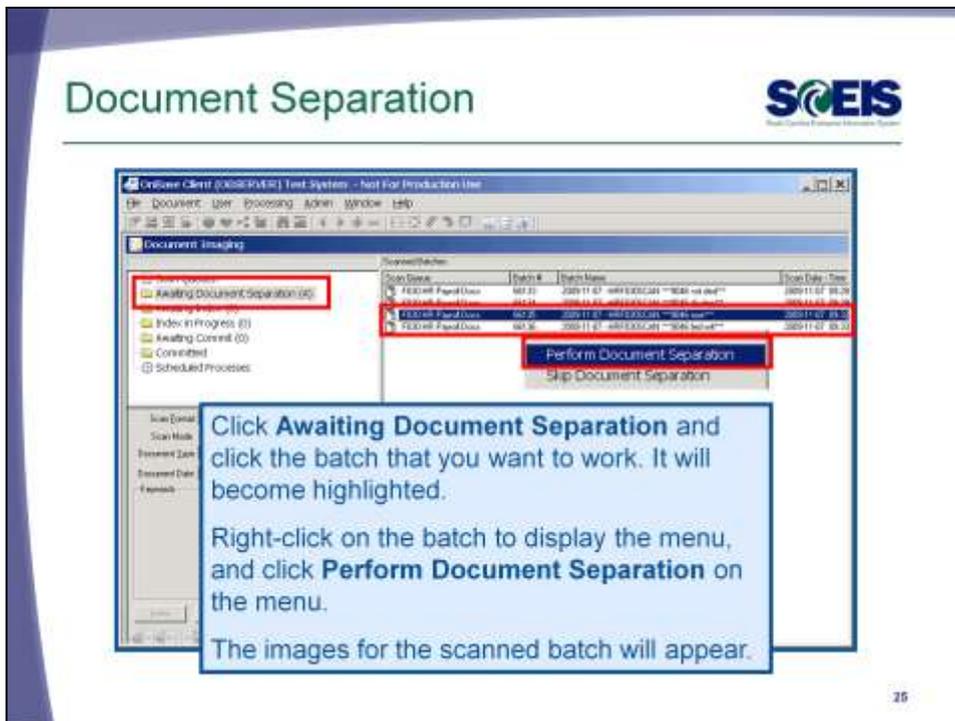
**NOTE:** It is recommended that you always select “Perform Document Separation” even if a batch only has one document. This will help you avoid mistakes when you do scan multiple documents in a batch.

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Upon completion of this lesson you will be able to:

- Perform document separation in OnBase
- Navigate document separation

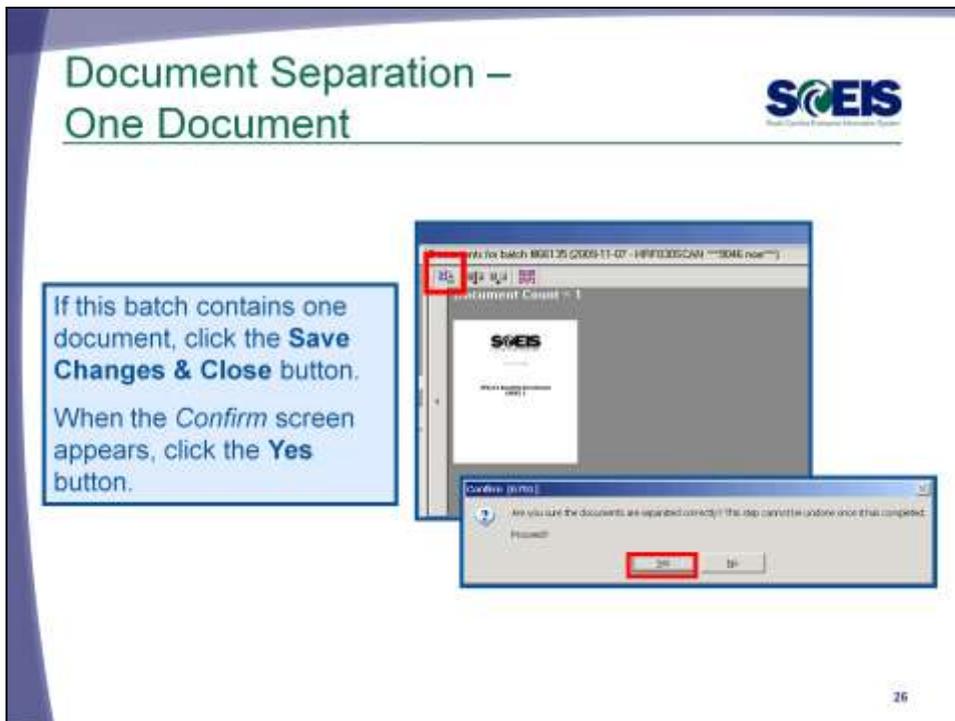
It is recommended that you always select “Perform Document Separation” even if a batch only has one document. This will help you avoid mistakes when you do scan multiple documents in a batch.



To separate documents, you will need to click Awaiting Document Separation, and click the batch that you want to work. It will become highlighted.

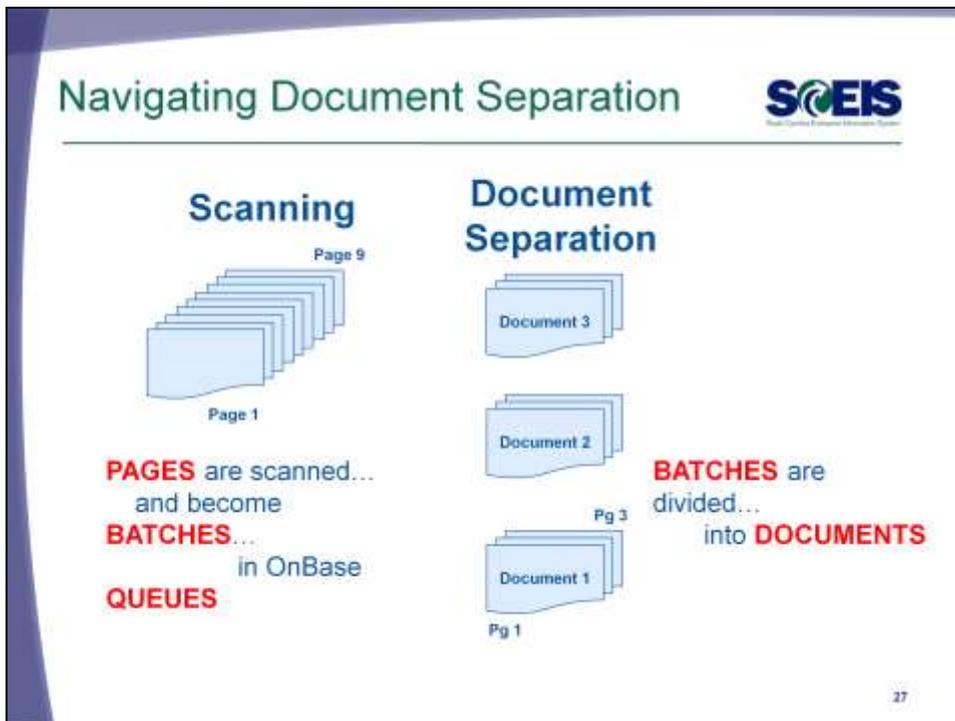
Right-click on the batch to display the menu, and click Perform Document Separation on the menu.

The images for the scanned batch will appear.



If this batch contains one document, click the Save Changes & Close button.

When the Confirm screen appears, click the Yes button.

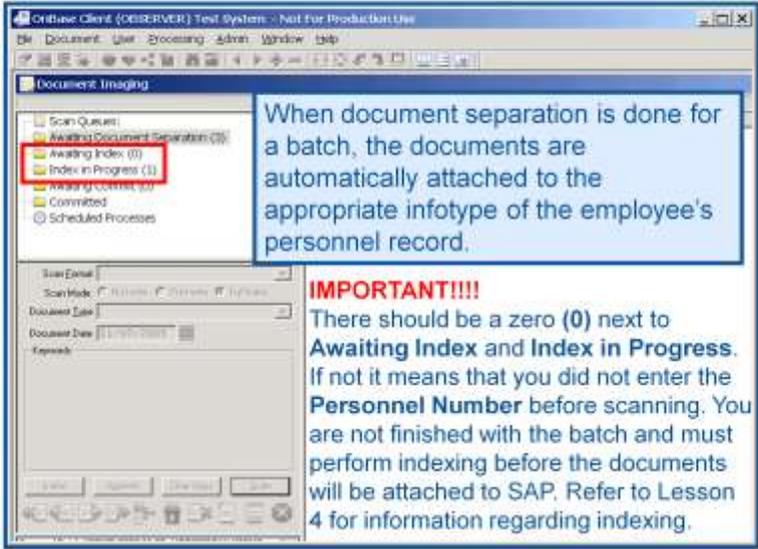


After you have become comfortable scanning one document at a time you may prefer to scan several documents in a single batch and separate them using the Document Separation feature of OnBase. When you scan several documents at once, OnBase sees them as just a batch of individual pages. You will need to tell OnBase how to group the pages into separate documents using the Document Separation function.



## Zero (0) in Indexing





When document separation is done for a batch, the documents are automatically attached to the appropriate infotype of the employee's personnel record.

**IMPORTANT!!!!**  
 There should be a zero (0) next to **Awaiting Index** and **Index in Progress**. If not it means that you did not enter the **Personnel Number** before scanning. You are not finished with the batch and must perform indexing before the documents will be attached to SAP. Refer to Lesson 4 for information regarding indexing.

When document separation is done for a batch, the documents are automatically attached to the appropriate infotype of the employee's personnel record. You have finished with that batch.

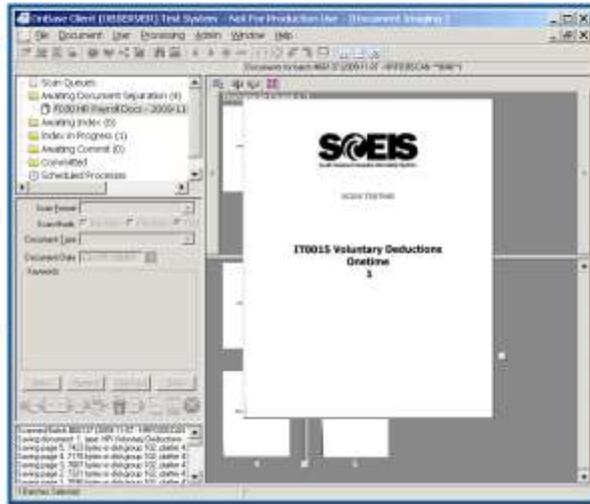
Please note, however, if there is not a zero next to the Awaiting Index and Index in Progress menus, it means that you did not enter the Personnel Number before scanning. Therefore, you must perform indexing before the documents will be attached to SAP. Please refer to Lesson 4 for information regarding indexing.



## Navigating Document Separation (Continued)



Double-click a thumbnail image in the bottom window to zoom in on the image. This is useful when the thumbnails are too small to see the document detail.

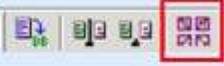


To zoom in on the image, double-click a thumbnail image in the bottom window.

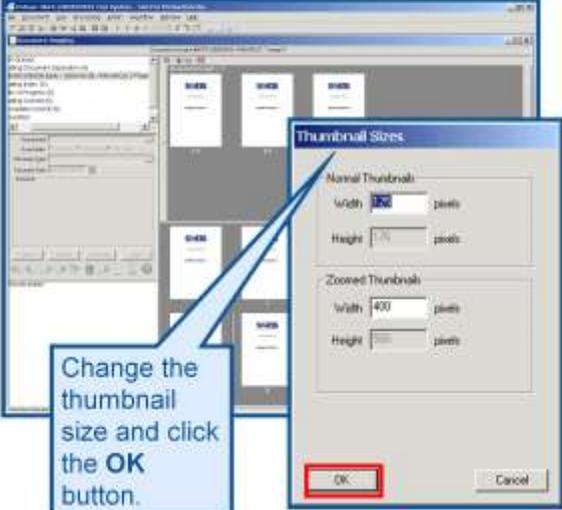
## Navigating Document Separation (Continued)



For large batches, all pages will not fit on the screen. It is sometimes helpful to change the size of thumbnails. To do so, click the icon on the top right, above the top window.



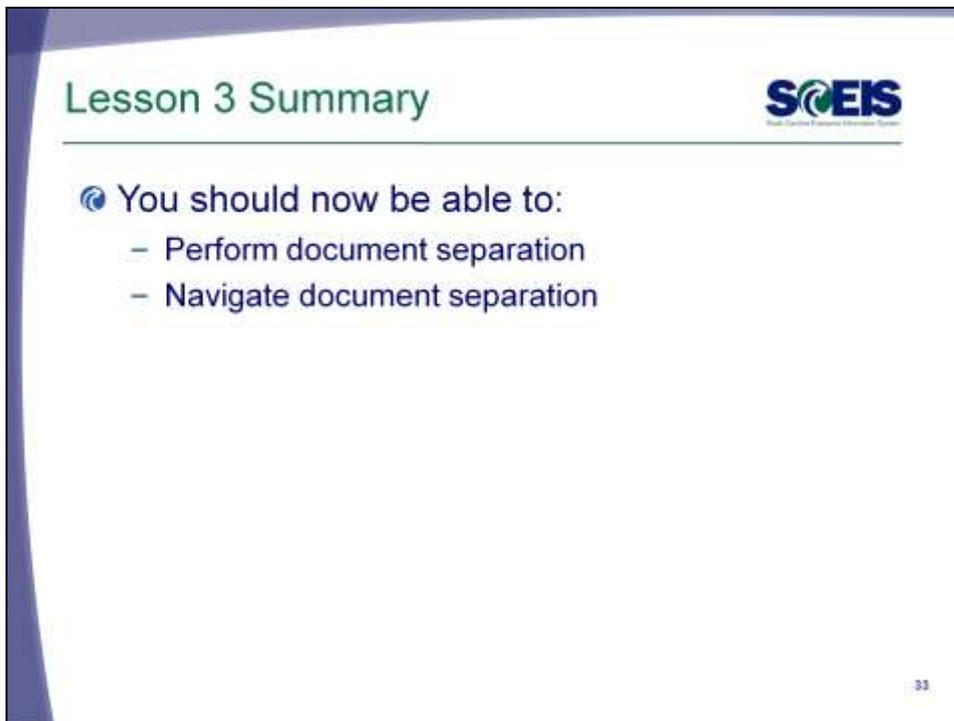
The *Thumbnail Sizes* screen will appear.



Change the thumbnail size and click the **OK** button.

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For large batches, all pages will not fit on the screen. It is sometimes helpful to change the size of thumbnails. To do so, click the icon on the top right, above the top window. When the Thumbnail Sizes screen appears, change the size appropriately, and click OK.

A presentation slide titled "Lesson 3 Summary" with the SCEIS logo in the top right corner. The slide lists two bullet points under the heading "You should now be able to:". The first bullet point is "Perform document separation" and the second is "Navigate document separation". The slide number "33" is in the bottom right corner.

**Lesson 3 Summary**

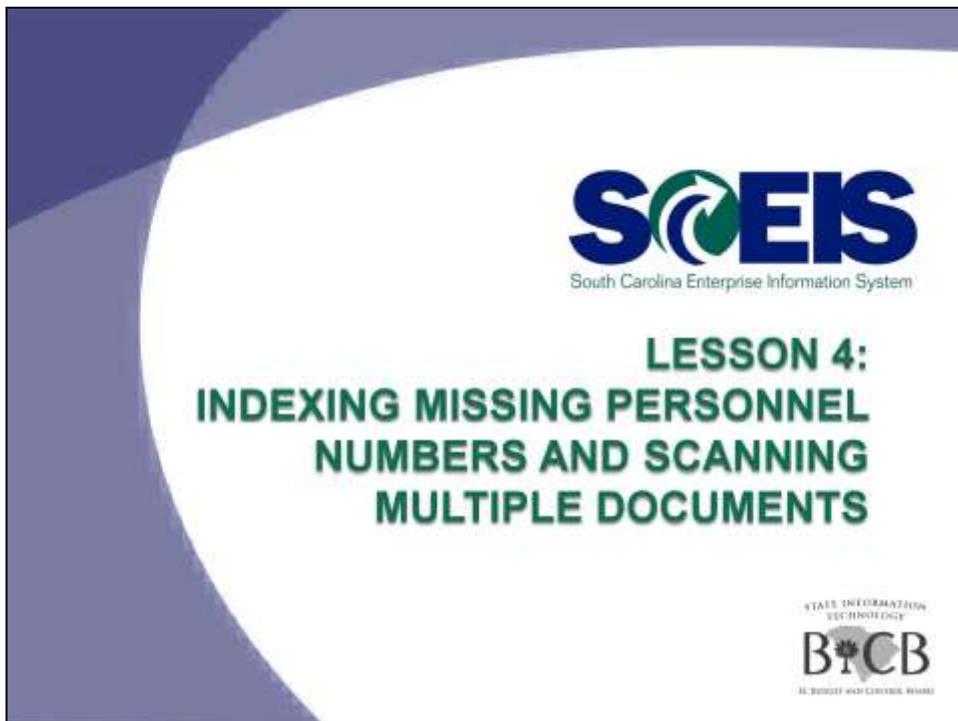
**SCEIS**  
South Carolina Environmental Information System

• You should now be able to:

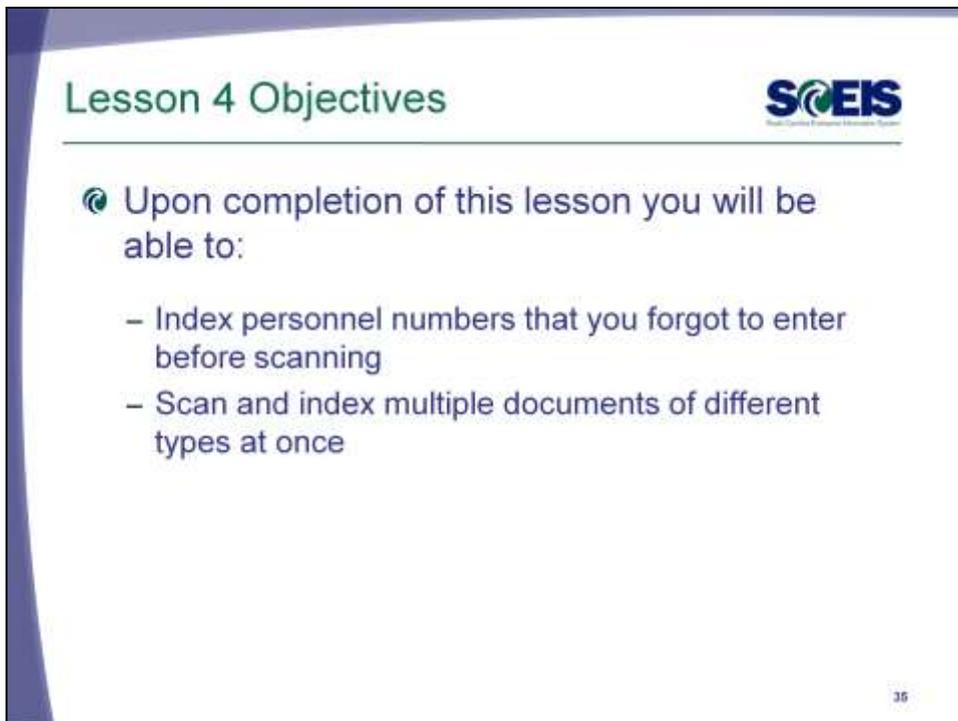
- Perform document separation
- Navigate document separation

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This concludes Lesson 3.



In Lesson 4, we will index missing personnel numbers and scan multiple documents.



**Lesson 4 Objectives**

**SCEIS**

Upon completion of this lesson you will be able to:

- Index personnel numbers that you forgot to enter before scanning
- Scan and index multiple documents of different types at once

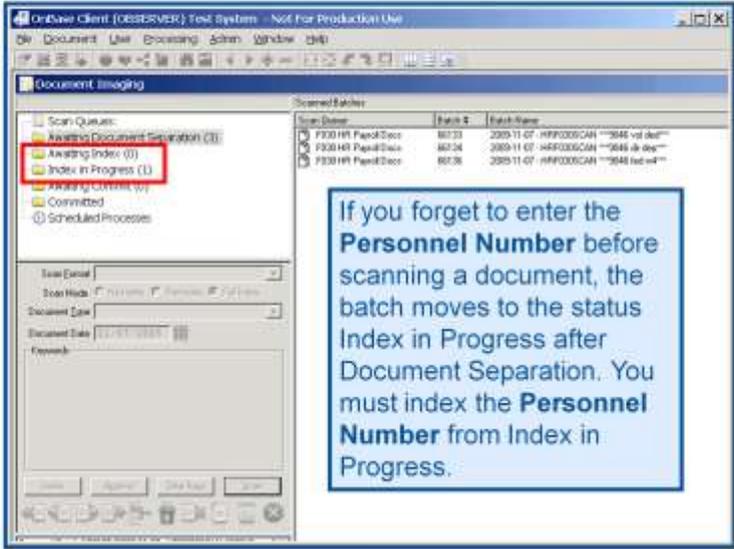
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Upon completion of this lesson you will be able to:

- Index personnel numbers that you forgot to enter before scanning
- Scan and index multiple documents of different types at once

## Indexing Missing Personnel Numbers





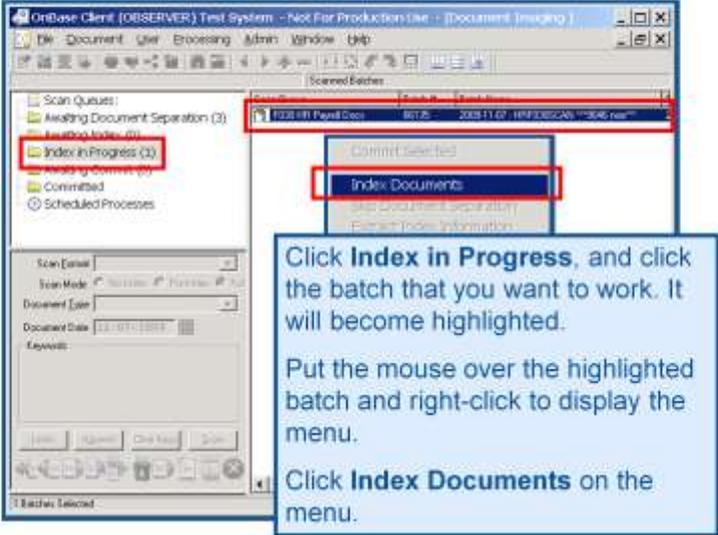
The screenshot shows the 'OnBase Client (OBSERVER) Test System' window. The 'Document Imaging' section is active, displaying a 'Scanned Batch' table with columns for 'Scan Date', 'Page #', and 'Batch Name'. The 'Index in Progress (1)' status is highlighted with a red box. A callout box contains the following text:

If you forget to enter the **Personnel Number** before scanning a document, the batch moves to the status **Index in Progress** after Document Separation. You must index the **Personnel Number** from **Index in Progress**.

If you forget to enter the Personnel Number before scanning a document, the batch moves to the status Index in Progress after Document Separation. You must index the Personnel Number before continuing.

## Indexing Missing Personnel Numbers (Continued)





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To do so, click Index in Progress, and click the batch that you want to work. It will become highlighted.

Right-Click on the highlighted batch so that the menu appears, and click Index Documents on the menu.

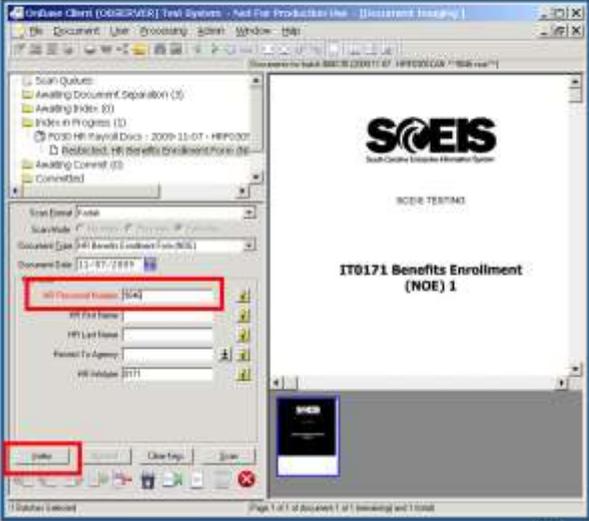
The first page of the document will appear.

## Indexing Missing Personnel Numbers (Continued)



Enter the **Personnel Number** and click **Index**. The document is automatically attached to the appropriate infotype of the SAP personnel record, and you are finished with imaging for this document.

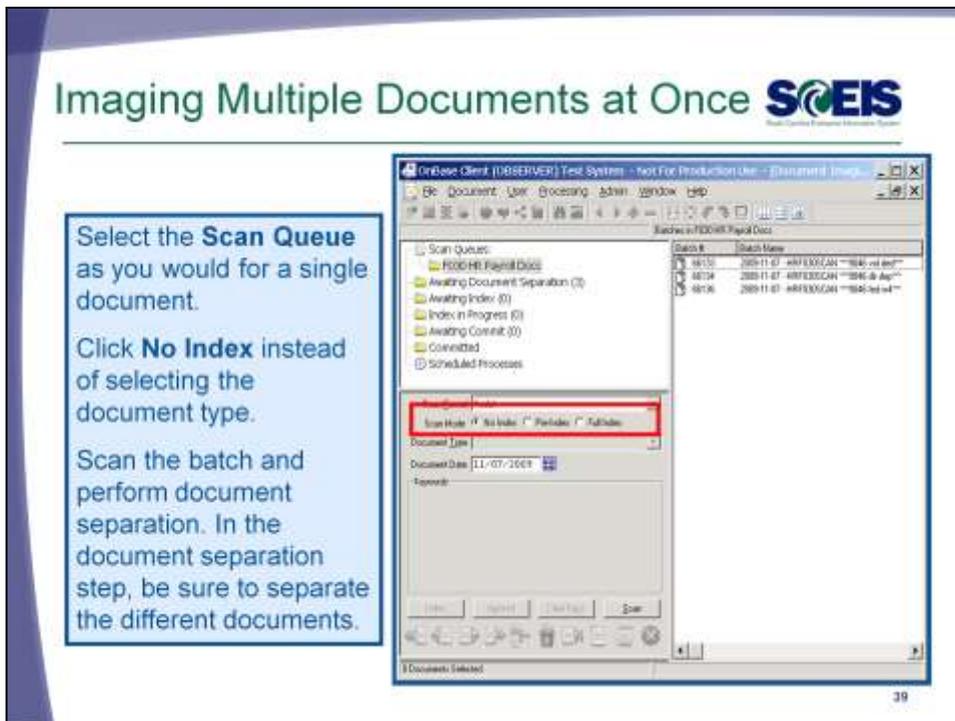
**NOTE:** If a travel document is missing Trip Number and Personnel Number, you should index the Trip Number.



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Enter the Personnel Number and click Index. The document will be automatically attached to the appropriate infotype of the SAP personnel record, and you are finished with imaging for this document.

Please note that if a travel document is missing Trip Number and Personnel Number, you should index the Trip Number.



Select the **Scan Queue** as you would for a single document.

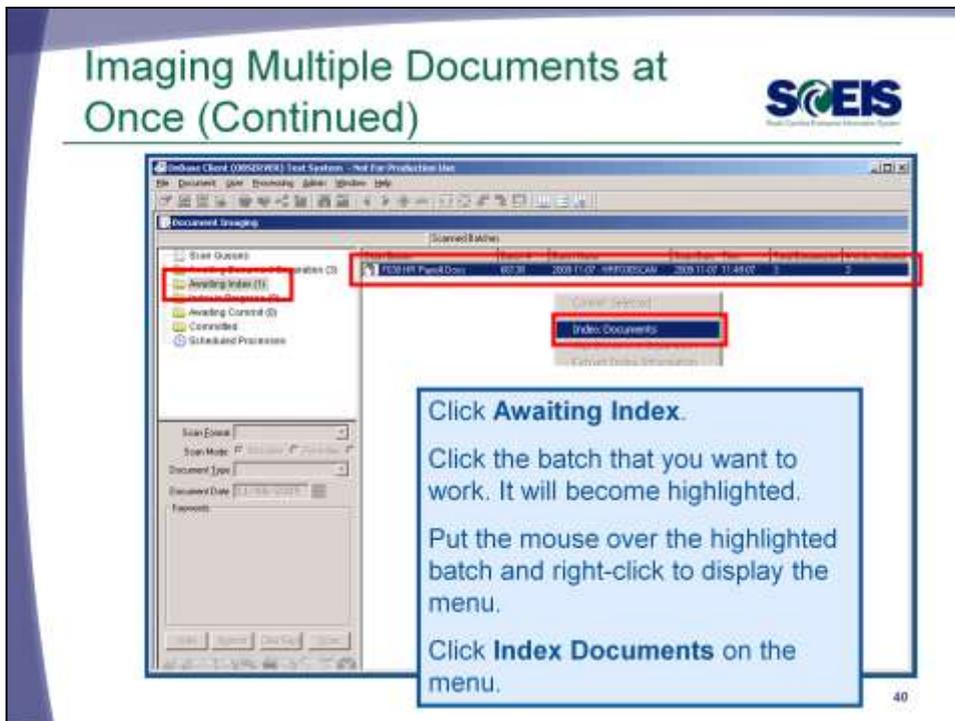
Click **No Index** instead of selecting the document type.

Scan the batch and perform document separation. In the document separation step, be sure to separate the different documents.

In certain situations you will prefer to scan several documents at once instead of a single document. For example, scanning several payroll documents into a single personnel record. Different document types may be scanned in the same batch as long as they belong to the same Scan Queue.

To scan several documents, select the Scan Queue as you would for a single document. Click No Index instead of selecting the document type.

Scan the batch and perform document separation.



Click Awaiting Index and click the batch that you want to work. Once it becomes highlighted, right-click it to display the menu.

Click Index Documents on the menu, and the first document in the batch will appear for indexing.

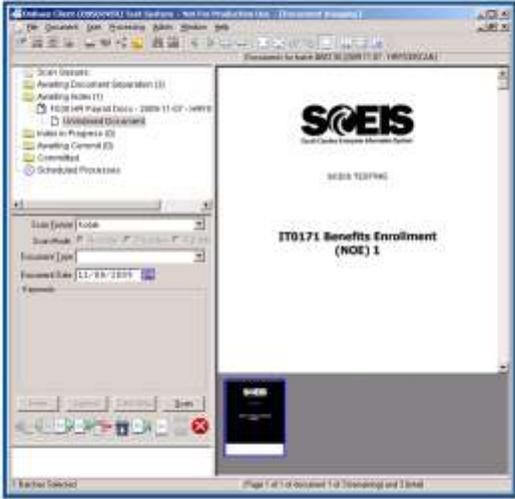
## Imaging Multiple Documents at Once (Continued)



The first document in the batch will appear for indexing.

If the image is too large or too small for your screen you can change the size of the image with the CTRL+ and CTRL- keys.

**NOTE:** You must use the +/- keys on the calculator section of your keyboard.



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Once the first document in the batch appears for indexing, You can enlarge or decrease the image by clicking Control Plus or Control Minus on your keyboard, respectively.

## Imaging Multiple Documents at Once (Continued)

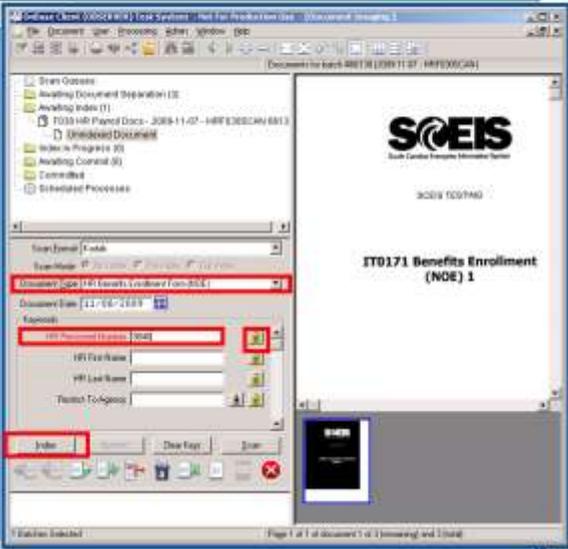


Click the **Document Type** drop-down arrow and select the document type that is displayed. The Keyword area will become visible.

Enter the **Personnel Number**.

If all of the documents in the batch are for the same person, click the lock next to the **Personnel Number**.

Click **Index**.



Click the Document Type drop-down arrow and select the document type that is displayed. The Keyword area will become visible.

Enter the Personnel Number.

If all of the documents in the batch are for the same person, click the lock next to the Personnel Number.

Click Index.

The first document will be indexed and the next document in the batch will appear.

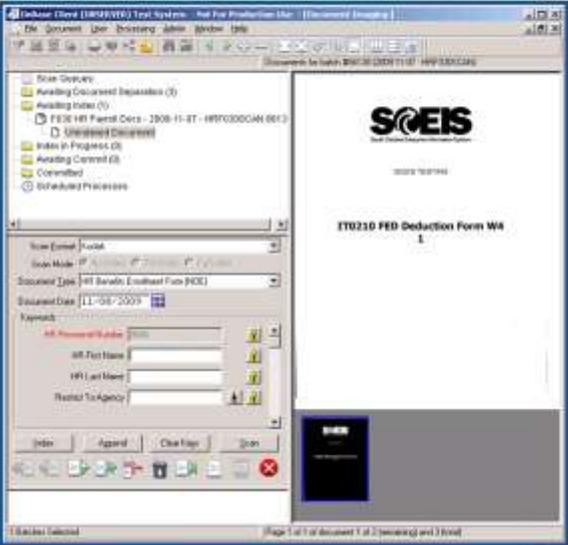
## Imaging Multiple Documents at Once (Continued)



When the next document in the batch appears, the **Personnel Number** will already be indexed if you locked it.

Change the document type to the document that is displayed and click **Index**. Continue until all documents in the batch have been indexed.

When all documents have been indexed, they are attached to the appropriate infotypes of the personnel record. You are now finished with this batch.

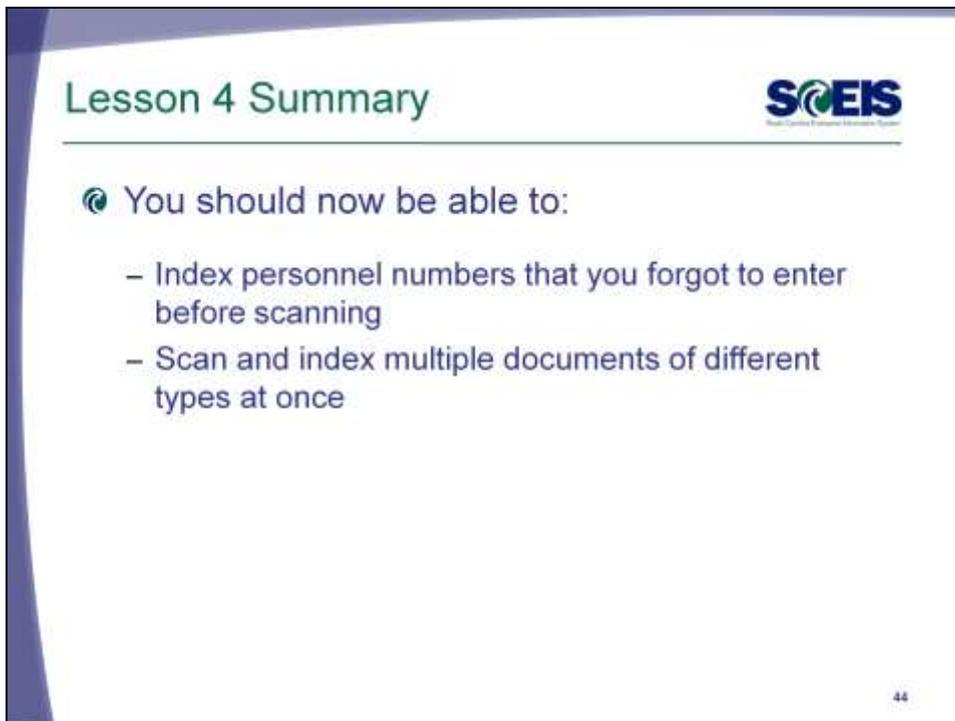


The screenshot shows the SAP IMG200 'Test System' interface. On the left, a tree view shows the navigation path: 'SAP Systems' > 'Awaiting Document Deposition (0)' > 'Awaiting Index (0)' > 'FED01 FED Form Data - 2008-11-01 - 1970300048 0013' > 'Unindexed Documents'. The main area displays a preview of a document titled 'IT0210 FED Deduction Form WA'. Below the preview, there are fields for 'Index' and 'Append', and a 'Close Page' button. The status bar at the bottom indicates '1 Entries Selected' and 'Page 1 of 1 of document 1 of 2 (preview) and 3 total'.

When the next document in the batch appears, the Personnel Number will already be indexed if you locked it.

Change the document type to the document that is displayed and click Index. Continue until all documents in the batch have been indexed.

When all documents have been indexed, they are attached to the appropriate infotypes of the personnel record. You are now finished with this batch.

A presentation slide titled "Lesson 4 Summary" with the SCEIS logo in the top right corner. The slide lists two main points: "You should now be able to:" followed by two bullet points: "Index personnel numbers that you forgot to enter before scanning" and "Scan and index multiple documents of different types at once". A small number "44" is in the bottom right corner of the slide.

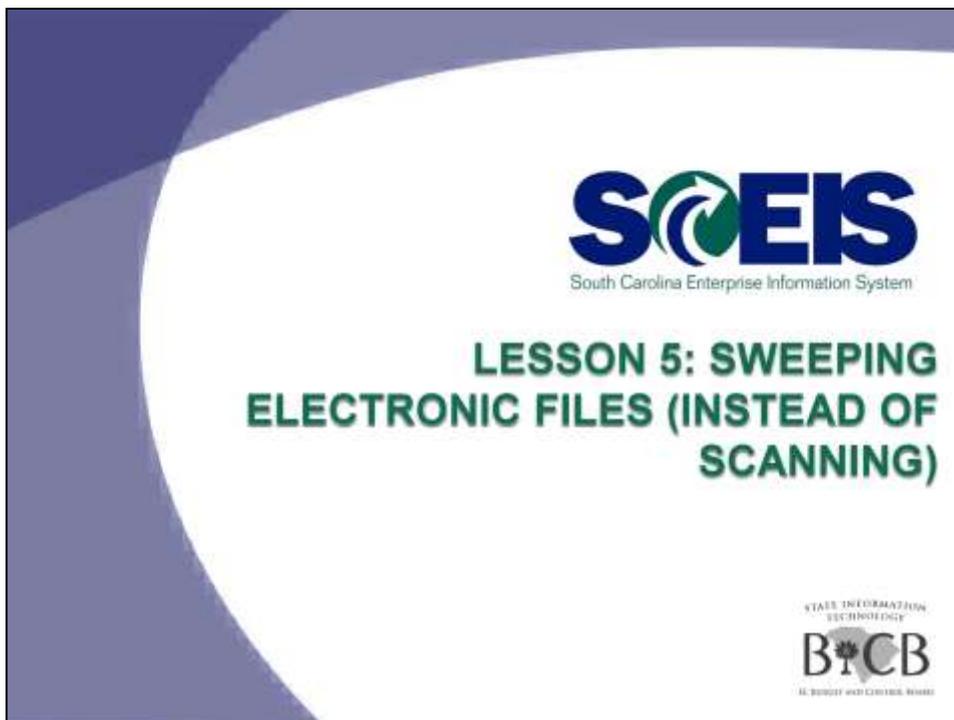
## Lesson 4 Summary



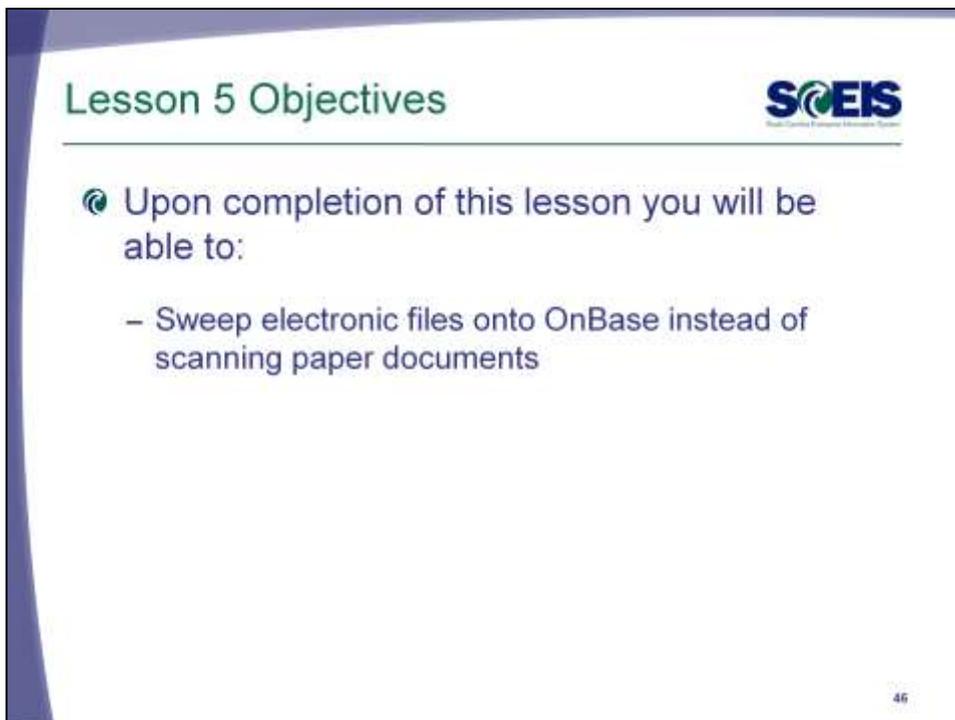
- You should now be able to:
  - Index personnel numbers that you forgot to enter before scanning
  - Scan and index multiple documents of different types at once

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This concludes Lesson 4.



In Lesson 5, we will sweep electronic files instead of scan them.



The slide features a blue decorative border on the left side. The title 'Lesson 5 Objectives' is in green text at the top left. The SCEIS logo is in the top right. A horizontal line separates the title from the content. The main content is a blue bullet point followed by the text 'Upon completion of this lesson you will be able to:' and a sub-bullet point '– Sweep electronic files onto OnBase instead of scanning paper documents'. A small number '46' is in the bottom right corner.

## Lesson 5 Objectives

**SCEIS**

- Upon completion of this lesson you will be able to:
  - Sweep electronic files onto OnBase instead of scanning paper documents

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Upon completion of this lesson you will be able to:

- Sweep electronic files onto OnBase instead of scanning paper documents

This means that if some of your documents are already electronic files you do not need to print them out and scan them. You can “sweep” them directly into OnBase.



## Sweep Instead of Scan

- To sweep files directly into OnBase:
  - Create a folder on your computer's C: drive that you will use for sweeping.
  - Put one or more files into the folder. All files must be the same document type for a sweep operation.
  - File formats that can be swept in to SCEIS include TIF, PDF, Excel, Word.
- Send questions to the SCEIS Service Desk at [SCEISHelp@sceis.sc.gov](mailto:SCEISHelp@sceis.sc.gov) to inquire about other file formats.

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### To sweep files directly into OnBase:

- Create a folder on your computer's C: drive that you will use for sweeping.
- Put one or more files into the folder. All files must be the same document type for a sweep operation.
- File formats that can be swept in to SCEIS include TIF, PDF, Excel, Word.

If you have any questions, you can contact the SCEIS Service Desk.

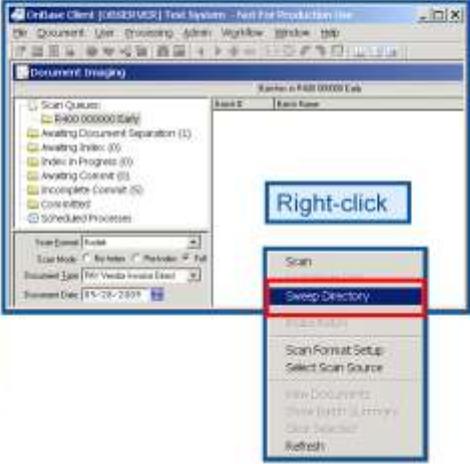
## Sweep Instead of Scan (Continued)

In OnBase, after selecting the document type, perform the following steps instead of clicking the Scan button:

Put the mouse in the whitespace area on the screen and right-click. A menu will appear.

Click **Sweep Directory**.

The *Import/Sweep* screen will appear.



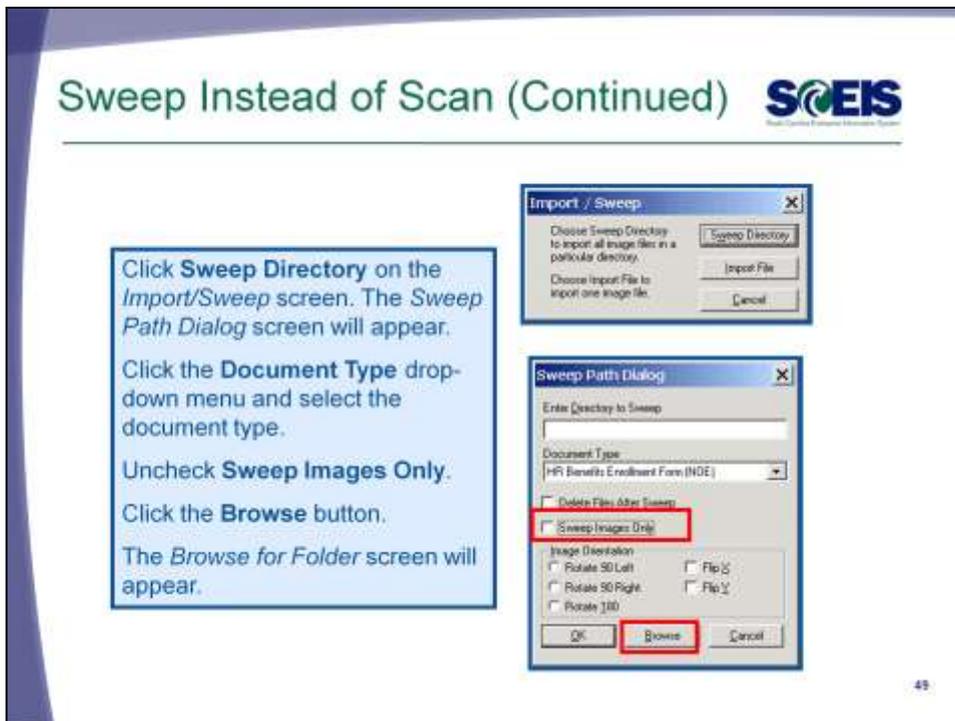
48

In OnBase, after selecting the document type, perform the following steps instead of clicking the Scan button:

Put the mouse in the whitespace area on the screen and right-click. A menu will appear.

Click Sweep Directory.

The *Import/Sweep* screen will appear.

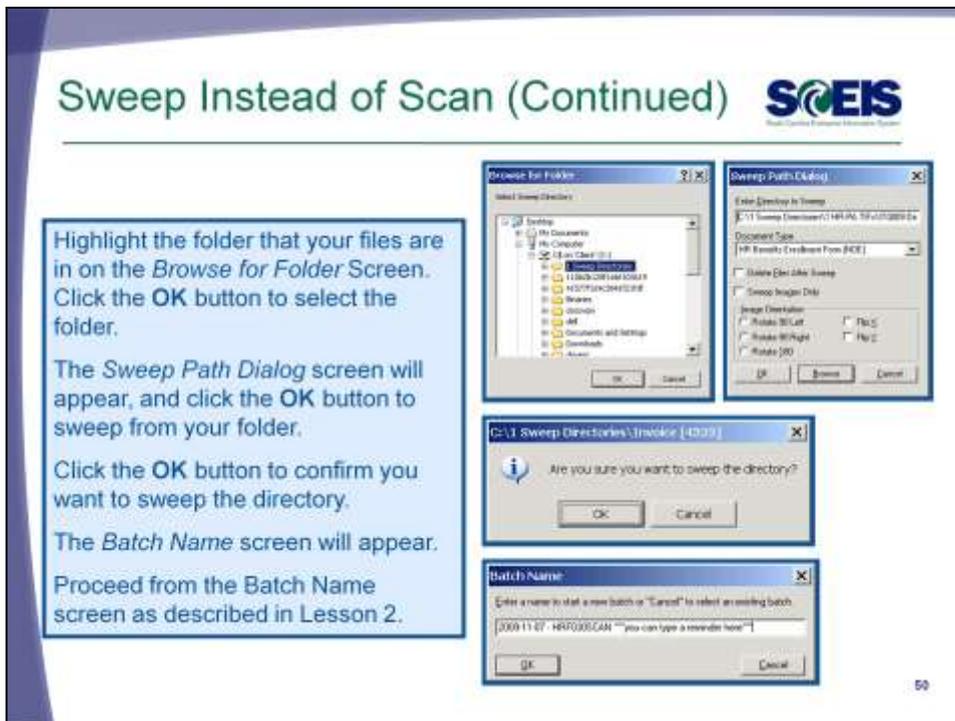


Click Sweep Directory on the *Import/Sweep* screen. The *Sweep Path Dialog* screen will appear.

Click the Document Type drop-down menu and select the document type.

Uncheck Sweep Images Only and then click the Browse button.

The *Browse for Folder* screen will appear.



Highlight the folder that your files are in from your C: Drive on the *Browse for Folder* Screen.

Click the OK button once you select the appropriate folder.

The *Sweep Path Dialog* screen will appear.

Click OK to sweep from your folder.

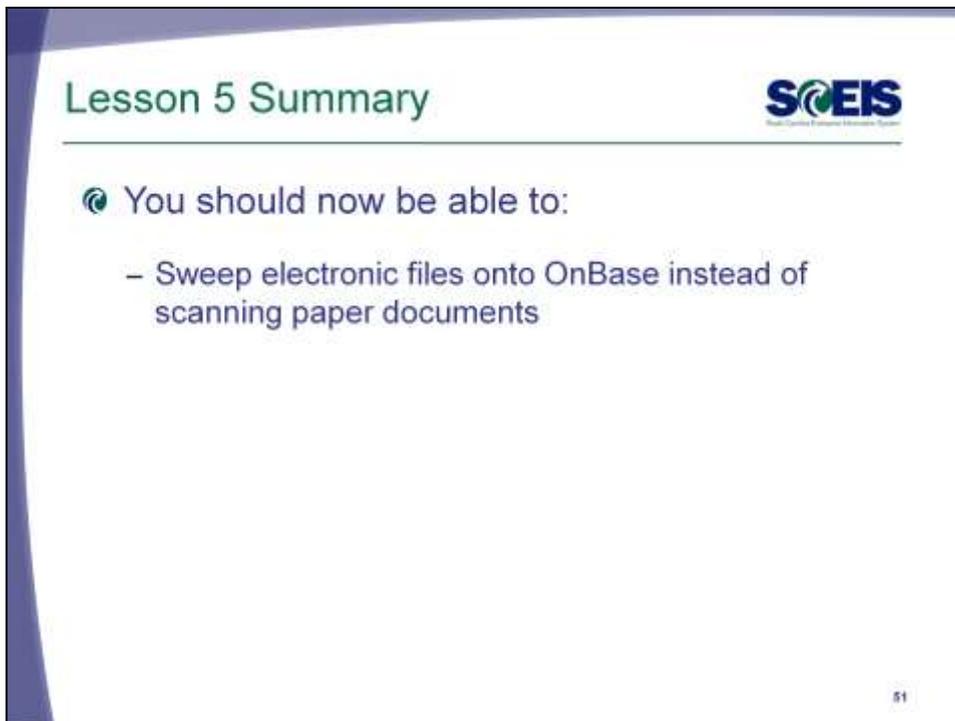
Click the OK to confirm you want to sweep the directory.

The *Batch Name* screen will appear.

Proceed from the *Batch Name* screen as described in Lesson 2.

**After everything: A swept batch will always go to Index In Progress.**

**You must index the personnel number. Refer to Lesson 4: Indexing Missing Personnel Numbers**



The slide features a blue decorative border on the left side. The title 'Lesson 5 Summary' is in green, and the SCEIS logo is in blue and green. The main content is a bulleted list with a blue circular icon at the start of the first item. The number '51' is in the bottom right corner.

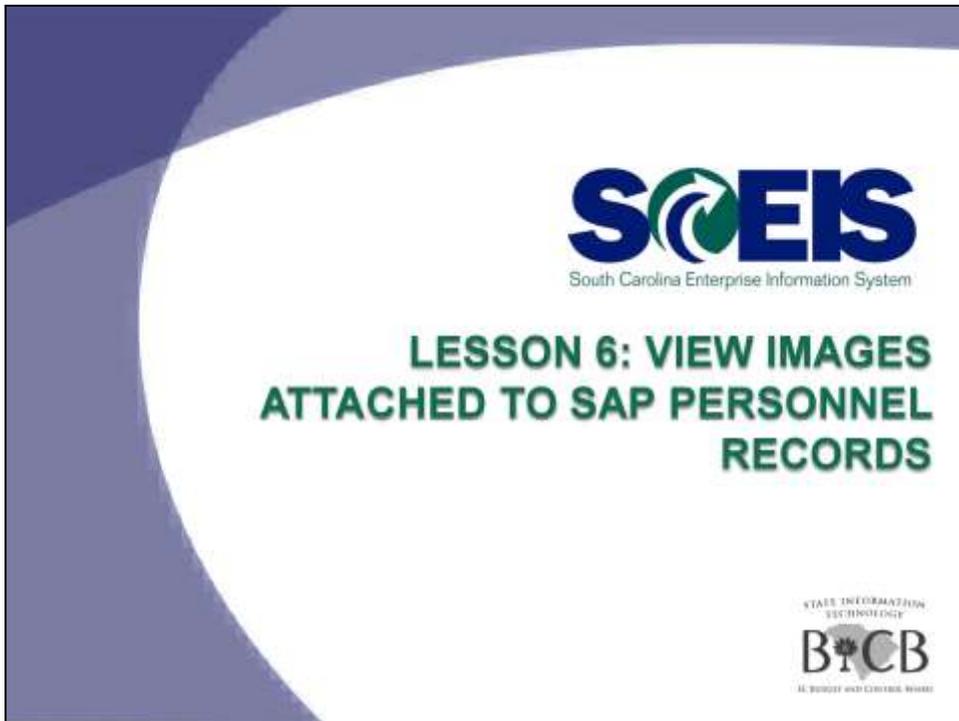
## Lesson 5 Summary



- You should now be able to:
  - Sweep electronic files onto OnBase instead of scanning paper documents

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This concludes Lesson 5.



In Lesson 6, we will view images attached to SAP personnel records.

**Lesson 6 Objectives**

**SCEIS**

- Upon completion of this lesson, you will be able to:
  - View images that are attached to SAP personnel records

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Upon completion of this lesson, you will be able to:

- View images that are attached to SAP personnel records

## View Images with Personnel Records

You can view images that are attached to a Personnel Record as follows. This example uses infotype IT0014, Recurring Payments/Deductions.

Display a specific infotype.

Click the **Extras** icon.

A menu will appear.

Click **Display Specific Facsimiles**.

If there is just one image attached to the infotype the image will appear in a separate window.

If there is more than one image attached to the infotype, the *Hit List* screen will appear.



The screenshot shows a SAP software window with a menu bar containing 'Infotype', 'Edit', 'Go', 'Extras', 'System', and 'Help'. The 'Extras' menu is open, showing options: 'Display specific facsimiles', 'Display all facsimiles', and 'Assign facsimiles'. The 'Display specific facsimiles' option is highlighted with a red box.

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You can view images that are attached to a Personnel Record as follows.

Display a specific infotype.

Click the Extras menu and select Display Specific Facsimiles.

If there is just one image attached to the infotype the image will appear in a separate window.

If there is more than one image attached to the infotype, the *Hit List* screen will appear.

## View Images with Personnel Records (Continued)



The *Hit List* screen will appear if there is more than one image attached to the infotype.

The *Hit List* displays a folder for each date that documents were attached to the infotype.

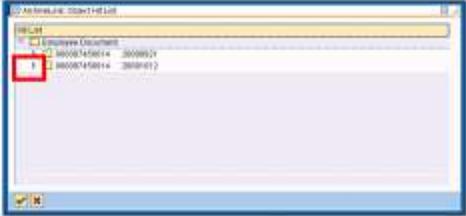
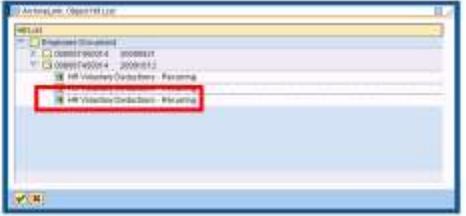
To display images:

Click the **Expand** icon for the folder date you are interested in.

A list of image line items will appear.

Double-click one of the line items.

The image will appear in a separate window.

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If there is more than one image attached to the infotype, the *Hit List screen* displays a folder for each date that documents were attached to the infotype.

To display the images:

Click the Expand icon for the folder date you are interested in.

A list of image line items will appear, and you will need to double-click one of the line items.

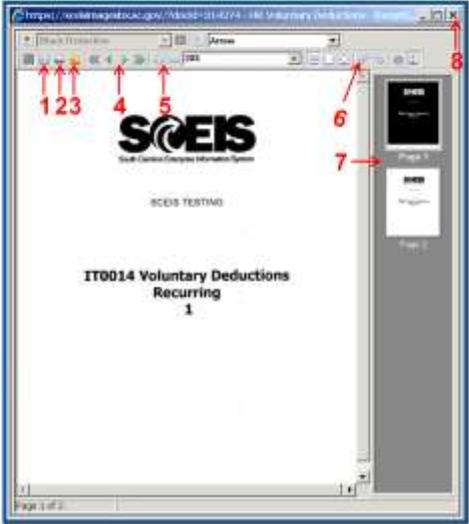
The image will appear in a separate window.

## View Images with Personnel Records (Continued)



In the image viewing window you can perform the following actions:

- 1 Save image file to your computer
- 2 Print image
- 3 Add a note to the image
- 4 Page forward and backward
- 5 Zoom in and out
- 6 Rotate the image
- 7 See thumbnails of each page
- 8 Close the viewing window



In the image viewing window, you can save the image file to your computer, print, add a note, page forward and backward, zoom in and out, rotate the image, view thumbnails, and close the viewing window.

## View Images with Personnel Records (Continued)

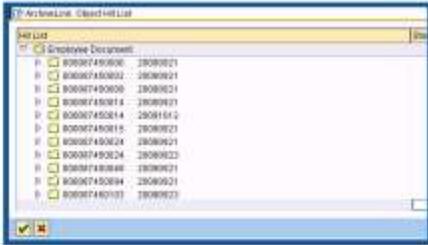


An alternative way to display images is to select **Extras > Display All Facsimiles**.

A *Hit List* will appear of all infotypes that have images attached.

Expand the infotype folder that you are interested in and select an image to display.

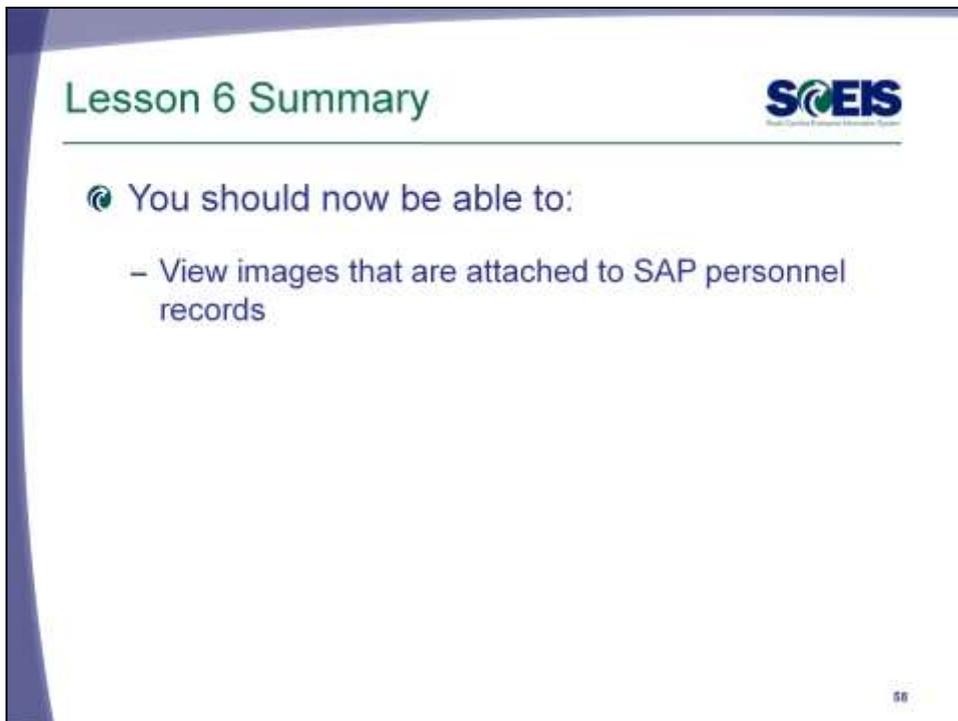
**NOTE:** You will only be able to see images for infotypes which you have security rights to view.

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As an alternative way to display images, you can click on Extras > Display All Facsimiles. This will show you all the infotypes that have images attached. You can select the image you wish to display.

Please note that you will only be able to see those images for which you have security rights to view.



The slide features a blue decorative border on the left side. The title 'Lesson 6 Summary' is in green, and the SCEIS logo is in blue and green. The main content is in blue text, listing a learning objective and a specific task.

## Lesson 6 Summary

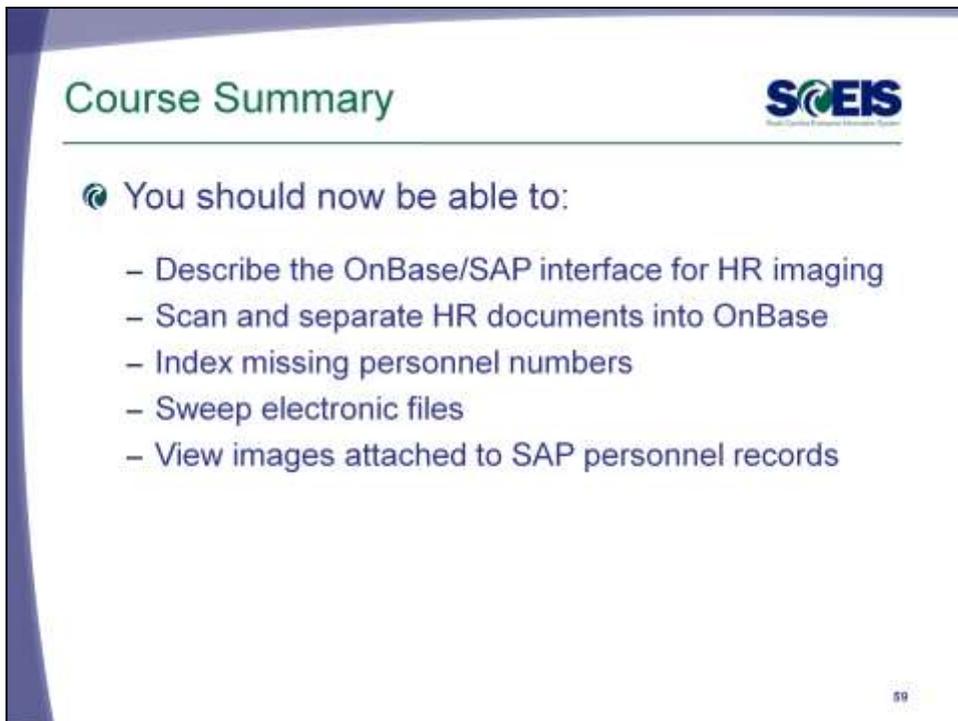
**SCEIS**  
South Carolina Environmental Information System

☛ You should now be able to:

- View images that are attached to SAP personnel records

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This concludes Lesson 6.



## Course Summary



- You should now be able to:
  - Describe the OnBase/SAP interface for HR imaging
  - Scan and separate HR documents into OnBase
  - Index missing personnel numbers
  - Sweep electronic files
  - View images attached to SAP personnel records

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This is also the conclusion of the IMG200 course.



## Next Steps

- ➊ Additional Practice
  - You can practice in the SAP Training Practice System during and after training.
- ➋ Additional Support and Reference Materials
  - You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Go to the SCEIS website at <http://www.sceis.sc.gov> and point to Training, then click SCEIS uPerform.

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If you need additional practice, you can utilize the Training Practice System. You can also access and print step-by-step procedures located on the SCEIS uPerform website. The web address for the SCEIS website is: <http://www.sceis.sc.gov>.



**Evaluation**

**SCEIS**

*Please complete the online course evaluation  
in Blackboard.*

Your input will help to shape future  
enhancements to the  
SCEIS End User Training Program

Go to the SCEIS website <http://www.sceis.sc.gov>  
point to Training and then click Blackboard

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Thank you for completing the IMG200 course. To receive credit for the course, you must complete the online course evaluation located in Blackboard. In order to access the Evaluation, go to the SCEIS website, point to Training, and then click on Blackboard.