

## **SCEIS Imaging Guidance**

**Version: 7/17/2020**

### **Purpose and Scope**

The purpose of this document is to provide guidance to state agencies about SCEIS imaging. The scope of this guidance includes imaging that is part of SCEIS business processes. Guidance is also provided about use of SCEIS imaging equipment for non-SCEIS imaging projects.

### **Imaging Guidance to Agencies**

SCEIS will work in a basic way with many vendors' scanners, and agencies may purchase and use scanners of their choice. However, to help ensure minimal lifecycle cost and optimal quality control, the SCEIS Team has selected a specific scanner as the SCEIS-standard model. Lifecycle and quality control costs associated with SCEIS-standard scanners include: support for TWAIN driver differences, driver release management, scan profile differences, integration testing, technical support knowledge, Service Desk training, vendor relationship management and warranty record administration.

The scanners of choice are mid-level scanners that can scan 30+ pages per minute, duplex and have automatic document feeders. But, the deciding factor for selection of SCEIS-standard scanner models is compatibility with what is known as the "TWAIN interface driver." The SCEIS imaging team pays close attention to the implementation of the TWAIN interfaces on these scanners, because it enables SAP to enhance and automate the scanning process in some unique ways. SCEIS-standard scanners using the TWAIN interface can work with SAP to detect and delete blank pages, perform automatic page orientation, perform black border removal and perform other image quality controls.

The SCEIS Imaging team has certified the specific models mentioned below as SCEIS-standards with all the benefits of the TWAIN interface. We continue to evaluate new models at the request of our agency customers.

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**1. My agency wants to buy additional scanners for SCEIS imaging.**

The original SCEIS-standard scanner, the Kodak i1220 model, has been discontinued, and is no longer available for purchase. All state term contracts for scanner purchases were moved to the and Dell WSCA contracts.

The current SCEIS-standard scanners are the Kodak ScanMate i1150 and Kodak i2900 model scanners. When an agency purchases an additional scanner, it must also purchase a software license (one-time cost of \$810) and software fee (recurring cost of \$190 per year). The agency will purchase the scanner directly from the distributor. The software license and software annual fee are purchased by DSIT and charged to the agency. (Software license and annual fees are purchased from DSIT because SCEIS servers are centralized.)

Lastly, TWAIN driver software and SCEIS scanning profiles must be installed on the scanning desktop workstation before scanners can be used in SCEIS. To initiate the software license purchase and driver/profile installation, contact your SCEIS Agency Advocate or the SCEIS Service Desk, and they will help you coordinate with the SCEIS Imaging Team.

<b>Additional standard SCEIS scanner plan</b>
<p>Agency pays for:</p> <ul style="list-style-type: none"> <li>• Workstation (computer)</li> <li>• 1 OnBase scanning software license* (\$810 one-time)</li> <li>• Annual fee for OnBase scanning software license* (\$190/yr)</li> </ul> <p><i>* License and fee are purchased by DSIT and charged to the agency.</i></p>
<p>SCEIS provides:</p> <ul style="list-style-type: none"> <li>• Documentation for agency to perform driver/profile installation for additional scanners.</li> <li>• None of the costs associated with additional scanners</li> </ul>

- 2. My agency has copier/scanner/fax machines that we want to use for SCEIS imaging.**  
Copier/scanner/fax machines are usually attached to the agency’s network, like a printer. They can be used in the SCEIS imaging process; however, they require a few extra imaging steps and initial set-up. Copies/scans/faxes are converted to image files and sent to the email of the person doing the copy/scan/fax or to a directory location that the person can access from the workstation in their office. The image files are ‘swept’ into SCEIS during the OnBase step of the imaging process. For assistance in evaluating and setting up a network copier/scanner/fax for SCEIS contact the SCEIS imaging team through your Agency Advocate or the SCEIS Service Desk.
- 3. My agency wants to use scanners that are not SCEIS-standard scanners.**  
If your scanner supports the TWAIN interface, it can probably be configured for SCEIS imaging just like a standard SCEIS scanner. There is a chance that some of the automatic features of a standard SCEIS scanner may have to be performed manually, such as automatic back-side scanning, page length detection and optical quality adjustments. If your scanner does not support the TWAIN interface, it cannot be used like a standard SCEIS scanner. An imaging procedure called ‘disconnected scanning’ may be an alternative. Disconnected scanning requires slightly different imaging procedures and initial set-up than what is needed for a standard SCEIS scanner. For assistance in evaluating alternatives and setting up a scanner that is not a SCEIS-standard contact the SCEIS imaging team through your Agency Advocate or the SCEIS Service Desk.
- 4. For document types that will be imaged into SCEIS after go-live, my agency wants to image our historical files that were created before go-live too; for example, vendor invoices, grants, contracts, etc.**  
Documents that are needed to support active SCEIS work after go-live will be imaged into SCEIS. Documents that are not needed to support active SCEIS work will not be imaged into SCEIS. In other words, existing documents will not be imaged into SCEIS for purely historical filing purposes. Your agency may choose to image historical documents at the agency’s expense as a non-SCEIS imaging project.
- 5. My agency wants to use the SCEIS imaging system to image documents that are not part of SCEIS (“non-SCEIS imaging”).**  
The SCEIS imaging infrastructure of equipment, software and staff expertise is an investment by the state that can be leveraged by agencies for non-SCEIS imaging projects. SCEIS imaging infrastructure is available to agencies at an additional cost through the Division of State Information Technology (DSIT). For information about DSIT imaging services contact the SCEIS Service Desk and they will connect you with the SCEIS Imaging Team.