



## Aljex Scanning A-Z

### Scanner Basics:

1. Aljex Document Imaging (DI) requires TWAIN compatible scanners
2. Be sure there is only one scanner installed on the computer
3. The scanner must be connected directly to the PC
4. If the scanner won't scan in Windows, it probably won't work in Aljex

### Aljex DI Setup:

1. User permission to scan is in the Employee File on screen 6. This must be on for a user to install or access Aljex DI

Once the scanner is setup to scan in Windows, the next step is to install Aljex DI onto your computer:

1. Go into the customer file
2. Press S to enter the Scanning Options Menu
3. Select 7 – Admin
4. If prompted, select any sub category
5. Select Install Aljex DI on your PC
6. When prompted answer yes or OK to all questions

### Facetwin Setup:

2. Under the Options Tab in your icon Properties, all three Optional Sequence Support options must be checked

Once Aljex Di is installed:

To scan pages into Aljex:

1. Go into the file that you would like the pages attached to
2. Press S to enter the Scanning Options Menu
3. Select 1 – Scan

4. Select the desired sub category (if prompted)
5. Enter the number of sheets that will be scanned
6. Wait for the scans to be processed
7. Select 5 - Upload Scans
8. Uploading can be done in batches and does not have to be done after each scan

#### Aljex File Management:

Aljex file management is part of Aljex DI and gives your users the ability to upload the following document types:

- 1) MS Word (doc, docx)
- 2) MS Excel (xls, xlsx)
- 3) Powerpoint (ppt, pps, pptx, ppsx)
- 4) Text file (txt)
- 5) Email (eml)
- 6) CSV (csv)
- 7) Image files (jpg, pdf, tif, png)

#### To Upload Files from a PC:

1. Go into the file that you would like the pages attached to
2. Press S to enter the Scanning Options Menu
3. Select 6 – Upload File
4. Select the desired sub category (if prompted)
5. Press the browse button and locate the file you would like to upload
6. Press Open
7. Press Upload



