

SCAN

User Guidance

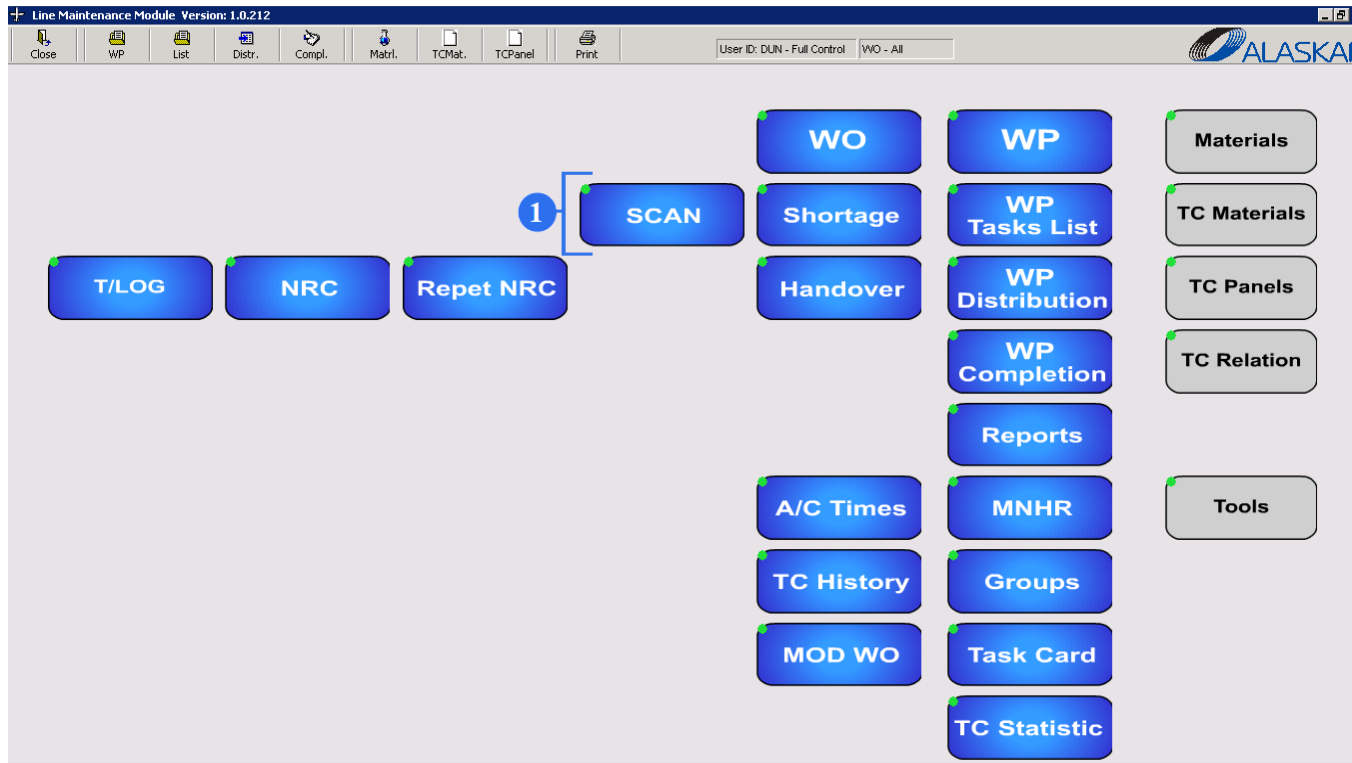
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1.SCAN.



1. SCAN sub-module is necessary to collect scanned documents. Click on the SCAN button.

The screenshot shows the 'WO WP Scanner v.3.3.5' application window. At the top, there's a title bar and a menu bar. Below that is a 'Scanning Options' section with a 'Scanner' dropdown (callout 2), checkboxes for 'Device Interface' and 'ADF', 'Resolution' and 'Color' dropdowns, a 'Scan' button, and an 'Attach Files' section with 'Browse' and 'Attach' buttons. Below this is a 'Preview Pictures' section with a 'Number' input field and a 'Number' dropdown. The main area is a table with columns: ID, EAVWONum, CustWONum, ACReg, ACType, ACSerNum, and BasicWork. A row with ID 1445 is highlighted (callout 3). Below the table is a 'Task Cards' section with a 'Current EAVWNUM: 201512-L-0002' label. It contains a table with columns: ID, WO_ID, TaskCard, Base_TaskCard, Interval, and Description. A row with ID 14789 is highlighted (callout 4). To the right of this table are three filter input fields: 'Filter - Task Card Number:', 'Filter - Task Card Descr:', and 'Filter - Task Card Note:' (callout 5). At the bottom of the window, there's a status bar with a '6' callout.

2. Select available scanner from the list.

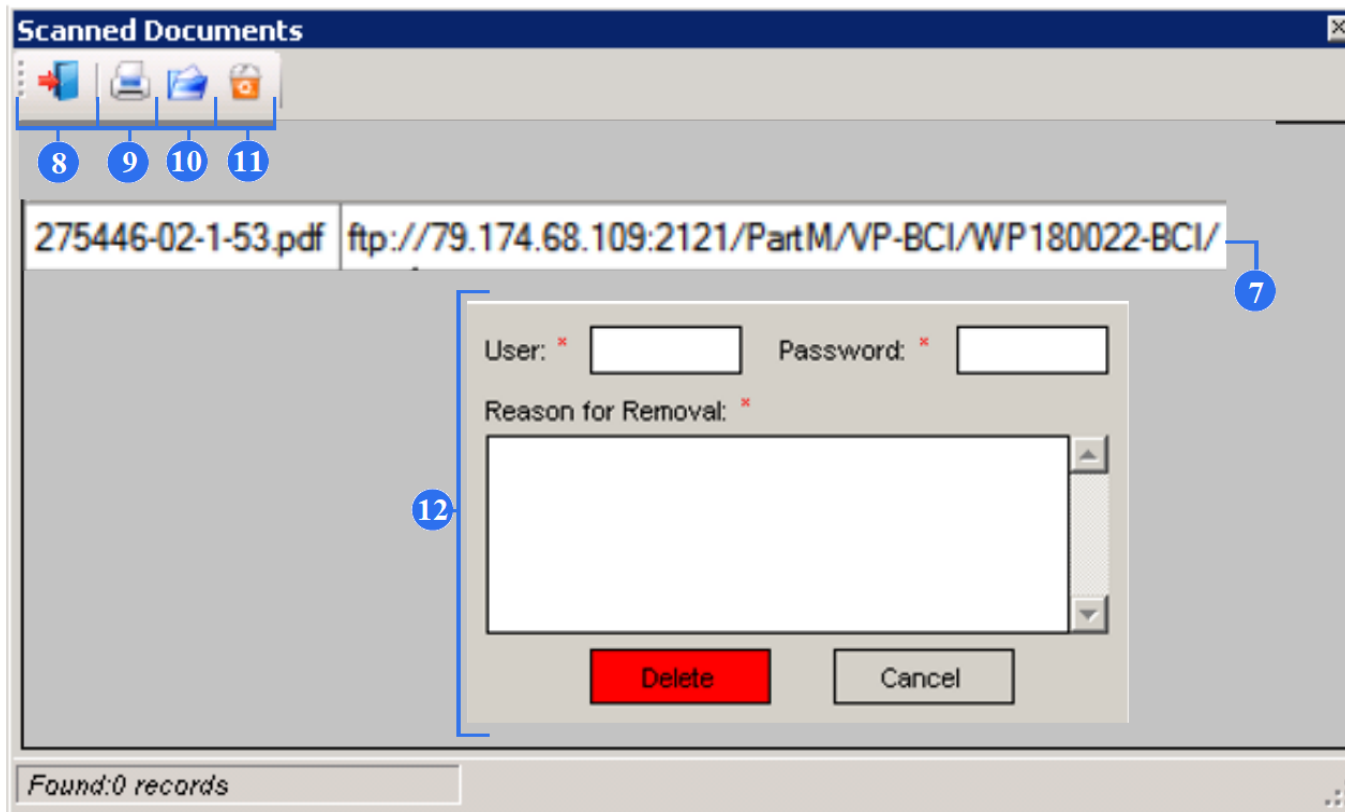
3. Select WP/WO/TLOG/NRC.

4. WOs will appear.

5. Use filters to find WO you need. Input text then press <Enter>.

6. Number of scanned documents for Selected WO

7. Double – click on WO to view records list.



7. List of available records for selected WO.

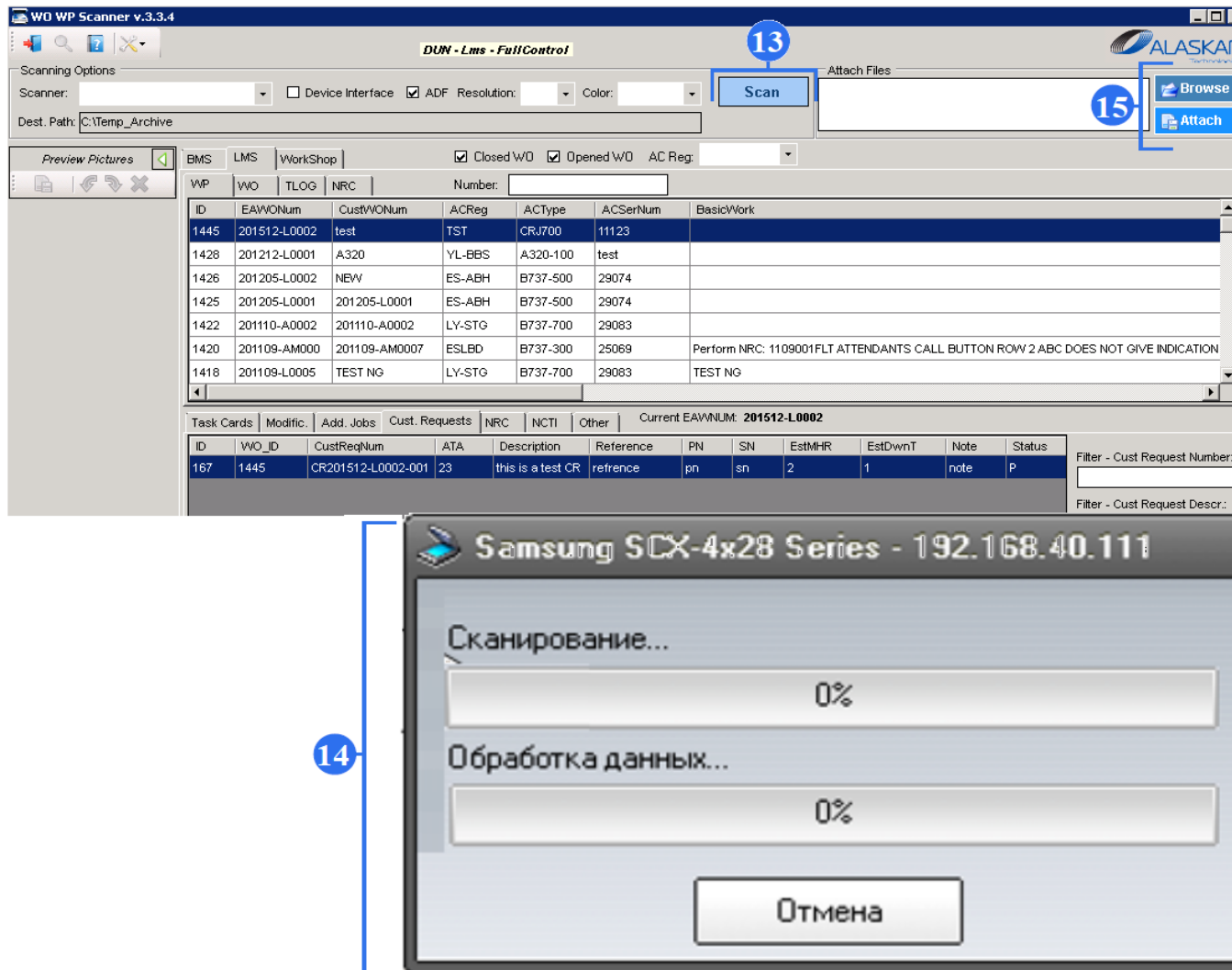
8. Push this button to close the window.

9. Print button. Print selected document. If you have problems during printing, open document and print it through third-party application.

10. Open document button. Use it or double - click on record

11. Delete document button. Press it to delete document from file server. Confirmation dialog will appear

12. Confirmation dialog. Fill all required fields to delete document. Reason must be at least 5 characters.



13. Insert document into scanner then Press button “Scan” to scan document to Selected WO. Scanning dialog will appear.

14. Scanning dialog shows scanning process. “Use device interface” option on main view switches between standard interface and device interface (depends on device manufacture and installed drivers).

15. Use “Browse” or “Attach” buttons to attach already scanned documents to Selected WO.