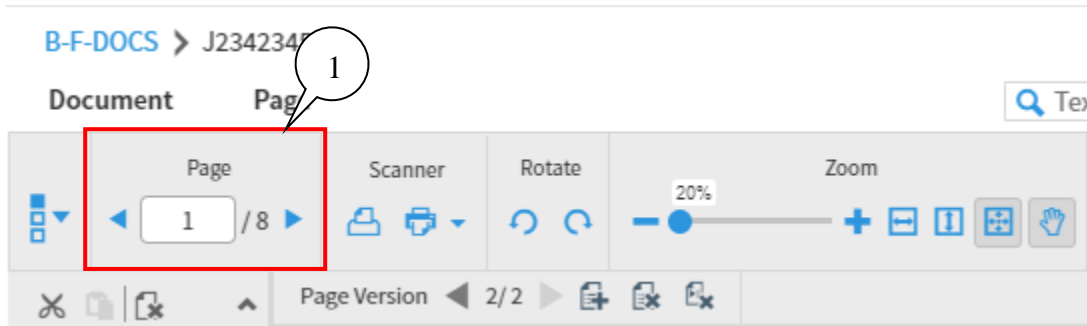


Verification Step



1. Verify the quality of the scanned or attached document using the **Next page** button or the **Previous page** button to review pages in the document.

VERIFY STEP:

You are verifying the **quality** of the document.

- a. Does it look as good as the original or pretty close?
- b. Is the required detail readable?

Verifying is important because the scanned copy or document in BDMS will become the official record.

If you are unable to read any of the pages in the document, or the answer is “no” to any of the above, you can adjust the scanner settings, re-scan or Import the page(s), then delete the bad page(s). See [page 34](#) for instructions on how to [Delete a Page](#).



If the document is only one page in length, rescan the page then delete the bad page. If the document cannot be verified, you must keep the paper document until it has met its retention requirement