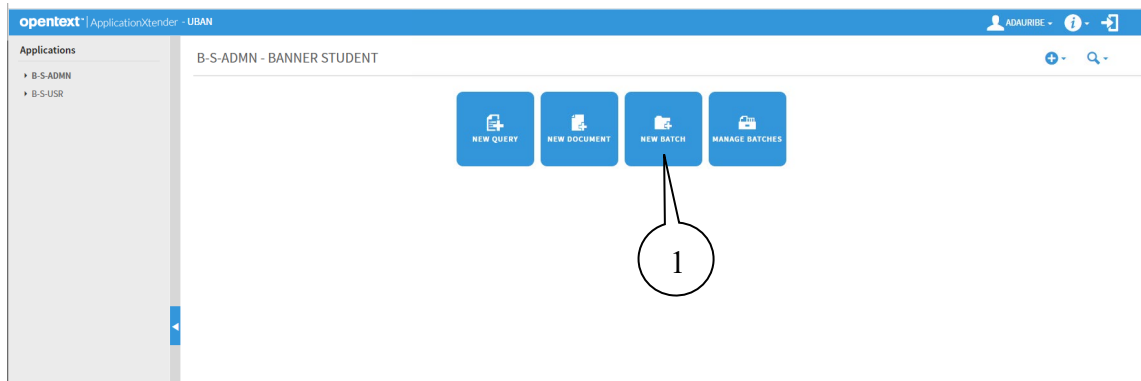
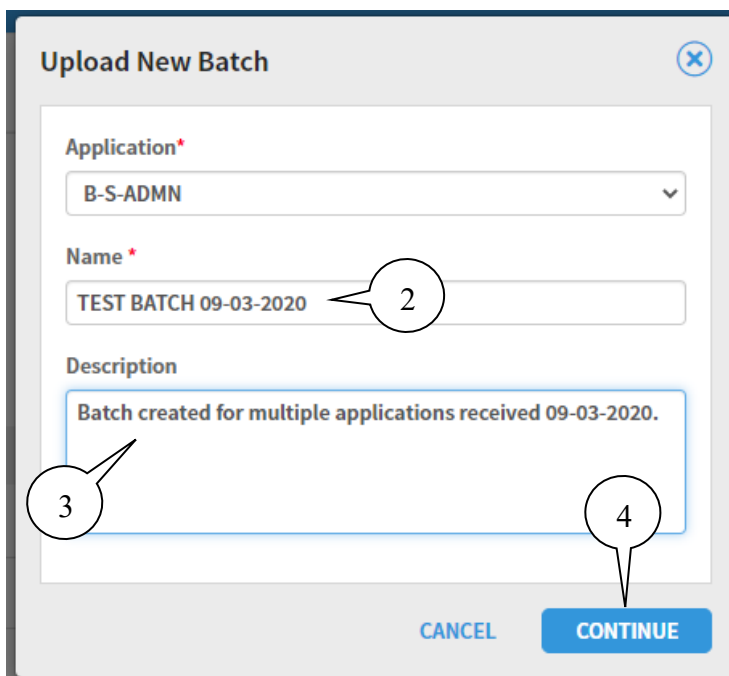


Create a Batch

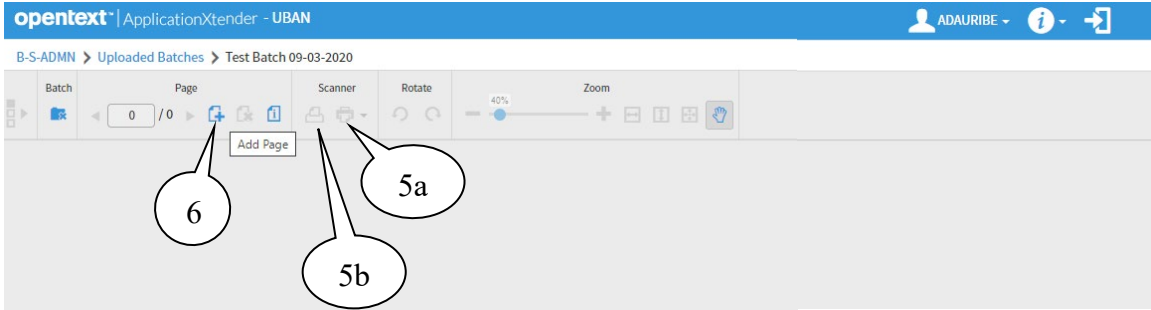
Create a batch if you have a lot of documents and want to scan/import first and index later.




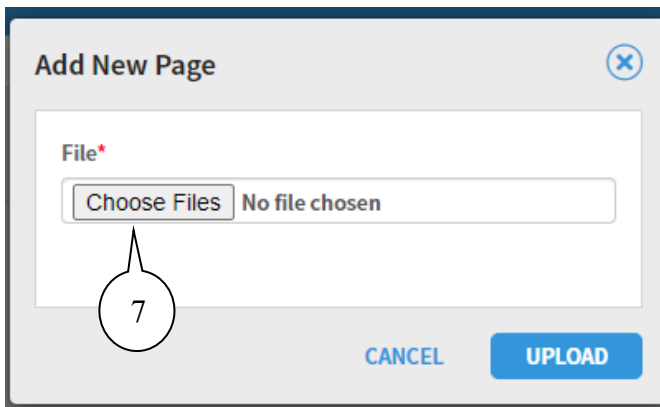
1. Click **New Batch** from the application homepage.

A screenshot of the 'Upload New Batch' pop-up window. The window has a title bar with a close button. It contains three input fields: 'Application*' with a dropdown menu showing 'B-S-ADMN'; 'Name*' with a text input field containing 'TEST BATCH 09-03-2020'; and 'Description' with a text area containing 'Batch created for multiple applications received 09-03-2020.'. At the bottom, there are 'CANCEL' and 'CONTINUE' buttons. Callout bubbles with numbers 2, 3, and 4 point to the Name, Description, and CONTINUE fields respectively.

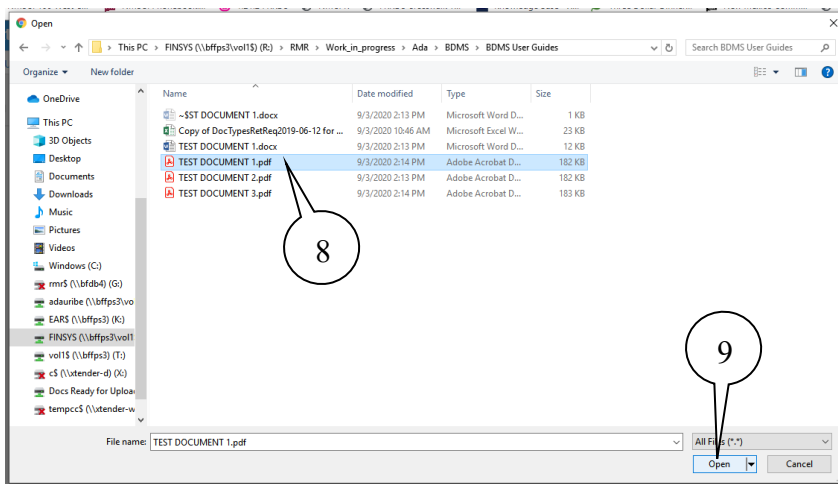
2. In the pop-up window, name your batch (e.g. Text Batch 09-03-2020 or your name and date).
3. Enter any details, if necessary, in the **Description** field.
4. Click **Continue**.



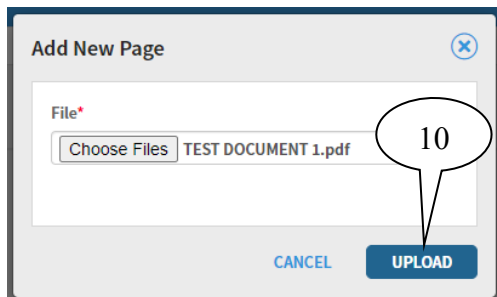
5. a. If you are scanning, verify that the scanner has been set up and configured. The second icon on the Scanner Tool Bar must be active. If not, see **Appendix II: Scanner Set up and Configuration**.
- b. If you are importing files, the scanner icon does not need to be active. For this example, the scanner icons are inactive.
6. Click on **Add Page**  icon to import an electronic file.



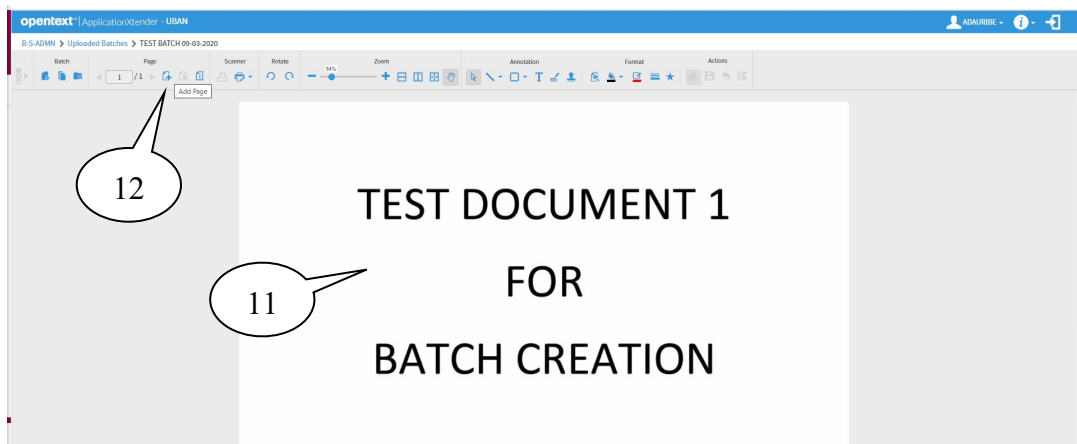
7. In the pop-up window, select **Choose Files**.



8. The Import File window will open. Select the file to Import.
9. Click **Open**.



10. In the pop-up window, click **Upload**.



11. Import is complete and selected file will be displayed.
12. To continue adding more files to your batch, repeat Steps #5 thru #11.
13. When your batch is complete, it is ready to be indexed. Follow the instructions in **Index from a Batch**.