

## Batch Document Scanning and Uploading.

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We have added a new option for those who have signed up for the Electronic Document Processing and Storage, the ability to quickly scan documents using whatever scanning software you use and to then separate those documents by file number and upload them to the server and attach them to the correct file.

### This new feature requires the following.

- 1) That you print and place in front of each batch of file documents the 'Cover Page' which can be printed from the Proforma screen or Open File. Cover page looks like this.



File Number: 01.4077235

Entry Number: SB6-4077235-0

Customer: ACETEST

Name: ACE TEST CUSTOMER

- 2) That you have a scanner and scanning software.
- 3) That you install a program on your PC Called BarcodeFiler and/or ATS Desktop Imaging Software– **which you can purchase from ATS.**
- 4) That you have purchased the ATS Portal Software from ATS along with our Document Storage System.

### What are the benefits of this new feature?

Being able to scan and load to the server, documents in batch, makes the process of storing documents much easier, cost effective and practical. When combined with our ATS Portal DIS (Document Imaging System) and our DMS (Document Management System), you can easily transmit documents to CBP via ABI and store these documents for archival purposes, saving you money in document storage costs. (Click on this [link](#) for more information on ATS Portal, DIS and DMS).

ATS has developed two simple methods for uploading and storing documents.

- 1) Ability to automatically save a copy of your printed documents. I.e., Proforma, 7533, 7512, Invoices, 7501, DO's.
- 2) Ability to upload external documents in batch or individually. I.e., Packing List, Manifest, Commercial Invoice, Certificates, etc...

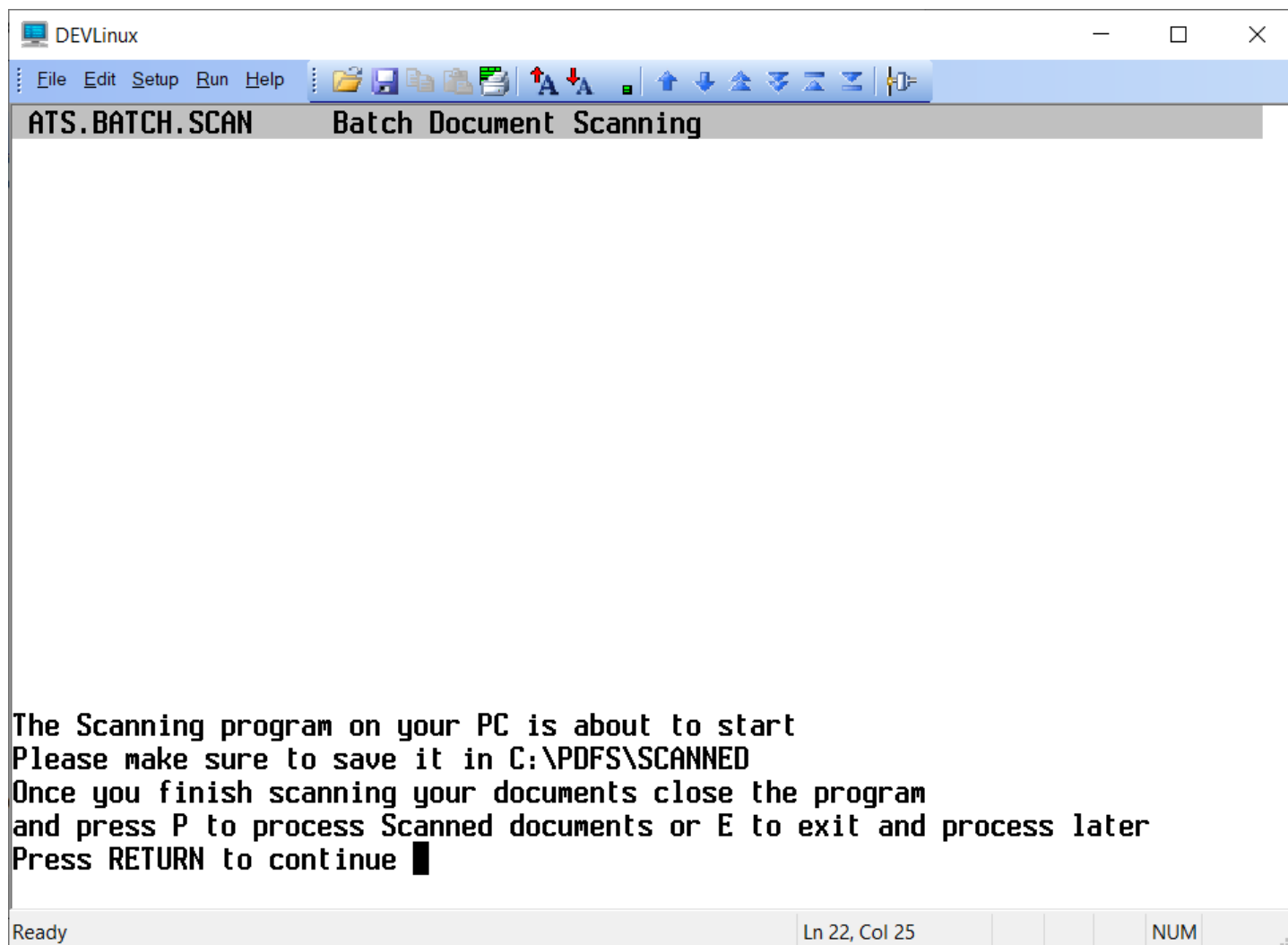
## Batch Document Scanning and Uploading.

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FasTrax location of new option:

**Accounts Receivable -> Invoicing Menu -> Batch Document Scanning.**

**NOTE: The below screen displays AND your specific computer MUST have a Scanning program.**



At this point press return to start the Scanning program on your PC.

Using your scanner, scan all the documents, making sure to save them in the folder specified above in screen shot 2<sup>nd</sup> displayed line.

Once you have finished scanning and at this prompt.

**If finished scanning, then enter P to process or E to Exit**

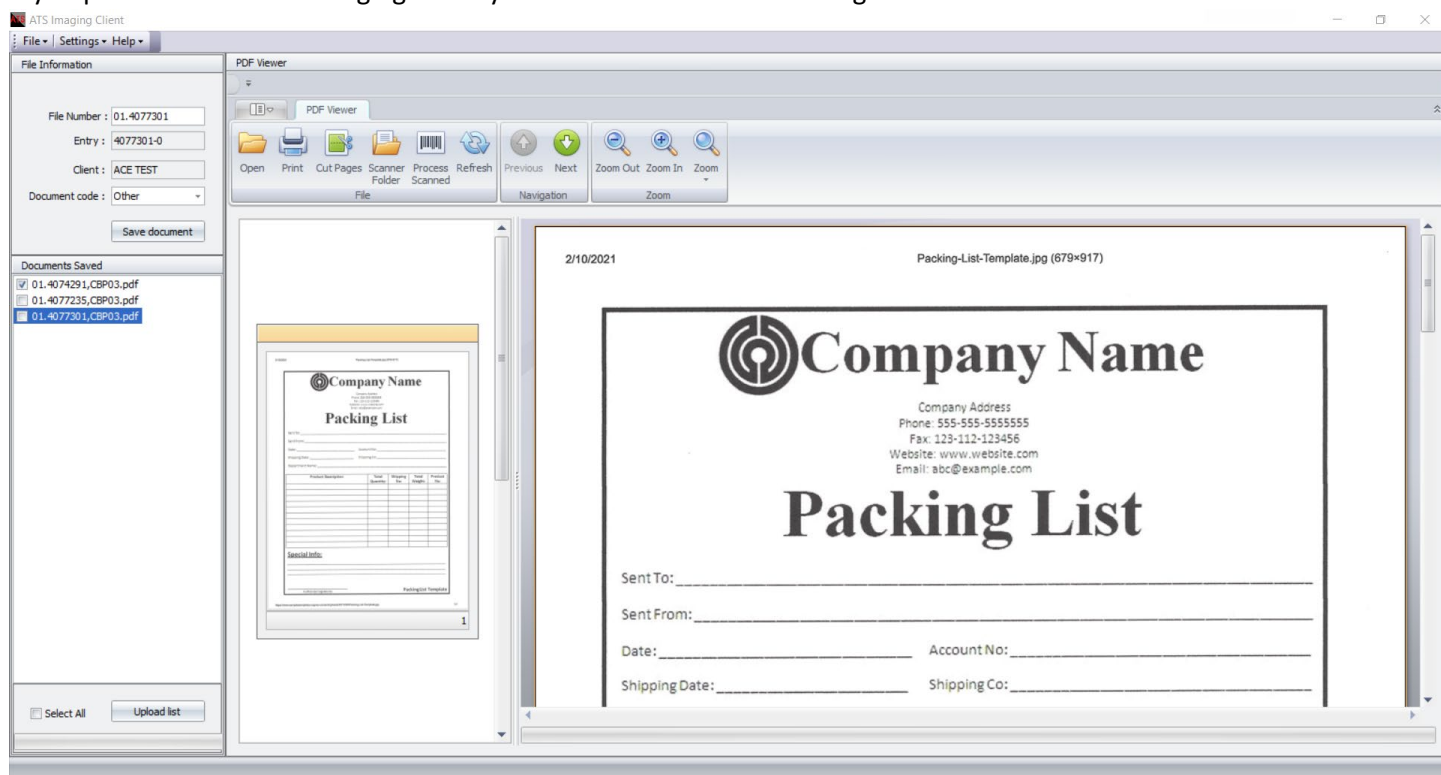
Enter P to process what has been scanned.

## Batch Document Scanning and Uploading.

Next the below message displays:

**The barcode decoder is about to start**  
**Once finished system will attach the proper documents to the proper files**  
**and display them for your review**  
**Press RETURN to continue**

If you purchased the ATS Imaging Client your screen will look something like this.

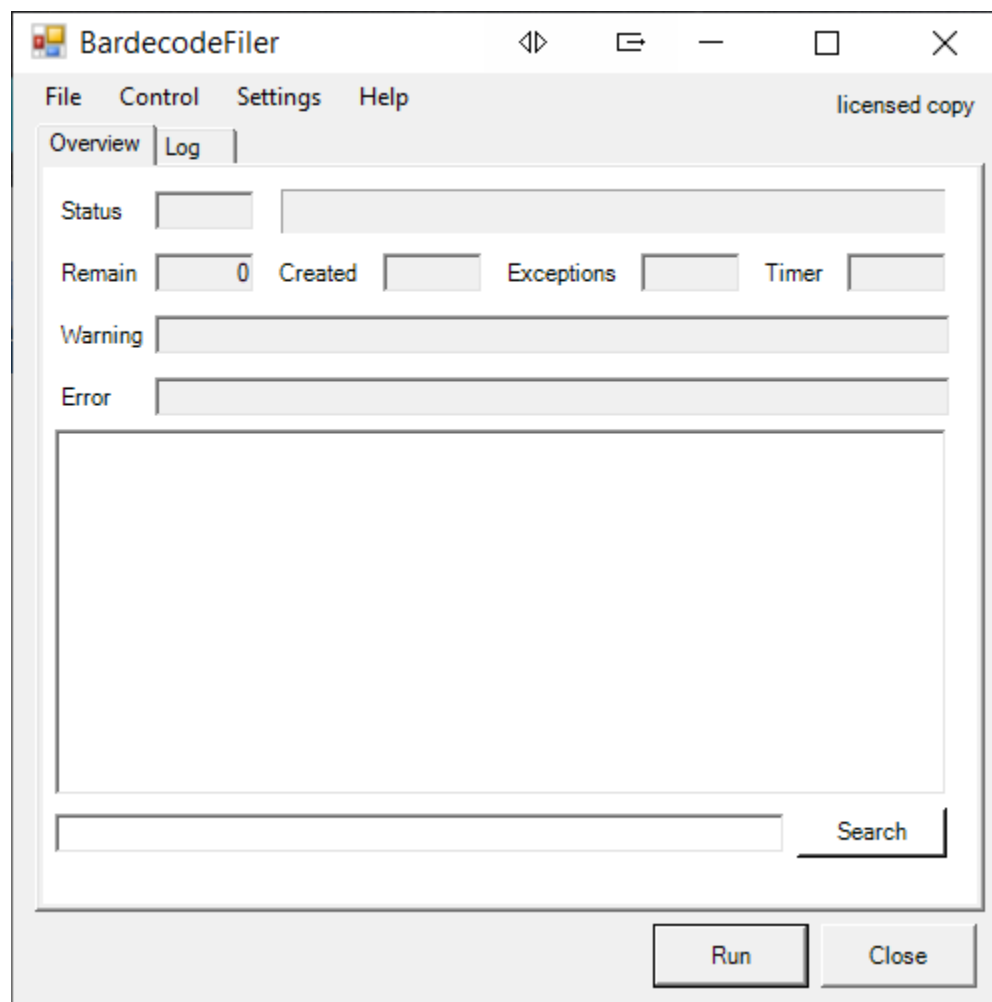


Besides scanning and reading the cover page to separate the documents and upload them to the system it will also allow you to view and modify the PDF's prior to uploading them. Additionally, if you don't have a scanner but are able to upload these documents to your PC you would be able to manually enter the File# and associate documents to the correct file.

## Batch Document Scanning and Uploading.

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Press Return AND the system will start this program.



Press the lower right Run button to process the scanned images which will separate into multiple files based on the 'Cover Page' of each file and then upload them to the server.

Once it finishes, click the lower right Close button and the below displays in FasTrax program:

**Is the BardecoderFiler still running?**

**Enter (Y)es or (N)o**

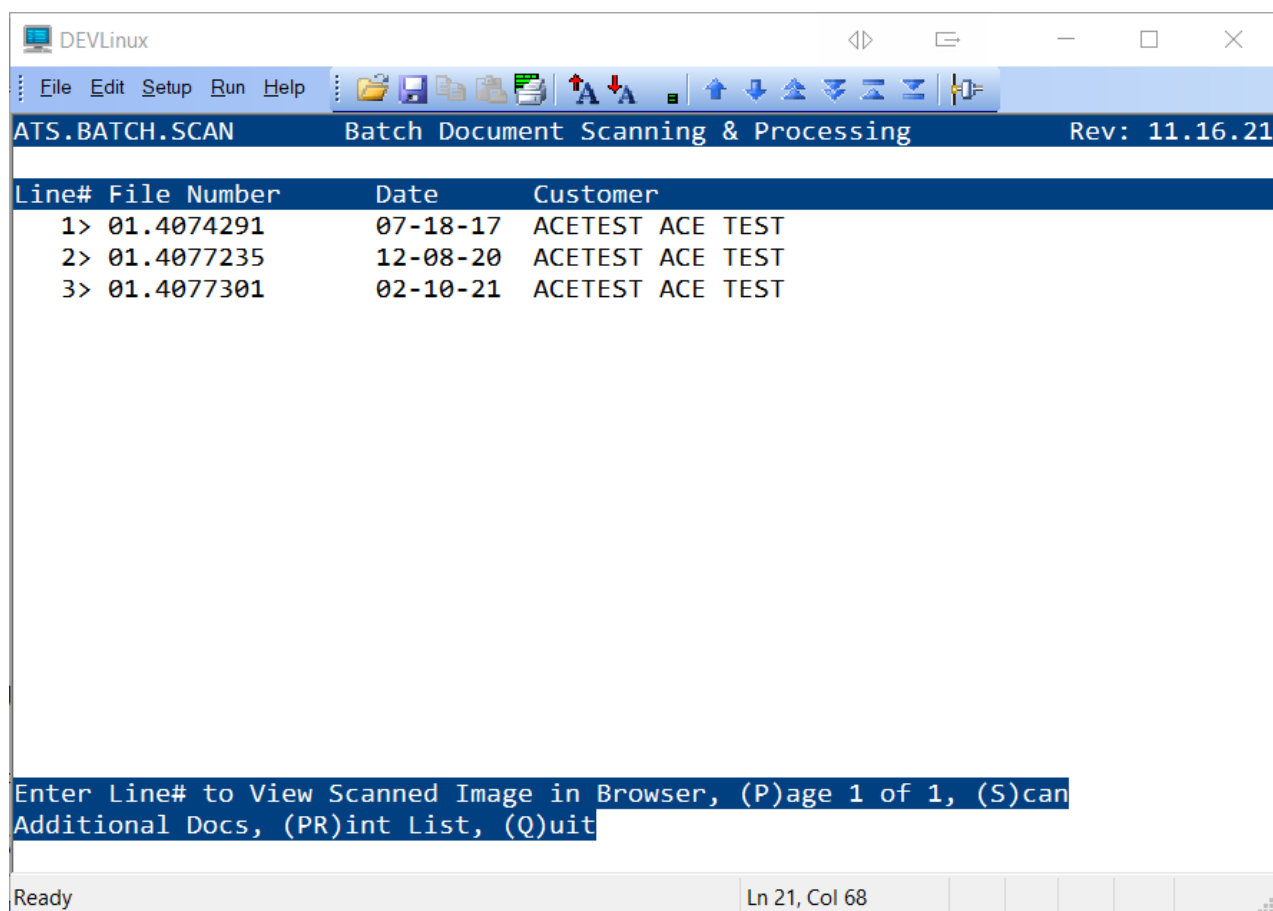
Answer Y to have the system process the files it received.

You should then see a list of the files processed and the following prompt.

**Enter Line# to View Scanned Image in Browser, (P)age 1 of 0, (S)can**

**Additional Docs, (PR)int List, (Q)uit**

## Batch Document Scanning and Uploading.



If you want to review any of the documents, simply enter the Line# of the File you want to review.

Enter PR to print the list of files - Here is a sample of the report.

| Scanned Documents Report as of 13:55:15 16 NOV 2021 |          |                  |                                                          |
|-----------------------------------------------------|----------|------------------|----------------------------------------------------------|
| File Number                                         | Date     | Customer         | Document Name                                            |
| 01.4074291                                          | 07-18-17 | ACETEST ACE TEST | https://nx.cbpssoft.com:12443/DISFOLDER/ATS/DOC_2537.pdf |
| 01.4077235                                          | 12-08-20 | ACETEST ACE TEST | https://nx.cbpssoft.com:12443/DISFOLDER/ATS/DOC_2538.pdf |
| 01.4077301                                          | 02-10-21 | ACETEST ACE TEST | https://nx.cbpssoft.com:12443/DISFOLDER/ATS/DOC_2539.pdf |

Or S to start the scanning process again.

This document can then be used for DIS purposes.