# Scanning Documents to Zylab

**Process Flow**

1. **Preparation**
2. **Scanning**
3. **Checking**

**Preparation**

- Attach barcode to processed form/s ensure that all staples, paperclips etc. are removed from document/s.

- Separate each student’s documents with a Zylab separator page available on Knowledge Manager N:\StudentAdmin\Records\ENROLMENTS\LETTERS
  - **Note**: The separator page must be an original print out directly from the PDF, and not a photocopy as copies are not recognized by the system and this can cause Zylab to bank up.
  - **Note**: If more than one form or document for a student is to be scanned, each document scanned must be preceded by the separator page. For example if a student submits both a WEF and a Change of Major form each form needs to have a barcode and the separator page produced and scanned.

- All documents placed for scanning must be A4 sized, and free of staples, post-it notes, paperclips and anything else holding the documents together. All documents should be date stamped at the point of receipt.

- Original transcripts are not to be scanned. Photocopy original transcript and place for scanning. Mail the original transcript to the student.

- Do not scan the instruction page of ACU forms (unless the student has written information on it).
Medical certificates smaller than A4, should be photocopied and scanned. Place original in the security bin for shredding.

Place documents into relevant box ‘To be Scanned’.

Scanning

- The flatbed trolley for transporting documents is located in the Manager of Enrolments’ office (Room 4.17).
- The scanner is located in the Student Centre Office, Ground floor, 115 Victoria Parade, Ground floor.
- Staff roster for scanning is listed on the white board.
- Take documents from boxes marked ‘Other Enrolment Forms’ and ‘ACC Forms 200799’ to the Student Centre for scanning
- Scanning is completed every few days to ensure that documents are archived in timely manner. (Depending on the volume of documents to be scanned)
- Place a small pile of documents on the scanner, ensuring that each set of documents is separated by a separator page and do not contain staples, paperclips etc.
- Press the silver ‘All Options’ button on the keypad, and then select ‘Scan to Mailbox’
- Select the archive folder (Option 17). Press ‘Start’
- If document is jammed, remove all jammed documents and place all the documents in the set again for scanning (including the documents that have been scanned)
- When all the documents have been scanned, place them back in the boxes, and transport the boxes back to 250 Victoria Parade.
- Boxes of scanned documents are stored in the Team leader’s office (Rm 4.10).
- Return the flatbed trolley to the Managers Office!

Checking

- Allow 24 hours after scanning before checking
- Log on to Zylab. You can no longer log on anonymously.
- Retrieve the boxes of scanned documents
- Select a few random Student ID numbers from the scanned documents and check to see if they appear correctly in Zylab.
- If they do not appear on Zylab, contact Systems via email with the student ID number, date documents were scanned and the name of form / document.
- If the documents appear in Zylab, place in an archive box with the date they were scanned and checked.
- The archived boxes will be returned to the Student Centre for storage. Documents are to be kept until a document disposal policy has been finalised.