	Notes on scanning charts and placing docs in SNAP			
1.	Go through the student's chart and make sure that you have - staples and paperclips removed - backs of docs copied - small notes copied onto a full sheet of paper You do not need to save/scan the registration forms from IC, cab slips, and screening forms.			
2.	Straighten up the stack of documents to be scanned and place on scanner bed. If you have an HP LaserJet Pro MFP 4227fdn, approximately 30 sheets is the max you can scan at a time. If you have a chart that is more than 30 pages, you will have to do the chart in several scanning segments.			
3.	Open your HP Scan application Check to make sure your location is set to Desktop by clicking on the "More>" button in the upper right corner of the HP Scan screen. More> -> Destination -> Save to Foler - set as your Desktop by using the Browse button or enter the location.	HP LasceJet MEP M227-M251- HP Scan	Detailed Scan Shortcut Settings: Save as PDF Scan Document Feeder if loaded 1 - side States (B,S.N1 inches) Porrati Top Edge First Image 200 Color (24 bit RGB) Default Exposure Document Destination PDF Local of Network folder	File Type PDF File Name Scan.pdf Send To Localor Network folder Save To Folder C:\Users\dhenry\Desktop Browse Show Save As dialog box After saving the file(s) Open the file © Launch Windows Explorer Do Nothing
4.	Scan the documents and "Save as PDF" -> Scan button			

5.	Once the documents have finished scanning, go the the HP Scan application and	← HP Scan HP ⊔ M227M231 (NET)	
	all of the documents that have scanned in (if Ctrl + A doesn't work, reboot your	Adjustments	More 🕽
	machine). Then right-click on one of the documents and select "Delete". This will place an "X" on the bottom right corner of each document that was scanned in. We are doing this so that you can save the documents as individual files.		
		Exposure Into Exposure Brightness * 0 1	
		Contrast D Contrast	
		Destination File Type Send To PDF Local or Network folder	~
		14/17 Back Save	Exit
6.	Grab the stack of documents from the scanner bed. From the stack of documents, you can see which indivual sheets may need to be saved as one file. So, If the first document is going to be an individual file, go to the top of your HP Scan screen	← HP Scan HP LJ M227M231 (NET)	
	d select the first document in the list. Click the document so that it is the ONLY e with the blue outline around it. Right-click and select "Undelete". Continue	Move Right Move Left Undelete	
		850 × Rotate Right	
		personality and an and a second	
		And	
7.	By going through the stack of paper, you are actually verifying that each document was scanned in. If a document was missed, I place it off to the side to be rescanned when finished with the current scan.		

8.	Now that you have your file selected, click the "Save" button. It should go directly to your Desktop folder (you will want to verify that it saved because I have had some of them not acutally save). We are using a format of "YY - MM DD - FI LastName - description of document". This gives you the actual date of the document, the student's first initial (FI) last name and a description of the document to help you place it in the correct folder and to make it easier to find in the SNAP program later. If you have a document without any date, I have been putting "00 - 00 00 FI LastName - description". By using this naming convention, you can keep the documents together by year. If you have two documents with the same date and description, I have been adding a 2 at the end of the file name.	File name: 18 - 08 14 - immunization Save as type: PDF(*.pdf)
9.	Once you have the file saved and are ready to go to the next document, just right click the document in the HP Scan application and select "Delete"	
10.	Move to the next document and repeat until you have named and verified all of the documents in your actual stack of papers. If a document wasn't scanned, place it to the side and scan it in when you have finished naming all of the files in the current scan.	
11.	Once in a while, you will need to save several documents in the same file. Just make sure that what you want to save in the same file name is in the "Undelete" state before you Save the file. An example of saving two documents in the same file is shown to the right. If you have saved a single sheet into a file and realize after you have named it that it should include an additiona page or pages, just Undelete the additional pages in the Scan application and then save the file again. You will want to write over the existing file and confirm this action.	Image: Pose Pose Image: Pose Pose Pose Pose Pose Pose Pose Pose

12.	A helpful tip is to copy the "FI LastName - " part of the naming process. Then you can easily paste this information in each time you save a file belonging to the same student. To do this, highlight the part you want to save, then hit "Cntrl + C" (to copy) and then when you get to the next file and are in position, hit "Cntrl + V" (to paste).	Save As Crganize Vew folder Favorites Downloads Recent Places Documents Music Pictures Videos File name: 06 - 0215 Morton - immunization Save as type: PDF(*.pdf) Hide Folders
13.	Once you have named all of the files in this scan, you can sort them by date order before you upload them to SNAP. To sort them by date order, click on the little chevron at the center top of the column with the file names and then click again.	Organize Computer Local Disk (C:) Users Adhenry Desktop Image: Computer Search Desktop Organize Open with Adobe Acrobat Reader DC Share with Print Burn > Image: Computer Open with Adobe Acrobat Reader DC Share with Print Burn > Image: Computer Name Date modified Type Image: Computer Adobe Acro 11/27/2018 9:30 AM Adobe Acro Image: Computer Adobe Acro 11/27/2018 9:30 AM Adobe Acro Image: Computer Adobe Acro 11/27/2018 9:30 AM Adobe Acro Image: Computer Adobe Acro 11/27/2018 9:30 AM Adobe Acro Image: Computer Adobe Acro 11/27/2018 9:32 AM Adobe Acro Image: Computer Adobe Acro 11/27/2018 9:24 AM Adobe Acro Image: Computer Image: Computer Image: Computer Image: Computer Adobe Acro Image: Computer Image: Computer<

14.	Now you are ready to upload these files to SNAP. In the SNAP program, select the "Upload" icon located in the upper right hand corner of the SNAP application.	or ★ ▲ ● : - - × Forade 11 12		
15.	Locate the files on your desktop and highlight the appropriate files -> Open -> click	Name	Date modified	Туре
		🔊 00 - 00 00 J Morton - note from doc re ret	11/27/2018 9:30 AM	Adobe
		🔒 06 - 02 16 J Morton - immunization exem	11/27/2018 8:55 AM	Adobe
		🔊 06 - 02 16 J Morton - K physical	11/27/2018 9:29 AM	Adobe
		😣 09 - 05 15 J Morton - note from doc re co	11/27/2018 9:32 AM	Adobe
		11-35	10/16/2018 11:46	Interne
		🔒 12 - 08 21 J Morton - 6th grade camp for	11/27/2018 9:28 AM	Adobe
		🔊 15 - 07 22 J Morton - physical	11/27/2018 9:26 AM	Adobe
		🔊 15 - 08 20 J Morton - immunizations not	11/27/2018 9:27 AM	Adobe
		🔊 16 - 07 19 J Morton - physical	11/27/2018 9:26 AM	Adobe
		18 - 08 14 J Morton - immunization	11/27/2018 8:45 AM	Adobe
		👩 Google Chrome	10/9/2018 11:21 AM	Shortc
		🕞 Munis	10/9/2018 11:19 AM	Interne
		Uploading files: 27% X Cancel Hide		

16.	 When the files have finished uploading, locate the appropriate student chart in SNAP. Go to History -> Attachments -> Attach -> start attaching the files into the corresponding folders. General (physicals) Med. Orders (doc orders/parent auth/action plans) Permissions (PE restrictions) Absences Screenings (vision, hearing, or dental care) Conditions (504 or IEP plan) Immunizations (including waivers) Emails If you accidentally put a file into the wrong folder, you can just click and drag it into the right folder. 	
17.	I like to keep my desktop screen open and my SNAP program side-by-side so that I can verify that I'm getting all files attached into the SNAP program.	Image: Source
18.	When all of the documents have been scanned in, you can clean up the SNAP program to keep from getting confused with too many student files listed. While still under the Document Viewer screen, select Attach -> General -> the files will appear, select one file, then hit the Delete key (on your keyboard), down arrow, Delete key, down arrow, Delete, down arrow, Delete until all of the files have been removed. After they have been removed, select "Cancel" -> OK. Now you have a clean slate to start the next chart and hopefully not have a big mess when trying to keep the student and their files together.	Files / Email Logs Scans Open X Look in: Dedtop Image: Comparison of the state of the st

Once you have all of the files attached and verified in the SNAP program, you can delete the files from your "Desktop. Highlight the files and select "Shift + Delete". It will as if you are sure you want to permanetly delete the items - Yes. By using the "Shift + Delete" instead of just "Delete", it keeps the items from filling up your Recycle Bin.

General	File Title:
-06 - 02 16 J Morton - K physical.pdf	
- 12 - 08 21 J Morton - 6th grade camp forms.pdf	Import Da
- 15 - 07 22 J Morton - physical.pdf	
16 - 07 19 J Morton - physical.pdf	I man a what of
Med. Orders	Imported
-00 - 00 00 J Morton - note from doc re return to school.pdf	1000 000 000 000 000 000 000 000 000 00
- 09 - 05 15 J Morton - note from doc re cold symptoms.pdf	File Size:
Permissions	
Absences	
Screenings	
Conditions	
Immunizations	
06 - 02 16 J Morton - immunization exemption.pdf	
15 - 08 20 J Morton - immunizations not up to date.pdf	
18 - 08 14 J Morton - immunization.pdf	
Emails	

	Name	Date modified	Type
	Nome	Date mounieu	type
ac	00 - 00 00 J Morton - note from doc re return to school	11/27/2018 9:30 AM	Adobe A
PL	B 06 - 02 16 J Morton - immunization exemption	11/27/2018 8:55 AM	Adobe A
	🔒 06 - 02 16 J Morton - K physical	11/27/2018 9:29 AM	Adobe A
	09 - 05 15 J Morton - note from doc re cold symptoms	11/27/2018 9:32 AM	Adobe A
er	11-35	10/16/2018 11:46	Internet
	12 - 08 21 J Morton - 6th grade camp forms	11/27/2018 9:28 AM	Adobe A
5	15 - 07 22 J Morton - physical	11/27/2018 9:26 AM	Adobe A
	15 - 08 20 J Morton - immunizations not up to date	11/27/2018 9:27 AM	Adobe A
	🔒 16 - 07 19 J Morton - physical	11/27/2018 9:26 AM	Adobe A
r	18 - 08 14 J Morton - immunization	11/27/2018 8:45 AM	Adobe A
	Are you sure you want to permanently delete thes	se 9 items?	et .ut et

20.	Verify that you see the files in SNAP and then put all of the scanned in and uploaded papers into the confidential shread pile. Do not put scanned in documents back into the student chart with the exception of thr "orange" folders. Now you are ready for the next chart! Have fun!!!	

21.	Regarding the orange folders, scan the documents from your orange folders into	
	SNAP, but do not shred these documents. Keep the documents in the orange	
	folders so this information can be shared with your counselors and principals as	
	needed since they do not have access to SNAP. To make sure there is no	
	confusion on what has been scanned, place an X on the right upper corner of	
	those documents you have scanned and then place them back in the orange	
	folder.	