



How to Scan Documents and Upload in OSCAR

Scanning

Separate documents into singles and/or doubles

- Scanning Singles

Option 1

Go into settings and click “create single page items” then click ok.

Option 2

Scan all documents together, once scanned right click on mouse and click on unstack and then click all documents.

- Scanning Doubles
Scan only one double document at a time (it will be too much work trying to get the right documents together and you may upload two documents into the wrong chart).

Make sure if you scanned documents with **option 1 for the single settings you go back on unclick the single page items so you can scan your doubles **

Uploading

1. Go to Oscar
2. Go to Inbox
3. Go Doc Upload
4. Enter your name
5. Add files (search for folder called Public)
 - Scan documents and search for your folder
6. Click on first document, hit shift at the sametime and then click Upload
7. Preview documents