

Doc Archive

This program will give a user the ability to upload personal documents (SSN Card, Birth Certificate, IBC certificates, etc) for students.

Scanning:

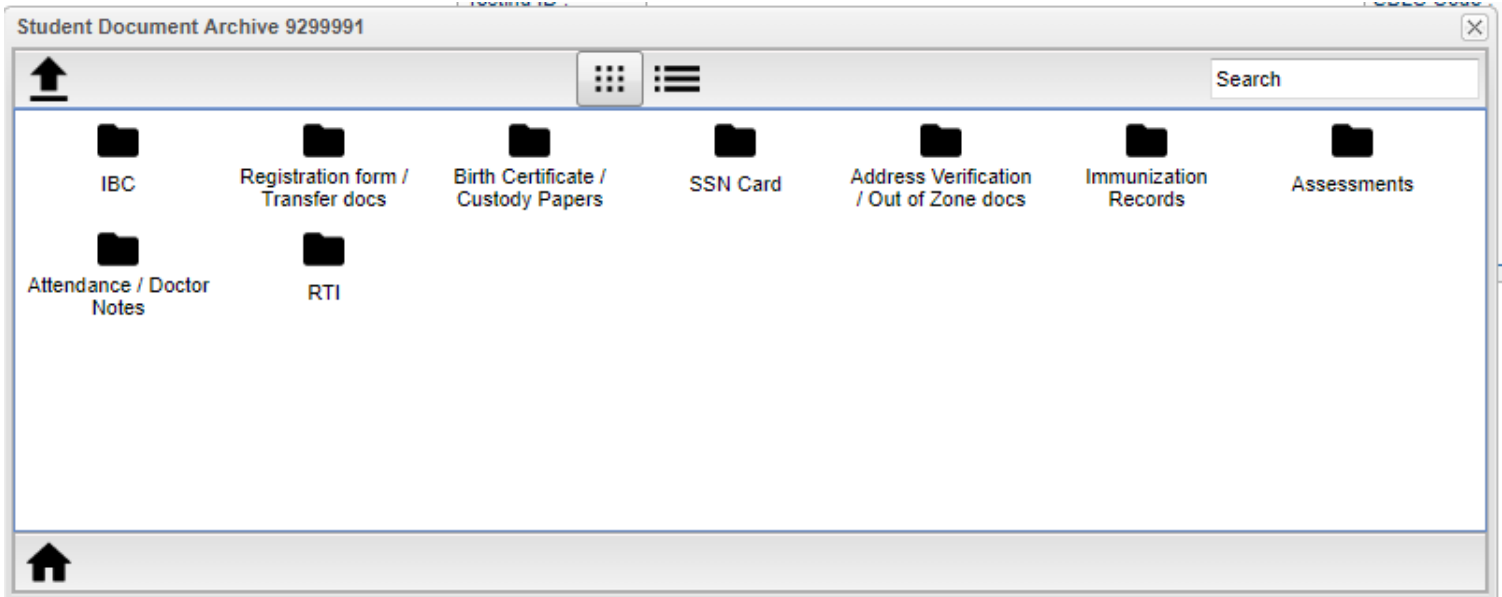
For individual students, when scanning documents, please keep the following in mind:

- Scan to pdf whenever possible. This format works best. Can store other formats, but pdf views and prints most easily.
- Keep individual file size under 1MB. Can't store the latest episode of Game of Thrones.

Uploading Documents

On the left navigation panel, select **Student Master**.

- Find a student.
- Click **Action** then **Doc Archive**.
- Open the folder the user would like to upload documents into.



- Click the **Upload** button.



Add Files to Birth certificate 3100008

Drop Files Here

Filename :
2018-03-23_07h57_49.png

Category :
Birth certificate

Filename :
2018-01-09_15h02_54.png

- Click **Choose Files** to upload files(s). Multiple files can be uploaded at one time. The file(s) will then be listed in the area below.
- Click the **Start** button to upload the files. When done, a green check mark will be displayed.
- To retrieve the document, click on the folder, then click on your document.

To Load Multiple Files to Different Folders

- Click **Choose Files** to upload files. Select multiple files.
- Click in the **Category** field to select which folder to direct the file to.
- Tap the **Start** button to upload the files to the different folders at once.

Filename :
6118 215 PM Office Lens.pdf

Category :
Birth Certificate / Custody Papers

Filename :
6518 841 PM Office Lens.pdf

Category :
SSN Card

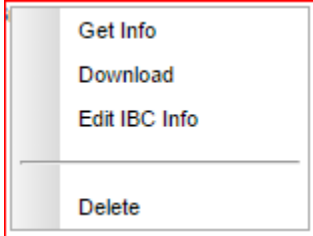
Filename :
12518 106 PM Office Lens.pdf

Category :
Address Verification / Out of Zone docs

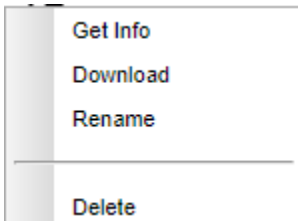
To View The Individual Student's File

Student Master → Action → Doc Archive → Student

- Double click on the appropriate folders, continuing until you find your student's document.
- Double click to open the document and it will appear in a box in the lower left-hand window.
- Click to open the document.



- Right click on the folder/file and choose **Get Info** to get details about the file such as "file size", "create date/time" and "change date/time". It is also available displayed on the list view.
- Right click on the folder/file and choose **Download** to see the student's certificate, etc. in a Print Servlet pop up window.
- Right click on the folder/file and choose **Edit IBC Info** to allow you to edit the IBC information (only if you have the proper security).
- Right click on the folder/file and choose **Delete** to allow you to delete the information (only if you have the proper security).



- Right click on the file and choose **Rename** to edit the name of the file.

DAS Mass Loader

This program is a fast loader for the Document Archive System and allows the user to mass import scanned documents as viewed in Student Master. The user can select the DAS category of which to load and then files to import.

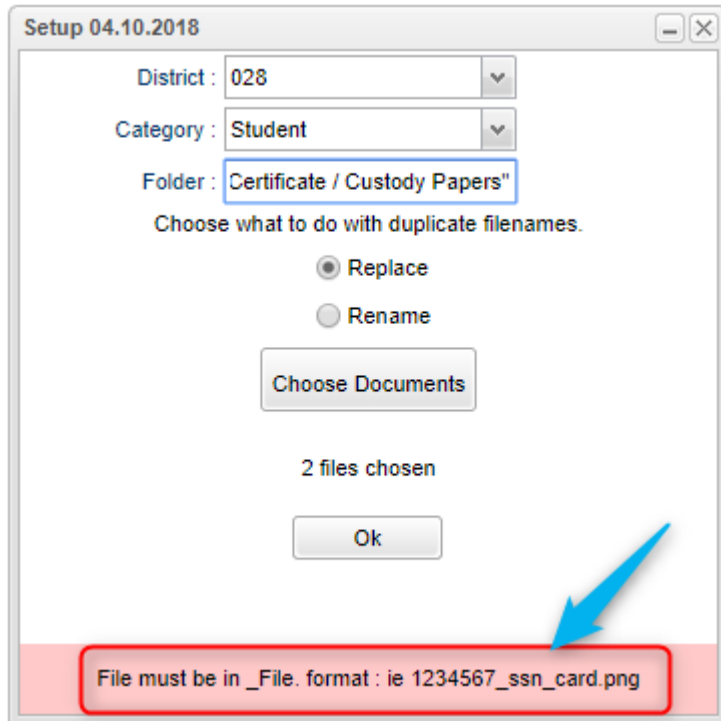
- **All files will start with the student's identification number followed by an underscore. This will allow loading by category to speed up the import to DAS.**

Example: 9019856_BirthCertificate.pdf

- If possible, when working with scans, try to keep in pdf format.

On the left navigation panel select Student Master > Loaders > DAS Mass Loader.

Setup Options



- **Category** - Choose the category assigned to this document (Usually will be "Student").
- **Folder** - Choose the folder that the file was uploaded to by highlighting and clicking OK.
- **Replace** - Choose what to do with duplicate filenames. Replace will overwrite all the files.
- **Rename** - Choose what to do with duplicate filenames. Rename will add a -1 to the end of the original file name.
- **Choose Documents** - Click to choose the document to import from where it is stored on your computer. The number of files chosen will appear below.
- **OK** - Click to continue.

Main Screen After Processing

After upload is completed, a report will be displayed showing status of the files processed.

At this point, the files are loaded to the students various Document Archive Areas.

Welcome Dashboard DAS Mass Loader				
	Sidno	Document	Status	Folder
1		5139883_testing3_file.txt	Success	/Legal Documents
2				

Doc Archive Count

This program will show the count of Document Archive files by student.

The report will list all students and the Total column will display the count of files in each folder created in [Doc Archive](#). Clicking on the count will display the list of files. When the user clicks on the Download arrow, it displays a print preview of the document.

On the left navigation panel select Student Master > Count > Doc Archive Count.

- **Setup Options**

Setup-13.03.2018 SV

Year : 1718

District : 027

School : 700

Grade :

Gender :

Ethnicity :

Sports :

Clubs :

Programs :

Students :

Special Codes :

Special Ed : All Sped Only Non Sped

504 : All 504 Only Non 504

LEP : All LEP Only Non LEP

As Of Date : Mar 26 2018

OK

- **Grade** - Grade level of the student
- **Gender** - Select the student's gender for filtering.
- **Ethnicity** - Select the student's ethnicity for filtering.
- **Sports** - Leave blank if all sports are to be included into the report. Otherwise click in the field to the right of Sports to select the desired sport(s) to view.
- **Clubs** - Extracurricular activities in which students may participate. Leave blank if all clubs are to be included into the report. Otherwise click in the field to the right of Clubs to select the desired club(s) to view.
- **Programs** - Leave blank if all program codes are to be included into the report. Otherwise click in the field to the right of Program Codes to select the desired program code(s) to view.
- **Students** - Select specific students to display in the report.
- **Special Codes** - Special Codes must have been entered into the Student Master record for students. Leave blank if all special codes are to be included into the report. Otherwise click in the field to the right of Special Codes to select the desired special code(s) to view.
- **Sped: All** - This will display all students. **Sped Only** - This will display only sped students. **Non Sped** - This will display only non sped students.

- **504: All** - This will display all students. **504 Only** - This will display only 504 students. **Non 504** - This will display only non 504 students.
- **LEP: All** - This will display all students. **LEP Only** - This will display only LEP students. **Non LEP** - This will display only non LEP students.
- **As of Date** - This choice will list only those students who are actively enrolled as of the date selected in the date field.
- **OK** - Click to continue.

Main Screen Display

School	Last Name	First Name	Student ID	State ID Number	IBC	NON-IBC	Total
004			6039796	7174428452	1		1
002			5020002	2989623256	6		6
004			6039995	2891816811	1		1
004			7039974	8453553424	2		2
006			7059969	1259418227	1		1
004			5039991	7767751457	2		2
004			4159988	1961862387	3		3
006			6059797	3729849727	6		6
009			7089937	6279493741	2		2
009			5099984	1184657246	2		2
002			9029970	8976512294	2		2

IBC - Count of IBC records: Click to see records. Click on Download icon to view.

NON-IBC - Count of Non-IBC records: Click to see records. Click on Download icon to view.

Total - Clicking on the count will display the list of files. Click on Download icon to view singly.

Click on last Download icon to make a zip file of all items in document archive.

Detail Report								
	Last Name	First Name	Student ID	State ID Number	File	Create Time	Download	
1				3	028002_..._2016_016.pdf	2018-09-13 11:09:53.894	↓	
2				3	028002_..._2017_054.pdf	2018-01-26 10:04:07.778	↓	
3				3	028002_..._2017_421.pdf	2018-04-16 13:28:06.853	↓	
4	Total						↓	

Will create a zip file containing all in the listing