

Mississippi Secretary of State
 Delbert Hosemann
 ECAM 2010
 Scanning Documents in SEMS



Presented by
Stephanie McCann



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Topics to be covered

- Scanning Single Death Notices
- Scanning Multiple Death Notices



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Scanning Single Death Notices

Bobby Bragan, Ex-Baseball Manager Executive, Dies at 92
By MICHAEL SULLIVAN
 Published: March 26, 2010

Bobby Bragan, a National League shortstop and catcher in the 1940s who became a protégé of Branch Rickey, went on to manage three major league teams and served as a baseball executive, died Thursday at his home in Fort Worth. He was 92.

The cause was apparently a heart attack, said his daughter, Cassi Bragan Walden.

In August 2006, Bragan managed the Fort Worth Catchers League team for a single day, at age 87, having into the third inning before he notified his election by the umpires. The stunt supposedly made him the oldest manager in professional baseball history. That claim was difficult to verify, but it personified Bragan's joy as a lifelong baseball man.



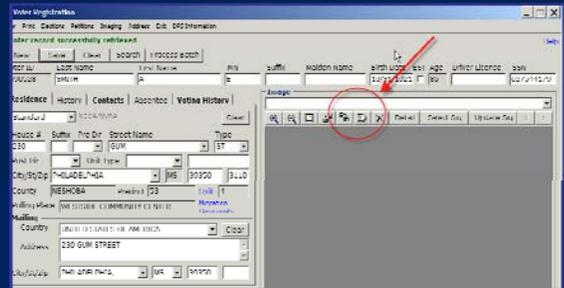
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To begin scanning a single document for a voter, select Voter Registration from the SEMS main menu and enter the voter id to access the voter's records.



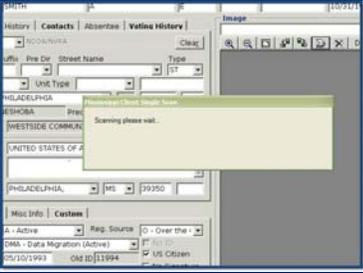

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From the Voter Registration screen, select the "Scan" icon.




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Feed the document into the scanner and let it scan.




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Fill in the document information and click save to add the image to the voter record.



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When accessing the voter record, the documents for that voter will appear in the Image Drop-Down Menu and you can add many documents to one voter.



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Scanning Multiple Death Notices

To scan multiple death notices for voters, select Batch Scan from the SEMS main menu.



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A unique batch name can be entered into the Batch Name field . If left blank the system assigns a name automatically. Example: 0001-DATE-TIME



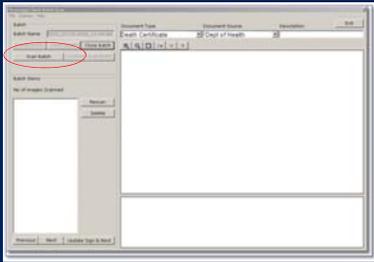
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Select Death Certificate from the Document Type Drop-Down Menu, specify the source of the notice, and give a description Example: Death Notice 1-7-2010



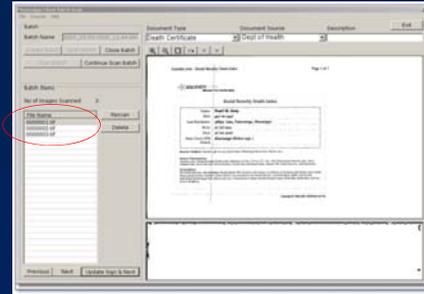
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Place one or more death notices on the automatic document feeder on the scanner. Be sure that all forms are the same size and type. Click SCAN BATCH to start feeding the notice through the scanner .



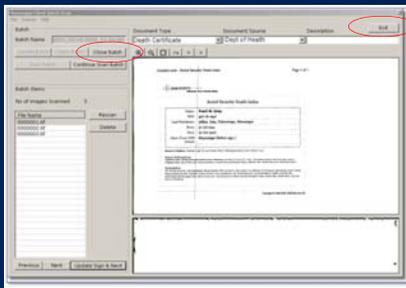
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When scanning completes, a list is populated in the Batch Items section, this section also shows how many items were scanned.



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Close the batch by selecting the Close Batch button and click Exit to close this screen



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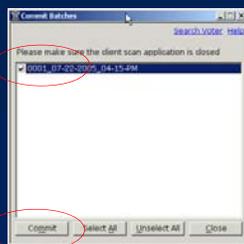
Committing a Batch

From the Main Menu select Commit Batch



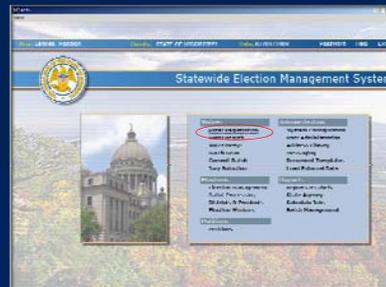
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Put a check box next to the batch you want to commit and click Commit. The batches have been copied to the central server and the images are now ready to link to the voter record. Select Close.



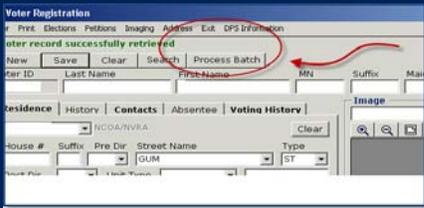
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To link the scanned death notices to voter records, select Voter Registration from the SEMS main menu.



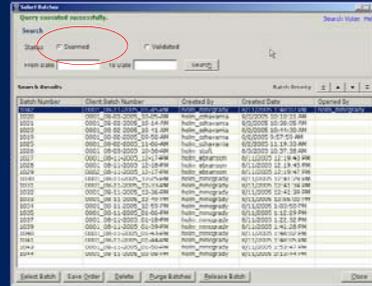
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Select Process Batch



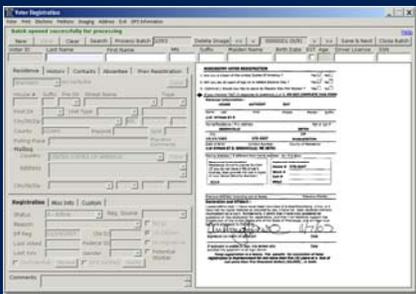
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In the Select Batches screen, choose Scanned to see batches that have been scanned in to the system but not attached to a voter registration record.



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Highlight a batch, then click Select Batch.
The first scanned image in this batch is displayed.

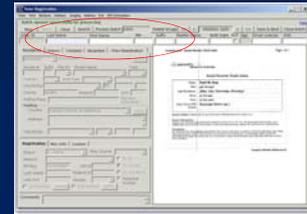


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Insert the voter information for the scanned death notice that is showing to access the voter's record.

After verifying the match Click Save & Next to save this voter registration image combination and display the next scanned image.

Repeat these steps until the entire batch has been processed.



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Questions /Answers

- How many documents can be scanned in for each voter?
- What document types may be attached to a voter record?
- After a document is scanned what becomes of the hard copy?
- If you have one image to scan would you use Batch Scan?
- Can you have different document types in one batch.



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