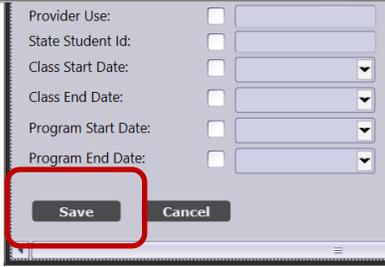
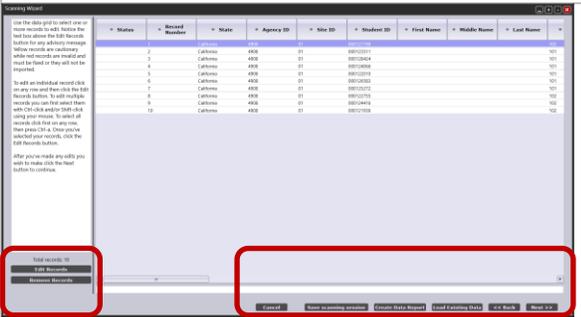


Steps to Edit Scanned Data

After you complete simulated or regular scanning, the **Scanning Wizard** preview window appears. You should always preview what you scanned before accepting it into your database. You may also want to review your scanning information from a paper copy.

Step	Screen	Description
<p>1.</p>	<p>Note! You can Save the scanning session to continue later with data correction.</p>	<ul style="list-style-type: none"> The Scanning Wizard window opens with the list of scanned records. The Data Grid at the left of the list provides directions for editing records if needed. <ul style="list-style-type: none"> Yellow records are cautionary. Red records are invalid. Click on a color record to display an advisory message about the record at the bottom of the list. With the color record highlighted, <ul style="list-style-type: none"> Click Edit Records. Or double-click to open the Data Correction Grid.
<p>2.</p>	<ul style="list-style-type: none"> To edit multiple records, select them with Ctrl + click and / or Shift + click. To select all records, click first on any row, then press Ctrl + a. After selecting records, click Edit Records. 	
<p>3.</p>		<ul style="list-style-type: none"> The Data Correction Edit Window opens to, <ul style="list-style-type: none"> Edit individual records. Apply a global override to all records. Correct invalid records. Check fields to change and then select their new values. You may need to scroll down the grid to see all data fields. <p>Note! Data fields will vary based on the type of records you are scanning.</p>

Step	Screen	Description
4.		<ul style="list-style-type: none"> • After editing all fields as needed or necessary for the appropriate action, <ul style="list-style-type: none"> ○ Click Save at bottom of the grid.
5.		<ul style="list-style-type: none"> • When returned to the Edit Records window, <ul style="list-style-type: none"> ○ The list of records should be clear of any color records to indicate that all records are 'cleared' for importing into the database. • When you are ready to import the records, <ul style="list-style-type: none"> ○ Click Next.
6.	<p>Additional Button Options:</p> <ul style="list-style-type: none"> ○ Remove Records – eliminates a record from being imported. ○ Cancel – ends the import session without importing records. ○ Save scanning session – creates a file of the scan session so you can continue later with data correction. ○ Create Data Report – will save a PDF report showing a breakdown of the records in the scan session. ○ Load Existing Data – will auto-populate existing student information. ○ Back – will take you to each previous window. 	
		<ul style="list-style-type: none"> • Continue with Importing Scanned Records