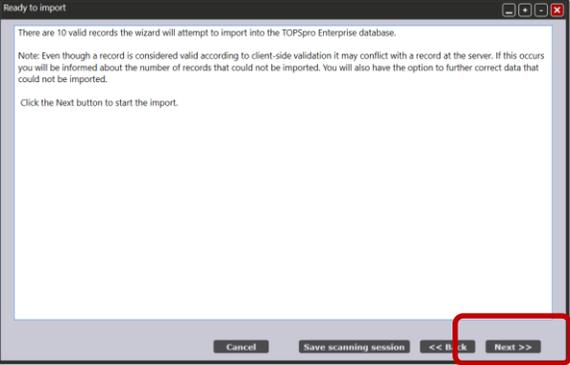


## Steps to Import Scanned Records

Step	Screen	Description
1.	 <p><i>Note!</i> You may <b>Save [the] scanning session</b> and continue later with the import operation of the scanned records.</p>	<ul style="list-style-type: none"> <li>The <b>Ready to import</b> window indicates the number of <b>Valid</b> records the wizard will attempt to import.                             <ul style="list-style-type: none"> <li>Click <b>Next</b>.</li> </ul> </li> </ul> <p><i>Note!</i></p> <ul style="list-style-type: none"> <li>Even though a record is considered <b>Valid</b> according to your TE Client, it may conflict with a record at the CASAS server.</li> <li>If this occurs, the system will inform you about the number of records that could not be imported.</li> <li>You will also be able to correct data that could not be imported.</li> </ul>
2.		<ul style="list-style-type: none"> <li>The time to import records varies depending on the type of record and the number of records being imported.</li> <li>You will have another opportunity to <b>Save [the] Import Session</b> and return later to finish.</li> <li>You may also <b>Cancel</b> importing records. Depending on when you cancel, records may have already been imported.</li> </ul>
3.		<ul style="list-style-type: none"> <li>The Scanning Wizard ends with a <b>Scanning results</b> window indicating the number of records that were imported or were not imported successfully.</li> <li>You have the option to <b>Save [the] scanning session</b> so that you can continue later with data correction or with the import operation of the scanned records.</li> <li>To end the scanning session, click <b>Finish</b>.</li> </ul>