

## **Steps to Import Scanned Records**

Step	Screen	Description
1.	Ready to import  I we will also the wizard will attempt to import into the TOPSpro Enterprise database.  Note: Even though a record is considered will according to client-side validation it may conflict with a record at the server. If this occurs you will be informed about the number of records that could not be imported. You will also have the option to further correct data that could not be imported.  Click the Next button to start the import.	• The <b>Ready to import</b> window indicates the number of <b>Valid</b> records the wizard will attempt to import.
		<ul> <li>Click Next.</li> </ul>
		Note!
	Cancel Save scanning session <<( B (). Next >>	• Even though a record is considered <b>Valid</b> according to your TE Client, it may conflict with a record at the CASAS server.
	<i>Note!</i> You may <b>Save [the] scanning</b> <b>session</b> and continue later with the import operation of the scanned records.	• If this occurs, the system will inform you about the number of records that could not be imported.
	1 1	• You will also be able to correct data that could not be imported.
2.	Ready to import	• The time to import records varies depending on the type of record and the number of records being imported.
		• You will have another opportunity to <b>Save [the] Import Session</b> and return later to finish.
	Importing record 2 of 10. Pears wit.	• You may also <b>Cancel</b> importing records. Depending on when you cancel, records may have already been imported.
3.	Scanning result	• The Scanning Wizard ends with a <b>Scanning</b> <b>results</b> window indicating the number of records that were imported or were not imported successfully.
	Save scanning session Talah	• 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.
		• To end the scanning session, click <b>Finish</b> .