

## Steps to Override Scanning Options

**Override Scanning** is a highly valuable feature in TE. Taking full advantage of this feature can save time by automatically entering an 'override' value that will replace the information for that data field. Override options will differ depending on the type of form you are scanning.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>• After records are scanned,</li> <li>• Use the data field <b>Overrides</b> to apply to all records in the scanned batch.</li> <li>• Use data field <b>Defaults</b> to apply only when a data field is empty.</li> </ul> <p><b>Note!</b> For simulated scanning, keep <b>Select field overrides</b> selected.</p> <ul style="list-style-type: none"> <li>○ Click <b>Next</b>.</li> </ul>
2.		<ul style="list-style-type: none"> <li>• From the <b>Front Overrides</b> window,             <ul style="list-style-type: none"> <li>○ Use drop-down arrows next to each field to choose an <b>Override</b> value option.</li> </ul> </li> <li>• A second window for <b>Back Overrides</b> will display with dual-sided scanning.</li> <li>• After applying <b>Override</b> values,             <ul style="list-style-type: none"> <li>○ Click <b>Next</b></li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>• The <b>Scanning Wizard</b> is ready to process the raw data.</li> </ul> <p><b>IMPORTANT!</b> Before you proceed, pay close attention to information about the options and default settings on this window, as they will vary depending on the type of record you are scanning.</p> <ul style="list-style-type: none"> <li>• Click <b>Next</b>.</li> </ul>