## **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.	Somming Weard   Vou can use either field overrides or field defaults.  The field overrides or field defaults.  The field defaults will be applied to all records, overriding even existing field values read from the scanned answer sheets.  The field defaults will be applied only when there was no field value read from the scanned answer sheets.	• After records are scanned,
		• Use the data field <b>Overrides</b> to apply to all records in the scanned batch.
		• Use data field <b>Defaults</b> to apply only when a data field is empty.
	Select field overrides (override empty and non-empty scanned fields)     Select field defaults (replace empty scanned fields)     Canced << 0 (2 Next >>	<b>Note!</b> For simulated scanning, keep <b>Select field</b> <b>overrides</b> selected. • Click <b>Next.</b>
2.	Starking Woard  Front Overrides  Sate:  California  Agency: 4908 - Rolling Hills Adult School (BHAS)  Site:  Calac: Instructional Program:  Roll Stark:  Roll Sta	<ul> <li>From the Front Overrides window,         <ul> <li>Use drop-down arrows next to each field to choose an Override value option.</li> </ul> </li> <li>A second window for Back Overrides will display with dual-sided scanning.</li> <li>After applying Override values,         <ul> <li>Click Next</li> </ul> </li> </ul>
3.		<ul> <li>The Scanning Wizard if ready to process the raw data.</li> <li><i>IMPORTANT!</i> 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.</li> <li>Click Next.</li> </ul>