

Nutri-SCAN Quick Reference Guide

DAILY TASKS: BEFORE YOU SCAN

Step 1. Prep new applications into batches of 25 applications each. (be sure to remove post-it notes, staples, paperclips, etc)

Step 2. Start Nutri-SCAN and login.

Step 3. From the main screen, import student information file from F/R system by selecting:

- a. File
- b. Import Student Information
- c. Select Ok

Once students have imported successfully, open Quality Assurance.

In QA:

-Select *Process*, and then *Process All*. This will match up newly enrolled students “awaiting a Student ID” who already show an ID in Quality Assurance.

-Next, select *Lookup Not Found*s, this will attempt to search by name all students who are “awaiting a Student ID and do not have a student number listed

BEGIN SCANNING

Step 1. SCAN: Scan all applications in batches of 25. Add a batch cover sheet for each batch.

Step 2. RECOGNITION: Press *OK* to process all batches scanned.

Step 3. VERIFICATION: Verify data accuracy in each application, for each batch scanned.

Step 4. QUALITY ASSURANCE: Review applications sent to QA and resolve problems. This step will be performed throughout the day.

END OF DAY PROCESS

-Import scanned data into your Free and Reduced system

-Print Letters