



# InfoRouter Scan Station User's Guide

Connect to infoRouter - Scan Station



Connect to infoRouter



URL :

infoRouter service url.  
Example : http://myserver/infoRouter

User name :

infoRouter user name.

Password :

infoRouter user password.

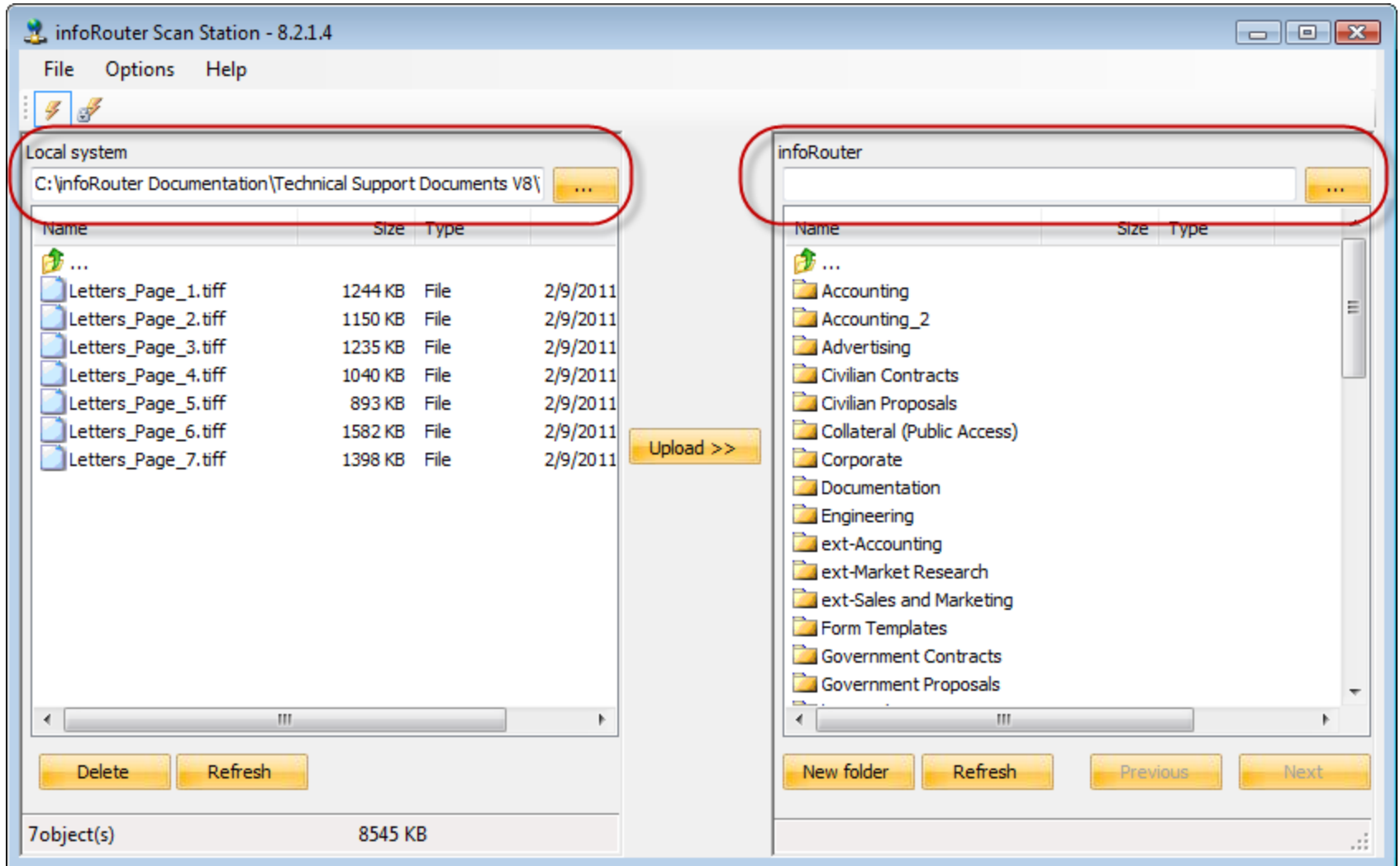
Remember my password.

OK

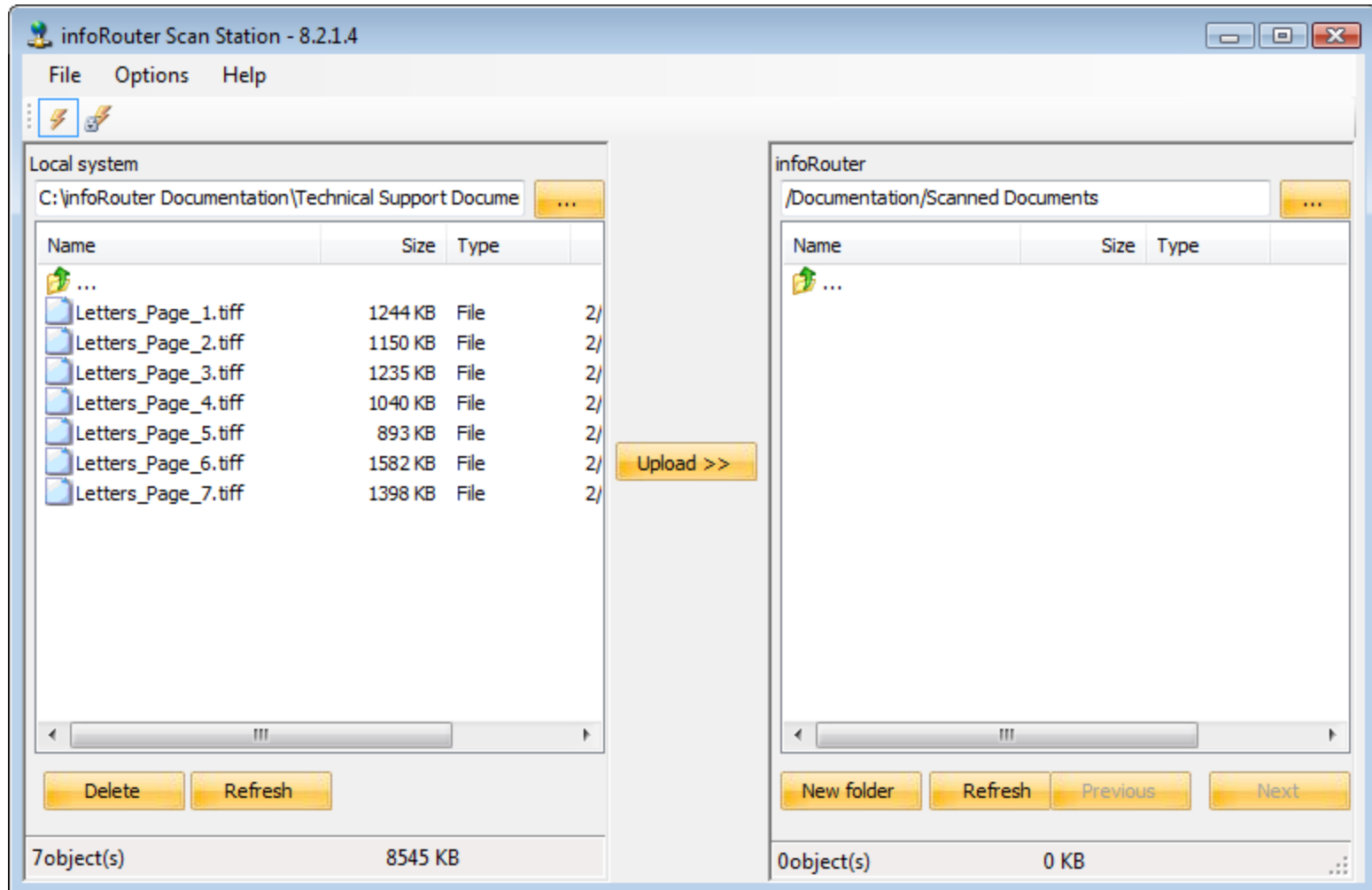
Cancel

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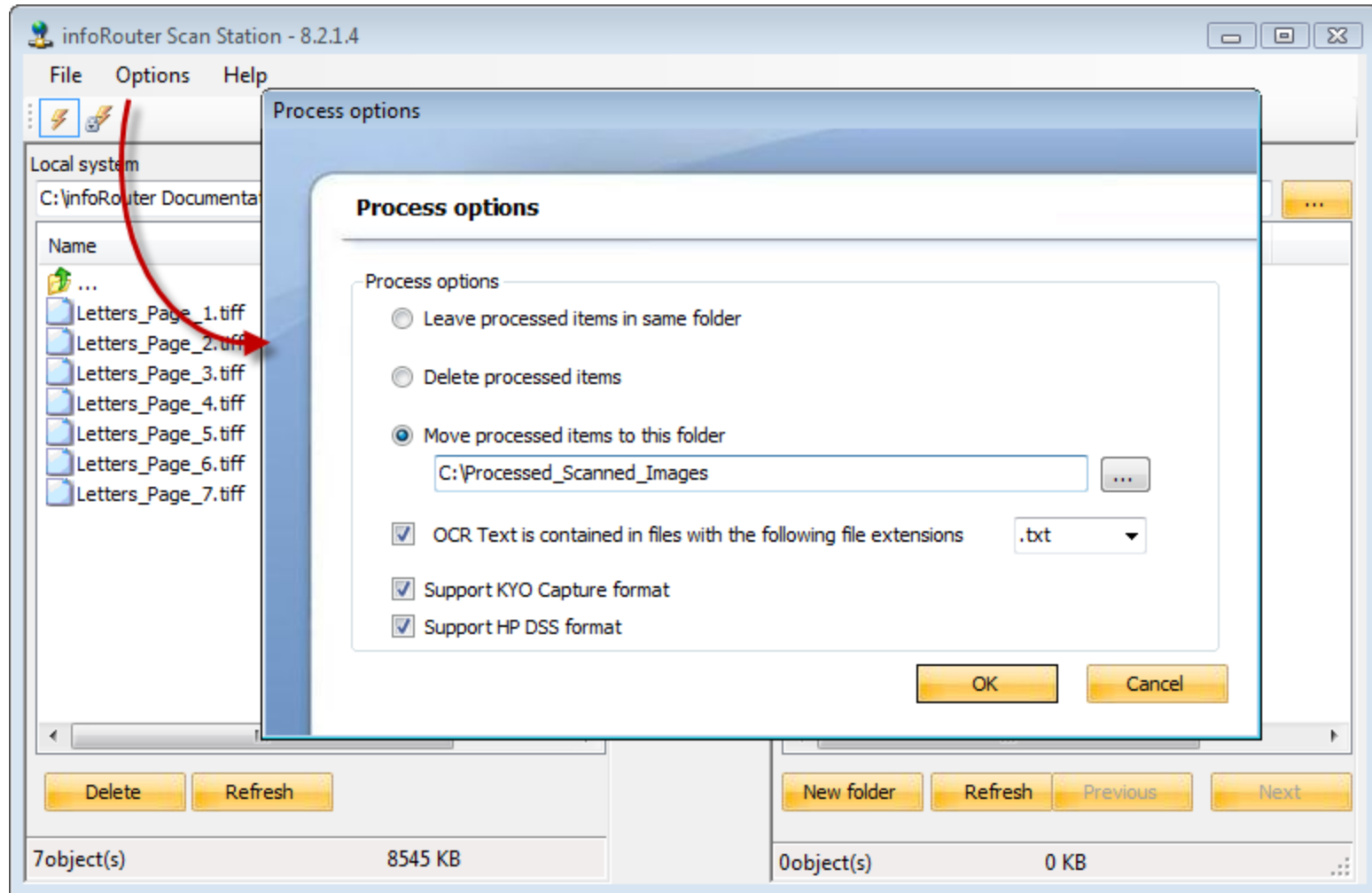
Local file system contents appear on the left hand side of the screen. The infoRouter libraries and sub-folders appear on the right hand side of the screen.



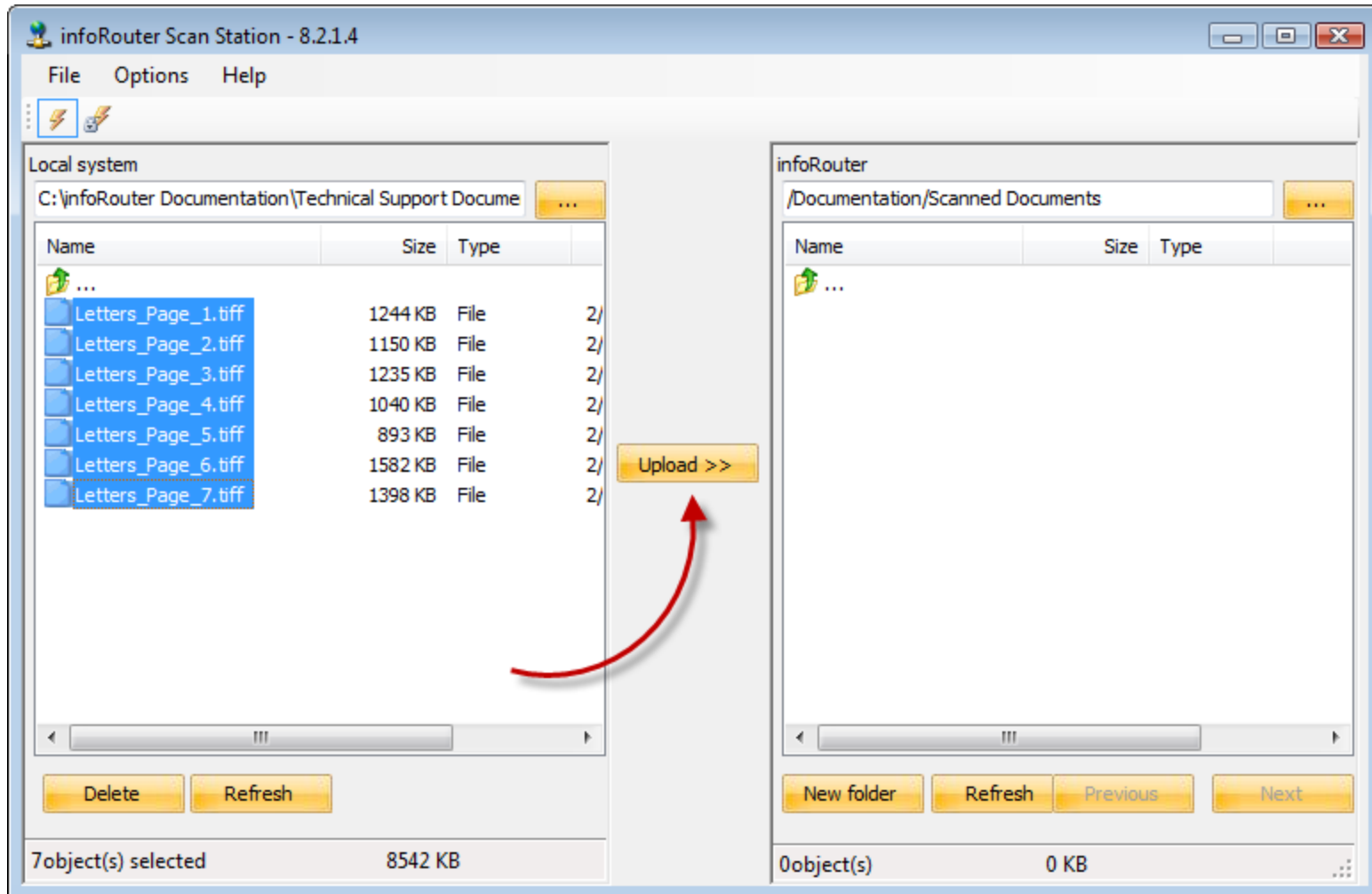
Navigate to the local scanned images folder.  
Then navigate to the target infoRouter folder.



Click on the “Process Options” menu (located under the options menu) to display the options window. Here you will be able to set your processing options



Select one or more scanned documents and click on the “Upload” button to send the selected documents to infoRouter.



Notice that the first selected document is displayed. Use the right hand panel to specify document properties. You may set properties such as “retention”, enter keywords and descriptions for the document.

The screenshot displays the 'infoRouter Scan Station' application window. The main area shows a document preview of a webpage titled 'Top 10 Things YOU Can Do NOW to Protect Students and Prop. 98'. The webpage content includes a list of ten action items, each with a checkbox and a brief description. A red circle highlights the file name 'Letters\_Page\_1.tiff' in the address bar. On the right side, a 'Properties' panel is open, showing various settings for the scanned document. The 'infoRouter folder' is set to '/Documentation/Scanned Documents'. The 'Convert to pdf' checkbox is checked. The 'Name' is 'Letters\_Page\_1' and the 'Extension' is 'pdf'. The 'Do not publish this document' checkbox is unchecked. The 'Retention' is set to 'Sat, 09 February 2013'. The 'Description' and 'Keywords' fields are empty. The 'Submit document to workflow' dropdown is set to 'None'. At the bottom of the properties panel, there are 'Submit' and 'Close' buttons.

infoRouter Scan Station

Pages: 1 Zoom

Letters\_Page\_1.tiff

Properties OCR Text

infoRouter folder:  
/Documentation/Scanned Documents

Convert to pdf

Name: Letters\_Page\_1 Extension: pdf

Do not publish this document

Retention: Sat, 09 February 2013

Description:

Keywords:

Submit document to workflow: None

Document completion status

Submit Close

**Top 10 Things YOU Can Do NOW to Protect Students and Prop. 98**

- Educate your staff and school community on the details of the budget cuts and what cuts would mean to your district and the state as whole. You should also educate your staff and your school community on ACSA's position and messaging.
- Contact local education reporters and editorial boards at local newspapers to educate them about potential budget cuts.
- Write and submit a letter to your local newspaper(s). Sample attached.
- Encourage your local school board to adopt a resolution in opposition to the Governor's budget proposal and plans to overrule Proposition 98. Sample attached.
- Contact your state senator and assembly member and ask them to oppose education funding cuts and to protect Prop. 98. Give them specific examples of how the budget proposal will affect their local districts.
- Call or email your local elected officials and ask them to help spread the message (contacting state officials, speaking out, etc.) Arrange a meeting if necessary and follow up with a phone call.
- Encourage parents to write and call the Governor and other elected officials to protect school funding and Prop. 98. Sample attached.
- Lead a local Educator Coalition news conference urging lawmakers to reject cuts to education funding and to protect Prop. 98. Sample attached.
- Speak to your local clubs or community organizations and ask for their support in voicing concern about the budget cuts.
- Contact ACSA's Julie White at [white@acsa.org](mailto:white@acsa.org) for more information about ACSA's

You can change the document name to be much more descriptive than the one created by a scanning software. You can enter a description and keywords to assist in searching for this document in the future.

Outer Scan Station

Letters\_Page\_1.tiff

### Top 10 Things YOU Can Do NOW to Protect Students and Prop. 98

**PROTECT**  
our students  
**PROTECT**  
Prop. 98

- Educate your staff and school community on the details of the budget cuts and what cuts would mean to your district and the state as whole. You should also educate your staff and your school community on ACSA's position and messaging.
- Contact local education reporters and editorial boards at local newspapers to educate them about potential budget cuts.
- Write and submit a letter to your local newspaper(s). Sample attached.
- Encourage your local school board to adopt a resolution in opposition to the Governor's budget proposal and plans to eviscerate Proposition 98. Sample attached.
- Contact your state senator and assembly member and ask them to oppose education funding cuts and to protect Prop. 98. Give them specific examples of how the budget proposal will affect their local districts.
- Call or email your local elected officials and ask them to help spread the message (contacting state officials, speaking out, etc.) Arrange a meeting if necessary and follow up with a phone call.
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- Speak to your local clubs or community organizations and ask for their support in voicing concern about the budget cuts.
- Contact ACSA's Title White at [white@acsa.org](mailto:white@acsa.org) for more information about ACSA's

**Properties** | **OCR Text**

Name: TopTenThingsToDo| Extension: pdf

Do not publish this document

Retention: Sat, 09 February 2013

Description: Top 10 things you can do now to protect students

Keywords: Students, project, community

Submit document to workflow: None

Document completion status

Mark document as completed

Completion date: Wed, 09 February 2011

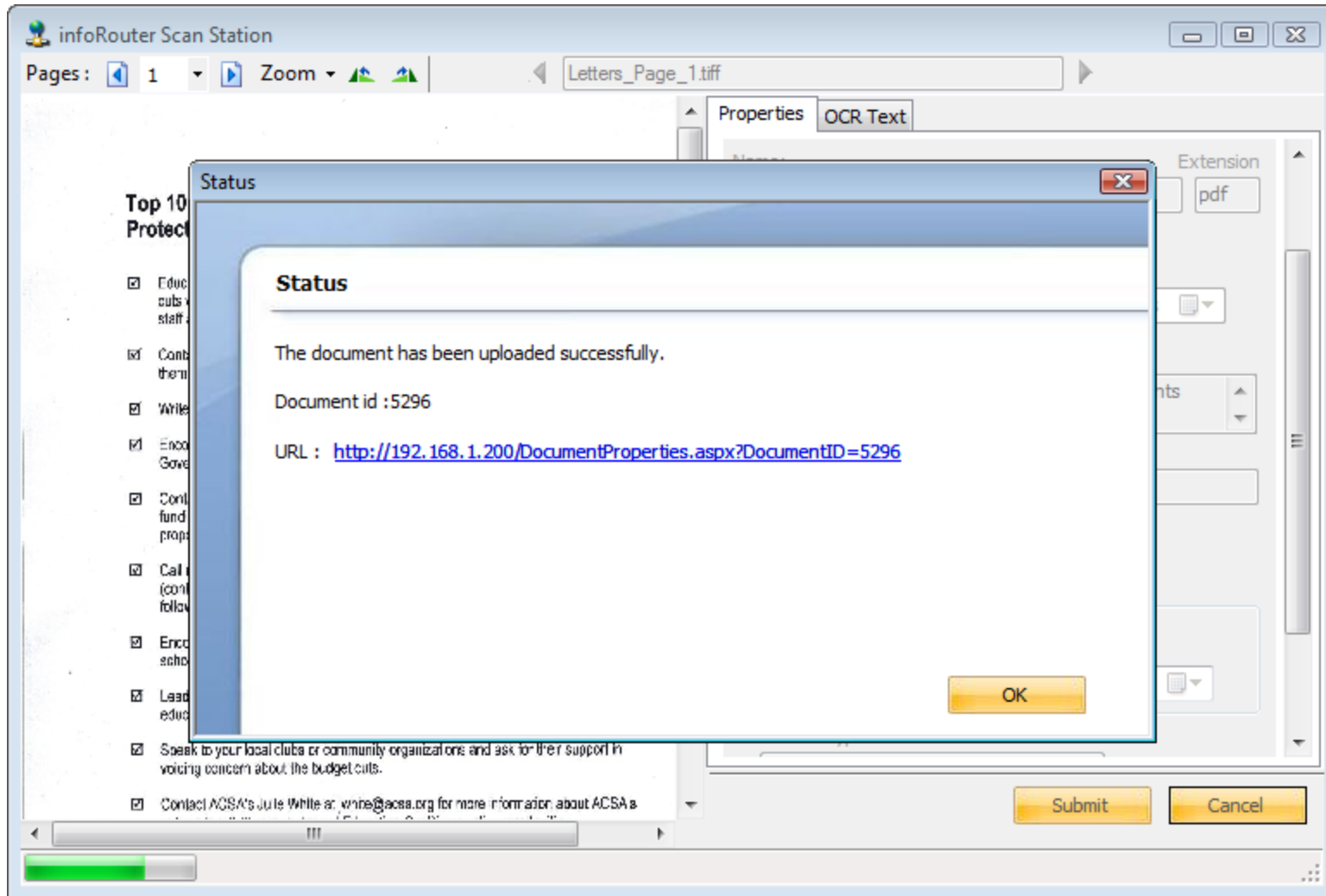
Document Type

Submit Close

You can even submit this document to a workflow to be processed by others



When ready, click on the “submit” button to send the document to infoRouter. You will get a confirmation window similar to the one below indicating that the document has been created in infoRouter. The next document in the queue will be pulled up automatically.





# InfoRouter Scan Station User's Guide

Did you know about the infoRouter Forum site?  
24/7 Access to information about infoRouter

<http://forum.inforouter.com>