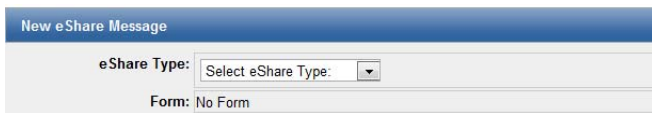


eShare Document Scanning

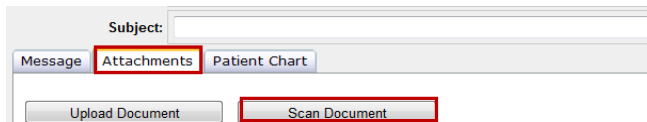
A scanner and scanning software must be installed prior to using the Scan Document feature available in an eShare message. For instructions on how to install the Scan Control, please see the eShare Scan Installation Quick Reference Guide.

eShare Scanning

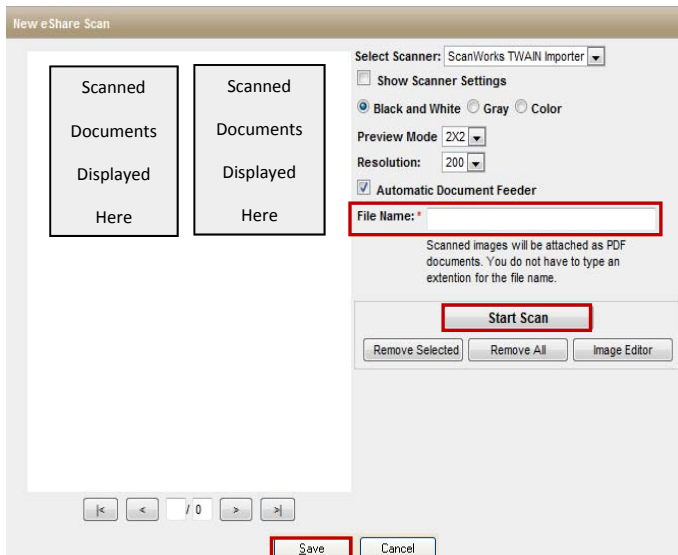
1. Select the **eShare** tab in the navigation menu.
2. Select the **eShare Message** icon to create a new message.
3. Select the **eShare Type**.



4. Select the **Attachments** tab. If an eShare Type is not selected, the Attachments tab cannot be selected.

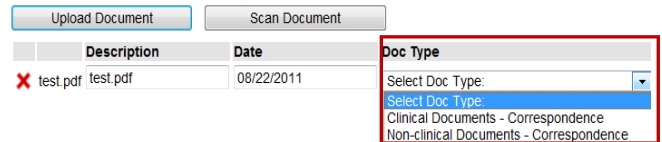


5. Select **Scan Document** and screen will default to **New eShare Scan**.
6. If the scanning control has NOT been installed, please see the **eShare Scan Installation Quick Reference Guide** for installation instructions.
7. Select the **Scanner**.
8. Enter a **File Name** into the open text field.
9. Select **Start Scan**.



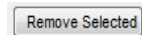
10. Scanned document will be displayed on the left side of the **New eShare Scan** window.

11. Select **Save** to save the scanned documents to the eShare message. The screen will default to the eShare message.
12. Select the **dropdown arrow** in the **Doc Type** field and select from the available **options displayed**. The Doc Type options depend on the type of eShare message (see Step 3).



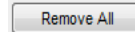
13. After the eShare message has been sent, the user can view the scanned document in the patient's **Document Tree**.

Remove Selected



1. Select **one document** by clicking on the document.
2. Select **multiple documents** by holding the **CTRL** key and click the documents to highlight the selection.
3. Select **Remove Selected** to remove unwanted items from the scanner.

Remove All



1. Select **Remove All** to remove unwanted items.

Image Editor

1. Select **Image Editor** to change the document. Use the menu bar or action buttons to edit the document. Some available editing options are, but not limited to:
 - Browse documents - Forward and Back buttons.
 - Rotate the document - Rotate Right or Rotate Left.
 - Zoom in or zoom out - Plus and minus buttons.
 - Crop the image - Ctrl + Alt + C.
 - Undo edits - Ctrl + Z.
 - Save edits - Ctrl + S or Save icon.

Show Scanner Settings

1. The user can adjust the scanner settings by clicking the box next to **Show Scanner Settings**.
2. A dialog window will display the settings specific to the scanner.
3. Some common setting options are:
 - Change the size of the scan.
 - Change the settings for color document scans.
 - Change the scan Resolution.
4. Select **Scan** or **Cancel** to continue.