GoScan for Submitters

This document will assist with:

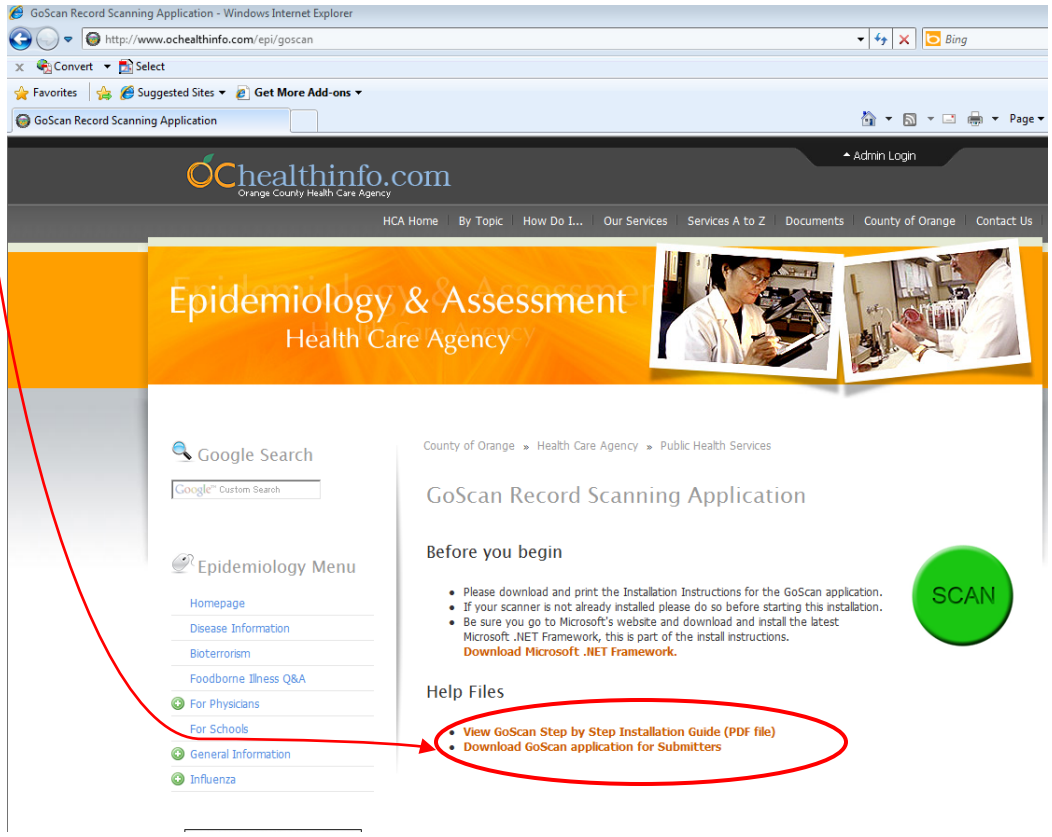
- ✓ How to download the required Microsoft Installer (MSI) file
- ✓ How to install the GoScan Lock Down version
- ✓ How to execute the application
- ✓ How to select the Scanner Source
- ✓ How to use the Hot Folder option

Pre-requisites:

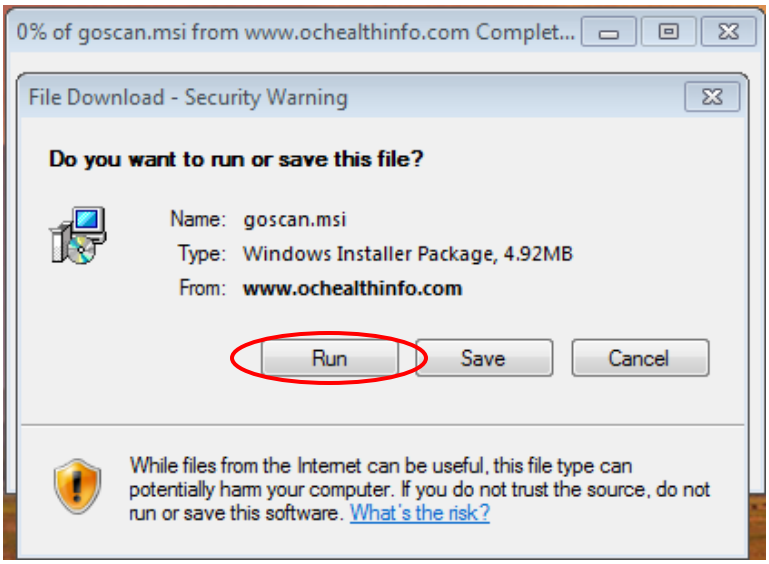
- ✓ Windows XP, Windows Vista or Windows 7
- ✓ Make sure you have administrative rights to your local computer before you install GoScan
- ✓ Download and Install Microsoft .NET Framework from http://www.microsoft.com/net/
- ✓ Scanner must be connected prior to the software installation

Download the GoScan MSI file

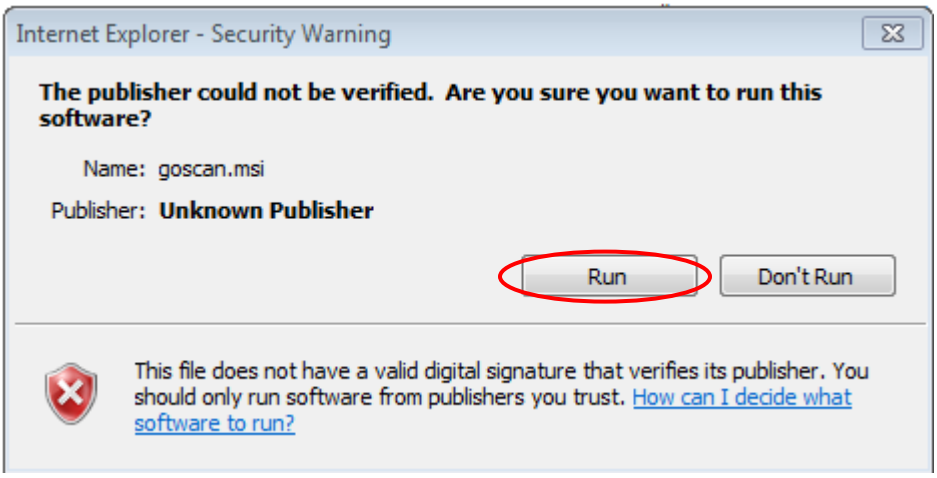
1. Click "**Download GoScan application for Submitters**" hyperlink to download the file called **"goscan.msi"** to your desktop. The URL where the MSI is located is http://www.ochealthinfo.com/epi/goscan



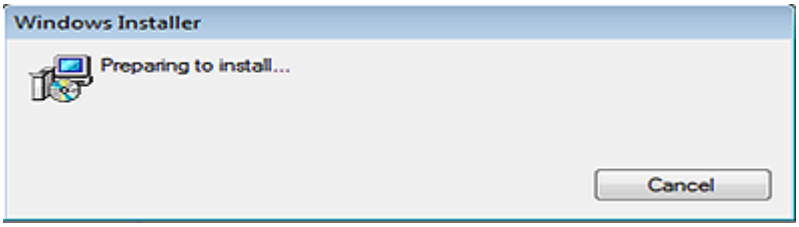
   a. When the file download is completed a "Security Warning" message will appear, Click **Run**



b. The GoScan installation will begin
c. If the “Internet Explorer – Security Warning” window is displayed click **Run**



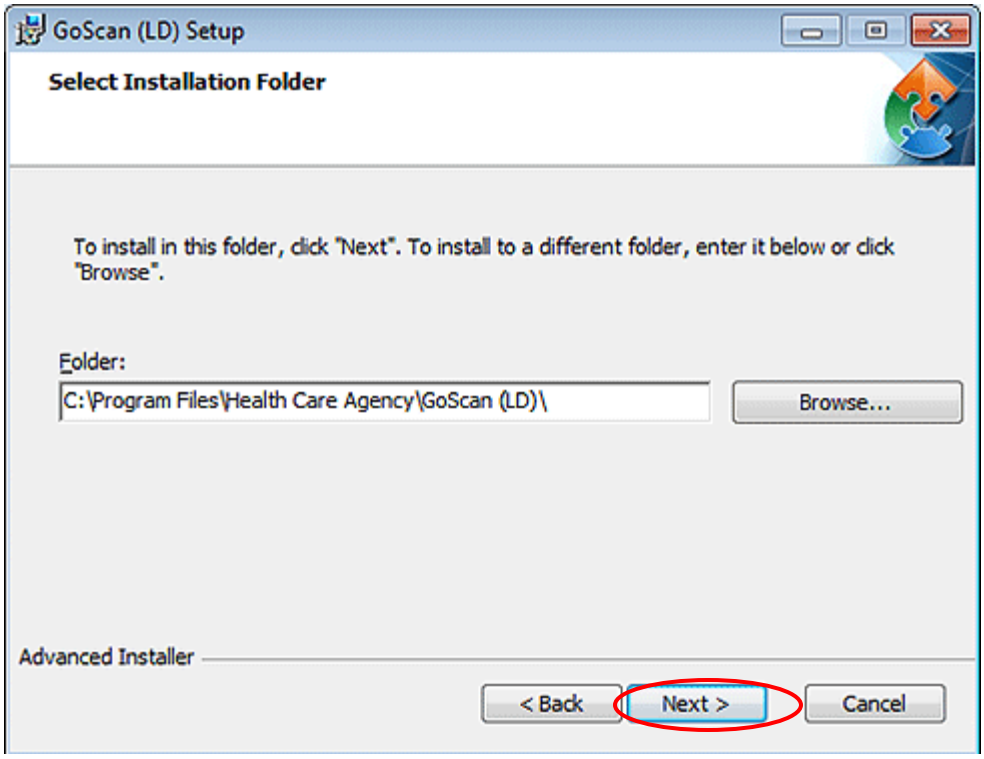
d. The system will start preparing for the installation



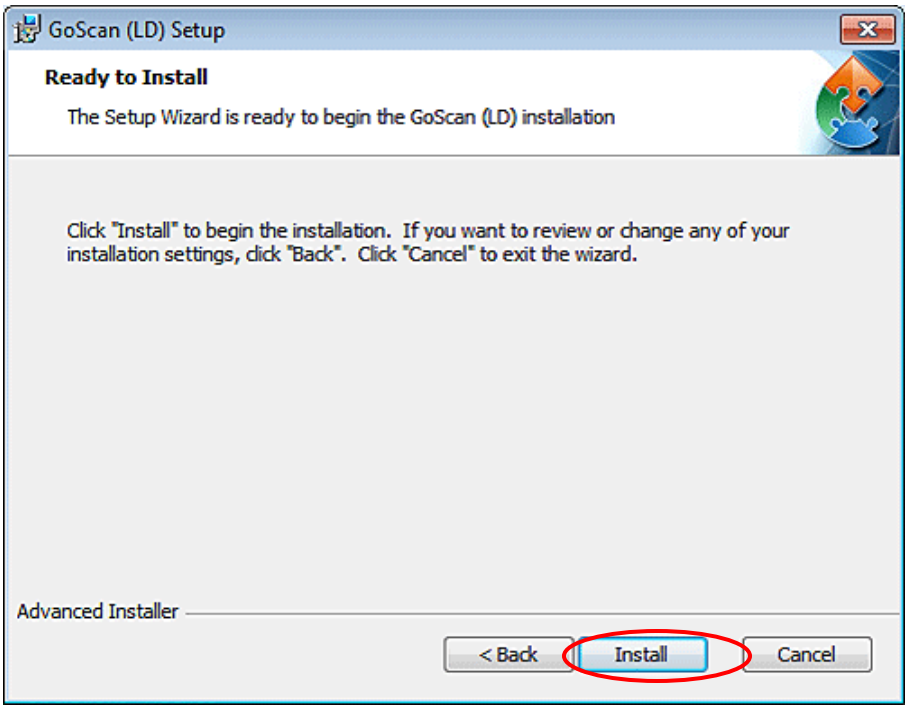
Installation of GoScan

1. The Set Up Wizard will appear, click on **Next**

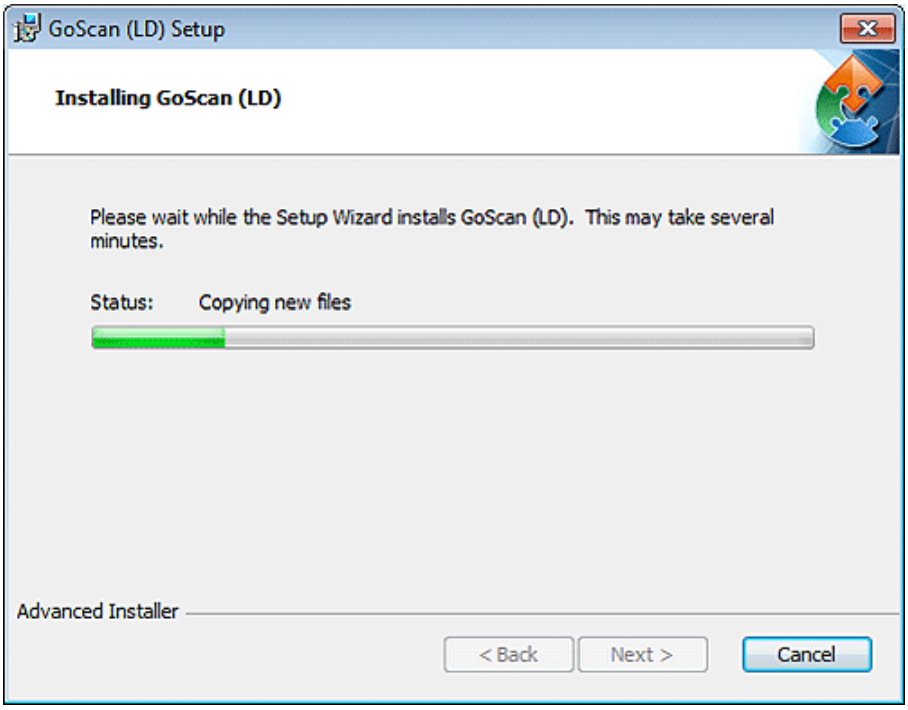
2. You will be asked to select the installation folder, **keep the default path, click Next**



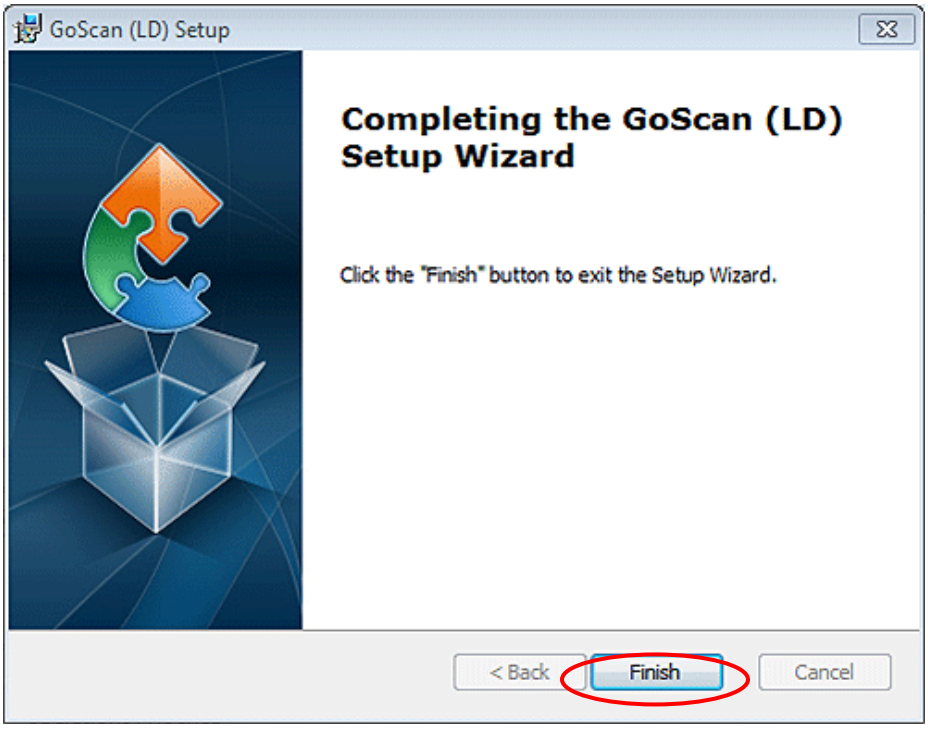
3. You are ready for the installation, Click **Install**



4. The installation progress is displayed



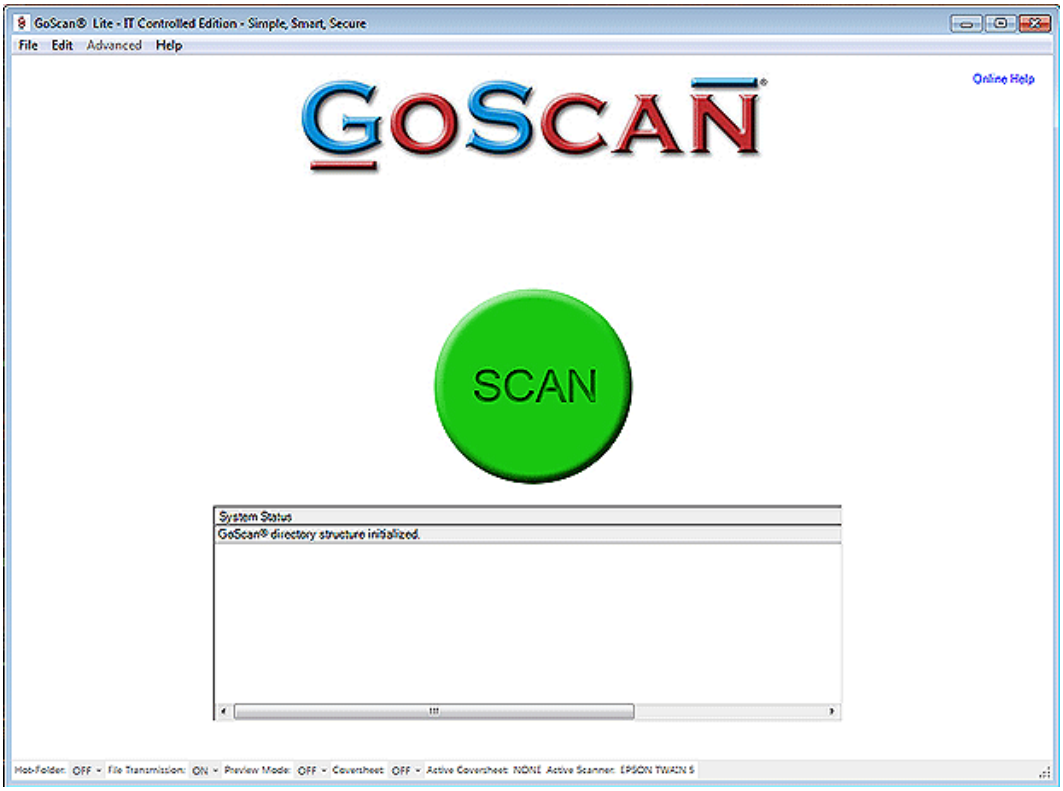
5. GoScan (LD) version installation is completed. Click on **Finish**



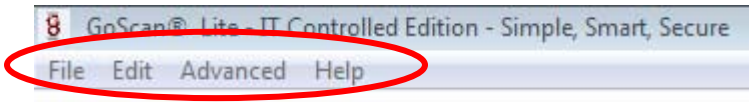
Launching GoScan and selecting your scanner

1. Locate the

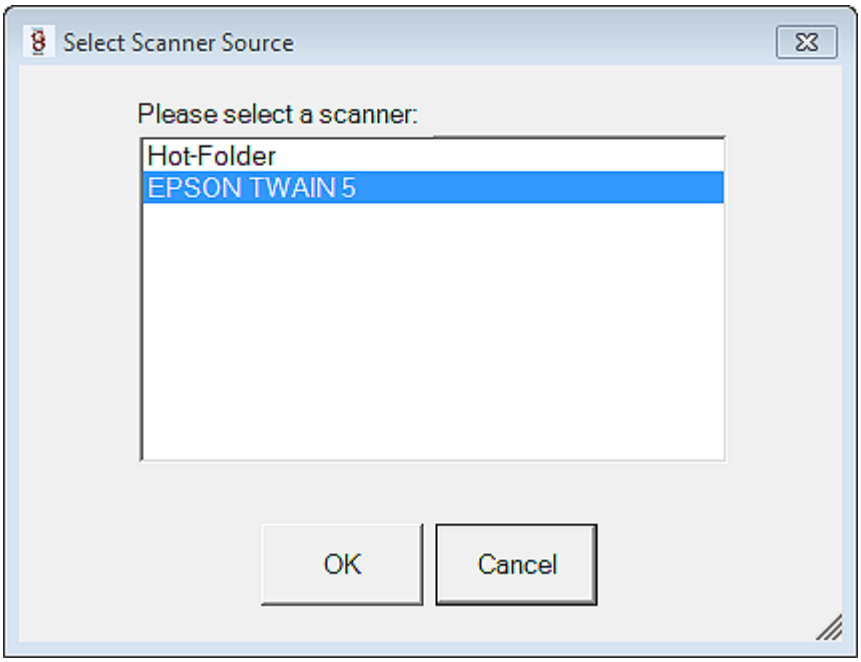
icon that was automatically placed onto your desk top and double click on it
2. The GoScan application window will open, see image below



3. From the menu bar, click **Edit**, and **Select Source**



4. The following window will display a list of available scanners, select the **Scanner Source** and click **OK**



5. Click the "**GoScan**" green button to start scanning

You have completed the GoScan and Scanner configuration and are ready for use.

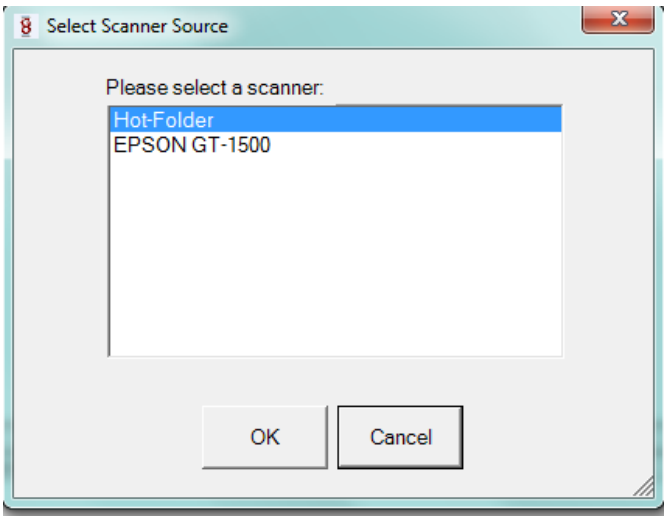
Using the Hot Folder Options

GoScan has the capability not only to drive a scanner connected to a computer but also to read images in a directory that were generated by an imaging device not connected to the computer that GoScan is running on.

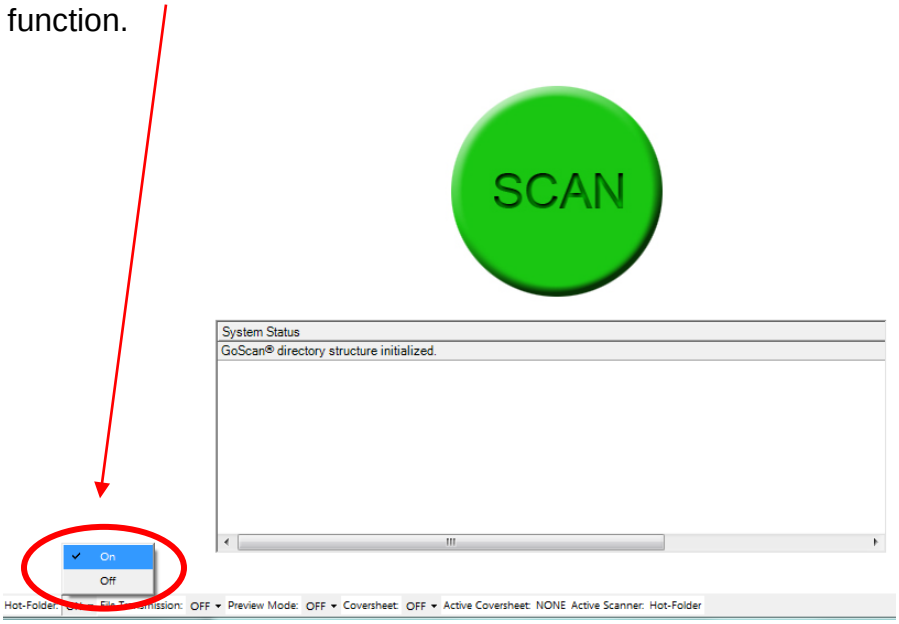
The GoScan Hot Folder can be any folder on the local system or on the network where you can drop PDF/TIFF images for GoScan to process.GoScan will automatically create a directory (My Documents/GoScan/HotFolder) that will serve as the default HotFolder.

To turn on the HotFolder feature:

1. From the GoScan Menu:Click **Edit**, Select Scanner Source, **Hot Folder**.

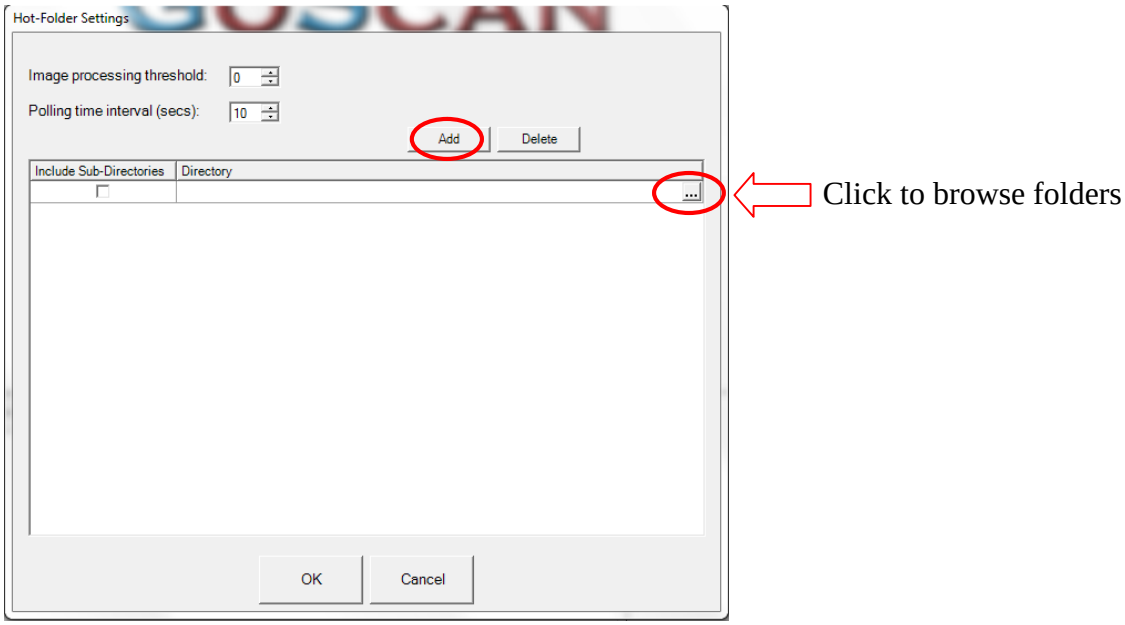


2. From the control bar at the bottom of the screen, turn check **On** to turn on the Hot Folder function.



To change the default Hot Folder directory:

1. From the GoScan Menu: Select **File – Hot Folder – Settings**



2. From the hot folder settings window click Add to create a new entry in the box then browse to the folder you wish to select as the Hot Folder and either select the folder you wish to use, or click on the "Make New Folder" button.
3. Click "**OK**".

Note: Once the Hot Folder option has been set to "On", all image files will be immediately processed.