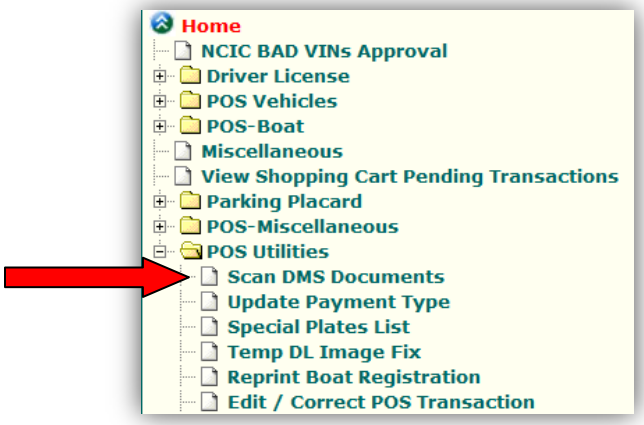
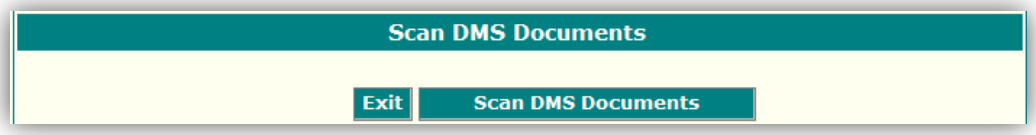
Adding Citation Documents Same Day

1. Bar Code Separator sheets ***do not*** work nor are required for Citation Documents.
2. CSR will need to log into MVD 2.0 .
3. Click on POS Utilities
4. Select "Scan DMS Documents" which is the first choice in the list.

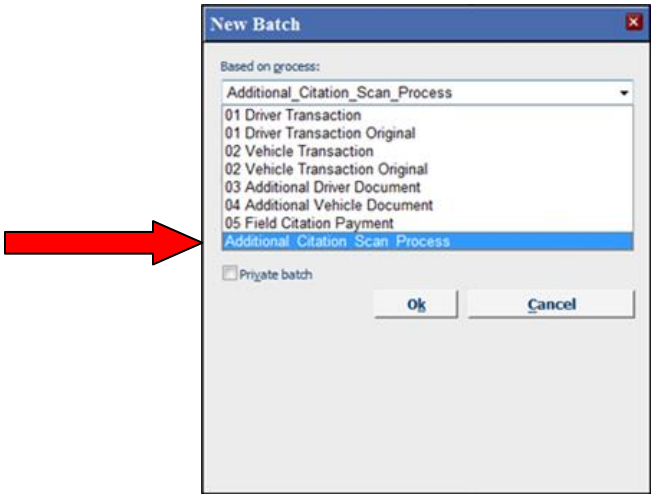


5. Select "Scan DMS Documents" from the menu.

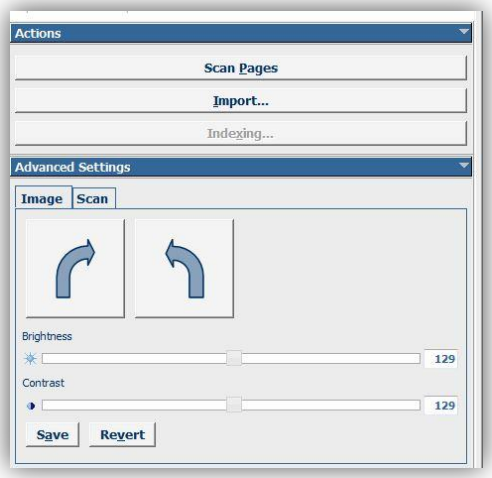


   a. CSR will be required to scan each type of document(s) separately, select the correct type from the menu and enter the Metadata each time.

   6. Select the type of transaction. This will be "Additional Citation Scan Process"

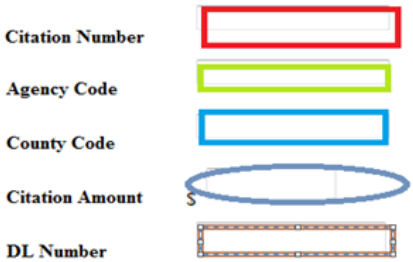


7. Load Scanner and Click on “Scan Pages”:

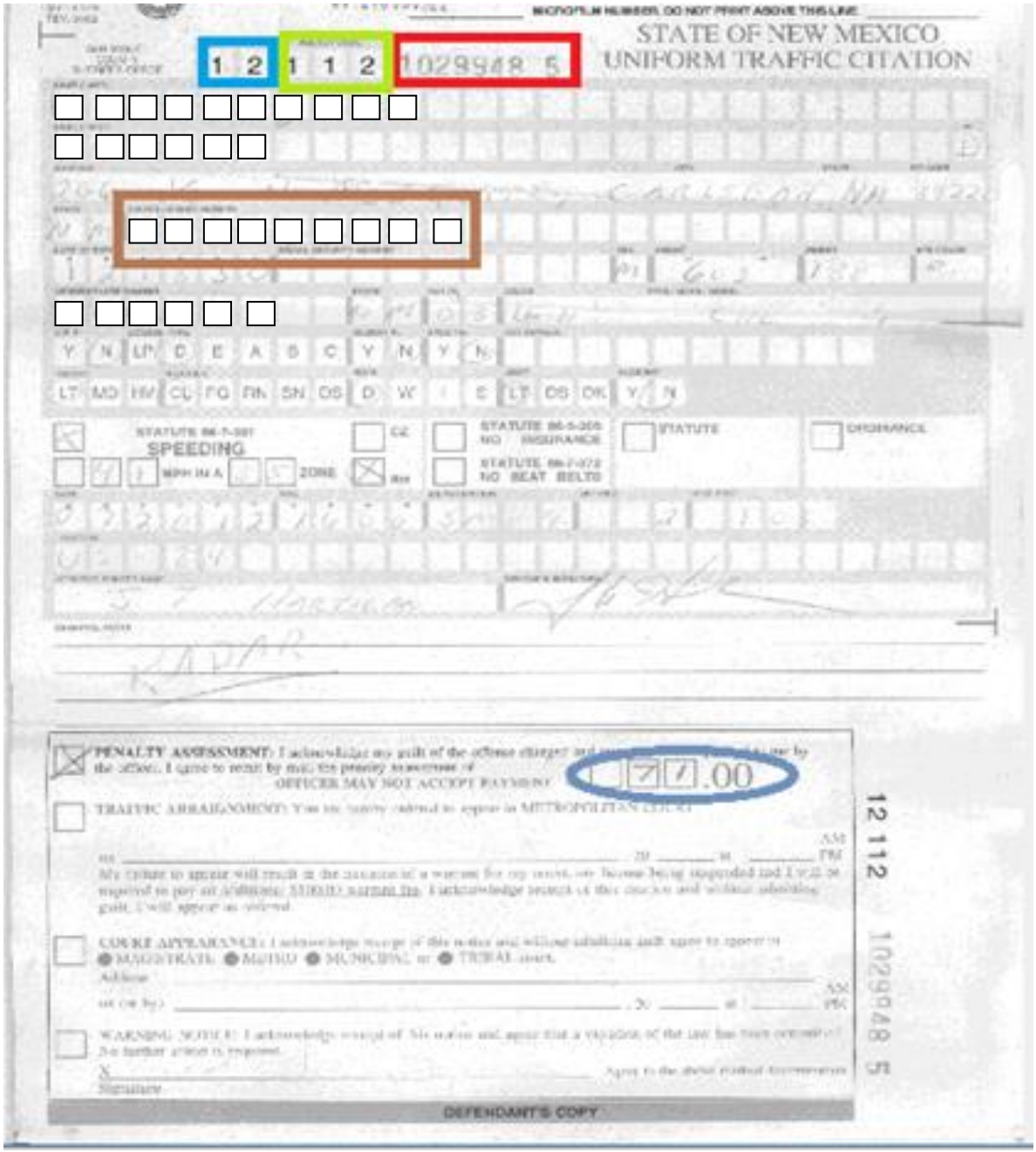


8. Click on “indexing”:

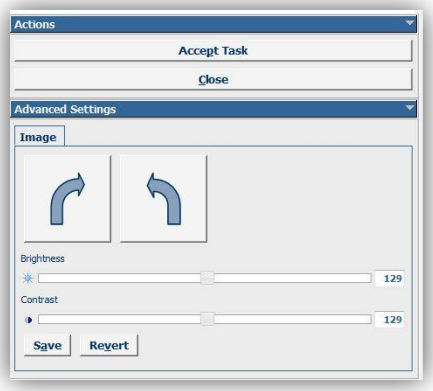
9. Fill out metadata fields using the keyboard and dropdown menu. Key on next page.



Key to Metadata



10. Click “Accept Task”:



11. Click “Send Batch”: