Scanning 101

Workshop Description
For offices considering scanning documents as a part of everyday operations, many things should be contemplated before undertaking such a project. Scanning 101 will cover topics such as but not limited to: document preparation, scanner and software selection, office personnel considerations, project management hints, retention and disposition, document schema and budgetary tips.

Learning Outcomes
At the conclusion of this module, participants will:

- Analyze and consider all aspects of commencing a scanning project and determine the appropriate application of technology for individual situations.
- Administer appropriate document retention and disposition principles to electronic documents within the project.
- Understand the impacts of staples, post-it notes, simplex vs. duplex documents and document quality on scanners.
- Gain exposure to various types of scanners and software solutions based on appropriate application to the project.
- Consider and properly schedule human resources for preparation and executing the scanning project.
- Understand popular document naming conventions and schemas and their impact on scanning projects.
- Apply basic project management principles to elements such as timelines, budgets and political considerations.

How to Enroll
This module is available in-person and online. To enroll, complete the application process on Campus Connect. Need a tutorial on how to enroll? Click here.

Need More Information?
For more information, please contact the Department of Records Management at recordsmanagement@depaul.edu