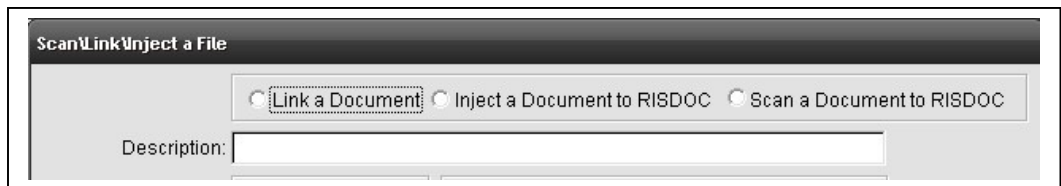


Link/Inject Pictures, Floor Plans, PDF Images, etc. and Scan Documents

Link vs. Inject explained: RIS recommends using the inject function rather than the link function. The inject function will take the selected document, copy it to the RIS Riscoc folder and create an internal link (shortcut) on the letters list. The link function will not make a copy of the document and only create a link (shortcut) on the letters list to that document. If you move or delete or rename that document, the link (shortcut) is broken. [You can disable the link function in Utilities->Utilities->More Utilities->Scanning Button.]

Link/Inject to Letters Program (Tenant, Apartment, Property, Company, Vendors)

- Select the letters program where you are linking/injecting the file (Tenant Letters, Apartment Letters, Property Letters, Company Letters or Vendor Letters).
- Click on the [Scan/Link/Inject a File](#) button. (The default filter is Tenant letter. Keep the default selection unless you are adding the document to the Legal Category of ChargeBack Category).
- The following window will appear.

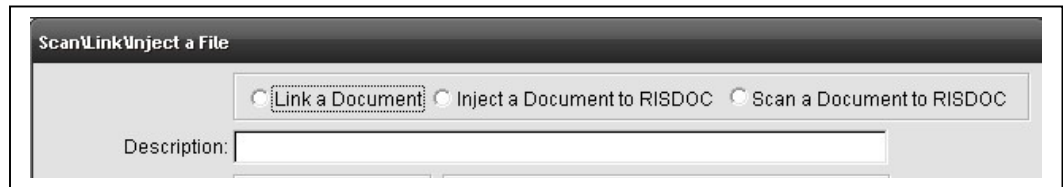


- Choose to link or inject the file.
- Type a description of the document you are about to link or inject and click the [Continue](#) button.
- A standard Windows® browse window will open. Locate the file on your computer and click the [Okay](#) button.
- The link/inject is now complete. Double Click on the description and the file will open.
- If you want to delete the link, click once on the link description, then click on [Remove Description](#). You will be asked to confirm you want to delete the letter. Click on [Yes](#). NOTE: Deleting the link description does not delete the actual document. It only deletes the link.

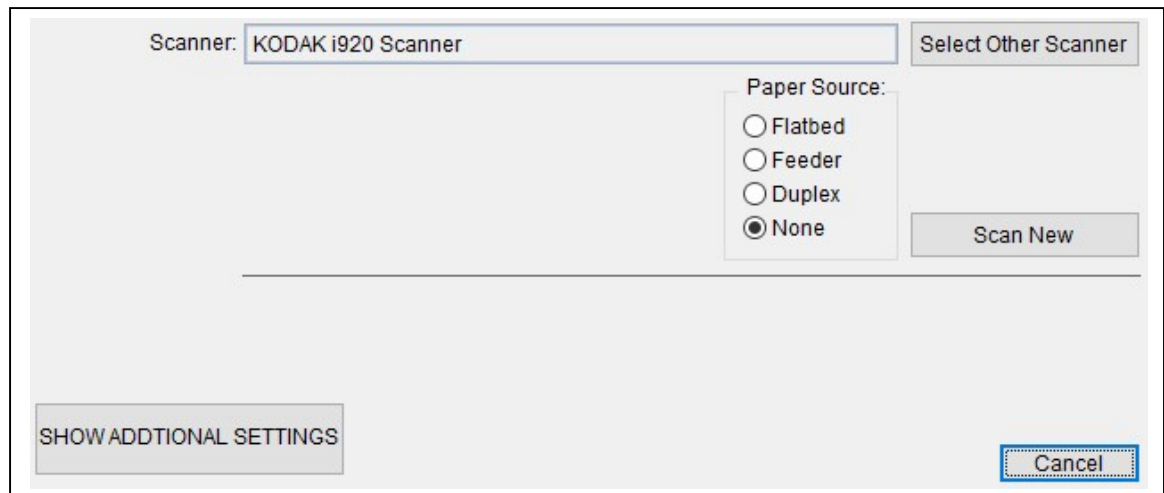
Scan to Letters Program (Tenant, Apartment, Property, Company, Vendors)

- Select the letters program where you are linking/injecting the file (Tenant Letters, Apartment Letters, Property Letters, Company Letters or Vendor Letters).
- Click on the [Scan/Link/Inject a File](#) button. (The default filter is Tenant letter. Keep the default selection unless you are adding the document to the Legal Category of ChargeBack Category).

- The following window will appear.



- Choose Scan a Document.
- Type a description of the document you are about to scan and click the *Continue* button.
- RIS generates a file name. You can change the name if you choose. Click the *Continue* button.
- A window opens. You can select a different scanner and different options. Once you set the options, the program will repeat your selections. There are additional settings for Black and White, Grayscale, Color and dots per inch. RIS recommends Black and White and 200 dpi for the smallest and most efficient file storage.



- Click the Scan Now button.
- After the page(s) are scanned, you can scan additional pages using the Scan and Insert button, you can view the document using the Open button.
- Lastly, click the Finish button.
- The scanned document is now added to the letters list.

Scan to anywhere on your computer

On the Utilities->Utilities menu, there is a Scan To button. Here you can scan to any location on your computer. RIS does not save these items inside the RIS program.

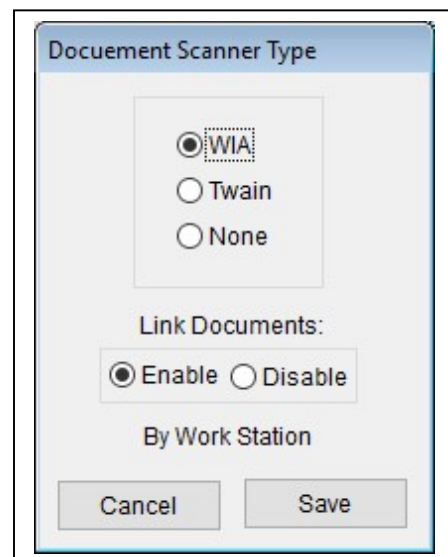
Scanning Settings

Settings are found in Utilities->Utilities->More Utilities->Scanning Button

RIS recommends that you use the WIA setting. This will produce an excellent quality image with the smallest file size. Not all scanners support WIA.

To disable the Link function from the Link/Inject Scan menu, select Disable.

These settings are by workstation and not systemwide.



Scan to Deposits, Bank Statements, Journal Entries, Checks, Accounts Payable

Scanning to these items is basically the same as scanning to letters except that there is no screen name associated with the scan. RIS names the file and stores the file in the associated Risdoc folder.

When you scan to these areas, you have an option to add an additional comment onto the scanned image. Mostly, this is totally unnecessary, but on occasion you may wish to do so. After the document is scanned/injected in the standard interface, you can view the document(s) in the scan/view button. If there is a scanned image(s), it/they will be listed on the screen. You have the option to scan/inject additional files, open the file or add a comment to the file. When you add a comment, a ~ will automatically be added to your text comment. To edit or delete your comment, simply use the Add comment button to edit or delete your comment.

