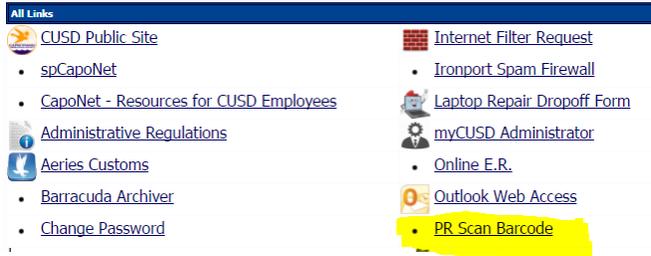
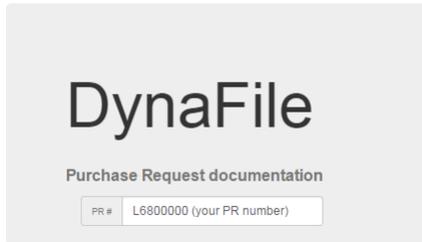


PR Scanning Instructions

- 1) Complete PR creation process, note the PR number.
- 2) In browser (Google Chrome preferred), navigate to MyCUSD - <https://mycuscusd.capousd.org>
- 3) Select "PR Scan" from list of links



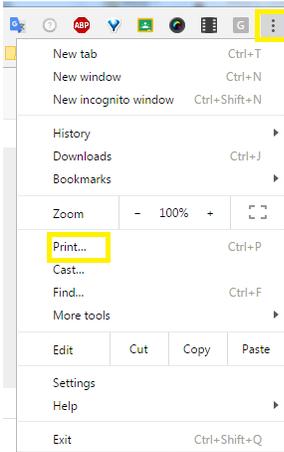
- 4) In textbox, enter the PR number exactly. When entered correctly, a barcode should appear.



PR #: L6800000



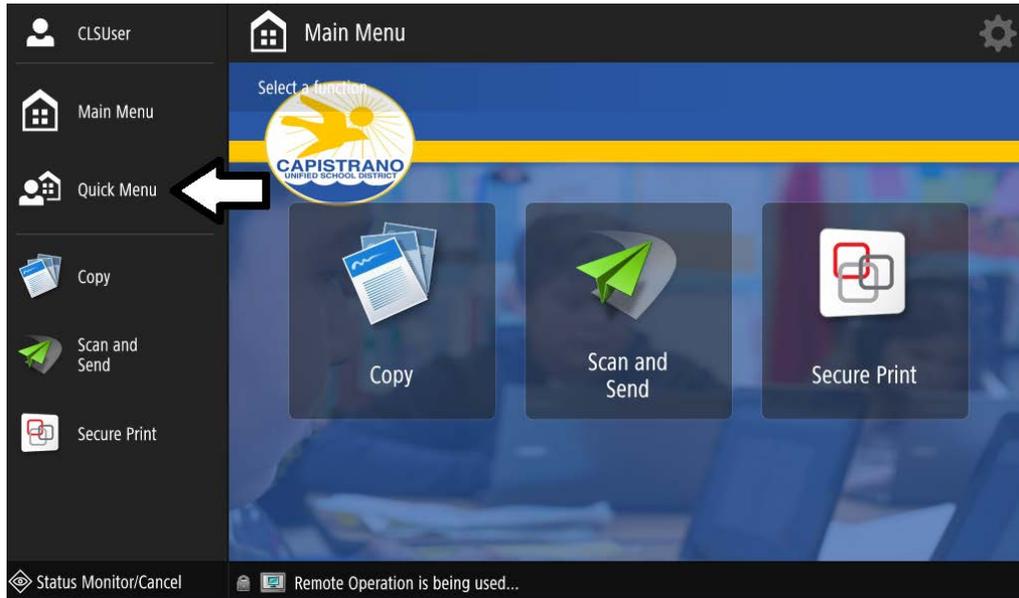
- 5) Print the page using the browsers print function – 3 pages will print



- 6) Prepare documentation. Note that the scanning process is set to scan single-page only.
- 7) Sort paperwork to scan – page 1 & 2 of barcodes, documentation, page 3 of barcodes.
- 8) Follow instructions on next pages to scan into Dynafile

PR Scanning on Canon

- 1) Position documentation with barcodes in feeder
- 2) From the Main Menu, select the Quick Menu button



- 3) Push the PR Scan button

