

## OnBase: Securely Adding Paper Documents

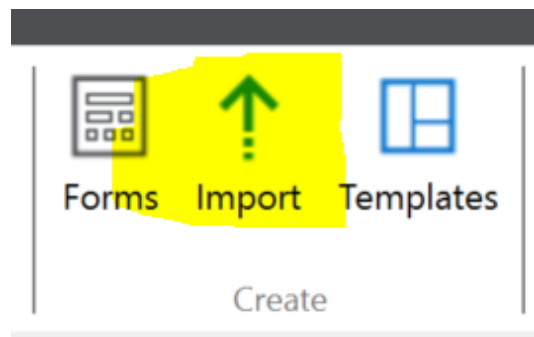
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### Introduction

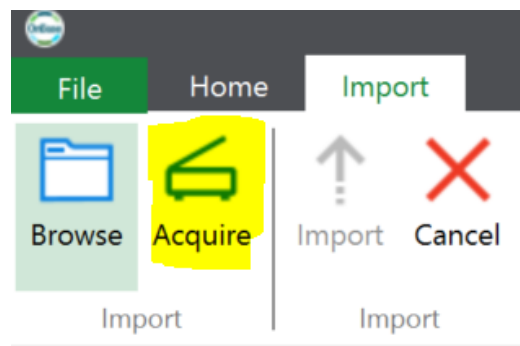
This guide will show how to scan a document directly to OnBase as well as how to delete files after scanning.

### How to scan a document directly to OnBase

1. Open Unity Client navigate to Import.



2. Click on Acquire to directly access the scanner.



3. After clicking Acquire select the scanner from the popup window. If your scanner does not appear, it is not configured to scan directly and may need additional configuration.
4. Review the scan preview for accuracy and clarity.

5. Add the relevant keywords for the document and click Import.

**Import**

Document Type Group  
ITS

Document Type  
ITS User Training

File Type  
Image File Format

Document Date  
12/21/2023

**Keywords**

ID

State Employee ID

First Name

Last Name

CSCU Email Address

Description

System

Region

Institution

Legacy Source

Legacy ID

**Options**

Open Document After Import

Delete Files After Import

Hide Scanner Settings

**Import** **Cancel**

## How to delete a file after importing it to OnBase

Important: Whenever adding a scanned document to OnBase, there is an option to delete the file after it is imported. This is a recommended feature to remove the digital copy of a file that may be created when scanning as a separate step.

