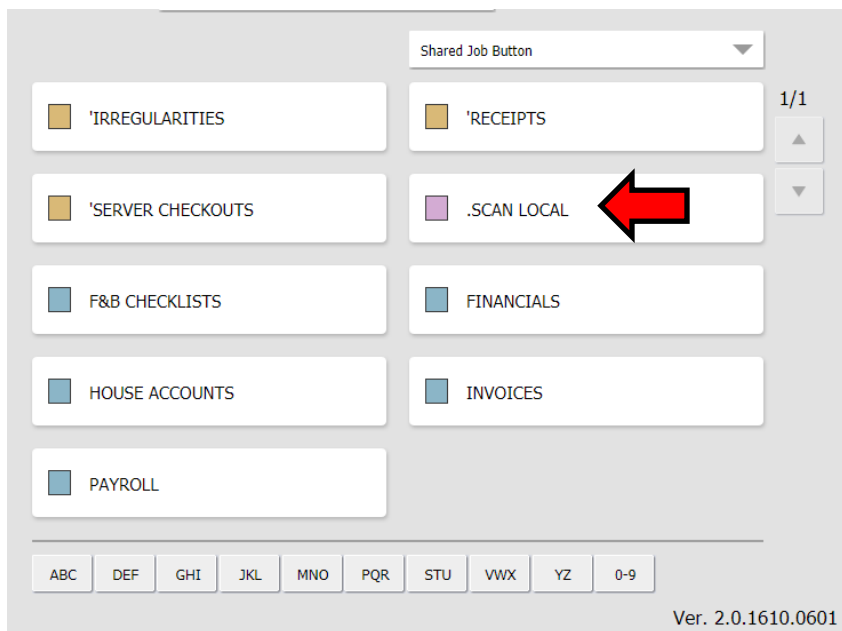




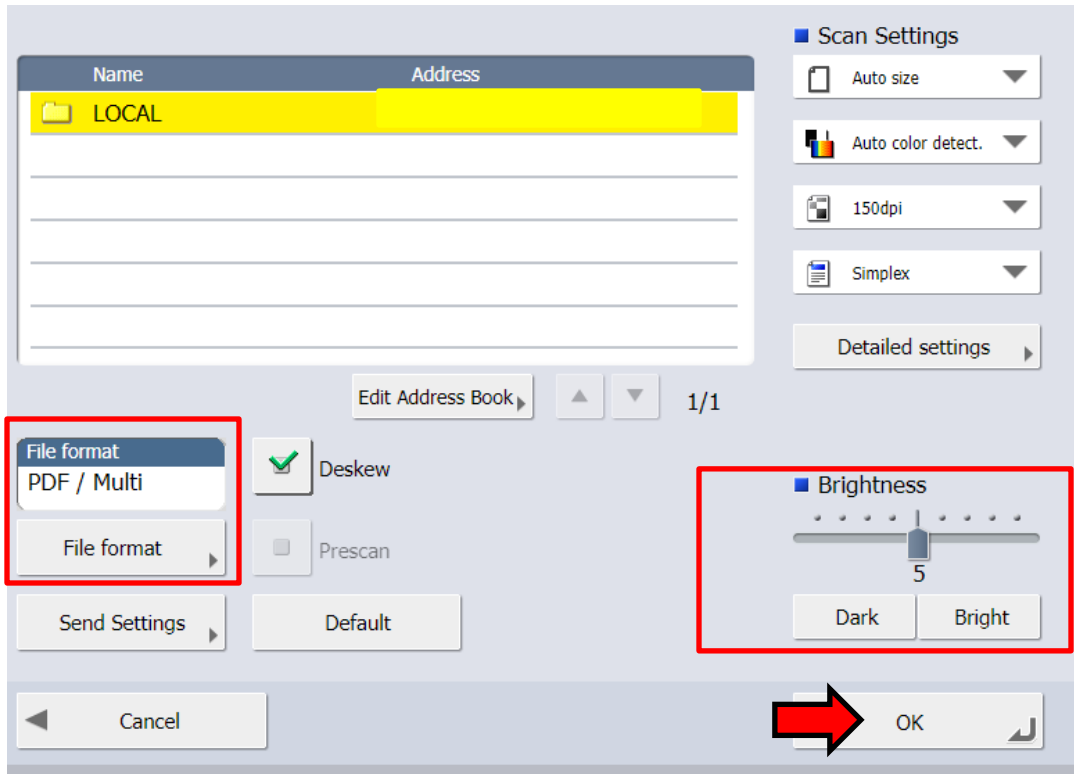
Scan Assist Procedures

SCANNING INVOICES TO YOUR COMPUTER TO UPLOAD

- Log into your Canon Scanfront 400 scanner using your stores credentials
- Load your invoices onto the scanner
 - You can scan them all in together
- Select **.Scan Local**



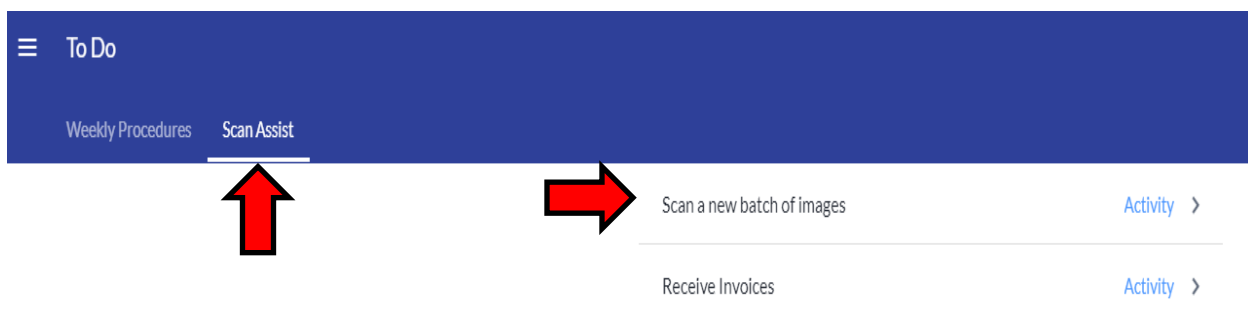
- Make sure the File format is set to PDF/Multi
 - If it is not that can be changed by selecting the file format button directly below
- Adjust the Brightness Dark or Bright to adjust for the invoices you are scanning
 - If the print is light then adjust Darker, or vice versa
- Select OK
- You will find this PDF of your invoices in your scans folder
 - Found at Local Disk (C:) > scans
 - You can rename this document to whatever you like to make it easier to find when uploading (**Invoices xx-xx-xx** with the date would be recommended)



- Select

UPLOADING INVOICES INTO DATA CENTRAL

- Double left click on the Data Central Portal shortcut on your desktop
 - This will take you to the To Do page in the Data Central Portal
- Select Scan Assist from the top options
- Select Scan a new batch of images



- Select the green circle with the camera in it



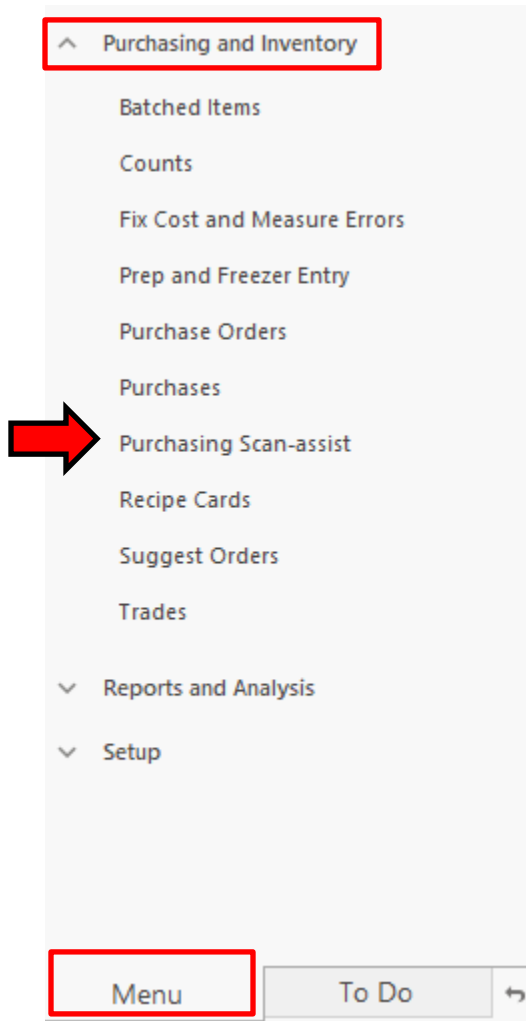
- Highlight PDF file that is your invoices and select Open
- You will now see all the invoices that you scanned on the screen
- Select SAVE from the top left



- Your invoices have now been uploaded
- You will receive an email from support@restaurantmagic.com once they are in the system
 - You will receive a separate email from the same letting you know if any invoices were unreadable and it will provide a selectable link with the image
 - Rescan this invoice, or manually enter it if it is illegible
- They will be in the Data Central in the Purchasing > B2B Documents
 - Follow the same current procedures for accepting, correcting, and approving invoices.

VIEWING YOUR SCANNED INVOICES IN DATA CENTRAL

- Once logged into Data Central
 - Select Menu from the bottom left
 - Open the drop down for Purchasing and Inventory
 - Select Purchasing Scan-assist



- Select View/Re-scan document(s)
 - You can adjust the date range, document type, and specific vendor in the right side drop down menus
- Select next from the top left



The screenshot shows the software interface with a sidebar menu on the left and a main content area. The sidebar menu includes categories like Accounting, Daily Activity, Guest Loyalty, Labor and Scheduling, Point of Sale, and Purchasing and Inventory. The 'Purchasing and Inventory' category is expanded, showing options like Batched Items, Counts, Fix Cost and Measure Errors, Prep and Freezer Entry, Purchase Orders, Purchases, Purchasing Scan-assist, and Recipe Cards. The 'Purchasing Scan-assist' option is highlighted with a red box. In the main content area, there is a section titled 'I want to...' with three radio button options: 'Scan document(s)', 'Scan a batch of documents', and 'View/Rescan document(s)'. The 'View/Rescan document(s)' option is selected and highlighted with a red box. On the right side, there is a 'Filter' dropdown menu with options: 'By Date', 'By Document Type', and 'By Vendor'. The 'Filter' dropdown is also highlighted with a red box.

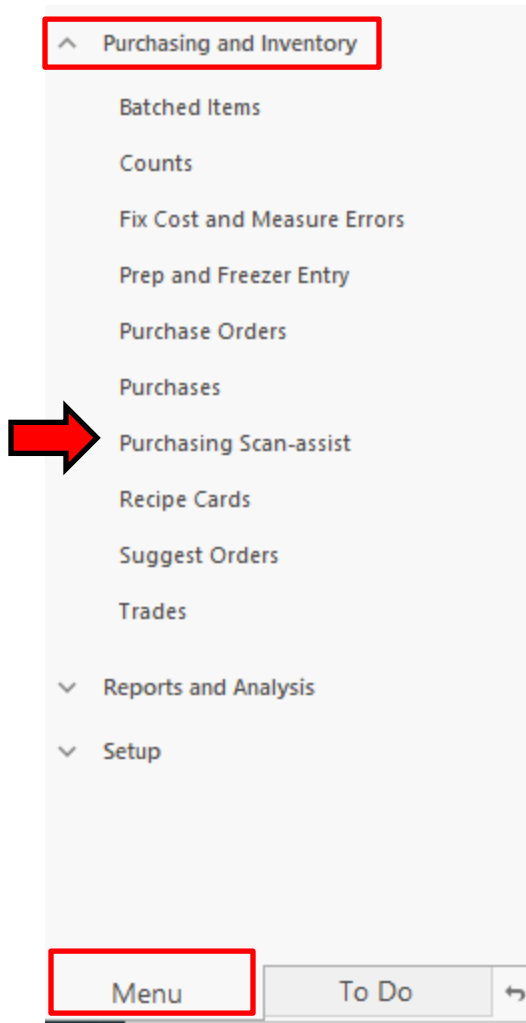
- Highlight the invoice you want to see
- Select Next from the top left
- Here you can see the invoice information in Data Central side by side with the document that was scanned

The screenshot shows the software interface with two main sections. On the left, there is a form for 'Scanner isn't selected' with fields for Vendor (SCALISI PRODUCE CO INC), Document # (a44942), Accounting Date (8/3/2020), Due Date, and Comment. Below the form is a table with columns for Line #, Main, DC Item, Vendor Item, and Unit of Measure. The table contains 7 rows of data for various produce items. On the right, there is a 'PREVIEW' section showing a scanned invoice image. The invoice is for 'Green Scimitar' and is titled 'Invoice A44942'. It includes fields for Vendor, Ship To, and a detailed table of items with quantities, prices, and taxes. The invoice also includes a signature and a date.

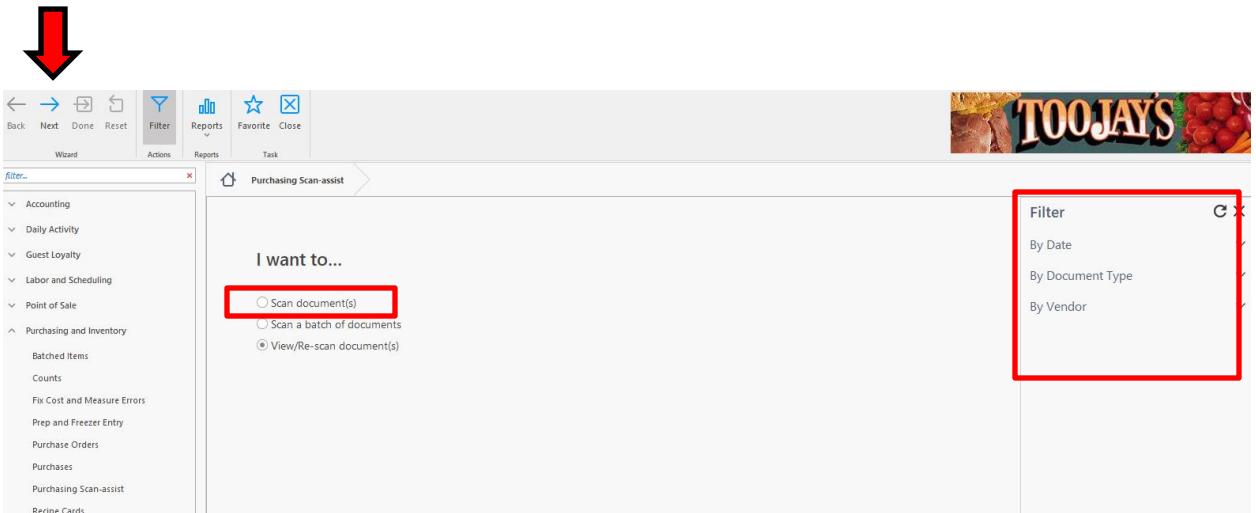
Line #	Main	DC Item	Vendor Item	Unit of Measure
1	STRAWBERRIES FRESH	100435	berries, strawberry 8/1# driscoll	FLAT 8
2	VEGETABLE DU JOUR ALL	200610	broccoli crowns 20#	CASE 1
3	COLESLAW MIX SHREDDED	200755	cabbage slaw 4/5# premium	CASE 4
4	LETTUCE LEAF	201491	lettuce green leaf calif 24ct	CASE
5	LETTUCE ROMAINE HEARTS	201593	lettuce romaine hearts 48ct	CASE 4
6	LIMES FRESH	100561	Limes Bulk Mexican	EACH
7	TOMATO 6X6	203035	tomato 6x6 bulk	CASE 6

ADDING AN INVOICE IMAGE TO AN EXISTING INVOICE IN DATA CENTRAL

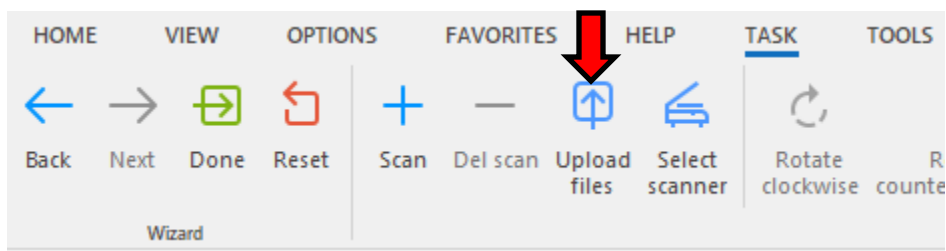
- Follow the procedures for SCANNING INVOICES TO YOUR COMPUTER TO UPLOAD
- Log into Data Central
 - Select Menu from the bottom left
 - Open the drop down for Purchasing and Inventory
 - Select Purchasing Scan-assist



- Select Scan document(s)
 - You can adjust the date range, document type, and specific vendor in the right side drop down menus
- Select next from the top left



- Highlight the invoice you want to see
- Select Next from the top left
- Select Upload files from the top center menu



- Locate your invoice by selecting from the left This PC > Local Disk (C:) > scans
 - Highlight the invoice you wish to upload
 - Select Open from the bottom right
- Select Done from the top left

