

3 WAYS TO IMPORT DOCUMENTS INTO K12DOCS

1.



2.



3.

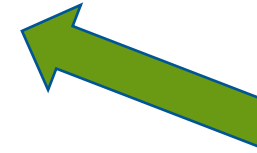
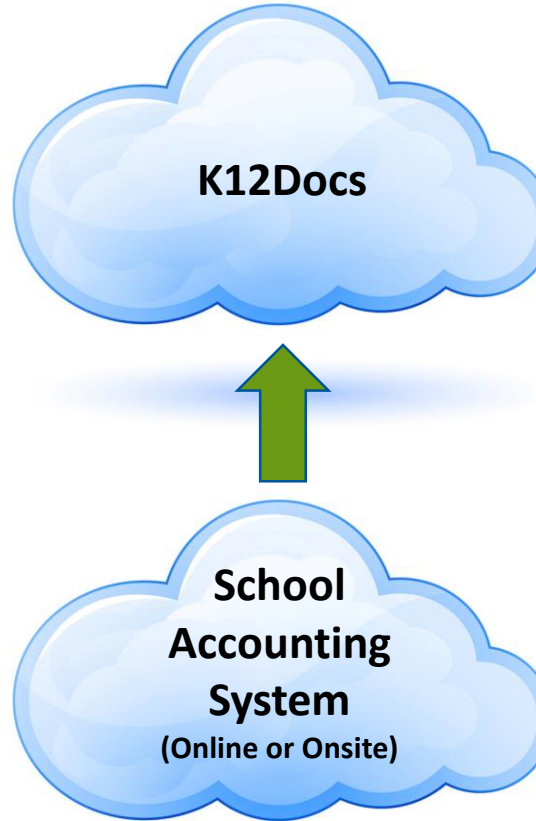




IMPORTING DOCUMENTS INTO K12DOCS

School Accounting System and K12Docs

Option 1:
Electronic documents can be indexed and uploaded securely through the School Accounting System, which pushes it into SUI K12Docs.

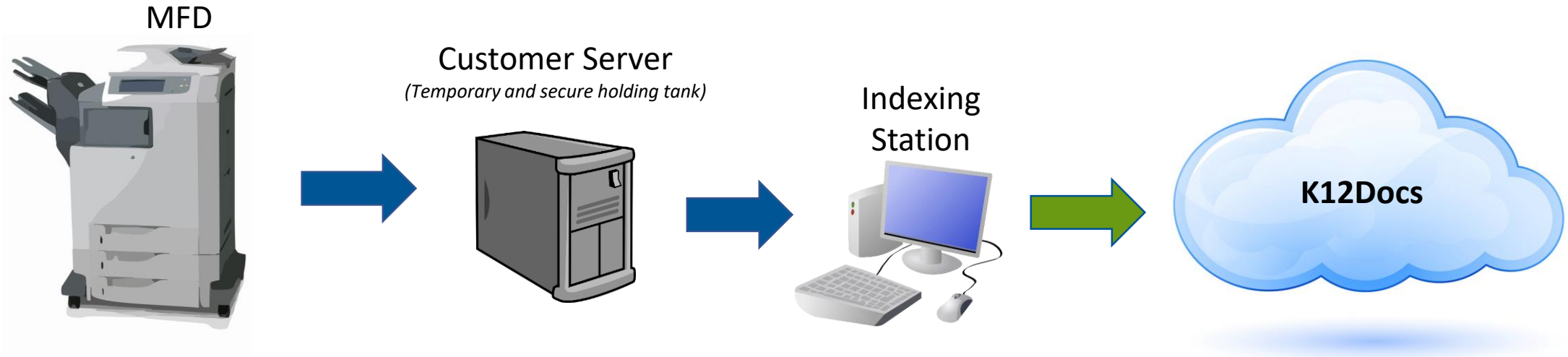


Option 2:
Electronic documents can be indexed and uploaded directly and securely from the computer desktop into the K12Docs.



IMPORTING DOCUMENTS INTO K12DOCS

Multi-Function Device (MFD)



Documents can be scanned on the Multi-function Device (MFD) to an internal server, indexed and uploaded securely into K12Docs.



IMPORTING DOCUMENTS INTO K12DOCS

High-Volume Scanner

Scan & Indexing
Station

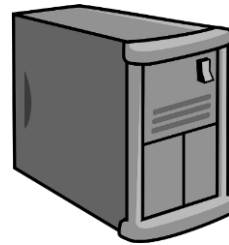


Scanner



Customer Server

(Temporary and secure holding tank)



Documents can be scanned through a production scanner and indexed to an internal server where they are securely uploaded into K12Docs.