

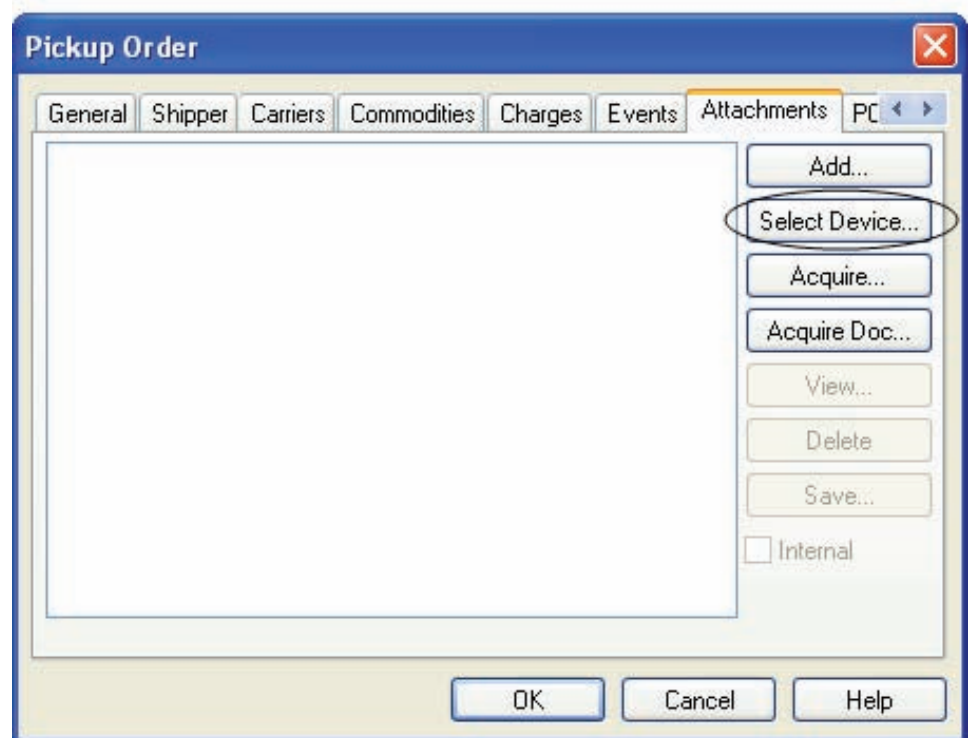
Scanning Documents Directly into Magaya Explorer

A new feature in Magaya software version 7.03 gives you the option to acquire documents and images directly from a scanner and attach them to a transaction such as a Warehouse Receipt, Cargo Release, etc. The attachment can also be saved to your computer or network so you have a copy of it. This How-to tip will explain how to acquire the scanner and how to scan an image or document.

Part 1: Acquire Scanner

Before starting these steps, make sure your scanner is plugged in and working properly.

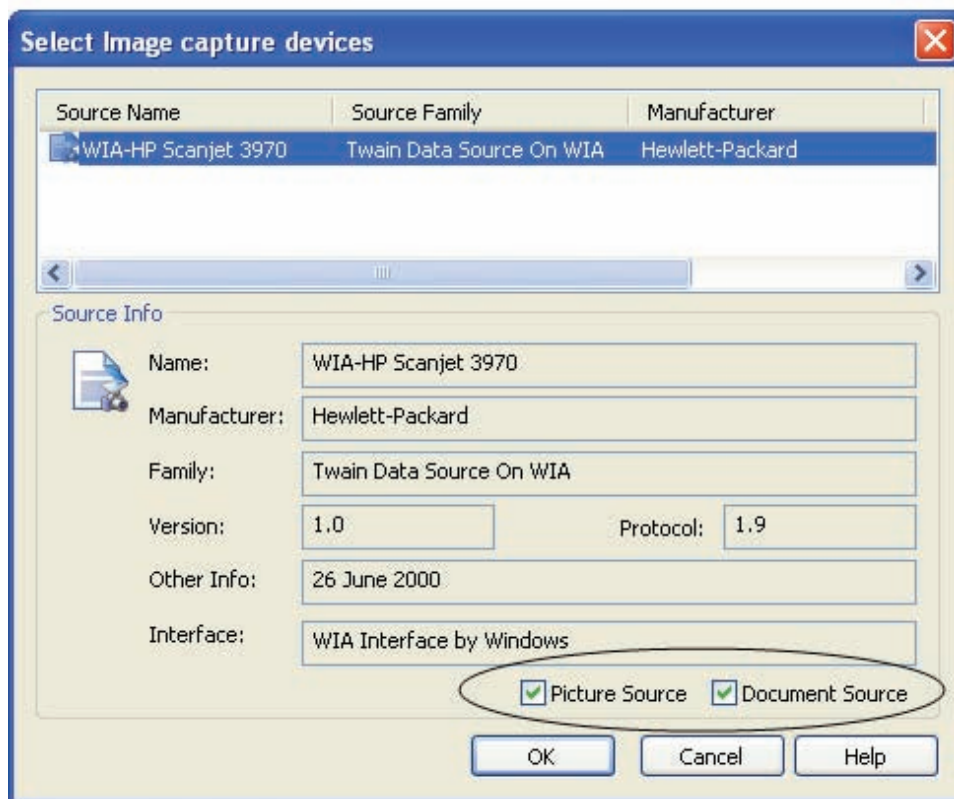
1. In Magaya Explorer, go to the Attachment tab in the transaction you are working on such as a Pickup Order or Warehouse Receipt. If you have not used the scanner feature in Magaya Explorer previously, the buttons for acquiring images from the scanner will be grayed out and need to be activated.
2. Click the "Select Device" button to activate the two buttons below it: "Acquire" and "Acquire Doc".



3. Click the "Select Device" button again. A dialog box opens. This dialog box will show a list of any scanners you have attached to your computer.
4. Click on the scanner you want to use. The information for that scanner will populate the "Source Info" fields.
5. If you want to use the scanner just to scan images, click on the checkbox "Picture Source". The Picture Source option acquires images from a camera, web cam or scanner. For example, you may have a web cam set up in your warehouse to photograph the cargo as it arrives. It will save the scan in an image file format.

If you want to use the scanner just for scanning documents, click on the checkbox "Document Source". The Document Source option acquires documents you scan such as Commercial Invoices that arrive with the cargo. The document is saved as a PDF.

The source assigned will determine what dialog boxes you will see in the next steps. If you have one scanner, check both boxes for it, as shown:



If you have multiple scanners, set one scanner as the Picture Source and the other as the Document Source. These settings can be changed at any time.

6. Click the OK button. This will return you to the Attachments tab.

Part 2: Scan Image or Document

There are two buttons for scanning:

- Use the "Acquire" button to acquire an image or a document and save it in an image format.
- Use the "Acquire Doc." button to acquire a document such as black and white text and save it as a PDF.

To Acquire an Image:

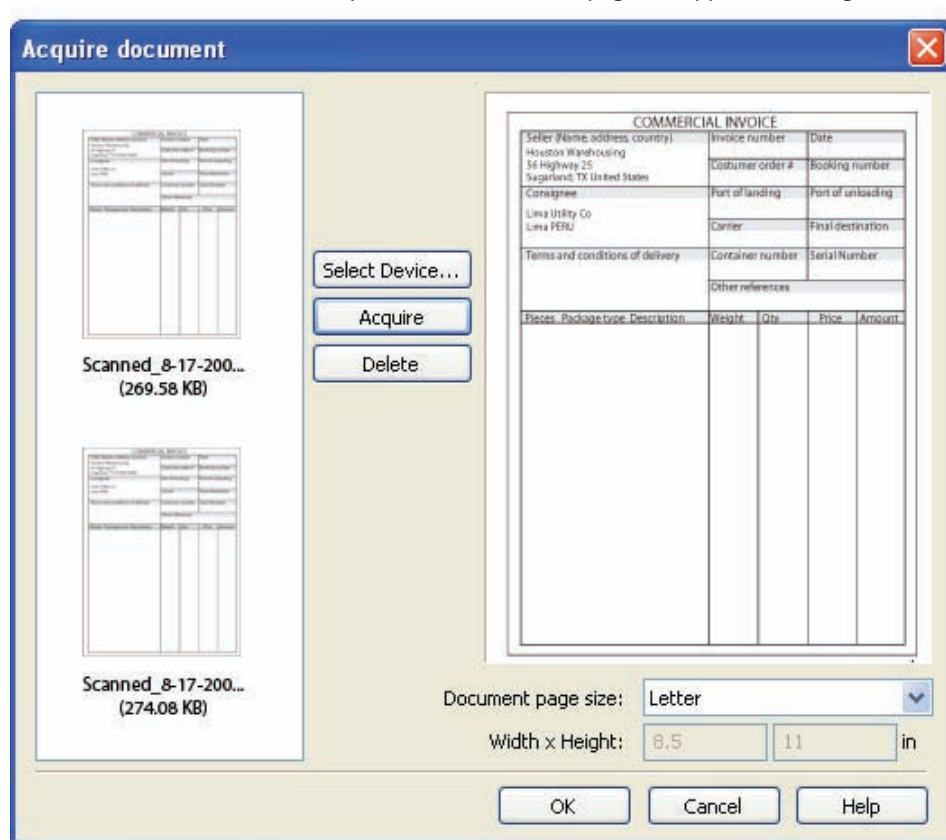
When you use the "Acquire" button, a dialog box opens with instructions for scanning. The dialog box you see will depend on your operating system, the device you selected, and how it was set up in Step 5 above (as the Picture Source or the Document Source).

After you scan the image, it will appear in the Attachments tab.

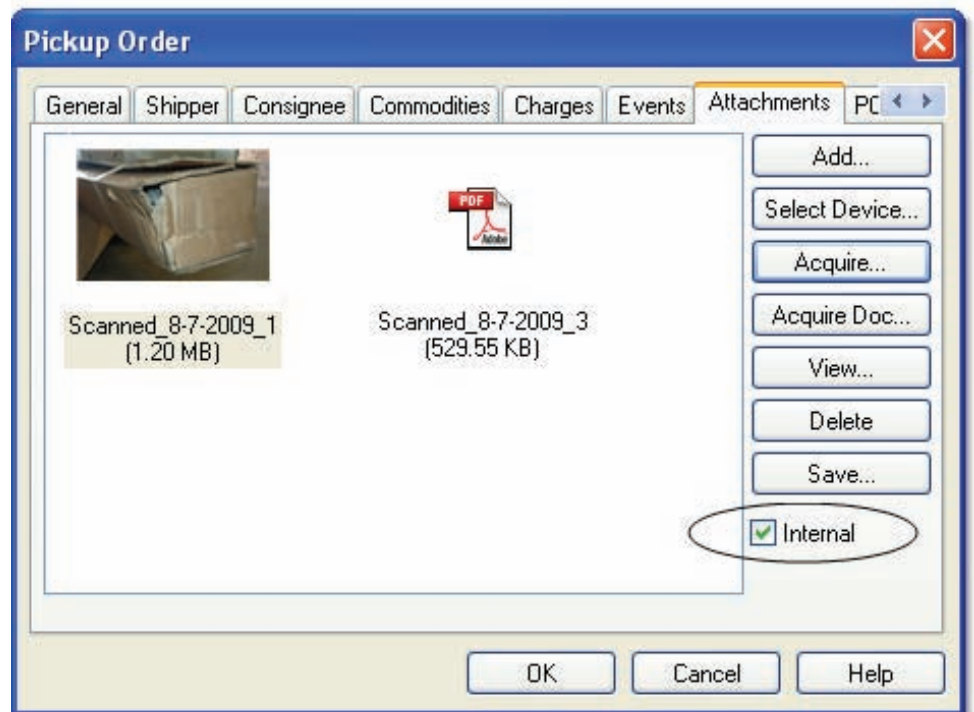
To Acquire a Document:

1. Click "Acquire Doc" Button. A dialog box opens, showing a left and right pane where the scanned documents will be previewed.
2. Click the "Acquire" button. A dialog box opens with instructions to scan a document. (The "Select Device" button is here if you want to change scanners.)

A preview of the document will appear in the panes after scanning. To scan more than one page, click the Acquire button for each page. All the pages will appear on the left, one after another, and a preview of the selected page will appear on the right:

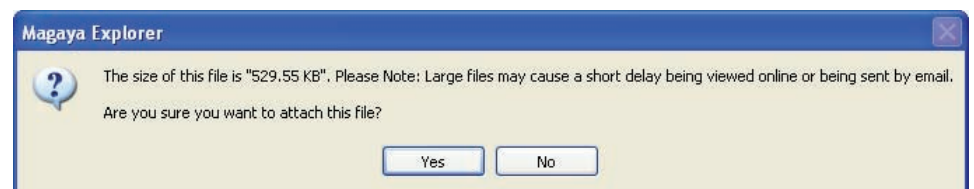


3. Click OK when you are done scanning. You will be returned to the Attachments tab. The document will be saved as a PDF.



If you want to make an attachment visible only internally in your company, not for customers to see via Magaya LiveTrack or Transaction Tracking, click on the "Internal" checkbox.

If the file size is larger than 150 kb, the system will notify you that large attachments may cause a slow delivery of the attachment via email or the Magaya Network:



You can still send the file, regardless of the size. To set your Magaya system to automatically reduce image size, go to the Maintenance folder > Configuration > General. Click in the checkbox "Optimize images for the Web".

You can save, delete, or view the document or image by selecting the image and using the buttons in the Attachments tab. The Save button will open a folder on your computer or network so you can save the image.

Now the document or image is placed in the transaction.

To take advantage of this feature, get the latest version of Magaya software on the Magaya website today:

www.magaya.com