

Scan and Import into NextStep

Last Modified on 03/29/2022 11:27 am EDT

About

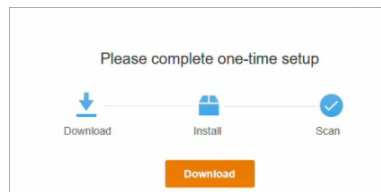
If you have a TWAIN-compliant scanner, you can scan directly into NextStep. If the scanner you use is not TWAIN-compliant, you can scan to a folder on your workstation and manually import it into NextStep. A Form must contain a Document Upload field type in order for you to have the buttons available to upload and scan as described below.

Scan into NSS

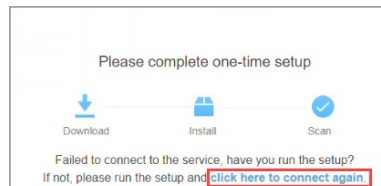
1. Navigate to a Form in NSS where you can scan to.
2. Click the **Scan/Change Document** button.



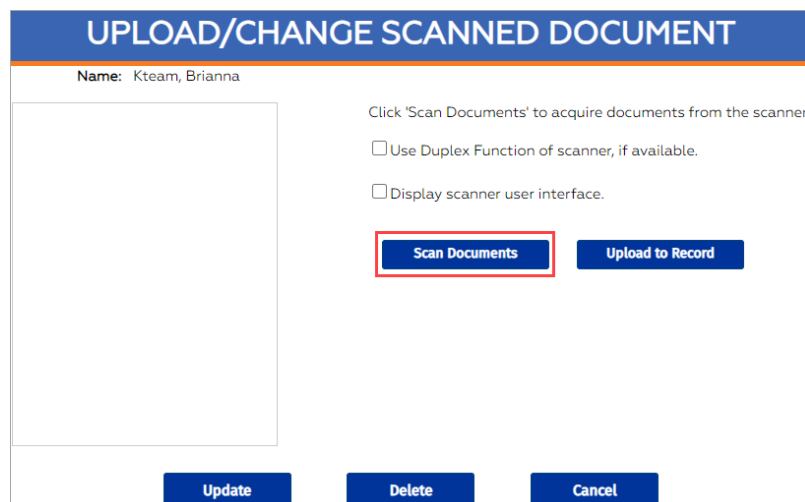
Note: If Dynamic Web Twain is not installed, click the **Download** button and follow the instructions to install. You need to click the **Scan/Change Document** button again to access the Upload/Change Scanned Document window.



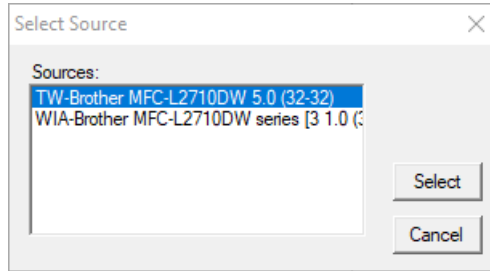
If the window below is displayed, click [click here to connect again](#).



3. Click the **Scan Documents** button.



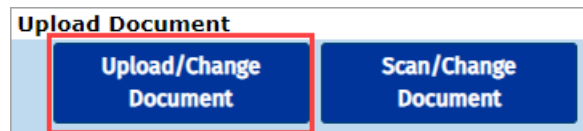
4. In the Select Source window, select the scanner and click the **Select** button.



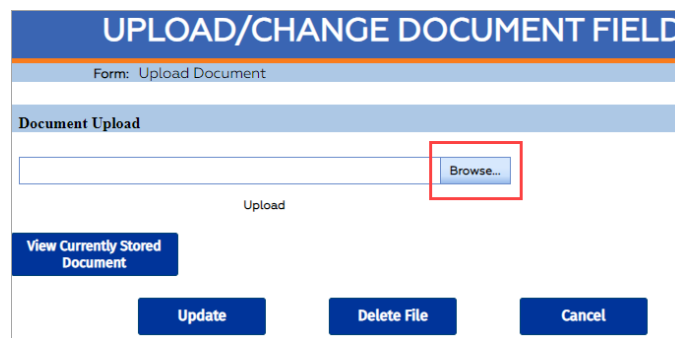
5. Click the **Upload to Record** button.
6. Click the **Update** button.

Manually Upload Document

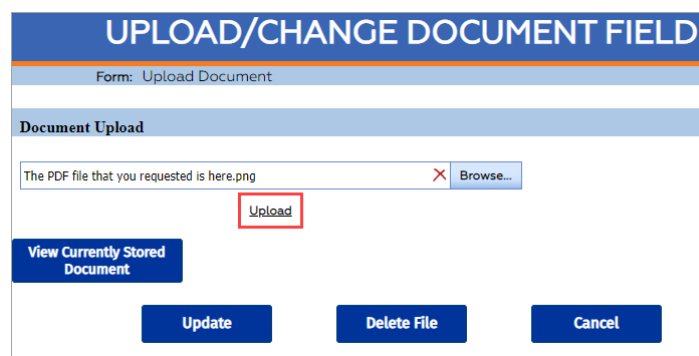
1. Navigate to a Form in NSS where you can upload to.
2. Click the **Upload/Change Document** button.




3. Click the **Browse...** button.



4. Locate the file you want to import, and click the **Open** button.
5. Click **Upload**.



6. Click the **Update** button to store the document.

 **Note:** You can click the **View Proposed Document** button to preview before storing the upload. If you want to remove the document, click the **Delete File** button.