



2011

Our CENSUS, Our FUTURE.

Scanning Operations Instruction Manual

Phase II Pre Scanning and Scanning Process

Hardware setup

All scanning PC's will have 2 TB hard disk
Windows 7 64 bit operating system installed
Fire wall turned off
Quick heal antivirus to be installed on all systems with setting to check EXE files
This hard disk(2TB) will be shared read only by all as F:
The "F:\census" folder has to be shared - by everyone in read-only mode. No other folder on this system to be shared in any way.

Job setup HH 05 to be installed in Kodak Capture Pro

My SQL to be installed as previously with same IP address (192.168.1.100).

No disks/folders will be shared with write permission on any system.

All other systems to have windows XP.
Open Office to be installed in all systems.
All excel files to be saved in XLS format not XLSX.

Encryption will be done on the encryption system as provided by RGI.
TrueCrypt to be installed in the encryption system.

All systems to be connected on to a Gigabit switch.

One scan control station is required for every scanner. Scan control station need not have 2TB disks as previously.

Pre Scanning

Consists of the following three steps:-

1. Box Labeling using Barcode Stickers-on receiving all boxes from a charge
2. Entry of Annexure – as received from the charge
3. Count that the number of EB's as pasted on the box – Annexure F matches mismatches to be noted and informed immediately to DCO officials for arranging the missing EB's
4. Opening of the Box and standard pre-scanning methods for ensuring that the schedules are in order, removing staples, clips, separating stuck up pages and shuffling.

Scanner Maintenance

All scanners will be cleaned and calibrated 3 times a day . The calibration is to be done with clean A3 size papers. Clean papers should be used for calibration. Transport cleaning paper must not be used for calibration. Ensure that the scanner down time logs are maintained and also informed to Kodak and call log number taken.

Box Labeling Operation

The boxes are to be labeled once all the boxes for the charge have been received. This label is a mandatory requirement before pre-scanning operation on a charge can commence. Scanning operations will not commence till all the boxes of the district have been reconciled.

Run this labeling program

Select the charge Number , Enter the Number of Boxes click on update and then click on print.

This will print labels to be pasted on boxes for that charge.

