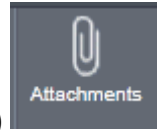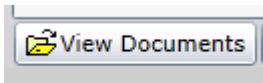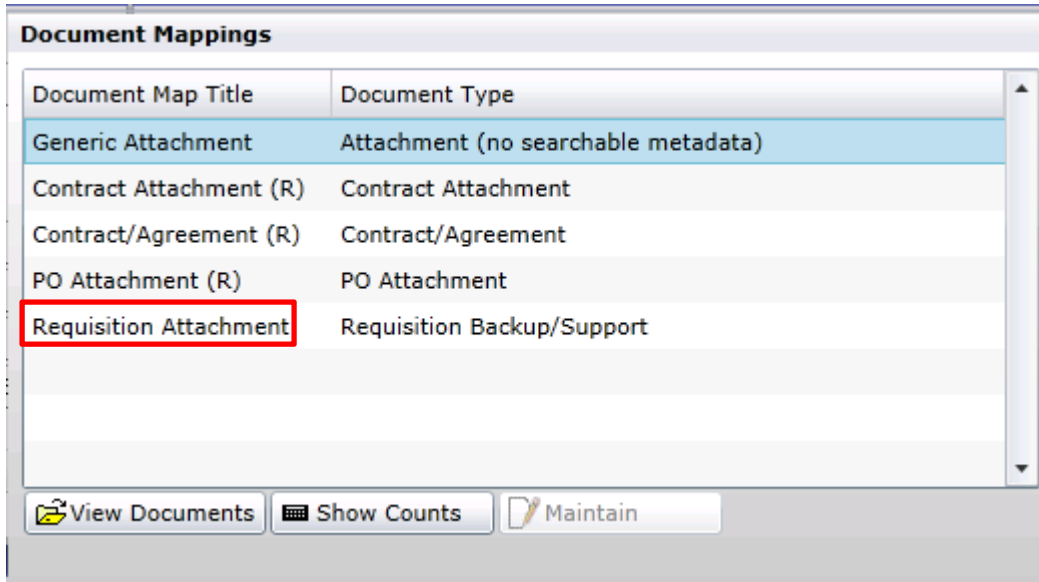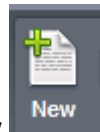# Import to TCM

Open Requisition Entry and search for a requisition number. Click on the paperclip (TCM)

The Document Mappings program will then open. Highlight "Requisition Attachment".

Document Mappings

| Document Map Title	Document Type
Generic Attachment	Attachment (no searchable metadata)
Contract Attachment (R)	Contract Attachment
Contract/Agreement (R)	Contract/Agreement
PO Attachment (R)	PO Attachment
Requisition Attachment	Requisition Backup/Support

View Documents | Show Counts | Maintain

Then click on

You can import image files, such as a TIFF or JPEG, text files like HTML and RTF, and application files such as PDF, Word and Excel
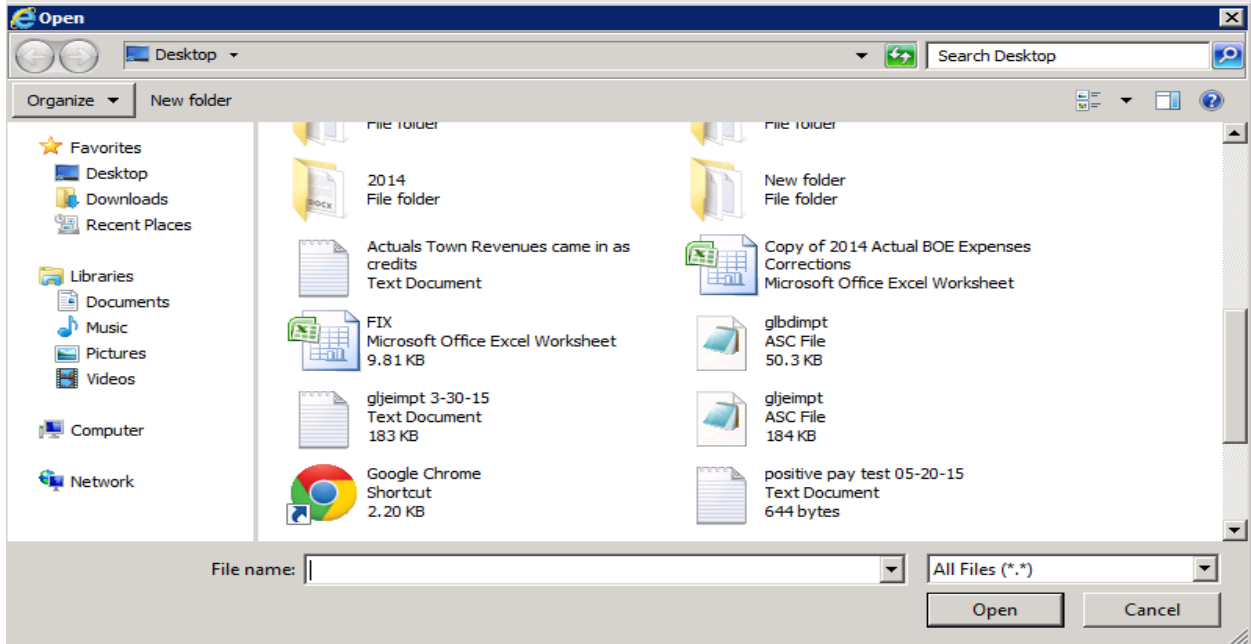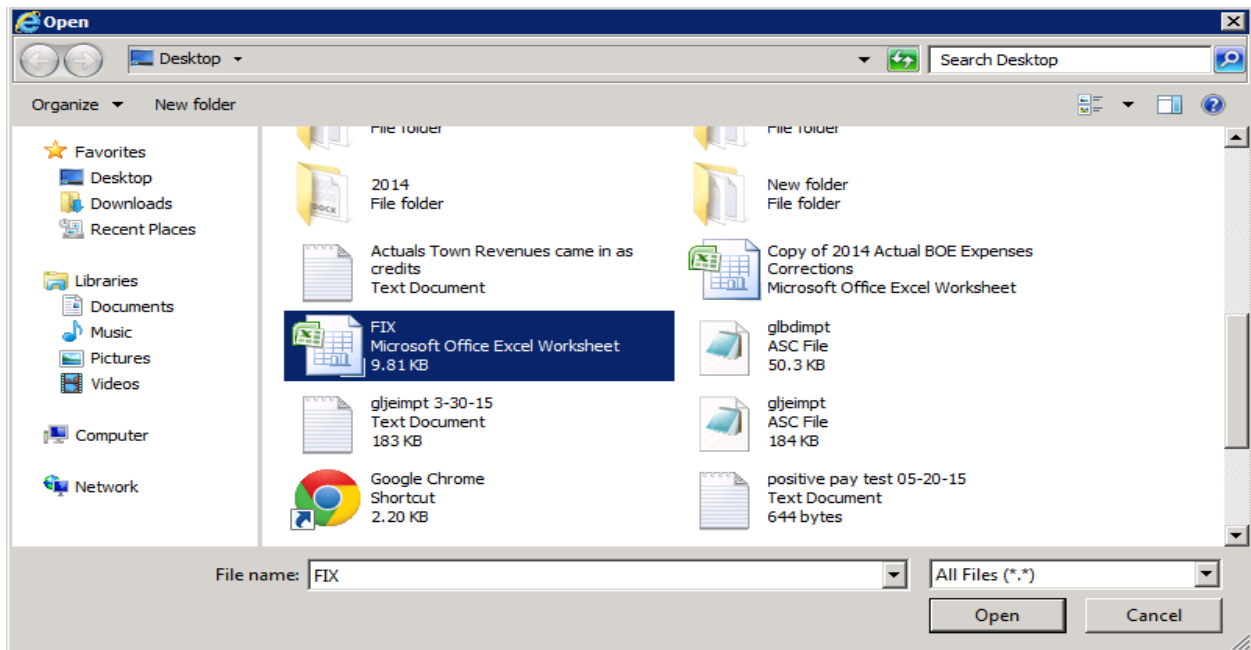
On the TCM Ribbon, click New
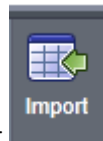
Then click on the option to Import

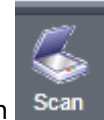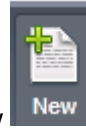Navigate to the location where the file is saved.
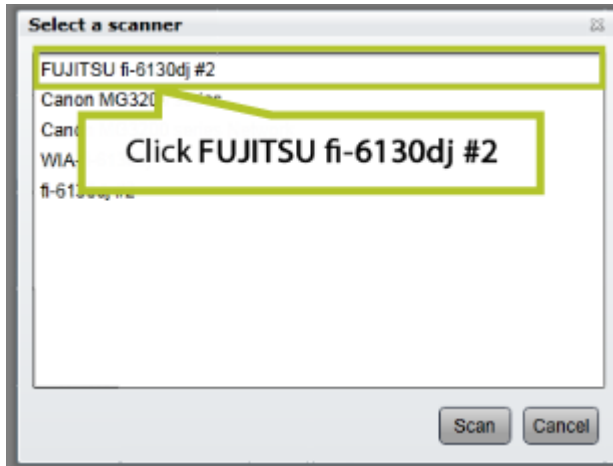
Double Click the saved file

The document has been added. Click Save to save the file to TCM
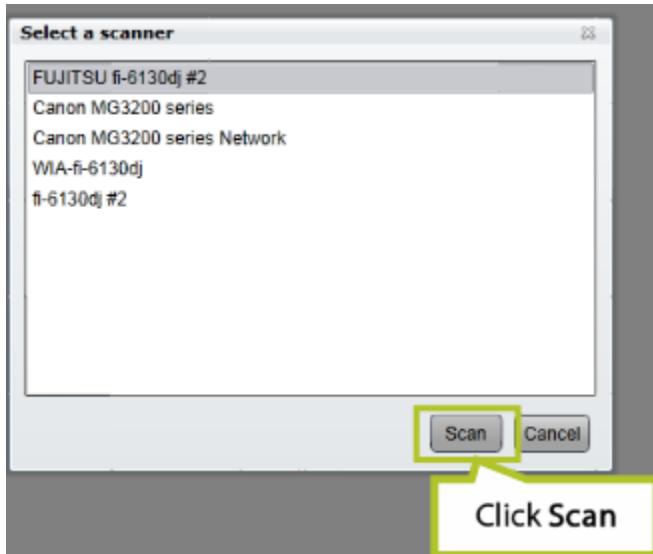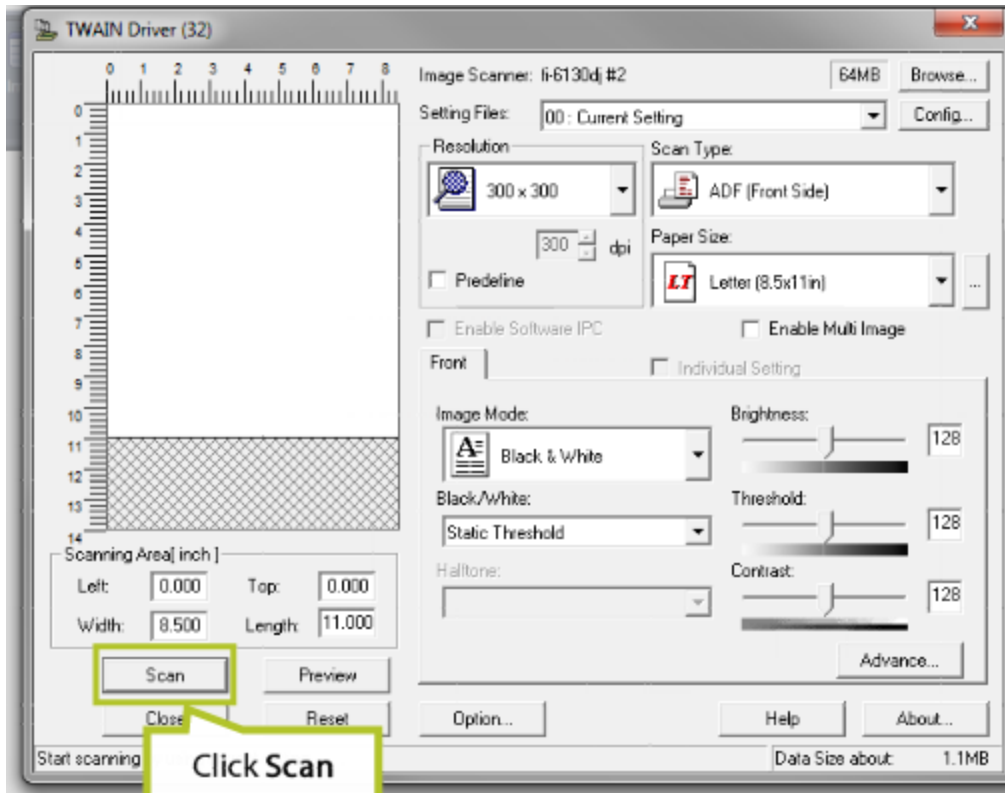
Scanning an image to TCM

Very similar to the Import option, however after clicking New ![New] click Scan ![Scan]

You will then want to choose a Scanner

Click Scan

The document is scanned and displayed in TCM