## **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				
		-		
C View Documents Show Counts				
View Documents				

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



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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 click Scan

You will then want to choose a Scanner



**Click Scan** 

Select a scanner	23
FUJITSU fi-6130dj #2	
Canon MG3200 series	
Canon MG3200 series Network	
WIA-fi-6130dj	
fi-6130dj #2	
	Scan Cancel
	Click Scan

ſ	TWAIN Driver (32)		<b>X</b>
	0 1 2 3 4 5 6 7 8	Image Scanner: fi-6130dj#2	64MB Browse
	°.	Setting Files: 00 : Current Setting	🗸 🔽 Config
1	1	Resolution Sea	an Type:
Ш	3	200×300 - E	ADF (Front Side)
h	4	300 dpi Pap	ber Size:
I	°=	Predefine	
	7	Enable Software IPC	Enable Multi Image
Ш	8 9	Front T	Individual Setting
	10	Image Mode:	Brightness:
		Black & White	·
		Black/White:	Threshold:
	14 Scanning Area[ inch ]	Static Threshold	·  120
	Left: 0.000 Top: 0.000	Halitone:	Contrast:
	Width: 8.500 Length: 11.000	1	
Ш	Scan Preview		Advance
	Close Reset	Option	Help About
U	Start scarning Click Scan		Data Size about: 1.1MB

The document is scanned and displayed in TCM

Documents		Version Info Not Available
Close Viewer New Save Delete	Import Scan Capture Text Export Email Print Slicky Notes Text Slamps Redactions Highlights Edit History	
Results Document	Capture Export Annotations Admin	
Documents       Type     Key Field ▲       Employee Evaluation		Evaluation Employee Audit
		¥
	Employee:	Type A
	Department:	Date
Balatad Decumente	Date:S[/// I Time in Position:	5/8/2013
Type Key Field *	SECTION I - GENERA Next CORMANCE STANDARDS Consider each standar hely. Mark an X in the appropriate box which most reflects the evaluator's response. A substandard performance rating on any performance standard must be supported by specific comment in the space provided	Reviewer Number