SPEND DOWN SCANNING INSTRUCTIONS:
Scan each participant's documents with a cover sheet for your region.   Do not send more than one participant's documents in a single scan.

Scan to your email
Open
File
Save As
PDF
Save in: DESIGNATED SHARE DRIVE FOR OFFICE in folder names: SPEND DOWN SCANS

File name: Date of scan, Last Name, First Name DCN.pdf (Example: 12/19/12, Doe, John 12345678.pdf)

THEN…

Open your email

TO: NorthSD@ip.sp.mo.gov or NorthMOKP@ip.sp.mo.gov or SWSD@ip.sp.mo.gov or KCSD@ip.sp.mo.gov or KCNorth@ip.sp.mo.gov or stlsd@ip.sp.mo.gov or sesd@ip.sp.mo.gov

Click: Attach File

Look in: DESIGNATED SHARE DRIVE FOR OFFICE
Choose SPEND DOWN SCANS folder

Click on the document to send

Scanning directly to share point when machines have capability
1. Select E-mail
2. Enter address of share point (such as sesd@ip.sp.mo.gov) should be saved in MFP for your region
3. Select Options
4. Select File Name
5. Back out the word image (or whatever is in the blank)
6. Type in: Date of scan, Last Name, First Name, DCN and then a space
7. Hit send
8. **Clear machine (if this isn't done the next thing copied will be sent to sharepoint)**