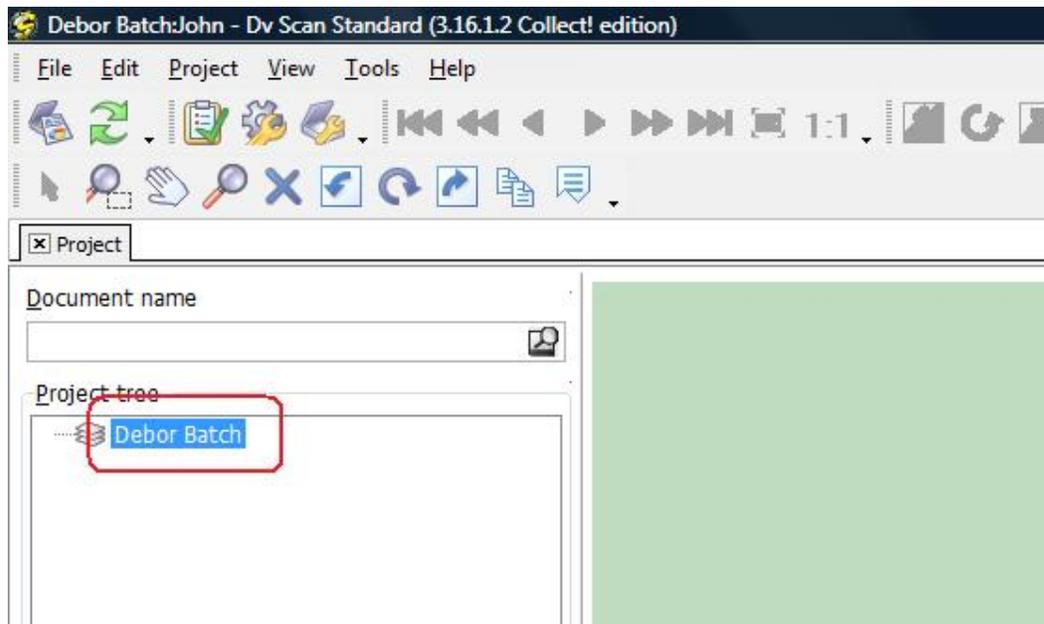# How to batch scan debtor correspondence into Collect using DV Scan

1. Place the first document you wish to scan into your scanner.

2. Open Dv Scan for Collect!

3. Right click on your 'Debtor Batch' and select 'New Batch'

4. Enter in a batch name, usually this should be the file number of the debtor who the document relates to.

5. Select your batch then select the 'Acquire image from scanner' icon at top right of screen
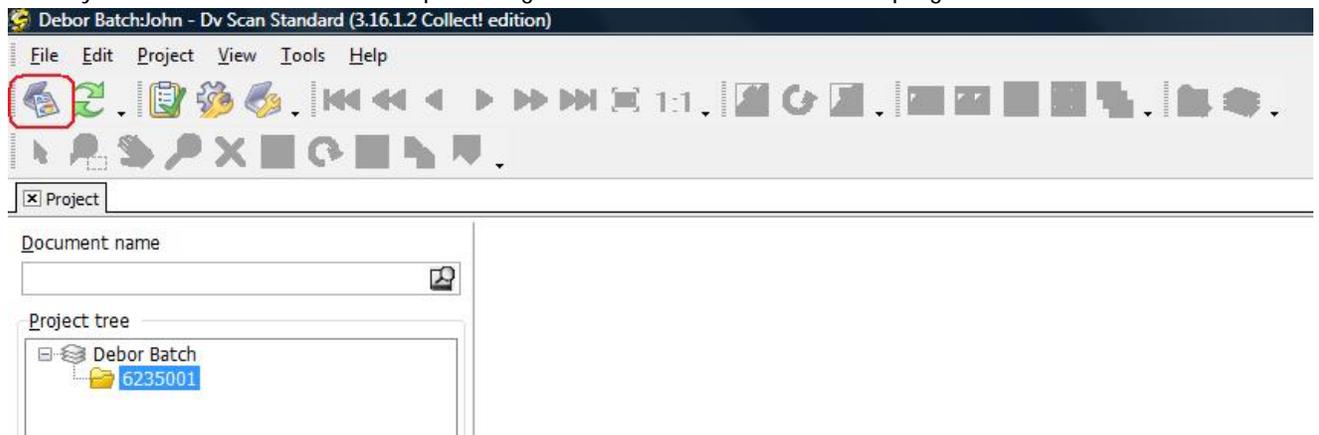

6. Enter in the name of the document I.e. 'Copy of Contract' or 'Letter of Dispute'. Click 'OK'
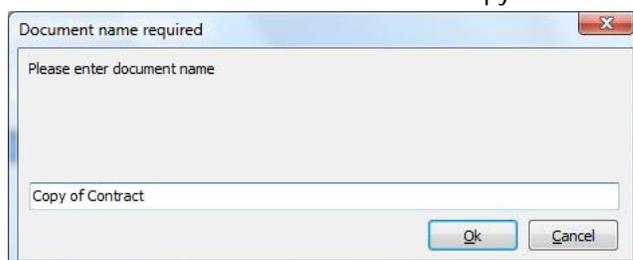
7. Enter in the debtors file number that you wish to attach this document to. Click 'OK'
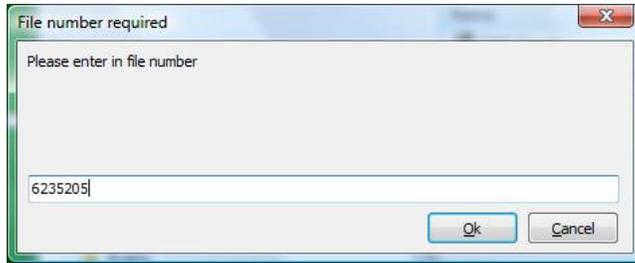

8. Your document will appear on the screen.

9. Repeat steps 3 to 7 for other documents that you have for other debtors, creating a new batch for each new debtor.

10. When you have scanned all your documents select the 'Process Entire Project' icon at top of screen.
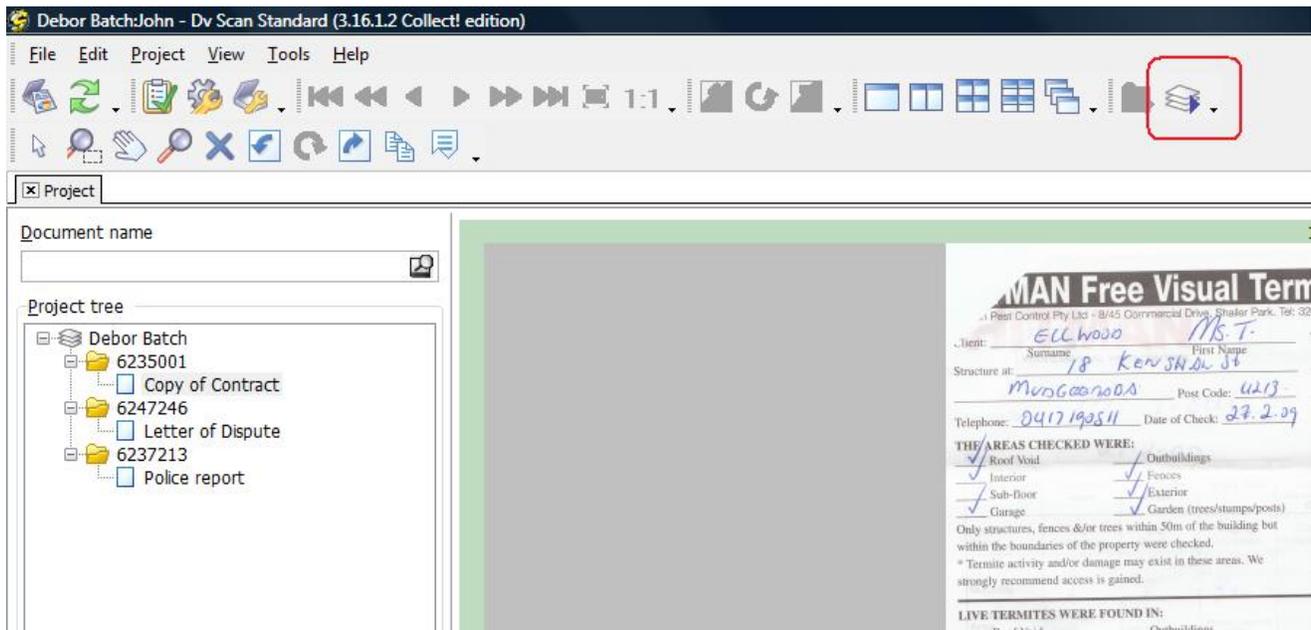
11. The document(s) will now all be automatically placed into all the debtors Attached Documents folders inside Collect! and a log file will be produced. The log file can be imported to create Notes and Attachment screens for your scanned documents.

12. To import the log file log into Collect!

13. Go to File > Import/Export > Import File

14. Choose File format : 'Dv Scan Log file Import
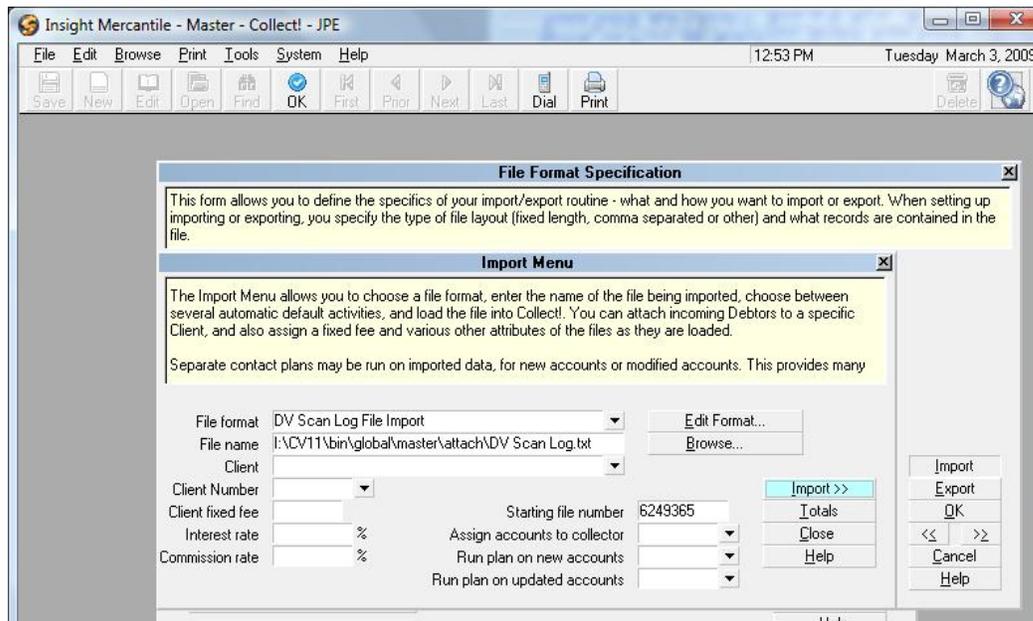
15. Click on 'Browse' and locate your DV Scan log file. This will be in the location you specified when you setup your 'Debtor Batch'
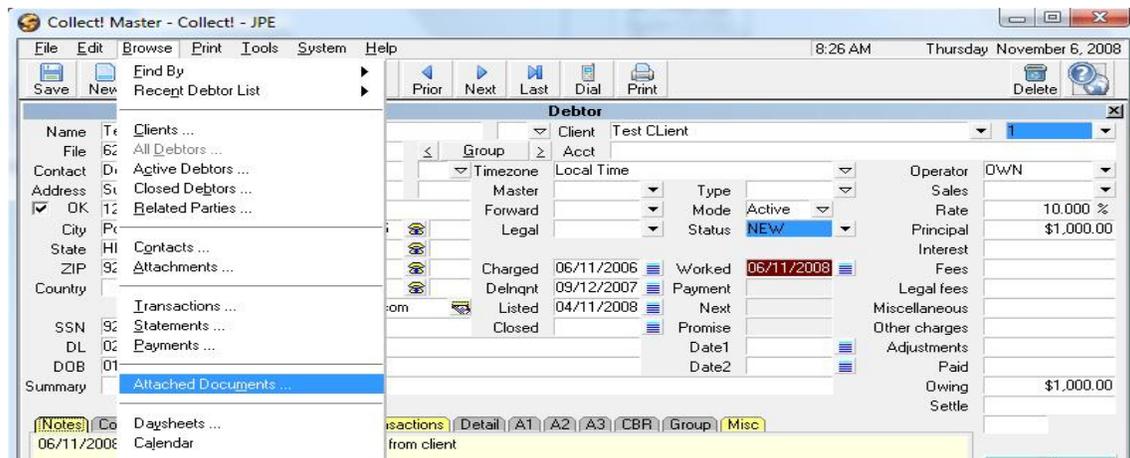
16. Click Import

17. The first Attachment screen will appear. Press 'A' on your keyboard, Each file will now have a note and 'Documents' class Attachment screen created for each scanned image.

18. When finished click 'OK' .

19. Click 'Close'.

20. To view all of a debtors Attached Documents when in the debtor simply go to 'Browse' > 'Attached Documents' .

21. Finished