

SWIM – Access to Care

Scanning Documents - Ricoh

Quick Reference Guide

Import documents using a Ricoh Multi-Functional Scanner/Printer

Scan Documents

1. Scan document(s)

- Ensure document is in Portrait orientation (short edge of paper is on the top)



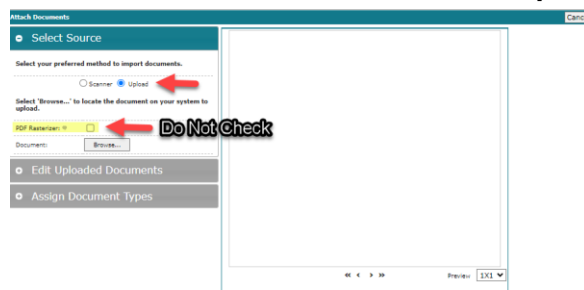
- Scan and save documents to a secure file location



These documents when viewed in Adobe will appear sideways but, when imported with the process below, will be correct in Novari ATC

2. Importing Document

- Select **Upload**
- Ensure the **PDF Rasterizer** checkbox is **unchecked**
- Browse to the saved file location, click **Open**



- Assign the **Document Type**
Reference: [Upload and Scan Documents](#)



If documents appear squished when viewed in the application, confirm document orientation when scanning