Quick Start Guide

Welcome to the Land Survey Records scanning and document repository system. Reading this quick outline will get users started with most of what a user needs to know. It is recommended that the user reads the full manual to get the most out of the advanced features of the software and web site.

Let's begin !!!

Setting up the Scanning Software

1. **Install the scanning software.** Simply answer 'Next' to every screen. A desktop icon will be created. Note - the computer selected should have a scanner connected to it and it should have internet access.

2. **Run the new software.** The user must login. The default login is 'Admin' and the password is blank. Click OK to continue.

3. **Enter client code.** On the first run the user will receive a message "You must enter your client code / default store directory before continuing." This only happens on first run. Click 'OK' and wait for a form to pop up. It may take a few seconds. This is the settings form, and it must be complete before the software will run.

4. **Enter your client code in the appropriate spot**. This client code can be found on the sticker on the CD sleeve, on the New Member Forms or by contacting LSR Inc. if either is lost.

5. **Select the store directory**. Click on "Default local path to store images". Everything users scan will be stored in this location until it is uploaded to the internet server. It is important that the directory selected is:
•   unlikely to be deleted.
•   on a disk with lots of empty space.
•   on a hard drive in the computer, and not a network drive.

6. **The user is now ready to scan images.** Scan 3 or 4 images. For each one do the following:
   a.   Click 'scan new' to begin the scanning of the image/drawing.
   b.   deskew (straighten) the image and crop it (Manual Crop) to remove wasted white space on the boarders.
   c.   set Region 1 as the title block and Region 2 as the signature and surveyors stamp area.
   d.   image quality is not important, as users will be deleting these images, but experimentation should be done with the contrast and brightness (bottom left) to determine the best settings for your particular scanner. Higher brightness settings will cause more white and less black on the scan, and lower contrast will help interpret content on darker background paper.
   e.   save it.

Learning to Upload Images to the Site

1. **Post the images to the web site.** Once a user has scanned their test drawings, go to the menu on the top and select "Administration" - and "Upload Manager" from the drop down menu. This will let the user post the images to the web site. *NOTE: Your account must be setup before images can be uploaded.*

2. **Select groups of images for transfer to online database.** In the upload manager, the user gets to select which groups of images they wish to transfer to the online database. Click on the gray box at the left of the only row in the table (you only have one session, or group, of images so far). Then, click the 'Upload Selected Sessions" button. If users experience difficulty, refer to the section of this manual "Uploading Images".

3. **Exit the scanning software.** Once the images are successfully uploaded, users should close all windows, and exit the scanning software. It is time to visit the website.

4. **Log in to the website.** Using your web browser (Internet Explorer, Netscape Navigator, etc) , go to: www.landsurveyrecords.com and select the 'Member Login' on the left. Use your provided login and password to enter. The user will now see the logged in users menu

5. **Code Images.** Select the 'Coding' option. This is where the user will see their 3 or 4 test images. IMPORTANT - uploaded images are added to the main collection on the hour and half hour, so a user may have to wait a few minutes before the images are available.

Coding Images

Once the user can see their images through this window you know they have arrived successfully on the server. From here it is VERY IMPORTANT that the user does not proceed to code any drawings until they have fully read the "Coding Guidelines" as established for your registration region. The user may delete each of these test images by using the delete button at the top left of this form.