

R O M E



ROME MANAGEMENT
USER GUIDE

**ELECTRONIC
FILE JACKET**

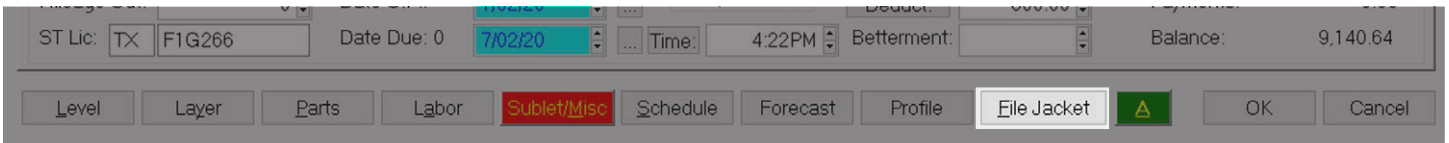
2022

ELECTRONIC FILE JACKET

SCANNING PAPERWORK

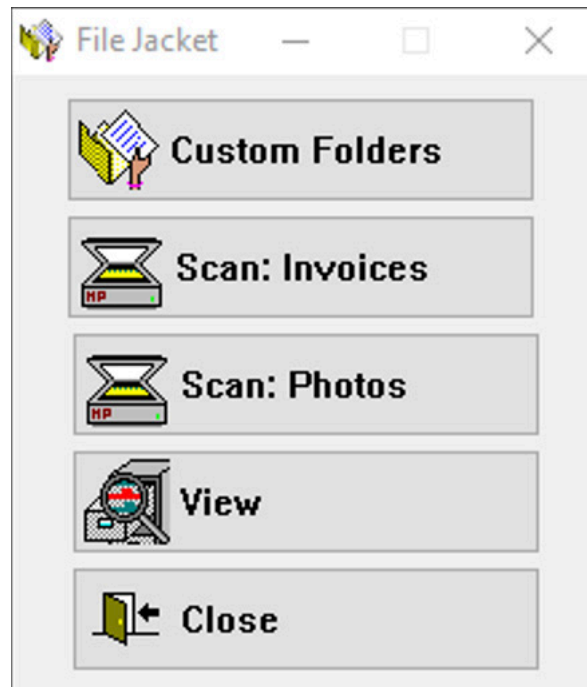
Any paperwork such as Authorization RO, Prior-Damage Sheets and Original Estimates should be scanned into Rome Management so everyone can access them from anywhere. You need to be logged into a workstation that has a scanner setup to scan into Rome Management.

1. Open the Repair Order the paperwork is for, and click the File Jacket button



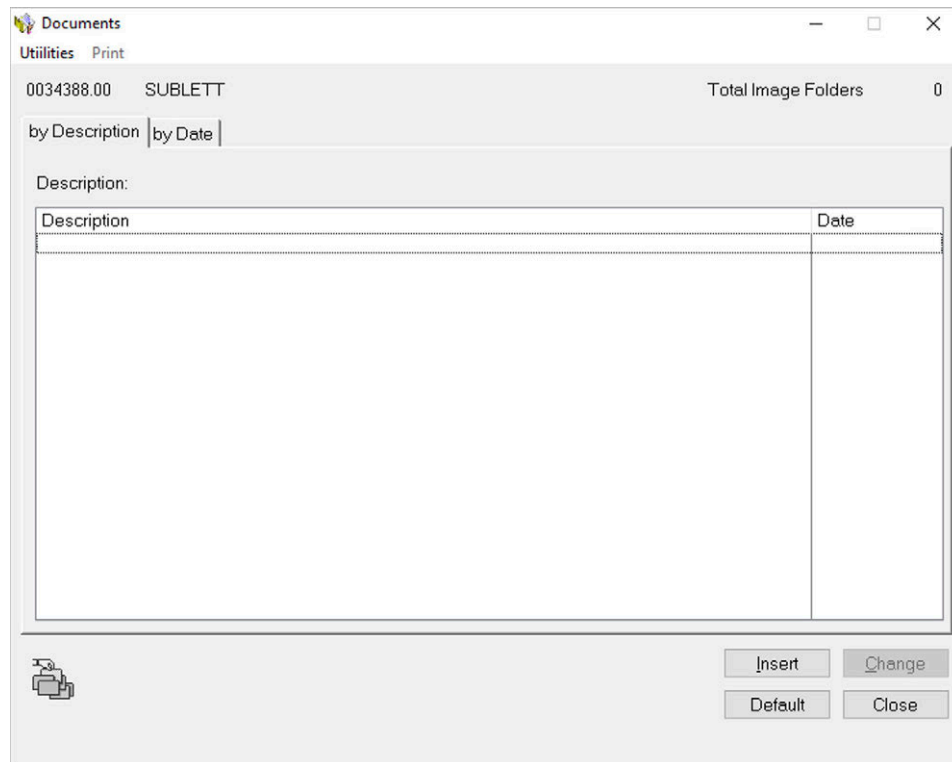
2. The File Jacket window will be displayed.

NOTE: The File Jacket button turns green when there is something scanned



3. The custom folder button will take you to where you can choose custom folder names that you have created. Scan: Invoices & Scan: Photos button will scan your items into folders named Invoices or Photos respectively. If you click any of these button skip down to step 7 to continue.

4. Clicking View will bring you to the Documents window .



This will display folders that have been setup for scans.

5. Press Insert to create a folder for your new scan. Give it a name that will identify what scans it will contain. i.e. Prior Damage. Click Enter to save the name.
6. Highlight the new folder and press the blue icon in the lower left. [Blue Icon] This will display the Scanning screen.
7. In the upper left hand corner there are three scanning button. [Scanning buttons] Make sure your document is placed in the scanner properly. If what you are scanning is black and white press the B&W button. If what you are scanning has color like a yellow or blue invoice you should use Grey or Color to scan the document.
8. The scanner will scan the document(s) and they will be displayed in the scanning screen.

Importing image files

If you have image files that you want to put into the File Jacket, like pictures from a digital camera, there is a way to import them into the File Jacket.

Follow the directions above through step 6.

Press the camera icon and the Open Image window will be displayed.
You can also use the Import menu in the menu bar.

You will then need to browse to the directory that contains the image file you want, highlight the image file and press Open. The image will then appear in the File Jacket.

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