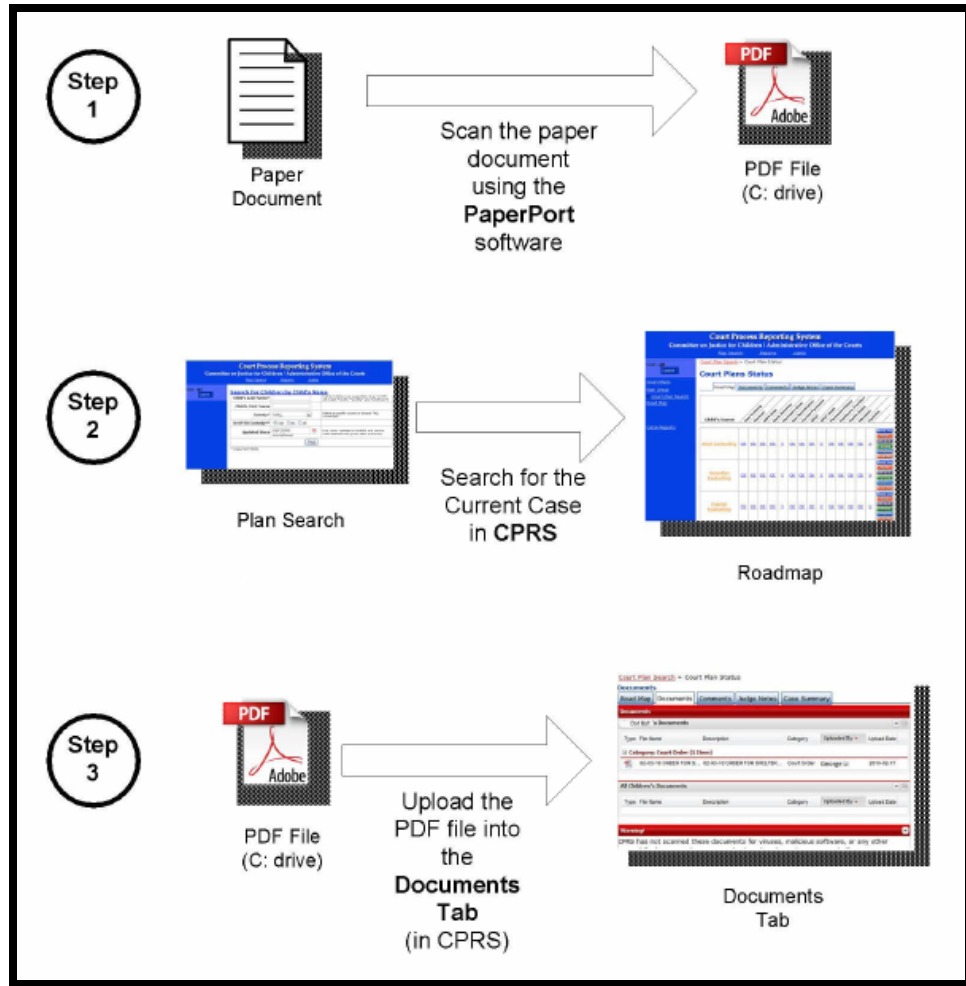# Scanning and Storing Court Orders in CPRS

There are three basic steps in converting a paper Court Order and storing it in CPRS as depicted in the diagram below:
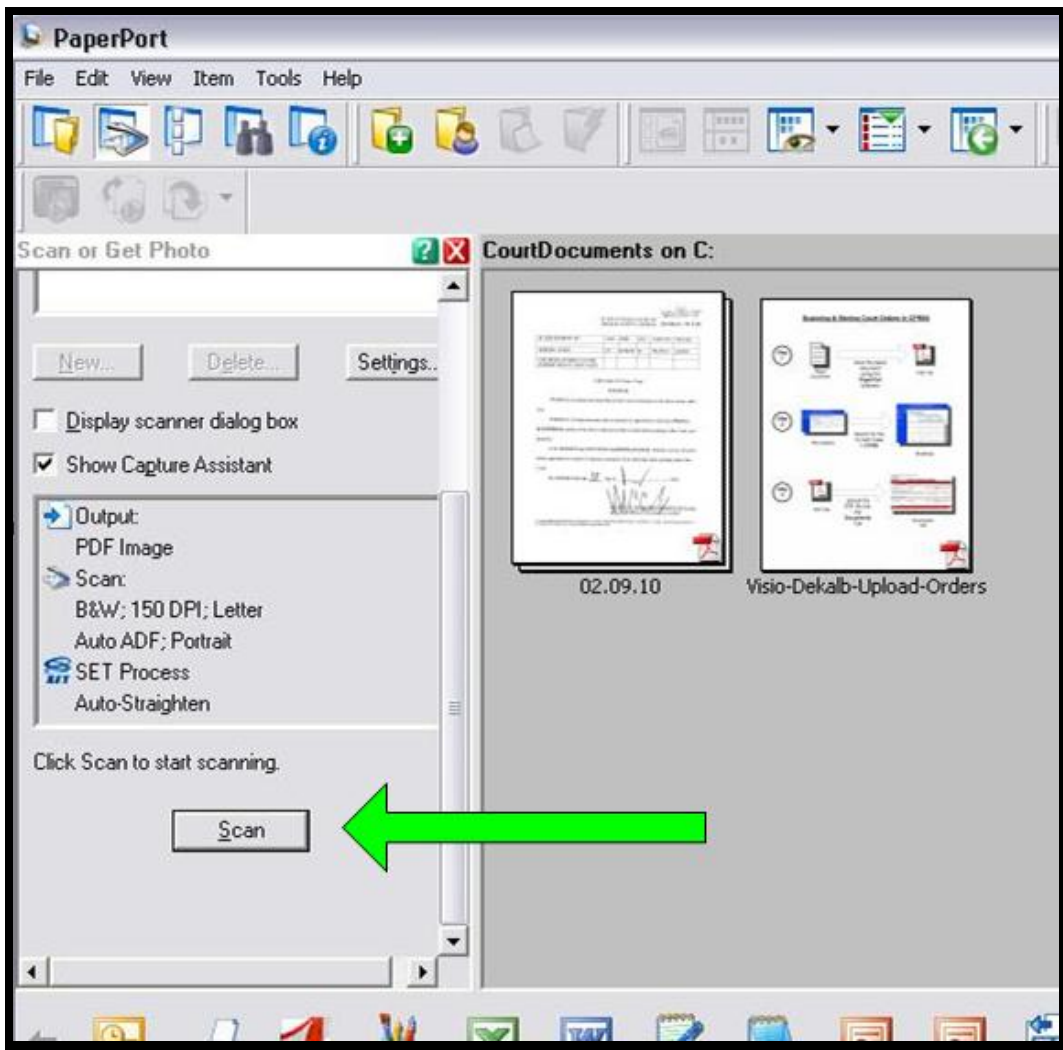

Scanning the paper Court Order:

1. Load the paper document (Court Order) into the scanner.

2. Start the PaperPort software by double-clicking the PaperPort icon.

3. Access the Scanning window by selecting **File->Scan or Get Photo**. PaperPort will display the Scanning window on the left hand side of the screen.
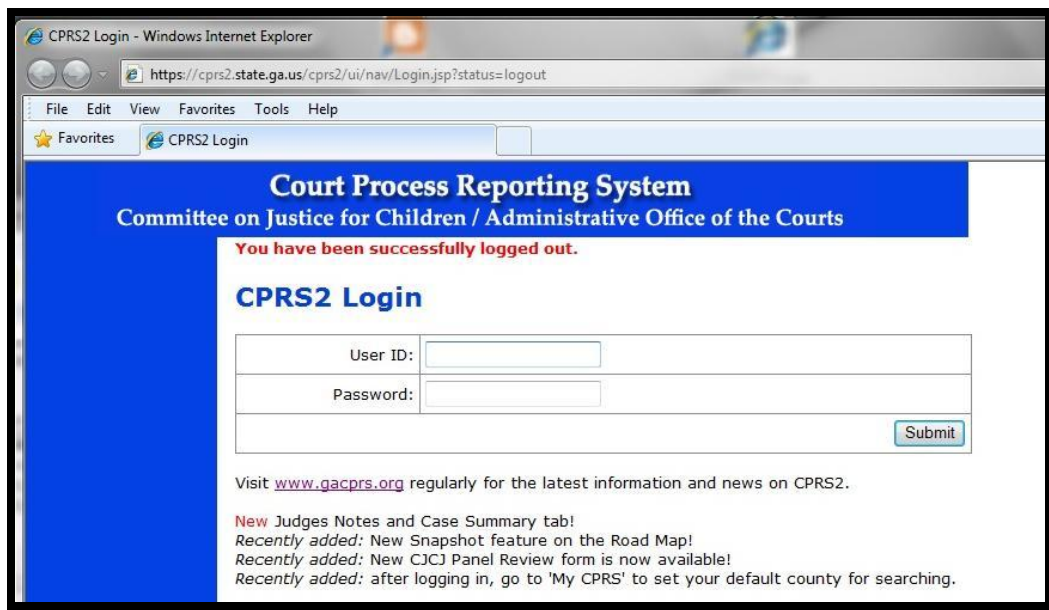

Note that the output type is PDF Image, and the resolution is 150 DPI. Also, the right hand pane in PaperPort will show any documents that have already been scanned. *If your DPI is set to a value greater than 150, see the **Troubleshooting** section for instructions for changing the DPI.*

4. Select the **Scan** button. The scanner (machine) will scan the paper document. When the scan completes, PaperPort will prompt you to name the new PDF document.

5. PaperPort will then display the new document pdf in the right hand pane of the screen.

6. The default location for scanned documents is in **C:\CourtDocuments**. Note: Each county office may change this directory location.

7. You may preview the PDF document by double-clicking on the document icon.

Locating a Case in CPRS:

1. Login to CPRS. The link can be found at **www.gacprs.org**.

2. CPRS will present the Plan Search screen.

3. Enter search criteria for the case that you just scanned. You must provide at least part of the child's last name and select a county (or **All Counties**).

4. CPRS will present a listing of matching cases (if any). Select the **View** link to open the case.

5. CPRS presents the Roadmap screen. Select the **Documents Tab**.

6. The Documents Tab displays a list of documents that are associated with the current case. In the table, each row represents one document. Each row shows:

   - The file's name
   - When the file was uploaded
   - The document type
   - Who uploaded the document

- A brief description of the document
- To which of the children the document applies
- A link to display the document and a link to edit the document information.

Documents

| Road Map | Documents | Comments | Case Summary |

CPRS has not scanned these documents for viruses, malicious software, or any other potentially dangerous threats. Download or view these documents only if your computer system has adequate protective software such as a recently updated virus scanner or if you know and trust the origin of the uploaded document.

File Name	Upload Date	Category	Uploaded By	Description	Children	Action
Sample-File.txt	08/17/2010	Misc	George Li	Sample File	Peter Easterling, Bart Easterling	View Edit
doc-7.JPG	03/24/2010	Court Order	George Li	Alex's Court Order	Alex Easterling	View Edit
Supplemental Order.doc	02/18/2010	Court Order	George Li	An order that applies to all kids in the sibling group.	Alex Easterling, Peter Easterling, Bart Easterling	View Edit
			Upload			

Uploading the Document to CPRS

1. Select the Upload button (Upload) at the bottom of the documents table.

2. CPRS will display a new screen to capture the document information.

Document Upload

Children

Select	Child Name
☐	Bart Easterling
☐	Peter Easterling
☐	Alex Easterling

Category	Misc ▾
Description*	
File Name*	Browse…

Upload   Cancel

3. Use the select boxes to choose which children this document covers. You may select as many as needed.
4. Select a document category with the Category dropdown.
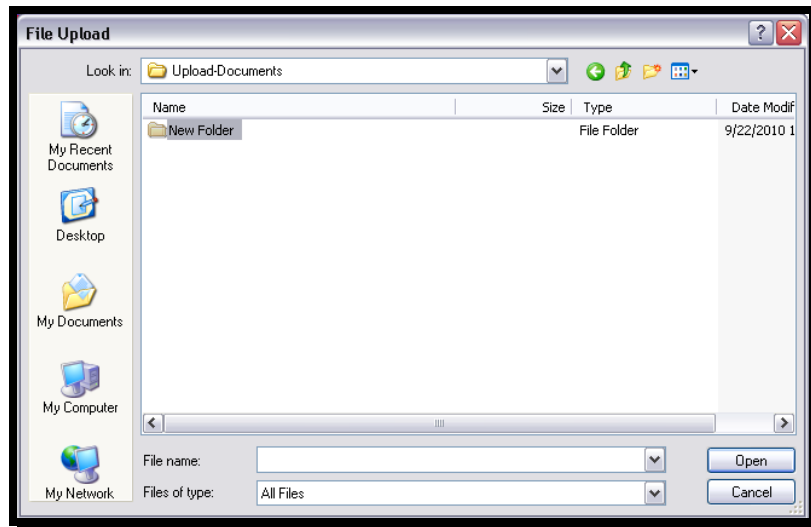
Document Upload

Children

Select	Child Name
☑	Bart Easterling
☐	Peter Easterling
☐	Alex Easterling

Category	Misc ▾
Description*	
File Name*	

Misc
Court Order
Case Plan
CASA Report
Citizen Panel Review
CCFA Report
Additional Assessment Report
Visitation Report

Cancel

5. Enter a brief description to help you remember what the document is.
6. Select the Browse button to locate the file that you just scanned. The system will display a File Upload browser window. (*If you used the Paper Port instructions above, the file will be located in* **C:\CourtDocuments**). After you select your target file, select the 'Open' button.

7. Select the **Upload** button and the system will store the document into the target child's list of documents.

8. You are done.

TIPS and Troubleshooting:

1. If your scans take a very long time (ex. more than a minute for one page), check your scanning Resolution. (See next item.)

2. Do not change the scanning resolution (DPI) which should be set at **150 DPI**. Maintaining that resolution will result in smaller files which upload faster and require less storage space within CPRS2. In the event that someone has changed your DPI, follow these steps to reset to 150 DPI:

a. In the **Scan or Get Photo** pane, select the **Settings** button.
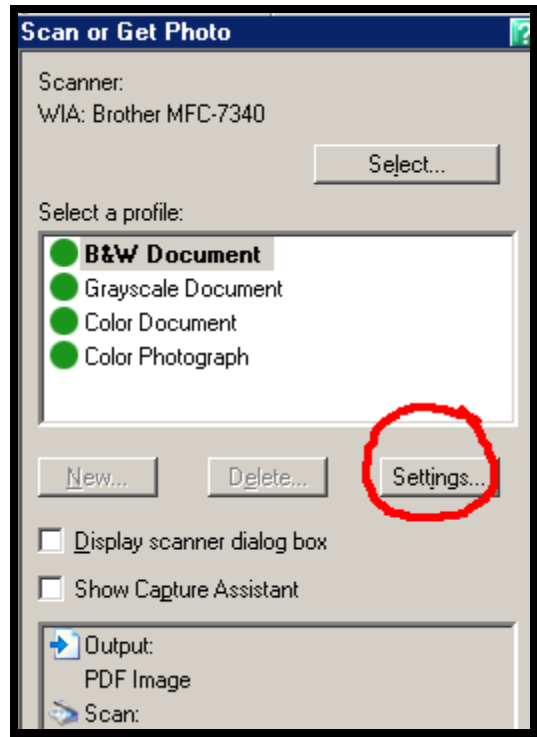
b. The system will present the **Settings** dialog. Choose the **Scan** tab. Set the **Resolution** to 150 DPI. Then select the **OK** button.
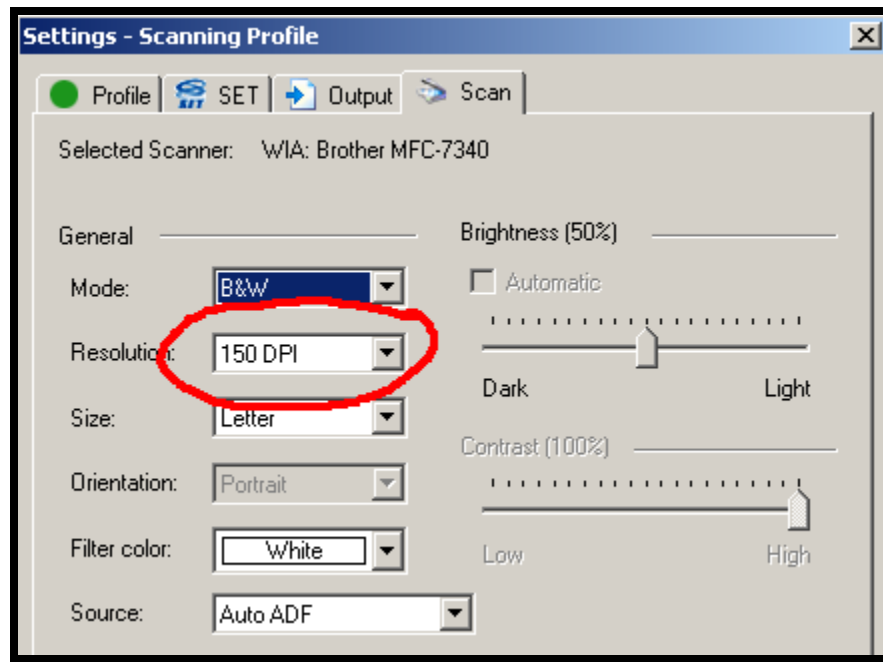

3. If you need to scan a document which has more than 35 pages, you will need to:
    a. Separate your document into sections of 35 pages or less.
    b. Scan each section in sequential order.
    c. Name each section in alphabetical order (ex. George-Order-a, George-Order-b, etc). This step is very important as the merge software merges sections by alphabetical order.
    d. Highlight each section in the PaperPort file view:
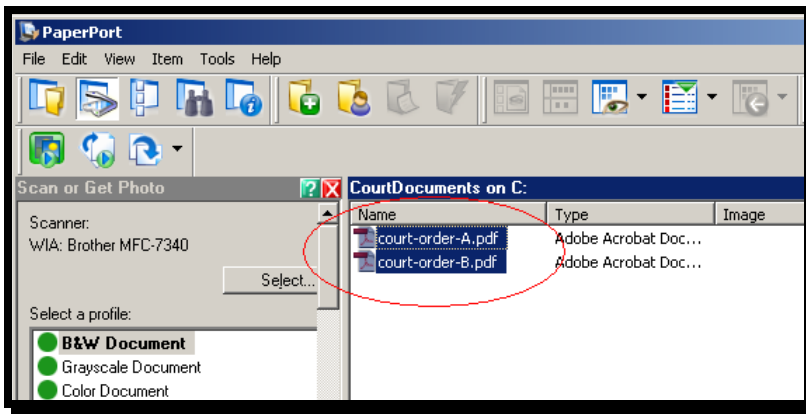
e. Select the Item -> Combine Items -> Into Stack menu. This step will combine the highlighted documents into one larger document, which can then be uploaded into CPRS.
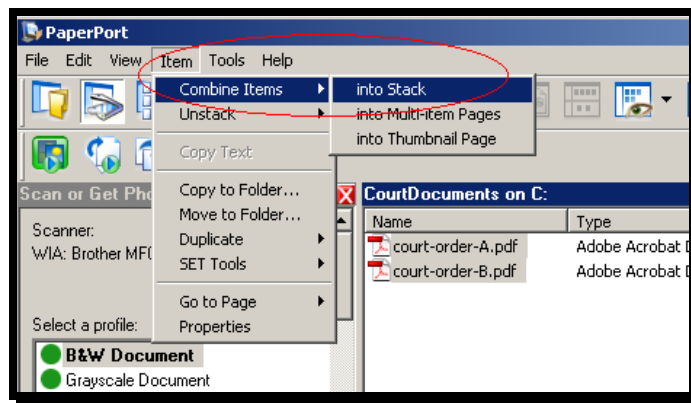
4. If a document scans crooked, the PaperPort software has a feature that helps you straighten the document. See the PaperPort Help pages.

5. If you upload a document into the wrong child, you do not have the privileges to remove that document. Notify the J4C team, and we will remove the incorrect document.

6. If you encounter ANY problems, contact George Li at 404.693.4825 or cprs2.request@gmail.com.