Scanning Methods

IF	THEN
You have received documents and are readily able to locate their associated study items	Locate the Study Items, create Expected Documents for them and supply all metadata, and print transmittals. [(Click for more details)](#)
You expect to receive documents but don't actually have them, and are readily able to locate their associated study items	Locate the Study Items, then create and print transmittals without supplying all metadata. [(Click for more details)](#)
You have received documents that don't have existing study items created for them	Create a number of expected documents, completely index and match to proposed study items, and print transmittals. [(Click for more details)](#)
You expect to receive documents that don't have existing study items created for them	Create multiple expected documents, partially index if desired, then print transmittals. [(Click for more details)](#)