# CPPM-8295 CBMS ICR for Timesheets EDMS Scanning Guide

This project will introduce a new use of Intelligent Character Recognition (ICR) to help automate the timesheet input process. The goal of this project is to reduce the administrative burden tied to the data entry of hours by introducing new ICR technology.

Hand-written timesheets must first be scanned into the Electronic Document Management System (EDMS), then retrieved in the Colorado Benefits Management System (CBMS). Once scanned in, these documents will upload into the ICR designated screen within the Work Program Hours page. Here users will have to take some steps to review and approve the timesheet. This guide will show you how to scan timesheets in EDMS so they can be automatically retrieved by CBMS.

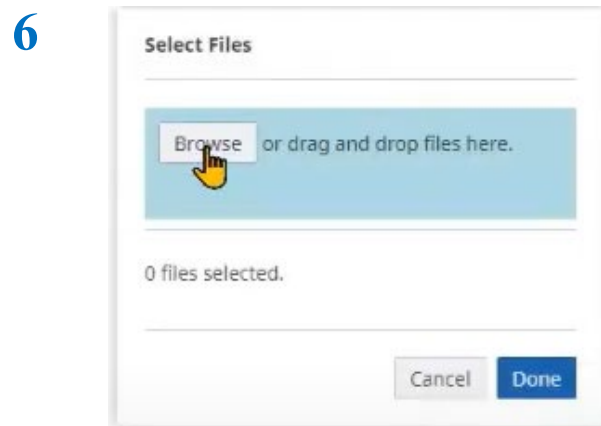**1** To begin, login to EDMS and select the Capture and Indexing tile.
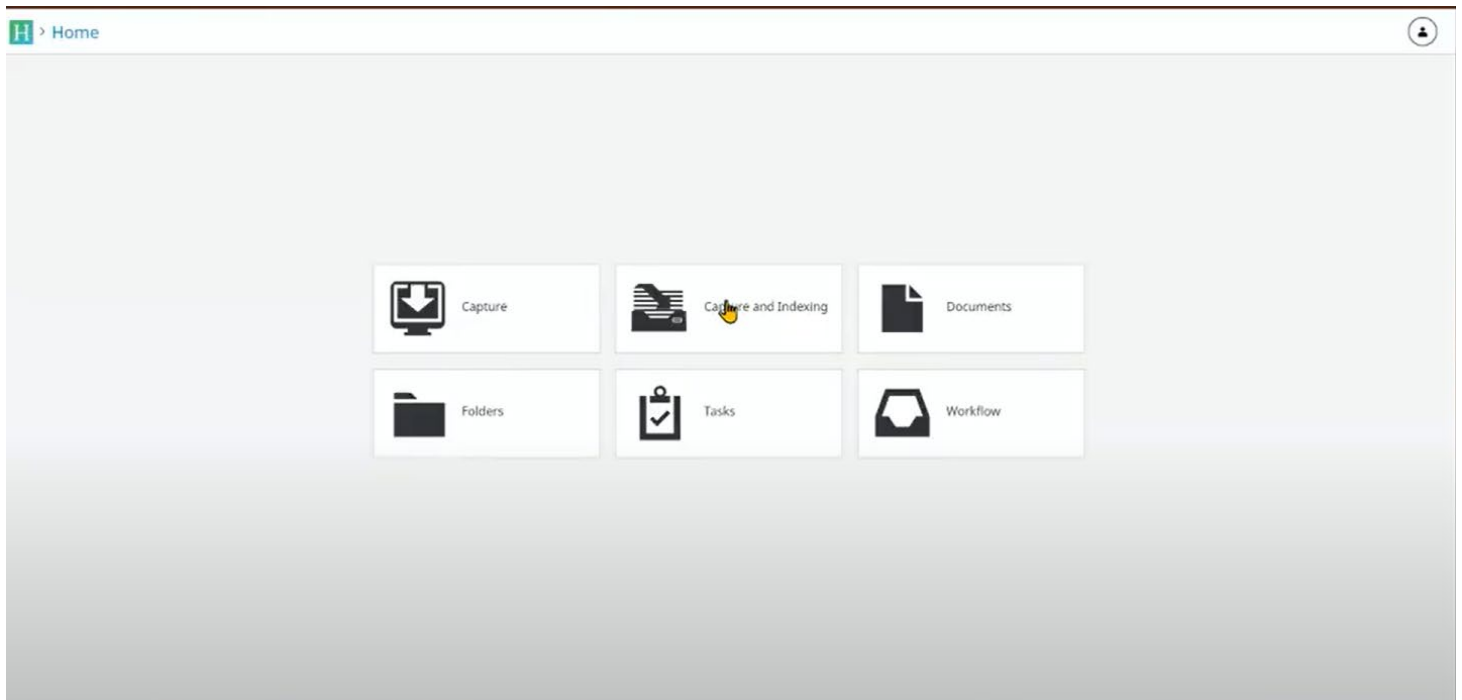
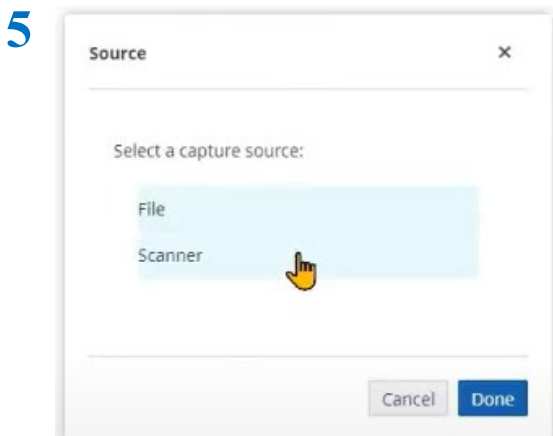**2** You will find the Workflow Processes menu on the left, from there please select document indexing". You will only have access to the county associated with your login ID. Make sure your county is selected in the menu.

3 Select "capture" on the top right of the screen.
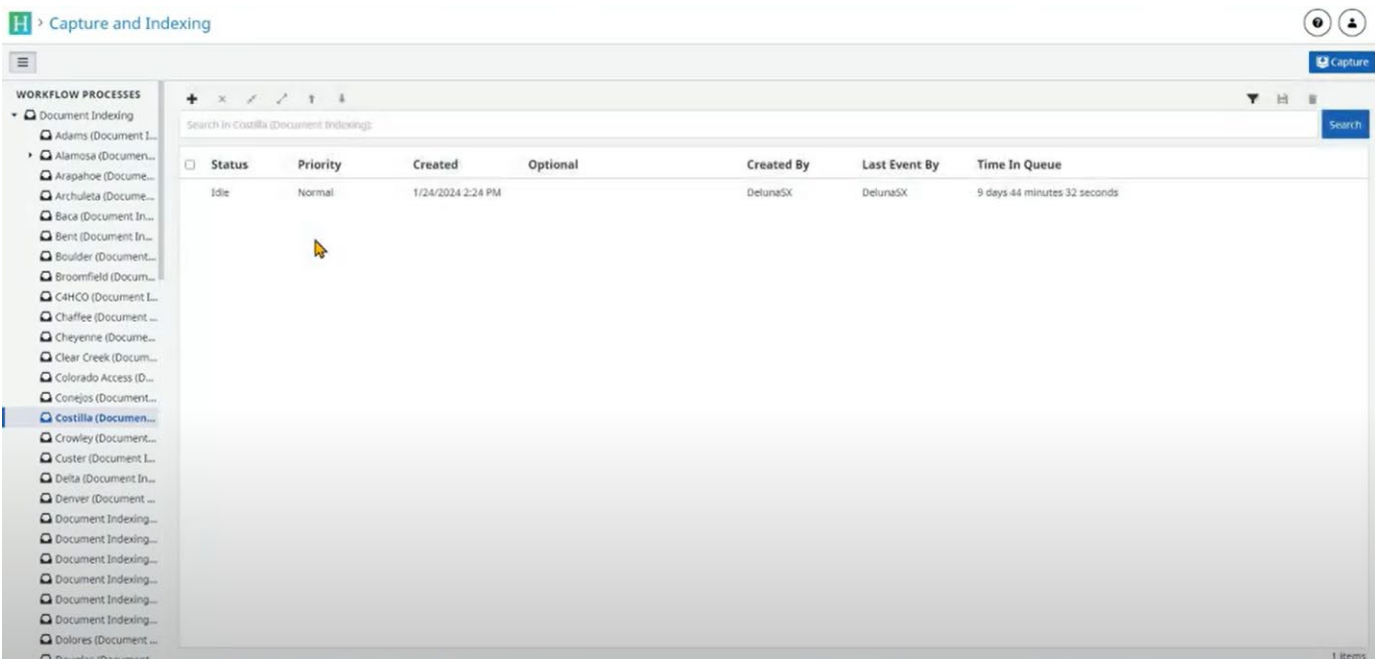
4 Next you will see the Capture and Indexing window. Here you can make some important selections for your document before scanning or importing. Make sure you have the correct county selected from the dropdown menu. You can leave the optional field blank and leave the priority normal, then click the start button.
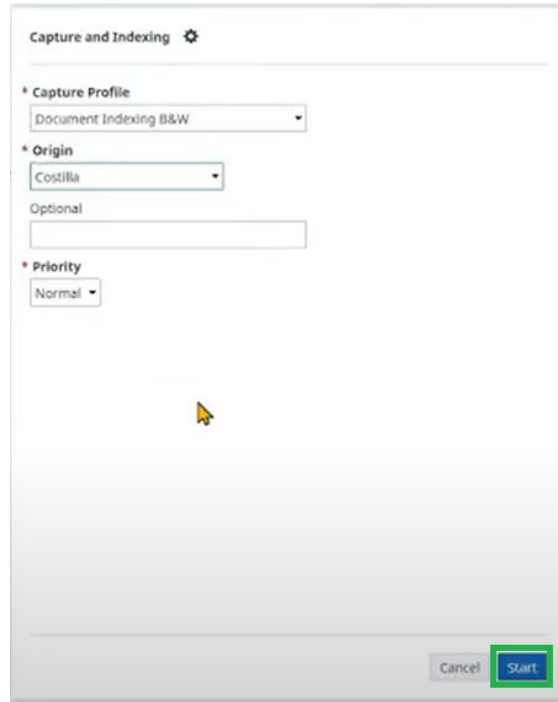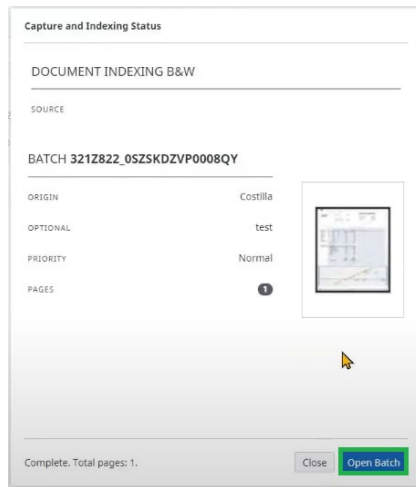

This will bring up the Source window, select scanner or file, depending on the document source. If you are selecting a file, you will be able to browse for a file within your saved documents. If you are scanning a document, this will trigger your selected scanner to begin the scanning process.

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7 Once you have selected the document, click Open Batch.

This will open the document in the Capture and Indexing screen. Make sure that you add a case number under Document Properties on the right. If the case number is associated with a single-person household, it will automatically populate the Client ID with that individual's information. If there are multiple people in the household, you will be prompted to select the correct individual.

8 Select Work Programs under the Type dropdown and choose Timecards under the Sub Type – Application dropdown. When you have selected the correct information, click submit at the top of the screen. The document will automatically be sent to CBMS.

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