

Minute Menu CX Scanning

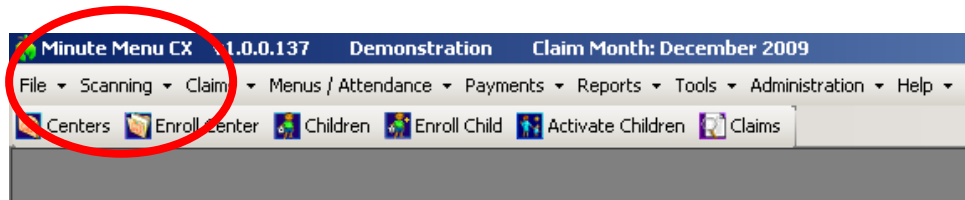
Overview

You can scan the Weekly Attendance & Meal Count Report into Minute Menu using any image-based scanner. Agencies with network copiers can frequently use that as their scanner. If you have a multi-function scanner/printer/faxer attached to your computer, that will work as well.

The system will read the X's marked on the Weekly Attendance & Meal Count Report, saving that information into the Minute Menu CX database so the claim can be quickly processed. In addition, the system will save the scanned image of that same report, permanently, on your computer (or network file server) in a historic directory, so that you can discard the original paper and just keep the electronic copy for auditors/reviewers.

Before You Begin: Some Considerations

In order to scan with Minute Menu, you must be configured to use our scanning tools. If you see a "Scanning" menu in your gray menu bar, then you're configured to do this. If not, contact us at cxhelp@minutemenu.com and we'll set you up.



In order to scan, the Weekly Attendance & Meal Count Report will print each child with the child's number, along with four black squares. If children are missing numbers, they will need to be assigned. The numbers must also be unique. Before you begin, it's a good idea to run **Scanning >> Verify Child Numbers**. If any child shows up, it's because the child doesn't have a number, or has the same number as another child. So fix any child you see on this report (by going to Children and just changing the child's number to something else not in use; the system should tell you whether the number you've chosen is in use or not). Note: we can easily auto-assign all children who don't have numbers; email us at cxhelp@minutemenu.com if you'd like us to do that.

Note: you won't be able to scan any Weekly Attendance & Meal Count form that doesn't have the four black corners or a number for every child. So be sure to take care of this before you start filling out a lot of these Attendance forms if you want to scan them.

Weekly Attendance & Meal Count Report Best Practices

When you scan these worksheets with Minute Menu, it's important that the forms are filled out properly by teachers. If they are filled out properly, the scanner will recognize marks properly more than 99.5% of the time. But if teachers fill the forms out poorly, this accuracy rating can drop considerably.

It is crucial to properly train your teachers. Please review the *Filling Out Forms Properly* instruction document, and share that with your teachers.

A few items to note that aren't covered in that document:

- We specifically recommend marking with Xs rather than check marks because when filling out the form using a check mark, teachers have a tendency to carry the tail end of the mark into the next column.
- If a child goes to more than one classroom, the child's name can only be printed on one classroom form. Just write the child in on the other classroom form, and feel free to mark the child as served on both forms. The system won't pay for the child twice for the same meal.
- It's best to print the Weekly Attendance & Meal Count Report for each week, not monthly, so children enrolled mid-month are printed rather than hand-written. (The system will attempt to read hand-written children, but it can be more time consuming.) Print Friday so it's ready for teachers first thing Monday morning.
- Stray marks on the form, especially near the four corners or in the bottom left near the Form ID, can prevent a form from being read. If the form can't be read, you'll be given an appropriate error, but you'll have to manually enter all the attendance & meal count information on that form via the Record Daily Attendance / Meal Counts function in the software.
- If the Att column is not marked, it will be assumed marked if any meals are marked for that child that day.
- On the Attendance forms, you will see abbreviations in the column header for each meal that the center is approved to offer (as set in Manage Center Information on the License/Schedule tab). Any meals not approved will have blank column headers, and dashes throughout the column. The scanning system is designed to ignore any columns that don't have anything in the header, so putting an X in these columns (over the dashes), will have no effect – the system will not read them. On a related note, if a teacher accidentally puts a mark in one of these column headers (for example the tail end of a check mark trails off on the first row from PM Snack for a child into the column header for Dinner, which was blank because the center wasn't recorded at Dinner), then the system will attempt to read that column and erroneously apply dinners to all the children listed on the form.

		12/07/2009 MONDAY					
ID NAME	Att				P		Att
REYES	✓	-	-	✓	✓	-	✓

This is bad!

What Scanner To Use

Scanning with Minute Menu is a two step process.

1. Scan the Attendance form paper itself to create an electronic image file on your computer
2. Read & interpret the electronic image file – what we refer to as Validating the image.

With respect to step 1 above, the objective is to create a series of TIF image files, that are formatted in black & white (not color or grayscale) at 400 dpi or higher.

With respect to step 2, Minute Menu will then read the TIF (or TIFs) that are saved on the computer and both save the marks to the database and permanently save that TIF in a place where auditors can access it for posterity.

Given this background, there are two ways you can scan with Minute Menu:

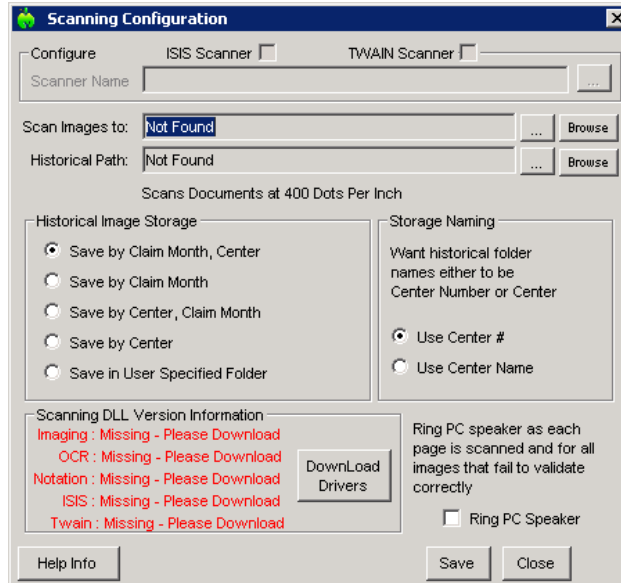
- A. **Minute Menu Creates the Image:** Minute Menu controls the scanner attached to the computer, doing the scanning itself, creating these TIF files.
- B. **You Create the Image:** You use a scanner not necessarily connected to your computer with Minute Menu on it (like a network copier/printer), to scan and save the images.

If **You Create the Image**, you can use any scanner you want, anywhere, to scan your Attendance forms. You must have your scanner configured to save these forms as TIF images, 400 dpi or higher, in black & white. (TIF is a multiple page format; Minute Menu will work whether it's a single form per TIF or multiple forms per TIF file). The file names themselves of the TIFs aren't important, but the location they are saved is important. See the Scan Images To step of *One Time Setup Tasks below*.

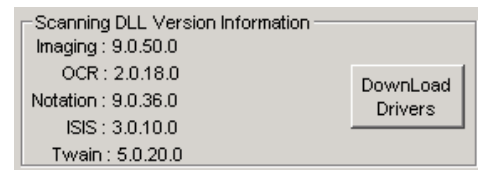
If **Minute Menu Creates the Image**, the software must be configured to point to your scanner. Each time you run the scanning function, it will immediately try to scan any Attendance forms in the input hopper of your scanner and save those forms as TIF files, then it will Validate all the TIF files to save them to the database. For more information on configuring Minute Menu to control your scanner, see the Configure Scanner (step 6) of *One Time Setup Tasks below*. Just about any scanner you buy will work (including multi-function printers/scanners/faxes); Minute Menu supports both ISIS and TWAIN connections to scanners (which are driver types that cover just about every scanner on the market).

One Time Setup Tasks

In order to scan with Minute Menu, you have to configure the scanning system to work properly on your computer (and on each computer that you wish to scan with). Go to **Scan >> Scanning Configuration**.

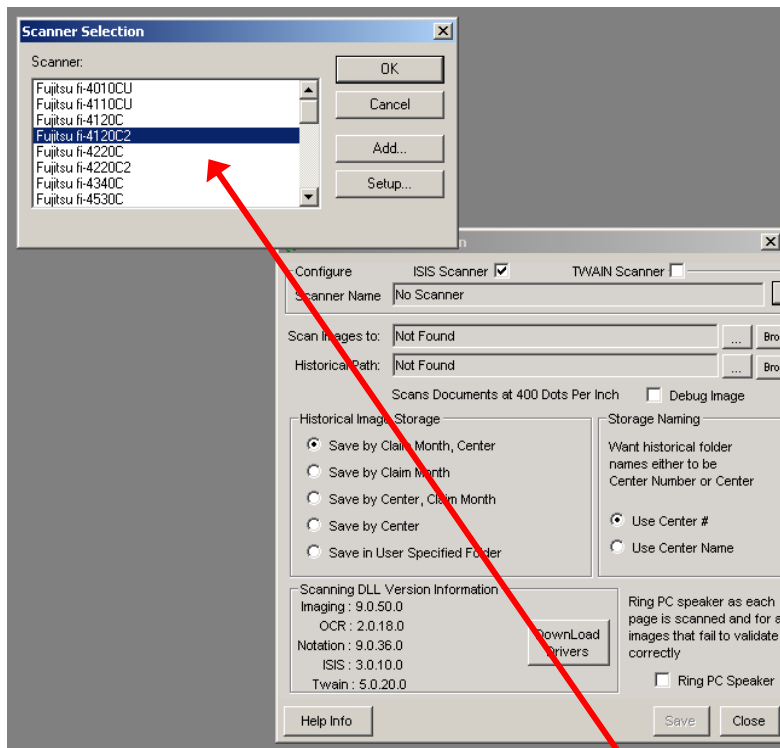


1. Notice that it says “Missing – Please Download”, and there is a button to [Download Drivers]. Click that button to download & install the software drivers. (You do not need to have Administrator rights in Windows to do this). You will be automatically logged out of Minute Menu during this process, and will need to log back in, and go back to **Scan >> Scanning Configuration**.
2. Confirm that your drivers are installed properly, by verifying that instead of Download Drivers, you see sets of numbers as pictured here. (Note: the specific numbers may be different than what you see in this picture). If you don't see these numbers, please contact us at cxhelp@minutemenu.com.



3. The “Scan Images To” path is where images are saved when **Minute Menu Creates the Image**, temporarily before being Validated. This is also the same path where you should save images if **You Create the Image**. Generally, it's a good idea to create a new folder in My Documents for this, perhaps called “MM Scanning”. Click the [...] button and browse to any folder you designate for this purpose.
4. The “Historical Path” is where images are moved to after Minute Menu finishes Validating it during the scanning process. Generally, it's a good idea to create a new folder on network file server (if you have one) or in your My Documents folder, perhaps called “MM History”. Click the [...] button and browse to any folder you designate for this purpose. For more information on image histories, see *Historic Images* below.
5. [Save] your two path choices.

6. If **Minute Menu Creates the Image** you must choose to connect your scanner, via ISIS drivers or TWAIN drivers. First, try ISIS. Put a check in ISIS Scanner, and click the [...] button. The system will attempt to find the scanner connected to your computer.



Choose your scanner from the list that appears.

Note: in order for this to work, your scanner must be connected and the drivers or installation CD that came with your scanner must already be installed. If you don't see any scanners in this list, then either you have not installed your scanner using the scanner's CD or the scanner doesn't support ISIS drivers.

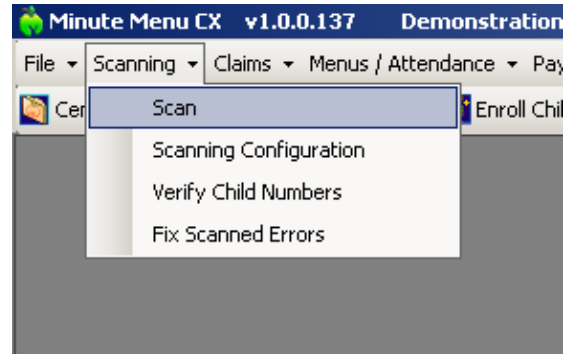
So if it doesn't work (ie, you don't see any scanners in the list), put a check in the TWAIN Scanner checkbox. Then click the [...] button to see if you can see your scanner in the list. If you can, great. If you can't, then your scanner isn't properly installed.

- a. If **You Create the Image** with a network scanner (or some other scanner not controlled by Minute Menu), just leave the Configure Scanner checkbox unchecked, and the system will simply search for TIFs in the "Scan Images To" path each time you want to scan, without attempting to control a scanner first.
7. When finished, click [Save] again, and you can [Close] out of the Scanning Configuration window.

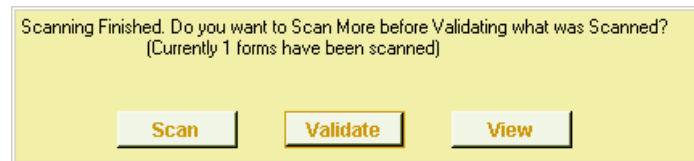
Once all these tasks are done, this computer will be fully configured and ready to scan. You can scan from more than one computer, even simultaneously if you like.

Scanning

1. To start scanning, go **Scanning > Scan**.
2. If **Minute Menu Creates the Image**, the system should almost immediately begin pulling forms thru your scanner's input hopper. Each form scans one at a time, and images are saved on in the Scan Images To folder as they are scanned.



When this is finished, you'll be presented with a confirmation window:



If during the scanning process you suspect a form was skipped or misread because of feeding problems with the scanner, you can always put that form back in and scan it again. If your input hopper is empty but you have more forms to scan, simply put more forms in the hopper and hit [Scan] to scan more. If you'd like to view the images that have been created by Minute Menu from the scanner so far, hit [View] and you'll be presented with a list of image file names. Click on any one of them to open that file and view it on screen. Otherwise, hit [Validate] to continue.

If **You Create the Image**, this Step 2 will be skipped, and Minute Menu will immediately begin validating the images.

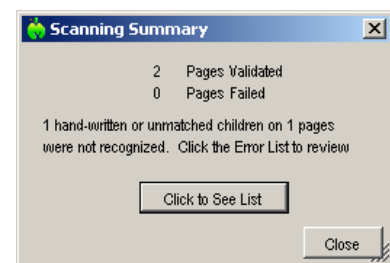
3. The validation process will proceed until all images are processed. A status bar will update you on it's progress. This process can take about 30 seconds per image. There is no need for you to stay with your computer while this runs, so if you have a number of forms to validate, simply start the process and walk away from your computer for a while.

4. Once finished, you'll be presented with a scanning status screen.

Most of the time, there will be no errors, and you can just hit [Close]. **At this point, you are completely done with scanning!**

But occasionally there will be errors. There are two situations when errors occur:

1. Hand written children – When children are written by hand, the system will not be able to read those children automatically. In this case, you will be asked to assign the proper child by choosing from a list.
2. Form failures – If the form can't be read at all for any reason (if it's been mangled, has hand writing in places it shouldn't, etc).

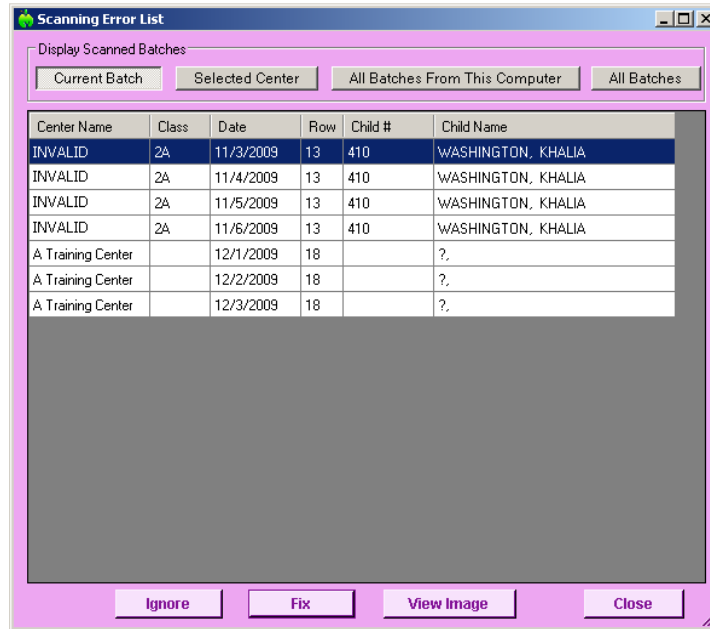


In this case, [Click to See List] to bring up the Fix Scanned Errors function.

Fixing Scanned Errors

You can access the Scanning Error List to fix scanned errors in one of two ways:

1. By clicking [Click to See List] after a batch is scanned, or
2. If you don't fix all the errors immediately, you can close and return to the error list any time by going to **Scanning >> Fix Scanned Errors**



Each row in the Scanning Error List represents a problem that Minute Menu was unable to fix automatically.

For any problem listed, click the [View Image] button to view a picture of that form.

If there was a form problem, you'll need to enter that form manually via the Record Daily Attendance & Meal Count function. If there was a problem with a specific child, you can click [Fix] to choose a child for that row.

Speed Tip: <F> and <V> on the keyboard do the same thing as clicking [Fix] and [View Image]. <ALT>+<TAB> will switch Windows between the image viewing program and Minute Menu.

In the example above, you see 7 rows. The first 4 rows are actually one row on one form where the center name wasn't recognized. Click [Fix] to assign the proper center, and all four rows will be fixed automatically.

The next 3 rows represent a child who was hand-written on a form that the system couldn't recognize. Click [Fix] to assign the proper child

Sometimes a spec is picked up on the form for a row that should really be blank. Click [Ignore] to ignore any row you don't want to (or can't) Fix.

View Image Limitations

The two folders that you specify in **Scanning Configuration** are used to store images for review in this function. So, if an image is successfully read but a few child rows aren't recognized because of Hand Written Children, that image will be saved in your historic data path, and when you click [View Image], you'll be opening the file in that path. If there is a Form Failure because an image fails completely for whatever reason, then the image will be moved into a subfolder of your Scan Images To folder called Failed Images.

This is important if you plan on accessing this Fix Scanned Errors function from more than one computer. As long as both of those paths are networked, then you shouldn't have any problem Viewing Images from any computer in your network. But if you use a path on your specific computer, when you go to a different computer, you may not be able to View Images.

Form Failures & Filtering by Selected Center

If a Form Failure occurs because a form cannot be read at all, the system won't be able to associate a center with that form. As a result, if you use the [Selected Center] filter, those Form Failure errors won't show up.

If, however, when the image files are saved, you create TIF files with the name of the center followed by an underscore and a number per page scanned, the system will attempt to match the center name to the failed image's original name so you can filter by Selected Center. For example, you could tell your network printer to call the forms: BrightSun_, and it would create forms like:

BrightSun_01.tif

BrightSun_02.tif

The system will then associate these forms with the center Bright Sun, even if it can't recognize the form.

Fixing a Child Error

When you bring up the Fix screen, all you need to do is choose the proper child. Typically, you'll click [View Image] before you click [Fix], so you can see the row on the form and know exactly what child to choose when fixing.

Speed Tip: to do this quickly, it is advantageous to setup dual-monitors. The monitor on the left would be used to Fix children, and the monitor on the right is where the images will be

	12/1/2009 Monday	12/2/2009 Tuesday	12/3/2009 Wednesday	12/4/2009 Thursday	12/4/2009 Friday
Attended	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Breakfast	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AM Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eve Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

displayed when you click [View Image]. Hitting <ALT>+<TAB> switches Window's focus back & forth between Minute Menu and the image viewer, so you never have to use the mouse.

Speed Tip: when choosing children in the Fix Scanning Error screen, you can just type the child by last name on your keyboard, and you'll be taken right to the child. This is especially useful if you filter by "All". Once you type the child's name, then just hit the <Enter> key on your keyboard, which does the same thing as clicking the [Save] button with your mouse.

Once you've fixed all your errors (if there were any), you're completely done with scanning!

Checking Your Work When Done

After you've finished scanning, you can print the Weekly Attendance & Meal Count Worksheet to compare the X's Minute Menu prints on this report with what teachers filled out. You wouldn't want to do this every time, because it's too time consuming. But when you just get started with scanning, it's a good idea to try this once or twice so you have the confidence that Minute Menu is doing what you want.

Remember to Process or Submit Claims

Scanning, by itself, doesn't create a claim. It is just a quick way to do data entry. So when you're finished scanning, you'll need to process claims. If you're a center, remember to [Submit Claim] to your sponsor. If you're a sponsor, you may need to go to Tools >> Mark Center's Claim for Processing. The claim will then show up in the Process Claims function.

Historic Images

Minute Menu automatically saves every image it validates during the scanning process. The images are saved within the Historical Path you specify in the Scanner Configuration. Specifically, each form is then put into a subdirectory based on the claim month and the center's number in Minute Menu. (You can choose to save by center name if you like in Scanning Configuration).

Let's assume your Historical Path was "My Documents\MM History".

So if you're looking for June 2009 claims for center #10, you would go to:

My Documents \ MM History \ 200906 \ 10

Inside that folder you will see a series of TIF files, one file for each page you scanned. The files are named so you can identify the classroom and date (of the start of the week), but also include other information about the center scanned. Specifically, the files will be named:

- A – Indicates an Attendance Form was Scanned
- C - followed by a # or name - Indicates Center, then the center number will be listed (or name, if you've chosen to save by center name).
- D – followed by a date (like 20090608) – Indicates the date of the start of the week
- C – followed by classroom name – Indicates Classroom, then the name of the classroom
- F – followed by a 4 digit number – Indicates the Minute Menu Form ID #
- N – followed by a 3 digit number. This is just a unique number in case more than one page for a classroom is scanned.

If you browse to that folder, you can double click on any of these images to view them on screen. This is the perfect way for auditors/reviewers to examine your old claim information. Because of this feature, you do not need to keep the paper copies of your records. But if you do discard the paper copies of your records, you should be sure to backup this historic folder periodically to CD. Minute Menu backs up all information in the Minute Menu database automatically for you, but Minute Menu does not back up these image files saved on your local computer or local network.

Scanning Large Batches of Forms

If you are a multi-site agency with a number of centers, you will probably scan a large number of forms each month. There are a few procedural tips to bear in mind:

- Hi-speed network scanners/copiers are the best way to create the TIF images that Minute Menu will use.
- When Minute Menu begins validating these TIFs, it can take 30 seconds per form. But it doesn't require any attention. So plan to create all the images first, separately, with your network scanner/copier. Then begin the Minute Menu Scan function right before you leave for the night, so that Minute Menu will work while you're away.
- The faster your computer, the faster Minute Menu will validate your scanned forms. Minute Menu fully supports multiple cores & multi-processor CPUs.
- You can scan/validate from more than one computer at a time. So you might save a number of TIFs on one computer in its Scan Images To directory, and do the same on a different computer in its Scan Images To directory. In both cases, the computers have a Scan Images To directory on their own computer. But in both cases, the computers are configured to point to the same network folder location for the Historical Path. Then start the Scan function on each computer and walk away. The images on each separate computer will be combined into to the same Historical Path on your network server, and you'll get twice as many forms validated in the same amount of time.
- Dual monitors & quick keyboard use are crucial to getting thru any Error List that comes up after the validation process is finished. You can stay completely off your mouse, using the keyboard shortcuts in Minute Menu and using <ALT>+<TAB> to switch batch and forth between Minute Menu and the image viewer that will pop-up when viewing the forms with errors. With practice and good typing skills, you can get thru dozens and dozens of form errors in only a few minutes.