

ScanRIP (ESE Edition) Documentation

School SST Install ScanRIP

Submit a CCPS Work Order to your SST to install the directory for ScanRIP on a network shared drive at: <\\adnap1\StagingDirwatch\XXX\ESE> where XXX is your three letter site code (i.e. AVE).

School ESE Specialist Instructions

Preparing your Documents

- Documents should be in PDF format and should be named according to the student's six-digit ID number (i.e. 123456.pdf).
- Make sure to save your document so you can access later for upload.
- **DO NOT** place files in the directory that are not intended to be ripped.
- Files are deleted after processing. **DO NOT** use ScanRIP to store files. This is not intended as a repository for filing of your documents.

Accessing ScanRIP Shared Drive

- Locate the ScanRIP drive setup by your SST <\\adnap1\StagingDirwatch\XXX\ESE> where XXX is the three letter site code (i.e. AVE).







NOTE: Email the Helpdesk if you are unable to access ScanRIP shared drive.

Uploading Documents to ScanRIP Shared Drive

- You will notice three files in the ScanRIP Shared Drive
 - ERRORS.txt
 - LASTRUN.txt
 - PROCESSED.txt

Adding Documents to the ScanRIP Shared Drive

- Locate the document you want to upload to ScanRIP
- You can now drag and drop or copy and paste the document to the appropriate ScanRIP folder.
 - ESE
 - 504
 - GIFTED

Name	
	ERRORS.txt
	LASTRUN.txt
	PROCESSED.txt
	Student 504
	Student ESE
	Student Gifted

Checking on your Documents

ScanRIP provides a few reports to allow you to get a better idea of the status of your files. Below is a list of each report, its behavior, and its function.

- **ERRORS.txt**

The errors report allows you to see all errors ScanRIP has encountered while trying to process your files. It is important to note that this report is LIVE, meaning when an error is fixed, the report will update, and the error will disappear. If you see that files are not being processed in your folder, it is best to check this report first to see what is happening and how you can fix it.

Common Errors that Occur with ScanRIP are:

- The student ID for the document is not an ID of a student in the database
- The student is located at a site different than your own
- The filename is malformed and unable to be processed
- The file is a directory
- The file is not a PDF (this can happen even if the file ends in .pdf)

Example ERRORS.txt output:

```
1 [Student ESE/test.txt] File is not a PDF: test.txt
```

- **PROCESSED.txt**

This report gives you a historic view of all documents that have been processed through ScanRIP. Each line will have a date and time along with the name of the cabinet and file that was processed. Use this report to verify files have been sent through ScanRIP.

Example PROCESSED.txt output:

```
1 [2020-10-19 11:32am] Student ESE/1000489314-70640.pdf
```

- **LASTRUN.txt**

Like the errors report, this report allows you to view the last time that ScanRIP has processed your folder. The file is a single line with a date and time. ScanRIP typically runs every minute, so if you have no errors and files are still not being ripped, it would be good to check to make sure everything is running.

Example LASTRUN.txt output:

```
1 2020-10-22 1:08:01pm
```

For assistance, please contact the Service Desk at (239) 377-0445 or at helpdesk@collierschools.com