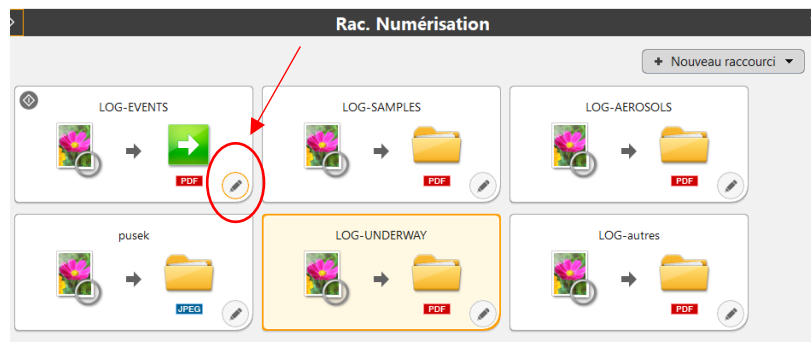
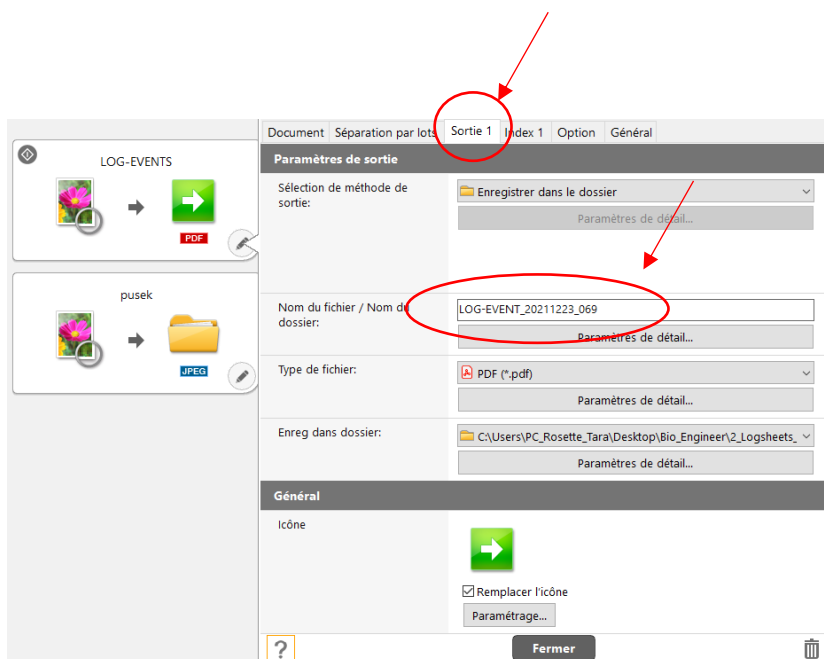


## Welcome to the amazing world of Scanning logsheet

- 1- Take the scanner in the white cupboard in the library. It is in a bag with its cables.
- 2- Connect it to the science computer.
- 3- Open the software “Capture on touch”.
- 4- The scan is made per station for event, and then for samples.
- 5- Update the name of the file : click on the pen.

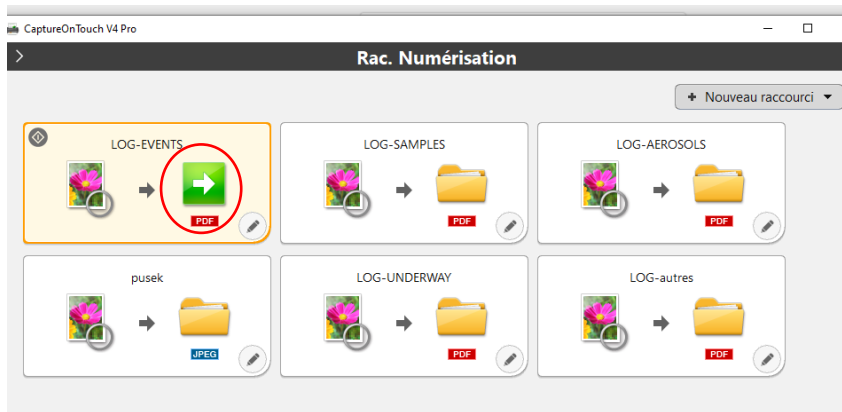


- 6- Go to “sortie1”.



- 7- Update the name of the file in this format : “LOG-EVENT\_YYYYMMDD\_STATION”  
For example for the station 069 on the 23<sup>rd</sup> of November 2021:  
LOG-EVENT\_20211223\_069
- 8- Click on “Fermer”.

- 9- Put the whole events of the station in the scanner. Organise them chronologically, and upside down, the first page looking at the back of the scanner.

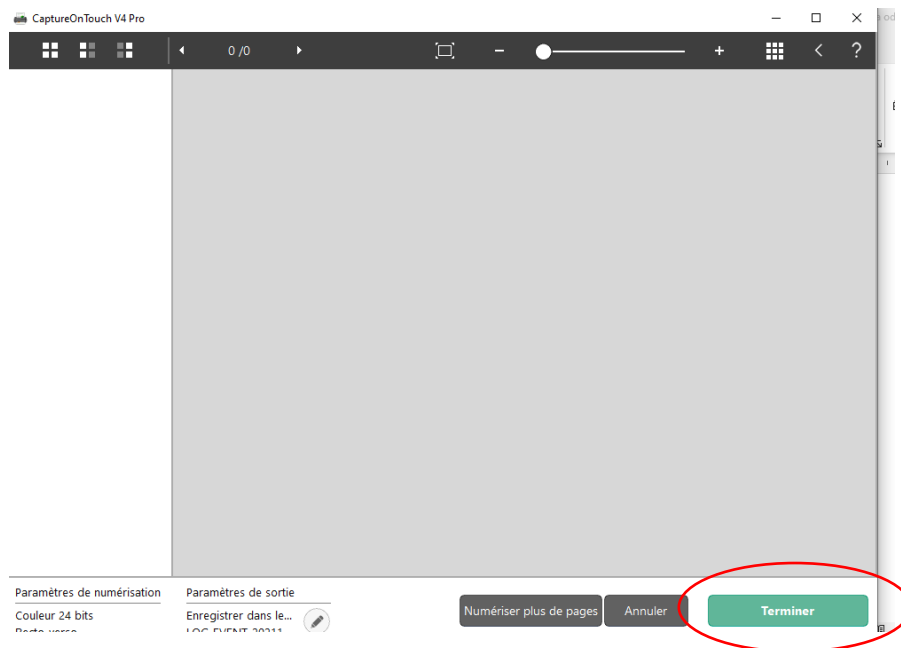


10- Click on the green arrow.

11- This page opens up while it is scanning all the documents.

12- **At the end of the process, CLIK ON "TERMINER", otherwise nothing is saved !!**

It is saved in the folder "bio\_engineer", "logsheets", "sanned logsheets". Make sure to make a back up of the logsheets on the NAS (ask the oceano engineer for help).



13- Repeat the steps 5 to 10 for the event per station, and for the samples per station. Also, you use the "underway" and "aerosol" type for scanning these logsheets.