Running Scanning Reports in RPMS

• The following information explains how to run two different reports in RPMS for scanned documents. The reports are Document Count and Image Type Count by User.

• If you have questions or need assistance, please contact your IT person familiar with the RPMS files. If you need MAG to be viewable on your RPMS menu, contact your IT support.
Log on to RPMS.
Select the MAG (Imaging System Manager Menu).

Select Imaging Site Reports.
Document Count gives a total of documents scanned for a given time period based on what you enter in the fields.

Acquisition site is A; go to acquisition site is ZZ.

Start with Date: your choice
Go to Date: your choice

The report generates the Type and Type of Index and who Saved the Image and a total number.
Image Count by User: The name needs to be in CAPS and it is important to note that although you can use just the last name for START, the GO TO needs to be last name with a Z at the end.

The reports displays the count of scanned documents for the selected person.