

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.

```
ArcoLife - 161.223.82.1
File Edit View Diagnose Communicate Transfer Help
THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING,
AND DISCLOSURE.
*****WARNING***WARNING***WARNING*****

Volume set: BBR:CACHE UCI: BBR Device: /dev/pts/43
ACCESS CODE: *****
VERIFY CODE: *****

Good morning [REDACTED]
You last signed on today at 09:47
Site set to BROWNING HO

HELP Help/Information with RPMS System
GEN General Administrative Menu ...
MAG Imaging System Manager Menu ...
NET Network Printer Queues ...
REQ CHART REQUEST
```

Log on to RPMS.

Select the MAG (Imaging System Manager Menu).

```
Select RPMS Primary Menu Option mag Imaging System Manager Menu

IX Image Index Conversion Menu ...
LS Edit Network Location STATUS
TR Telereader Menu ...
Ad hoc Enterprise Site Report
Delete Image Group
Imaging Database Integrity Checker Menu ...
Imaging Site Reports ...

Select Imaging System Manager Menu Option: Imaging site Reports
```

Select Imaging Site Reports.

Select Imaging System Manager Menu Option: Imaging site Reports

Document Count

Image Type Count by User
MEANS TEST
Package Index Contains 'Note'

Select Imaging Site Reports Option: document Count

* Previous selection: ACQUISITION SITE from A to ZZ

START WITH ACQUISITION SITE: A//

GO TO ACQUISITION SITE: ZZ//

* Previous selection: DATE/TIME IMAGE SAVED from Nov 6,2007 to Dec 6,2007@24:0

0

START WITH DATE/TIME IMAGE SAVED: Nov 6,2007// (NOV 06, 2007)

GO TO DATE/TIME IMAGE SAVED: Dec 6,2007// (DEC 06, 2007)

DEVICE:

DATE/TIME IMAGE SAVED	OBJECT TYPE	TYPE INDEX	IMAGE SAVE BY	
ACQUISITION SITE: BROWNING HO				
DEC 5,2007 08:50	DOCUMENT	DEATH CERTIFICA	Names Removed	
DEC 5,2007 09:10	DOCUMENT	DEATH CERTIFICA		
DEC 5,2007 09:22	DOCUMENT	DEATH CERTIFICA		
DEC 5,2007 10:01	DOCUMENT	PROCEDURE RECOR		
DEC 5,2007 10:06	DOCUMENT	PROCEDURE RECOR		
DEC 5,2007 10:40	DOCUMENT	DIAGRAM		
DEC 5,2007 11:01	DOCUMENT	FLWSHEET		
DEC 5,2007 11:22	DOCUMENT	RELEASE OF INFO		
DEC 5,2007 11:30	DOCUMENT	LEGAL DOCUMENTS		
DEC 5,2007 11:43	DOCUMENT	LEGAL DOCUMENTS		
DEC 5,2007 11:54	DOCUMENT	FLWSHEET		
DEC 5,2007 14:23	DOCUMENT	MISCELLANEOUS D		Names Removed
DEC 6,2007 10:02	DOCUMENT	COURT ORDER		
SUBCOUNT	13			
COUNT	13			

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.

```
Document Count
Image Type Count by User
*****
Package Index Contains 'Note'

Select Imaging Site Reports Option: IMAGE Type Count by User
* Previous selection: ACQUISITION SITE from A to ZZ
START WITH ACQUISITION SITE: A//
GO TO ACQUISITION SITE: ZZ//
* Previous selection: DATE/TIME IMAGE SAVED from Sep 7,2007 to Dec 6,2007@24:0
0
START WITH DATE/TIME IMAGE SAVED: Sep 7,2007// (SEP 07, 2007)
GO TO DATE/TIME IMAGE SAVED: Dec 6,2007// (DEC 06, 2007)
* Previous selection: IMAGE SAVE BY from DEMO to DEMO
START WITH IMAGE SAVE BY: DEMO//
GO TO IMAGE SAVE BY: DEMOZ // DEMO
* Previous selection: OBJECT TYPE equals DOCUMENT
START WITH OBJECT TYPE: DOCUMENT//
GO TO OBJECT TYPE: DOCUMENT//
DEVICE: VT Right Margin: 80//
Image Type Count by User          DEC 6,2007 10:49 PAGE 1
Sort Criteria: ACQUISITION SITE from A to ZZ
DATE/TIME IMAGE SAVED from Sep 7,2007 to Dec 6,2007@24:00
```

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.

DEMO, DEMO	
DOCUMENT	2
SUBCOUNT	2
SUBCOUNT	2
SUBCOUNT	2
COUNT	2

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