

How to Guide

(uploading documents)

Document Functions

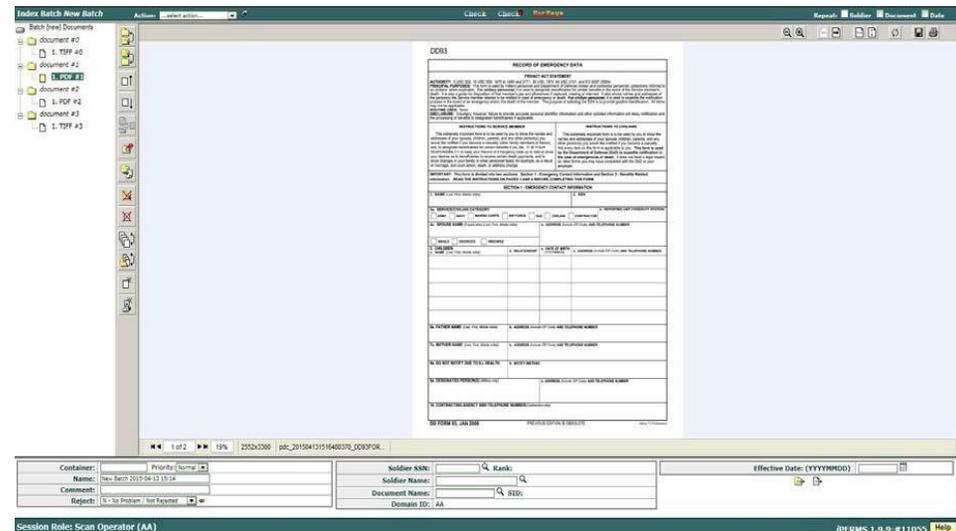
Several technical changes to the web upload process were implemented with releases during the summer of 2015. These upgrades provide the user with a means to upload PDF documents to new and existing batches.

This guide describes:

- Benefits of accepting PDF/A documents.
- Merging PDFs (*flattened vs non-flattened*).
- How to upload PDF documents. (slides 11-17)
- How to upload TIFF documents. (slides 19-24)

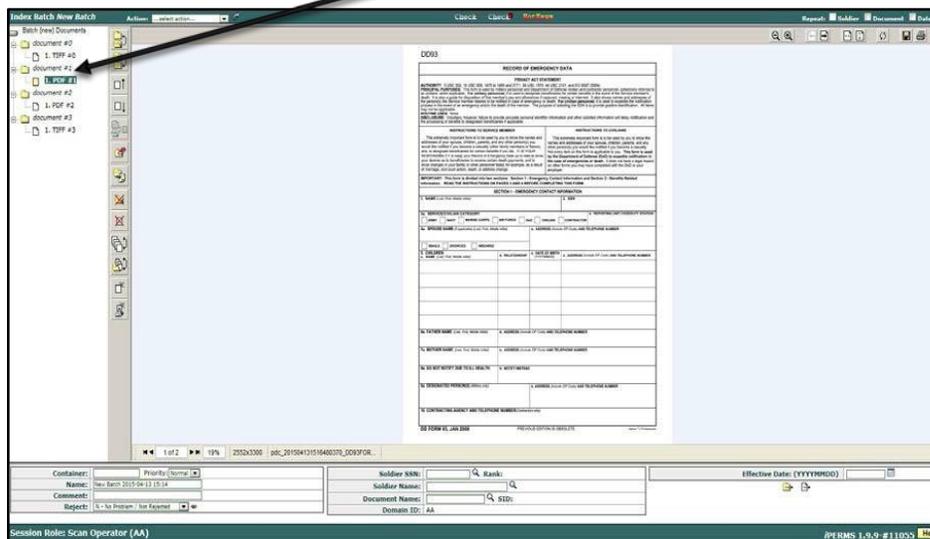
Benefits of accepting PDF/A

- Adobe PDF/A can satisfy a variety of legal electronic record requirements. ISO 19005-1 compliant (PDF/A) option outputs the PDF document using the PDF/A standard, which is an archiving standard. The PDF/A standard preserves the document so it will look the same when it's opened in the future.
- PDFs are increasingly used in an official capacity.
- Added capability to upload PDF documents without having to convert to TIFF.
- Individual images can be manipulated by the operator just as TIFF based documents.
- PDF form data will be preserved.



PDFs behave similar to TIFFs

- PDF documents are web uploaded in the same manner as TIFF documents.
- Multi-page PDFs (when flattened) are split by page.
- PDF documents can be web uploaded along with TIFF based images in the same batch.
- The system will automatically recognize and handle PDF (XFAs are problematic) based documents.
- PDF documents will be called out in the (Index) tree view.



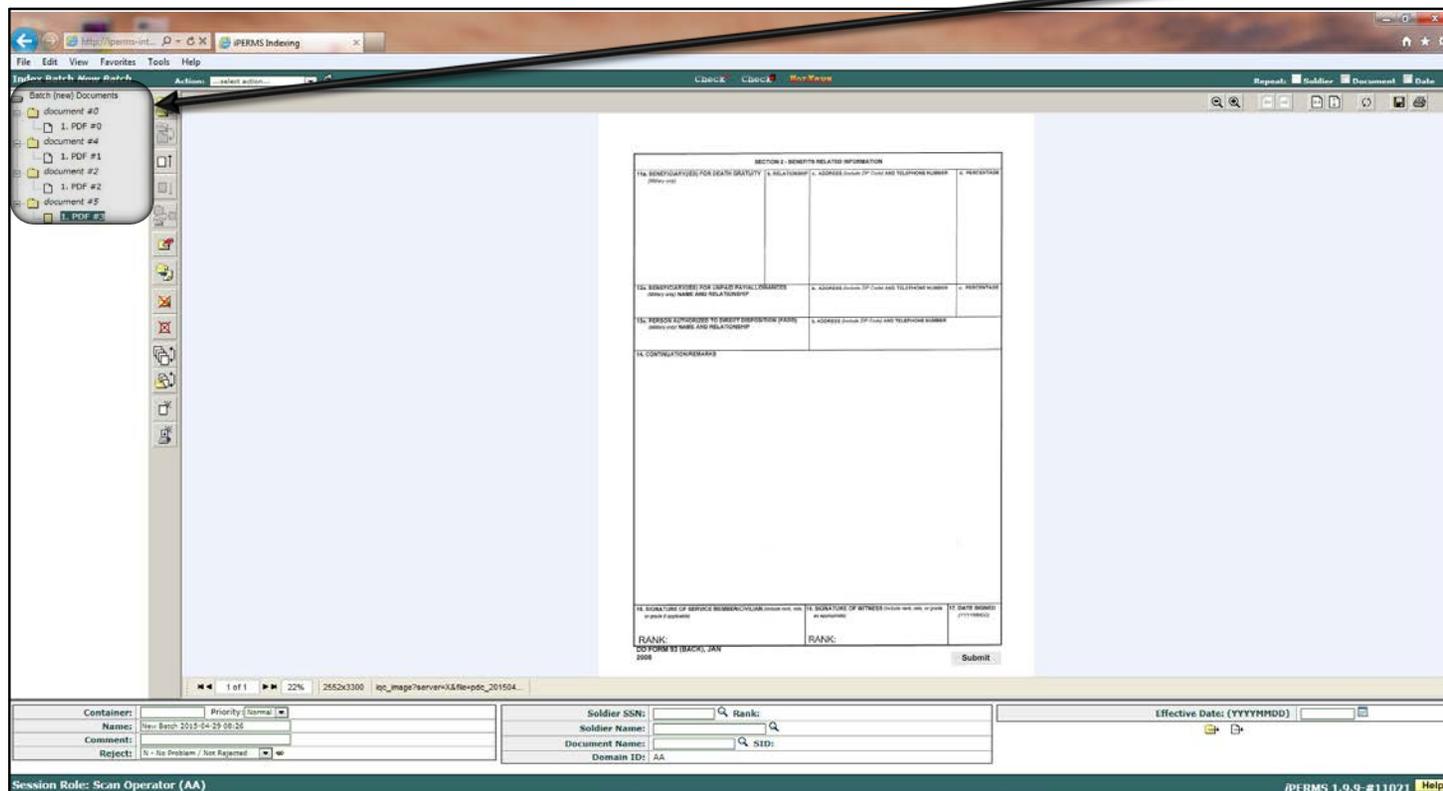
Merging PDFs

General Information

Flattened PDF forms

A way to Web upload PDFs to iPERMS

“Flattening” with a scanner allows the different PDF document types to be merged and then separated for processing. Notice the batch separated into different document types even though the documents were previously merged.



Flattening PDF layers hides any content that is not visible when the flattening operation is executed and consolidates all layers. (Adobe)

Merging PDFs

General Information

Flattened PDF forms

The previous slide displayed PDF forms already Web uploaded to iPERMS. These "*flattened*" PDF files will behave in the same manner as **TIFF** documents and may be treated as such. The image below displays scanner settings properly adjusted for Web uploading PDFs to iPERMS.

The screenshot shows the iPERMS web interface for uploading images to a batch. The interface includes a list of 12 image slots, each with a 'Browse...' button. Below the list are 'Add New' and 'Reset' buttons. The scanner settings panel on the right is titled 'Scan to Email/Folder for Smart Card' and shows the following configuration:

Scan Type	Resolution	Scan Size	Scan Side	File Type
Black & White: Text	200 dpi	Auto Detect	Single	PDF
Black & White: Photo	300 dpi	<input type="checkbox"/> Letter	Double	JPEG
Color: Text/Photo	400 dpi	<input type="checkbox"/> Letter		TIFF
Color: Glossy Photo	600 dpi	<input type="checkbox"/> Legal		OCR Enabled
				English

At the bottom of the scanner panel, it says 'Logged in: [Anthony Come]' and 'APR 16, 2015 12:08PM'. The iPERMS interface at the bottom shows 'Session Role: Scan Operator (AA)' and 'iPERMS 1.9.9-#11021 Help'.

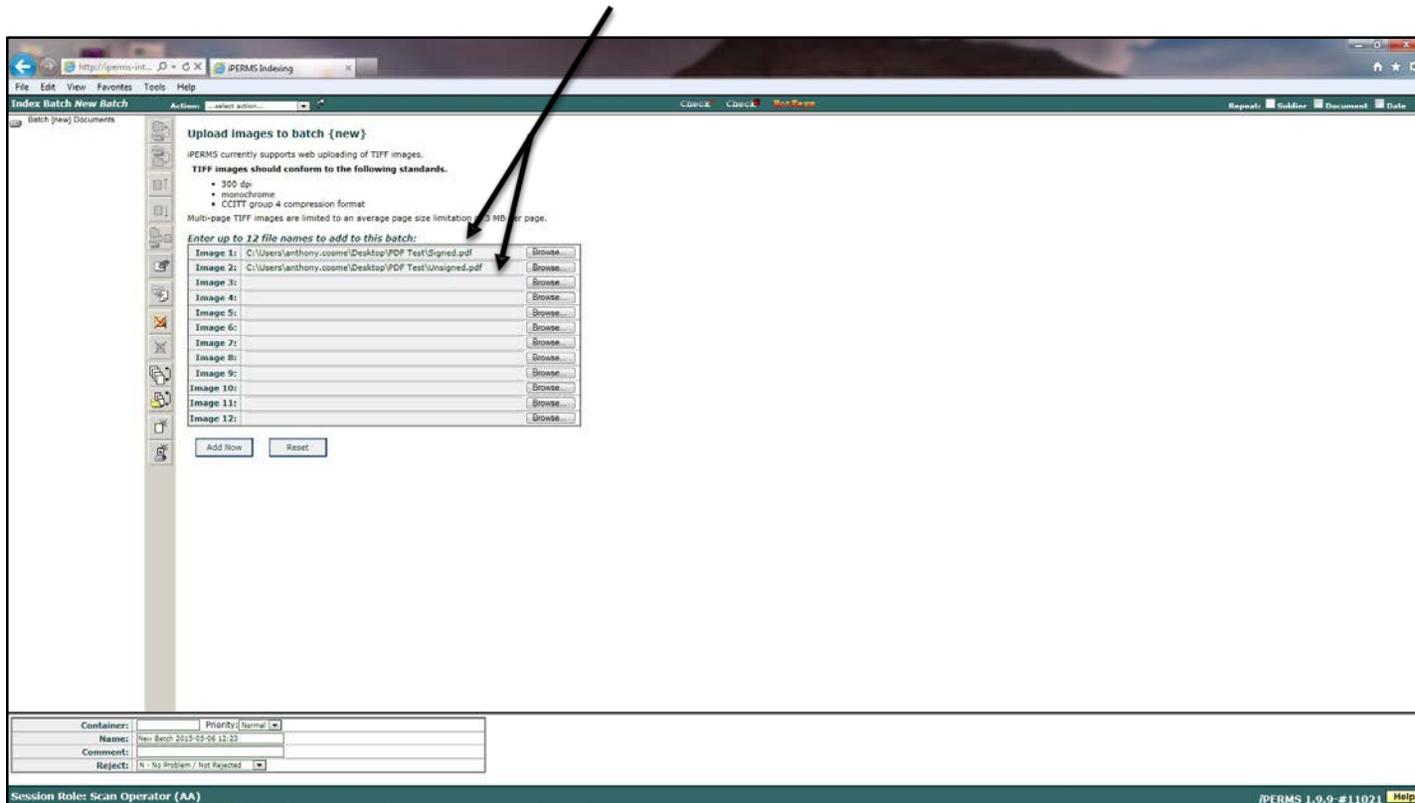
Merging PDFs

General Information

Non-flattened PDF forms

Another way to Web upload PDFs to iPERMS, if done correctly.

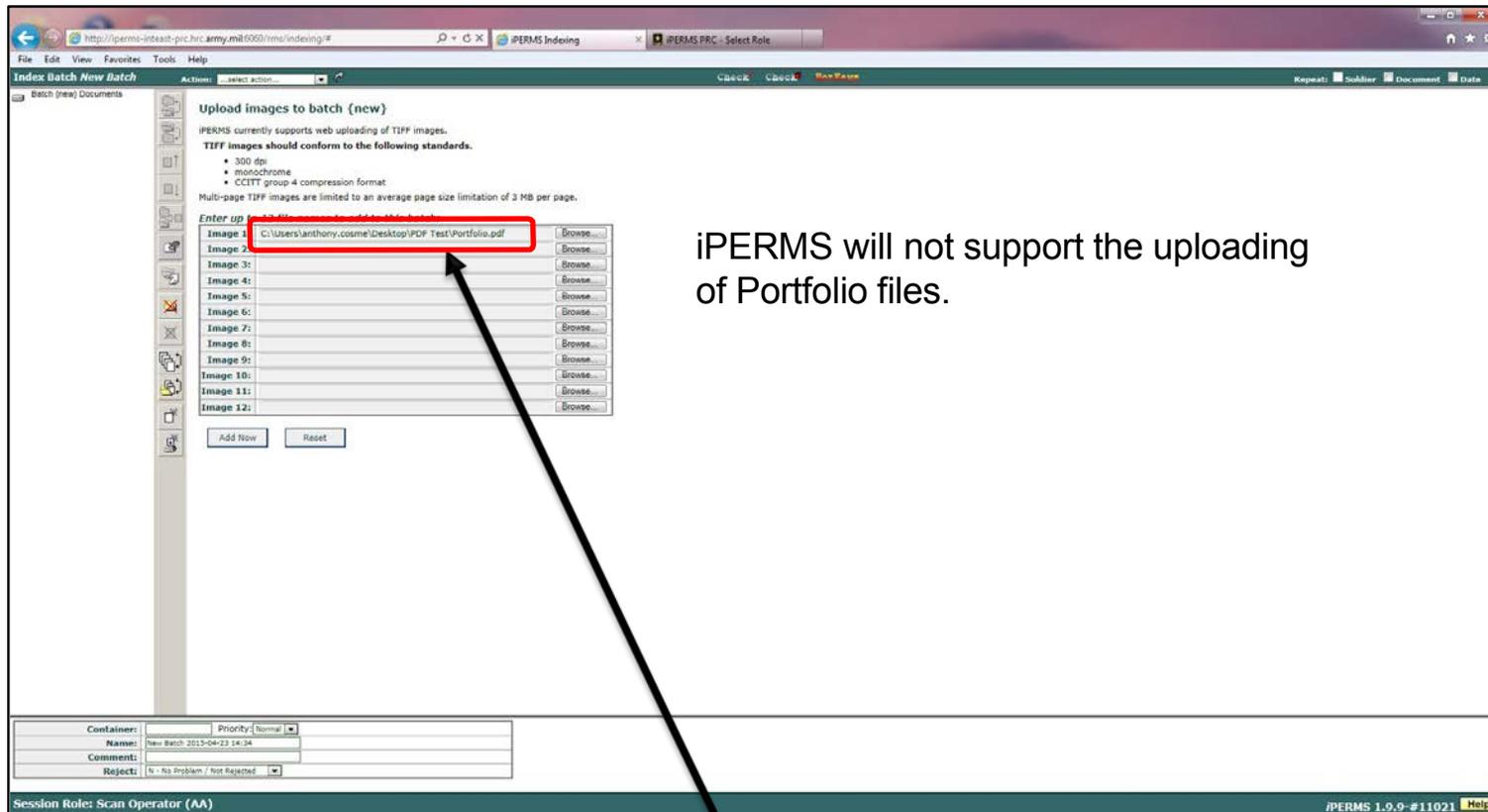
PDF forms (such as SGLVs, DD 93's, etc.) that are meant to be electronically signed should not be split and must not be combined with any other documents of any kind. These PDF forms can be uploaded to an individual "Browse" line and then to a batch.



Merging PDFs

Portfolio NOT allowed

Sample of a batch with different types of PDFs merged as a Portfolio.



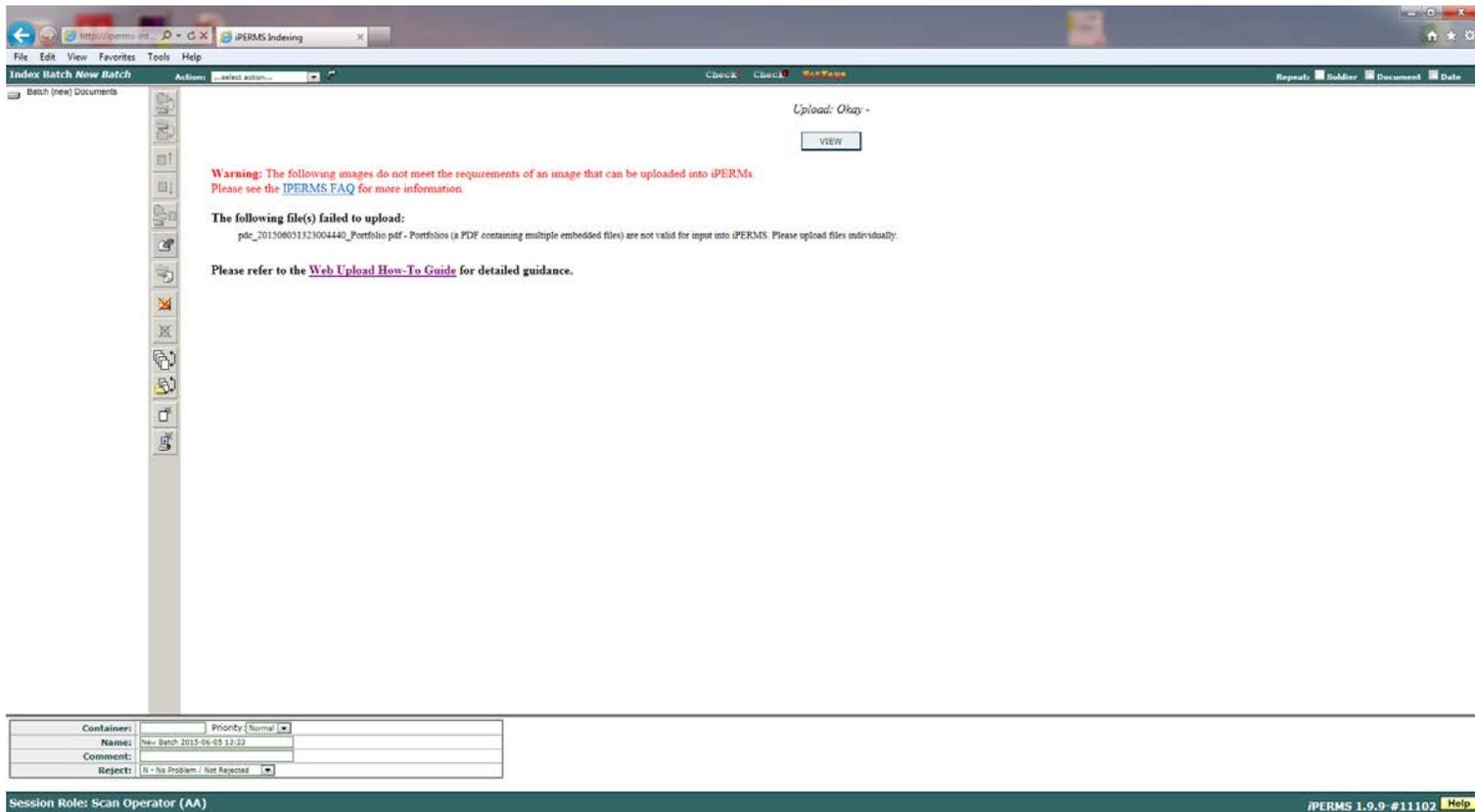
iPERMS will not support the uploading of Portfolio files.

(Notice the Portfolio file and what happens when I upload to iPERMS (next slide))

Merging PDFs

Portfolio NOT allowed

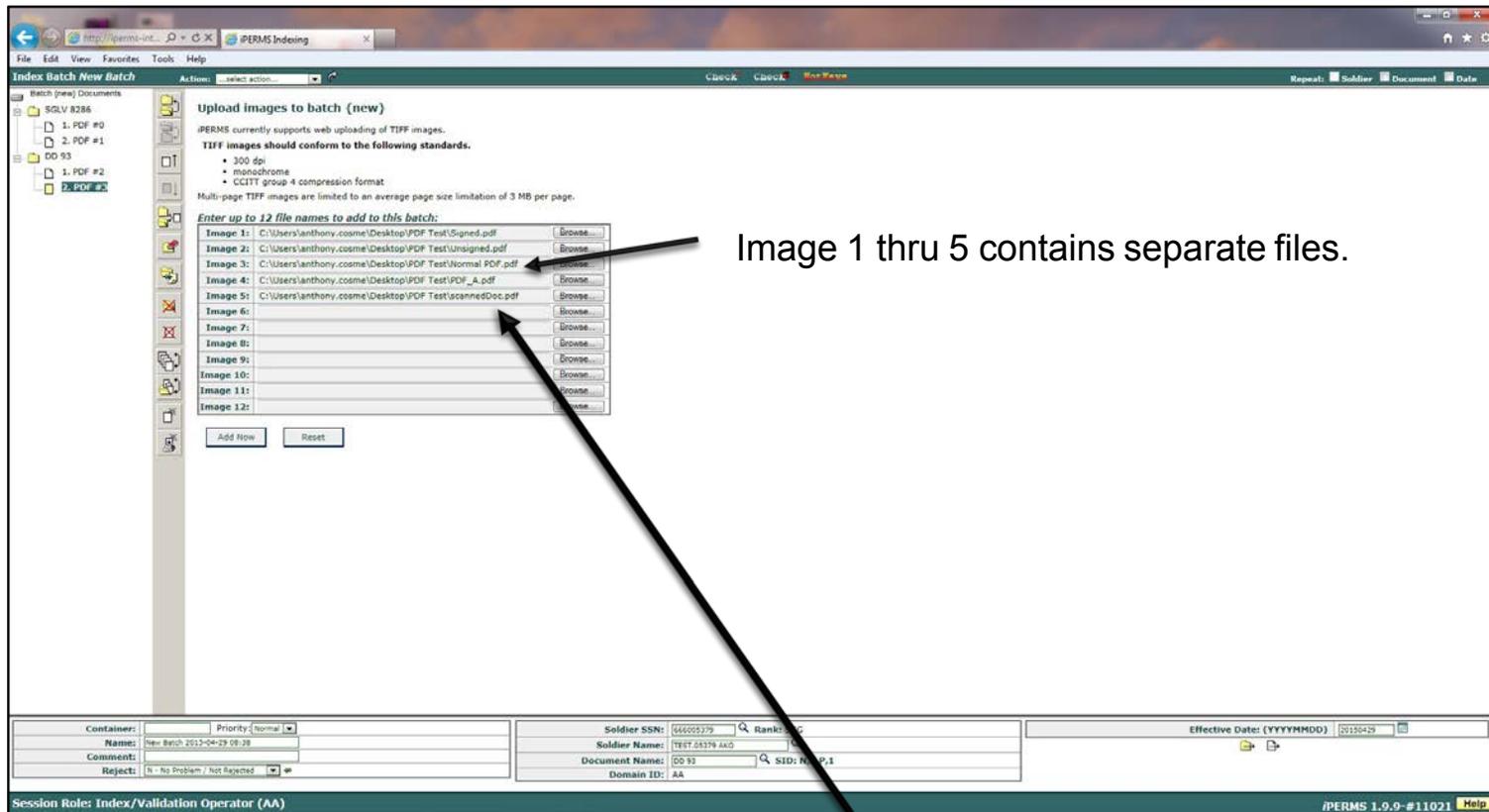
Portfolio file failed as iPERMS detected and blocked its upload attempt. Please refrain from merging documents that belong to a different Soldier within the same PDF file.



Merging different types of PDFs

The required business process to combine these different PDF file types is to “flatten” layers with a multi-functional device and Web upload to iPERMS or load document files individually in the “Browse” line and Web upload.

****Reminder: Do NOT combine different PDF file types with PDF tools such as Adobe Acrobat Pro.**



(The above files are in the process of being uploaded individually)

Uploading PDFs to iPERMS

Uploading PDFs from the Scan Operator or Field Operator roles must be done correctly or the batches cannot be processed into iPERMS.

Remember:

When working with PDF files you can Web upload two ways.

1. Use a scanner or properly “flatten” PDF files.
2. Load the PDF files individually into each “Browse” line.
3. DO NOT combine documents belonging to different Soldiers within a single PDF file, if you do it must be flattened (scanned or flattened with approved software).

The next group of slides will take you through the Web upload process.

Uploading PDFs to iPERMS

Log in as a Scan Operator or Field Operator select create a new batch.

Upload images to batch {new}

iPERMS supports Web Uploading of TIFF and PDF files. Each document should conform to the following standards.

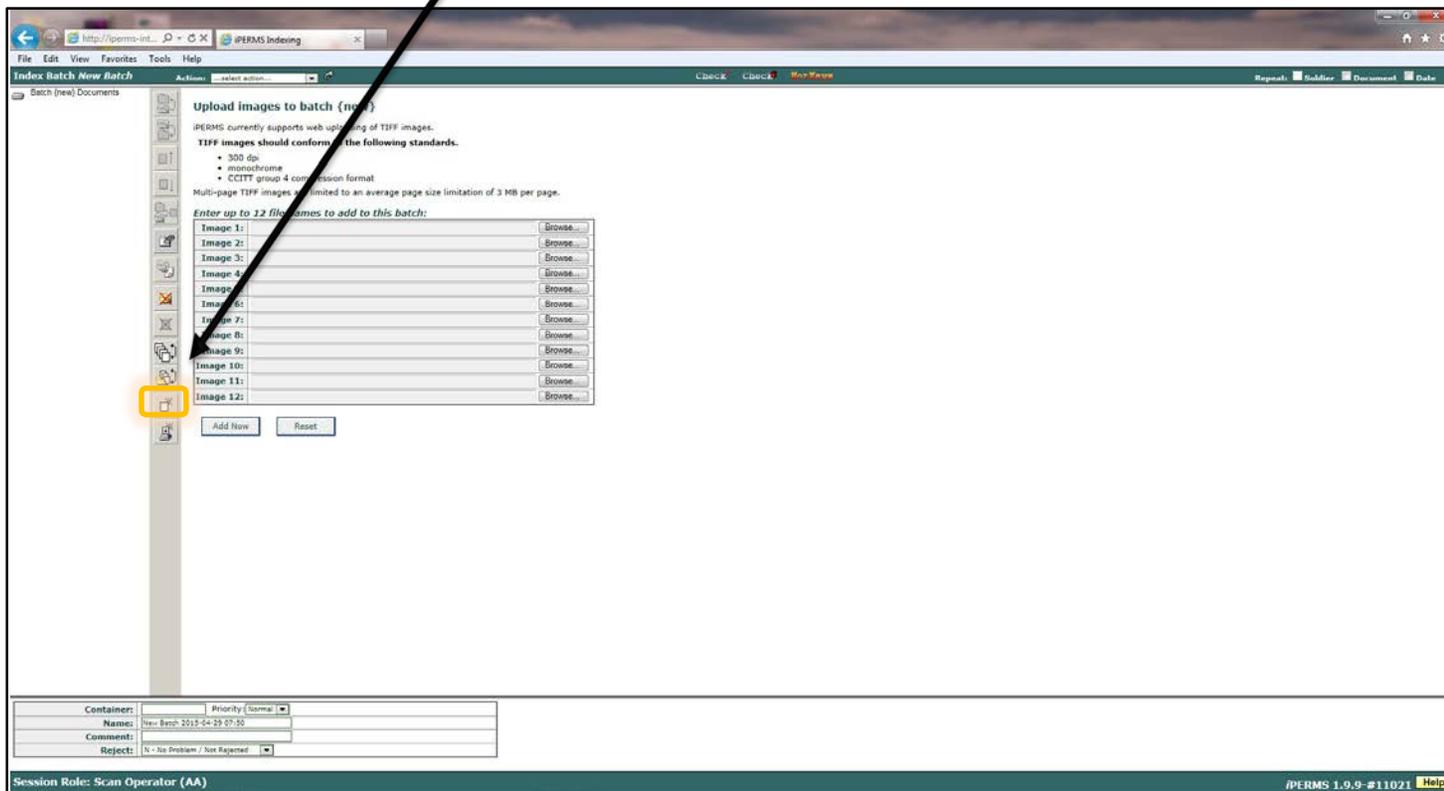
TIFF Standards	PDF Standards
<ul style="list-style-type: none">• 300 dpi• monochrome• CCITT group 4 compression format• Average page size of 3MB or less• 100MB maximum file size	<ul style="list-style-type: none">• 300 - 600 dpi (for scanned black/white pages)• 300 - 400 dpi (for scanned color/grayscale pages)• Average page size of 3MB or less• 100MB maximum file size• Portfolio PDF not allowed

Please refer to the [Web Upload How-To Guide](#) for detailed guidance.

Images must conform to the above parameters.

Uploading PDFs to iPERMS

Select Upload images to batch.



Uploading PDFs to iPERMS

Select PDF document files from a location (desktop, folder, email), notice I did not merge different types (**Signed** vs **Unsigned** PDF). (If a scanner is used (to save in PDF format) just simply add the file as you would with TIFFs.)

Do NOT merge different file types. For example, I merged a DD 93 and SGLV 8286 separately.

Upload images to batch (new)

iPERMS currently supports web uploading of TIFF images.

TIFF images should conform to the following standards.

- 300 dpi
- monochrome
- CCITT group 4 compression format

Multi-page TIFF images are limited to an average page size limitation of 3 MB per page.

Enter up to 12 file names to add to this batch:

Image 1:	C:\Users\anthony.cosme\Desktop\PDF Test\Signed.pdf	Browse...
Image 2:	C:\Users\anthony.cosme\Desktop\PDF Test\Unsigned.pdf	Browse...
Image 3:		Browse...
Image 4:	C:\Users\anthony.cosme\Desktop\PDF Test\scannedDoc.pdf	Browse...
Image 5:		Browse...
Image 6:		Browse...
Image 7:		Browse...
Image 8:		Browse...
Image 9:		Browse...
Image 10:		Browse...
Image 11:		Browse...
Image 12:		Browse...

Add Now Reset

Containers: Priority: Normal

Name: New Batch 2015-05-07 13:28

Comment:

Reject: No - No Problem / Not Rejected

Session Role: Scan Operator (AA) iPERMS 1.9.9 - #11021 Help

Notice this upload has both types of PDF files. Image 1 & 2 contain separate PDF files. Image 4 contains a flattened PDF file from a scanner.

Select "Add" now after adding separate PDF files to browse line.

Uploading PDFs to iPERMS

Notice how the different PDF types are separated. This will allow the processing of the batch. The process for uploading PDFs is similar to uploading TIFFs. As long as the basic rules are adhered to (slides 5 – 12).

The screenshot displays the iPERMS web interface for uploading PDFs. On the left, a file explorer shows a batch of documents, with 'document #0' through 'document #5' listed. A yellow box highlights the 'document #0' folder, which contains a sub-folder '1. PDF #0'. The main content area shows a Prudential 'Servicemembers' Group Life Insurance Election and Certificate' form. The form is divided into sections: '1. About You', '2. About Your Coverage', and '3. About Your Beneficiaries'. The 'About Your Coverage' section includes checkboxes for 'I am completing this form to:' and 'Coverage is available to:' with corresponding amounts. The 'About Your Beneficiaries' section includes a table for listing primary and secondary beneficiaries with fields for name, address, social security number, relationship, and payment options. At the bottom, a metadata bar shows 'Container: Priority (Normal)', 'Name: New Batch 2015-03-07 13:28', 'Comment:', 'Reject: No Problem / Not Rejected', 'Soldier SSN:', 'Soldier Name:', 'Document Name:', 'Domain ID: AA', 'Effective Date: (YYYYMMDD)', and 'Session Role: Scan Operator (AA)'. The bottom right corner shows the version number 'iPERMS 1.0.9-#11021' and a 'Help' button.

Uploading PDFs to iPERMS

Both PDF file uploading techniques uploaded properly.

(Loading PDFs individually and from a scanning source.)

The screenshot displays the iPERMS web application interface. On the left, a file explorer shows a batch of PDF documents. The main area displays a Prudential 'Servicemembers' Group Life Insurance Election and Certificate' form. A blue callout box with a white background and a black border contains the text: ****Select "Save Work" and Action arrow, then select "Queue to Index/Validation" and Action arrow.** An arrow points from this text to the 'Save Work' option in the 'Actions' menu. The bottom of the screen shows a metadata bar with fields for Container, Names, Comment, Reject, Priority, Soldier SSN, Rank, Document Name, SID, Domain ID, and Effective Date.

Uploading PDFs to iPERMS

Batch saved and queued to Index/Validation, iPERMS will now be able to process the newly created PDF batch.

The screenshot displays the iPERMS Batch Manager interface. The browser address bar shows 'http://iperms.int...'. The application title is 'iPERMS Batch Manager'. A search bar contains 'pdf test batch'. The interface shows a table with one batch entry:

Select	Batch Id	Check Out	UICs	Batch Name	Created	Stage	Working	Docs	Errors	Container	Comment
<input type="checkbox"/>	43340	<input type="button" value="Check Out"/> <input type="button" value="delete"/>	- / -	New Batch 2015-04-29 07:50	2015-04-29 08:06:17	1		3 / 3			PDF Test Batch

At the bottom of the window, the status bar indicates 'Session Role: Index/Validation Operator (AA)' and 'iPERMS 1.0.9-#11021'.

Summary (PDFs)

- The acceptance of PDFs allows more flexibility to Scan Operators/Field Operators.
- In regards to PDFs, Scan Operators will be able to Web upload PDFs in a couple of ways:
 - 1) by using a scanner or tool to “flatten” images, or
 - 2) by manually uploading PDF files to each “Browse” line
- It is very important to follow the instructions provided in this guide, ensuring the integrity of PDFs is preserved.
- iPERMS will support the capture, display and retention of PDFs.

Uploading TIFFs to iPERMS

Log in as a Scan Operator or Field Operator, select create a new batch.

Upload images to batch {new}

iPERMS supports Web Uploading of TIFF and PDF files. Each document should conform to the following standards.

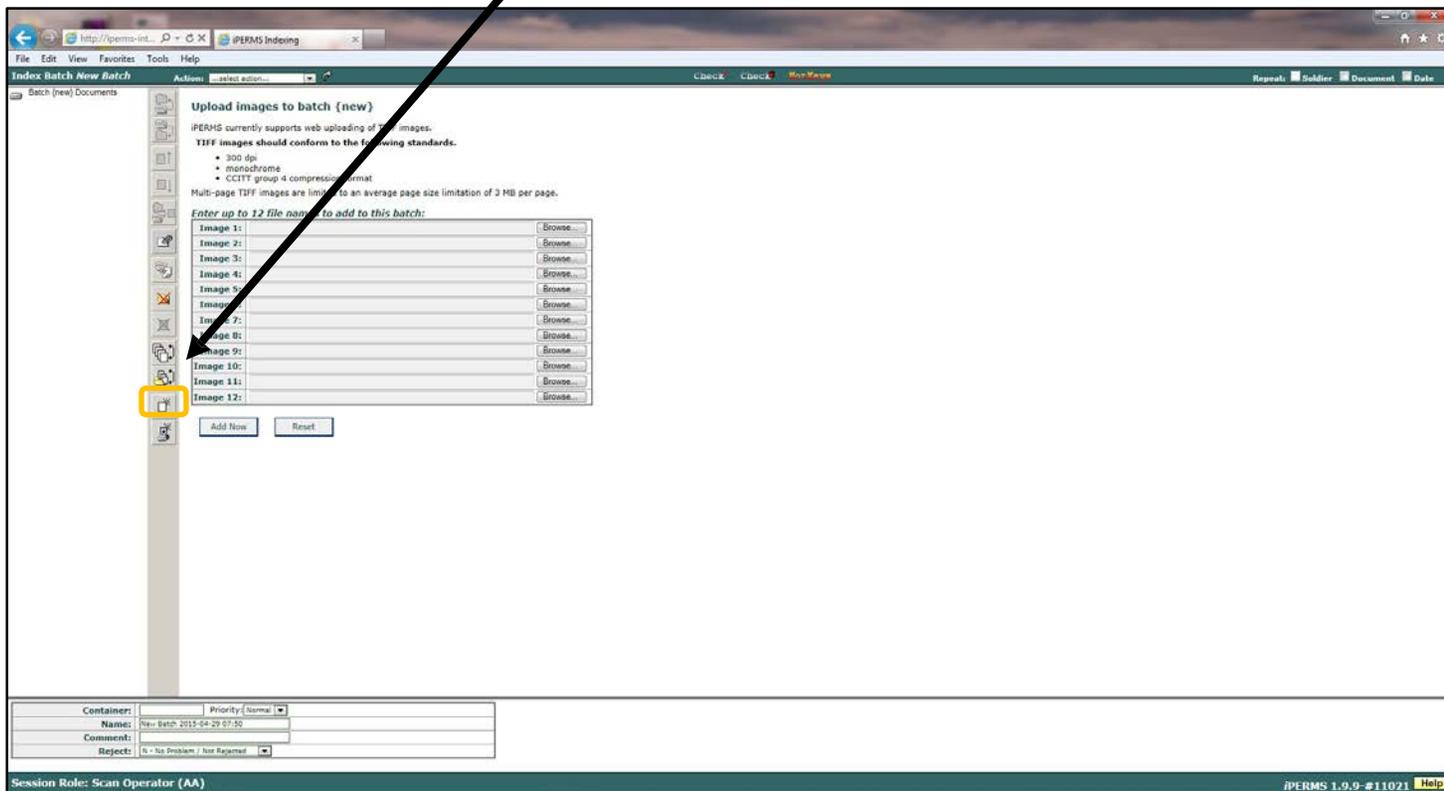
TIFF Standards	PDF Standards
<ul style="list-style-type: none">• 300 dpi• monochrome• CCITT group 4 compression format• Average page size of 3MB or less• 100MB maximum file size	<ul style="list-style-type: none">• 300 - 600 dpi (for scanned black/white pages)• 300 - 400 dpi (for scanned color/grayscale pages)• Average page size of 3MB or less• 100MB maximum file size• Portfolio PDF not allowed

Please refer to the [Web Upload How-To Guide](#) for detailed guidance.

****Images must conform to the above parameters.**

Uploading TIFFs to iPERMS

Select upload images to batch.



Uploading TIFFs to iPERMS

Select browse to upload documents, once complete select “Add Now”.

The screenshot displays the iPERMS web interface for uploading documents. The main page is titled "Upload images to batch (new)" and provides instructions for file standards. It includes a table of standards and a list of file upload slots.

TIFF Standards	PDF Standards
<ul style="list-style-type: none">• 300 dpi• monochrome• CCITT group 4 compression• Normal• Average page size of 3488 or less• 100MB maximum file size	<ul style="list-style-type: none">• 300 - 600 dpi (for scanned black/white pages)• 300 - 400 dpi (for scanned color/grayscale images)• Average page size of 3488 or less• 100MB maximum file size• Portable PDF not allowed

Below the standards, there is a section for entering file names for 12 images. Each slot has a "Browse..." button. The "Add Now" button is highlighted with a yellow box. A "Choose File to Upload" dialog box is open, showing the "Documents library" and a list of files. An arrow points from the "Browse..." button in the main interface to the dialog box.

Name	Date modified	Type	Size
Unsigned_Page_2	12/31/2015 12:51 ...	Compressed (zipped) Folder	60 KB
Unsigned_Page_1	12/31/2015 12:45 ...	TIFF image	58 KB
Unsigned_Page_2	12/31/2015 12:45 ...	TIFF image	25 KB
Signed_Page_1	12/31/2015 12:45 ...	TIFF image	269 KB
Signed_Page_2	12/31/2015 12:45 ...	TIFF image	378 KB
Unsigned	4/21/2015 11:56 AM	Adobe Acrobat Document	321 KB
Signed	4/21/2015 11:54 AM	Adobe Acrobat Document	499 KB

At the bottom of the interface, there is a session information box and a footer with the text "Session Role: Scan Operator (AA)" and "iPERMS 1.0.11 #11442".

Uploading TIFFs to iPERMS

After selecting “Add Now” the documents start to appear in left pane view. Please verify the images uploaded properly. If you send to iPERMS and we can not see the documents, we can't process the documents!

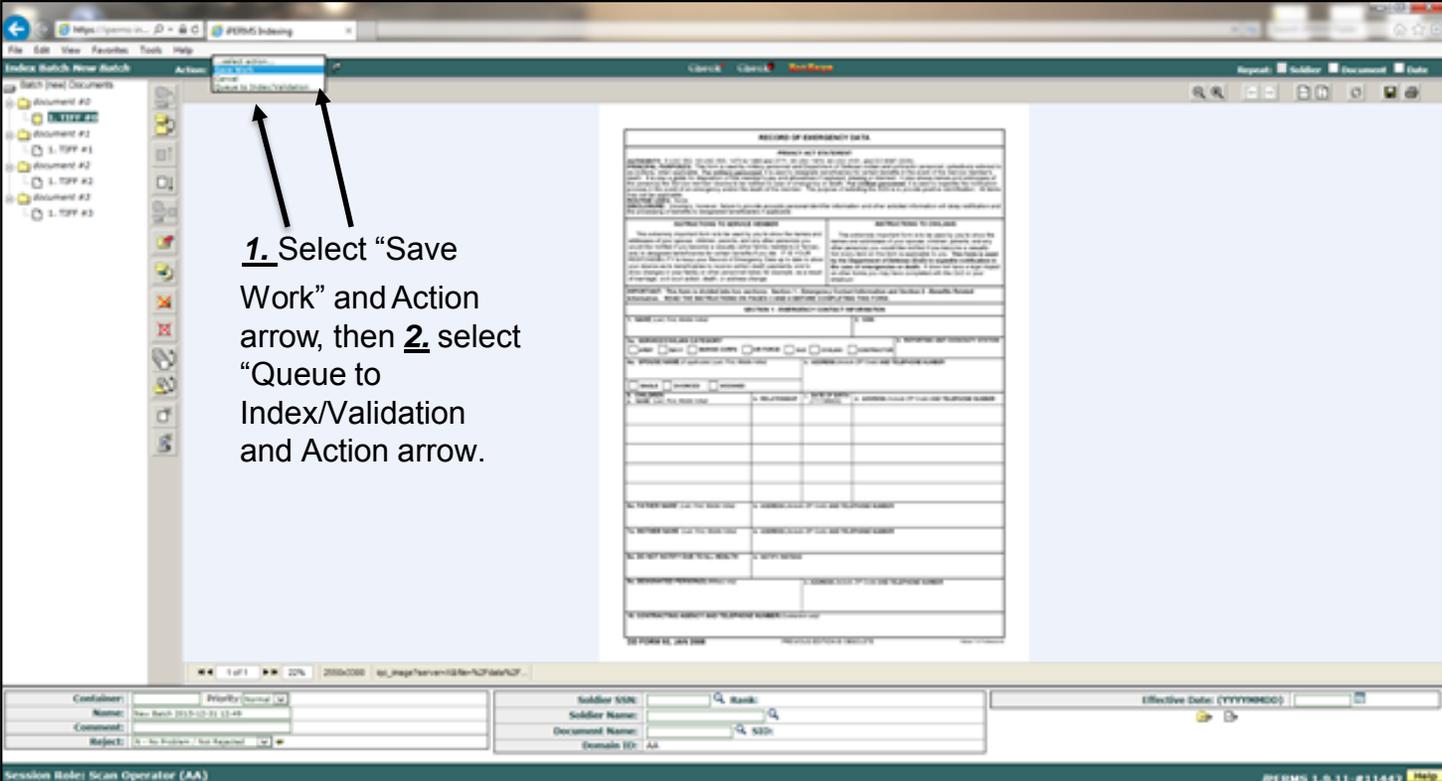
The screenshot displays the iPERMS web application interface. On the left, a document list pane shows three items: 'document #1', 'document #2', and '1. TIFF #1'. An arrow points from the text above to the '1. TIFF #1' entry. The central area contains a form titled 'RECORD OF EMERGENCY DATA' with various sections and input fields. At the bottom, a metadata entry form is visible with the following fields:

Container: Priority Document	Soldier SUID: [input]	Rank: [input]	Effective Date: (YYYYMMDD) [input]
Name: New Batch 2018-10-31 13:44	Soldier Name: [input]	Document Name: [input]	
Comment: [input]	Document Name: [input]	SSN: [input]	
Subject: In the Incident - Not Reported	(Email ID): All		

At the bottom left, it says 'Session Role: Scan Operator (AA)'. At the bottom right, it says 'iPERMS 1.0.11 - #11442'.

Uploading TIFFs to iPERMS

Once the Scan Operator has completed selecting the documents for uploading select “Save Work”. A batch number will be created, please save this number. It is your reference.



The screenshot displays the iPERMS web application interface. On the left, a sidebar shows a list of documents under a 'Batch' heading. The main area contains a 'Records of Employment Data' form. A dropdown menu is open, showing 'Save Work' and 'Queue to Index/Validation' options. Two arrows point to these options, with a text overlay providing instructions.

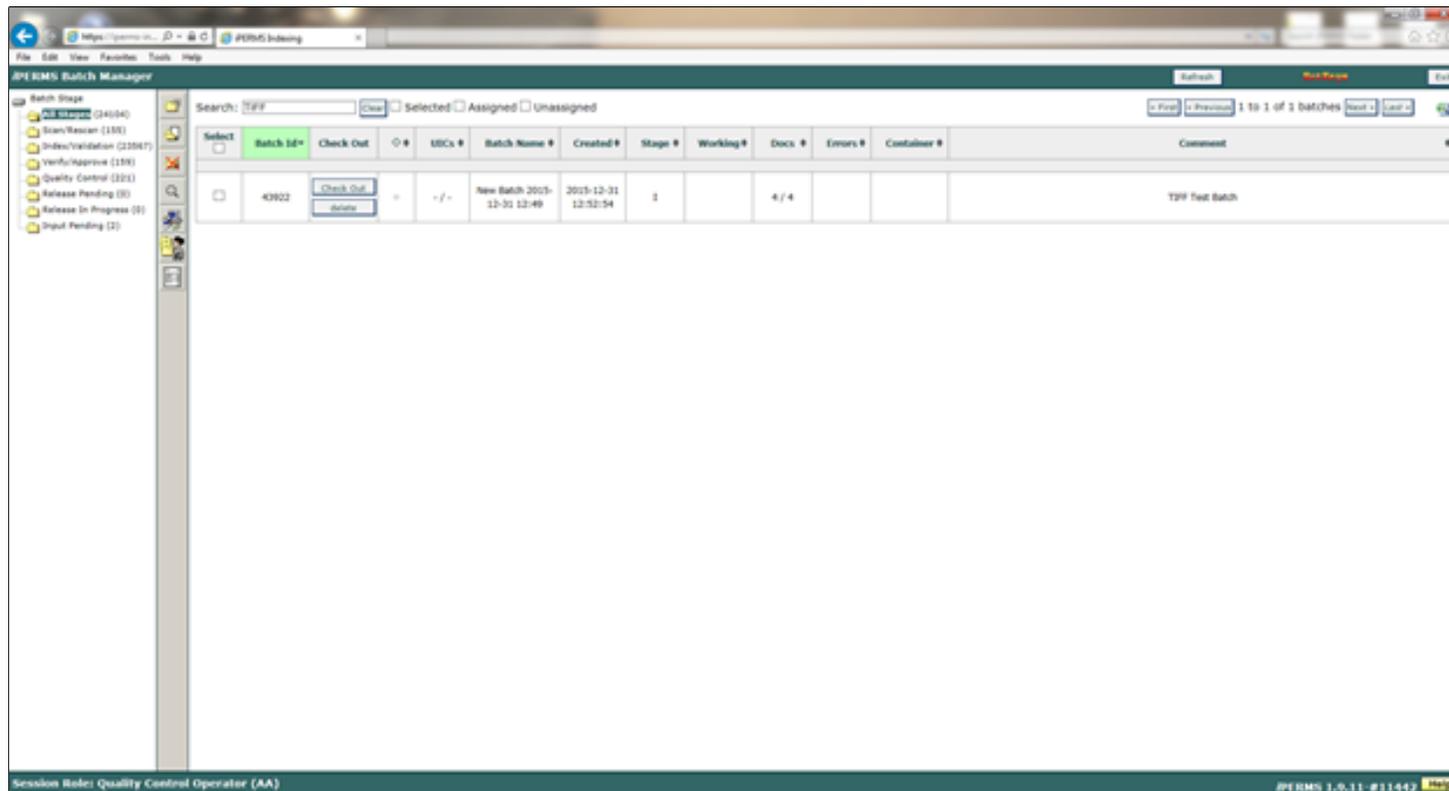
1. Select “Save Work” and Action arrow, then **2.** select “Queue to Index/Validation” and Action arrow.

Session Role: Scan Operator (AA)

iPERMS 1.0.11 - 02/14/12

Uploading TIFFs to iPERMS

Batch saved and queued to Index/Validation, ready for iPERMS processing.



Summary

- iPERMS will support the capture, display and retention of PDF/A and TIFF documents, meeting the current National Archives and Records Administration's standard.
- Ensure the parameters for TIFF and PDF documents are correct prior to uploading.
- The initial setup for these TIFF and PDF documents are pretty much permanent –until a change is made either through network protocols or policy.
- iPERMS is capable of setting up a scanner for direct web scanning, for more information contact (719) 524 – 6529 or DSN 883 – 6529.
- This guide is to be used in conjunction with [Scan Operator](#) slides, select Scan Operator link.

Helpful links: <http://blogs.adobe.com/acrolaw/2011/05/using-save-as-to-to-conform-to-pdf/a/>
http://blogs.adobe.com/acrolaw/files/2011/05/PDFA_eSeminar_Slides_updated.pdf
<https://acrobatusers.com/tutorials/how-to-conform-to-pdf-standards-infographic>