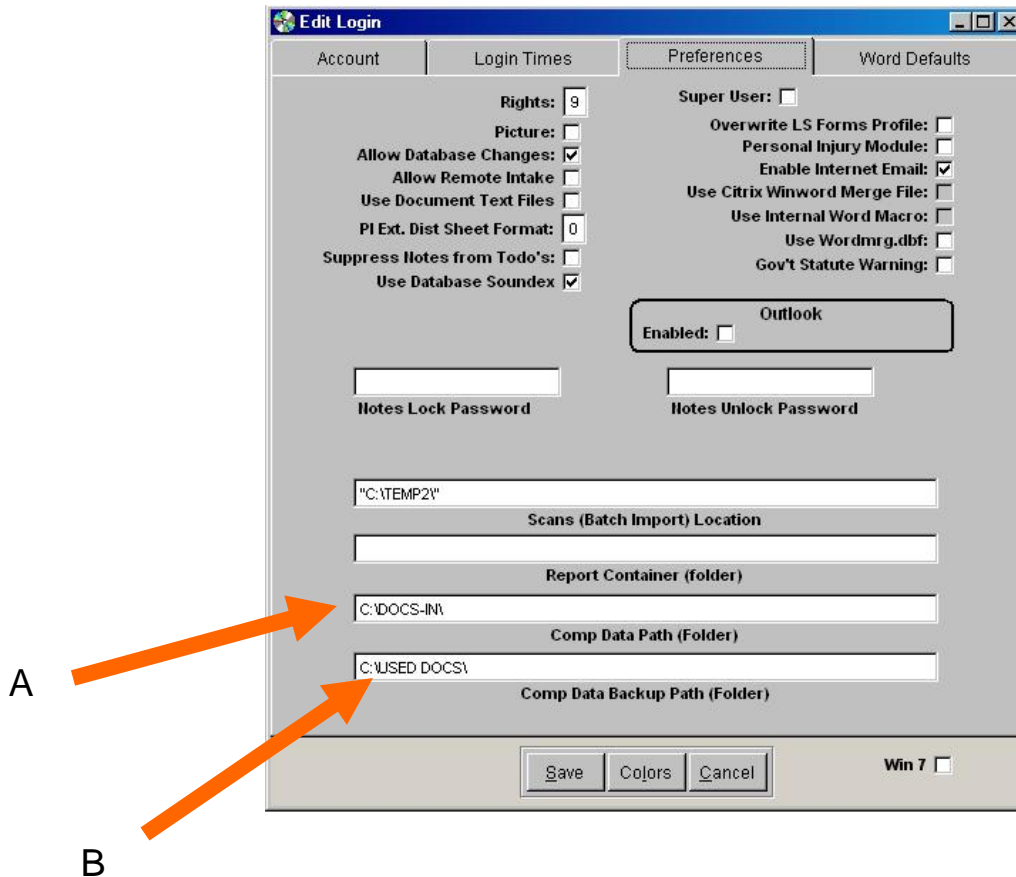


COMP DATA TRANSFER OF SCANNED DOCUMENTS

Create two directories on the local drive on the machines that are communicating with Comp Data

EX: c:\docs-in

Set up the scanning software to default to this directory



In each authorized workers "Login Setup" from the "Preferences" tab;

A. Browse to default directory that the scans will go into

B. Browse to directory where the documents will be backed up

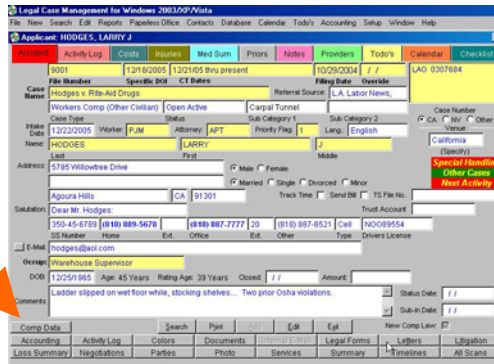
Scan the three documents into the default directory in the following order;

1. Application
2. Fee Disclosure
3. Venue authorization

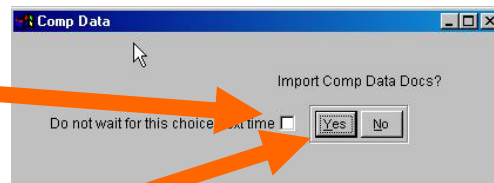
The documents must be scanned in this order

From within the clients file in Tritrek

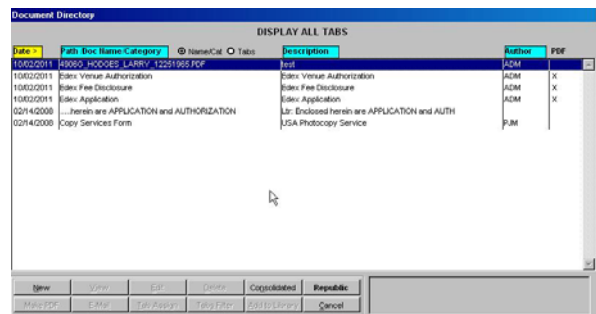
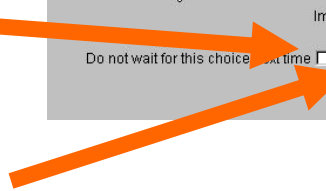
Select Comp Data



If you wish to bypass this question the next time, check this box



To import the documents, select "Yes" and the documents will be renamed into the convention required by Comp Data



The documents will also be placed into the documents in Tritrek client file