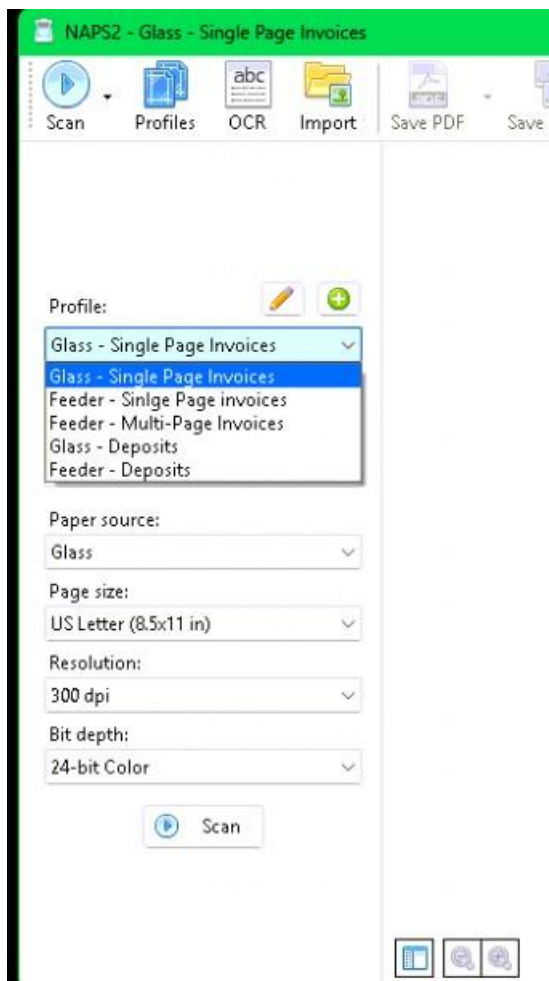




Icons for the Scanning Software and the File folder for the scanned files.



List of options for scanning:

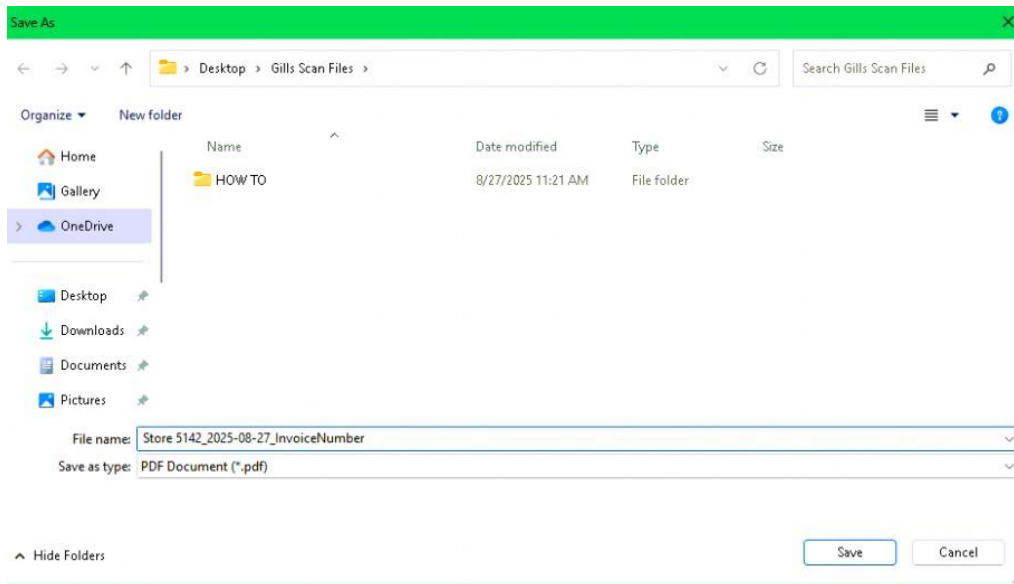
Glass – Single Page Invoices (Scanning invoices that consist of one page per invoice on the glass)

Feeder – Single Page Invoices (Scanning invoices or multiple invoices that consist of one page per invoice in the feeder)

Feeder – Multi-Page Invoices (Scanning invoices that consist of more than 1 page in the feeder)

Glass – Deposits (Scanning deposits on the glass)

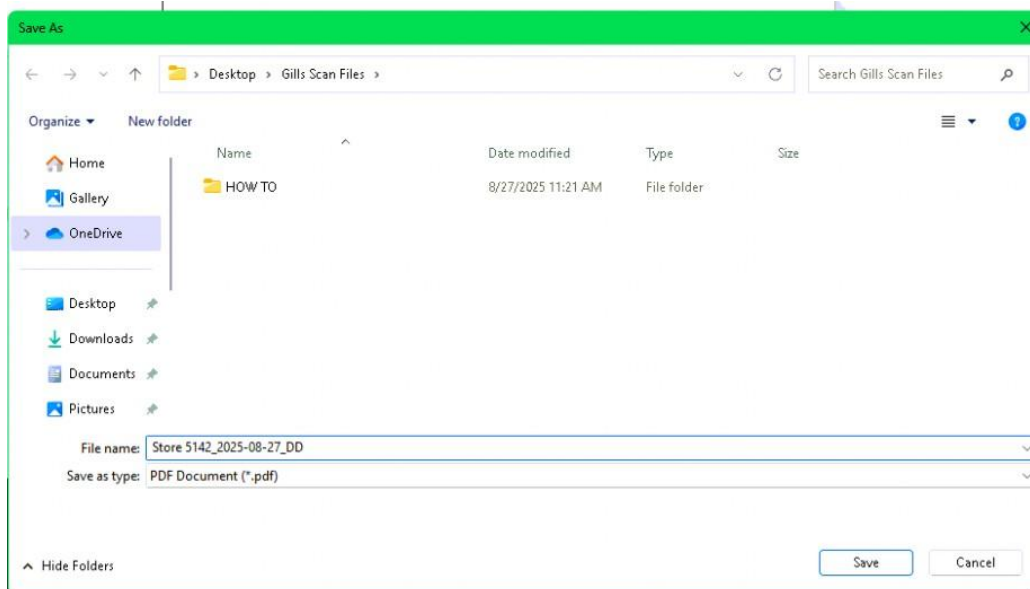
Feeder – Deposits (Scanning deposits on the feeder)



For Single Page and Multi-Page Invoices:

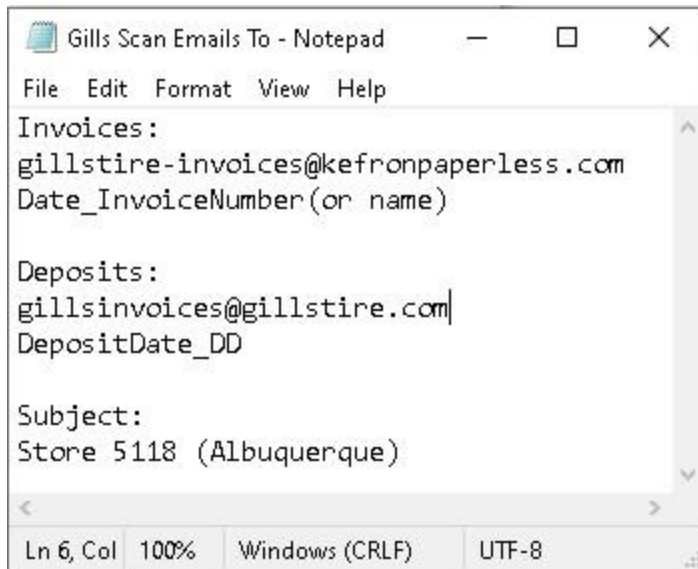
Don't delete the file name that automatically populates when saving the file. Add onto it at the end with the invoice number of the scanned invoice. The file name should look like this:

Store 5142_2025-08-27_123456789

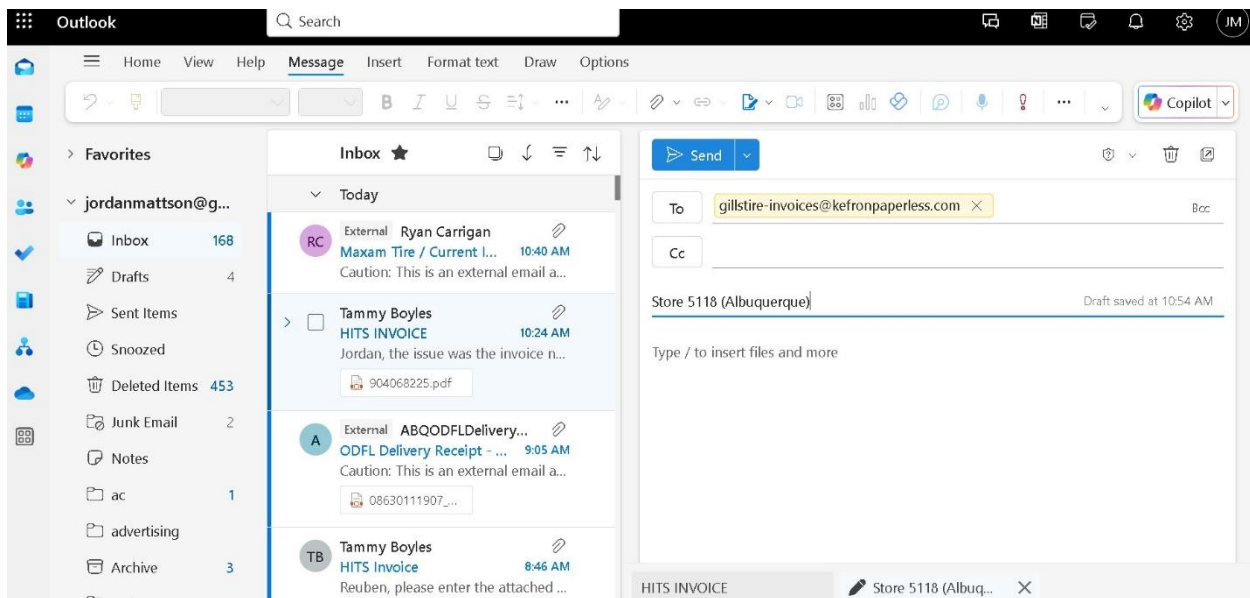


For Deposits:

Don't delete the file name that automatically populates when saving the file. Change the date to the date of the deposit, and add onto it at the end with DD. The file name should look like this: Store 5142_2025-08-26_DD



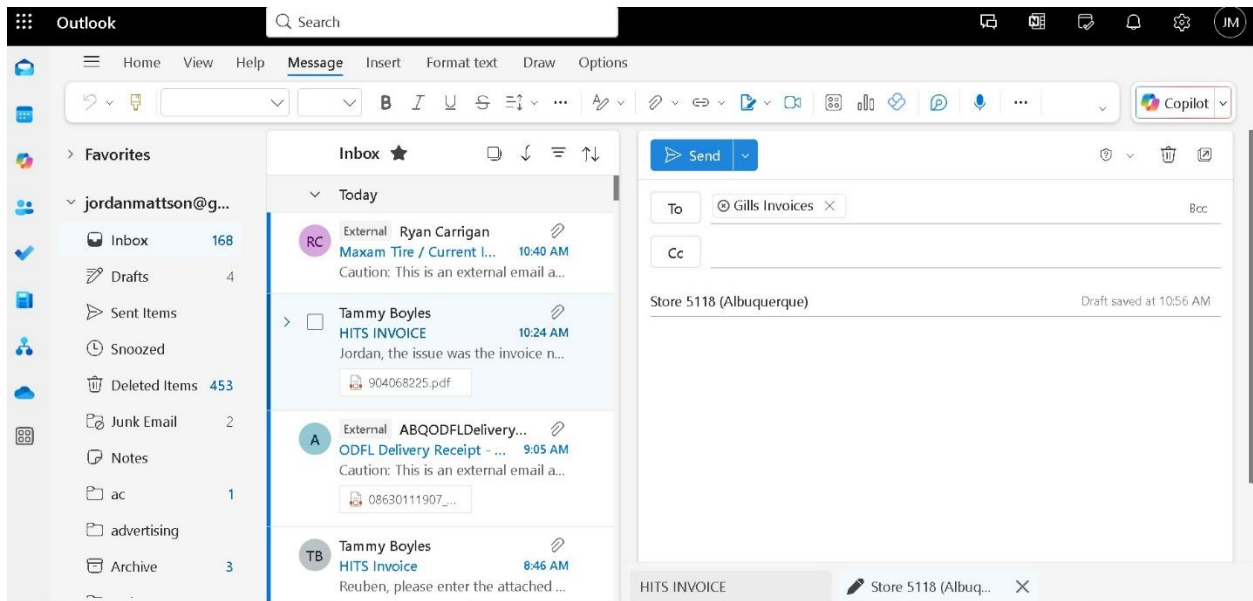
Using this note, found in your Gills Scanning Files Folder, in the HOW TO folder, follow the instructions for Invoice or Deposit when sending the emails, along with the subject for your store. There is also notes on how to name your files for invoices and deposits. (Remember Store # comes before date and don't delete that in the file name when saving)



For Invoices:

Click new email and add the gillstire-invoices@kefronpaperless.com email to the To: box.

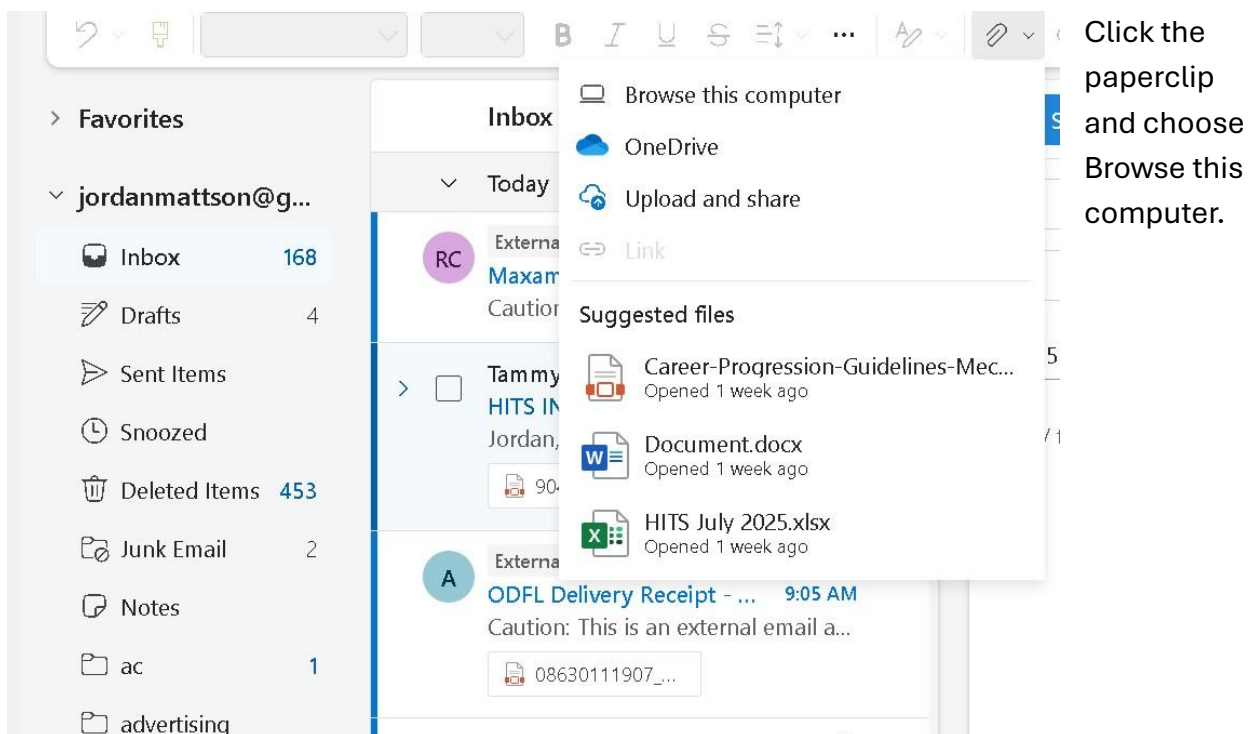
Add the subject for your store that is in the notes added to your desktop file folder. For this store it is Store 5118 (Albuquerque) in the Subject: box.

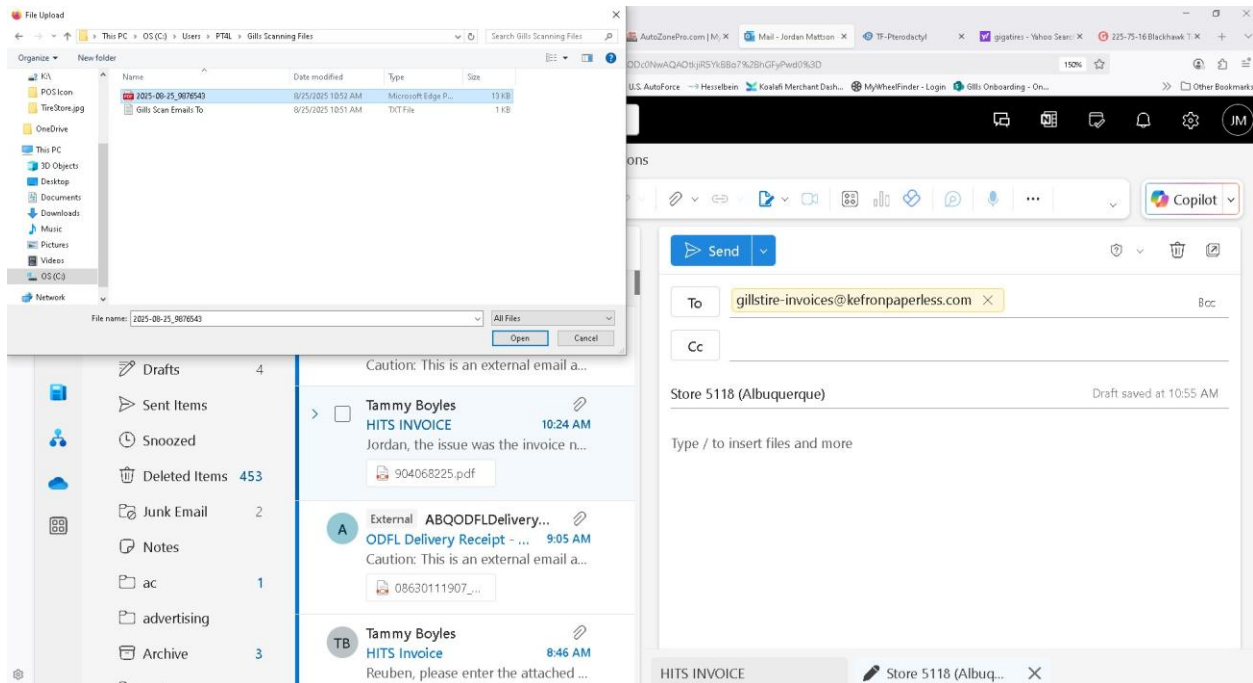


For Deposits:

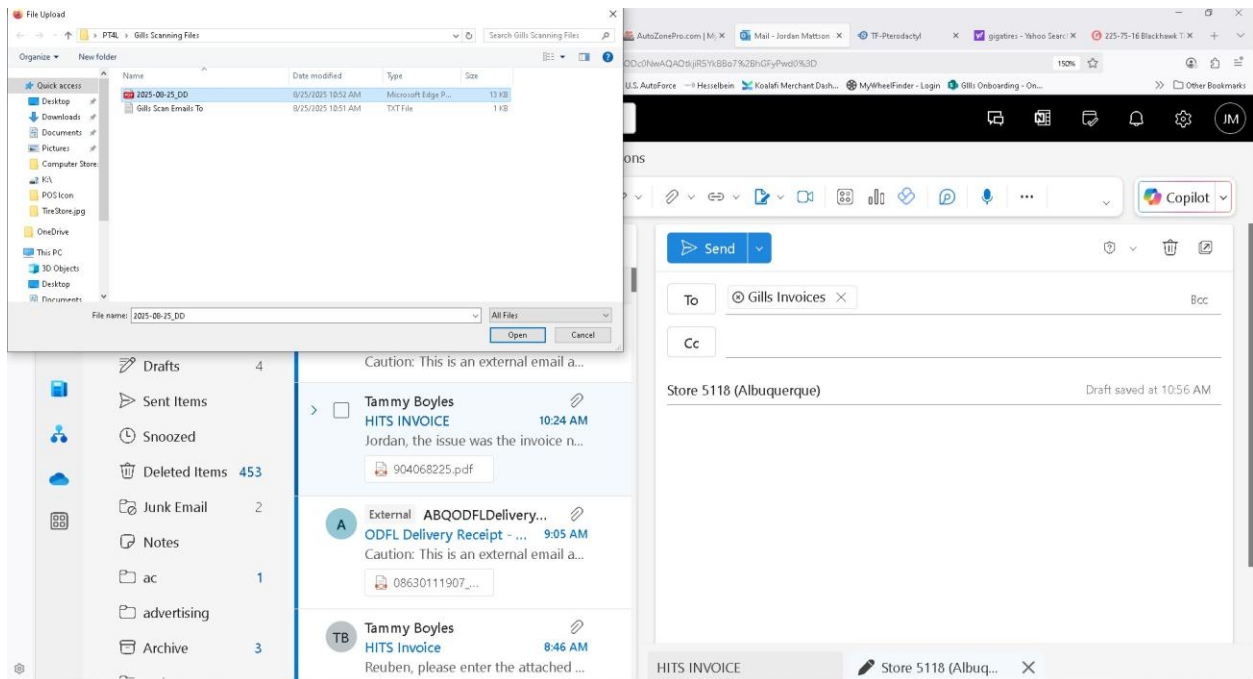
Click new email and add the gillsinvoices@gillstire.com email to the To: box.

Add the subject for your store that is in the notes added to your desktop file folder. For this store it is Store 5118 (Albuquerque) in the Subject: box.





Upload your Invoice to the Email. (Never upload a deposit and invoice to the same email)



Upload your Deposit to the Email. (Never upload a deposit and invoice to the same email)

Send

To: gillstire-invoices@kefronpaperless.com

Cc:

Store 5118 (Albuquerque) Draft saved at 10:55 AM

2025-08-25_9876543.pdf 12 KB

HITS INVOICE Store 5118 (Albuq...

Send the invoice by pressing the blue send button. You can attach more than one invoice to the email by repeating the steps with the paperclip.

Send

To: Gills Invoices

Cc:

Store 5118 (Albuquerque) Draft saved at 10:56 AM

2025-08-25_DD.pdf 12 KB

HITS INVOICE Store 5118 (Albuq...

Send the deposit by pressing the blue send button. You can attach more than one deposit to the email by repeating the steps with the paperclip.