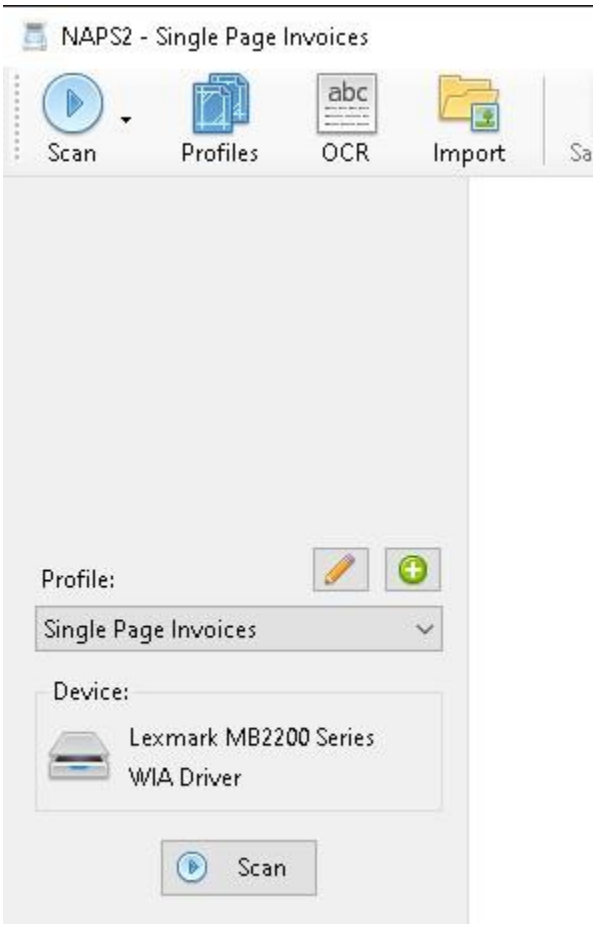
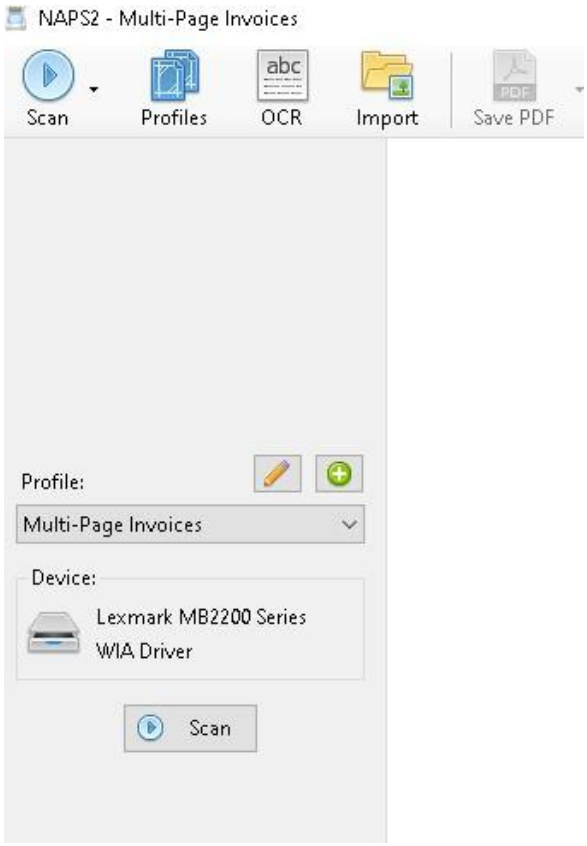
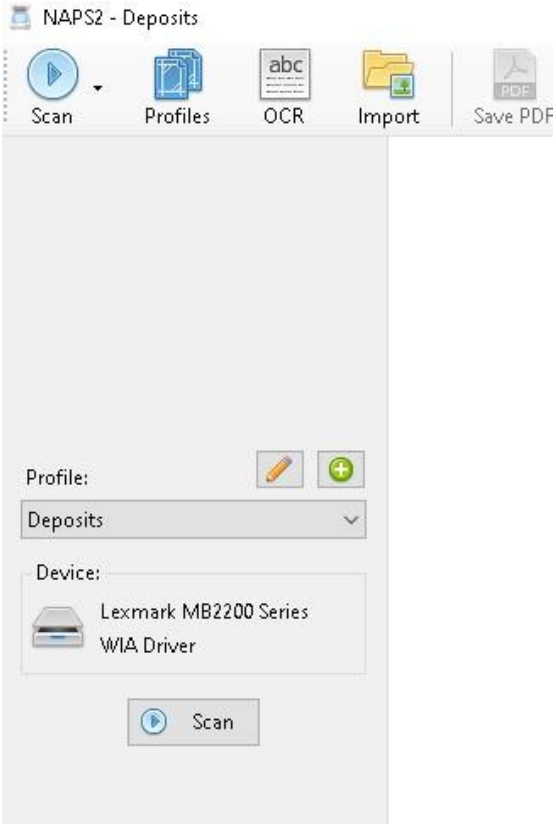
Icons for the Scanning Software and the File Folder for the scanned files.



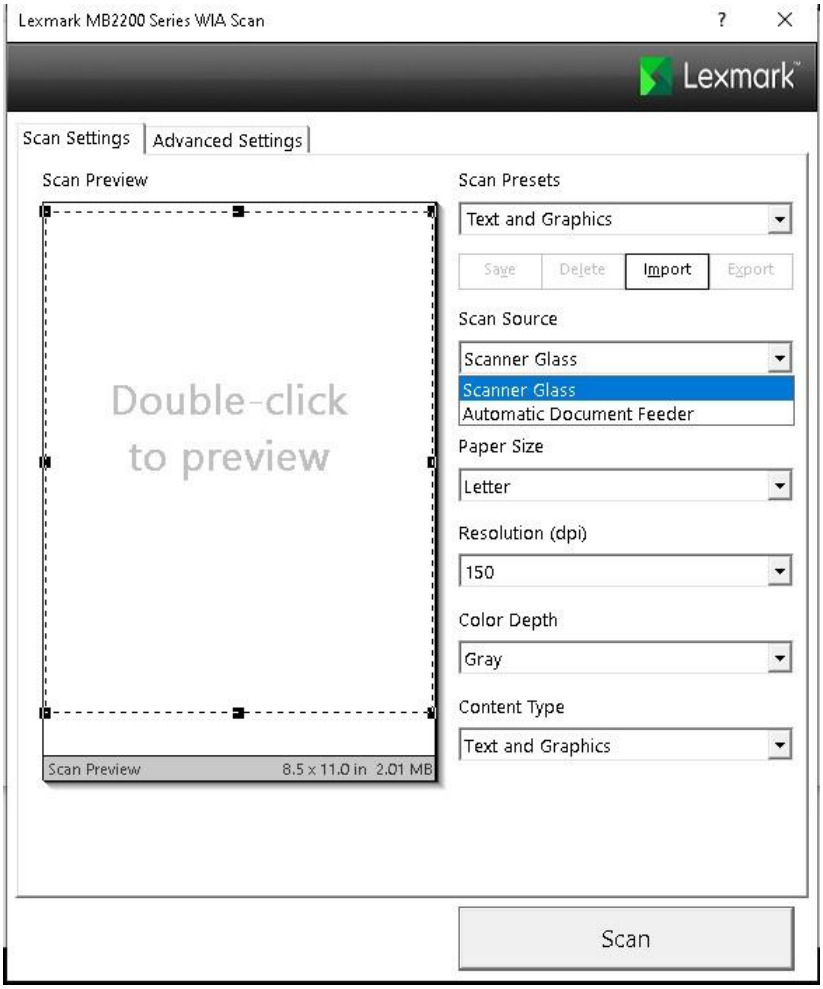
Use this for single page invoices. These are the invoices that are only 1 page per file. If you scan a lot of invoices in at a time, use this setting.



Use this for multi-page invoices. These are the invoices that consist of more than 1 page per file. This setting will save all the invoices scanned into only 1 file. If you use this setting, only scan the stack of invoices that are grouped together as a single invoice consisting of multiple files. Do not scan other invoices in with them.

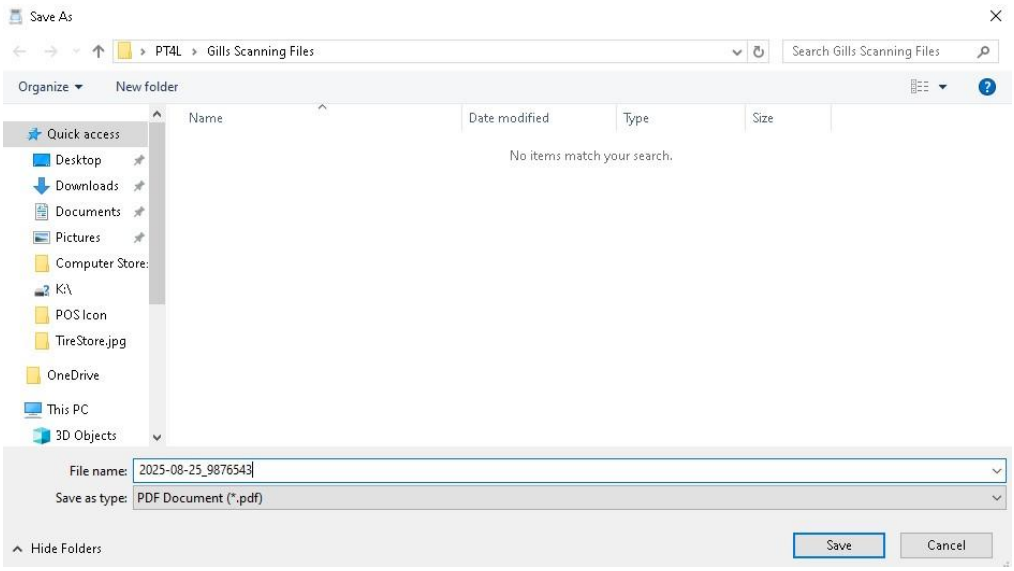


Use this for deposits only. When scanning deposits, only scan 1 day's deposit files at one time. There can be multiple documents scanned in, and it will save them all as 1 file. Which is why you can't scan multiple days in at 1 time, because they will all be saved together, which we don't want unless it's all for the same day.



For Lexmark Printers:

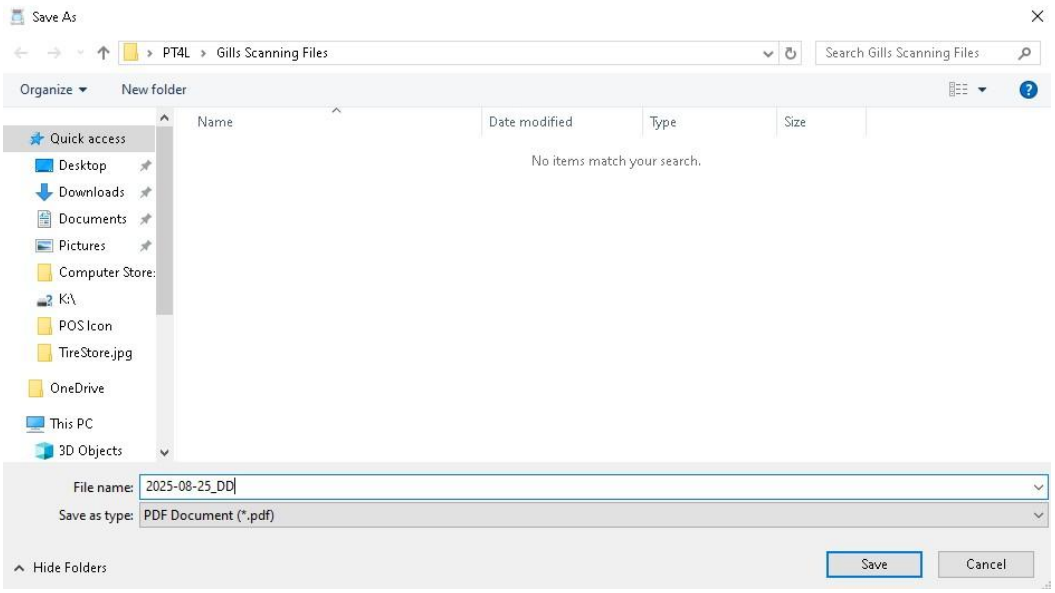
Choose scan source to pick the Glass or the Auto Document Feeder. After, press Scan.



For Single Page and Multi-Page Invoices:

Save the invoice with the date which comes up automatically, and the invoice number. It will look like this:

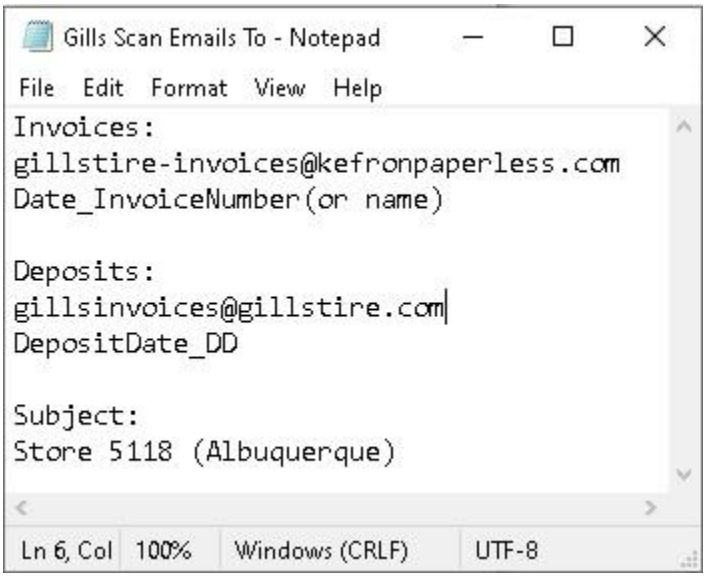
2025-08-25_9876543



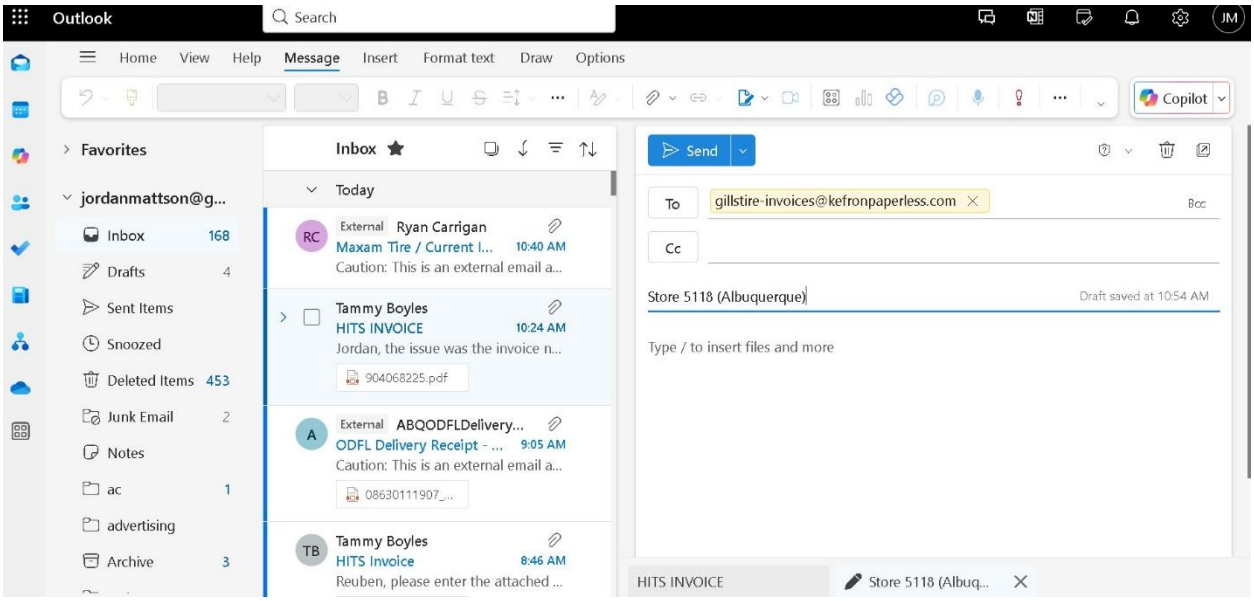
For Deposits:

Save the deposit with the date of the deposit (you might need to change the date that automatically comes up) and DD after the date (for daily deposit). It will look like this:

2025-08-25_DD



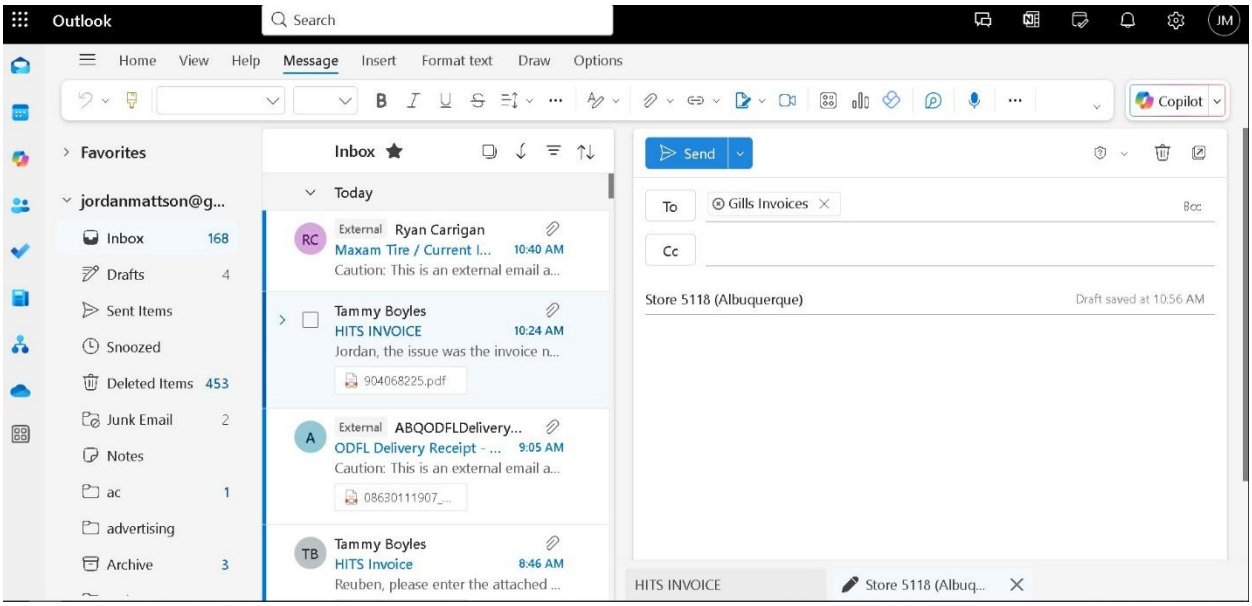
Using this note, found in your Gills Scanning Files folder, follow the instructions for Invoice or Deposit when sending the emails, along with the subject for your store. There is also notes for how to name your files for invoices and deposits.



For Invoices:

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

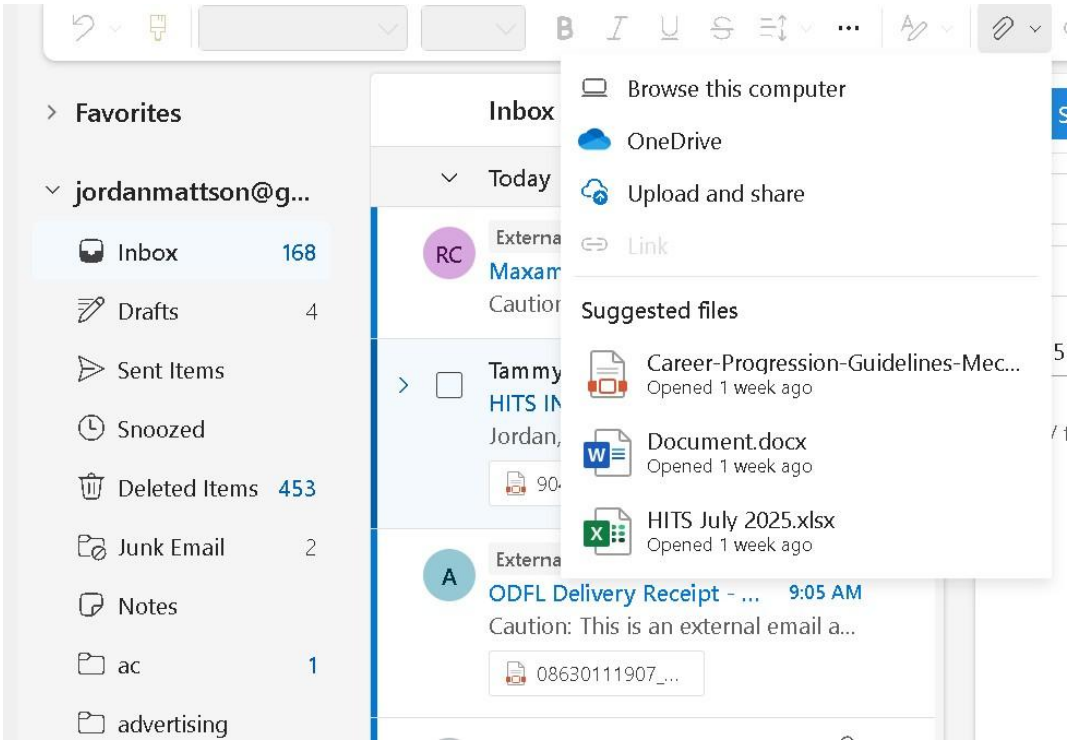
Add the subject for your store that is in the notes added to your desktop file folder. For this store it is Store 5118 (Albuquerque) in the Subject: box.



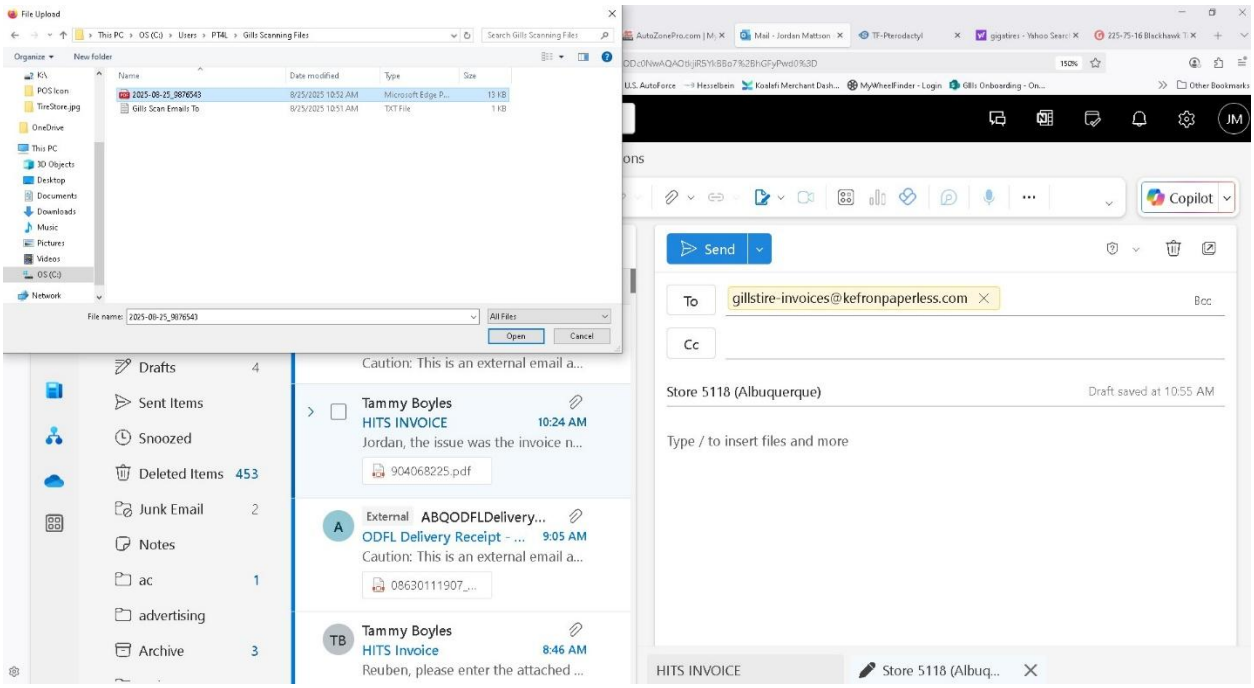
For Deposits:

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

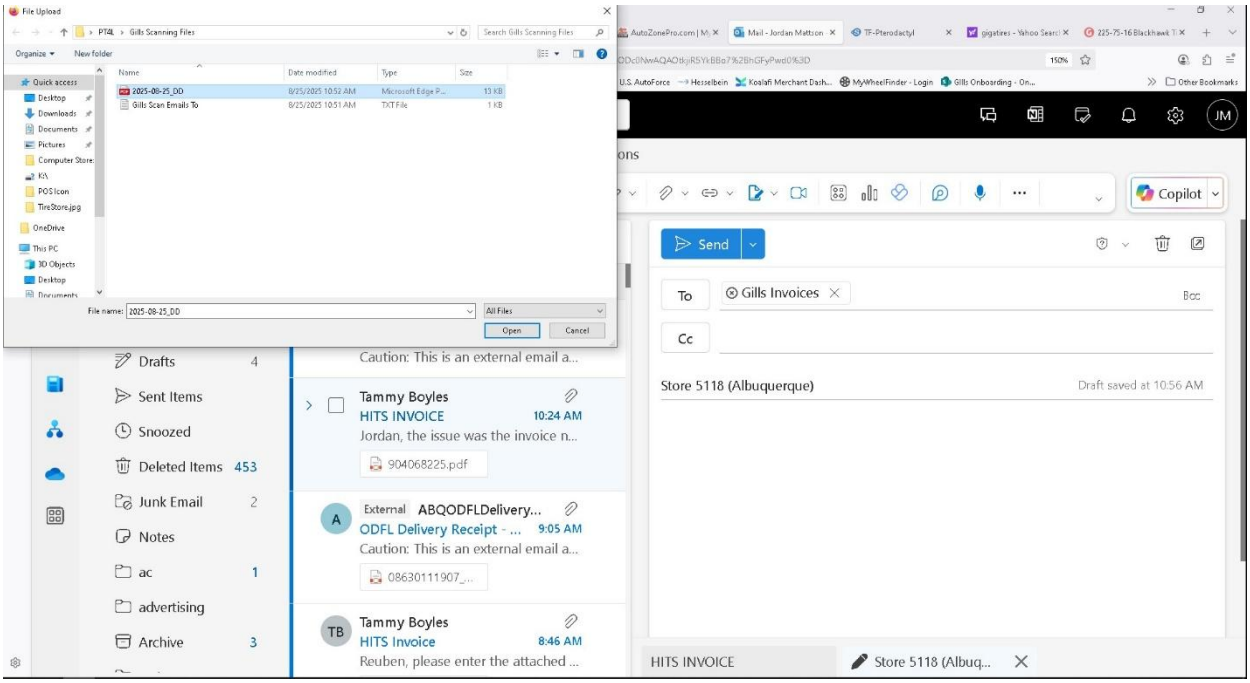
Add the subject for your store that is in the notes added to your desktop file folder. For this store it is Store 5118 (Albuquerque) in the Subject: box.



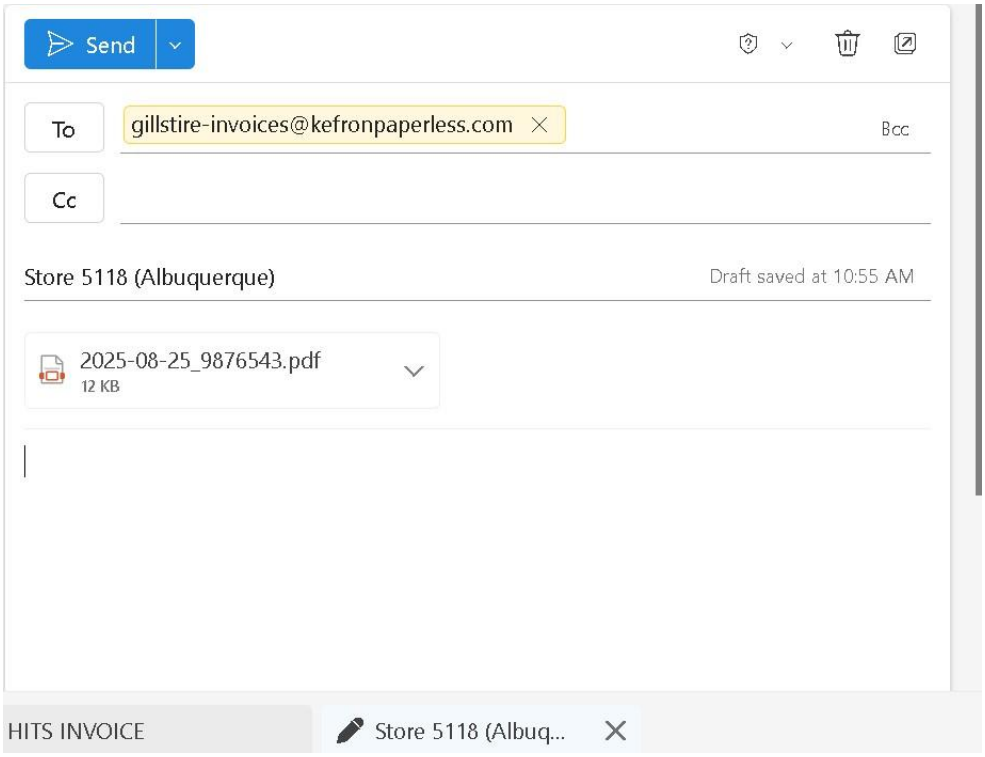
Click the paperclip and choose Browse this computer.



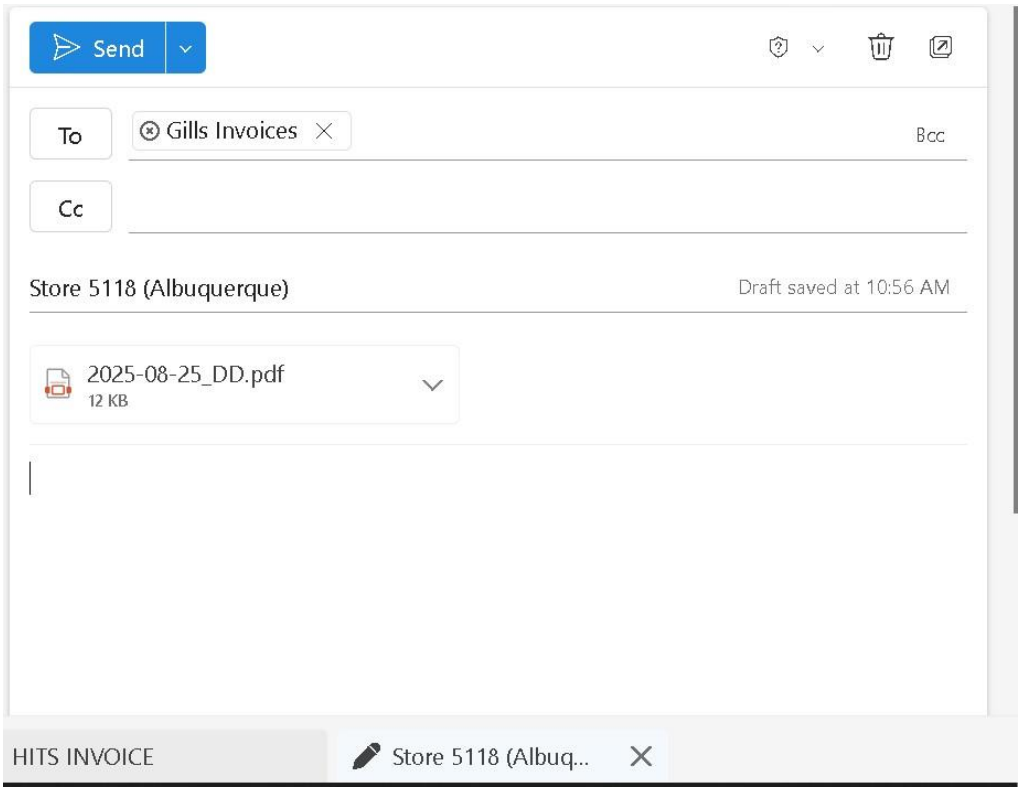
Upload your Invoice to the Email. (Never upload a deposit and invoice to the same email)



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



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