

Nutri-Scan

eNews for FAR Scanning

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Welcome to our first Nutri-Scan Newsletter, providing you with up-to-date information and valuable tips for scanning success!



Scanner Maintenance



As the 2008 FAR processing season begins to wind down, now is a great time to conduct necessary scanner maintenance to keep your machine in top running condition! Protect it from dust over the summer by turning it off or unplugging it and

cover it up. Periodically clean the scanning surface with a static free wipe so you will have clean, speck free images. Regular maintenance on your scanner will prolong it's life - check the Quicklinks column to download a maintenance guide for your scanner!

Scanner Life Cycle and Warranty

The typical scanner life span is 2-3 years, depending upon scanning volume. If you feel your scanner may be on it's last leg, contact us for special deals on a replacement! Also, Kodak allows you to extend your initial Care Kit Warranty for a total of 5 years from the purchase date of the scanner. The warranty extension can only be done one month prior to the current Care Kit Expiration Date! Contact Nutri-Link if you would like additional information and pricing on renewing your warranty!

Common Problems and Solutions

Problem: Students are in the Free and Reduced System but not in Nutri-Scan.

Solution: Run the student import process in Nutri-Scan. To do this, choose File then Import Student Information. If you still do not see them in Nutri-SCAN contact technical support for assistance.

Problem: When you try to scan a batch you receive the error "Error setting up scanner: Source not found".

Solution: Check the scanner to make sure that it is turned on. If the scanner is turned on, check and make sure that the cable connecting the scanner to the computer is secured at both ends. If the cables are securely attached, turn off the scanner and the scanning machine. Once the machine is off, turn on the scanner first and wait 15 seconds before turning on the computer.

If you are having problems with slow scanning or recognition you can improve the performance of Nutri-Scan in several ways:

1. Close all other open programs. The fewer programs running the more resources the computer will have to devote to Nutri-Scan.
2. Increase the amount of RAM in the machine.

3. Upgrade to a machine with a more powerful processor.

All of these steps will improve the functioning of the Nutri-Scan Recognition process.

Preparing and Printing your FAR Applications for SY0809



Although it seems the school year just started, it's not too early to begin thinking about changes and updates to the 08-09 SY application forms. The Income Table guidelines will be out soon and our staff will be available immediately to begin working on updates. Don't hesitate to notify us as soon as you become aware of changes to your form!

Quantity

We always recommend you print the entire quantity you will need for the school year in one run. This prevents any potential issues with form differences during scanning. Also, the best price break per sheet can be realized by the highest quantity printed in one run.

Color

We recommend **Red** ink as the drop out color of choice. Though we have used others in the past, **Red** ink has always performed the best!

Printing Services

As always, you can have any source you choose print your applications, but as a full service company, we offer Print Services *exclusively* for the FAR applications, including Single Sheet and Complete FAR Packets, perforated for easy form tear out. Please let us know if we can provide a pricing quote, by replying to this email with Quantity and style/layout desired!

Nutri-Scan Reports

Nutri-Scan offers several reports to help manage your operations:

Report Name	Description
Scanning Summary	Lists information such as; student name, batch number and application number, sorted by user selected criteria. Useful for seeing all students in a batch.
Application Status	Lists information on applications sorted by status such as; Submitted, In Edit (Quality Assurance) or Deleted. Multiple statuses can be selected. Useful for finding out the status or location of an application.
Scanning Exceptions	Lists applications in Quality Assurance and all the problems associated with them. Useful for finding out why applications are in QA.
Batch Summary	A summary of batch information. Includes, number of apps, students, processed students and students in QA. Useful for a summary of all batches.
Audit Roster	Lists all the applications in the Nutriscan database by school. Useful for audits and at CRE time.
Performance Metrics	Collection of user information on the number of batches verified and the time associated with each batch. Useful for keeping track of user productivity.

Did You Know.....

Nutri-Link Technologies offers unique software solutions specifically for School Nutrition Professionals!



Nutri-Cafe *Virtual Cafeteria*

The fun, easy way for students, parents and your community to learn about nutrition, food items offered in your cafeteria and making healthy choices! Click here to take a test drive of [Nutri-Cafe!](#)



Nutri-Net *Private Website Portal*

Communicate and collaborate with CO and Site Managers like never before. Nutri-Net is a secure intranet that allows you to share documents, conduct surveys, make requests and streamline processes and procedures. Click here to view a demo of [Nutri-Net!](#)



**For Questions or Technical Support
call 888-811-8704, option 1**

Support Hours: Monday - Friday, 7:00AM - 6:00PM EST