

Workforce Transformation Tracking System and Entrance on Duty System (WTTS & EODS)

Network Photocopier/Scanner Settings

When initiating a WTTS record and attaching the recruitment package documents, the Office of Human Resources is requesting that all files be uploaded in Portable Document Format (PDF) or as a Microsoft Word document. You can use large floor photocopiers and/or desktop scanners to scan multi-page documents into PDFs or Word documents that are delivered directly to your computer.

Because each photocopier or scanner has a different instruction manual, you should review the manual for your specific equipment regarding settings. In general, the following guidelines apply when scanning documents for WTTS purposes.

Please make sure all documents are scanned black and white as this will ensure the smallest file size possible and your scan will look virtually identical to your document. Scanning documents as color will increase the file size immensely.

Standard Settings:

Output Color:	Black and White
2-Sided Scanning:	1-sided
Original Type:	Photo and Text

Advanced Settings:

Lighten/Darken:	Normal
Sharpness:	Normal
Saturation:	Normal
Resolution:	200 dpi or 300 dpi
Quality File Size:	Medium Compression/Medium File Size
Image Enhancement:	Off
Contrast:	Normal
File Format:	PDF or Word Document