

Set Up Local Scanner on Workstation

Follow these steps to set up your district computer for use with Performance Matters Scan Engine.

Download Script Files

To scan to Unify from your workstation, you will need to download the Unify Scanning Software. Follow these steps to set up the required script files on your workstation.

1. Select the **Unify Scanning Script (Download Script)** from the Performance Matters Documentation page on the district website in the “Staff” menu.
2. Extract all files from the download folder to your desktop. (Right Click on the file and select “Extract All”. Browse to your desktop in the window that pops up.
3. Create a shortcut to the pm_scans folder and place on your desktop.
4. Create a shortcut to the Send_Scan_Sheets_PerformanceMatters.exe file located within the pm_scripts folder. Place shortcut on desktop.

TIP To easily create a shortcut for your desktop, right-click the desired folder and select **Create Shortcut**. You should do this for the pm_scans folder and the Send_Scan_Sheets_PerformanceMatters.exe located in the pm_scripts folder, which can be dragged from the PM_FTP folder and dropped onto your desktop.