

Frontline Service: **SCANNING SERVICE**

Schedule of Availability of Service: Monday to Friday ; Saturday
8:00 AM – 8:00 PM ; 8:00 AM – 5:00 PM

Clients/Patrons: Undergraduate/graduate students, Faculty and Staff (REPS and Admin)

Service Provider: Computer Services and Multimedia Section

Requirements: None

Processing Time: Time varies based on the number of pages of the document

STEP	PROCEDURE		DURATION	FEE	PERSON RESPONSIBLE	FORM/S
	CLIENT/PATRON	SERVICE PROVIDER				
1	Inserts his/her flashdrive (USB) to allotted PC and opens the file;	Commands its scanning depends on the number of documents;	1 minute /page	P 10.00/page	Staff in-charge	Log sheet
2	Client/patron pays the amount and signs in the log sheet.	Saves the file to client/patron's flashdrive (USB), and receives and records the payment.	1 minute			
END OF TRANSACTION						