

Ten Minute a Day Plan Options

Pro Tips for any plan listed:

- Contact your PNE for assistance in getting started with uploading, scanning or verifying needs as often as needed.
- Register for live training sessions by clicking the Training tab on our website. There is a separate training for every feature, allowing you to participate in one feature at a time at your own pace.
- Use the Pre-YellowFolder coversheet when uploading entire folders to be filed in Pre-YellowFolder. Ensure the page after the coversheet has the three (3) key markers (first name, last name, and ID number) present on the form, if not add that information to each student's coversheet. This will aid in quick uploading without having uploads requiring verification on the user's dashboard.

Three Days Per Week - All documents in Paper Format:

10 mins/day **3** times a week – user schedules these as recurring meetings on his/her calendar for the initial two months.

1. Monday: Gather the 10 folders and “prep” them for the scanning process. This will include removing staples, paperclips, etc. In addition, straighten documents that might be folded to aid in scanning process.
2. Wednesday: Scan the 10 folders that were prepped. Once scanned highlight the names on the folders to signify those folders have already been scanned into YF.
3. Friday: Log into YF and use the Upload Tool to upload previously scanned folders. Next, check your dashboard and verify any docs in Verification Required. If no docs are in Verification Required, use remaining time to prep more folders to increase the number of folders on Mondays.

*Repeat the 10 mins/day **3** times a week process each week for a minimum of two months, then determine if your schedule can be revised to add more time each day.

Five Days Per Week - All documents in Paper Format:

10 mins/day **5** times a week – user schedules these as recurring meetings on his/her calendar for the initial two months.

1. Monday: Gather the 10 folders and “prep” them for the scanning process. This will include removing staples, paperclips, etc. In addition, straighten documents that might be folded to aid in scanning process.
2. Tuesday: Scan the 10 folders that were prepped. Once scanned highlight the names on the folders to signify those folders have already been scanned into YF.
3. Wednesday: Gather the 10 folders and “prep” them for the scanning process. This will include removing staples, paperclips, etc. In addition, straighten documents that might be folded to aid in scanning process.

4. Thursday: Scan the 10 folders that were prepped. Once scanned highlight the names on the folders to signify those folders have already been scanned into YF.
5. Friday: Log into YF and use upload tool to upload previously scanned folders. Next, check your dashboard and verify any docs in Verification Required.

*Repeat the 10 mins/day 5 times a week process each week for a minimum of two months, then determine if your schedule can be revised to add more time each day.

Three Days Per Week - All Documents in Digital Format:

10 mins/day 3 times a week – user schedules these as recurring meetings on his/her calendar for initial two months.

1. Monday: Log into program/system where digital docs are stored. Open a document and use the Virtual Printer to print to YF.
2. Tuesday: Log into program/system where digital docs are stored. Open a document and use the Virtual Printer to print to YF.
3. Friday: Log into YF to check your dashboard and verify any docs in Verification Required. If no docs are in Verification Required, use remaining time to virtually print more docs from your program/system.

*Repeat the 10 mins/day 3 times a week process each week for a minimum of two months, then determine if your schedule can be revised to add more time each day.

Five Days Per Week - Documents in Combo of Paper and Digital Format:

10 mins/day 5 times a week – user schedules these as recurring meetings on his/her calendar for initial two months.

1. Monday: Gather the 10 folders and “prep” them for the scanning process. This will include removing staples, paperclips, etc. In addition, straighten documents that might be folded to aid in scanning process.
2. Tuesday: Scan the 10 folders that were prepped. Once scanned highlight the names on the folders to signify those folders have already been scanned into YF.
3. Wednesday: Log into YF and use upload tool to upload previously scanned folders. Next, check your dashboard and verify any docs in Verification Required.
4. Thursday: Log into program/system where digital docs are stored. Open a document and use the Virtual Printer to print to YF.
5. Friday: Log into YF to check your dashboard and verify any docs in Verification Required. If no docs are in Verification Required, use remaining time to virtually print more docs from your program/system.

*Repeat the 10 mins/day 5 times a week process each week for a minimum of two months, then determine if your schedule can be revised to add more time each day.