

Set Scanning Page Limit

Last Modified on 05/17/2024 12:49 pm EDT

Version 21.3

Path: Admin tab > Global Preferences > Basic tab

The **Scanning page limits per database record** setting in the Basic tab of System Preferences can be increased so that more pages can be handled at one time in the Document Management window. This limit applies to **both** pages being scanned into OP and assigning attachments received into OP such as via Direct Message or eFax. Notable limits are listed below.

Default Page Limits	Maximum Page Limits
<i>Defaults can be restored by clicking the Default button.</i>	<i>Entry of an amount that exceeds the max will revert the entry to the max.</i>

- Monochrome: 15

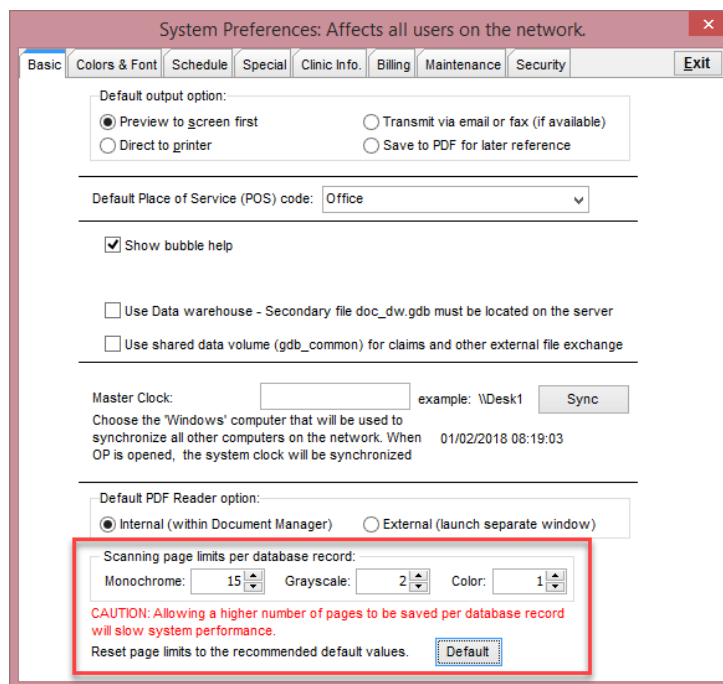
- Grayscale: 2

- Color: 1

- Monochrome: 50 / 99 (for eFax users)

- Grayscale: 10

- Color: 5



Version 21.2

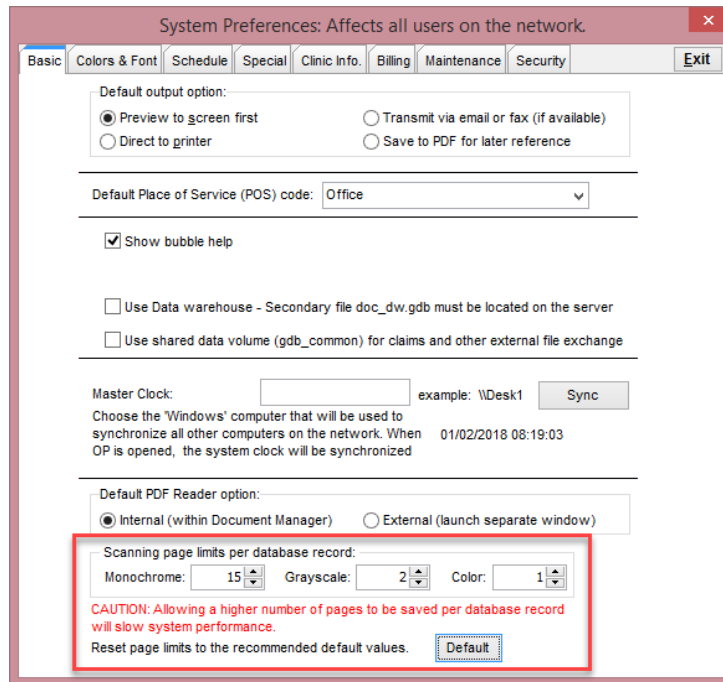
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- Monochrome: 15
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- Color: 1

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- Grayscale: 10
- Color: 5



The screenshot shows the 'System Preferences: Affects all users on the network' dialog box. The 'Basic' tab is selected. The 'Scanning page limits per database record' section is highlighted with a red box. It contains three spinners: Monochrome (set to 15), Grayscale (set to 2), and Color (set to 1). Below these spinners is a red warning message: 'CAUTION: Allowing a higher number of pages to be saved per database record will slow system performance.' and a 'Default' button.

System Preferences: Affects all users on the network

Basic | Colors & Font | Schedule | Special | Clinic info. | Billing | Maintenance | Security | Exit

Default output option:
 Preview to screen first Transmit via email or fax (if available)
 Direct to printer Save to PDF for later reference

Default Place of Service (POS) code: Office

Show bubble help

Use Data warehouse - Secondary file doc_dw.gdb must be located on the server
 Use shared data volume (gdb_common) for claims and other external file exchange

Master Clock: example: \\Desk1 Sync
Choose the "Windows" computer that will be used to synchronize all other computers on the network. When 01/02/2018 08:19:03 OP is opened, the system clock will be synchronized

Default PDF Reader option:
 Internal (within Document Manager) External (launch separate window)

Scanning page limits per database record:
Monochrome: 15 Grayscale: 2 Color: 1

CAUTION: Allowing a higher number of pages to be saved per database record will slow system performance.
Reset page limits to the recommended default values. Default