# Document Management System Bulk uploading process Creating Batch Coversheet(s) and Document Separator Sheet(s)

When scanning images into DMS, Scan Batch Coversheets with barcodes are required for the system to index files into the correct folder and Document Separator Coversheets to index the documents into the correct document type.

The scan batch coversheet identifies the loan folder that the individual document(s) will be added to. To generate a scan batch coversheet from within the folder view, hover your mouse over Coversheets on the menu tab and select 'Scan Batch Coversheet'. The Scanning Batch Coversheet page will display. Print the batch coversheet.

Note: Do NOT print or use the Scanning Batch Coversheet unless you are uploading to multiple folders (loans). Scanning batch coversheets are loan specific as they identify the loan that an item belongs to. Alternatively, the Document Type Coversheets are document specific, as they indicate the Document Type. Since these are not specific to the folder (loan), they may be printed once and reused many times. To ensure proper upload, please make sure that the barcodes are clear and unbroken on your coversheet.
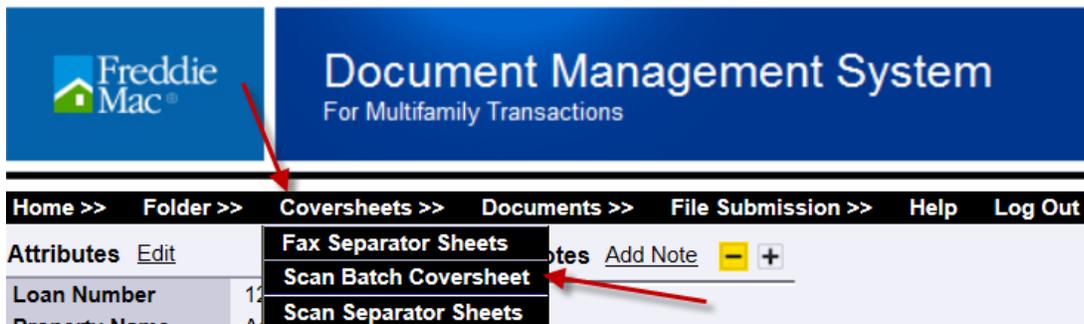
SCANNING BATCH COVERSHEET
Print this page and use it as a batch coversheet for scanning documents to the specified folder

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FOLDER INFORMATION
Company: Freddie Mac MultiFamily
Loan Number: 123456789
Property Name: Apple Tree Apartments
Deal #:

To use this batch coversheet, place it as the first page of a scanning batch and place document coversheets in front of each document in the batch
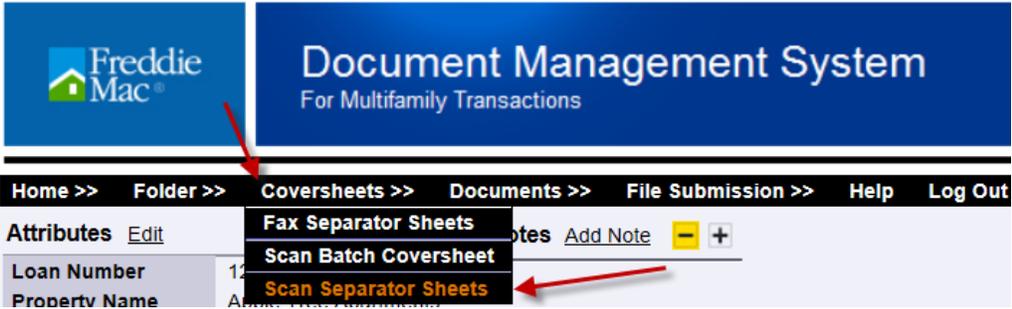

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To select the document separator sheets, hover your mouse over Coversheets on the menu tab and select 'Scan Separator Sheets'.

Document Management System
For Multifamily Transactions

| Home >> | Folder >> | Coversheets >> | Documents >> | File Submission >> | Help | Log Out |

Fax Separator Sheets
Scan Batch Coversheet
Scan Separator Sheets

Attributes Edit

Loan Number
Property Name

Select the desired document types and click 'Create' to display a page allowing the user to print the Document Separator Sheets. Print the document cover sheets.

Note: You can also sort the document list by 'group'.

To index the file accurately, place the printed document separator coversheets directly before each corresponding document. When scanning documents to be indexed to multiple loans, place the scanning batch coversheet directly before the document coversheet to ensure proper delivery of the document to the loan file and document type. Once completed, scan the indexed file as a TIFF or PDF image. Go to the documents upload page. Browse, copy and paste, or drag and drop the scanned indexed file. Select the checkbox 'Coversheets included' and click 'upload all'. The indexed file(s) will be placed in the folder according to the Scanning Batch

Coversheet, and the document type according to the Document Separator Coversheet.
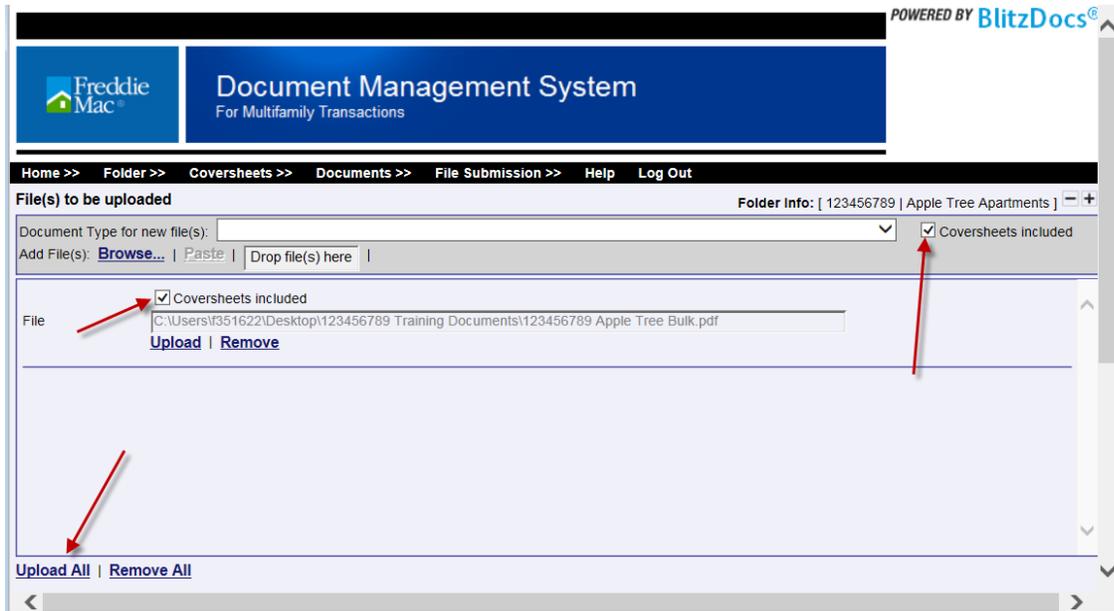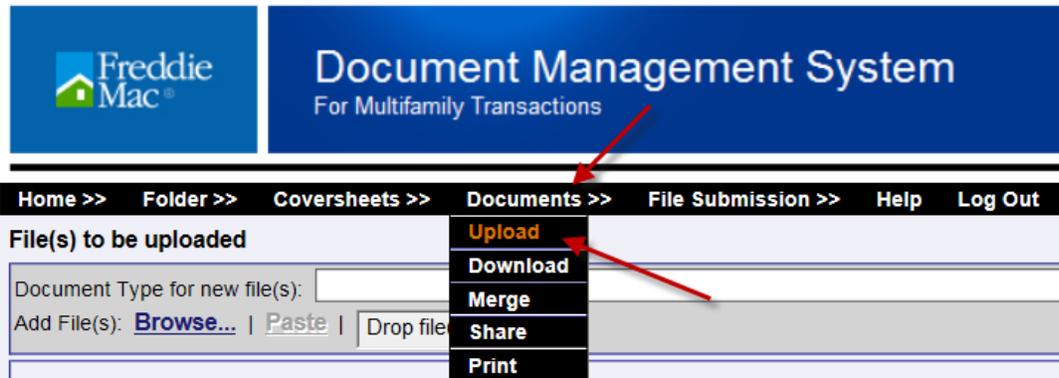
To return to the folder view, hover mouse of Folder and click folder view. When uploading large TIFF files, be sure to allow a few minutes for document delivery.