

# e-WIX Project Implementation

## Document Preparation Guidelines

Prior to importing documents into e-WIX, the documents should go through document preparation to provide a smooth transition throughout the process. The following are guidelines when shipping documents to *NCD*:

- Organize and separate documents into each appropriate Department and Group.
- Remove all staples and self-stick notes. Tape a leading edge from corner to corner if attaching smaller documents to an 8½ x 11 sheet of paper or copy the document.
- Check clarity, contrast and brightness of the documents.
- Sort all documents within each group by multi-page, duplex and single sided documents. Paperclips or binder clips can be used for multi-page documents. Be sure the index number is on the front page.
- Each index number should be circled for ease of identification. Be careful not to cross the character when circling the number. Do Not use highlighter on the document.
- Indicate correct index with “INDX #” if multiple numbers appear on the document.
- Do Not use special characters in the index ( / : < > “ | ! @ # \$ % ^ & \* + )
- Include an e-WIX Shipping Document and identify the “Department, Group and Index by” to standardize on the information needed for implementation. Include any special instructions and document post instructions.

