

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 14-06

November 19, 2013

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: New Scanning Feature in NxGen

OCIO issued a new release this weekend. While all of the features of the release are improvements that move us closer to a smoothly running enterprise wide system, there is one feature we particularly want to highlight to the field. In response to feedback from the field, OCIO has introduced a feature that will allow you to scan a pdf document into NxGen as a new version of an existing Word document. Users would not have to use the many steps required for the Check In/Check Out process. This will be useful for affidavits, election agreements, and other documents where you want both a pdf and a Word version of the underlying document. This should create leaner files, which will no longer list each of the versions as a separate document, and make it much easier to locate the documents you want quickly. This versioning process will also display the details of the versioning history, if you have a need to review previous drafts.

We are very pleased to announce this change and we are grateful to OCIO for the work that went into this process and for its responsiveness to the users' input. This is just one of many releases that will be coming in the next several months that are responsive to the field's needs and will continue to enhance the smooth operation of the system.

The instructions for using this new feature can be found in the NxGen Training Library or by clicking this link: [How Do I Create a New Version by Scanning Directly to the Existing Document \(Task\)](#). Training on this feature will occur next month. If you have any questions about using this feature, please contact your Program Analyst.

/s/  
A.P.