Scanning Documents into Perceptive Content

Last Modified on 01/04/2026 8:05 pm PST

> Indexing in Titan Requires a Chrome Browser extension called "Perceptive Content Learn Mode"

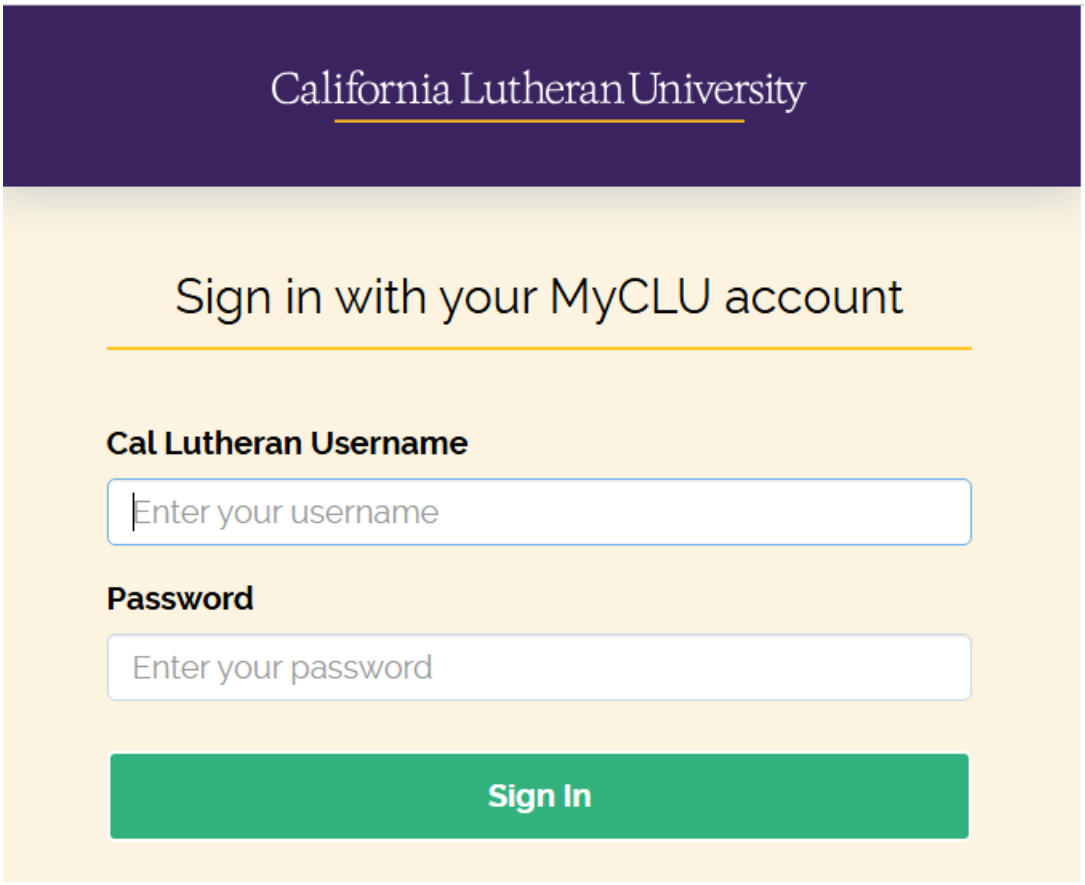
Step-by-Step Installation

> **Navigate to the Extension Page:** Use this link to open the Perceptive Content LearnMode page in the Google Chrome Web Store.
>
> **Add to Chrome:** Click the blue **Add to Chrome** button located on the right side of the page.
>
> **Confirm Installation:** A pop-up will appear asking for permission. Click **Add extension** to finalize the process.
>
> **Verify the Extension:** Once installed, you should see a notification that the extension has been added. You can manage extensions by clicking the three vertical dots in the top right of the browser. Choose Extension and then manage Extensions.

Connect your scanner to the chrome browser

- Requires installation of Perceptive Experience Web Scan
- Currently only supports Windows PCs.
- Contact the helpdesk

SCANING CAPTURE



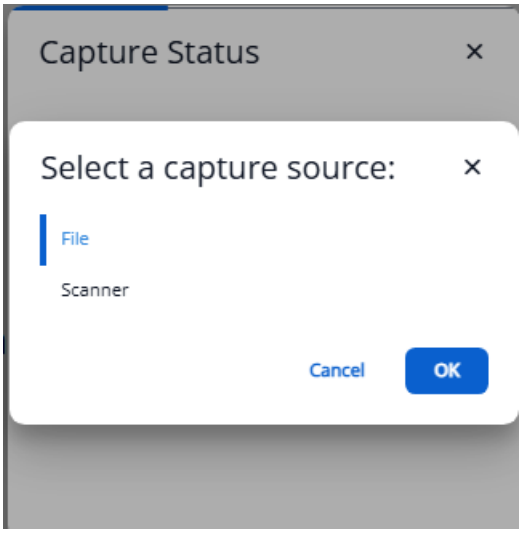
> Login will prompt for the Cal
>
> Lutheran single login

Open Colleague to the record to be linked

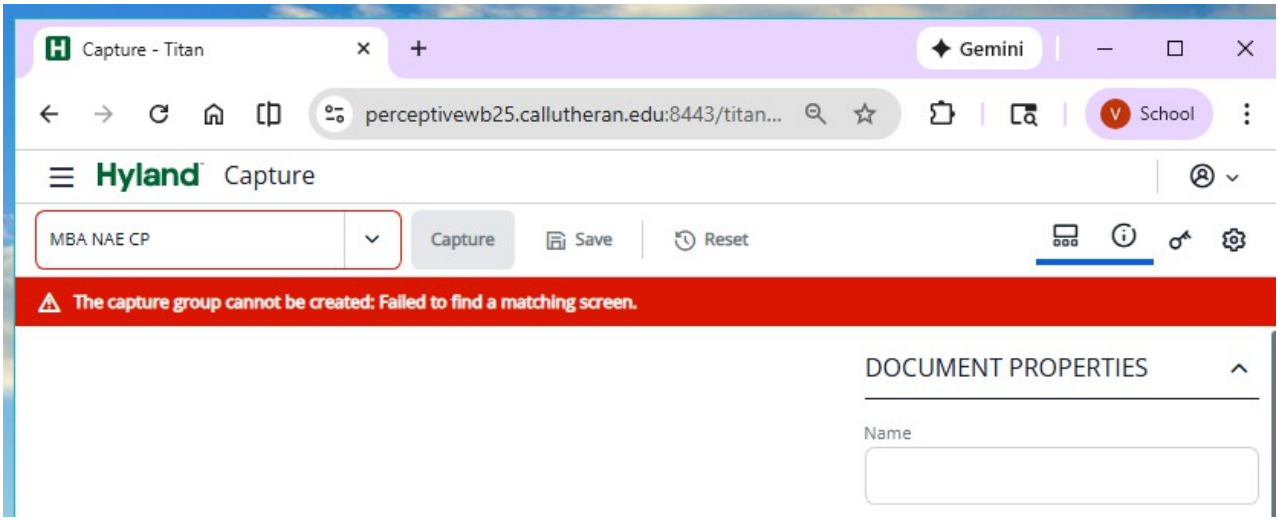
> Make sure the Colleague Tab is the top-most tab. You can click on the tab and drag the tab down to open it in a separate window.

MAIN MENU

> Click Capture
>
> Drop down the list of capture profiles to select the type of document to be imported
>
> If you have the Colleague screen open to the record you are referencing the document properties will populate on the right of the screen.
>
> To add a document you may browse to a document and import it.
>
> You can also use an attached scanner once the connector is installed.



> Once you have selected or scanned a document click the Save button.
>
> The document will be added to
>
> the system.
>
> Click on the hamburger or the Hyland name to return to the main menu.
>
> If the Colleague window is not open or not the top tab you will see the following error.
>
> Drag the Colleague window to a new tab and then click on the key in the tool bar to the top right to refresh the
>
> Document Properties


Capture - Titan
Gemini
perceptivewb25.callutheran.edu:8443/titan...
School
Hyland Capture
MBA NAE CP
Capture
Save
Reset
The capture group cannot be created: Failed to find a matching screen.
DOCUMENT PROPERTIES
Name