

# Date and time when document was scanned into system

## Background

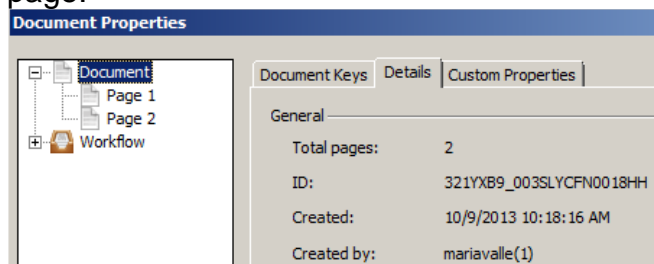
For reporting purposes some ImageNow users need to know the ImageNow fields that indicate the date and time a document was scanned into the system.

## Solution

The scanning date and time appear in a system-created field and can be set up to appear in an Index Value or in a Custom Property (Document Keys), depending on the business needs of the actual implementation.

If the information is not setup as part of the Document Keys, users can find it using any of the following three ways:

1. On the **ImageNow Explorer**, find the item whose scanning date and time you need either through Documents or within its queue.
  - a. Select the item, right click on it, choose **Properties**. On the left hand side of the **Document Properties window**, click on **Document** and choose the Details tab. For more info on each page, expand the Document area and click on each page.



2. **Find the Created date on the workflow queue:** Right click on any Column name, go to Columns, then, click on Created. Save this as a private filter so that this column always appears (to find more about Private Filters see the job aid [Creating Private Filters](#)).
3. **Filter the Created date in the Documents area:**
  - a. Go to the View that is part of your Imagine implementation, click on the Search tab, click on the plus sign, change the Constrain by to "Date", change the rest of the fields as needed (for more info on this, go to the job aid [Creating Private Filters](#)).