NDSU
North Dakota State University, Fargo
ImageNow User’s Group
December 7, 2010
User's Group Goals

- Communicate & Share Ideas with Others
  - Discuss What Works / Best Practices
  - Discuss Common Problems & Issues
  - Coordinate Efforts between Offices
  - Share Knowledge & Coordinate Training

- Promote use of ImageNow across campus
TODAY’S AGENDA

- Introductions & Office Updates
- Participating Office Review
- Scanner Maintenance Tips
- Key Field Clean-up
- Workflow Routing Rules
- eForms Add-on Module
- Questions
Introductions & Office Updates

*** Please sign the attendance sheet ***
<table>
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<tr>
<th>Office</th>
<th># of Licenses</th>
<th>User Avg.</th>
<th># of Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
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<td>21</td>
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<td>Enrollment Mgt.</td>
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<td>4</td>
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<td>Reg. &amp; Records</td>
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<td>14</td>
<td>32</td>
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<td><strong>33</strong></td>
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New Offices Starting 2011
  • Bison Connection
  • Student Financial Services

Client Upgrade to version 6.6
  • Windows 7 (64-bit) compliant
  • Day-to-day users should not be affected
• Symptom: feeder grabs more than 1 sheet at a time
• "PIC Roller"
• "SEP Pad"

• Symptom: line appears on scanned documents
• Open Document Feeder
• Clean glass with soft cloth
scanner maintenance

- Contact Information:

Bill Cody
PRINTER SOLUTIONS
701-298-6594
Key Field Housekeeping

Filling in the blanks for any missing key fields:

- Student ID
- Name
- D.O.B.
- Term/Year

Can create/save filters to look-up missing fields
“SHOW US YOUR WORKFLOW”

How Registration & Records uses Routing Rules to automatically sort documents into workflow queues by Document Type
**Discussion**

**eFORMS**

- Eliminates paper/PDF forms
- Forms available via web address
- Entry Validation
- Creates ImageNow document automatically
- Secure electronic submission (?)
- One instance on server = shared cost
eForms in action

1. Options menu
2. Document information
3. Office Use Only section
4. Version Control
5. Document keys
6. Custom Properties
eFORMS

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QUESTIONS???
Until We Meet Again...

- Next Meeting
  - Spring semester

- R&R Web site
  - www.ndsu.edu/registrar/imaging

- User Group Listserv
  - NDSU-IMAGENOW-USERS-GROUP@listserv.nodak.edu

*** Please sign the attendance sheet before leaving***

Thanks for coming!