ImageNow User’s Group
April 19, 2012
User 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
- News & Notes
- Demonstration
- Discussion
- Your Questions
INTRODUCTIONS & OFFICE UPDATES

*** Please sign the Attendance Sheet ***
## Participating Offices

<table>
<thead>
<tr>
<th>Office</th>
<th># of Users</th>
<th># of Licenses</th>
<th># of Scanners</th>
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<tbody>
<tr>
<td>Admission</td>
<td>19</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Bison Connection</td>
<td>10</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Customer Account Services</td>
<td>9</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>Enrollment Management</td>
<td>2</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>Graduate School</td>
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<td>7</td>
<td>1</td>
</tr>
<tr>
<td>HR/Payroll</td>
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<tr>
<td>International Programs</td>
<td>14</td>
<td>5</td>
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<tr>
<td>IT Services</td>
<td>7</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Registration &amp; Records</td>
<td>31</td>
<td>15</td>
<td>3</td>
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<tr>
<td>Residence Life</td>
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<td>8</td>
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<td><strong>TOTALS</strong></td>
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News & Notes

• Added Licenses:
  • Enrollment Management (+1)
  • Student Financial Services (+4)

• Any Additional License Needs?

• Upcoming Upgrades:
  • Version 6.6 or 6.7 (Summer – late July)
  • Adds eForm functionality
Twin Cities Regional User Group
- Spring Meeting, Friday, May 11th (10:00-3:00)
- Health Partners, Bloomington, MN

ImageNow Administrator Training
- 3-day “Virtual Classroom” Training ($2200)
- Available Dates: May 14-16, June 4-6, August 27-29
- Contact Sharon Brinker, ITS
Reminder

- Upcoming ITS Document Imaging Audit
  - To be completed by June
  - Audit Compliance Training
    - [www.ndsu.edu/registrar/imaging/resources](http://www.ndsu.edu/registrar/imaging/resources)
  - First-time User Training Guidelines
    - [www.ndsu.edu/registrar/imaging/training](http://www.ndsu.edu/registrar/imaging/training)
Demonstration

The
“Major/Minor and Adviser Change”
eForm
Discussion

- eForms Progress
  - Next eForms:
    - Undergraduate Reactivation/Petition for Readmission
    - FERPA Consent to Release Form
  - Browser Issues:
    - Cluster computers have old version of Firefox browser
    - ITS will update cluster “image” in time for Fall 2012
    - Recommend using Internet Explorer in clusters
    - Make sure “Java” version is up-to-date
Discussion

Update on “Maximizing Efficiencies” impact on document imaging at NDSU
QUESTIONS???
Until Next Time...

- Topics/Demos for Next Meeting???
- R&R Web site – “Document Imaging”
  - www.ndsu.edu/registrar/imaging
- User Group Listserv:
  - NDSU-IMAGENOW-USERS-GROUP@listserv.nodak.edu