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 Topics
- 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>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td>20</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Bison Connection</td>
<td>9</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Customer Account Services</td>
<td>9</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Enrollment Management</td>
<td>2</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>Graduate School</td>
<td>12</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>HR/Payroll</td>
<td>15</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>International Programs</td>
<td>14</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>IT Services</td>
<td>10</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Registration &amp; Records</td>
<td>32</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>Residence Life</td>
<td>16</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>19</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>VP Finance &amp; Administration</td>
<td>3</td>
<td>(view only)</td>
<td>--</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>161</strong></td>
<td><strong>58</strong></td>
<td><strong>14</strong></td>
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</table>
Upgrade Recap:
  • Moved from Version 6.5 to 6.7

Changes you will notice:
  • “Name” field added to index keys
  • “Projects” now called “Folders”
  • “Time/Date” stamp has different format
Remaining Issues:

- Recognition Agent / Content Server not working
- “BIG” documents created with IN Printer &
  - *We now have a fix for this!!!*
- Annotations don’t work in new documents
  - *We now have a fix for this!!!*
- Auto-conversion of eForms into TIFFs
TRAINING OPPORTUNITIES

- INspire User Conference
  - April 14-17\textsuperscript{th}, Phoenix, AZ ($1150-$1250)

- ImageNow Client Administrator Training
  - 3-day “Virtual Classroom” Training ($2200)
  - Next Available Date: \textit{January 14-16, 2013}
  - Contact A.J. if interested
What to do when ImageNow...

“Could not find an application plan that matches the ‘[Peoplesoft]’ application plan”
Problems With Linking

THREE THINGS TO LOOK FOR:

1. Does the Applet Match Your Browser?
   - Check to see if you’re using IE8 or IE9
   - Create or Switch to a new Application Plan

2. Does the Window/Tab Title Match?
   - Peoplesoft Favorite = “Add/Update a Person”

3. Does the Browser Have Extra Toolbars?
   - “Non-native” toolbars change coordinates of data fields
   - Deselect toolbar add-on option when updating Java
Demonstration

Setting Up Capture Profiles for the ImageNow Printer
Capture Profile Setup

- Types of Capture Profiles:
  - Printer, Scanner, and File Import
  - Profiles are stored on each individual computer

- ImageNow Printer
  - Can Assign Drawer & Document Type
  - Can Designate Target Workflow Queue
  - Can Immediately Link Document
  - Can OCR document for Full-Text Searching
Capture Profile Setup

- **Send to Workflow**
  - *Send document to a pre-determined workflow queue*
  - *One “sorting” queue preferred over multiple profiles*

- **Send to Archive**
  - *Send directly to archive if no other processing is needed*

- **Send to Batches**
  - *Send to Batches to be linked later*
  - *Best Option when printing from Internet Explorer*
Sneak Peek of New Product: 
**Perceptive TransForm**

*(brochure available on web site)*
ADVANTAGES OVER eFORMS:

- Quicker Turnaround Time
  - Less development time required
  - Less training needed to create forms
  - Easy conversion for existing PDF forms

- Accessible on Mobile Devices

- Doesn’t Rely on Browser Plug-ins (like Java)

- Format Flexibility
  - Web forms could be directly printed into Paper format
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