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
** Introuctions & 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>22</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Bison Connection</td>
<td>11</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>5</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>Facilities Management</td>
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<td>2</td>
<td>1</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>19</td>
<td>5</td>
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<tr>
<td>IT Services</td>
<td>15</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Registration &amp; Records</td>
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<td>15</td>
<td>3</td>
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<tr>
<td>Residence Life</td>
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<td>2</td>
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<tr>
<td>Sanford Nursing-Bismarck</td>
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<tr>
<td>Student Financial Services</td>
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<td>8</td>
<td>2</td>
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<tr>
<td>VP Finance &amp; Administration</td>
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<td><em>(view only)</em></td>
<td>--</td>
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<td><strong>TOTALS</strong></td>
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<td><strong>18</strong></td>
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IT Update

- Hardware upgrades this summer
  - “Agents” server operating system upgrade from Windows 2003 to Windows 2008

- Off-campus ImageNow
  - Still in “beta” testing phase (but users needed)
  - Requires Citrix software to be installed
  - Two-factor authentication (smart phone/fob)
  - Contact: Jason Eide, ITS (jason.eide@ndsu.edu)
Demonstration
Annual User Training

- In conjunction with ITS Security’s compliance report sent in to NDUS each June.
- Training material & quiz are available online.
- Uses NDUS Moodle web site for delivery.
- Incorporated into “Track Training” web site.
- **Deadline:** Tuesday, March 31st.
Meetings & Training

- Minnesota Regional Users Group Meeting
  - Next meeting: May 15/22 @ Normandale CC

- InSpire: April 19-22, Washington, D.C.

- ImageNow Fundamentals for Administrators
  - 4-day “Live Classroom” ($2400)
  - 4-day “LiveOnline (Virtual)” ($2200)
  - 5-day “LiveOnline (Self-Paced)” ($1850)
Demonstration

Perceptive TransForms

Degree Audit Request Form
Development Process

1. Build Form in TransForm Designer
2. Upload & Test form on TEST Server
3. Upload & Publish on LIVE Server
4. Maintain & Update form versions
Going Forward

- How many departments are interested?
- Identify a contact person from your office
- Identify forms you would like to develop
- Calculate expected submissions for each form
- Establish access to Designer licenses
GENERAL HOUSEKEEPING

- Clean-up of old Batches (*oldest* = Sept. 2010)

- Document Purge Process (R&R):
  - 47,000+ Documents
  - 102,000+ Pages
  - 206 Reams of Paper (*= 1.75 inches*)
  - 360 Inches = **30** Feet of Stacked Paper
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