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
• Discussion Topics
• Your Questions
INTRODUCTIONS & OFFICE UPDATES

*** Please sign the Attendance Sheet ***
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<th># of Licenses</th>
<th># of Scanners</th>
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Annual User Training

- Training material & quiz are available online
- 71% completion so far
- Listed as an obligation on “Track Training”
- **Deadline:** Thursday, March 31st
- In conjunction with compliance report NDSU IT Security has to send NDUS in June each FY
Annual Department Audits

Jeff Gimbel, IT Security
Post-Upgrade Recap

- Thank you for your patience & feedback during the server crashes!

- Remaining Issues?
  - Error message when document is rescanned
  - Image rotates when right-click zoom is used
  - Custom properties missing from grid view
  - Security permissions (editing Notes, Printing)
NDUS MIGRATION

- Kick-off Meetings next week (March 14-17)
  - Monday, 10:00 – All departments
  - Monday, 12:30 – Server Team
  - Monday, 1:30 – TransForms
  - Tuesday-Thursday – Departmental meetings

- All meetings will be held in STEM 122
Discuss clean-up items
  • Object Renaming (doc types, custom properties, drawers, workflow queues, etc.)

Security
  • Emphasis on using Group security vs. Individual

Off-campus connections *(if needed)*
  • Requirements for using ImageNow remotely
Annual Purge Process

- Required by IT Security & Records Mgmt.
- Conducted by Unit Records Coordinators
- **Deadline**: May 30, 2016
- Complete Records Disposal Form (for URCs)
- www.ndsu.edu/recordsmanagement
Purging Student Records from ImageNow
Purging Student Records

- Open Purge View under “Documents” button
- Select first sub-search filter & click “Go”
- “Add” Drawers to include in search
- Ignore docs already in workflow
- Ignore docs newer than searched term
- Route docs to “Purge Review” queue
- Review and route to “Purge Delete” queue
New Deletion Process

- NDUS requires log file of deleted documents
- All delete permissions will be removed
- Users must route/add doc to “Delete” queue
- Managers will have access to review queue
- Workflow grid will be exported to .CSV
- Route docs to “Delete Permanently” queue
ImageNow Resources

- NDSU web site (www.ndsu.edu/imaging)
  - Resources
  - Tutorials

- Lexmark web site
  - Customer Support Portal
  - Knowledgebase
  - Webinars
  - Training Courses
  - Community (message boards)

- User Manuals
Meetings & Training

- Minnesota Regional Users Group (TBD)
- InSpire: April 4-6, Orlando, FL
- Content: ImageNow for Administrators
  - 4-day “Classroom” ($2400)
  - 4-day “LiveOnline” ($2400)
- TransForm Development
  - Contact A.J. for more information
QUESTIONS???
Until Next Time...

- Topics/Demos for Next Meeting???
- NDSU Document Imaging Web Site
  - www.ndsu.edu/imaging
- User Group Listserv:
  - NDSU-IMAGENOW-USERS-GROUP@listserv.nodak.edu