**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
- Old Business
- New Business
- Half & Half Business
- Your Questions
*** Please sign the Attendance Sheet ***
<table>
<thead>
<tr>
<th>PARTICIPATING DEPARTMENTS</th>
<th># of Users</th>
<th># of Licenses*</th>
<th># of Scanners</th>
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<tbody>
<tr>
<td>Admission</td>
<td>26</td>
<td>10</td>
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<tr>
<td>Customer Account Services</td>
<td>9</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Enrollment Management</td>
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<td>1</td>
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<td>Facilities Management</td>
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<td>2</td>
<td>1</td>
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<td>Financial Aid &amp; Scholarships</td>
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<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Graduate School</td>
<td>16</td>
<td>7</td>
<td>--</td>
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<tr>
<td>HR/Payroll</td>
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<td>3</td>
<td>2</td>
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<tr>
<td>Institutional Research &amp; Analysis</td>
<td>6</td>
<td>--</td>
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<tr>
<td>International &amp; Study Abroad</td>
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<td>1</td>
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<tr>
<td>IT Services</td>
<td>21</td>
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<td>1</td>
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<tr>
<td>One Stop (includes SN-Bismarck)</td>
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<td>3</td>
<td>2</td>
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<tr>
<td>Provost</td>
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<tr>
<td>Registration &amp; Records</td>
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<td>15</td>
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<tr>
<td>Residence Life</td>
<td>8</td>
<td>2</td>
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</tr>
<tr>
<td>Teaching &amp; Learning</td>
<td>9</td>
<td>4</td>
<td>--</td>
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<tr>
<td><strong>TRIO &amp; Student Support Services</strong></td>
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<td><strong>1</strong></td>
<td><strong>1</strong></td>
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<tr>
<td>VP Finance &amp; Administration</td>
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<td><em>(view only)</em></td>
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<tr>
<td><strong>TOTALS</strong></td>
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<td><strong>67</strong></td>
<td><strong>17 (+1)</strong></td>
</tr>
</tbody>
</table>
Upcoming Upgrade

- Software Upgrade from 7.1.4 to 7.1.5
  - December 20-21 (Tuesday-Wednesday)
  - Auto-installer???
  - No expected front-end differences

Thank you to everyone who submitted dates for the system outage calendar!
OLD BUSINESS

- New Peoplesoft linking screens
  - Enterprise Mode should no longer be used*
  - Previous “DO” plans have been inactivated

- ImageNow Printer Issues
  - Minor fix available for Windows 7
  - All else fails...Reboot
Old Business

- NDUS SharePoint site
  - *Is there anyone who cannot log in?*
  - Username = @NDUS email address
  - Password is NOT synched to Peoplesoft password

- Submitting Help Tickets
  - Submission Type Categories:
    - User/Security Group
    - Question/Comment
    - Modification Requests
HALF & HALF BUSINESS

- **WebNow**
  - Available via any web browser
  - Requires Java security setting before using

- **Off-campus Remote Access**
  - Requires installation of NDUS VPN client
  - Can use either ImageNow Client or WebNow
  - Need to submit security form for new users
IN Append Process

- Available in all updated Capture Profiles
- How-to PDF available on X-drive
- Two options:
  - Document View
  - Workflow View
Workflow Modifications
  • Update requests need to go through A.J. or Matt so that changes can be made in TEST environment

Windows 10
  • ImageNow is compatible with new computers
  • Requires a pre-installation “fix”

Annual Online Training
  • Communication will start in January
ImageNow Resources

- X-drive ("ImagenowClient")
  - How-to PDFs & Installation files

- NDUS SharePoint site
  - Manuals & Process Documents
  - Contact Information for other Institution Users

- NDSU web site (www.ndsu.edu/imaging)
  - Renovation in-progress
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