NDSU

NORTH DAKOTA STATE UNIVERSITY, FARGO

IMAGENOW USER'S GROUP December 7, 2010

USER'S 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
- Scanner Maintenance Tips
- Key Field Clean-up
- Workflow Routing Rules
- eForms Add-on Module
- Questions

Introductions & Office Updates

*** Please sign the attendance sheet ***

PARTICIPATING OFFICES

Office	# of Licenses	User Avg.	# of Users
Admission	10	7	21
Enrollment Mgt.			1
Grad School	7	6	14
HR/Payroll	3	1	17
Int'l Programs	5	2	15
ITS	2	1	4
Reg. & Records	15	14	32
Residence Life	2	2	26
TOTALS	44	33	130

NEWS & NOTES

- New Offices Starting 2011
 - Bison Connection
 - Student Financial Services

- Client Upgrade to version 6.6
 - Windows 7 (64-bit) compliant
 - Day-to-day users should not be affected



SCANNER MAINTENANCE

Contact Information:

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PRINTER SOLUTIONS
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KEY FIELD HOUSEKEEPING

Filling in the blanks for any missing key fields:

- Student ID
- Name
- D.O.B.
- Term/Year

Can create/save filters to look-up missing fields

DEMONSTRATION

"SHOW US YOUR WORKFLOW"

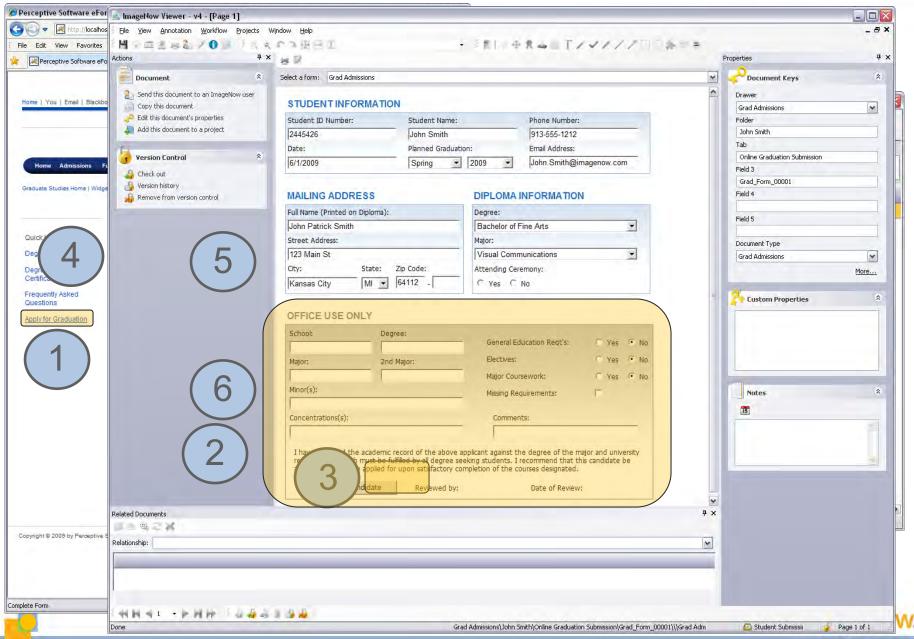
How Registration & Records uses Routing Rules to automatically sort documents into workflow queues by Document Type

DISCUSSION

eFORMS

- Eliminates paper/PDF forms
- Forms available via web address
- Entry Validation
- Creates ImageNow document automatically
- Secure electronic submission (?)
- One instance on server = shared cost

eForms in action



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QUESTIONS???

UNTIL WE MEET AGAIN...

- Next Meeting
 - Spring semester
- R&R Web site
 - www.ndsu.edu/registrar/imaging
- User Group Listserv
 - NDSU-IMAGENOW-USERS-GROUP@listserv.nodak.edu

*** Please sign the attendance sheet before leaving ***

THANKS FOR COMING!