

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:

Bill Cody

PRINTER SOLUTIONS

701-298-6594

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

Perceptive Software eForm
ImageNow Viewer - v4 - [Page 1]

File View Annotation Workflow Projects Window Help

Actions

Document

- Send this document to an ImageNow user
- Copy this document
- Edit this document's properties
- Add this document to a project

Version Control

- Check out
- Version history
- Remove from version control

Home | You | Email | Blackboard

Home Admissions

Graduate Studies Home | Widgets

Quick Links

Degrees

Degrees

Certificates

Frequently Asked Questions

[Apply for Graduation](#)

1

4

5

6

2

3

Select a form: Grad Admissions

STUDENT INFORMATION

Student ID Number:	Student Name:	Phone Number:
2445426	John Smith	913-555-1212
Date:	Planned Graduation:	Email Address:
6/1/2009	Spring 2009	John.Smith@imagenow.com

MAILING ADDRESS

Full Name (Printed on Diploma):		
John Patrick Smith		
Street Address:		
123 Main St		
City:	State:	Zip Code:
Kansas City	MI	64112 -

DIPLOMA INFORMATION

Degree:
Bachelor of Fine Arts
Major:
Visual Communications
Attending Ceremony:
<input type="radio"/> Yes <input checked="" type="radio"/> No

OFFICE USE ONLY

School:	Degree:	General Education Req't's:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Major:	2nd Major:	Electives:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Minor(s):		Major Coursework:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Concentrations(s):		Missing Requirements:	<input type="checkbox"/>
Comments:			
I have reviewed the academic record of the above applicant against the degree of the major and university requirements. This must be fulfilled by all degree seeking students. I recommend that this candidate be applied for upon satisfactory completion of the courses designated.			
Reviewed by:	Date of Review:		

Relationship:

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Done

Grad Admissions\John.Smith\Online Graduation Submission\Grad_Form_00001\Grad Adm

Student: Submissk

Page 1 of 1

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DISCUSSION

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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!