

NDSU NORTH DAKOTA
STATE UNIVERSITY

IMAGENOW USER'S GROUP

December 3, 2012

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

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

INTRODUCTIONS & OFFICE UPDATES

**** Please sign the Attendance Sheet ****

PARTICIPATING OFFICES

Office	# of Users	# of Licenses	# of Scanners
Admission	20	10	2
Bison Connection	9	3	1
Customer Account Services	9	2	1
Enrollment Management	2	1	--
Graduate School	12	7	1
HR/Payroll	15	3	2
International Programs	14	5	1
IT Services	10	2	1
Registration & Records	32	15	3
Residence Life	16	2	1
Student Financial Services	19	8	1
VP Finance & Administration	3	<i>(view only)</i>	--
TOTALS	161	58	14

UPGRADE UPDATE

- Upgrade Recap:
 - Moved from Version 6.5 to 6.7
- Changes you will notice:
 - “Name” field added to index keys
 - “Projects” now called “Folders”
 - “Time/Date” stamp has different format

UPGRADE UPDATE

- Remaining Issues:
 - Recognition Agent / Content Server not working
 - “BIG” documents created with IN Printer &
 - *We now have a fix for this!!!*
 - Annotations don’t work in new documents
 - *We now have a fix for this!!!*
 - Auto-conversion of eForms into TIFFs

TRAINING OPPORTUNITIES

- INspire User Conference
 - April 14-17th, Phoenix, AZ (*\$1150-\$1250*)

- ImageNow Client Administrator Training
 - 3-day “Virtual Classroom” Training (*\$2200*)
 - Next Available Date: *January 14-16, 2013*
 - Contact A.J. if interested

DEMONSTRATION

What to do when ImageNow...

“Could not find an application plan that matches the ‘[Peoplesoft]’ application plan”

PROBLEMS WITH LINKING

THREE THINGS TO LOOK FOR:

1. Does the Applet Match Your Browser?

- *Check to see if you're using IE8 or IE9*
- *Create or Switch to a new Application Plan*

2. Does the Window/Tab Title Match?

- *Peoplesoft Favorite = "Add/Update a Person"*

3. Does the Browser Have Extra Toolbars?

- *"Non-native" toolbars change coordinates of data fields*
- *Deselect toolbar add-on option when updating Java*

DEMONSTRATION

Setting Up Capture Profiles for the ImageNow Printer

CAPTURE PROFILE SETUP

- Types of Capture Profiles:
 - Printer, Scanner, and File Import
 - Profiles are stored on each individual computer
- ImageNow Printer
 - Can Assign Drawer & Document Type
 - Can Designate Target Workflow Queue
 - Can Immediately Link Document
 - Can OCR document for Full-Text Searching

CAPTURE PROFILE SETUP

- Send to Workflow
 - *Send document to a pre-determined workflow queue*
 - *One “sorting” queue preferred over multiple profiles*
- Send to Archive
 - *Send directly to archive if no other processing is needed*
- Send to Batches
 - *Send to Batches to be linked later*
 - *Best Option when printing from Internet Explorer*

DISCUSSION

*Sneak Peek of New Product:
Perceptive Transform*

(brochure available on web site)

PERCEPTIVE TRANSFORM

ADVANTAGES OVER eFORMS:

- Quicker Turnaround Time
 - *Less development time required*
 - *Less training needed to create forms*
 - *Easy conversion for existing PDF forms*
- Accessible on Mobile Devices
- Doesn't Rely on Browser Plug-ins (like Java)
- Format Flexibility
 - *Web forms could be directly printed into Paper format*

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

