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

NDSU NORTH DAKOTA STATE UNIVERSITY

Introductions & Office Updates

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

Participating Offices

Office	# of Users	# of Licenses	# of Scanners
Admission	21	10	2
Bison Connection	11	3	1
Customer Account Services	9	2	1
Enrollment Management	3	1	--
Graduate School	14	7	1
HR/Payroll	18	3	2
International Programs	17	5	2
IT Services	13	2	1
Registration & Records	34	15	3
Residence Life	18	2	1
Student Financial Services	22	8	1
VP Finance & Administration	3	*(view only)*	--
TOTALS	**183**	**58**	**15**

IT Update

- Hardware was upgraded last summer

- Content Server fixed

- *Work In Progress:*
  - Database Clean-up & Search Optimization

- *On the Roadmap:*
  - Active Directory Authentication

NDSU NORTH DAKOTA
STATE UNIVERSITY

Annual User Training

- In conjunction with ITS Security's compliance report sent in to NDUS each June

- Currently developing review content & quiz

- Will use Moodle for delivery *(like Baseline Safety)*

- Quiz will be taken annually

- Supervisors can see who has taken training

NDSU NORTH DAKOTA STATE UNIVERSITY

Meetings & Training

- Minnesota Regional Users Group Meeting
  - No meeting scheduled for Fall

- InSpire: April 6-9, Las Vegas, NV

- ImageNow Fundamentals for Administrators
  - 4-day "Live Classroom" *($2400)*
  - 4-day "LiveOnline (Virtual)" *($2200)*
  - 5-day "LiveOnline (Self-Paced)" *($1850)*

NDSU NORTH DAKOTA STATE UNIVERSITY

DISCUSSION

Is ImageNow Going Statewide?

What we do and don't know about a statewide implementation

DEMONSTRATION

Office of Registration and Records

Purge Process

(Phase 1)

Purge Process

- **PHASE 1: Identify & Sort**

- PHASE 2: Review & Document

- PHASE 3: Pull the Trigger

PURGE PROCESS

1. Set up Workflow Queues

2. Run Peoplesoft Query
   (students w/no enrollment activity for past 5 years)

3. Create Prompted Search in ImageNow

4. Search for Docs Matching Student ID#s

5. Add Docs to "Review" Workflow Queue

6. Review & Route Docs to "Delete" Queue

NDSU NORTH DAKOTA STATE UNIVERSITY

Purge Process

REMAINING STEPS:

- Review questionable DocTypes (like "Email")

- Use "Records Retention Schedule" to confirm disposal period & classify documents

- Complete & submit "Certification of Records Disposal" form

- Get OK to delete documents from "Delete" queue

NDSU NORTH DAKOTA
STATE UNIVERSITY

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

NDSU NORTH DAKOTA
STATE UNIVERSITY