NDSU NORTH DAKOTA STATE UNIVERSITY

ImageNow User's Group

March 13, 2015

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

NDSU NORTH DAKOTA
STATE UNIVERSITY

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 ***

NDSU NORTH DAKOTA STATE UNIVERSITY

Participating Offices

Office	# of Users	# of Licenses	# of Scanners
Admission	22	10	2
Bison Connection	11	3	1
Customer Account Services	9	2	1
Enrollment Management	5	1	--
Facilities Management	9	2	1
Graduate School	12	7	1
HR/Payroll	15	3	2
International Programs	19	5	2
IT Services	15	2	1
Registration & Records	33	15	3
Residence Life	9	2	1
Sanford Nursing-Bismarck	2	1	1
Student Financial Services	19	8	2
VP Finance & Administration	3	*(view only)*	--
TOTALS	**183**	**61**	**18**

IT Update

- Hardware upgrades this summer

  - "Agents" server operating system upgrade from Windows 2003 to Windows 2008

- Off-campus ImageNow

  - Still in "beta" testing phase (but users needed)

  - Requires Citrix software to be installed

  - Two-factor authentication (smart phone/fob)

  - Contact: Jason Eide, ITS (jason.eide@ndsu.edu)

NDSU NORTH DAKOTA STATE UNIVERSITY

Off-Campus ImageNow

Demonstration

NDSU NORTH DAKOTA STATE UNIVERSITY

Annual User Training

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

- Training material & quiz are available online

- Uses NDUS Moodle web site for delivery

- Incorporated into "Track Training" web site

- *Deadline:* Tuesday, March 31st

Meetings & Training

- Minnesota Regional Users Group Meeting
  - Next meeting: May 15/22 @ Normandale CC

- InSpire: April 19-22, Washington, D.C.

- 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

DEMONSTRATION

Perceptive TransForms

Degree Audit Request Form

Development Process

1. Build Form in TransForm Designer

2. Upload & Test form on TEST Server

3. Upload & Publish on LIVE Server

4. Maintain & Update form versions

NDSU NORTH DAKOTA STATE UNIVERSITY

GOING FORWARD

- How many departments are interested?

- Identify a contact person from your office

- Identify forms would you like to develop

- Calculate expected submissions for each form

- *Establish access to Designer licenses*

NDSU NORTH DAKOTA
STATE UNIVERSITY

General Housekeeping

- Clean-up of old Batches *(oldest = Sept. 2010)*

- Document Purge Process (R&R):

  - 47,000+ Documents
  - 102,000+ Pages
  - 206 Reams of Paper *(= 1.75 inches)*
  - 360 Inches = 30 Feet of Stacked Paper

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