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ImageNow User Group

March 7, 2016

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

- Discussion Topics

- Your Questions

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Introductions & Office Updates

*** Please sign the Attendance Sheet ***

PARTICIPATING DEPARTMENTS	# of Users	# of Licenses	# of Scanners
Admission	26	10	2
Bison Connection	10	3	1
Customer Account Services	9	2	1
Enrollment Management	5	1	--
Facilities Management	14	2	1
Graduate School	12	7	1
HR/Payroll	17	3	2
International & Study Abroad	10	5	2
IT Services	22	2	1
Provost	11	1	1
Registration & Records	28	15	3
Residence Life	8	2	--
Sanford Nursing-Bismarck	2	1	1
Student Financial Services	19	8	2
Teaching & Learning	12	4	--
TRIO & Student Support Services	4	1	--
VP Finance & Administration	3	*(view only)*	--
TOTALS	**212**	**67**	**18**

Annual User Training

- Training material & quiz are available online

- 71% completion so far

- Listed as an obligation on "Track Training"

- *Deadline:* Thursday, March 31st

- In conjunction with compliance report NDSU IT Security has to send NDUS in June each FY

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ANNUAL DEPARTMENT AUDITS

Jeff Gimbel, IT Security

POST-UPGRADE RECAP

- *Thank you for your patience & feedback during the server crashes!*

- Remaining Issues?
  - Error message when document is rescanned
  - Image rotates when right-click zoom is used
  - Custom properties missing from grid view
  - Security permissions (editing Notes, Printing)

NDUS Migration

- Kick-off Meetings next week (March 14-17)

  - Monday, 10:00 – All departments

  - Monday, 12:30 – Server Team

  - Monday, 1:30 – TransForms

  - Tuesday-Thursday – Departmental meetings

- All meetings will be held in STEM 122

Departmental Meetings

- Discuss clean-up items
  - Object Renaming (doc types, custom properties, drawers, workflow queues, etc.)

- Security
  - Emphasis on using Group security vs. Individual

- Off-campus connections *(if needed)*
  - Requirements for using ImageNow remotely

Annual Purge Process

- Required by IT Security & Records Mgmt.

- Conducted by Unit Records Coordinators

- *Deadline:* May 30, 2016

- Complete Records Disposal Form (for URCs)

- www.ndsu.edu/recordsmanagement

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DEMONSTRATION

Purging Student Records from ImageNow

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Purging Student Records

- Open Purge View under "Documents" button

- Select first sub-search filter & click "Go"

- "Add" Drawers to include in search

- Ignore docs already in workflow

- Ignore docs newer than searched term

- Route docs to "Purge Review" queue

- Review and route to "Purge Delete" queue

New Deletion Process

- NDUS requires log file of deleted documents

- All delete permissions will be removed

- Users must route/add doc to "Delete" queue

- Managers will have access to review queue

- Workflow grid will be exported to .CSV

- Route docs to "Delete Permanently" queue

ImageNow Resources

- NDSU web site (www.ndsu.edu/imaging)
  - Resources
  - Tutorials

- Lexmark web site
  - Customer Support Portal
  - Knowledgebase
  - Webinars
  - Training Courses
  - Community (message boards)

- User Manuals

Meetings & Training

- Minnesota Regional Users Group *(TBD)*

- InSpire: April 4-6, Orlando, FL

- Content: ImageNow for Administrators
  - 4-day "Classroom" *($2400)*
  - 4-day "LiveOnline" *($2400)*

- TransForm Development
  - Contact A.J. for more information

QUESTIONS???

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Until Next Time…

- Topics/Demos for Next Meeting???

- NDSU Document Imaging Web Site
  - www.ndsu.edu/imaging

- User Group Listserv:
  - NDSU-IMAGENOW-USERS-GROUP@listserv.nodak.edu

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