

**NDSU** NORTH DAKOTA  
STATE UNIVERSITY

## IMAGENOW USER GROUP

November 29, 2016

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
- Old Business
- New Business
- Half & Half Business
- Your Questions

# INTRODUCTIONS & OFFICE UPDATES

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

<b>PARTICIPATING DEPARTMENTS</b>	<b># of Users</b>	<b># of Licenses*</b>	<b># of Scanners</b>
Admission	26	10	2
Customer Account Services	9	2	1
Enrollment Management	5	1	--
Facilities Management	22	2	1
Financial Aid & Scholarships	19	8	2
Graduate School	16	7	--
HR/Payroll	14	3	2
<b>Institutional Research &amp; Analysis</b>	<b>6</b>	<b>--</b>	<b>--</b>
International & Study Abroad	7	5	1
IT Services	21	2	1
One Stop (includes SN-Bismarck)	9	3	2
Provost	8	1	2
Registration & Records	28	15	2
Residence Life	8	2	--
Teaching & Learning	9	4	--
<b>TRIO &amp; Student Support Services</b>	<b>5</b>	<b>1</b>	<b>1</b>
VP Finance & Administration	3	<i>(view only)</i>	--
<b>TOTALS</b>	<b>215</b>	<b>67</b>	<b>17 (+1)</b>

# UPCOMING UPGRADE

- Software Upgrade from 7.1.4 to 7.1.5
  - December 20-21 (Tuesday-Wednesday)
  - Auto-installer???
  - No expected front-end differences
- *Thank you to everyone who submitted dates for the system outage calendar!*

# OLD BUSINESS

- New Peoplesoft linking screens
  - Enterprise Mode should no longer be used\*
  - Previous “DO” plans have been inactivated
  
- ImageNow Printer Issues
  - Minor fix available for Windows 7
  - All else fails...Reboot

# OLD BUSINESS

- NDUS SharePoint site
  - *Is there anyone who cannot log in?*
  - Username = @NDUS email address
  - Password is NOT synched to Peoplesoft password
- Submitting Help Tickets
  - Submission Type Categories:
    - User/Security Group
    - Question/Comment
    - Modification Requests



# HALF & HALF BUSINESS

- WebNow
  - Available via any web browser
  - Requires Java security setting before using
- Off-campus Remote Access
  - Requires installation of NDUS VPN client
  - Can use either ImageNow Client or WebNow
  - Need to submit security form for new users

# HALF & HALF BUSINESS

- IN Append Process
  - Available in all updated Capture Profiles
  - How-to PDF available on X-drive
  - Two options:
    - Document View
    - Workflow View

# NEW BUSINESS

- Workflow Modifications
  - Update requests need to go through A.J. or Matt so that changes can be made in TEST environment
- Windows 10
  - ImageNow is compatible with new computers
  - Requires a pre-installation “fix”
- Annual Online Training
  - Communication will start in January

# IMAGENOW RESOURCES

- X-drive (“ImagenowClient”)
  - How-to PDFs & Installation files
- NDUS SharePoint site
  - Manuals & Process Documents
  - Contact Information for other Institution Users
- NDSU web site ([www.ndsu.edu/imaging](http://www.ndsu.edu/imaging))
  - *Renovation in-progress*

QUESTIONS???

# UNTIL NEXT TIME...

- Topics/Demos for Next Meeting???
- NDSU Document Imaging Web Site
  - [www.ndsu.edu/imaging](http://www.ndsu.edu/imaging)
- User Group Listserv:
  - [NDSU-IMAGENOW-USERS-GROUP@listserv.nodak.edu](mailto:NDSU-IMAGENOW-USERS-GROUP@listserv.nodak.edu)

