

ImageNow Separating Documents: Department of Communications and Ag Education

Last Updated: 08/12/2015

From **desktop computer** log into Image Now.

Double click here

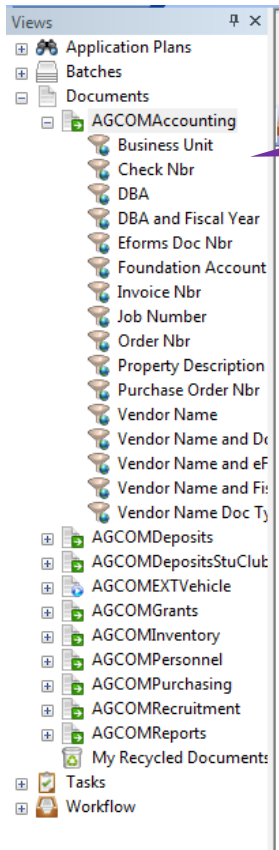
eID

eID password

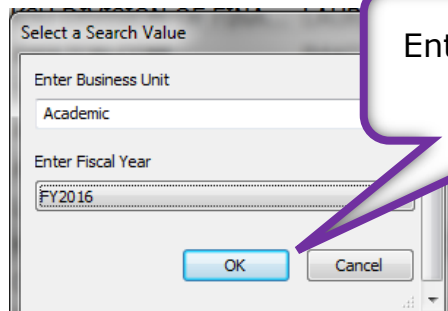
**Click on the down arrow
NOT the word Documents**

**Select type of documents
you want to view.
(User login determines
viewer access)**

- AGCOMAccounting
- AGCOMDeposits
- AGCOMDepositsStuClubAccts
- AGCOMGrants
- AGCOMInventory
- AGCOMPersonnel
- AGCOMPurchasing
- AGCOMRecruitment
- AGCOMReports
- My Recycled Documents



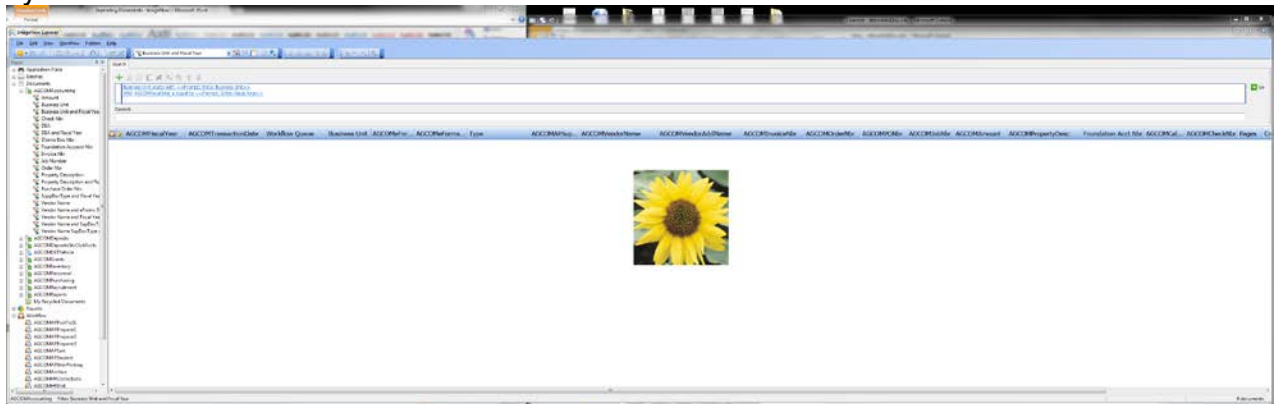
Several search options are available



Enter search criteria then click OK

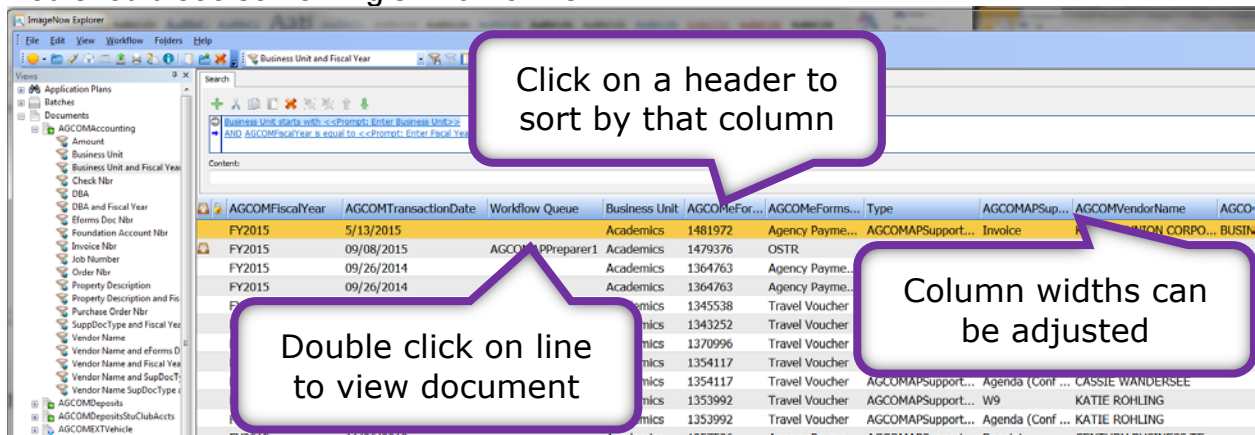
Use % as a wildcard if needed.

You will see this screen while the computer is searching our records. Please be patient, the search can take a few minutes; we have a large number of documents in our system.

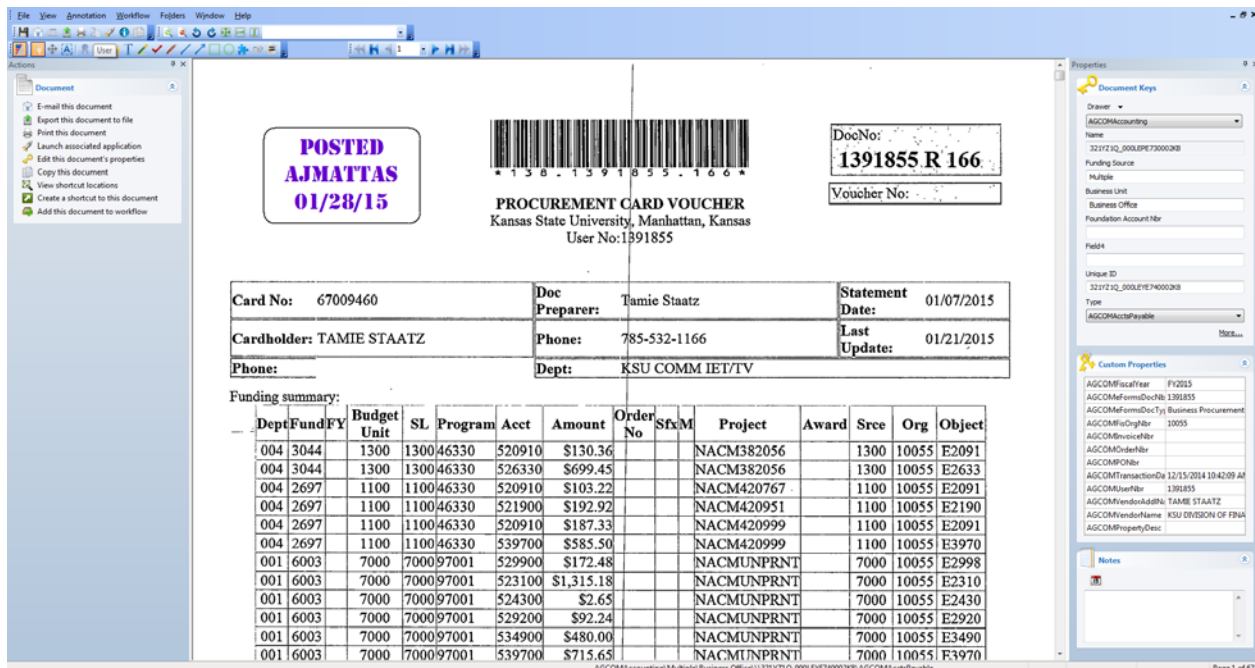


If you get an error message, try changing your search criteria.

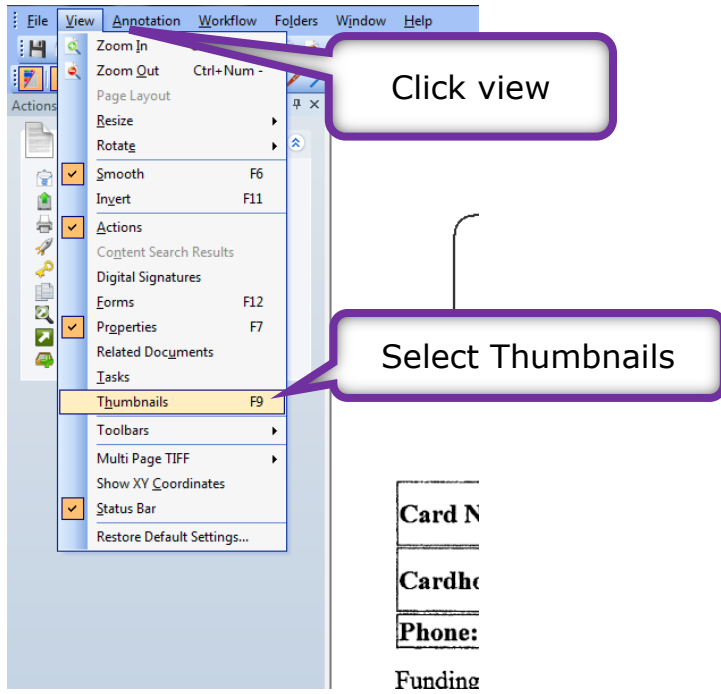
You should see something similar to this.



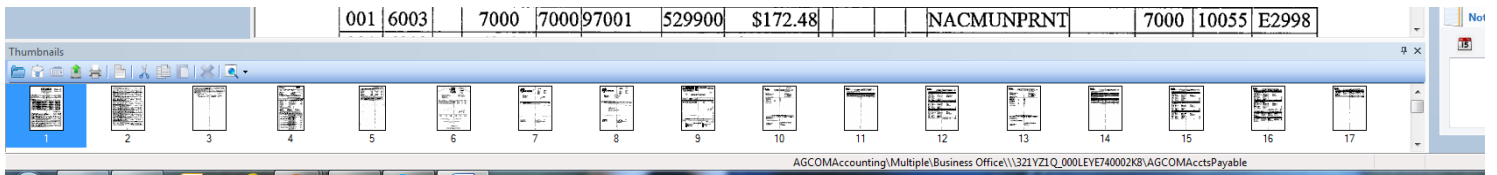
Once you have opened the document, you should see something similar to this.



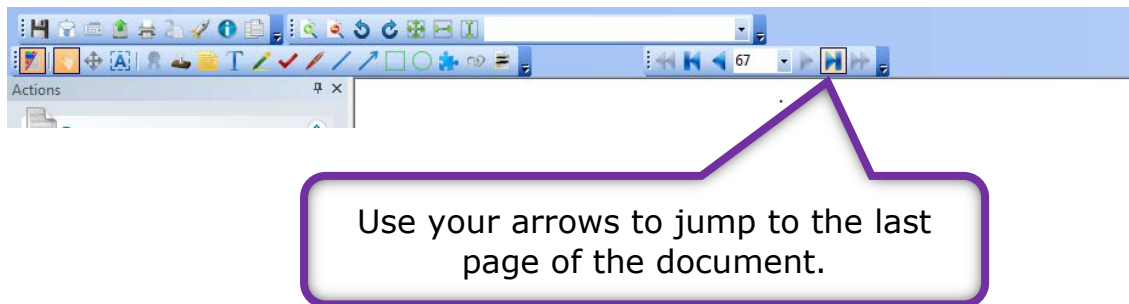
Before you can separate the document, you MUST turn on the Thumbnails toolbar.



Along the bottom of your document this toolbar will show up:



You are ready to start the process of separating out the document.



I think it's easier to start at the end of the document; you can start where you feel comfortable.

Eforms- Search Agency Payment Vouchers https://dfs.ksu.edu/eforms/apv/search.aspx

Logout 7848

Search Agency Payment Vouchers

Vendor Name: RICOH

Action	Status	DocNo	Title	Creator	Vendor Name	Entry	Amount	Delete
New Edit	Outstanding	1399881	RICOH	7848	RICOH USA INC	1/15/2015	\$659.53	Delete
New Edit	Outstanding	1399829	RICOH	7848	RICOH USA INC	1/15/2015	\$854.11	Delete
New Edit	In Process	1397498	RICOH	7848	RICOH USA INC	1/9/2015	\$402.63	Delete
New Edit	Outstanding	1397490	RICOH	7848	RICOH USA INC	1/9/2015	\$201.45	Delete
New Edit	In Process	1397460	RICOH	7848	RICOH USA INC	1/9/2015	\$212.06	Delete
New Edit	Outstanding	1397414	RICOH	7848	RICOH USA INC	1/9/2015	\$11,514.00	Delete
New	Processed	1395675	RICOH	7848	RICOH USA INC	1/5/2015	\$11,514.00	Delete
New	Processed							
New	Processed							
New	Processed							
New	Processed							
New	Processed	1379586	RICOH	7848	RICOH USA INC	11/7/2014	\$1,934.86	Delete
New	Processed	1379367	RICOH	7848	RICOH USA INC	11/6/2014	\$11,574.52	Delete

Case #
2 2 3944

This is the last page of the document.

Page 67 of 67

Eforms- Search Agency Payment Vouchers https://dfs.ksu.edu/eforms/apv/search.aspx

Use arrows to scroll through the pages. You can remove one or multiple pages.

Logout 7848

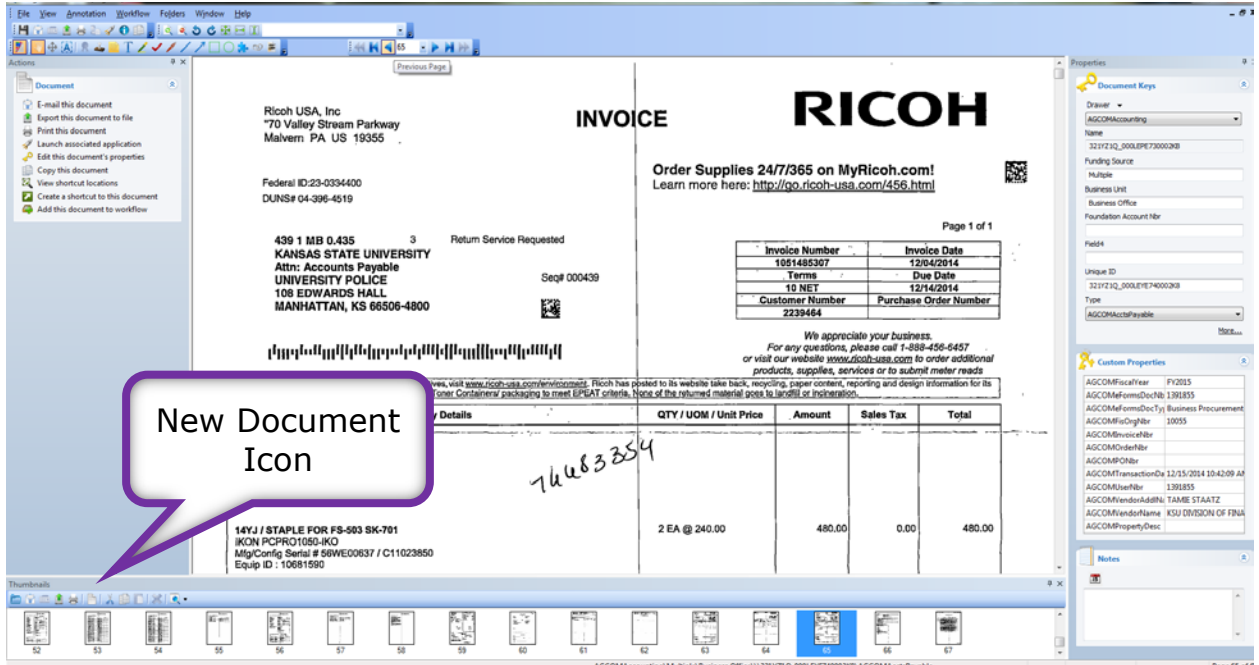
Search Agency Payment Vouchers

Vendor Name: RICOH

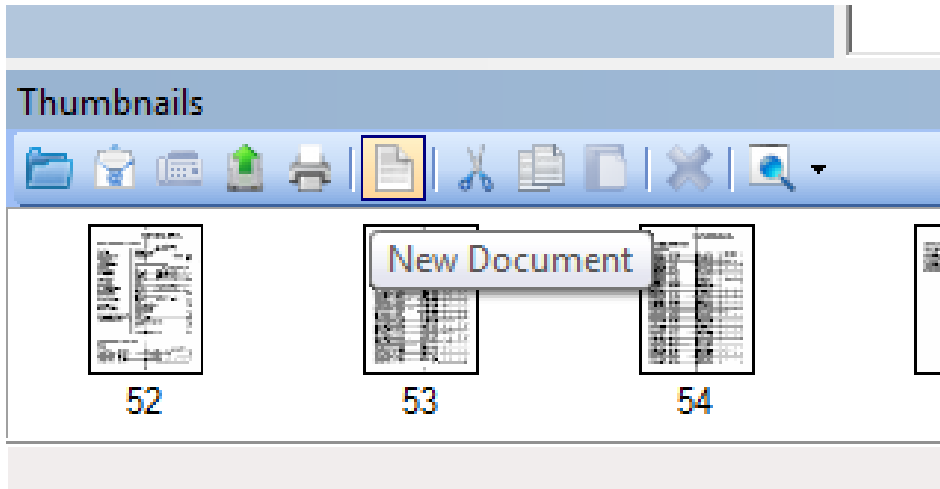
Action	Status	DocNo	Title	Creator	Vendor Name	Entry	Amount	Delete
New Edit	Outstanding	1399881	RICOH	7848	RICOH USA INC	1/15/2015	\$659.53	Delete
New Edit	Outstanding	1399829	RICOH	7848	RICOH USA INC	1/15/2015	\$854.11	Delete
New Edit	In Process	1397498	RICOH	7848	RICOH USA INC	1/9/2015	\$402.63	Delete
New Edit	Outstanding	1397490	RICOH	7848	RICOH USA INC	1/9/2015	\$201.45	Delete
New Edit	In Process	1397460	RICOH	7848	RICOH USA INC	1/9/2015	\$212.06	Delete
New Edit	Outstanding	1397414	RICOH	7848	RICOH USA INC	1/9/2015	\$11,514.00	Delete
New	Processed	1395675	RICOH	7848	RICOH USA INC	1/5/2015	\$11,514.00	Delete
New	Processed	1389265	RICOH	7848	RICOH USA INC	12/8/2014	\$506.84	Delete
New	Processed	1389213	RICOH	7848	RICOH USA INC	12/8/2014	\$581.00	Delete
New	Processed	1379617	RICOH	7848	RICOH USA INC	11/7/2014	\$2,402.88	Delete
New	Processed	1379597	RICOH	7848	RICOH USA INC	11/7/2014	\$1,303.27	Delete
New	Processed	1379586	RICOH	7848	RICOH USA INC	11/7/2014	\$1,934.86	Delete
New	Processed	1379367	RICOH	7848	RICOH USA INC	11/6/2014	\$11,574.52	Delete

Case #
2 2 3944

Page 67 of 67



Start with a page you need to take out or the page that starts a series of pages. Click on the new document icon in the thumbnail toolbar.



This window will appear once you have clicked on New Document.

The screenshot shows a software window with several sections: 'Application Plan', 'Document Options', 'Page Options', and 'Custom Properties'. The 'Application Plan' section has a dropdown menu with 'AGCOMAPManual' selected. A yellow key icon is next to it. A callout bubble points to the key icon with the text: 'If AGCOMAPManual is already selected click the yellow key to begin the process.' Another callout bubble points to the dropdown menu with the text: 'Select AGCOMAPManual. This is the only option. Properties can be changed later in the process'. The 'Document Options' section has checkboxes for 'Submit to...', 'Send to workflow...', and 'Create shortcut...'. The 'Page Options' section has radio buttons for 'Current page', 'All open pages', 'All pages', and 'Page range' (which is selected). A text box next to 'Page range' contains the number '65'. Below it is an 'Example: 1,3,5-12' and a checkbox for 'Remove from original document'. The 'Custom Properties' section contains a table with the following data:

AGCOMFiscalYear	FY2015
AGCOMeFormsDocNbr	1391855
AGCOMeFormsDocTyp	Business Procurement
AGCOMFisOrgNbr	10055
AGCOMInvoiceNbr	

At the bottom of the window are 'OK' and 'Cancel' buttons.

If you have any questions please call Debbie at 2-1319.

Field 5 (unique ID) will change/update.

The image below has a lot of information bubbles, please be sure to complete all the steps.

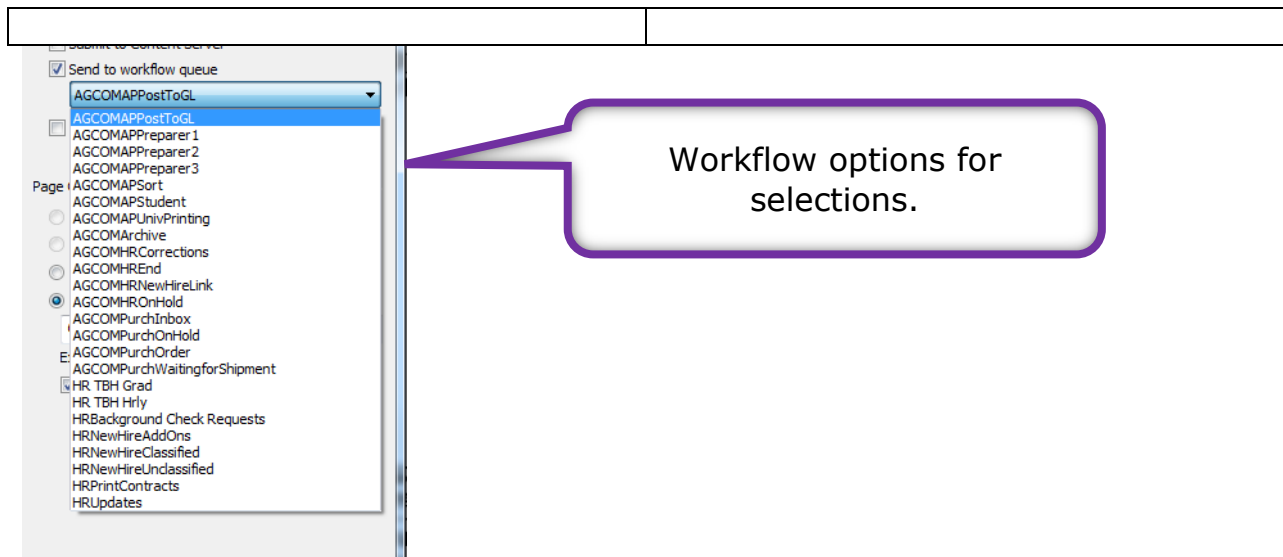
The screenshot shows a configuration window for an application plan. The window is titled 'Application Plan' and contains several sections: 'Application Plan', 'Location', 'Funding Type', 'Unit', 'Field3', 'Field4', 'Field5', 'Type', 'Custom Properties', and 'Use default values'. The 'Application Plan' section has a dropdown menu set to 'AGCOMAPManual' and a checkbox for 'Use as default application plan'. The 'Location' section has a 'Drawer' dropdown set to 'AGCOMAccounting'. The 'Funding Type' section has a dropdown menu. The 'Unit' section has a dropdown menu. The 'Field3', 'Field4', and 'Field5' sections have text input fields. The 'Type' section has a dropdown menu set to 'AGCOMAPSupportDocs'. The 'Custom Properties' section has a table with the following data:

AGCOMFiscalYear	
AGCOMCalendarYear	
AGCOMeFormsDocNbr	1391855
AGCOMeFormsDocTyp	Business Procureme
AGCOMFisOrgNbr	10055

At the bottom of the window, there are 'OK' and 'Cancel' buttons. Several callout bubbles provide instructions:

- 'New documents can be sent to workflow queues if needed.' (points to the 'Send to workflow queue' checkbox)
- 'Select appropriate workflow. Please see list/options below.' (points to the 'Page' section)
- 'Funding Type is no longer an option, please disregard.' (points to the 'Funding Type' dropdown)
- 'Make sure the page range is correct.' (points to the 'Page range' radio button and the '65' input field)
- 'Select unit.' (points to the 'Unit' dropdown)
- 'This box MUST be checked to ensure pages will not be duplicated in ImageNow.' (points to the 'Remove from original document' checkbox)
- 'Select Fiscal Year' (points to the 'AGCOMFiscalYear' row in the 'Custom Properties' table)
- 'Update appropriate custom properties. Don't forget to scroll down to access all values.' (points to the 'AGCOMeFormsDocNbr' and 'AGCOMeFormsDocTyp' rows in the 'Custom Properties' table)
- 'Click OK to complete the process' (points to the 'OK' button)

<p>Preparer 1 Workflow: Debbie Documents concerning the following units and the employees in those units should be sent to Preparer 1 Workflow:</p> <ul style="list-style-type: none"> • Academics • Business Office • Global Food Systems • News Media Services 	<p>Preparer 2 Workflow: Tamie Documents concerning the following units and the employees in those units should be sent to Preparer 2 Workflow:</p> <ul style="list-style-type: none"> • Bookstore and Mail Center • Publishing • University Printing
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Repeat steps as necessary until all parts of documents have been separated.