ImageNow Separating Documents:  
Department of Communications and Ag Education  
Last Updated: 08/12/2015

From desktop computer log into Image Now.

1. Double click here
2. Enter eID and password
3. Click on the down arrow NOT the word Documents
4. Select type of documents you want to view. (User login determines viewer access)
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.
This is the last page of the document.

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

Select AGCOMAPManual. This is the only option. Properties can be changed later in the process.

If AGCOMAPManual is already selected click the yellow key to begin the process.

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.

Preparer 1 Workflow: Debbie
Documents concerning the following units and the employees in those units should be sent to Preparer 1 Workflow:
- Academics
- Business Office
- Global Food Systems
- News Media Services

Preparer 2 Workflow: Tamie
Documents concerning the following units and the employees in those units should be sent to Preparer 2 Workflow:
- Bookstore and Mail Center
- Publishing
- University Printing

Funding Type is no longer an option, please disregard.

Select appropriate workflow. Please see list/options below.

New documents can be sent to workflow queues if needed.

Select unit.

This box MUST be checked to ensure pages will not be duplicated in ImageNow.

Make sure the page range is correct.

Select Fiscal Year

Update appropriate custom properties. Don’t forget to scroll down to access all values.

Click OK to complete the process
Repeat steps as necessary until all parts of documents have been separated.