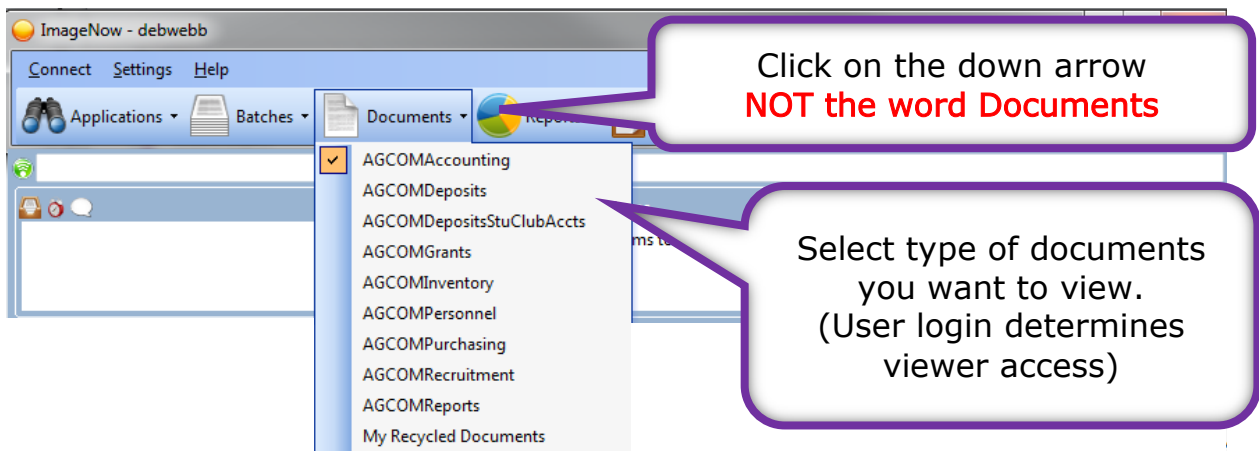
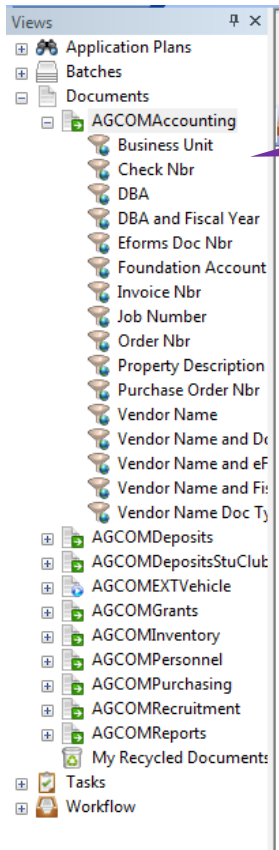


# ImageNow Viewing Documents Instructions: Department of Communications and Ag Education

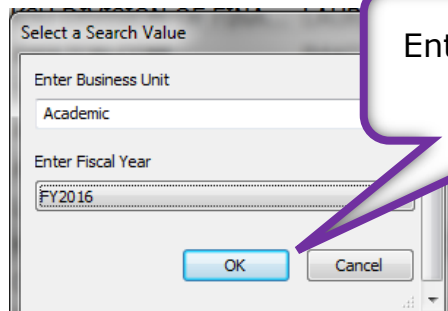
Last Updated: 11/19/2014

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





Several search options are available



Enter search criteria then click OK

Use % as a wildcard if needed.

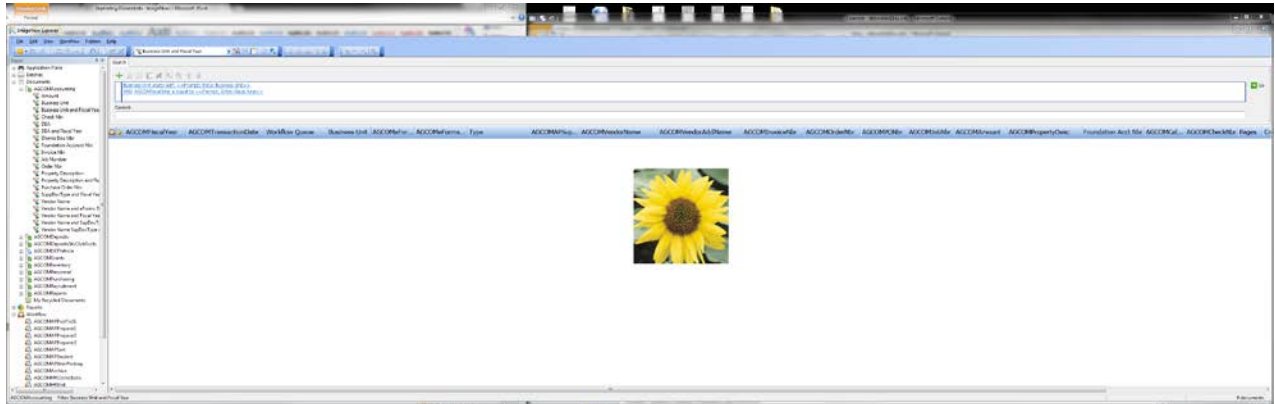
Check Nbr applies ONLY to Foundation accounts.

DBA is short for Doing Business As, for instance Southwest Binding & Laminating is listed as Southwest Plastic Binding CO for payment purposes.

KSU DIVISION OF FINANCIAL SERVICES is the AGCOMVendorName for Business Procurement Card Vouchers (payment documents). The BPC holder's name is listed under AGCOMVendorAddName (DBA search option).

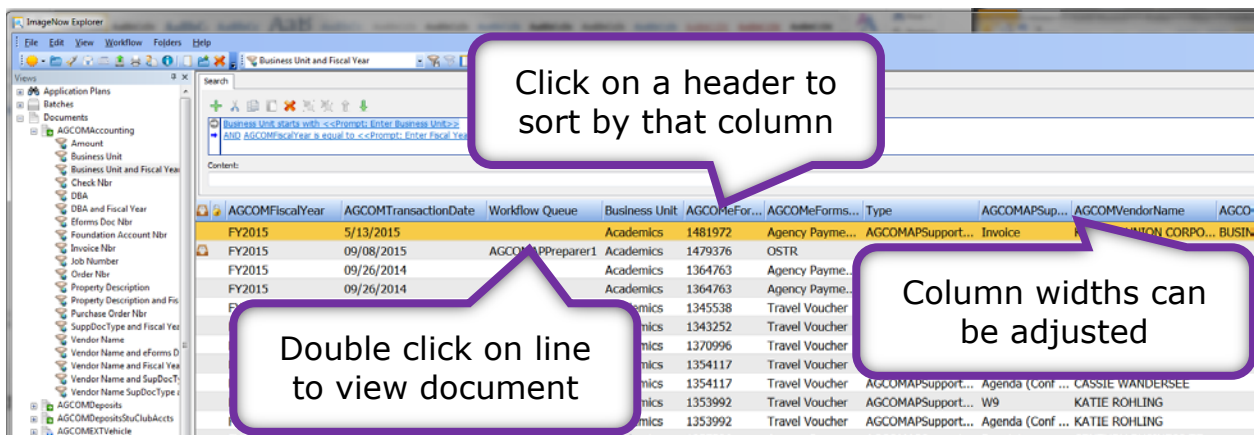
Some what you see in the search fields may not make sense, please feel free to ask questions, we will be glad to explain.

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

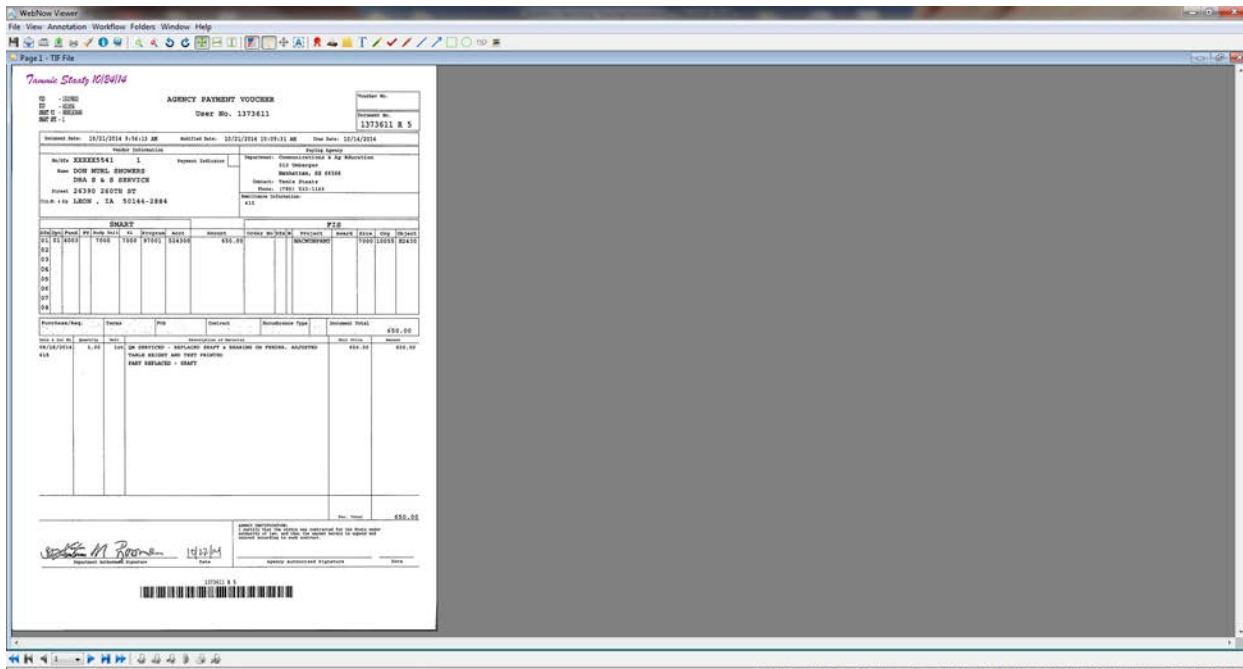


If you get an error message, try changing your search criteria.

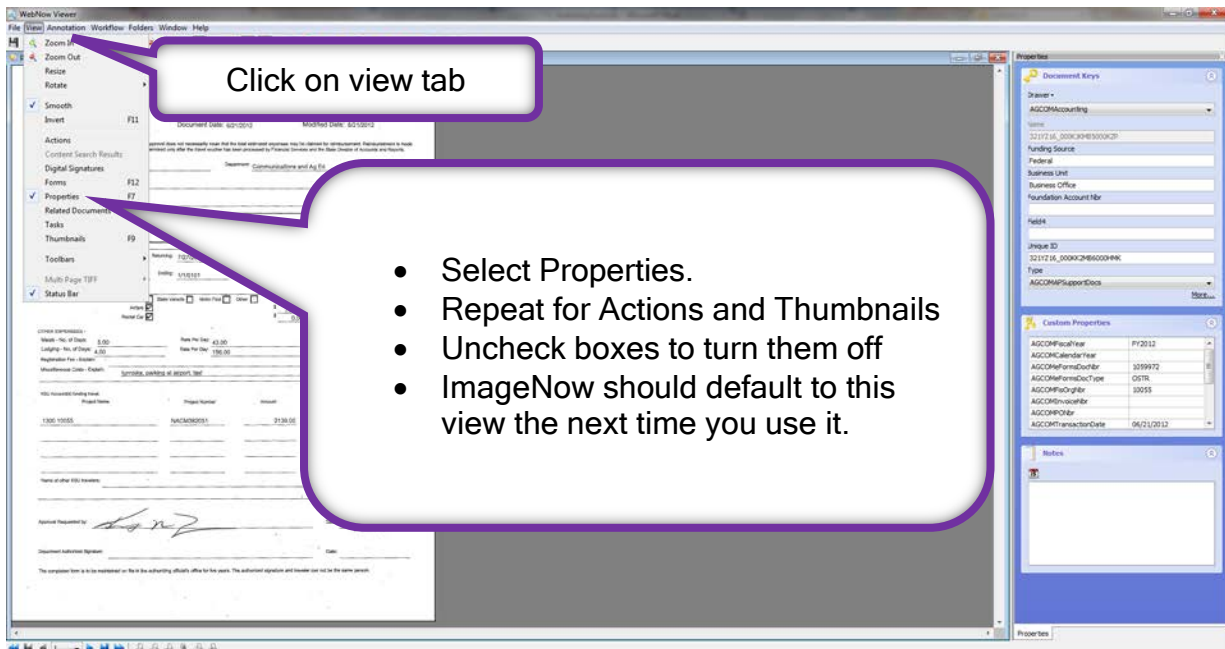
You should see something similar to this.

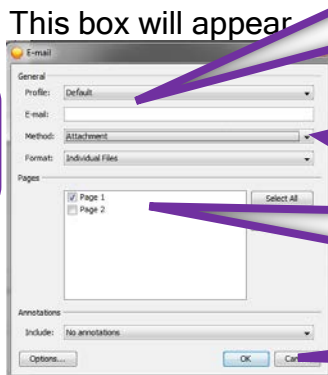
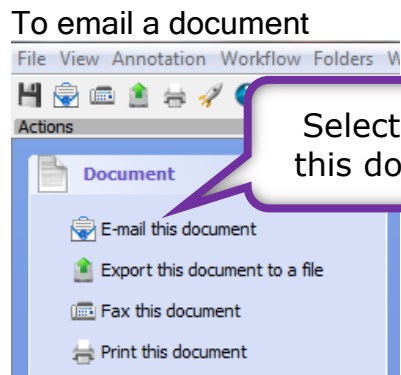
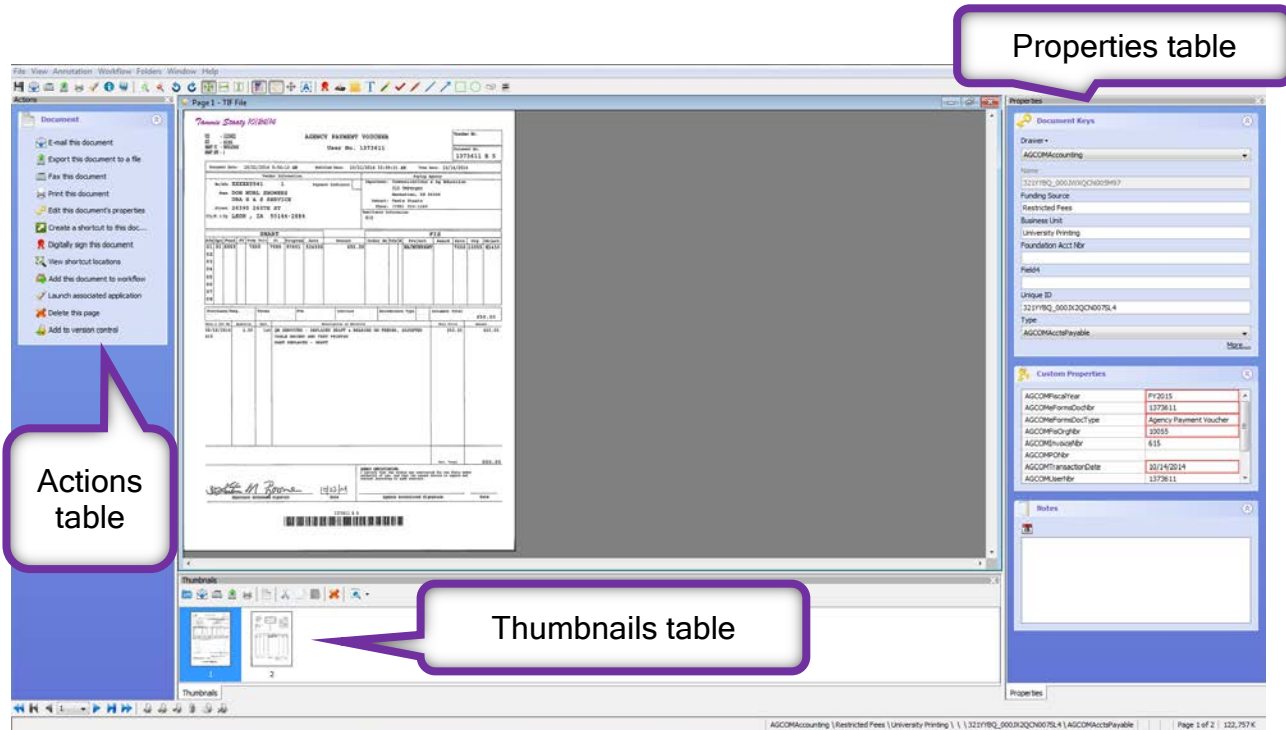


Once you have opened the document, you should see something similar to this.

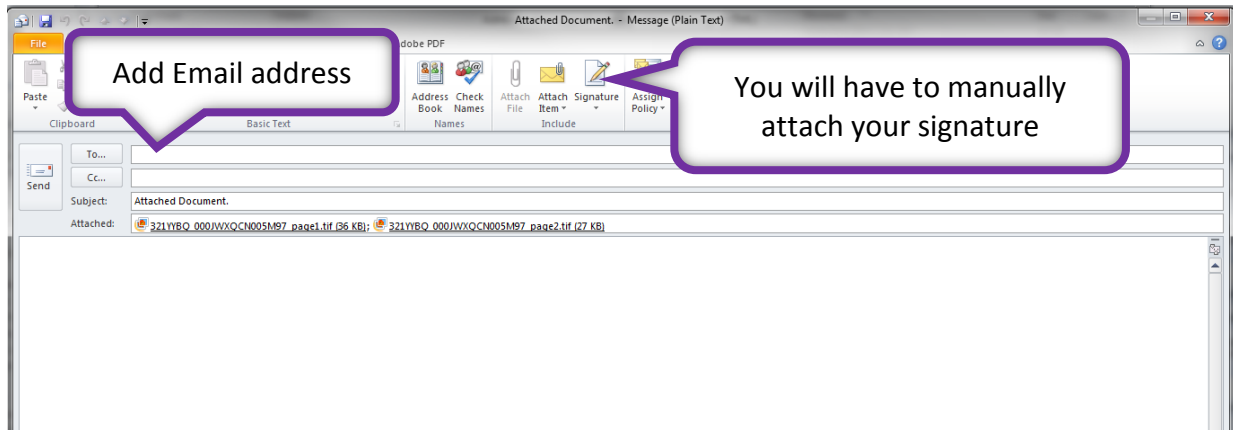


Tables can be turned on/off by clicking on view tab.





It might take a few minutes before the email appears, be patient.



Subject line can be changed.  
Text can be added to the body of the email message.

You can also print a copy of document by selecting Print this document.

If you have questions or need more help, please call Debbie Webb at 2-1319.

All mistakes are correctable. If you notice an error, please email Debbie Webb, Gina Nixon or Lori Buss.