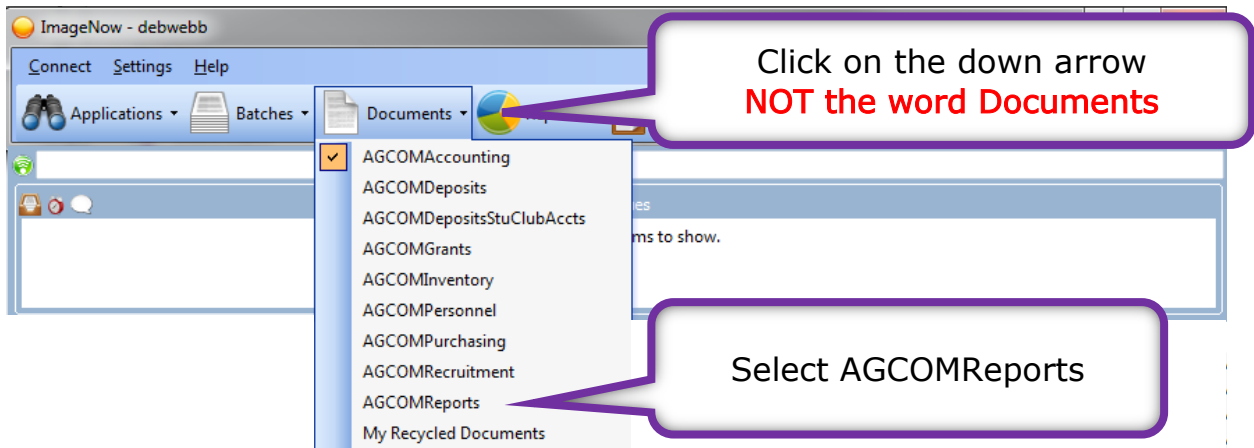
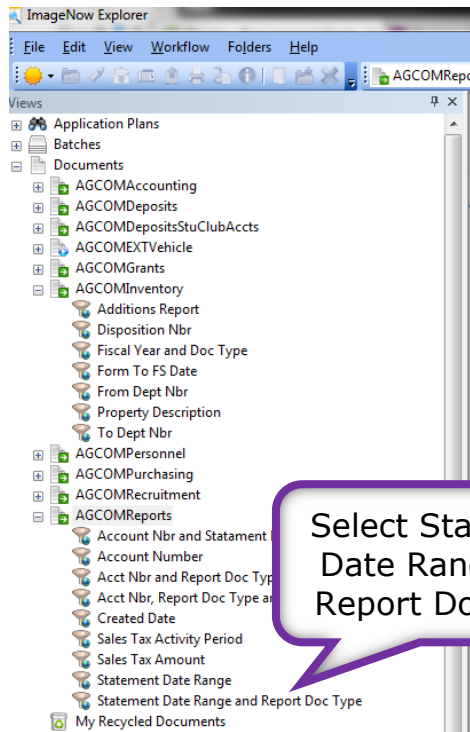


# ImageNow Inventory Report Search Instructions: Department of Communications and Ag Education

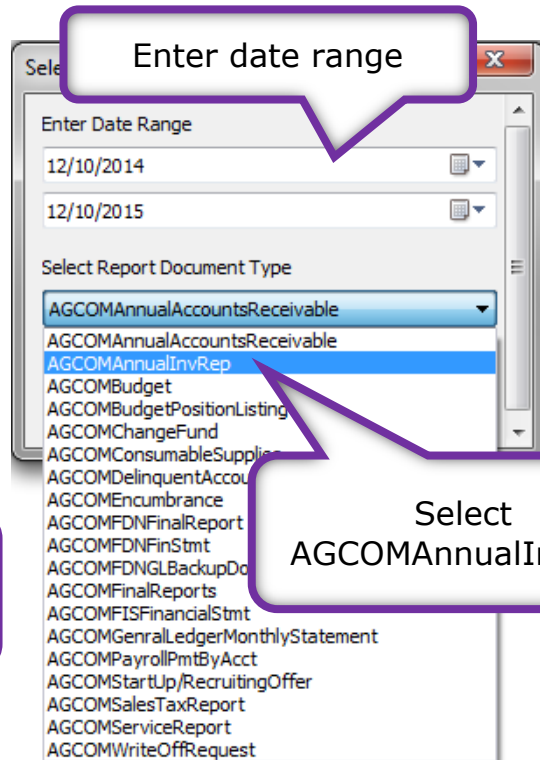
Last Updated: 12/10/2015

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



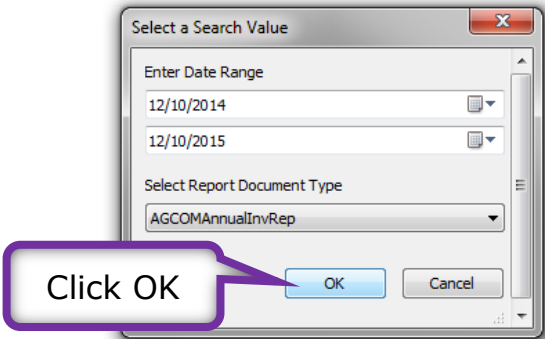


Select Statement Date Range and Report Doc Type



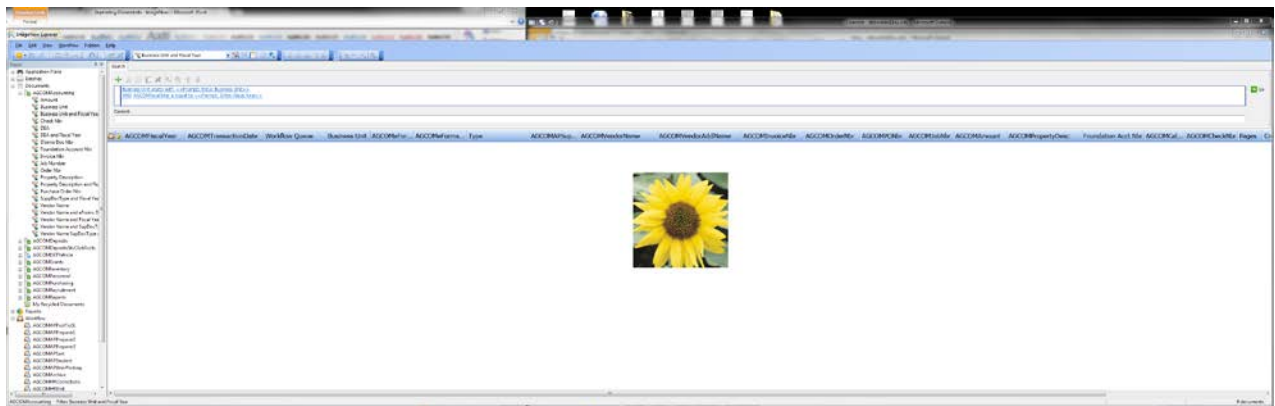
Enter date range

Select AGCOMAnnualInvRep



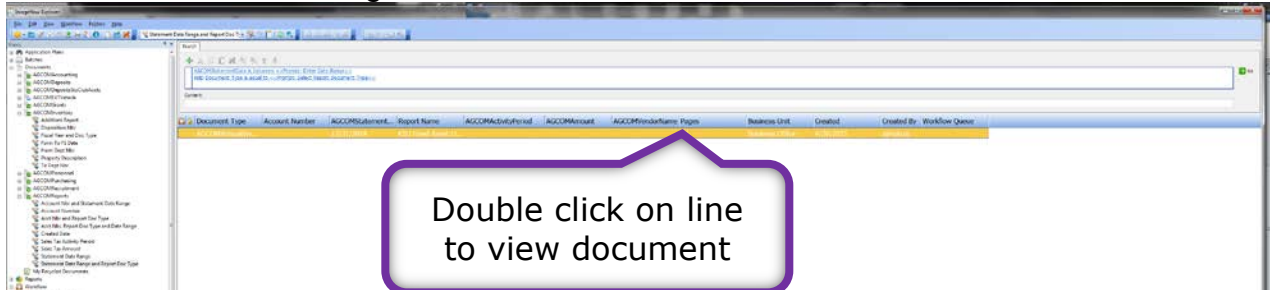
Click OK

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.

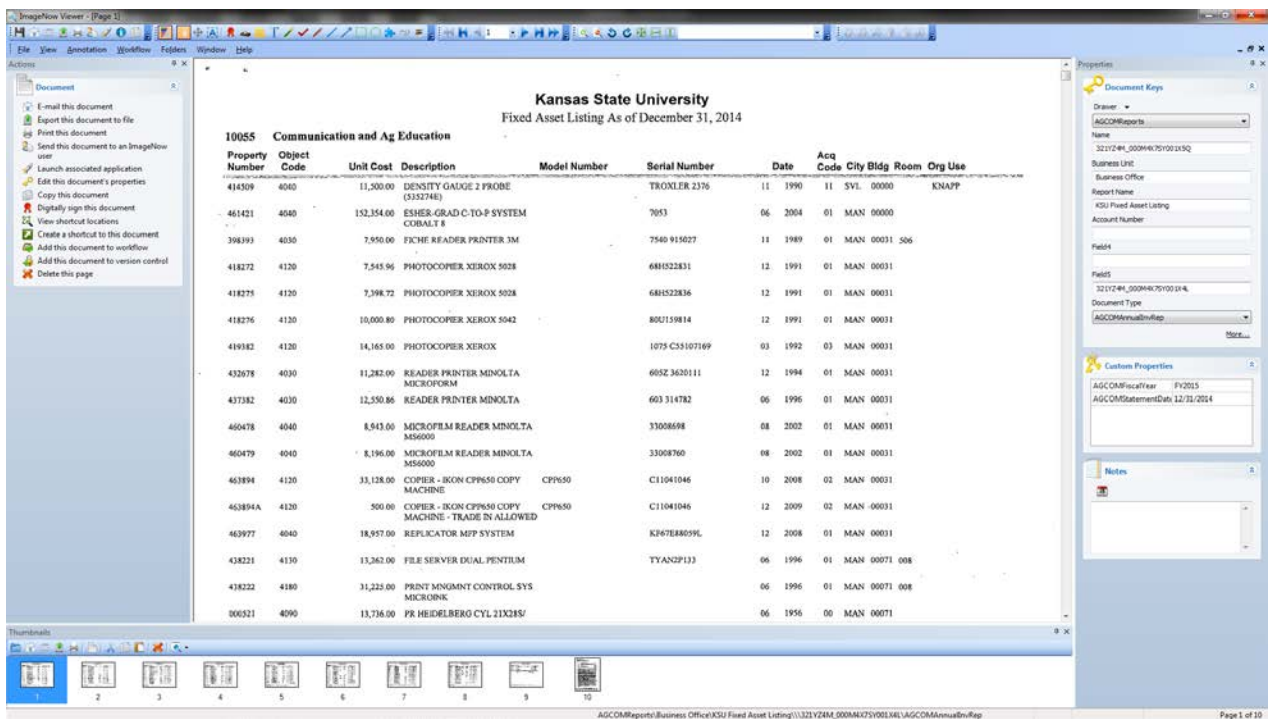


If you get an error message, try changing your search criteria. Possibly expanding date range.

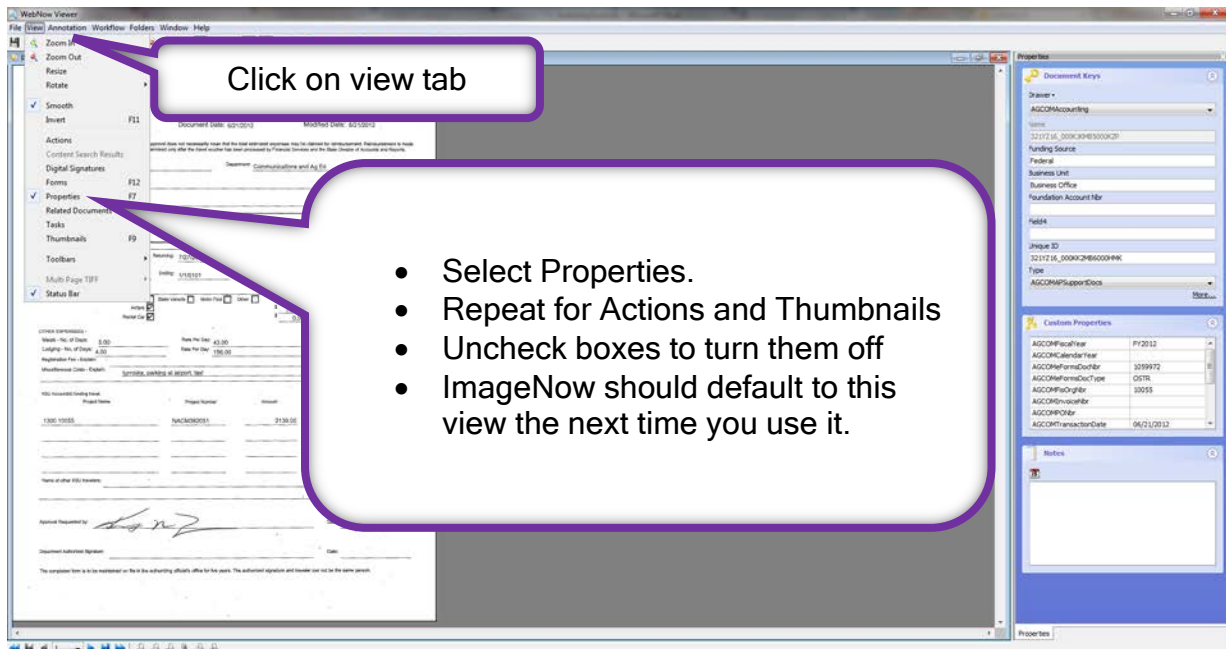
You should see something similar to this.



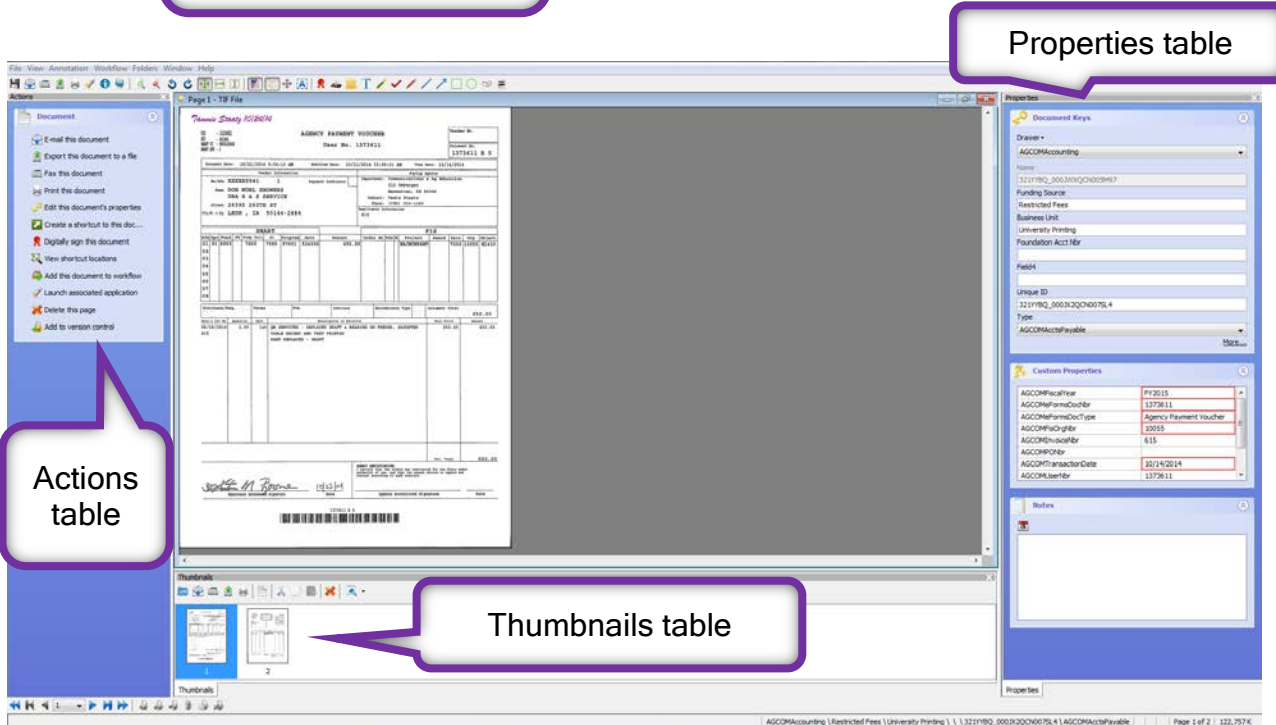
You should see something similar to this, after opening document.



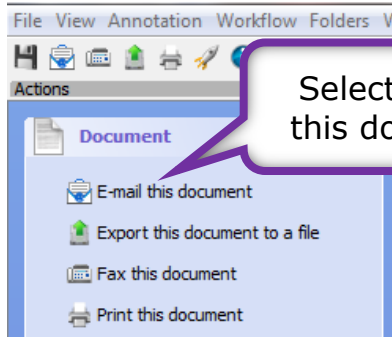
Tables can be turned on/off by clicking on view tab.



You can scroll through documents in search

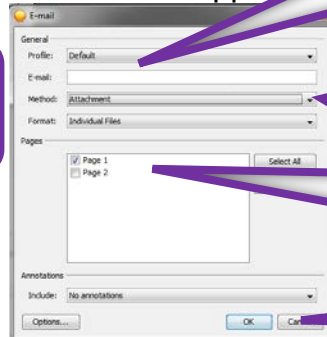


To email a document



Select E-mail this document

This box will appear



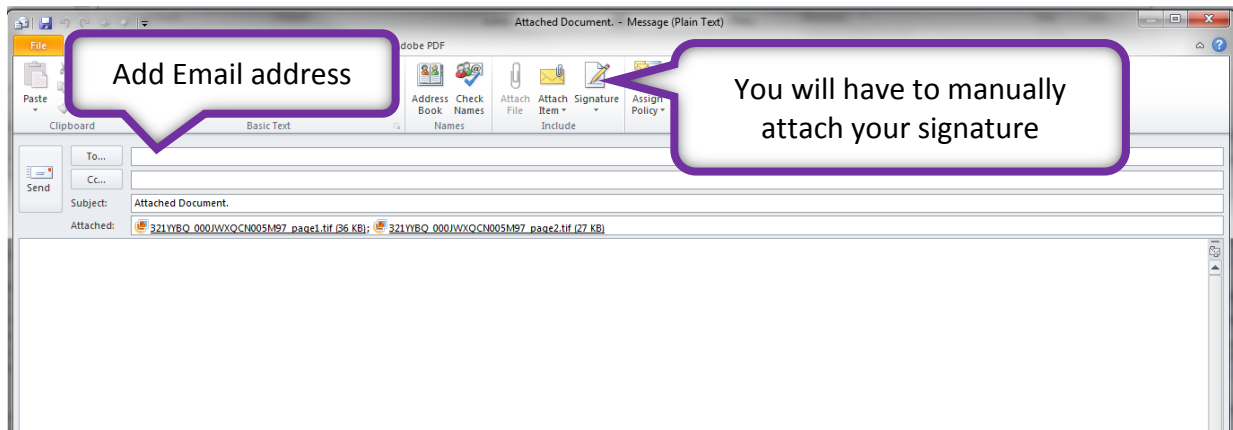
Leave blank-Process will NOT work if you add email address right now

MUST say attachment

Select specific pages or all of them

Click OK

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



Add Email address

You will have to manually attach your signature

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.