ImageNow Inventory Report Search Instructions:
Department of Communications and Ag Education
Last Updated: 12/10/2015

From desktop computer log into Image Now.

[Instructions diagram]

Double click here

ImageNow

Click here

eID

eID password

Click on the down arrow

NOT the word Documents

Select AGCOMReports
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.

![Image of a document viewer interface]

Double click on line to view document

You should see something similar to this, after opening document.
Tables can be turned on/off by clicking on view tab.

- Select Properties.
- Repeat for Actions and Thumbnails.
- Uncheck boxes to turn them off.
- ImageNow should default to this view the next time you use it.

You can scroll through documents in search.
To email a document

Select E-mail this document

This box will appear

Select specific pages or all of them

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

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

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

MUST say attachment

Click OK

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

You will have to manually attach your signature

Add Email address

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.