WebNow Inventory Report Search Instructions Department of Communications and Ag Education

Last Updated: 3/15/2017

From desktop computer log into WebNow, using Internet Explorer. <u>https://inowweb.campus.ksu.edu:8443/webnow/</u>

You should see the screen below.

If you do not see the screen below please go to the troubleshooting section on page 6.





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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.



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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.