

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.
<https://inowweb.campus.ksu.edu:8443/webnow/>

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



Click run

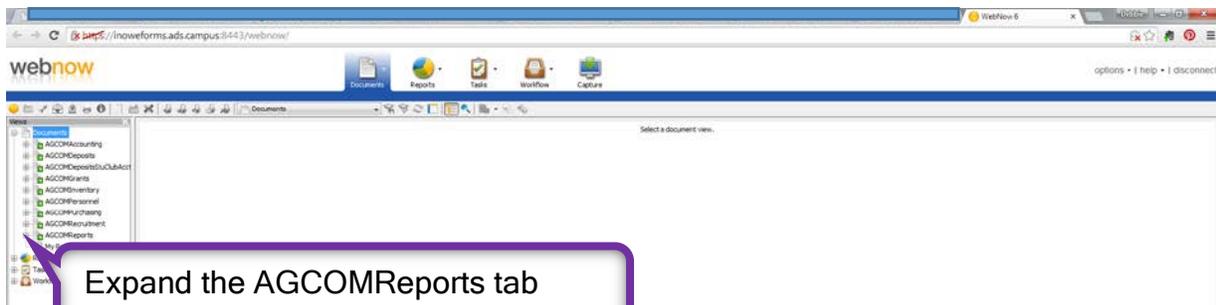
Log in using your eID and password.



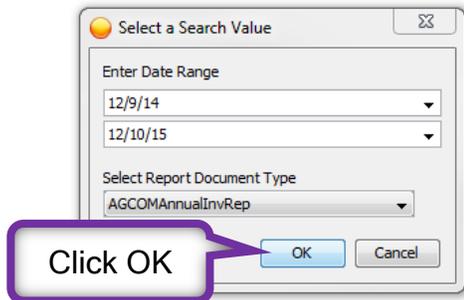
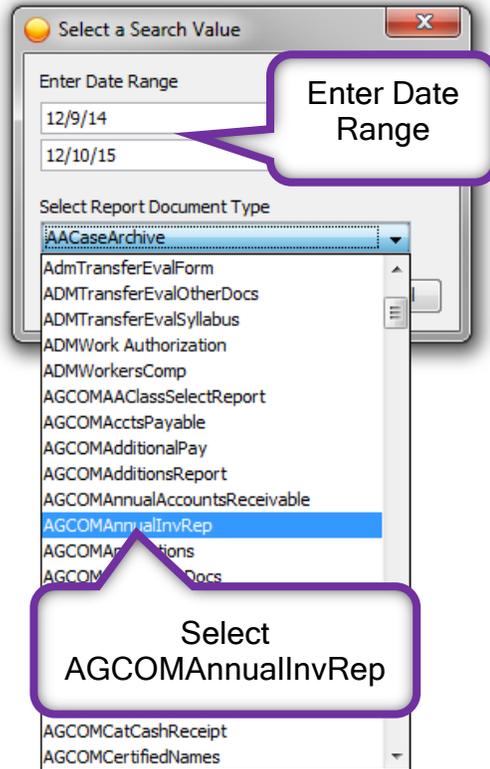
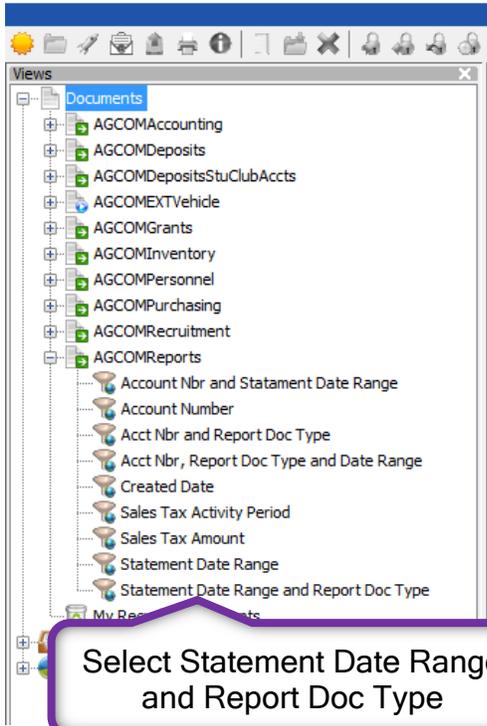
eID

eID password

You should see the screen below.
Expand the AGCOMAccounting tab, located under Documents.

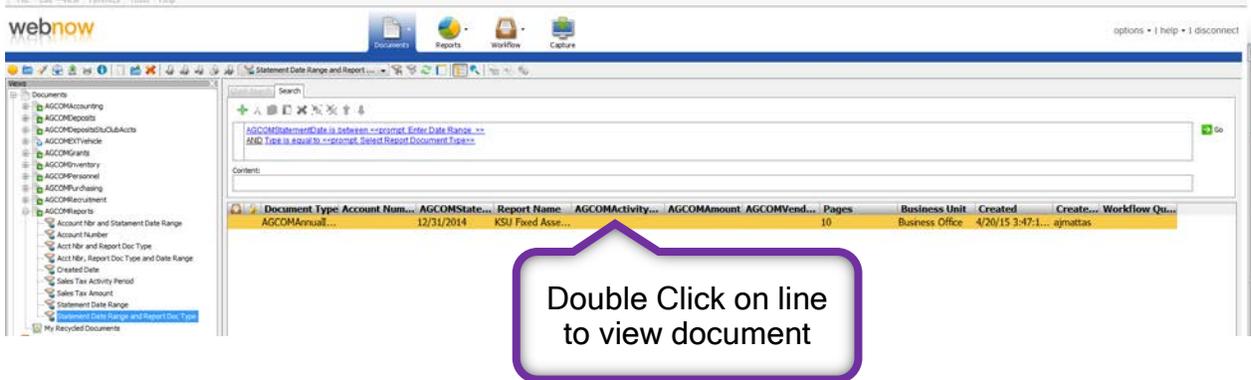


Expand the AGCOMReports tab

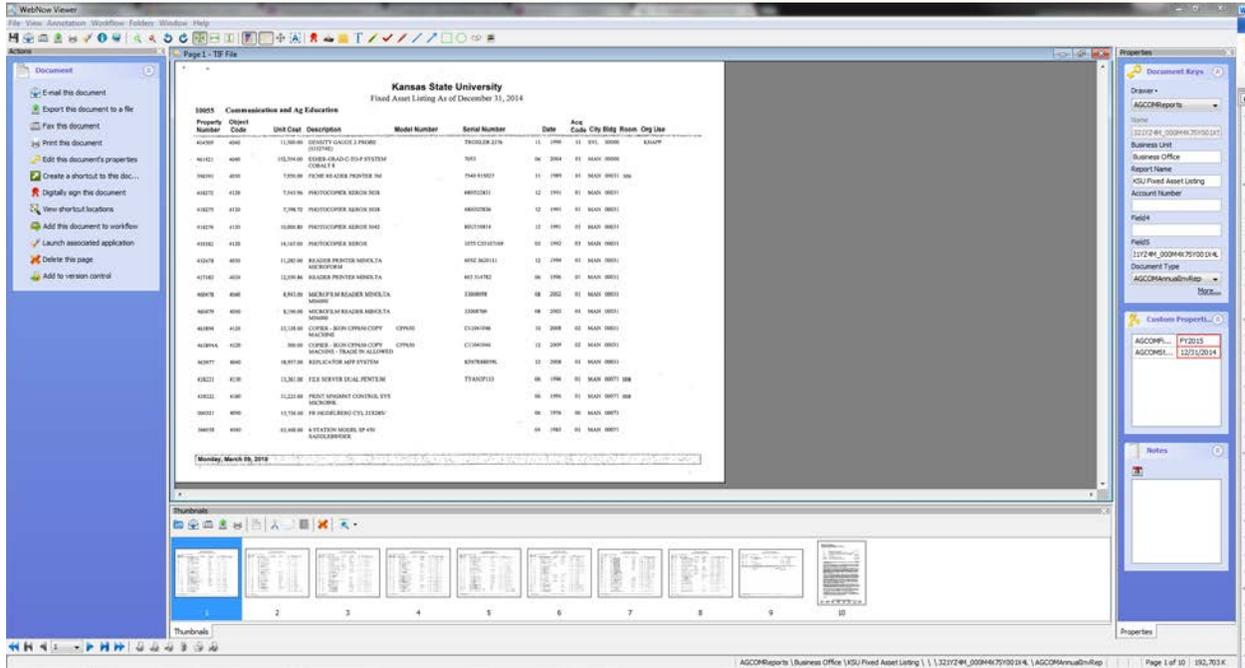


The search can take a few minutes; we have a large number of documents in our system.

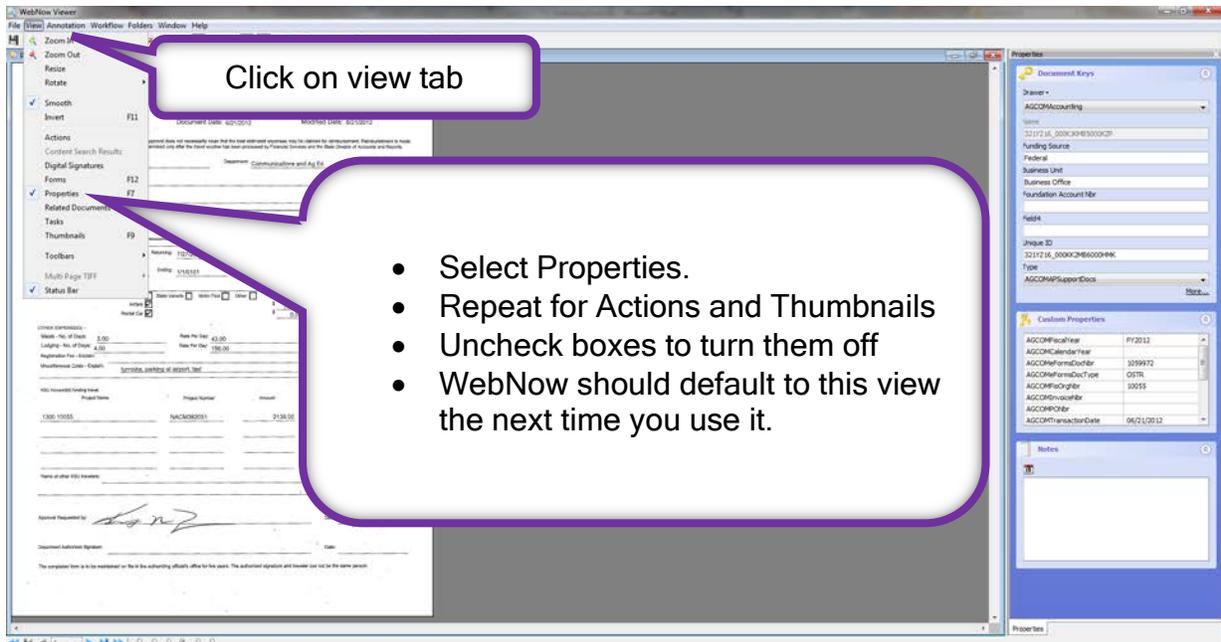
If you get an error message, try changing your search criteria. Possibly expanding date range.

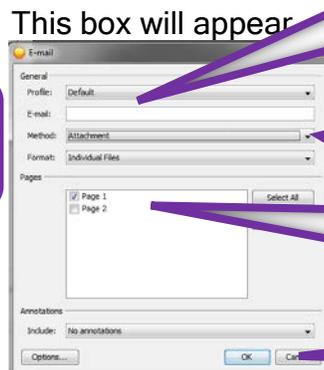
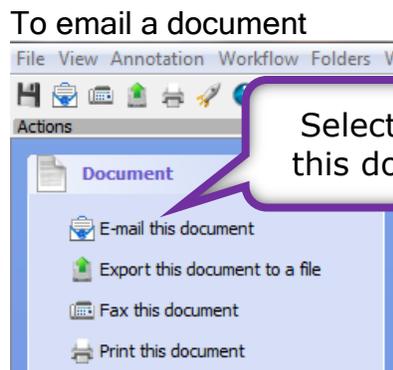
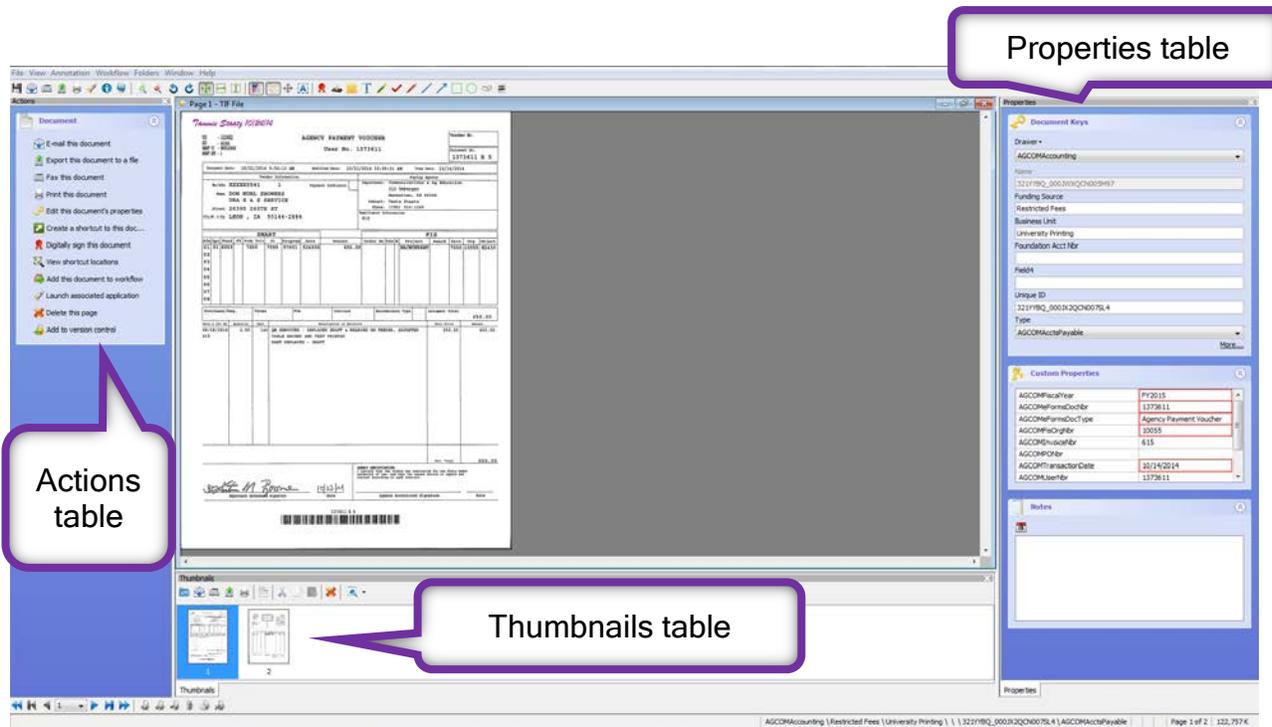


You should see something similar to this, after opening document.



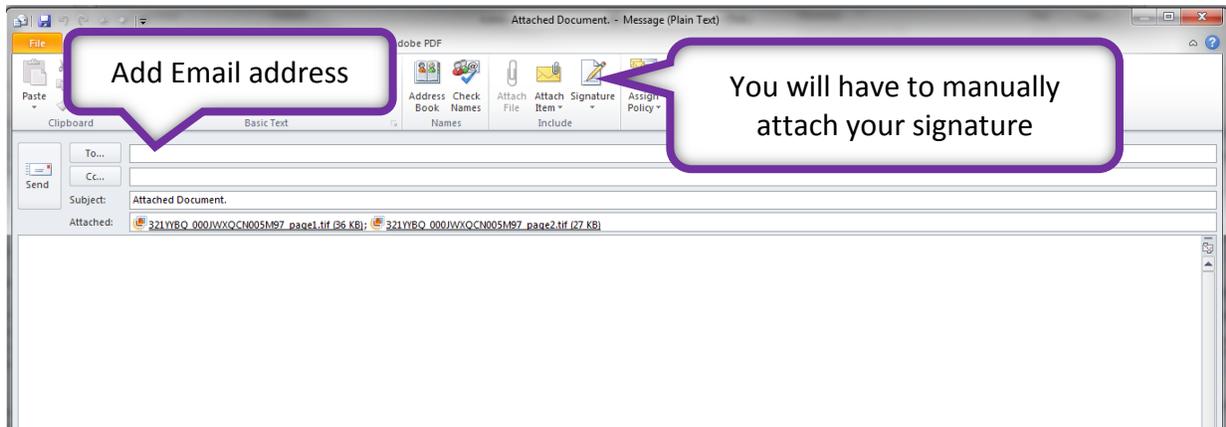
Tables can be turned on/off by clicking on view tab.





- 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.



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.