WebNow Inventory Report Search Instructions  
Department of Communications and Ag Education  
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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.

Log in using your eID and password.

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

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
- WebNow 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

MUST say attachment

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

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.