ImageNow Out of State Travel Request (OSTR) Instructions: Department of Communications and Ag Education
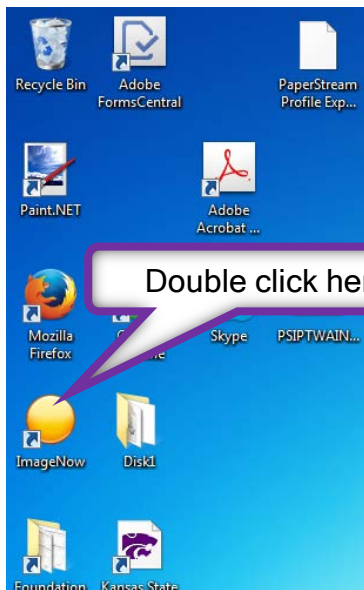Last Updated: 03/14/2017

Completed document must be signed by both traveler and department head signature authority (Gina Nixon or Lori Buss).
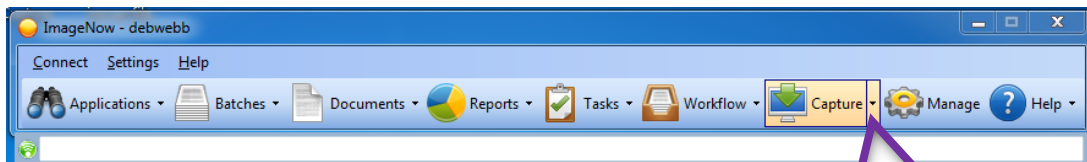
The only exception is OSTRs for Department Head. These are scanned after department head has signed them, before they are sent to Waters Hall for the Dean's signature.
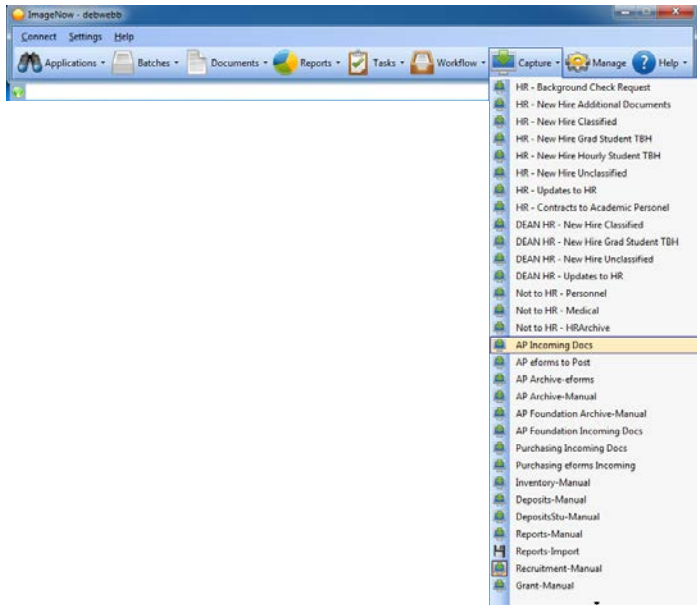
Scanning OSTRs
From scanning station log into ImageNow

Double click here

eID

eID Password

This box will open

Click on the down arrow
NOT the word Capture

Select AP Incoming Docs
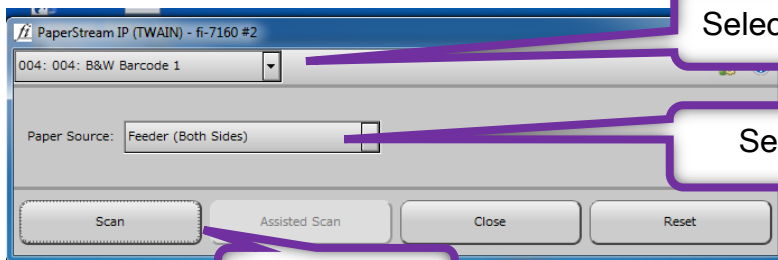

Funding Type is no longer an option, please disregard.

Select the Unit

Click Capture

Documents should be placed in scanner before moving to the next step. If the box below does not pop open, turn scanner off, then back on.
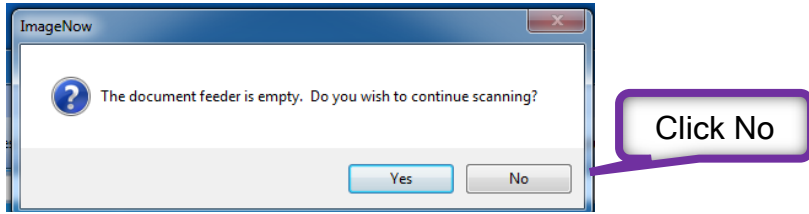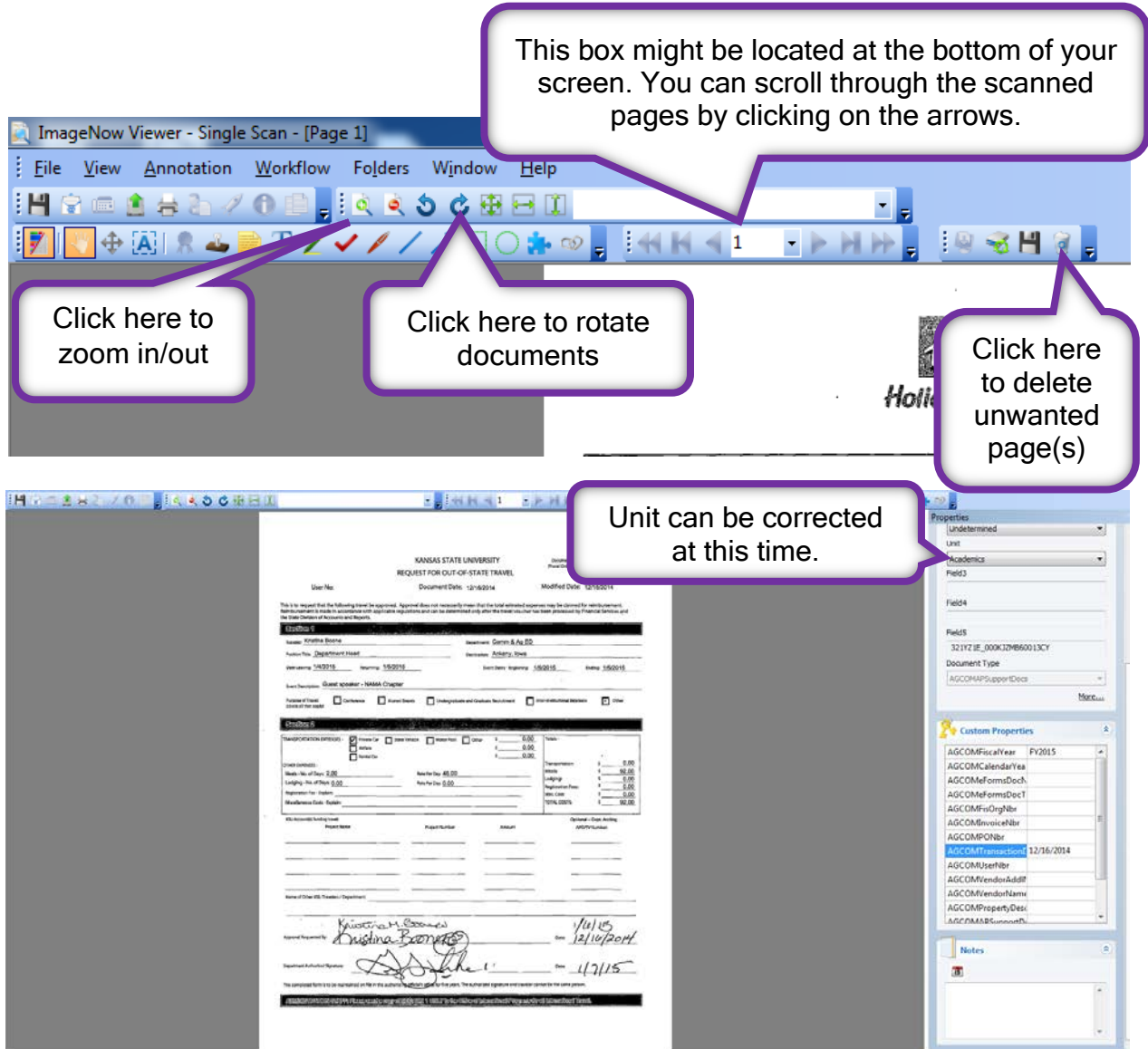

Select B&W Barcode 1

Select Feeder (Both Sides)

Click Scan

After documents are scanned you should see this box.

Click No

This is your opportunity to view/edit your documents before saving.

This box might be located at the bottom of your screen. You can scroll through the scanned pages by clicking on the arrows.

Click here to zoom in/out

Click here to rotate documents

Click here to delete unwanted page(s)

Unit can be corrected at this time.

Enter custom properties for out of state travel request.

Select Fiscal Year

Enter Document Number

Enter OSTR

Enter Transaction Date

Enter Travelers Name

Enter Conference Name

Scroll down

Select OSTR for Support Doc Type

Please use travelers' official name. (see attached document)

Use conference/meeting name or reason for traveling in AGCOMPropertyDescription.

Save and close your document.

Click Save

Close document

Exit ImageNow at scanning station.

Click here

Click here

This part of the process is complete. Be sure to log off the scanning station when you are finished.

Viewing Scanned Documents
From ==desktop computer== log into WebNow.

https://inoweforms.ads.campus:8443/webnow/
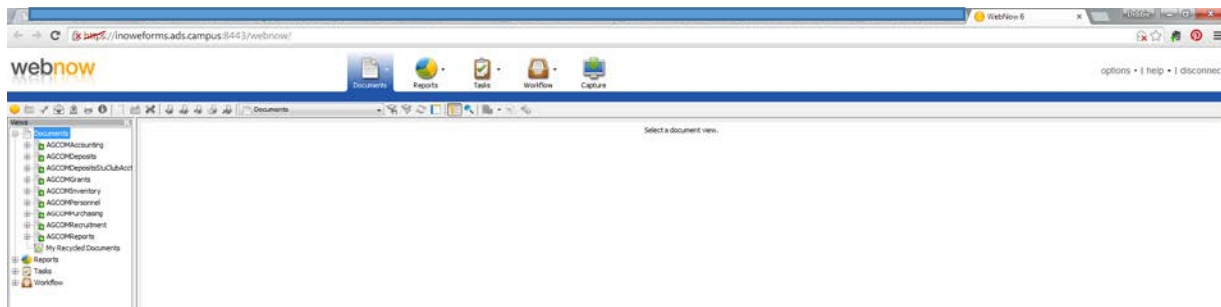
Expand the AGCOMAccounting tab.
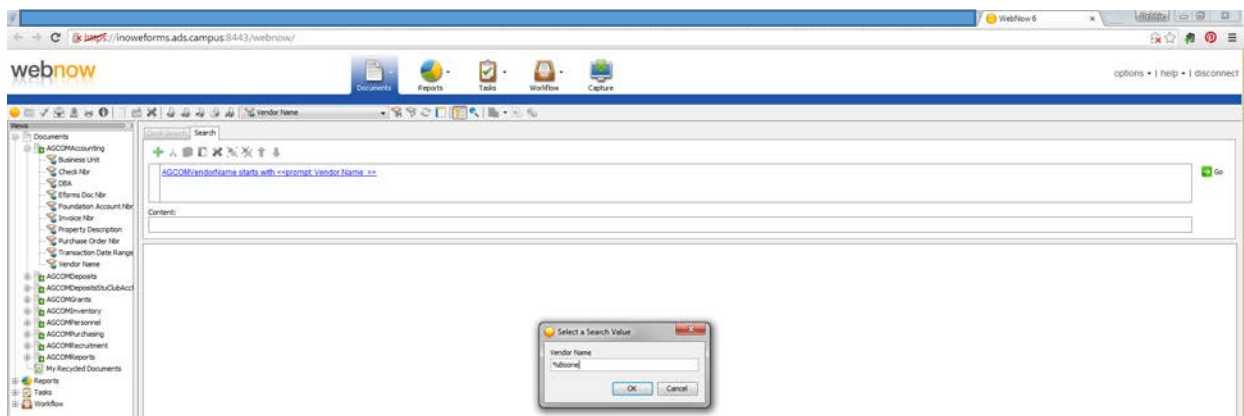
Use % for wildcard.

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

Once you have opened the document, you should see something similar to this.

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

click on the 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

Properties table

Actions table

Thumbnails table
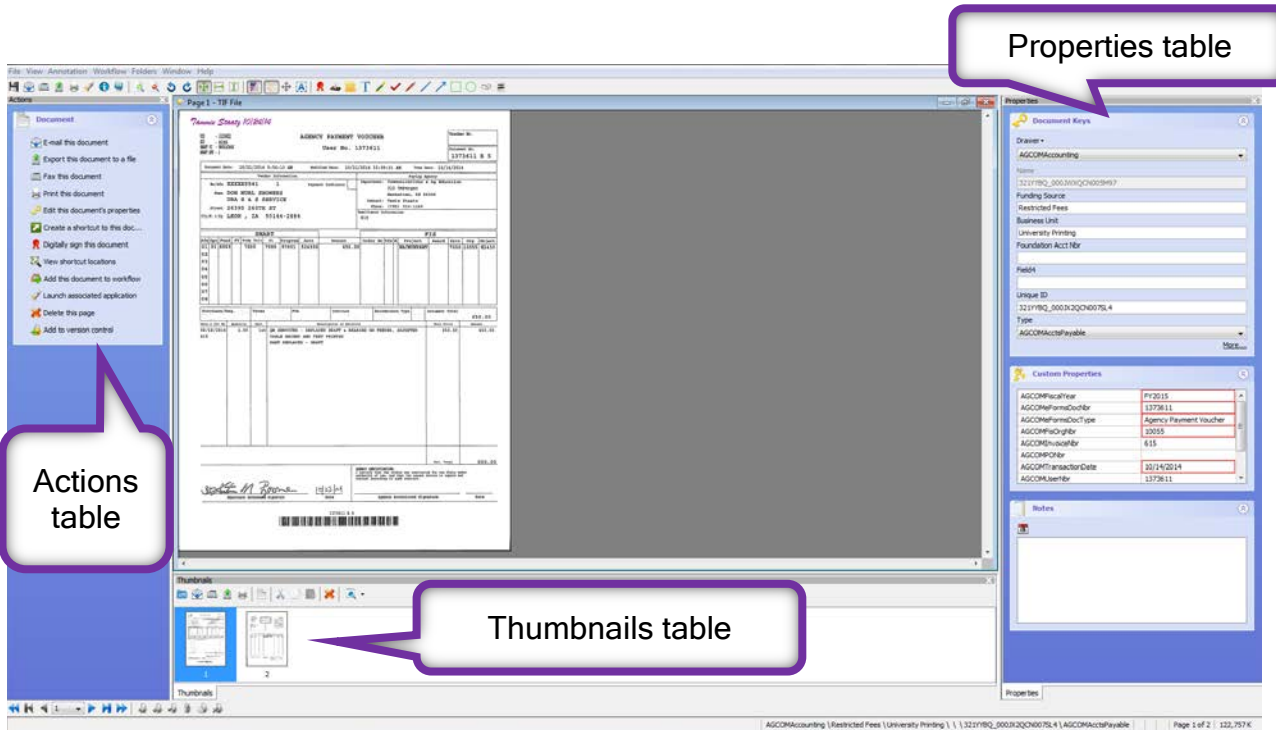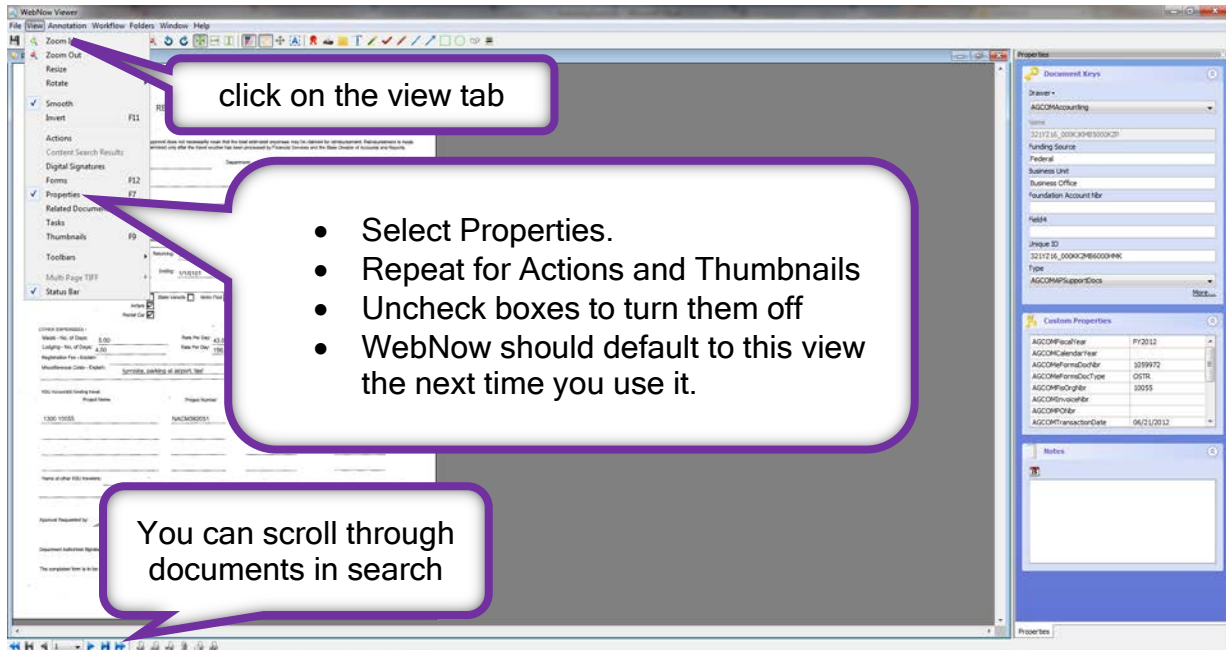
Properties can be corrected or updated if need.

To add a text box to document.

Right Click on the T

WebNow Viewer
File   View   Annotation   Workflow   Folders   Window   Help

Page 1 - TIF File

AGCOMAPCoding
AGCOMPurpleText

Select AGCOMPurpleText

KANSAS STATE UNIVERSITY
REQUEST FOR OUT-OF-STATE TRAVEL
User No: 1059972   Document Date: 6/21/2012

This is to request that the following travel be approved. Approval does not necessarily mean that the total estimated expenses may be claimed for reimbursement. Reimbursement is made in accordance with applicable regulations and can be determined only after the travel voucher has been processed by Financial Services and the State Division of Accounts and Reports.

Left click on document where text box should appear. The box below will open.

Add Text   X

Example

Add content

OK   Cancel

Click OK
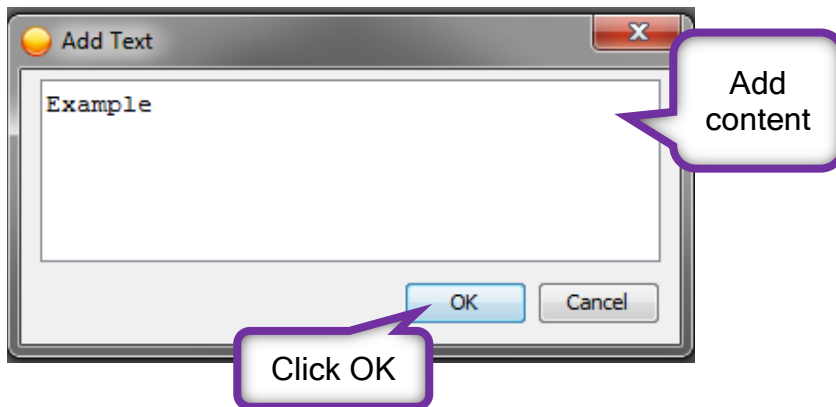
Text box is moveable. You can also edit text color, size, and font by right clicking on text box.

Miscellaneous Costs - Explain: turnpike, parking at airport, taxi   MISC. COST $ 150.00
                                                                              TOTAL COSTS: $ 2139.00
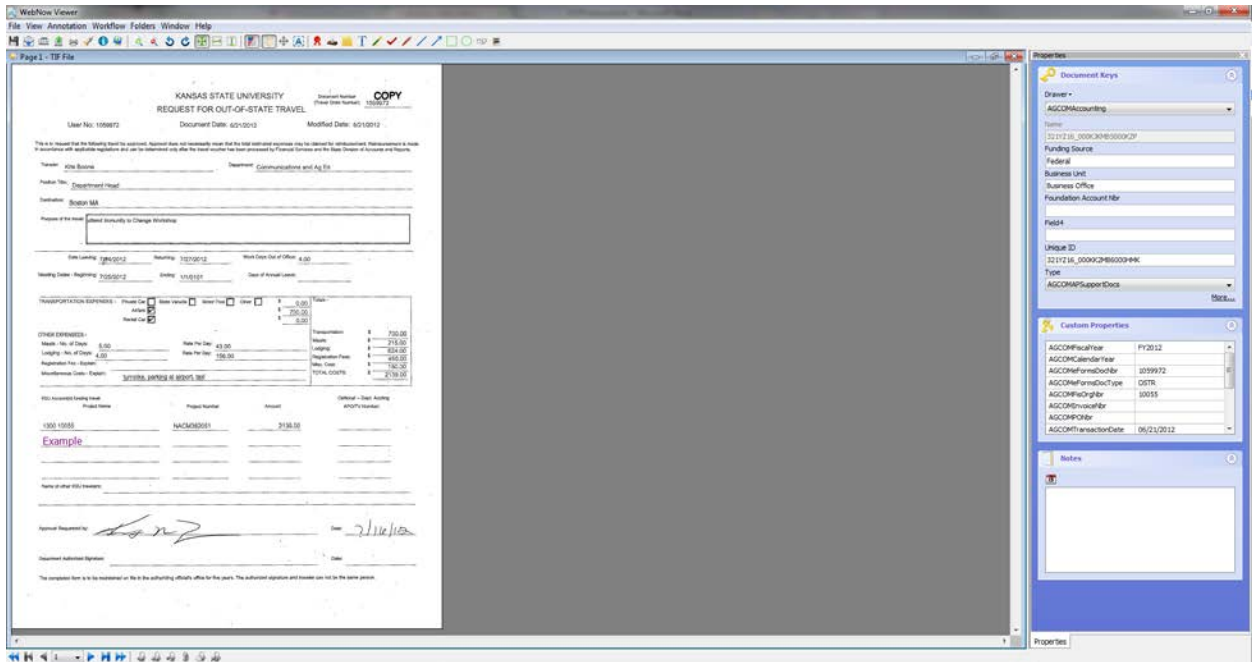
KSU Account(s) funding travel: Optional – Dept. Accting
        Project Name   Project Number   Amount   APO/TV Number:

1300 10055   NACM382051   2139.00

Example

Name of other KSU travelers:

Yellow sticky notes are available as an option; however NOT preferable when viewing the document at a later date.
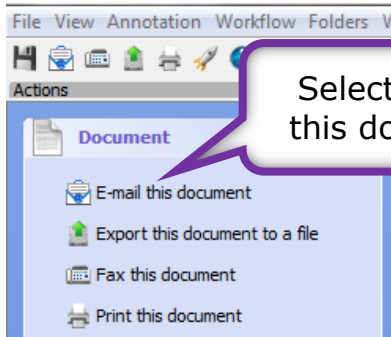
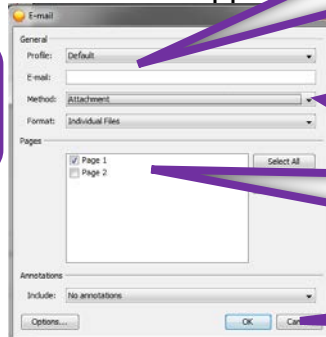Notes can be added to Note box in bottom right corner of screen.

Save your document.

All mistakes are correctable. If documents need to be deleted, please email Debbie Webb, Gina Nixon or Lori Buss.

To email a document

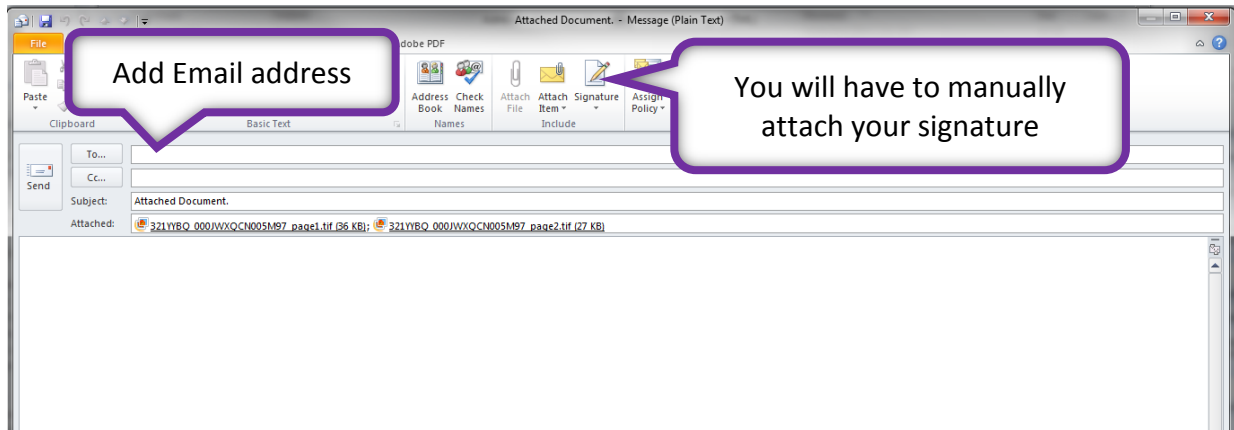Select E-mail this document

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.

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.