Viewing Scanned Documents Using WebNow
Department of Communications and Ag Education
Last Updated: 3/14/2017

From **desktop computer** log into WebNow, using Internet Explorer. [https://inowweb.campus.ksu.edu:8443/webnow/](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 list above is based on your level of security access; you might not see all the options listed here.

Several search options are available. Click on your preferred search option, you will be prompted to input information.

Use % as a wildcard.

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

Check Nbr applies ONLY to Foundation accounts.

DBA is short for Doing Business As, for instance Southwest Binding & Laminating is listed as Southwest Plastic Binding CO for payment purposes.

KSU DIVISION OF FINANCIAL SERVICES is the AGCOMVendorName for Business Procurement Card Vouchers (payment documents). The BPC holder’s name is listed under AGCOMVendorAddName (DBA search option).

If something does not make sense, please feel free to ask questions, we will be glad to explain.
Once you have opened the document, you should see something similar to this.

- Click on a header to sort by that column.
- Column widths can be adjusted.
- Double Click on line to view 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.

Click on view tab.

Properties table

Actions table

 Thumbnails table
To email a document

Select E-mail this document

This box will appear

Select specific pages or all of them

Click OK

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

Add Email address

You will have to manually attach your signature

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.
Troubleshooting
If you get this screen when you try access WebNow page.

Click Install plug-in
Offer to install the Search App by Ask.
Click Next
Click Agree and Start Free Download
Click Install plug-in
Click Free Java Download
Click Install
This box will appear

Click Verify Java Version

Click Next

Click Run

Click Close

Click Yes to uninstall previous versions

You should be able to access the webpage now.
If you get this screen when you try access WebNow page.

Select Always allow plug-ins

Click on X

Click Done

You should be able to access the webpage now.