



ImageNow Linking Quick Reference

Log into ImageNow

- Click on  located on System Tray
 - Or: Click Start, All Programs, ImageNow 6
- Enter User Name and Password
 - Will use e-id and e-id password
 - Password will be updated in ImageNow whenever you change your e-id password
- Click 

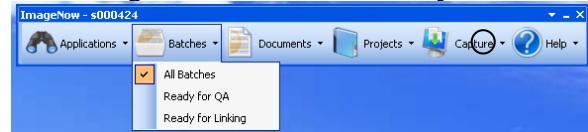


Linking Documents

Note: This document covers the basics of linking a document to Banner. Every department has its own procedures for linking. The department will inform the user on what those procedures are.

- From drop down list for Batches on the Tool Bar Button Options, select batch type to open
 - Ready for Linking (to shorten list)
 - Sort by Batch number or by Created by
- Double click on batch to open
- Log in to Banner
 - Open applicable form
 - Enter person that is to be linked to the document
- Options for page/batch
 - Link this page
 - Hold this page
 - Suspend this batch
 - Delete this page
- Click Link this page
- Select application plan
- Verify that name/info is correct as shown in Document Keys
- Click Save Batch Page
- When linking complete or batch is suspended, will be returned to the batch results
- If no more batches to link exit ImageNow
- Or repeat linking process for next batch

ImageNow Tool Bar Button Options



Batch Results

Batch Sequence	Step	Status	Pages	Pages Pending	Pages Processed	Pages Skipped	Created	Created By	Type
514902	QA	Suspended	2	2	0	0	8/13/2009	homer	SCANNED
514716	QA	In-Process	103	60	37	6	8/13/2009	dbutts	SCANNED
515332	QA	Suspended	35	34	0	1	8/13/2009	efebun	IMPORTED
514640	QA	Suspended	1	1	0	0	8/13/2009	efebun	IMPORTED
515036	Scan	Completed	111	111	0	0	8/13/2009	jerche	SCANNED
514296	QA	Suspended	1	1	0	0	8/13/2009	jerche	IMPORTED
515076	QA	Suspended	174	170	3	1	8/13/2009	jerche	AUTO-PROCESSING
514678	QA	Suspended	1	1	0	0	8/13/2009	hewlett	IMPORTED
514651	QA	Suspended	123	8	74	41	8/13/2009	hewlett	SCANNED
514693	Scan	Completed	2	2	0	0	8/13/2009	hewlett	SCANNED
514682	Scan	Completed	8	8	0	0	8/13/2009	hewlett	SCANNED
514691	Scan	Completed	35	35	0	0	8/13/2009	hewlett	SCANNED
514694	Scan	Completed	19	19	0	0	8/13/2009	hewlett	SCANNED
514663	Scan	Completed	81	81	0	0	8/13/2009	hewlett	SCANNED
514687	Scan	Completed	23	23	0	0	8/13/2009	hewlett	SCANNED
514682	Scan	Completed	45	45	0	0	8/13/2009	hewlett	SCANNED
514721	Scan	Completed	6	6	0	0	8/13/2009	hewlett	SCANNED
514444	Scan	Completed	306	306	0	0	8/13/2009	hewlett	AUTO-PROCESSING

Link Options

