WebNow Quick Reference
https://webnow.siue.edu/

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Log into WebNow

- Open Internet Explorer
- Key into the address line:
  https://webnow.siue.edu
  - Press Enter
- Enter User Name and Password
  - Will use e-id and e-id password
  - Password will be updated in WebNow whenever you change your e-id password
- Click Connect.

WebNow Log In

Search for Documents

Note: Currently, 2 views are available; All Documents which uses generic column headings and Banner View which has an ID and Name column headings. The documents are viewed the same in either view.

- Select the document view from left side of menu
- From Quick Search
  - Where to search, select from drop down list
    - From Banner View, ID or Name
    - From All Document, Folder is the same as ID and Tab is the same as Name
  - How to search, leave at 'starts with'
  - Enter search criteria in blank field.
    - If searching using name, enter last name then ', ' and part of first name (last name comma space first name).
- Click Go.

WebNow Search

View Selection

Where to Search
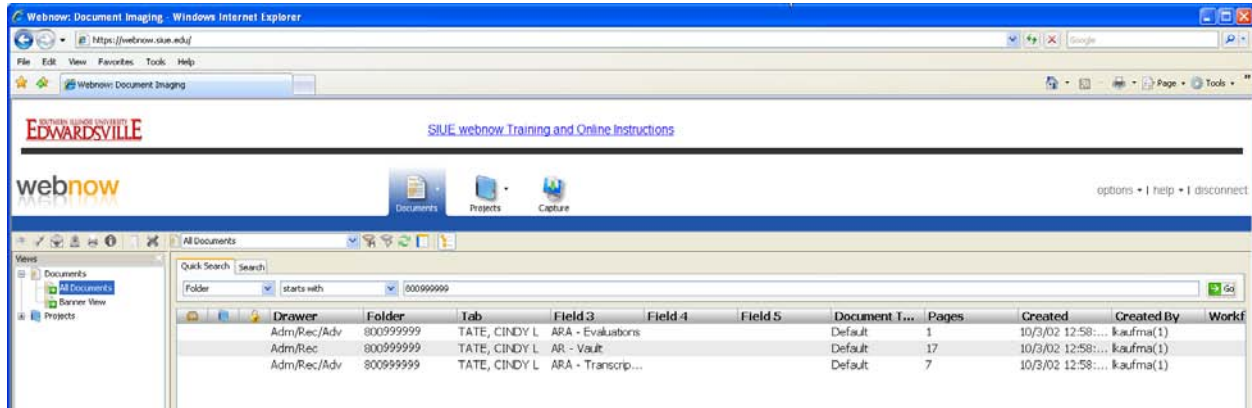
How to Search

Search Criteria
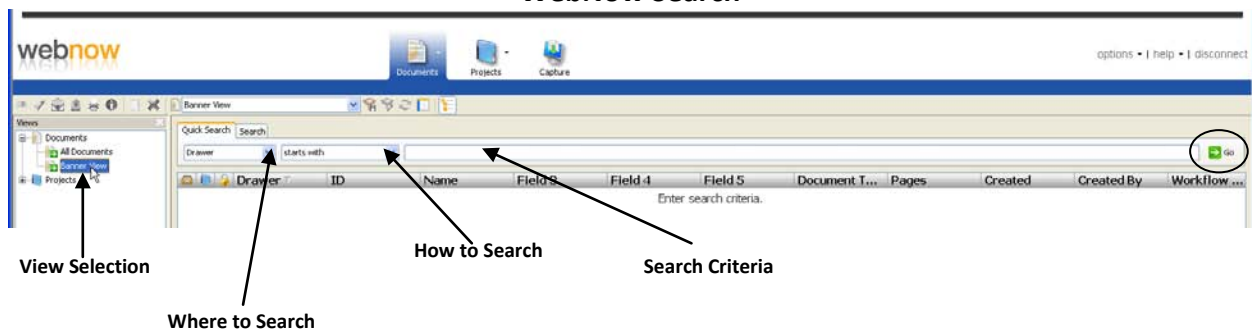
WebNow Quick Reference

Open Document

- From the search results, double click on document type to view
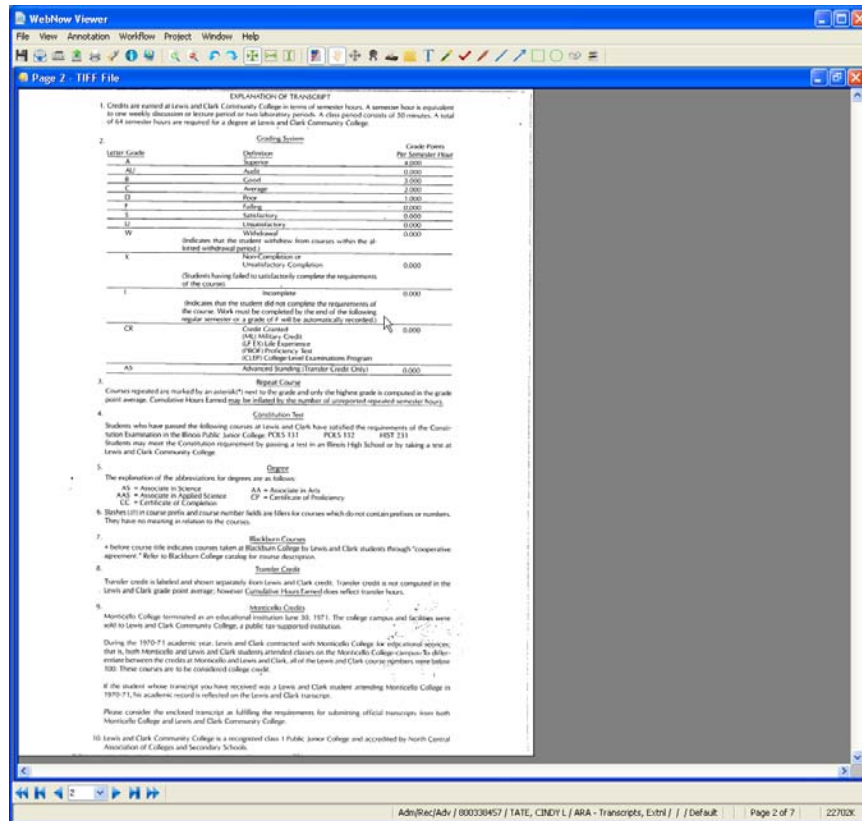 - Field3 is Document Type (i.e.; ARA Evaluations, AR Vault)

Search Results Window

View Document

Note: Screen size and resolution can affect how the document is viewed. If blank, reduce size of WebNow Viewer.
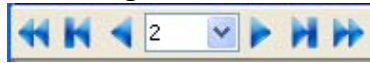
WebNow Viewer

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- Use the navigation buttons at the bottom of the screen to move from one page to the next.

Navigation Buttons

Moves to the previous/next document type on Search Results	Moves to the first/last page for selected document type	Moves one page forward/backward for the selected document type

- Use the toolbar buttons to manipulate the view

Toolbar

|		
Zoom in and out buttons to increase/decrease size of document	Rotate left and right buttons to rotate document view 90°	Select how to view document: fit to window (4 arrows) default view to see entire document, fit to width (landscape) and fit to height (portrait)

- Documents may include annotations, items not original to the document but added, such as highlighting, text
    - Click [icon] to toggle between showing and not showing the annotations

Close WebNow Viewer

- Click [icon] in the upper right-hand corner to close document view and return to search screen

WebNow Viewer
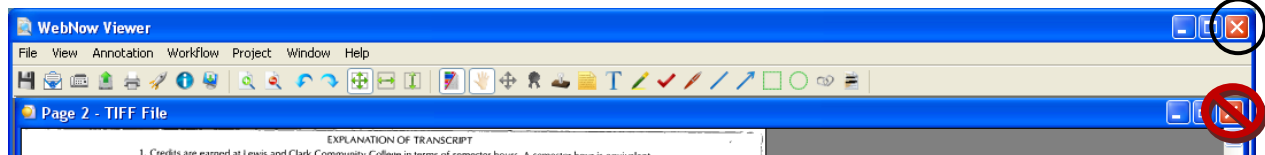
- Select new document type to view
- OR Enter new search criteria to view document types for another person

Close WebNow

- Click disconnect