WebNow

How to Access Documents in the Document Repository

Once a GPD makes a decision about an applicant, applies his/her digital signature and routes the application forward, the application and its related documents automatically move from the Ready for Review queue to the Document Repository. WebNow users can retrieve documents from the Document Repository by following the steps below.

Remember: all your active applications are in Workflow, in the Applied and Processing and Ready for Review queues. Follow these instructions to retrieve documents of applicants for whom a decision has already been entered.

Although it is possible to perform complex searches using multiple search criteria, in most cases you will be able to retrieve the documents you need by entering the applicant’s name or ID number, as shown below.

Quick Search

In the left panel of Perceptive Content Explorer, your starting point in WebNow, click on the > (Mac) or + (PC) next to Documents to expand the view.

You should see listed each program to which you have access.

1. Click on the graduate program and use the Quick Search function at the top right.
2. In the **Quick Search** tab, click on the dropdown and **select the search criterion**, such as Student ID or Student Name.

Note that searching on Student ID is the most reliable way to access the correct information, since many applicants have the same or similar names.

When you search by Student Name, use the full name in exactly this format: `lastname,firstname`

**Do not include any spaces around the comma or any leading or trailing spaces.**

3. In the operator dropdown menu, select “starts with.”
4. In the text box, type the search value, such as the 8-digit student ID or the name.
5. Press **Enter** or click on **Go**.

Your search results will be displayed below.

**View the Application Summary**

1. Double-click on the row of applicant information.

The **Application Summary** will open in a new window. The title of this window is **Perceptive Content Viewer**.

**View Related Documents**

To view all the documents submitted as part of the application:

1. Click on the **View** menu at the top left of the document window.
2. Click to place a checkmark next to **Related Documents**.
3. Click the **Save** icon at the top left of the window (under the File menu).

4. Find the lower border of the application in your window. On a PC this will be identified by a blue line.

5. Look at the far left end of the border. You should see “Related Documents” immediately beneath the border.

6. Under the border, beneath a few icons, you will see a **Relationship** dropdown menu.

7. Click anywhere in the dropdown menu.

8. In the dropdown menu, click on **Grad Admissions Docs UMB**.

9. The related documents associated with this application will be displayed.

**If the lower border of the application is too far toward the bottom of the window, you may need to drag it up in order to see the list of related documents.**

Point your mouse to the border and wiggle the mouse until you see a two-headed arrow. Then, drag the border toward the top of the screen until you can see the list of related documents.

10. Double-click on a document in the list and it will open in a new window. On a PC it will be identified in the task bar at the bottom of your screen when you point to this icon:

    ![PC task bar icon](image)

On a Mac the application will open in a separate window, labeled Java Applet. The Java icon will appear in the Dock at the bottom of your screen.

11. Use the dropdown menu or the single arrows in the navigation toolbar at the bottom left of the window to move from page to page in the document.
12. Once you have opened a related document, to cycle through the documents in the list, click on the double-headed arrows in the navigation toolbar at the bottom of the window to move to the next or to the previous related document.

13. Close all open document windows before you return to the initial Perceptive Content Explorer page to search for another applicant.

14. Remember to click on **Disconnect** at the top right of the Perceptive Content Explorer page to exit from WebNow.