

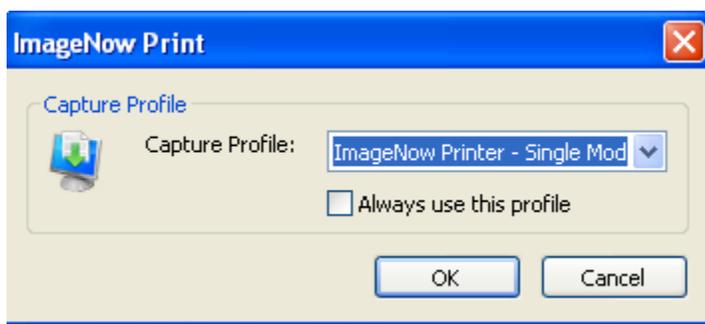


Using the ImageNow Printer Function to Bring Student-Related Documents into ImageNow

Paper documents are scanned into ImageNow, but a document that is already in electronic format, such as an email message or email attachment, can easily be brought into ImageNow without first printing and scanning it. Electronic documents may be imported using a function called the ImageNow Printer. This function is **not** the same as sending a document already stored in ImageNow to your local printer.

The ImageNow Printer function may be used only with student-related documents.

- Log into ImageNow.
- Log into the PeopleSoft student administration system and in the main menu click on Document Imaging.
- In the Document Imaging search page, enter the ID of the student whose document you wish to store.
- Click Search.
- The document linking page will open with the student's data. Leave this window open.
- Open the document or message you wish to store in ImageNow, click on the File menu and select Print.
- In your list of printers, select ImageNow Printer.
- Click on Print.
- Click on OK.
- The ImageNow Print box will appear. If necessary, click on the Capture Profile dropdown and select the ImageNow Printer –Single Mode Capture Profile.



- Click OK.
- The ImageNow Viewer – Single Scan window will open. You will see the document with the Properties panel containing data pulled from the linking page in PeopleSoft.
 - WISER SR Student-Related should appear by default in the Application Plan field.
 - Under Document Keys, the student's ID and name and the scan date and time should appear.
- Select the correct **Document Type** from the dropdown menu.

- Click **File** at the top of the window, then click **Save** ().
- The document will now be stored in the Document Repository and should be listed in the ImageNow Explorer grid when you search for it.