

Verify Kofax Settings (First time logging in to scanning station only)

- Click on Start - Programs - KofaxVRS - VCDemo
- Click Source - Scanner
- Select scanner with SVRS with AIPE
- Click OK
- A Kofax icon will appear in your system tray called VirtualReScan
- Right click on VirtualReScan icon, and select Cleanup Profile - ?? Cleanup
- Exit out of Kofax

Login to ImageNow

- You can access ImageNow by clicking on the ImageNow icon (yellow sun) on the desktop or from the Start button.
- To login ImageNow use your StarID and password.
- If you are using the Message Center, you can click on any Queue that is displayed.
- If you wish to view ALL documents for a particular student.
 - Log into ISRS/Uniface.
 - Pull up student account.
 - For Records use ST1100UG screen
 - Click on Summary tab??
 - For Admissions & INTL Admissions, use ISRS ST1001UG screen.
 - Click on App/Admit tab
 - For Financial Aid, use FA9999UG
 - Open ImageNow, click on the drop down arrow by Application Plan, select the Application Plan you want to view.
 - If you click on the Application Plan word (instead of the down arrow) it will invoke the last used Application Plan.

Capture

- Remove ALL staples, paper clips, sticky notes, etc. before scanning.
- Insert Patch Code in between different document types that will be scanned.
- Insert documents face down into the scanner.
- Click on the down arrow next to Capture and choose the Capture Queue that matches the Queue for the documents you are scanning.
- Documents will begin to scan.
- If you click on the Capture word (instead of the down arrow) it will invoke the last used capture profile.

Batches/QA (After you are finished scanning, you need to QA (Quality Assure) the batch.

- Click on the down arrow next to Batches and choose 'Ready for QA'. This will open the ImageNow Explorer and display the batches you just scanned, ready for QA.
- Double click on the batch/line that you want to QA. Usually start from the bottom and work your way up.
- Verify the scanned image is good then click 'Mark page as OK'. (You can also click on the green check mark in lower left corner.)

Rescan

- If the scanned image is not good
- Place the document back into the Scanner
- Click on 'Rescan this page'.
- Choose the RESCAN Profile.
- This will replace the both sides of the scanned document.
- If the scanned image is still not good and requires additional cleanup.
 - You will need to open Virtual Rescan via the icon in the toolbar and choose Preview.
 - You can change the settings until the document looks good.
 - Then Save the profile with a new name.
 - Right click on VirtualReScan icon and choose the new profile you created.
 - You will then need to rescan the document, to get the new settings.

Miscellaneous Items

- Do NOT use the 'Commit this batch' task. You need to view each scanned page for Quality Assurance.
- If you exit out of a scanned batch before QA is completed for each document, the next time you come back you will start where you left off. You can exit out with the red X or the task 'Suspend this batch'.
- Any page that is not needed (blank page, page with instructions, etc.) can be deleted by clicking on 'Delete this page'.
- You can press F5 to refresh the screen. This is useful if you come to QA and the status is in process.
- **To view large icons,**
 - Click on Settings and select Options.
 - In the left panel click on Toolbar.
 - Under General tab, Icon Size
 - Click drop down arrow and select Large
 - Click Apply and OK
- **To change the message center size,**
 - Click on Settings and select Options.
 - In the left panel click on Toolbar.
 - Under Message Center tab,
 - General, Window size
 - Click drop down arrow and select Large
 - Click Apply and OK
- **To add additional Queues to your Message Center**
 - Click on Settings and select Options.
 - In the left panel click on Toolbar.
 - Under Message Center tab,
 - Workflow Queue Status
 - Scroll through and Check the Queues you want to view
 - Click Apply and OK
- **To Change your Password**
 - Password will change automatically, when you change your StarID password.

Linking (After you QA the batch, you are ready to link it).

- If you already have the ImageNow Explorer open, open you're linking Queue.
- Double click the batch you want to link.
- Open ISRS, Pull up student account.
 - For Records use ST1100UG screen
 - Click on Summary tab??
 - For Admissions, Financial Aid & INTL Admissions, use ISRS ST1001UG screen.
 - Click on App/Admit tab
- Click 'Link this page' under Batch Processing Tasks or the gold key in the toolbar at bottom of screen.
- Document Keys (linking should automatically populate, Student ID, Name & Year/Term).
- Choose the correct Document Type.
- Click Route Forward
 - Select the correct Queue you want the document to go to.
- If you have more documents to do, it will open the next one. You then need to select the correct Student ID in ISRS and click on 'Link this page' and repeat the steps above.
- If you need to skip a page in the batch, click on 'Hold this page'. It will move on to the next page in the batch.
- To link an entire batch, in ImageNow Explorer click File - Options - Batches. Under Link Groups, select 'All pages in batch' and turn on 'Prompt user for verification'. To turn this off, Select Custom Size = 1.

Mankato ImageNow Support

Please use the Mankato Support page for additional information training guides & videos.

- <http://my.mnsu.edu/imagenow/>

Notes