



**University of Minnesota  
Financial Document Viewing Guide (WebNow)  
for ImageNow 6.2**

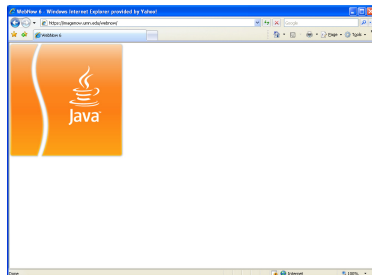
<b>INTRODUCTION.....</b>	<b>2</b>
<b>LAUNCHING WEBNOW AND LOGGING IN .....</b>	<b>2</b>
<b>SEARCHING FOR DOCUMENTS .....</b>	<b>3</b>
QUICK SEARCH.....	3
ADVANCED SEARCH.....	4
<b>WORKING WITH THE DOCUMENT .....</b>	<b>4</b>
<b>DISCONNECTING FROM THE SERVER.....</b>	<b>4</b>

## Introduction

ImageNow is the software used by the University to scan and archive documents that are related to the financial system. Financial users such as Approvers and Inquiry users who are interested in viewing the supporting documents may use WebNow, a web interface for ImageNow. User's financial role in PeopleSoft will determine his/her access to the documents in the imaging system. Cluster preparers must use the ImageNow Client because document linking is not supported in WebNow.

## Launching WebNow and Logging In

1. Open a web browser and type in the WebNow URL: <https://imagenow.umn.edu/webnow>.



Java will load on your screen. You will need Java installed on the machine to use WebNow. If you don't already have it, please contact local IT support or go to <http://java.com> to download the latest version of Java.

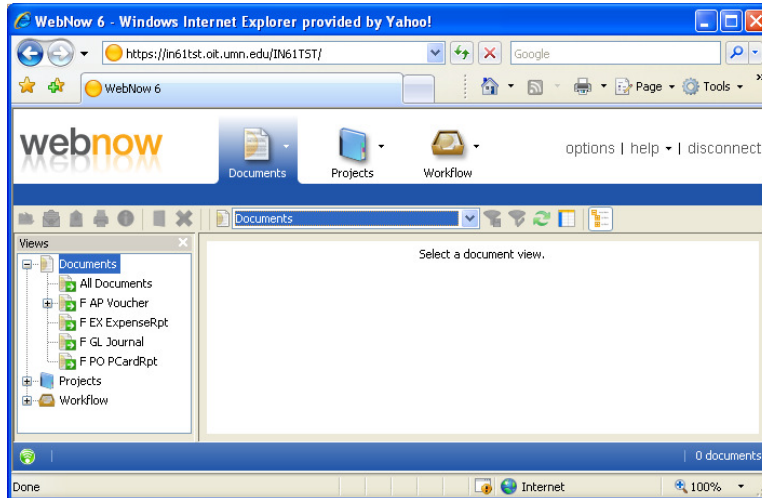


**NOTE:** You will be prompted several times to accept certificates and secure connections. Click OK to continue

2. Enter your ImageNow user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Click **Connect** to initiate the connection.

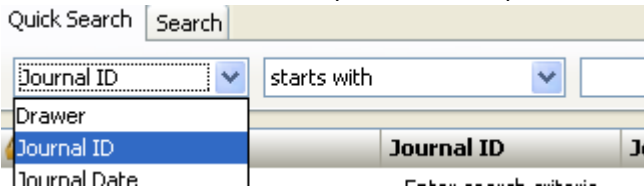
## Searching for Documents

WebNow Explorer will open in Documents Search mode. On the Views panel, select a view for the document type that you will be searching. For example, choosing All Documents view will give you generic search criteria and will search across all types of documents whereas choosing F AP Voucher view will narrow and limit your search only to voucher supporting documents.

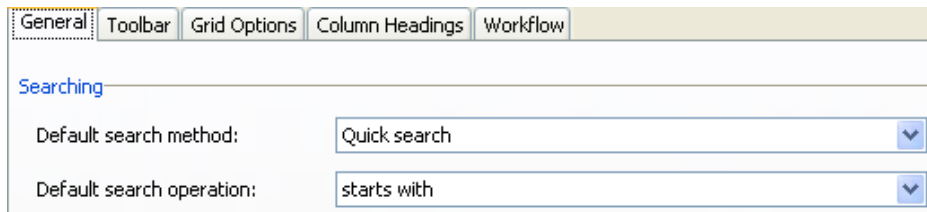


## Quick Search

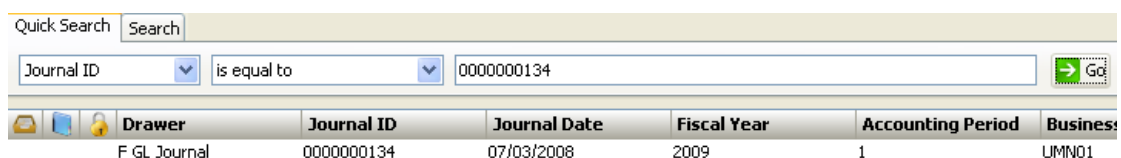
1. Based on the View you have chosen, different searching criteria will be displayed. Click the down arrow then select the criterion you will use for your search.



2. Select the condition/operator under which to perform the search. Users are recommended to use **“is equal to”** for faster search. To make it your default operator, go to Options. Under the General tab, you will be able to change your default search method and operation.

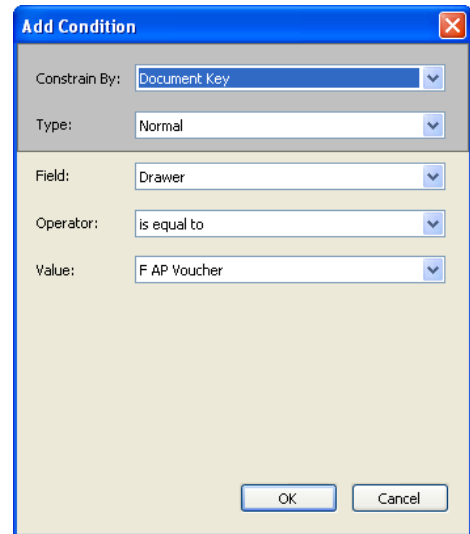


3. In the third field select or enter search value then click the Go  button.



## Advanced Search

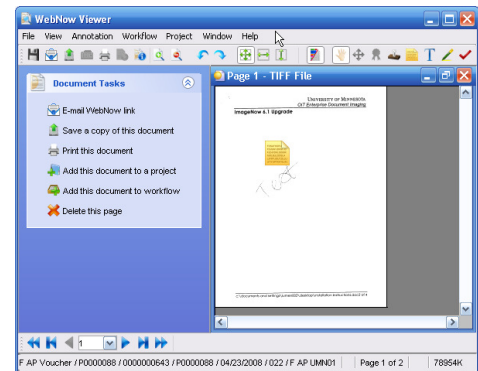
1. Click on the **Search** tab.
2. Click on the **+** button to add the first search criterion. A dialog box opens.
3. Select **Condition**: You can search by document keys, document properties, etc. Searching by Document Keys is the best option for most searches. The labels assigned to these fields depend on the View that you chose.
4. Select **Field**
5. Select **Operator**
6. Select **Type**: Normal requires you to put in key in the value field whereas Prompted will prompt you upon search.
7. Select **Value**: enter key value
8. Click the **Go** **→** button to begin searching or the **+** button again to add another search criterion.



## Working with the Document

Double click from the search grid to view the document. As a view user you have the ability to do the following:

- View the document and browse between pages.
  - View annotations on the document
  - E-mail a WebNow link to another ImageNow user.
  - Save a copy of the document to your computer.
  - Print the document with or without annotation, etc.
  - View the document keys/properties of the document.
- From menu go to View – Properties or press F7.



## Disconnecting from the Server

To disconnect from the ImageNow Server, click **Disconnect** icon located on the top right corner of your screen

options | help ▾ | **disconnect**

## Troubleshooting

ImageNow passwords, errors, issues, and questions	1-HELP (1-4357)
Failed to connect to WebNow due to lack of administrative privilege to install Java Runtime (JRE).	College IT Support
Journal/Voucher processing question	Vendor Payment or Journal Entry Manual