# ImageNow Retrieval Quick Reference

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**

## Log into ImageNow

- Click on ⚪ located on System Tray
  - Or: Click Start, All Programs, ImageNow 6
- Enter User Name and Password
  - Will use e-id and e-id password
  - Password will be updated in ImageNow whenever you change your e-id password
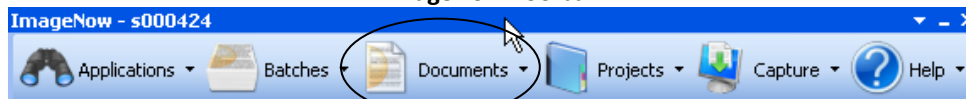- Click [Connect]

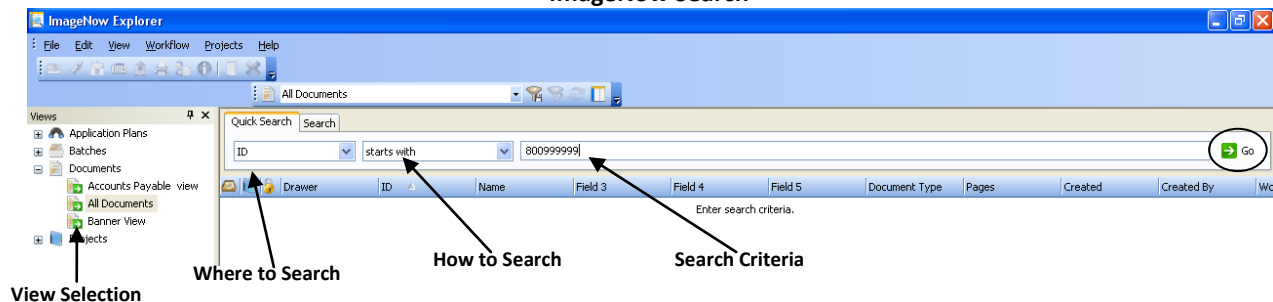**ImageNow Log In**

## Search for Documents

### *Without Banner Open*

- On ImageNow toolbar, select Documents
- 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]
- Search results are displayed

**ImageNow Toolbar**

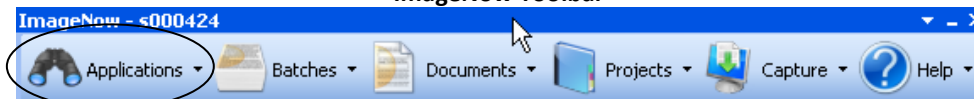**ImageNow Search**

View Selection
Where to Search
How to Search
Search Criteria

### *Search from Banner*

- Find person in Banner (i.e.; SPAIDEN)
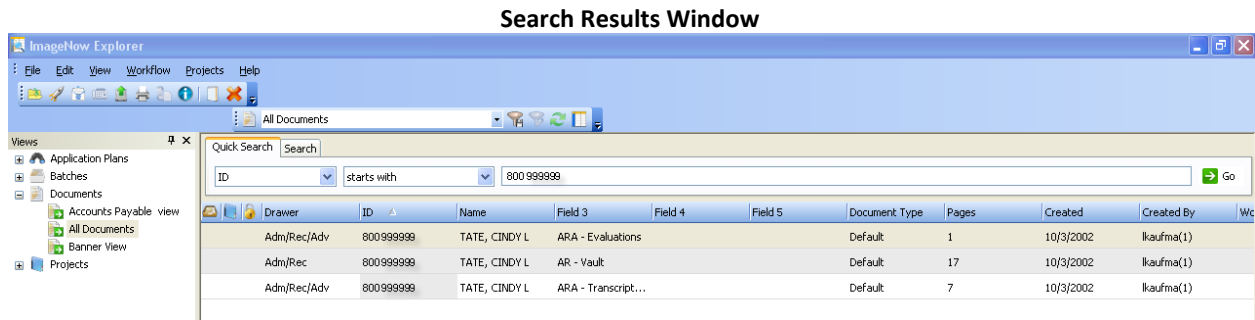- On ImageNow toolbar, select Applications
- Search results are displayed

**ImageNow Toolbar**
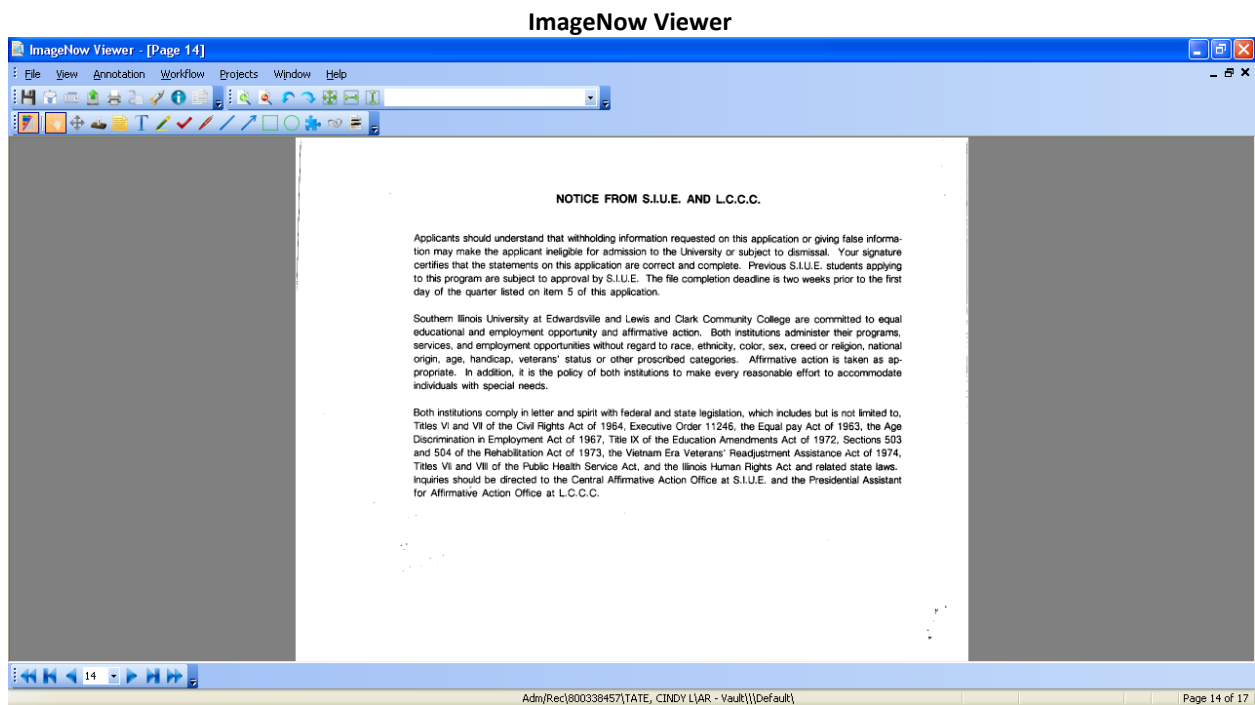
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## Open Document

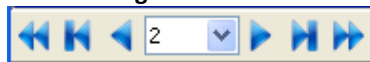- From the search results, double click on document type to view

**Search Results Window**



## View Document

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

**ImageNow Viewer**



- 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

# ImageNow Retrieval Quick Reference

**Toolbar**

Zoom in and out buttons to increase/decrease size of document

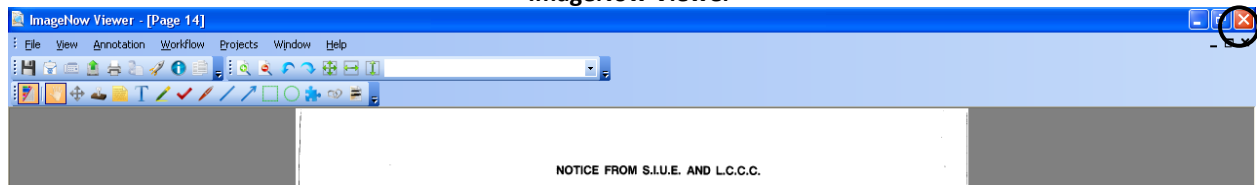Rotate left and right buttons to rotate document view 90°

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 to toggle between showing and not showing the annotations

## Close ImageNow Viewer

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

**ImageNow Viewer**

ImageNow Viewer - [Page 14]

File   View   Annotation   Workflow   Projects   Window   Help

NOTICE FROM S.I.U.E. AND L.C.C.C.

- Select new document type to view
- OR Enter new search criteria to view document types for another person
- OR Exit ImageNow