

ImageNow QA Quick Reference

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

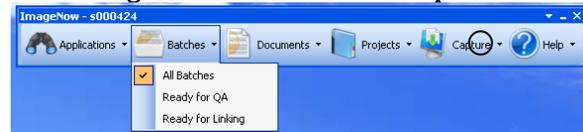


Performing QA on Documents

Note: This document covers the basics of quality assurance for a document. Every department has its own procedures for QA. The department will inform the user on what those procedures are.

- From drop down list for Batches on the Tool Bar Button Options, select batch type to open
 - Ready for QA (to shorten list)
 - Sort by Batch number or by Created by
- Double click on batch to open

ImageNow Tool Bar Button Options



Batch Results

Batch Sequence	Step	Status	Pages	Pages Pending	Pages Processed	Pages Skipped	Created	CreatedBy	Type
514902	QA	Suspended	2	2	0	0	8/13/2009	hauer	SCANNED
514716	QA	In-Process	103	60	37	6	8/13/2009	dhutts	SCANNED
515332	QA	Suspended	35	34	0	1	8/13/2009	ebauer	SCANNED
515490	QA	Suspended	1	1	0	0	8/13/2009	ebauer	IMPORTED
515936	Scan	Completed	113	113	0	0	8/13/2009	jenette	SCANNED
514296	QA	Suspended	1	1	0	0	8/13/2009	jenette	IMPORTED
515876	QA	Suspended	174	170	3	1	8/13/2009	jenette	AUTO-PROCESSING
514678	QA	Suspended	1	1	0	0	8/13/2009	hauer	IMPORTED
516051	QA	Suspended	123	8	74	41	8/13/2009	hauer	SCANNED
516892	Scan	Completed	2	2	0	0	8/13/2009	meane	SCANNED
516862	Scan	Completed	8	8	0	0	8/13/2009	meane	SCANNED
516891	Scan	Completed	35	35	0	0	8/13/2009	meane	SCANNED
516894	Scan	Completed	19	19	0	0	8/13/2009	meane	SCANNED
516863	Scan	Completed	81	81	0	0	8/13/2009	meane	SCANNED
516887	Scan	Completed	23	23	0	0	8/13/2009	meane	SCANNED
516862	Scan	Completed	45	45	0	0	8/13/2009	meane	SCANNED
516721	Scan	Completed	6	6	0	0	8/13/2009	meane	SCANNED
516444	Scan	Completed	306	306	0	0	8/13/2009	meane	AUTO-PROCESSING

- Options for page/batch
 - Mark pages as OK
 - Rescan this page
 - Commit this batch (used if not performing QA at this point)

Note: Not all departments perform QA as a separate step. QA is done at the same time as linking.

 - Suspend this batch
 - Delete this page
- When all QA'd (either OK or deleted) or batch is committed or suspended, will be returned to the batch results
- If no more batches to QA, proceed to the next step in the imaging process (i.e.; linking) or exit ImageNow
- Or repeat QA process for next batch

QA Options

