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

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

**Search from Banner**

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

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

View Document

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

Select new document type to view

- OR Enter new search criteria to view document types for another person

- OR Exit ImageNow