ImageNow Linking 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
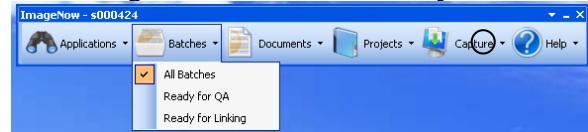 - Password will be updated in ImageNow whenever you change your e-id password
- Click Connect

ImageNow Log In

Linking Documents

Note: This document covers the basics of linking a document to Banner. Every department has its own procedures for linking. 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 Linking (to shorten list)
  - Sort by Batch number or by Created by
- Double click on batch to open
- Log in to Banner
  - Open applicable form
  - Enter person that is to be linked to the document

- Options for page/batch
  - Link this page
  - Hold this page
  - Suspend this batch
  - Delete this page
- Click Link this page
- Select application plan
- Verify that name/info is correct as shown in Document Keys
- Click Save Batch Page
- When linking complete or batch is suspended, will be returned to the batch results
- If no more batches to link exit ImageNow
- Or repeat linking process for next batch

ImageNow Tool Bar Button Options

Batch Results

Link Options