ImageNow QA 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
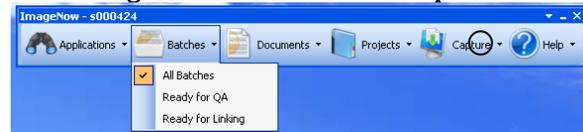- Click [Connect]

ImageNow Log In

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

- 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