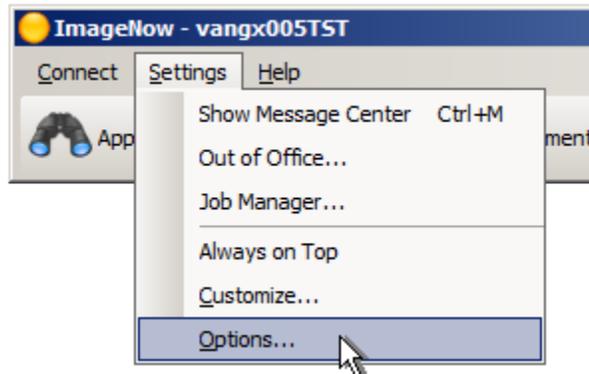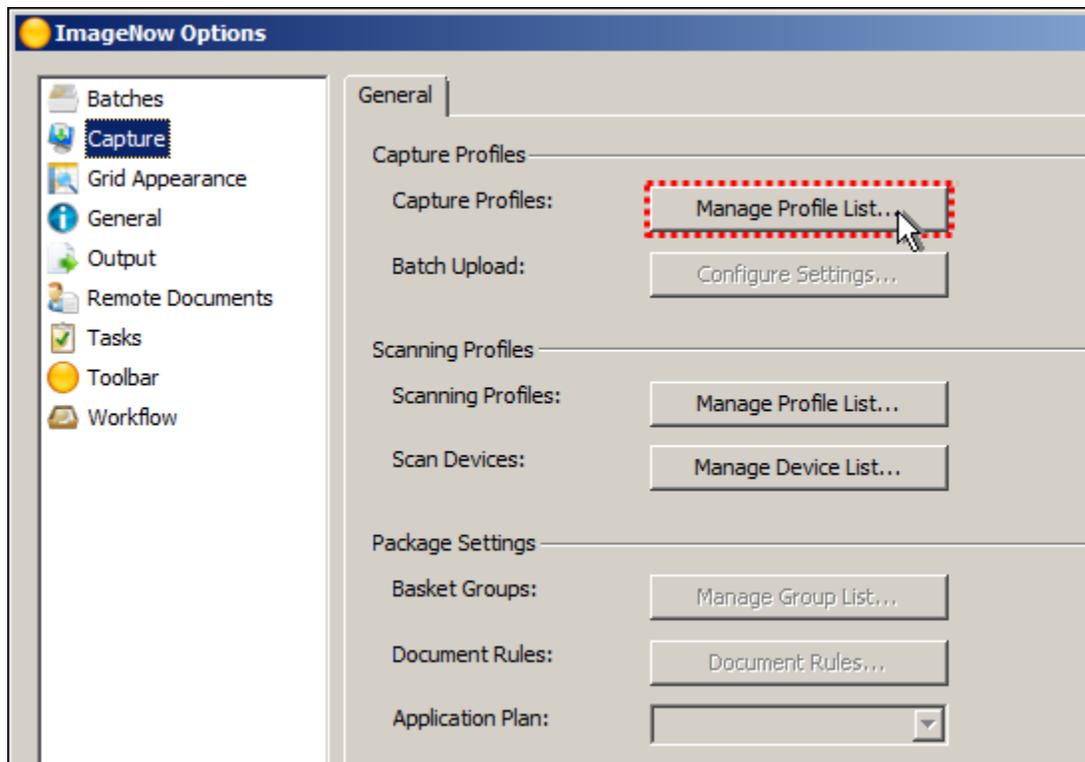# Configuring the ImageNow Printer for Departmental Deposit Documents
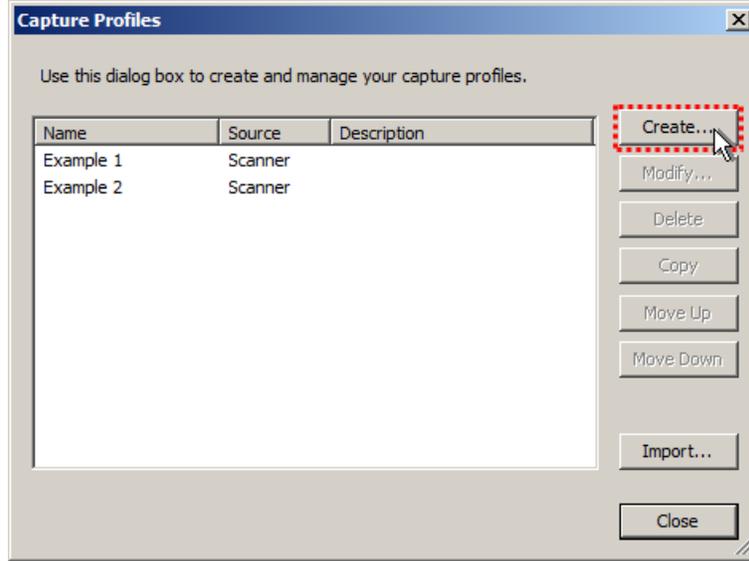
1. Sign-in to ImageNow
2. Select "Settings" then "Options" from the ImageNow toolbar


3. Select "Capture" on the "ImageNow Options" window
4. Select "Manage Profile List…" under the section labeled, "Capture Profiles:"

5. Select "Create…" on the "Capture Profiles" window.


6. In the "New Capture Profile" dialog:
    a. General tab
        i. Name: **F AR DeptDeposit 001 Print** (change the *001* to your cluster's number)
        ii. Source: **ImageNow Printer**
        iii. Mode: **Single**
        iv. Workflow: **F AR DeptDeposit 001** (Select your cluster's Dept Deposit queue from the drop list)
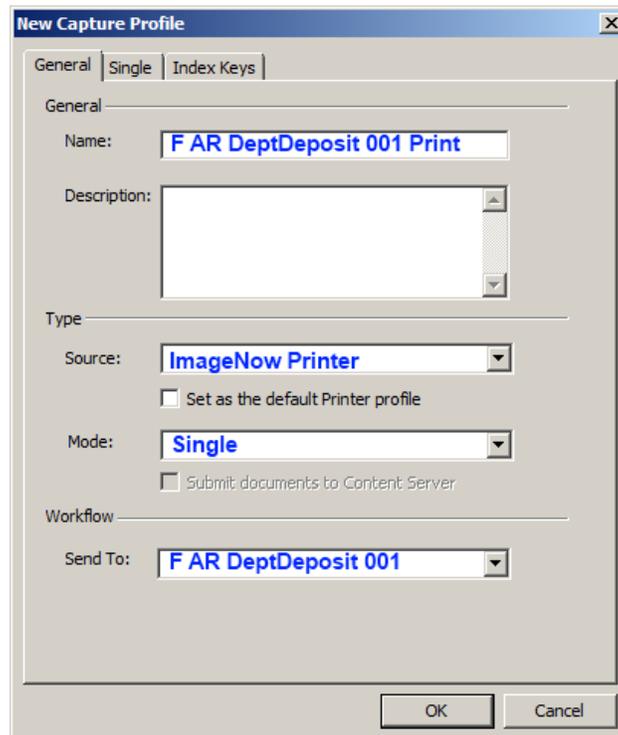
    b.   Single tab
        i.   Application Plan: **F AR DeptDeposit INPrint**
        ii.   Check ***Enable Auto Processing***.
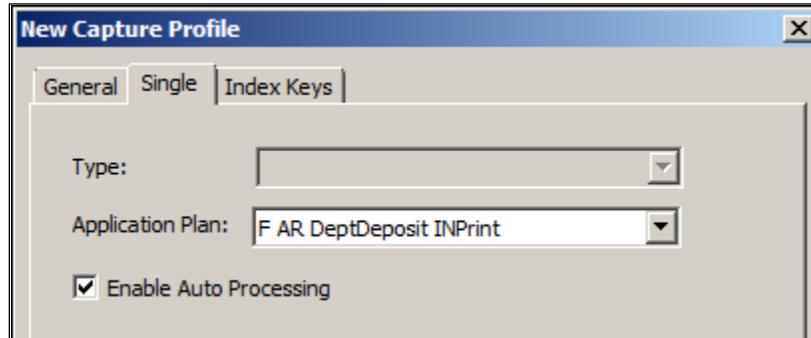
    c.   Index Keys tab.
        i.   Drawer (Double-click on the row to open the item and make changes.)
           1.   Type = ***System Drawer***)
           2.   Value = **F Scan 001** (select your cluster's scan drawer from the list)
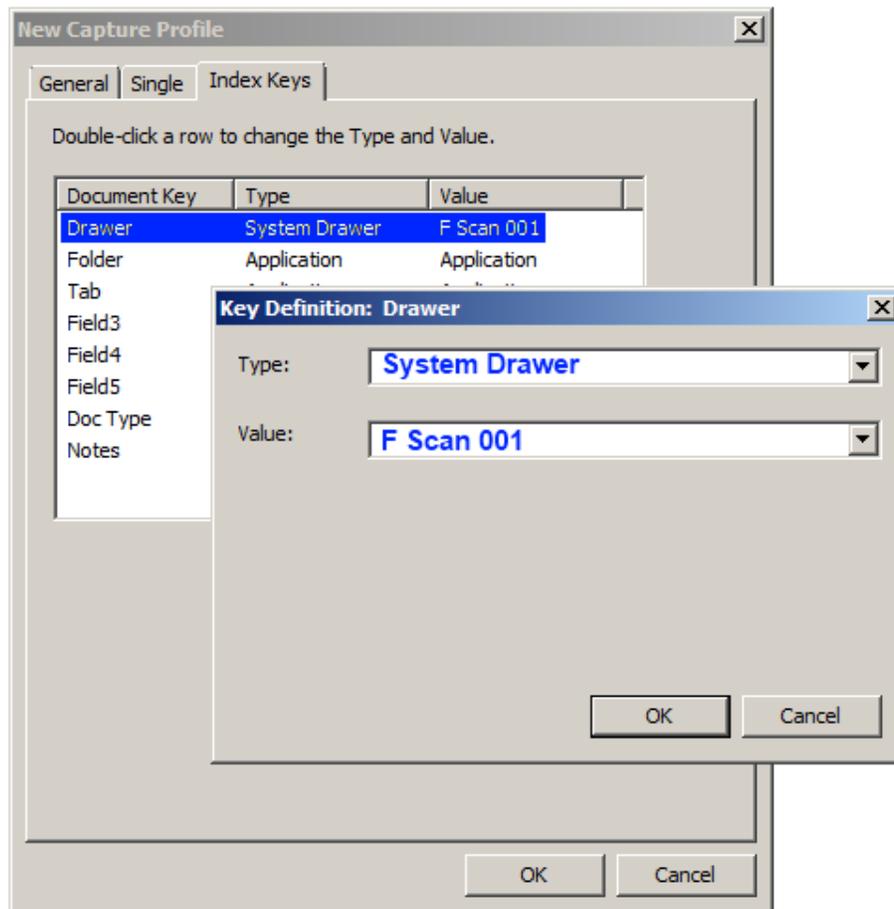

7.   Click "Ok", "Close" then "Ok" again to close out.

Using the ImageNow Printer to Capture
Departmental Deposit Documents into ImageNow

Below are step-by-step instructions for using the ImageNow Virtual Printer to process electronic documents into ImageNow.

1. Launch the ImageNow desktop program and sign-in.

2. Open the document you plan to capture into ImageNow. (It can be an e-mail, a PDF, MS Word, MS Excel document, etc.)

3. From within the program that you're using, proceed to print the document as you normally would.

4. When the print dialog opens, select **ImageNow Printer** from the list.
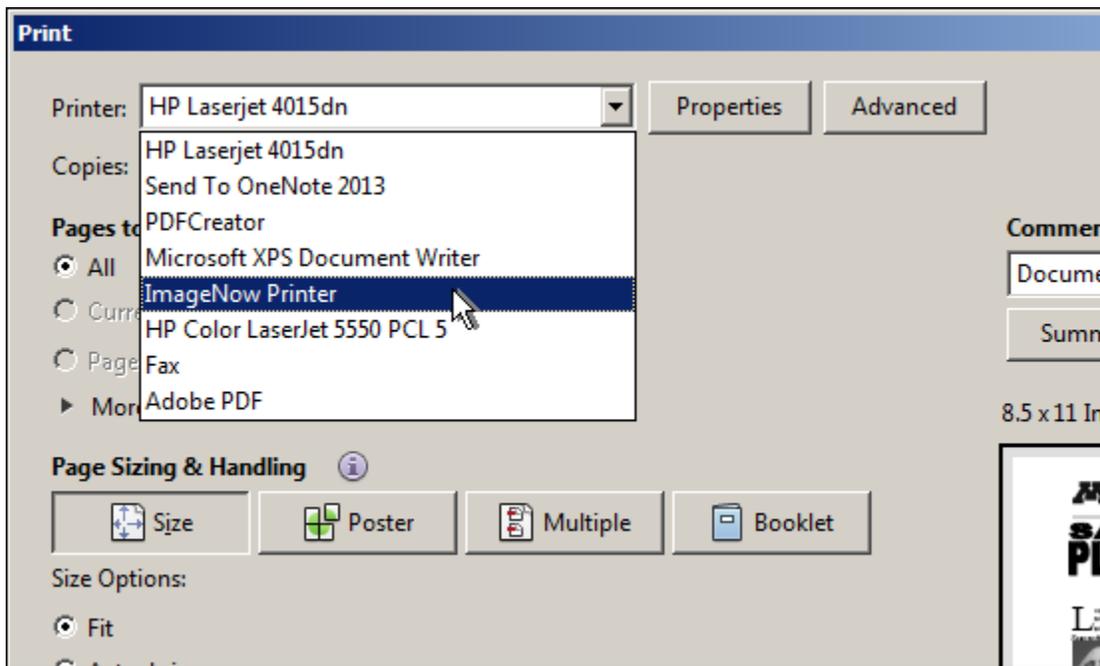

5. Click "Print" to send the document to the ImageNow Printer for processing.

Depending on the amount of details in your document (e.g., pictures, artwork, etc.) and the speed of your computer, it may take 5-10 seconds for the ImageNow Printer to prepare the document for uploading to the server. During this time, there may be no noticeable activity. The ImageNow Print dialog will pop-up when the document is ready.

When the document is ready, the **ImageNow Print** dialog will display.

6. Ensure that "F AR DeptDeposit 001 Print" is selected as the **Capture Profile** in the ImageNow Print dialog then click "OK".
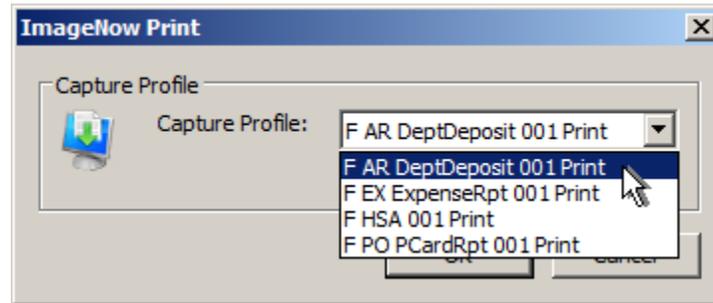

7. Fill in the **Deposit ID** (usually the last 6-digits on the barcode) and the **Deposit Unit** (typically "UMN01") on the "Proposed Keys" dialog box then click "Capture."

The document will be captured into your cluster's Departmental Deposit workflow queue. Navigate to that workflow queue to review your captured document. In this example, the workflow queue will be "F AR DeptDeposit 001".
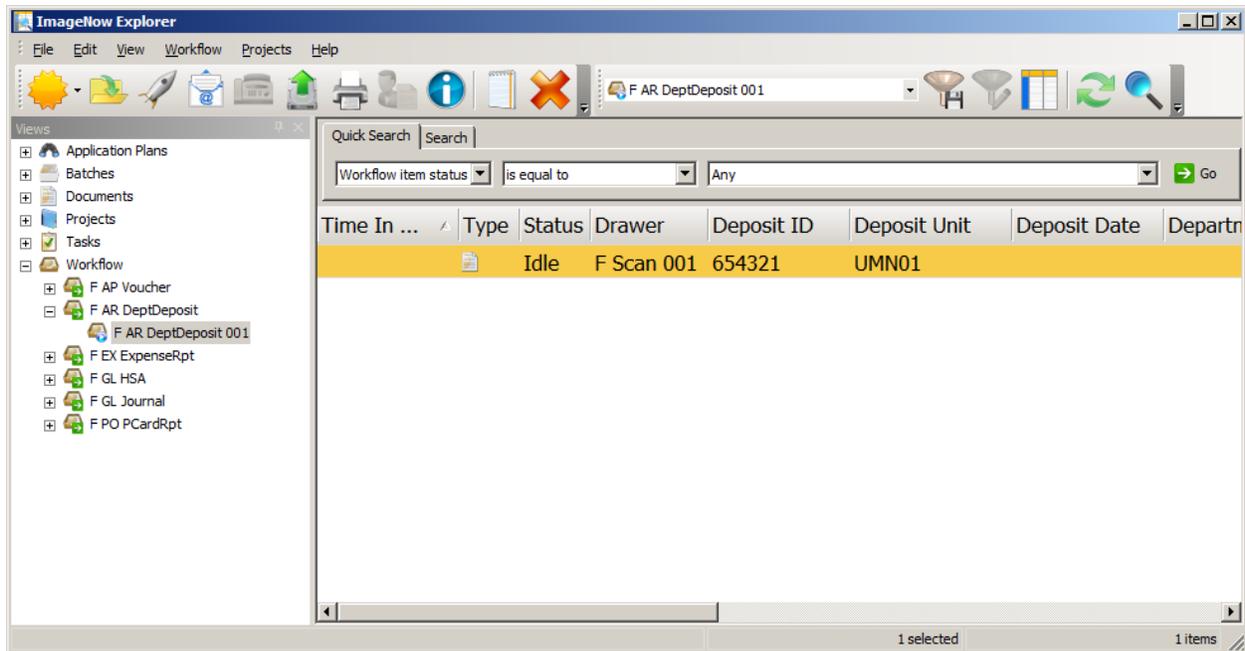
8. Open the workflow item to:
   a. Confirm that it is legible and of acceptable image quality.
   b. Verify that you've entered the correct Deposit ID.
   c. Verify that the Deposit Unit is correct.

9. Click "Route Forward" send the document forward into the workflow process.
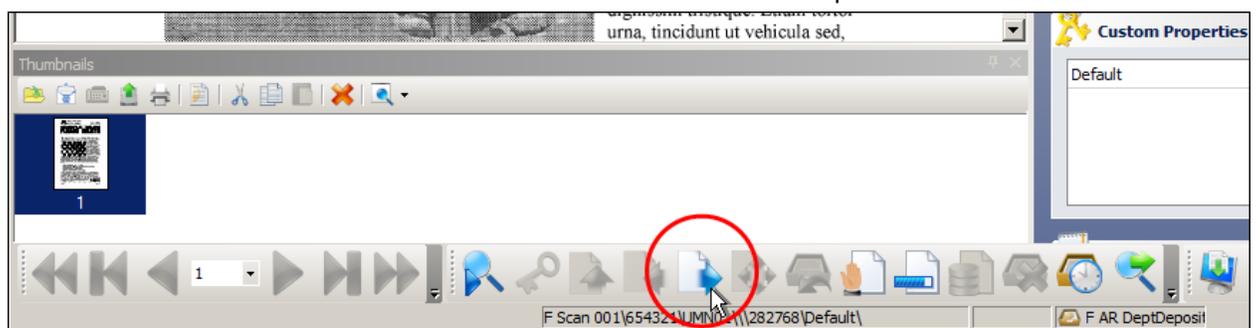
From here on, processing of the document will occur automatically. The document will be routed to a queue where a script will attempt to search PeopleSoft for a deposit record matching the ID and Unit that you entered. It can take up to 10 minutes for this to complete. If a match is found, the remaining keys will be filled-in with the data from PeopleSoft. Final processing will happen without human interaction if there are no errors.

Items captured via the ImageNow Printer will be **sent back** to your cluster's workflow queue if the ImageNow server is unable to find a PeopleSoft record that matches the Deposit ID and Deposit Unit that you entered.