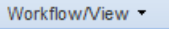




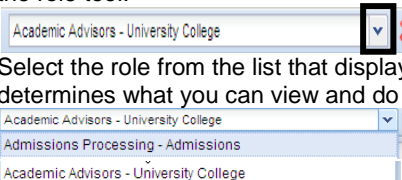
### Log In

1. Open any major browser on a PC or Mac. (Nolij Web 6.7 supports PCs and Macs.) **It is not necessary to install software to access Nolij Web 6.7.** (However, the Nolij VPN software is required for wireless access.)
2. Navigate to <https://imaging.uakron.edu>.
3. Enter your UAnet ID and password and click on Log in. You are logged in with your default role.
4. The first time that you login, select a view from the Workflow/View tool. 

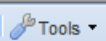


### Log Out

1. Log out before you close the browser window.
2. Click on the Logout tool in the toolbar. 

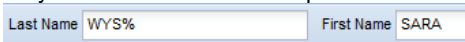



### Change Roles

1. On the user toolbar, click on the down arrow for the role tool. 
2. Select the role from the list that displays. A role determines what you can view and do in Nolij.   
The current work is cleared from the Nolij window; you are logged out of the current role and are logged in with the selected role.

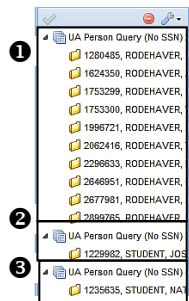
### User Preferences

1. To change the color scheme, click on the Tools button  tool, point to Themes, and select a theme. CAUTION: Changing themes will clear the work area.
2. Click on the down arrow on the Query Results header. 
  - a. To "stack" several students' folders for your review, click to unmark the checkbox for Clear All Results Before Each Query. 
  - b. To clear the query results (folders) before each search, mark the checkbox.

### Student Record Inquiry

1. Enter a student's Emplid (ID) or search by other criteria and press the ENTER key.
  - a. If the search is by partial LastName and/or partial FirstName, use the % sign to indicate "any characters here." Example: 
  - b. Search by date of birth range. Enter a beginning and an ending date range, using the mm/dd/yyyy format, as shown here. 
2. To clear the PeopleSoft Search area and begin a new search, click on the Clear Query tool. 
3. To clear the unlocked folders in the Query Results area, click on the Clear Results tool. 
4. If the selected student folder is locked by another user, a message displays.




### Lock or Clear a Single Query's Results


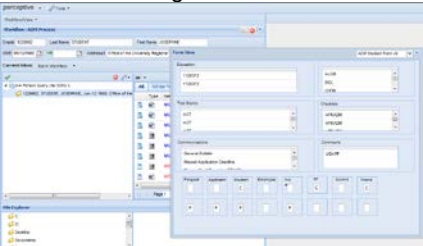



You may clear all or selected query results (student folders). There are 3 sets of query results in the example shown here. To clear or lock a single set of query results:



1. Right click on the query's header. The header contains the words UA Person Query.
2. Select Lock Query Results or Clear Result from the list.

### Form Data

1. To view the Form Data (test results and other data):
  - a. Click to select the student's folder.
  - b. At the bottom right of the Nolij Web window, click on the Expand tool on the Form header.   
The Form expands to display the PeopleSoft data.
  - c. Point to a data row to see a popup with additional data. 
2. To hide the Form, click on the Collapse tool .



3. When viewing the Form, the Form may be detached and moved to another part of the window. To detach the form:
  - a. Follow the instructions in step 1 above to view the form.
  - b. Click on the Detach tool in the Form header.   
The Form will display as a floating window.
  - c. Place the mouse pointer on the Form header bar and drag it to another location. 
4. To reattach the Form, click on the Form box's .

### Document Viewer

1. The Document Viewer supports a large number of file formats for viewing in Nolij.
2. Some of the tools, such as rescans and append, are available on the shortcut menu, when right clicking on a scanned (TIFF) document that is displayed in the viewer.
3. The mouse wheel or page tools can be used to scroll from page to page in a document.
4. The toolbar above the Document Viewer has a Maximize/Restore tool. 
  - a. Click on the tool to Maximize the Document Viewer within the Nolij Web window to allow a larger area to review the document. The Search, Results and Folders areas are hidden.
  - b. Click on the Restore tool  to restore the Document Viewer to its normal size in the Nolij Web window. The Search, Results and Folders areas are shown.

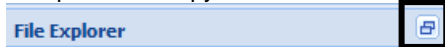
- The Annotation tools are available from the Document Viewer toolbar.




- Click on the Annotations tool to display and select an annotation type.
  - Drag to draw the annotation shape.
  - Right click on an annotation to display a menu that includes deleting the annotation or changing its properties.
  - When you are done using an annotation option, click on the Select mode  tool on the Document Viewer toolbar.
  - To hide or show the annotations for a document, select the Annotation tool and click to mark or unmark the Hide box in the list of options. An example, of when this might be done, is to print the document without the annotations.
- Use the Save tool  on the Document Viewer toolbar to save the annotations.

### File Explorer

Use the two columns in this area to access files on your computer and copy them to a student's folder.



- Click on the  to expand the area for use or to collapse the area when not in use.
- Locate the file to copy.
- Drag it to the list of documents for the student.

### Index Documents (Name Documents)

- To index (name) a document:
  - Right click on a document's icon in the Folder Objects area (document list). A shortcut menu displays.
  - If the index type needed is not on the menu, select either the Choose Index Type or More Types option. A box displays with a list of all the document index types to which you have access.
  - Select an index type and click on OK.

- For frequently used index types, add the index types to the shortcut menu.
  - Right click on a document's icon in the Folder Objects area. A shortcut menu displays.
  - Select More types from the menu. A box displays.
  - Right click on an index type (name) and select Lock.
  - Click on OK.
  - Repeat steps a-d for other index types.

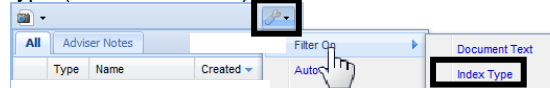
### Move Documents between Folders

If a document is in the incorrect student folder:

- In the Query Results, click to open the student folder, which incorrectly contains the document.
- Follow step 2a of the User Preferences instructions to stack folders.
- Search for the correct student folder. Both of the student folders display in the Query Results.
- Drag the document to be moved to the correct student's folder in the Query Results area.

### Search for Documents by Index Type

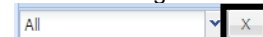
- Use the Filter On > Index Type option on the down arrow of the Folder Objects header. The Index Type option searches for a document index type (document name).



A Filter by box displays below the Folder Objects header.



- Click on the down arrow next to All to display a list of the index types.
- Select an index type (document name). Wait. A list of the selected student's documents with that index type displays.
- To filter for another index type in that student's folder, repeat steps 2 and 3.
- To view all the documents in a student's folder, select All from the list at the down arrow.
- To remove the Filter box from display, click on the X to the right of the down arrow.



### Email a Microsoft Office Document

- Double click on the document's icon to app activate it, i.e. open the document in the program in which it was created.
- Select File >Save and Send >Send Using Email.
- Select one of the email options. An Outlook message opens with the document attached.

**Note:** A document cannot be edited with app activation. To edit a document, use the instructions for Versioning, which are listed next.

### Edit an Office Document Using Versioning

Versioning allows the editing of a document, while saving the original document(s). Only the most recent version of a document displays in the student's folder. The older versions of the document can be viewed on request. In Internet Explorer:

- Right click on an Office document and select Edit document from the shortcut menu.
  - If a warning message displays, click on Enable Content. The document opens in the appropriate application. If a warning message displays, click on Enable Content.
  - Edit, save, and close the document. The document is not saved to Nolij, yet.
  - In Nolij, the Version dialog box displays. Enter a comment, if necessary, and click on OK. **The document is not saved to Nolij until you click on OK in the Version dialog box.**
  - To view old versions, right click on a document and select Properties. Go to the Version tab.
- For versioning in Firefox, see the separate handout.

### Use a Template

A template (form document, such as Advising Notes) can be available directly in Nolij.

- Open the student's folder.
- Click on the Tools icon in the Folder Objects header and point to Add Template Document.
- Select a template. The template is added as a document in the student's folder objects.
- Follow the above instructions for versioning in order to edit the document.

### Print a Document

- Click once on the document to display it.
- OPTIONAL: To print the document without annotations, click on the Annotations tool and mark the Hide box.
- Click on the Print tool in the toolbar.