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Course Overview

Discussion

Nolij Web is a document imaging software application. Document imaging is the online storage, retrieval and management of electronic images of documents. The main methods of capturing images are scanning paper documents and copying electronic documents.

The University is using **Perceptive Nolij Web** (Nolij Web) to image, annotate, retrieve and manage our large volume of documents. Most of these documents are originally in paper form, are scanned into Nolij Web and saved electronically to a folder for a particular student, employee, alumnus, friend of The University or business entity. Some of the documents in Nolij Web are created originally in electronic form, such as a Word document, and are copied to Nolij Web.

At this writing, The University has realized the following benefits:

- Better student service through immediate access to student files and no lost or misplaced files
- Increased staff productivity through faster storage, retrieval, analysis, and management of document information
- A more collaborative environment through both the consolidation of information from many sources and the immediate sharing of data with other campus users

Course Objectives

In this course, you will learn:

- How to get started with Nolij Web
- How to get help
- To efficiently use the Nolij Web interface for inquiries
- To efficiently use the Nolij Web interface for scanning

Lesson 1: Get Started with Nolij Web

In this lesson, you will learn about resources at The University of Akron that are available to you, as you begin to use Nolij Web.

Topics

- Get help with Nolij Web
- Login and logout
- Change roles
- Record retention

Note: If you will be accessing Nolij Web using the wireless network on campus, VPN software needs to be installed on that laptop. Contact the Support Desk at x6888 for assistance or view the Support Wiki at http://support.uakron.edu/wiki/index.php/Vpn .

Get Help with Nolij Web

Contact Type	Comments	Contact
IT Contact	Resource person for departmental setup and technical issues	Matthew Bungard mrb3@uakron.edu X6663
Help by Phone	For problems/questions about using Nolij Web and changes to departmental setup	Support Desk X6888
Record Retention	The University of Akron is required to comply with the Ohio Public Records Act. Electronic records and hard copy records must comply	James Hilliard, University Records Manager jnh1@uakron.edu x8182 S. Victor Fleischer, UL Archival Services svfleis@uakron.edu
	with the law.	x6253 Scott Campbell, Assistant General Counsel and Records Compliance Officer smc4@uakron.edu x7226
		Records Retention documents at: General Counsel's website
		http://www.uakron.edu/ogc/legal-policies-and- procedures/records/records-retention.dot
Student Records – FERPA	The University Registrar is the FERPA (Family Educational Rights and Privacy Act) coordinator.	Office of the Registrar Registrar@uakron.edu X8300
		FERPA (Family Educational Rights and Privacy Act) online training is accessible on the Faculty/Staff tab of My Akron.
Training	Seminar and documentation for an introduction to Nolij Web inquiry and scanning A quick start User's Guide for Nolij Web is available on the perceptive tool on the Nolij Web toolbar.	Pam Rodehaver rodehav@uakron.edu x2388 Sue McKibben smf@uakron.edu x6391 Go to <u>http://www.uakron.edu/training</u> for additional documentation. Go to https://www.uakron.edu/seminars to register for
	perceptive	a seminar.

Login/Logout

Login

The installation of client software on your PC is not required for Nolij Web 6.7. However, the Nolij VPN software is required for wireless users. If necessary, contact the Support Desk at x6888 to request the Nolij VPN software.

Users can login to Nolij Web multiple times. This means that you are able to login to Nolij Web on more than one computer at the same time or more than once on a single computer.

1.	Open a web browser.
	Nolij Web 6.7 is compatible with most web browsers.
2.	Navigate to Nolij Web 6.7 at The University of Akron: https://imaging.uakron.edu
	The login page displays.
	Convert Stars Convert Stars
	🖕 Favorites 🍿 🎱 Windows 7 Essential Train. 💆 Bing 🛄 UA Resources for Hining 🗓 Seminars 🛄 Jobs Page- New 🚼 Google 🕲 lynda.com software train. 🛄 Training Home Page 🔝 Site of Sites 🔅 Notifi Web 6 Login
	Security and confidentiality message Image: Confidentiality message Image: Confidentiality message Image: Confidentiality message
3.	Read the security and confidentiality message.
	I understand that violations of security and confidentiality may result in serious disciplinary actions. Clicking the "Login" button below indicates acceptance of the terms of The University of Akron FERPA policy. http://www.uakron.edu/ogc/legal-policies-and-procedures/privacy-practices-and-policies/ferpa.dot
4.	If this is the first time that you are accessing Nolij Web 6.7, a shortcut may be created on your desktop. From the menu in Internet Explorer, select File > Send > Shortcut to Desktop.
5.	Enter your UAnet ID and password.

6.	Click	Log in
	•	A prompt, similar to this, may display. Click to mark the checkbox and click on Run.
		Do you want to run this application?
		Name: fileSystemApplet
		Publisher: Perceptive Software
		From: http://cpiga-pc2:8080//NolijWeb-fsb-applet.jar
		This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the publisher.
		po not show this again for apps from the publisher and location above
		More Information Run Cancel
	•	You are logged in to Nolij Web with your default role.
		The role determines what can be viewed and the tasks that can be performed.
		You may have more than one role.
	•	The Nolij Web window displays. The first time that you login, the window looks like this:
		Workflow/Vew *
		Your role is listed here. To change roles,
		click on the down arrow and make a
		selection.
		and guery results areas are cleared.
		Tile Explorer Ø Torm Ø
	•	Click on the Workflow/View tool Workflow/View to select a view.
		Nolij Web remembers the choice for future logins.
		flow/View *
		kflow : ADM Process
		lame
		ant inbox:

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Logout

1.	It is best practice to remove any student folders from the Query Results area by
	clicking on the Clear Query Results tool I in the Query Results header.
	 Image: Style of the system of
2.	It is best practice to click on the Clear Query Fields tool 🥯 on the Workflow header to clear the Search area.
	Workflow : ADM Process
	However, it is not required.
3.	Click on Kongout .
	perceptive 🗸 🤌 Tools 🗸 Academic Advisors - ity College 🗸 🗙 Logout
	You are logged out of Nolij Web and the login page displays.
	Nolij Web 6 Login 😥 👻 🔂 🗸 🖃 👼 💌 Page 👻 Safety 🕶 Tools 🛩 🔞 🖷 🦈
	NOLIJ" WEB 6
	I understand that violations of security and contributing may result in service disciplinary actions. Dicking the "Login" bulkers below indicates accelerate of the terms of The University of Alivon FERMA policy.
	Pasevord:
	6.6.10_37218 Copyright 8 1969 2013. Hell (Corporation: All rights meaned Herming: Use of this activate is maintained to the libraries approximate.

Change Roles

When roles are changed, you are logged out of Nolij and logged in with the new role that you selected.

1.	If the current role is not the role you need in order to complete your work, click on the down arrow of the Role tool.
	Academic Advisors - University College
	Be certain that your current work is completed. When you change roles, the search and query results areas are cleared.
2.	Select the correct Role.
	The Search area and Query Results are cleared. The Nolij Web window refreshes.
	Your role is changed.

Record Retention

Whether a student record is in hard copy or is stored electronically, the rules of The University and all legal requirements must be followed and met. If you have questions regarding records retention, contact the University Records Manager, UL Archival Services or the Records Compliance Officer. Their contact information is on page 5 of this manual.

Important documents concerning Records Retention are available at General Counsel's website: <u>http://www.uakron.edu/ogc/</u>.

- Under University Rules at a Glance, click on the link Search for rules.
- Click on the tab for Keyword Search.

Text Search Keyword Search Subject Search

• Search by keywords "records retention."

Search for Rule (Title, Number or Date)

records retention]	Search
-------------------	---	--------

Lesson 2: Select Preferences

Discussion

Select the Theme

The colors of the Nolij Web window may be selected. Caution: Changing themes will clear the work area.



Search Preference

When a search for a student folder is done, select a preference to either:

- Clear all results before each query -OR-
- Stack the students' folders in the Query Results area

Select the Theme (Colors)

The theme is the set of colors used in the Nolij Web window.

1.	Complete any current work that you are doing in Nolij Web.
	When a new color theme is applied, the folders and documents on which you were working are closed.
2.	Click on the Tools menu button.
	perceptive - Prools -
	A short list displays.
3.	From the list that displays, point to Themes.
	A list of color choices displays.
	The current theme is indicated by a checkmark.
	De Tools -
	Communication Window
	Themes
	Preference Grav Theme
	Slate Theme
	- Access Theme
4.	From the list, select a color theme to use.
	A Warning dialog box displays.
	Unsaved Changes
	If you change themes, unsaved changes will be discarded. Save any changes you want to keep before you change themes. Do you want to continue changing themes? Yes No
5.	See the Caution note in step 1 before selecting Yes or No.
	To apply the new color theme, click Yes.
	The window refreshes with the new colors displayed.

Search Preference

When searches for student folders are done, select a preference to either:

- Clear all results before each query
 -OR-
- Stack the students' folders in the Query Results area

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Each Queny
Each query
Query Deculto (foldero), when a new secret is done
kbox is marked for Clear All Results Before Each Query.
Query Results (folders), when a new search is done (i.e.
mark the checkbox for Clear all Results before Each
checkbox. This will "stack" the student's folders in the
Each Query
Auery Results (folders), when a new search is done, kbox is marked for Clear All Results Before Each Query. Query Results (folders), when a new search is done (i.e. Query Results (folders), when a new search is done (i.e. mark the checkbox for Clear all Results before Each checkbox. This will "stack" the student's folders in the



Lesson 3: Inquiry

Discussion

In this lesson, you review elements of the Nolij Web window, search for a student's folder, and review the images that are stored in that folder.

Topics

- Terminology
- Review the window
- Search for a student's folder
- Review the documents in a student's folder
- Columns displayed
- View Form data
- Begin a new search
- Clear the query results
- Search for documents by index type
- Create favorite folders

Terminology

Each student with a PeopleSoft ID has a **folder** in Nolij Web.

🛅 1235635, STUDENT, NATASHA

The documents stored in the student's folder are called **folder objects**.

×	UC Correspondence	2013 Jul 31 15:
	UC Other	2013 Jul 25 11:
P)	UC Interview Record	2013 Jul 25 11:
P)	UC Intake Prep	2013 Jun 6 13:4
W	UC Preadvising worksheet	2013 Jun 4 13:0

When a department/college places a document in a student's folder, the document is **indexed** (named) by that department/college.

Choose Index Type	×
ACE Transcript	-
Admit Decision	
Application	
Application Fee Payment	
Application Update	
Change Form	
College Prep	
College Transcript Final	
College Transcript Foreign/Evaluation	
College Transcript Guest Work	
College Transcript In Progess	-
Ok Cancel	

The selected name of the document is referred to as an **index type**.

Review the Window



1.	PeopleSoft Search- to locate the student's folder			
	Admissions users with the appropriate permissions also will see fields to search the Gray Folders.			
2.	Query Results – the PeopleSoft Search results. Select a student's folder here.			
3.	Folder Objects – the documents available for the selected student folder			
4.	Document Viewer – a view of the document that is selected in the Folder Objects area			
5.	File Explorer – to locate documents on your computer to be copied to the selected student's folder			
6.	Form – displays PeopleSoft data about the selected student			
	Click on the Expand/Collapse tool 💷 on the Form header to view the form and the data.			

Search for a Student's Folder

For the most frequent methods used to search for a student's folder, enter:

- The student's ID -OR-
- Last Name and First Name (Partial values are allowed.)

The (Home) Address Line 1 and Date of Birth fields also are available for searching. The Social Security Number field is no longer available to most users. To submit a request for access to the SSN, please contact the Support Desk at x6888.

Your role determines the search fields that are available to you.

Nolij Web can return the first 100 results that match the criteria entered.

1.	In the PeopleSoft Search Area, enter the search criteria.		
	In class, enter the student ID 1229982 and press the ENTER key on the keyboard.		
	The student's folder displays in the Query Results area. Emplid 1229982 Last Name DOB		
2.	Notes: Any of the displayed search fields can be used to enter criteria.		
	The PeopleSoft wildcard character, % (percent sign), can be used. The wildcard character is used, when you only know a partial, rather than whole field value. <u>For example</u> : To search for Judi or Judith or Judy Miller, the criteria could be <u>Last Name MILLER</u> First Name JUD% DOB		
	To search for Judi or Judy or Judith Miller, who lives on Boneta Road or Street,		
	Emplid Last Name MILLER		
	First Name JUD% DOB		
	(The Address field searches the Home address only. It is a case sensitive field.) Use title case (initial capital letters for each word).		
3.	Review the Query Results area to see the student folder(s) that match the search criteria.		

Tip: To copy an ID from PeopleSoft, select the ID and press CTRL+C to copy. Use CTRL+V to paste the ID in Nolij.

Review the Documents in a Student's Folder

1.	 Click once on the student folder to select it and to see: The names of the Folder Objects (documents) that are available for the student. Additional PeopleSoft data displayed in the PeopleSoft Search area are the Form area. See page 25 to review and to work with the Form. 					
	perceptive - Prook -	Academic Advisors - University College 🛛 🗙 Logout				
	Workflow/View •	🕐 k 📄 🖨 🛛 🛊 🦉 🦧 🕀 🖬 🗖				
	Workflow : ADM Process	<u>^</u>				
	Emplid 1229982 Last Name STUDENT First Name JOSEPHINE DOB 06/12/1980 3 ⇒ 3 Address1 Office of the University Registrar	Pass Ten Receiver Ten Receive				
	Current Inbox: Not in Workflow -	You have successfully registered for PeopleSoft SA/HR V9 New User. This seminar coccurs Thursday, August 29, 2013 at 900 pm and is notated in Room Comp Ort 141. Ploase arrive				
	🖌 🧿 🌽 - 📓 - 🖉 -	4 >>				
	UA Person Query (No SSN) 1 All Adviser Notes	Form ADM Student Form v9 🗸 🏟 🗕				
	Type Name Created -	Education				
	ULC Correspondence 2013 Jul 26 12:	1128372 ALGB				
	College Prep 2013 Jul 26 09:1	1126372 BIOL				
		Test Serves Physician Contract Serves				
	< H < Page1 of1 > >] ② Displaying 1 - 100 of 10					
	File Explorer B					
2.	Note: The first user on campus to sele is able to edit the document or add do appropriate security. All other users we can view the documents for which the documents. These users receive a me Nolij Web window that notifies them of who has the folder for editing. This is similar to when three people in document from the H: drive. The first other two people receive the read-only A message displays in the Folder Obj locked.	ect and open a document/student's folder cuments to that folder, if the user has the 'ho select the document/student's folder y have security, but they cannot edit or add essage that displays in the center of the f this and of the UAnet ID of the person your office open the same Word person can edit the document, but the y message. ects header to notify you that a file/folder is				

3.	At the botto document li	om of the Folder Objects area, there are Page tools available, if the ist is longer than one page. Refresh tool			
	∥¶ ¶ Pa	age 🚺 of 2 🕨 🔰 🛛 🍣 👘 Displaying 1 - 25 of 43			
	Use these tools to move to the first, previous, next and last pages of the list of documents in the Folder Objects area or to refresh the list of documents.				
	Point to a to	ool to display its function.			
4.	. In the list of folder objects, the font color used for a document's name is meaningful.				
	Black –	The document belongs to your Department/College.			
	Red –	This is a shared document that belongs to another Department/College, but is shared for viewing by your Department.			
		Some of the documents that are shared across all colleges are:			
		 Interview records for Advising areas Admissions documents Transfer documents 			
	Blue –	The document is stored in a subfolder. Sub folders are used by a Department to make it easier to locate frequently used and/or key documents.			
	Note: In general, the name of a document identifies which Department/College owns the document. For example, a document with a name that begins with UC belongs to University College, with SC belongs to Summit College.				
	The exception to this naming convention is Undergraduate Admissions.				

5.	In the Folder Objects area, click once on a document's name to display the document in the Document Viewer.					
	Document Viewer toolbar Maximize tool					
		_				
	perceptive - I B Tools - Academic Advisors - University College 🗸 🔨					
	Workflow/View ▼	1				
	Workflow : ADM Process					
	Emplid 1236635 Last Name STUDENT First Name NATASHA Page tools	Page tools MIC ADVISEMENT CENTER MERVIEW RECORD				
	Name:	Ш				
	Current indox: Not in Workflow					
	MAJOR: Living on Campus?					
	Created - ACT COMPOSITE:	_				
	Lager Student, Nath Reading UC Correspondence 2013 Jul 31 152					
	UC Other 2013 Jul 25 11.3	-				
	Page tools UC interview Record 2013 Jul 25 11:3 Math Verbal	1				
		_				
	COMPASS SCORES: MATH WRITING READING CISBR					
		•				
	File Explorer	<u> </u>				
6.	To move from page to page in the displayed document:					
	 Use the Page tools in the Document Viewer toolbar 					
	 Use the mouse wheel 					
_						
7.	When an entire page does not display in the viewer:					
	(chan)					
	 Use the Hand tool <u>use</u> to "grab" the page and move it within the viewe 	r.				
	 Use the scroll bar on the right side of the Document Viewer. 					
	 Use the Zoom, Fit Width, and Fit Page tools in the Document Viewer 					
	toolbar.					
8.	On the Document Viewer toolbar, tools are available to modify the size of the Document Viewer area.					
	Click on the Maximize tool in the Document Viewer toolbar.					

9.	Note the changes in the Nolij window when the Document Viewer area is maximized.					
	The File Explorer and Search, Results, and Folder Objects Restore tool areas are hidden.					
	The University of Akron Graduate School Date Entered: Oct 31, 2011 I. Academic Evaluation					
	Name: Student , Josepine Empl ID#: 1229982 Major Field: Biology Major Code: 346000MS Locality: international					
	form					
10.	To return the Document Viewer area to its previous size and return to the main Nolij Web window, click on the Restore tool . The Document Viewer is returned to its normal size in the Nolij Web window. The File Explorer and Search, Results and Folder Objects areas display.					

Columns Displayed

You may select the columns of information that display with the document name.



1.	In the Fo headers.	lder Objects ar	ea, point to th	e blank area to the left of the column
	A down a	arrow displays.		
	All Adv	iser Notes		
	туре	Name		
	Thu the	UC Other	2	
		UC Correspondence	2	
2.	Click on t	the down arrow	, 🔽 .	
3.	Point to (do not click on) Columns.	
	A list disp	plays of availab	le columns.	
	1	All Adviser Notes		
		 Type Name 	Created	The Type column
		Columns	Type	displays an icon that
		📩 🗾 ပင်ငစ္စာ 🗖	Name	indicates the
			Created	application in which
			Created By	the document was
			Modified	created, e.g. Word
			Modified By	or Adobe Pro.
			Size	
			Version	

4.	Click to mark the checkbox for the columns to display.					
	The colu	olumn display reflects the changes.				
		All	Advis	er Notes		Press the ESCape
			Туре	Name	Modified 👻	key on the keyboard
			W)	UC Other	2012 Dec 12 10:36:46	to exit the columns
			2	UC Correspondence		menu.
						*
	The Folder Objects area may need to be resized to see the selected columns.					
	Note: To resize the Folder Objects area:					
	Place the mouse pointer on the right border of the area. With the mouse pointer as a double-headed arrow + , drag the border until the area is the appropriate size. It may be necessary to adjust the Query Results area, as well.					

View Form Data

When a student folder is selected in the Query Results area and the Form is opened, data from PeopleSoft about that student populates the Form in Nolij Web. The Form may be detached as a separate box that can be dragged to display in other areas of the Nolij window.

1.	In the Query Results area, click to select the student's folder.			
2.	At the bottom right of the Nolij Web window, click on the Expand tool on the Form header.			
	Form			
2	The Form expands. There is a pause as the PeopleSoft data is retrieved.			
3.	To hide the Form, click on the Collapse tool 🖃 .			
4.	 Click once on the student folder to select it and to see: The names of the Folder Objects (documents) that are available for that student. Additional PeopleSoft data displayed in the PeopleSoft Search area and the Form area. 			
	perceptive Image: Construction of the co			
	Point to a row of data in the form to see the row values displayed in a list format.			



Begin a New Search

When you begin a new search, one choice you make is whether to:

- **Clear** the existing Query Results (student folders). -**OR**-
- Keep the existing Query Results (student folders).

1.	Click on the down arrow on the Query Results header.			
	Image: A start of the start			
	✓ ↓ UA Person Query (No SSN) 1			
	1229982, STUDENT, JOSEPHINE, Jun-12-1980, Office			
	A list of options displays.			
	Clear All Results Before Each Query			
	Lexpand All Results			
	1 Collapse All Results			
	Clear All			
2.	To clear the existing Query Results (folders), when a new search is done,			
	ensure that the checkbox is marked for Clear All Results Before Each Query.			
	To keep the existing Query Results (folders), when a new search is done (i.e.			
	stack the folders), unmark the checkbox for Clear all Results before Each			
	In class, unmark the checkbox. This will "stack" the students' folders in the Query Results area.			
	Class All Deputts Defers Freib Ourse			
	Clear All Results Before Each Query			
	Collapse All Results			
	Clear All			
3.	To show the Deceder of a court and alight on the Olean Orange Fields to al			
	the Workflow header.			
	Workflow : ADM Process			
4.	Enter the new criteria to locate a student's folder.			
	In class, clear the number in the ID field of the Search area			
	and type the EmpIID 1813884 .			
· · · · · ·				

5.	Press the ENTER key on the keyboard.					
	The search is completed and the search results display in the Query Results area.					
	 Control Control Control					
6.	Click on the Clear Query Fields tool en the Workflow header to clear the PeopleSoft search area.					
	Workflow : ADM Process					
	Emplid Last Name First Name View Fields					
	DOB Address1					
	Current Inbox:					
	Image: Constraint of the second sec					
	Only the Search area is cleared. The Query Results are not cleared.					

Clear the Query Results

There are several options for clearing query results.

- Clear all the query results.
- Clear a single set of query results.
- Clear only unlocked query results.
- Keep all the query results.

To prepare for this lesson, search for MILLER, MICHAEL with a date of birth range of 01/01/1990 to 12/31/1990. In Nolij Web, it is necessary to enter dates in the mm/dd/yyyy format, e.g. 01/01/1990. Enter the forward slashes.

Workflow : ADM Process		
Emplid Last Name MILLE	R First Na	Ime MICHAEL
DOB 01/01/1990 → 12/31/1990	Address1	
Current Inbox: -		
I I I I I I I I I I I I I I I I I I I		J-
 UA Person Query (No SSN) 1 1229982, STUDENT, JOSEPHI UA Person Query (No SSN) 2 1813884, STUDENT, BRITTAN UA Person Query (No SSN) 3 UA Person Query (No SSN) 3 MILLER, MICHAE 		



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3. To clear the results of a locked query: Right click on the guery's header and select Unlock Query Results from • the list that displays. 4 🔒 UA Person Query (No S 🟳 1229982, STUDENT]իդ 🕨 🇐 Move To Right click on the query's header, again, and select Clear Result. • A Lock Query Results Clear Result 🌀 Move To 4. To automatically clear the Query Results, when a new search is completed: Click on the down arrow in the Query Results header. In the list that displays, click to mark the checkbox for Clear All Results before each query. Clear All Results Before Each Query Expand All Results Collapse All Results Clear All 5. To clear all the unlocked Query Results at any time: Click on the Clear Unlocked Results tool ¹⁹ in the Query Results header. The unlocked Query Results are cleared. ○ *P* -6. To clear all Query Results, locked and unlocked: Click on the down arrow on the Query Results header. Select Clear All. Clear All Results Before Each Query Expand All Results Collapse All Results Clear All

Search for Documents by Index Type

If the list of documents in a student's folder is lengthy, use the Filter On option on the down arrow of the Folder Objects header to view only those documents that are a particular index type (name).

To prepare for this lesson in class, search for the student, whose ID is on the yellow sheet of paper on your keyboard. Click once on the student's folder to select it and view the list of documents in the Folder Objects area.

Note: The Filter On option is not available if the folder is locked.

1.	Use the Filter On option on the down arrow of the Folder Objects header to select Index Type						
	· ·	₩ • <u></u>					
	All Adviser Notes	Filter On	Document Text				
		Auto Index	Index Type				
		Approve Indexing	Custom Property 🕨				
		Add Template Doc					
	-	10					
	A Filter by box displays below the Folder Objects header.						
		8 ⁹ -	document's name.				
	All	X					
0	Olich on the down errow next to All to dian	leve liet of the index					
Ζ.	Click on the down arrow next to All to display a list of the index types.						
3.	Select an index type (document name).	ait.					
	A list of the selected student's documents with that index type displays.						
	All other documents for that student are hi	dden from the docu	ment list.				
4.	To search for another index type in that student's folder, repeat steps 2 and 3.						
5.	To view all the documents in a student's for	older, select All from	the list at the down				
	arrow.						
	All 🗸 🔨						
6.	To remove the Filter box from the display,	click on its X.					
I	1						

Create Favorite Folders

Favorites for folders are available. When a folder is marked as a favorite, it will display at the top of the Query Results, whenever you log in to Nolij and until it is removed as a favorite. If you have multiple roles, the favorite is associated with the role in which it was created. The favorite displays only when you login and use that role.

1.	In the Query Results, click once on the student's folder to select it.	
2.	Right click on the folder.	
3.	Select Add Favorite from the list. Carbon Query (No SSN) 2 Carbon Que	
4.	The Favorite Folders list displays with your favorite folders.	
5.	When the Clear Unlocked Results tool 🥯 is used, the Favorite Folders are not cleared.	
6.	 To remove a folder from the Favorite Folders list: Click on the folder to select it. Right click on the selected folder to display the shortcut menu. Select Remove Favorite. 	

Lesson 4: Work with Documents

Discussion

When reviewing the documents in the student's folder, you may need to copy a document from your computer to the student's folder in Nolij or to print the document. In this lesson, you review how to complete these tasks.

Remember that your role determines what you can see and do in Nolij Web.

Topics

- ► File Explorer Copy a document
- Index documents (name documents)
- Annotations
- Print a document
- E-mail a document

File Explorer – Copy a Document

The **File Explorer** is divided into two columns, when expanded. It is used to search for files on your computer and to copy the files to the student's folder in Nolij Web. The File Explorer is similar in appearance to Windows Explorer.

When a folder is selected in the left column, the file objects that are stored in that folder display in the right column.

In the example shown here, the Desktop\Desktop Files 2013 folder is selected in the left column. The files that are stored in that folder are displayed in the right column.

File Explorer				
📁 C:			Name	
📁 D:	=	X	DTS Walk-In Schedule.xlsx	•
4 🥼 Desktop		X	email list.xlsx	
a 💋 Desktop Files 2013		The second se	Endnaist dag	
📁 DesktopFiles 2013 📁 Nancy			Enapoint.doc	-
		W	Excel 2010 - Pivot Tables ver10.docx	
Fac180Overview	Ŧ	12h	faculty center 01-15-13.txt	-

1.	In the Query Results area, select the student's folder in which to place the document.
	✓
	UA Person Query (No SSN) 4 All Adviser Notes
	Z235635, STUDENT, NATASHA, Type Name Created → Mod
	College Prep 2013 Jul 31 09:2 2
	UC Correspondence 2013 Jul 26 12:4 2
	College Prep 2013 Jul 26 09:0 2
	📑 🌉 Other 2013 Jul 26 09:0 2
	UC Interview Record 2013 Jul 25 11:3 2 -
	✓ III → Page 1 of 1 > >
2	
۷.	To display the File Explorer, click on the expand 🖃 tool on its header.
	File Explorer
3.	In the File Explorer, click on a folder to expand it and to view the files and
	subfolders that it holds.
	Emplid 1229982 Last Name STUDENT First Name JOSEPHINE
	DOB 06/12/1980 🖻 🔿 💽 Address1 Office of the University Registrar
	Current Inbox: Not in Workflow -
	✓
	UA Person Query (No SSN) 4 All Adviser Notes
	I235635, STUDENT, NATASHA, Type Name Created → Mod
	College Prep 2013 Jul 31 09:2 2
	UC Correspondence 2013 Jul 26 12:4 2
	College Prep 2013 Jul 26 09:0 2
	Other 2013 Jul 26 09:0 2
	UC Interview Record 2013 Jul 25 11:3 2 *
	 ✓ III → Page 1 of 1 > > 2 Displaying 1 - 100 of 100
	File Explorer -
	C: Name
	Copy of BOTReport 2-13 narrative.docx
	Correspondence from J Student 1229982.pdf
	DTS Walk-In Schedule.xisx
	Nancy Email list.xlsx
	Fac180Overview Endpoint.doc
	Locuments Excel 2010 - Pivot Tables ver10.docx

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Index Documents (Name Documents)

1.	Click on a document icon to select the doc	ument.
2.	Right click on a document's icon in the Fol	der Objects area.
	A shortcut menu displays.	
	UA Person Query (No SSN) 4 All Adviser Notes	
	1235635, STUDENT, NATASHA, 6611 Mapler	Created KER IS 2012 Mar 15
	Twoffice tr	Subfolder
		Rename Reset Name
	< ₩ 4 Page1 of 1 0	Email Document Download Link
		Email as Attachment
		Auto Index
	-	Resolve
		UC Delete
	-	UC Other
		Properties
3	If the index type needed is not on the men	L select either the Choose Index Type
0.	or More Index Types option.	
	A box displays with a list of all the docume	nt index types to which you have
	access.	in mack types to which you have
	Choose Index Type	
	ACE Transcript	
	Application	
	Application Update	
	Change Form College Prep	
	College Transcript Final	
	College Transcript Foreign/Evaluation College Transcript Guest Work	
	College Transcript In Progess	
	Ok Cancel	
4.	Select an index type and click on OK.	



Annotations

The Annotation tools are available from the Document Viewer toolbar.

🖑 🗧 🚔 💿 🛈 1 🛛 /2 🖲 📃	Y € 13 3 6 9 / - Q Q H 1 □
----------------------	----------------------------

If the Annotation tool is not displayed, click on the More tool 🚬 to select it.

If you have the permissions to annotate a document, you may highlight areas of a document or add a sticky note, for example. Annotations are stored separately from the document in Nolij Web. This allows the document to be viewed or printed with or without the annotations.

1.	In the Folder Objects (document list), click of and annotate.	nce to select the document to view
2.	In the Document Viewer toolbar, click on the select an annotation type.	Annotations tool 🥟 to display and
	Highlight	
	O Circle	The Stamp annotation type
	🚨 Stamp 🕨	only is available if your
	Ab Free Text	department has a stamp
	Line C	created for its use.
	Square	
	Ab Sticky Note	
	Hide	
3.	On the document, drag to draw the annotation	on shape.
4.	Right click on a drawn annotation to display	a menu that includes deleting the
	annotation or changing its properties.	
5.	When you are done using an annotation option option on the Document Viewer toolbar.	ion, click on the Selection tool
6.	To Hide or show the annotations for a docum	nent:
	 Select the Annotation tool. Use the Hide checkbox. Click to mark 	the Hide box to hide the apportations
	or unmark the Hide box to show the a	innotations.
7.	On the Document Viewer toolbar, use the Sa are made.	ave tool 📃 to save any changes that
Note	a: To move or resize an annotation, use the Se	election tool 💽.

To Print a Document

One of the reasons for using Nolij Web is to reduce paper consumption, while allowing efficient access to student records. Consider whether a hard copy of a document is necessary before printing.

Use the Print Tool in the Document Viewer

The preferred method for printing a document is to use the Print tool on the Document Viewer's toolbar.

-	
1.	Click once on the document's name to select it.
	The document displays in the Document Viewer.
2.	In the Document Viewer toolbar, click on the Print tool
3.	To view the Adobe toolbar, move the mouse pointer toward the bottom of the document in the Adobe window.
4.	Select the Print tool in the Adobe Reader toolbar. The Print dialog box displays.
5.	Make your selections and click Print.
6.	Close the Adobe window.

App Activation

For Microsoft[®] Office documents, another method for printing a document is to activate the application from which the document was created. Then, use the File > Print or Office Button > Print command in the application.



E-mail a Document



The documents may contain sensitive information about a student.

1.	Display the document in the Document Viewer in Nolij Web.
2.	On the Document Viewer toolbar, click on the Print tool
	?</th
3.	A separate, Adobe Reader window opens and the document displays.
4.	Move the mouse pointer toward the bottom of the Adobe Reader window to display the Adobe toolbar.
	Campus Community Functional Analyst: A functional analyst is needed for PeopleSoft ERP development and support for Campus Solutions (Student Administration) and HCM ensultations
	Preferred candidates will have excellent problem solving skills, strong PL/SQL, a working knowledge of PeopleSoft technologies including Application Designer, Crystal reports, PSQUERY, PeopleTools, COBOL, SQR, integration concepts and XML Publisher.
	Campus Community
	 Document Campus Community Set up for Campus Solutions/HR, including: Person Model (must have working knowledge of person model) Bio/demo data - make recommendations for any necessary corrections or modifications. Service indicators and service indicator data Student groups and new chalont group segurity.
	2) Coordinate issues r 🖹 🚓 Persolat 🏦 that and the polar is areas.
	3) Provide recommendation for future management of campus community.
5.	Click on the Show Acrobat toolbar tool
	The expanded toolbar displays at the top of the Acrobat Reader window.

6.	Click on the Share Files tool
	The Send Files task pane displays.
	Sign In Send Files
	Use Adobe SendNow Online
	Select File:
	PrintFile 1 file
	Attach
7.	Select Attach to Email.
8.	The Select File value will default to the displayed document.
	Select File:
	1 file
9.	Click on Attach .
	An Adobe Acrobat dialog box displays.
	Adobe Acrobat
	How would you like to email this document:
	* Send a link (URL) to the PDF file on the Web?
	* Send a copy of the entire PDF file as an attachment?
	Send Link Send Copy Cancel
10.	Select Send Copy
	Note: See the information on the next page about using the Send Link option.

11.	Your default mail application will open. On campus, usually, this is Outlook. The document will be attached to the email in a PDF format.
	The name of the attachment will be PrintFile.pdf.
	File Message Insert Options Format Text Review Adobe PDF
	Paste ✓ ✓ ▲ ▲ ▲ ↓
	To Cc Send Bcc Subject:
	Attached: ZerintFile.pdf (708 KB)

Notes: If the Send Link option is used, a link is created in the email message as shown here. However, the link only will work if the mail recipient first logs in to Nolij and then clicks on the link. For the link to work, Nolij needs to be open, but it is not necessary to open a student's folder.



Alternatively, you may **App Activate** certain documents. Then, within that application, use the Attach to Email or Send or Save & Send commands to email the document. The Attach to Email or Send or Save & Send commands are located on the application's File menu or on the Office Button menu.

Lesson 5: Scanning

Discussion

The scanning process is reviewed in this lesson. Although your job duties may not require that you scan documents, it is beneficial to understand the process.

Topics

- Scan a single page document
- Scan a multi-page document
- Scan using blank page detection
- Staple (merge) documents
- Rescan a page
- Insert a page or pages
- Append pages
- Modify scanned images
- Move documents between folders

Scan a Single Page Document

1.	In the Query Results, click on the student folder that is to hold the scanned
2.	If the document is to be placed in a subfolder, click on the subfolder in the Folder Objects area
3.	Click on the Scan tool in the Folder Objects header.
4.	At the beginning of each log in session, a prompt may display to select a default scanner, when the Scan tool is selected for the first time. Select a scanner.
5.	Make the appropriate selections in the Scanner dialog box. Vidal Scanner Properties (Kods HD Scanner) Imaging Pager Competing Dropol Multited Options info Progress Image Dropol Multited Dropo
6.	The document is scanned into the student folder and stored on the Nolij Web server. By default, the document displays at the end of the document list.
7.	In the Folder Objects area, right click on the document to index it.
8.	Review the document in the Viewer to verify that it is legible.

Scan a Multi Page Document

1.	In the Query Results, click on the student folder that is to hold the scanned document.
2.	If the document is to be placed in a subfolder, click on the subfolder tab in the Folder Objects area.
3.	Click on the down arrow of the Scan tool in the Folder Objects header and mark the Multi Page checkbox.
4.	Click on the Scan tool to begin scanning.
5.	At the beginning of each log in session, a prompt displays to select a default scanner, when the Scan tool is selected for the first time. Select a scanner.
6.	Make the appropriate selections in the Scanner dialog box.
	Kodak Scamer Properties (Kodak 400 Scamer) Imaging Paper Competition (Deposit) Intel Properties (Kodak 400 Scamer) Imaging Paper Competition (Deposit) Intel Properties (Kodak 400 Scamer) Imaging Paper Competition (Deposit) Intel Properties (Kodak 400 Scamer) Imaging Paper Competition (Deposit) Intel Properties (Kodak 400 Scamer) Imaging Paper Competition (Deposit) Intel Properties (Kodak 400 Scamer) Imaging Paper Competition (Deposit) Intel Properties (Kodak 400 Scamer) Imaging Paper Competition (Deposit) Imaging Paper Competition (Deposit) Imaging Paper Competition (De
7.	The document is scanned into the student folder and stored as a single document on the Nolij Web Server.

8.	In the Folder Objects area, right click on the document to index it.
	By default the document displays at the end of the document list, unless you have sorted the documents.
9.	Review the document in the Document Viewer to verify that it is legible and in order.

Note: If the document is multi paged and the Multi Page checkbox is not selected, each page will scan as a separate document. Use the Staple (Merge) Documents instructions in this manual to staple all the pages into a single document.

Scan Using Blank Page Detection

Nolij Web can detect blank pages, which can function as document separators. Several documents may be scanned at one time to a single folder using a blank page between each document. Nolij detects the blank pages and creates separate documents.

1.	Place a blank sheet of paper between each of the documents.
2.	In the Query Results, click on the student folder that is to hold the scanned documents.
3.	If the documents are to be placed in a subfolder, click on the subfolder tab in the Folder Objects area.
4.	Click on the down arrow of the Scan tool in the Folder Objects header and mark the Multi Page checkbox.
5.	Click on the down arrow of the Scan tool and mark the Enable Blank Page
6.	Click on the down arrow of the Scan tool and select Enable Blank Page Detection > Set Threshold. Image: Click on the down arrow of the Scan tool and select Enable Blank Page Image: Click on the down arrow of the Scan tool and select Enable Blank Page Image: Click on the down arrow of the Scan tool and select Enable Blank Page Image: Click on the down arrow of the Scan tool and select Enable Blank Page Image: Click on the down arrow of the Scan tool and select Enable Blank Page Image: Click on the down arrow of the Scan tool and select Enable Blank Page Image: Click on the down arrow of the Scan tool and select Enable Blank Page Image: Click on the down arrow of the Scan tool and select Enable Blank Page Image: Click on the selection to the select
7.	Drag the slider b set the threshold that Nolij Web is to use to determine if a page is blank. Even blank pages have dots in the background. Use lower values between 40 and 50 for newer scanners. Select higher values for older scanners.

8.	Click OK.
9.	Click on the Scan tool.
10.	At the beginning of each log in session, a prompt may display to select a default scanner. This prompt displays the first time that the Scan tool is selected. Select a scanner.
11.	Make the appropriate selections in the scanner dialog box. * Kodak Scanner Tropperlies (Kodak H0 Scanner) * With Scanner Tropperlies (Kodak H0 Scanner) * With Scanner Sc
12.	The documents are scanned into the student folder and stored on the Nolij Web server. By default, the documents display at the end of the document list, unless you have sorted the documents.
13.	Right click on each document to select an index type.
14.	Review the documents to verify that they are legible and in order.

Notes: The blank pages used as separators are not kept as part of any document. For double-sided documents, Nolij Web does not use blank pages on the back sides of the pages as page separators. These blank pages are considered regular pages and are added to the document.

Tip: This function may work best if all the documents in the group are double-sided or all the documents in the group are single-sided.

Staple (Merge) Documents

Documents that are scanned into Nolij are TIFF documents. Follow these steps to staple (merge) multiple documents in TIFF format into one document.



When the Merge Selected option is made, only the stapled document will exist. The original documents are not preserved separately.

Note that the Annotations are preserved.

<u>This process works for TIFF documents –OR- for PDF documents</u>. The documents to be merged must all be TIFF documents or must all be PDF documents.

1.	Select the documents in the order in which their pages are to be stapled (merged) to create a single document.
	In the Folder Objects, click to select the first document.
	The selection of the first document is important.
	 It is the document onto which the other documents will be stapled. The name and properties of the document after stapling will be those of the first document. Pages are added to the document in the order in which the documents are selected.
2.	Select the second document by holding down the CTRL key and clicking.
	The selected documents are highlighted.
	All Adviser Notes
	Type Name Created M
	UC Interview Record 2012 Nov 8 17:0
	UC Alternative Credit Letter 2012 Nov 13 14:
	UC Alternative Credit Letter 2012 Nov 13 14:
	Aud_grad_advising_templ 2012 Dec 3 14:4
	UC Correspondence 2012 Dec 17 14:
	UC Deans Office Corresp 2012 Dec 17 16:
	UC Preadvising worksheet 2012 Dec 17 17: 👻
	Page 1 of 1 P Displaying 1 - 105 of 105
3.	Continue to select the documents to be stapled with CTRL + click.
	Remember that the documents will be stapled together in the order in which
	they are selected

4.	When all the documents to be stapled are selected, right click on one of the selected documents' names.
	A shortcut menu displays.
5.	Select Merge Selected.
	Subfolder 🕨
	Rename Reset Name
	Email Document Download Link Email as Attachment
	Duplicate
	Auto Index
	Resolve
	Merge Selected
	UC Correspondence
	UC Delete
	UC Other
	UC Preadvising worksheet
	More Index Types
	The message "Processing please wait" displays.
	When the message no longer displays, the documents have been stapled into a single document.
	The document is indexed with the name of the first document.
	The date created property will be that of the first document.
6.	Review the document to verify that it is legible and in order.

Rescan a Page

The Rescan Page option is available on a shortcut menu.

Use the Rescan Page option to rescan and replace a page displayed in the Document Viewer.

1.	In the Document Viewer, use the page tools or the mouse wheel to navigate to the page of the document that is to be replaced.
2.	In the Document Viewer, right click on the page to be replaced and select
	Rescan Page from the shortcut menu.
	🐼 Zoom In
	😪 Zoom Out
	← Fit Width
	1 Fit Page
	Annotation Tools 🕨
	Rescan Page
	Scan Append
3.	At the beginning of each log in session, a prompt may display to select a
	default scanner, when the Scan tool is selected for the first time. Select a
	scanner.
4.	The selected page in the Document Viewer is removed from the document
	and the scanned page replaces it. The removed page is no longer available
	in the student's folder.
5.	Review the document to verify that it is legible and in order.

Insert a Page or Pages

Follow the Rescan Page instructions on the previous page, but scan both the displayed page and any pages to insert before or after it.

Append Pages

Append means to add pages to the end of the document.

1.	In the Document Viewer, display the document to which pages will be appended.
2.	In the scanner's tray, load the pages to be appended to the document.
3.	Right click on any page of the document and select Scan Append from the shortcut menu.
	🤹 Zoom In
	🔾 Zoom Out
	Fit Width
	1 Fit Page
	Annotation Tools 🕨
	Rescan Page
	Scan Append
4.	At the beginning of each log in session, a prompt may display to select a default scanner, when the Scan tool is selected for the first time. Select a scanner
5.	The scanned pages are added to the end of the document.

Modify Scanned Images

Image is upside-down.	Use the Rotate Right or Rotate Left tools.
	©
	The tools rotate the image 90 degrees at a time, so click on the tool a second time if necessary.
Image contains a blank page.	With the blank page displayed in the Document Viewer, click on the Extract tool in the Document Viewer toolbar and select Extract Current Page. Then, select Yes.
	The extracted, blank page displays in the list of Folder Objects.
	Right click on the blank page in the Folder Objects area and select your department's Delete option.
Image is named (indexed) incorrectly.	Right click on the document's name in the Folder Objects and select a new index type (name).
Remove a page from a multi page document.	With the page displayed in the Document Viewer, click on the Extract tool in the Document Viewer toolbar and select Extract Current Page. Then, select Yes. The extracted, blank page displays in the list of Folder Objects. Right click on the blank page in the Folder Objects area and select your department's Delete option.
Extract all pages from a multi page document	With the document displayed in the Document Viewer, click on the Extract tool in the Document Viewer toolbar and select Extract All Pages. This option extracts the pages of a multi- page TIFE document, making each page a
	separate document.

Move Documents between Folders

If a document is in the incorrect student folder, follow these steps to move it.

1.	Open the student folder, which	h inc	orrectl	y conta	ains the doo	ument.	
	(For instructions on stacking	stude	ent fold	lers, se	e the topic	Begin a New	Search.)
2.	Search for the correct studen Query Results area.	t fold	er. Bo	th of th	e student fo	olders display	in the
	🗸 🕒 🖉 -	(11) -				6	₽ -
	UA Person Query (No SSN) 1	All	Advise	r Notes			
	🕼 1235635, STUDENT, NATASHA, 6		Туре	Name		Created -	м
	UA Person Query (No SSN) 2 1229982, STUDENT, JOSEPHINE, J	Ē		UC Other		2013 Aug 2 14:	Ê
				C Intervie	ew Record	2013 Aug 2 12:	
		-					
3.	Drag the document to be more student's folder in the Query	ved fi Resu	rom the Ilts are	e Folde a and	er Objects a drop it.	rea to the coi	rect
	🖌 🥥 🌽 🗸	i 🔊				ð	- C
	UA Person Query (No SSN) 1	All	Adviser	Notes			
	1235635, STUDENT, NATASHA, 6		Type N	lame		Created -	M
	UA Person Query (No SSN) 2 1229982, STUDENT, JOSEPHINE, J	Ē	👿 U	JC Other		2013 Aug 2 14:	Ê
		🛋 🔊 Move	1 file(s).	IC Intervie	w Record	2013 Aug 2 12:	
	- N		🖂 L	IC Corresp	ondence	2013 Jul 31 15:2	
4.	Verify that the document has	beer	n move	ed.			

Appendix A: Communication Panel

The Communication Panel is used to display messages from Nolij Web.

You must have the appropriate permissions to use this panel.

To access the Communication Panel:

1. Click on Tools in the toolbar at the top of the Nolij Web window.

perceptive -	Ът	ools 🔻	
	9	Communication Windo	w n
	8	Workflow Summary	2m
		Themes	Y
	8	Preferences	

2. Select Communication Window.





Appendix B: Use the Uanet VPN

The Uanet VPN is required to connect to Nolij, when using the wireless network on campus. If the UAnet VPN is not on your computer, contact the Support Desk at x6888 for assistance or see the Support Wiki at <u>http://support.uakron.edu/wiki/index.php/Vpn</u>.

To access Nolij Web via UA's wireless network, follow these steps:

- Start the Uanet VPN from either a shortcut on your desktop or at: Start > All programs > Cisco Systems VPN Client > VPN Client.
- 2. Select Uanet VPN.
- 3. Click on the Connect button.
- 4. In the VPN Client-User Authentication box, enter your UAnet ID and password.
- Click OK.
 A Cisco VPN icon becomes available in the system tray, which is in the lower

right corner of the display. The icon is a padlock

6. Open a browser and login to Nolij Web at https://imaging.uakron.edu .

To disconnect from the Uanet VPN:

- 1. Logout of Nolij Web.
- 2. Double click on the padlock icon in the taskbar.
- 3. In the VPN client window that displays, select Uanet VPN. It will have a padlock icon.
- Click on the Disconnect button.
 The button changes to be the Connect button.
 The status bar at the bottom of the VPN client window says "Not connected."
- 5. Close the VPN client window.

Appendix C: Save an Email to a Student's Folder in Nolij

If an email message should be saved and placed in a student's folder in Nolij, follow these instructions. Save the message in the MSG format, which is the default format for saving in Outlook. If MSG is unavailable as a choice at Save as type, select the Text only format.

These instructions will save the email message only. If there are attachments to the email message, the attachments must be saved separately.

Note: Your security must allow you to add an MSG formatted or TXT formatted document to a student's folder.

1. With the message dis	played:	
In Outlook 2010, seled	ct File > Save As.	
In Outlook 2007, selec	t the Office Button > Save As	
The Save As dialog be	ox displays.	
Save As	×	
Libraries Documents	► ► ► Search Documents	
Organize - New folder	≣ - 0	
Desktop	Documents library Includes: 2 locations	
Downloads Recent Places MANUALS Recruiting Solutions Seminar databases soft train lab (Cclabmb1) Libraries Documents Music File name: Enter Grades - change Save as type: Outlook Message For Hide Folders	Name Ol-27-12 Ol-27-12 Ol-20-3-12 12-09-11 Absence Mgmt Admin Aduit Learner Aduit Learner Articulate Studio Tools Save Cancel	
2. Select the drive and for The Desktop is an eas	older in which to save the messa sily accessible location.	age.
3. At File Name, the sub	ject line of the message will defa	ault.
Enter a new file name	, if appropriate.	

4.	At Save as type, select m available.	lsg Outl	ook Message Format -	Unicode (*.msg)	, if the choice is
	If msg is not available, cli select Text only (.txt) .	ck on th	e down arrow for	r Save as typ	be and
	File name: Registration Successful.mht Save as type: MHT files (*.mht)				• •
	Text Only (*txt) Outlook Template (*.oft)				
	Note: Mac Mail does not o	open an	MSG file. It can	open a text	only file.
5.	Click on Save.				
6.	In the Query Results area document.	ı in Nolij	, select the stude	ent's folder in	which to place the
	🖌 😑 🖉 -) •		8	[™] •
	UA Person Query (No SSN) 1 (1235635, STUDENT, NATASHA, 6)	All Adv	iser Notes	Crusted	
		Type	UC PSEOP Credit Verificat	2009 Feb 12 09:	
			MCUC Advising Disclaimer	2009 Feb 19 10:	
			OIP ADM Change Form	2009 Apr 13 15:	
		<u> </u>	OIP ADM ADV Interview	2009 Apr 13 15:	
			CAS Archive File	2009 May 20 09	
			CAS Archive File	2009 May 20 09	
		- <u>-</u>	CAS Change Major Form	2009 May 20 09	-
	۰	i∢ i∢ i Pag	ge 1 of 1 🕨 🕅 🧞		»»
7.	To display the File Explore	er, click	on the expand	tool on it	s header.
	File Explorer			æ	

8. In the File Explorer, click on a folder to expand it and to view the files and subfolders that it holds.

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UA Person	Query (No SSN) 1	All	Advis	ser Notes		
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			2	UC PSEOP Credit Verific	at 2009 Feb 12 09:	· 🔺
			<u>_</u>	MCUC Advising Disclaim	er 2009 Feb 19 10:	
			-	OIP ADM Change Form	2009 Apr 13 15:	🖵
		•		111		Þ.
•	•		Page	e1 of1 🕨 🕅 🛱	2	»
ile Explorer						
с:			Name			
0 D:	=		quick er	nroll 07-30-13.xlsx		
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11. In the Folder Objects, click once on the document to select it. By default, the document displays at the end of the document list, unless you have sorted the documents.

Right click on the document's icon and select the appropriate index type from the list that displays.

If you do not see the index type (name) that you need, select the More Index Types or Choose Index Type option from the list.



Appendix D: Edit a Document

Discussion

One common business process on campus is to use a form document that contains text fields of information and notes that are updated on a continuing basis.

In Nolij Web 6.7, annotations may be added to a document, but the document itself can be edited only through versioning. Versioning is the method for editing an Office document.

The steps to edit an Office document differ between the Internet Explorer and Firefox.

Notes:

- Microsoft[®] Office 2007 or higher is required for the <u>editing</u> of Office documents that are stored in Nolij Web. On a Windows 7 PC, Office 2010 is required for the editing of Office documents.
- If you have an older version of Office on your computer, please contact the Support Desk at x6888 for assistance. You will need to install Microsoft[®] Office 2007 or Office 2010 on your computer in order to edit documents in Nolij Web.
- A Windows 7 PC has an office globe icon in the lower left corner of the display.

A Windows XP PC has the Start button in that location.

• It is not necessary to upgrade Office in order to view documents in Nolij Web.

Add a Document from a Template

To make a template (form document) available in Nolij for your department or college, contact the Support Desk at x6888 to have a ticket created to the Nolij team. At this writing, templates in Nolij are Word documents.

Permissions determine who can use a particular template to create a new document in a student's folder.

1.	Select the student's folder.
2.	Click on the down arrow in the Folder Objects header and select Add Template Document.
	Ø •
	All Adviser Notes Filter On
	Auto Index
	Approve Indexing
	Add Template Doc UC Interview Record
2	Click once to coloct a template from the list
З.	
	In this example, UC Interview Record is selected.
	The template is added to the student's folder as a new document.
	Note : If you have not sorted the Folder Objects, the new document will be at the end of the list of Folder Objects.
	To sort the documents (Folder Objects), click on the down arrow for the
	column by which to sort. In this example, the Name column is sorted in
	Ascending order.
	Name Crea
	Summit Interview Rec A Sort Ascending
	Transfer Notes Z Sort Descending
	UC Auth for Release d Columns
4.	Follow the instructions on the following pages to edit the new document.
	The instructions for editing a document differ between Internet Explorer and Firefox. Follow the instructions that are appropriate for your browser.

Edit an Existing Office Document in Internet Explorer

Double clicking on a document's icon will open the document as read-only in the application in which the document was created. The document cannot be edited by that method.

In Nolij 6.7, **versioning** is used to allow the editing of an Office 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 your request through a shortcut menu.

	- RIGHL CIICK OH THE GO	cument's icon.
	All Adviser Notes	Subfolder
	UC PSEOF	Rename
	📑 📓 UC Deans	Reset Name
	1	Email Document Download Link
	<u> </u>	Email as Attachment
		Edit Document
		Duplicate
2.	Select Edit Documer	nt from the shortcut menu.
	Note: Versioning in I will not display the E	Nolij is done by index type. If a document is not indexed, Nolij
	1 2	
3.	When this warning n	nessage displays, click on OK.
3.	When this warning n	nessage displays, click on OK.
3.	When this warning n Open Document Image: Some files can harry looks suspicious, of the file. File Name: 2c86f33 From: cpiga-pc2.ua	message displays, click on OK.

4.	The document opens in the appropriate application.
	If the Protected View message displays above the document area (Office 2010), click on Enable Content.
	Security Warning Macros have been disabled. Enable Content
	The document is available for editing.
	79198140-79:00-4dca-a27c-7918a542438.dox - Microsoft Word Table Tools _ m x Home Insert Page Layout References Mailings Review View Developer Acrobat Design Layout @ Imes New Roman 12 Imes Imes New Roman 12 Imes Imes Imes New Roman 12 Imes Imes New Roman Imes New Roman 12 Imes New Roman Imes New Roman New Roman
	ACADEMIC-ADVISEMENT- CENTER ⁵
	Dest: → 1229982* E-MAIL:↑ Y \$5345@zips.uakron.edu* Phone:-************************************
	Page: 1 of 1 Words: 24 🧭 🎦 📑 70% 🗩 🖓 👘
5.	If this Security Warning message displays, click on No.
	Security Warning
	Do you want to make this file a Trusted Document?
	This file is on a network location. Other users who have access to this network location may be able to tamper with this file.
	What's the risk?
	Do not ask me again for network files Yes
6.	In the application:
	Edit the document.Save the document with the Save tool.Close the document.

7.	In Nolij, the Versioning Document dialog displays.
	Enter a comment, if necessary.
	Versioning Document: UC Alternative Credit Letter
	Next Version:
	http://cpi-nolij-01/NolijWeb/dav/13ca23f7-429a-49f8-980d-6cce
	Comment:
	Mary Smith
	OK Cancel
8.	Click on OK.
	The document is not saved to the student's folder in Nolij until you click on OK in the Versioning Document dialog box.
	The current, edited version of the document is displayed in the Folder Objects (document list) in the student's folder.

Edit an Existing Office Document in Firefox in Windows XP

If your PC has a Start button in the lower left corner of the display, it is a Windows XP computer. The following instructions are for Firefox on your computer.

Note: If your PC has the Microsoft Office globe icon in the lower left corner of the display, it is a Windows 7 computer. Those instructions begin on page 55.

1.	Select the student's folder.					
2.	Right click on the document's icon.					
	UC Interview Re	Rename				
		Reset Name				
		Edit Document				
	-	Duplicate				
		Duplicate				
3.	Select Edit Document from the shortcut menu.					
4.	In Nolij, the Versio	oning Document dialog	g displays.			
	Versioning Document: UC Inter	rview Record	The Next Version field displays			
	Next Version:		the number of the next version of			
	URL:		the document that will be			
	https://imaging.uakron.edu:4	4443/NoljjWeb/dav/b73cdce6-3286	created. This field cannot be			
	PKR	A	mouneu.			
	Ok	Cancel				
5.	The URL field di	isplays the location of	the document.			
	Select the text fr	rom the URL field.				
	You need to s	elect all the text in the	URL field.			
	Use a triple c	lick –OR- use shift an	nd the arrow keys to be certain that the entire			
	text for the loc	cation is selected.				
	here is an exa	ample of the UKL text	SO INAL YOU MAY SEE IIS IENGIN: /day/8ac0089f-8d5b-4f71-8da3-			
	371ab20ca875.d	locx?docId=1493210&user	rCode=905&wfmaCode=1&guid=8ac0089f-8d5b-4f71-			
	8da3-371ab20ca	a875	-			



6.	With the URL text selected, copy the URL.				
	On a PC, use CTRL + C. On a Mac, use Command + C.				
7.	Open the appropriate Office program.				
8.	Use the File menu or Office button to access the Open dialog box.				
9.	In the File name field of the Open dialog box, paste the URL that was copied.				
	On a PC, use CTRL + V.				
	Look in: My Documents I I I I I I I I I I I I I I I I I I I				
	Image: Construction of the second				
	Templates Ann Evans Code CMS				
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	Certificates FAST Minolta				
	Desktop Copies of SharePoint Final movies Cifinal-Pivot Table Files Cification Control Cification C				
	DARS and DARwin DARS and DARwin				
	My Documents				
	File name: 71ab20ca875.docx?docId=14932108userCode=9058wfmaCode=18.guid=8ac0089f-8d5b-4f71-8da3-371ab20ca875. Files or gype: Word Documents (*.docx)				
	Tools				
10.	The File name contains characters that are not needed and must be deleted.				
	For a Word document, remove all the characters after .docx (or after.doc).				
	Original copy:				
	http://cpi-nolij-01/NolijWeb/dav/9bd17384-0c58-419c-bead-				
	3b631aaf0387.docx ?docId=2650088&userCode=905&wfmaCode=1&guid=9bd				
	17384-0c58-419c-bead-3b631aaf0387				
	Copy after deleting characters:				
	http://cpi.nolii.01/NoliiWeb/day/9bd17384-0c58-419c-bead-				
	362122f0297 doox				
11.	If there is a Security Warning, select Enable or Options > Enable this content > OK.				
L					

12.	The document opens in the application.
13.	In the application: Edit the document. Save. Close the document.
14.	Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary.
15. Click OK in the Versioning Document dialog box.



The document is not saved to the student's folder in Nolij until you click on OK in the Versioning Document dialog box.

The document is saved to the Nolij Web database.

Note: Nolij uses **versioning** to allow the editing of an Office 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 your request through a shortcut menu.

Edit an Existing Office Document in Firefox in Windows 7



If your PC has the Microsoft Office globe icon in the lower left corner of the display, it is a Windows 7 computer. These instructions are for your computer.

If your PC has a Start button in the lower left corner of the display, it is a Windows XP computer. Those instructions are on the previous pages.

1.	Om the student's folder, select the document to edit.							
2.	Right click on the document's icon.							
	UC Interview Re Rename							
	Reset Name							
	Edit Document							
	Buplicate							
3.	Select Edit Document from the shortcut menu.							
	The Versioning Document dialog box displays.							
	Versioning Document: UC Interview Record							
	Next Version:							
	http://cpi-nolij-01/NolijWeb/dav/9bd17384-0c58-419c-bead-3b							
Comment:								
	OK Cancel							
	At this time, leave this box open and do <u>not</u> click on OK or close the Versioning							
	Document box.							

4.	The URL field displays the location of the document.								
	Select the text from the URL field.								
	You need to select all the text in the URL field.								
	Use a triple click –OR- use shift and the arrow keys to be certain that the entire text								
	for the locatior	n is selected.	·						
	Here is an exa	ample of the URL text	so that you may see its length:						
	https://imaging.ua	akron.edu:4443/NolijWeb/	/dav/8ac0089f-8d5b-4f71-8da3-						
	371ab20ca875.d	ocx?docId=1493210&user	rCode=905&wfmaCode=1&guid=8ac0089f-8d5b-4f71-8da3-						
	371ab20ca875								
5.	With the URL tex	kt selected, copy the L	JRL.						
	On a PC, use Cl	FRL + C. On a Mac, us	se Command + C.						
6.	Open the approp	oriate Office program.							
7.	Use the File mer	nu or Office button to a	access the Open dialog box.						
8.	Paste the URL ir	n the File Name field.							
	W Open	a to the	X						
	COO + Libraries + Document	is)	← ← Search Documents						
	Organize • New folder		E• 🗋 🛛						
	Recruiting Solutions	Documents library	Arrange by Folder •						
	Soft train (ab (Cclabmb1)	Includes: 2 locations							
	SP Dropbox	Name	Date modified Type						
	1. PeopleSoft Ver9.1	≡ 01-27-12	8/13/2012 9:35 AM File folder						
	Rodehaver	. 02-03-12	2/2/2012 4:13 PM File folder						
	S Videos	05-25-12	6/15/2012 3:45 PM File folder						
	The second second	07-13-12	7/13/2012 3:54 PM File folder						
		09-07-12	9/10/2012 Z:34 PM File tolder						
	Music	10 12 12	10/11/2012 10:20 File folder						
	Pictures	10-12-12 7 4							
	File name bead-3b631aa(0387.docx?doc1d-26500888userCode-9058wfmaCode-18/mid-9/vt17384.0/58.d19/.head-3b631aa(0387.vt)								
	Tools Cancel Cancel								
9	The File name c	ontains characters tha	at are not needed and must be deleted						
0.									
	For a word document, remove all the characters after .docx (or after.doc).								
	Original copy: http://cpi-nolij-01/NolijWeb/dav/9bd17384-0c58-419c-bead-								
3b631aaf0387.docx?docId=2650088&userCode=905&wfmaCode=1&guid=9bd1									
	84-0c58-419c-bead-3b631aaf0387								
	Copy after delet	ing characters:							
	http://cpi-r	nolij-01/NolijWeb/dav	//9bd17384-0c58-419c-bead-3b631aaf0387.docx						
	• •	· ·							

 11. If the message bar displays a Security Warning, click on Enable Content. This will allow the editing of the document. 12. If a Trusted Document message displays, click on No. 13. In the application: Edit the document. Save. Close the document. 14. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. 	0. Click on Open. Wait The document displays										
 11. If the message bar displays a Security Warning, click on Enable Content. This will allow the editing of the document. 12. If a Trusted Document message displays, click on No. 13. In the application: Edit the document. Save. Close the document. 14. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. 											
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 If the message bar displays a Security Warning, click on Enable Content. This will allow the editing of the document. If a Trusted Document message displays, click on No. In the application: Edit the document. Save. Close the document. 14. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. Versioning Document UC Interview Record Wext Version: Utrively Versioning Document UC Interview Record Utrively Interview Record Utrively Interview Record Interview Record 	Name: 1										
 11. If the message bar displays a Security Warning, click on Enable Content. This will allow the editing of the document. 12. If a Trusted Document message displays, click on No. 13. In the application: Edit the document. Save. Close the document. 14. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. Versioning Document: UC Interview Record Versioning Document: UC Interview Record PK PK Cancel 	TD#:1229982○ Email:stuj@zips.uakron.edus Phone:x1111□ c T MAJOR: ○ Living: on:Campus?: Yeso c										
 11. If the message bar displays a Security Warning, click on Enable Content. 12. If a Trusted Document message displays, click on No. 13. In the application: Edit the document. Save. Close the document. 14. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. Versioning Document UC Interview Record Next Version: Edit thes://magng.uakron.edu:443/NoljWeb/dav/b73cdce6-3286 DK Cancel 											
 If the message bar displays a Security Warning, click on Leave ended. This will allow the editing of the document. 12. If a Trusted Document message displays, click on No. 13. In the application: Edit the document. Save. Close the document. 14. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. Versioning Document: UC Interview Record Next Version: Return.edu:4443/NolWeb/dav/b73cdce6-3286 Orment: 											
 12. If a Trusted Document message displays, click on No. 13. In the application: Edit the document. Save. Close the document. 14. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. Versioning Document: UC Interview Record Inttps://maging.uakron.edu:4443/NoliWeb/dav/b73cdce6-3286 Comment: PKR Cancel 											
 13. In the application: Edit the document. Save. Close the document. 14. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. Versioning Document: UC Interview Record Next Version: UL: Intro://maging.uskron.edu:4443/NoliWeb/dav/b73cdce6-3266 											
 Edit the document. Save. Close the document. 14. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. Versioning Document: UC Interview Record <pre>Next Version:</pre>											
 Save. Close the document. 14. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. Versioning Document: UC Interview Record INEX Version: URL: Inttps://imaging.uakron.edu:4443/NoljWeb/dav/b73cdce6-3286 Comment: PKR Cancel 											
Close the document. Return to the Nolij window. The Versioning Document dialog box is displayed. Enter a comment if necessary. Versioning Document: UC Interview Record Next Version:	• Save.										
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Versioning Document: UC Interview Record Next Version: 2 URL: https://imaging.uakron.edu:4443/NoljWeb/dav/b73cdce6-3286 Comment: PKR Ok Cancel	. Return to the Nolij window. The Versioning Document dialog box is displayed.										
Next Version: 2 URL: https://imaging.uakron.edu:4443/NoljWeb/dav/b73cdce6-3286 Comment: PKR Ok Cancel											
2 URL: https://imaging.uakron.edu:4443/NolijWeb/dav/b73cdce6-3286 Comment: PKR											
URL: https://imaging.uakron.edu:4443/NoljiWeb/dav/b73cdce6-3286 Comment: PKR											
Comment: PKR											
Ok Cancel											
Ok Cancel											
Ok Cancel											
	Ok Cancel										
15. Click OK in the Versioning Document dialog box.											
click on OK in the Versioning Document dialog box.	L										
The document is saved to the Nolij Web database.											

View Older Versions of a Document

1.	In the Folder Objects, click once to select a document.							
2.	Right click on the document's icon.							
3.	Select Properties from the shortcut menu.							
	UC De UC Int UC Ot UC Ot UC W UC W	lete erview Record her prksheet tties _s [hn	nens The Prope	arties tab displays				
	Document Properties for Properties OCR State Basic Name: ID: Created By: Created On: Modified Dn: Size: Version:	UC Interview Record (#1493226) UC Interview Record 1493226 RODEHAV 2011-02-03 12:06:12 14087 3		The UAnet ID, of the person who created the current version of the document, displays in the Created By field on the Properties tab of the dialog box.				
		Ok						

4.	С	Click to select the Version tab.								
	Document Properties for UC Interview Record (#1493226)									
		Properties OCR Stats Version								
		User	Comments							
	RODEHAV 1 Feb 3, 2011 11		11:59:43 AM	Original Version						
		RODEHAV	2	PKR						
RODEHAV 3 Feb 3, 2011 12:06:12 PM PKR										
			V	iew	Edit	Rollback	-			
	Ok									
5.	С	Click on the version that you want to View.								
	(1	(The larger the version number, the more recent the version.)								
	The buttons at the bottom of the dialog box will activate after you select a version.									
6.	Click on View.									
	Т	The document version displays in the Document Viewer.								
	This does not make it the current version. This is just a view.									
	Т	The current version does not change.								
7.	Т	o view the	current ve	ersion, ref	fresh the v	vindow by:				
		Click on another document in the student's folder.Reselect this document.								

Rollback to an Earlier Version of a Document

If the current version of a document is incorrect and a previous version of a document is correct, use the Rollback button. This will reset the previous version as the correct and current version.

No version of a document is deleted in the Rollback process.

1.	In the Folder Objects, click once on a document to select it.							
2.	Right click on the document's icon.							
3.	Select Properties from the shortcut menu.							
	UC Delete UC Interview Record UC Other UC Worksheet Properties							
	The Document Properties dialog box opens. The Prop	erties tab displays.						
	Name: UC Intake Prep ID: 2650216 Created By: RODEHAV Created On: 2013-06-06 13:46:55	The UAnet ID, of the						
	Modified By: RODEHAV Modified On: 2013-08-02 12:25:58 Size: 50688 Version: 2	person who created the current version of the document,						
		displays in the Created By field on the Properties tab of the dialog box.						
	Close							
4.	Click to select the Version tab.							

5.	0	Click on the previous version that you want to make the current version of the document.							
		Document Properties for UC Intake Prep (#2650216)							
		Properties	OCR Stats	Version					
		User	Version	Date		Comments			
		RODEHAV	1	2013 Jun 6 1	13:46:55	Original Version			
		RODEHAV	2	2013 Aug 2	12:25:58				
			(View	Edit	Rollback			
					Close				
	(The large	r the vers	sion num	ber, the m	ore recent the version.)			
	Т	he button	is at the l	bottom o	f the dialog	g box will activate after you se	ect a		
	V	ersion.							
6.	C	lick on Ro	ollback.						
	Α	copy of t	he selec	ted versi	on is made	e. The copy becomes the curr	ent version.		
	Document Properties for UC Intake Prep (#2650216)								
Properties OCR Stats Version									
		RODEHAV	3	2013 Aug 2	12:29:04	Rollback to version 1			
			(View	Edit	Rollback			
					Close]			
	T f(This makes the selected document the current version in the student's folder.							
	No document is deleted in this process.								
7.	Click on Close.								
8.	lı V	n the Fold /iewer.	er Objec	ts, click o	once on the	e document to display it in the	Document		
	The rolled back version displays as the current version.								