



Searching for a Document in the Document Repository

Once a document has been scanned and, in the case of student documents, linked to the student's record in PeopleSoft, it is stored in the Document Repository. You may search for a document by specified search criteria, such as Student ID or name, or you may perform a full text search on any word in the document.

Two types of searches are available. You may do a quick search on a **single search criterion**, such as a Student ID, name or social security number. A special procedure has been set up to search for pre-PeopleSoft, "legacy" records by the student's social security number. You may also perform a more complex search using **multiple search criteria**.

Tip: If your search yields no results, the message "No Documents Found" will appear in the grid.

Quick Search


In the ImageNow Explorer, click on the + next to **Documents**, if necessary, to expand the view.

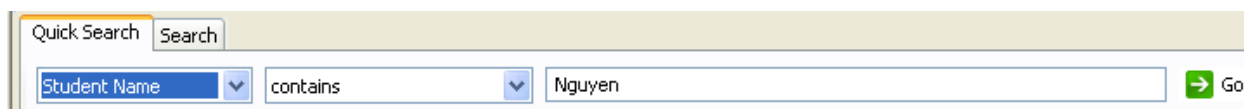
Click on **Student Records - UMBSR**.

In the Quick Search tab on the top right of the ImageNow Explorer, click on the dropdown and select the search criterion, such as Student ID or Student Name.

In the operator dropdown menu, select "Starts with" or "Contains."

In the text box, type the search value. A student's name should be entered *lastname,firstname*.

Click on  Go



Your search results will be displayed in the grid. Double-click on the row in the grid to open the document in a new window, called the ImageNow Viewer.

If your search yields multiple documents, when you open one document you will see double-arrow icons in the navigation toolbar at the bottom of the document:



Click on these icons to move to the next or previous documents without returning to the search results in the ImageNow Explorer.

When you are finished with a document, close the window by clicking on the **red X** in the upper right corner.

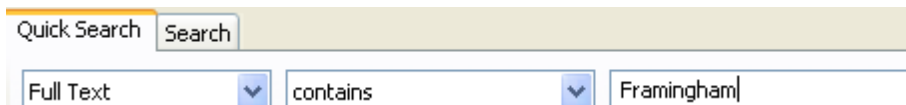
Clear the Search Condition and Search Results


- In ImageNow Explorer, in the menu on the left click **Documents**
- Click **Student Records –UMBSR** to clear the grid.

Full Text Search

In the Quick Search tab, click on the dropdown and select **Full Text**. The operator field will automatically change to “contains.”

In the text box, type the text you want to find.

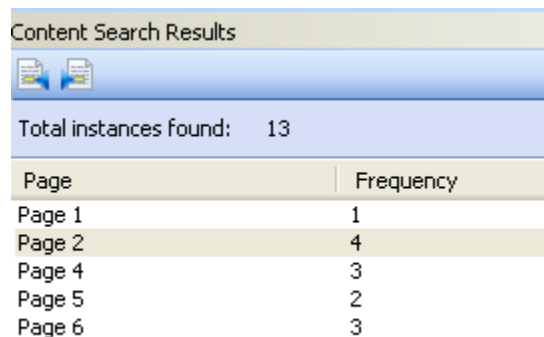


Click on  Go

The documents matching your search criterion will appear in the grid.

Double-click on a document to open it in its own window.

In the Document window, a pane will show you how many instances of the content search criterion were found and on which pages. Use the navigation arrows at the bottom of the page to move through the document. The search criterion will be highlighted on each page..



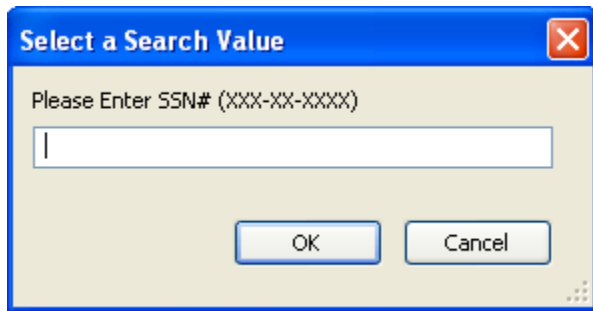
Page	Frequency
Page 1	1
Page 2	4
Page 4	3
Page 5	2
Page 6	3

Search for a Pre-PeopleSoft Student Record by Social Security Number

A filter has been created to make it easy for you to find older records with no PeopleSoft student ID.

On the left side of the ImageNow Explorer window, click on the + to the left of **Student Records – UMBSR**.

Click on **Legacy SSN#**. The *Select a Search Value* box will appear.



Enter the student's Social Security number in the format xxx-xx-xxxx.
Click **OK**.

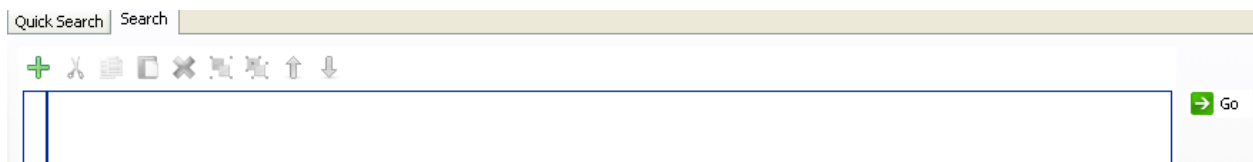
The search results will appear in the grid on the right. Double-click on a row in the grid and the document will open in its own window.

Search Using Multiple Criteria

In the ImageNow Explorer, click on the + next to Documents, if necessary, to expand the view.

Click **Student Records – UMBSR**.

To perform a search using multiple search criteria, click in the **Search** tab at the top of the grid.



Click on the green +. The **Add Condition** box will appear.

You will notice several data fields in this box. The value you choose in the **Constrain by** field determines the values you will see in the dropdown menus of the Type, Field and Value fields.

Use the default value of **Document Key**.

In the **Type** field, use the default value of **Normal**.

Click on the **Field** dropdown menu and select the value on which you want to search, such as Student ID or Student Name.

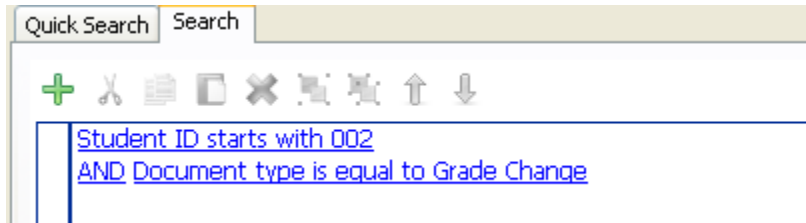
Click the **Operator** dropdown and select a value such as Contains or Starts with.

In the **Value** field type in your search criterion.


Click **OK**. Your search condition will appear as a link.

To enter another search condition, click the green +.

Repeat the steps to create your second search condition, which will appear as a link below the first one.



The default operator in the second and succeeding search conditions is AND, but you may click on the link and change it to OR.

When you have entered all your search conditions, click  .

Your search results will appear in the grid.

Double-click on a row in the search results to display the document.

Full-Text Search

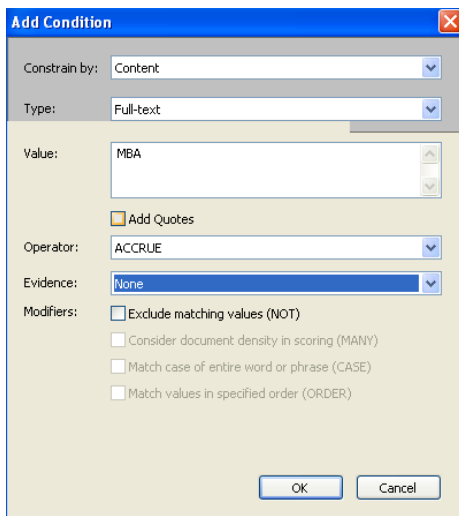
One or more of your search criteria may be text.

In the **Add Condition** box, in the **Constrain by** dropdown select **Content**.

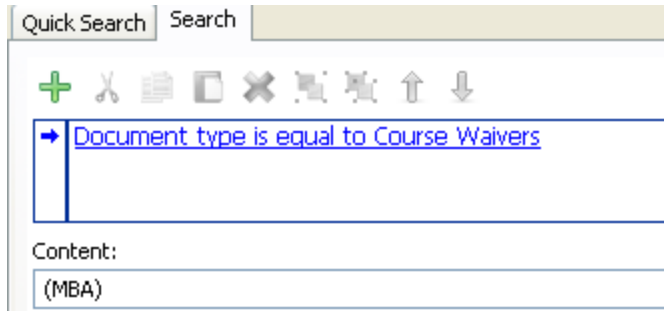
In the **Type** field select **Text**.


In the **Value** field, enter the text on which you want to search.

Click **OK**.



The value will appear in the Content field.



When you have added all your search criteria, click  Go .

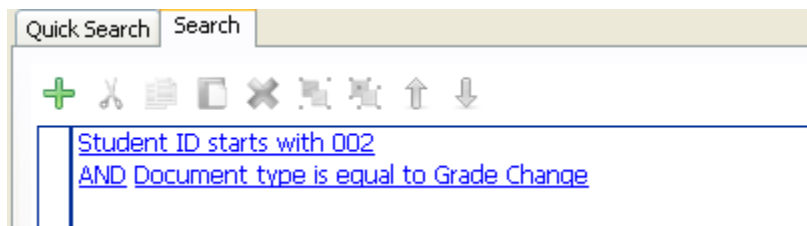
The documents matching your search criteria will appear in the grid.

Double-click on a document to open it in its own window.

In the Document window, a pane will show you how many instances of the content search criteria were found and on which pages. As you move from page to page, the search criteria will be highlighted.

Delete a Search Condition

To delete a search condition, point your mouse to the search condition link.



An arrow will appear to its left.

Click on the arrow. A red **X** will appear above the search conditions.

Click on the red **X** to delete the search condition.

To add a new search condition, click on the green **+** again.

Clear All Search Conditions and Search Results

To clear the search results:

- In ImageNow Explorer, in the menu on the left, click on **Documents**.
- Click **All Student Documents UMBSR** to clear the grid.