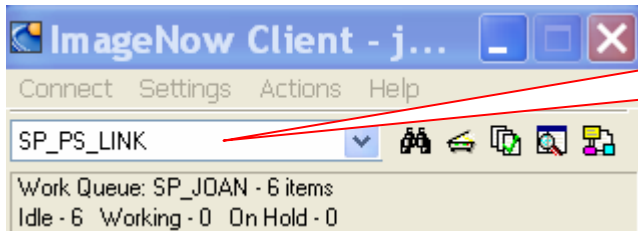


ImageNow QG: Capture a Document with your IMAGENOW Printer

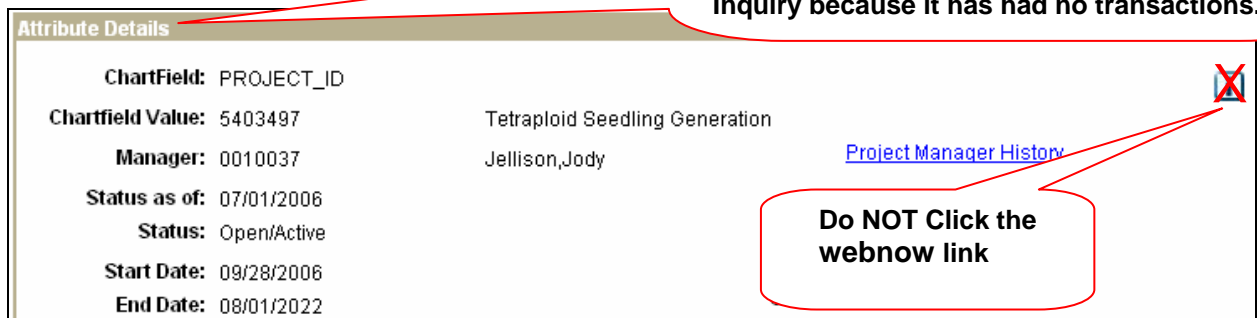
LINK the document you Captured in one of two ways. From PeopleSoft, you will use either:

- GL Inquiry project [Attributes](#) link, or
- [Project Attributes](#) page. (Use the [Project Attributes](#) page when the project does not appear in GL Inquiry because it has had no transactions.)

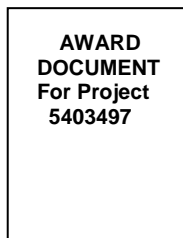


Open  Image Now and choose applet SP_PS_LINK

From PeopleSoft, open Attribute Details for a project (5403497) from the GL Inquiry [Attributes](#) link. (Note: Use the [Project Attributes](#) page when the project does not appear in GL Inquiry because it has had no transactions.)

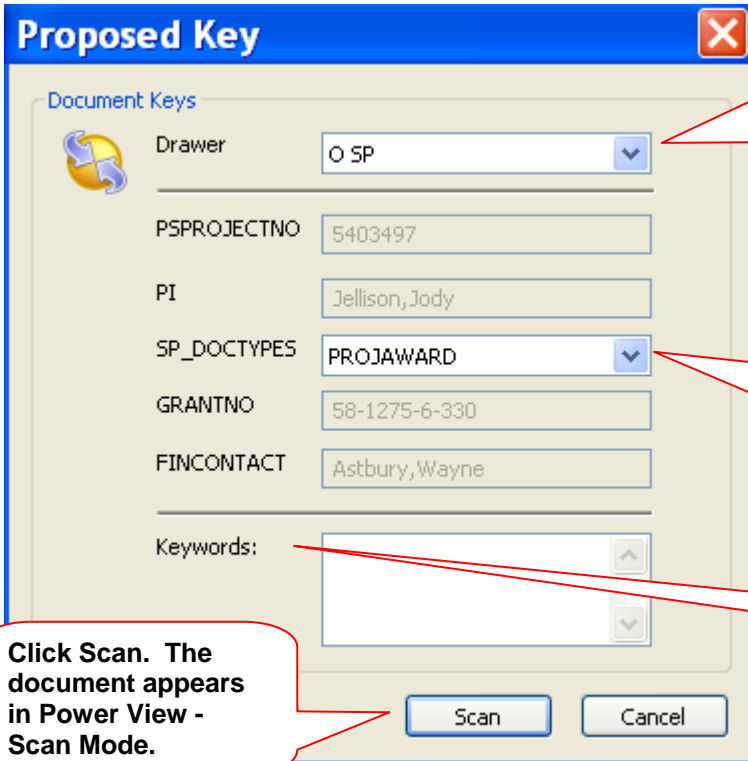
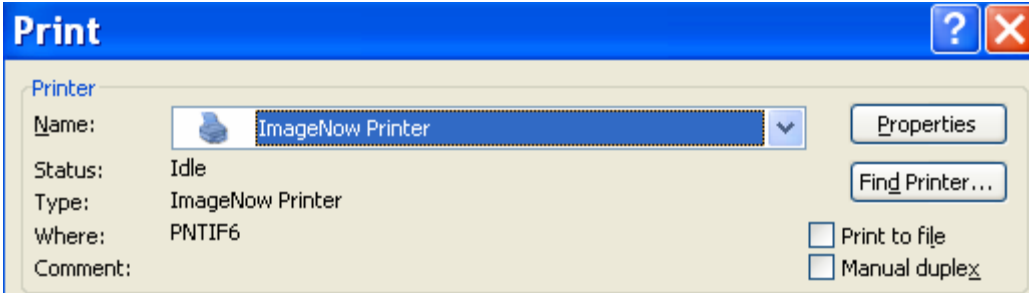


Do NOT Click the webnow link



Open the document you want to link, e.g., word document, excel, email, pdf, etc.

Print the document by choosing the Image NowPrinter from your list of printers..

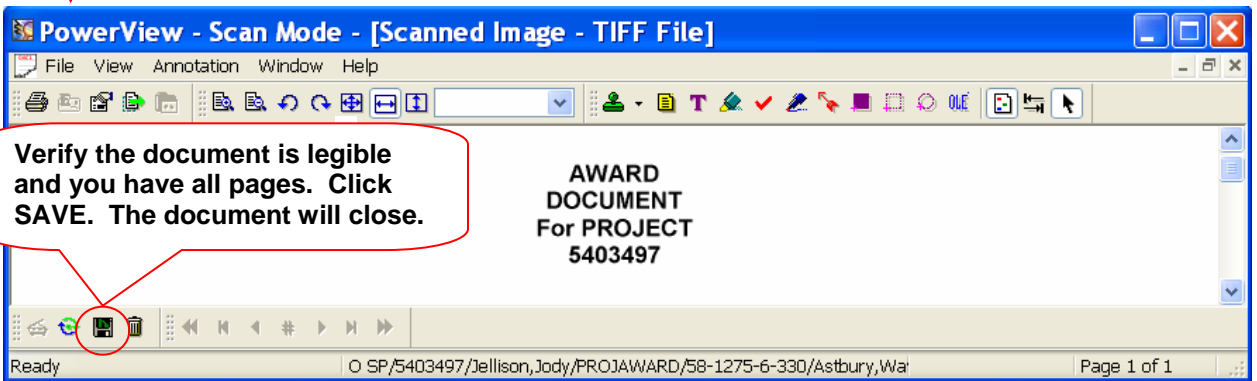


From the Drawer dropdown, select the Drawer where you will store the document:
 U SP for ALL users to view
 O SP for UM and SWS viewers
 P SP for USM and SWS viewers
 S SP for SWS viewers

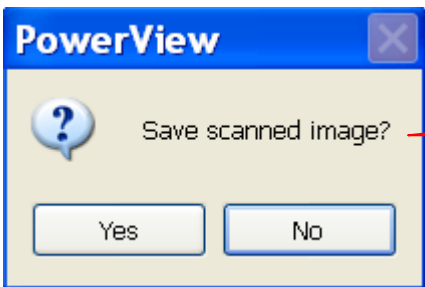
From the SP_DOCTYPES dropdown, select the DOCTYPE you want to assign to the document. Assign PROJAWARD to our sample Award Document for 5403497.

Assign Keywords based on defined business processes.

Click Scan. The document appears in Power View - Scan Mode.



Verify the document is legible and you have all pages. Click SAVE. The document will close.



If you forget to save, you will be prompted.

**Refer to SEARCH for
Documents instructions
to locate your document.**

END