



Perceptive Experience – Documents Quick-start Guide



What is Perceptive Experience?

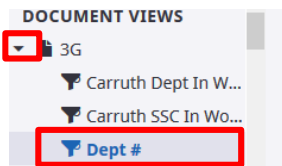
Perceptive Experience is an HTML5-based version of Perceptive Content (formally ImageNow). You can use any browser to access Perceptive Experience. You can use Perceptive Experience in place of the Perceptive Content Client for most features. If you scan, use the ImageNow Printer, or link documents using Application Plans, you will need to use the Perceptive Content Client. Contact your workstation support team if you need the Client installed.

Access & Log in:

1. Browse to imagenowexp.ku.edu
2. Log in using your KU Online ID and password.
3. Select the **Documents** icon to begin working with your documents.

Search using existing filters:

1. Select the **Documents** icon from the homepage
2. Select a **view** from the list of Document Views.
3. Select the **arrow** next to the view to see available filters.
4. To apply a filter, select from the **list of filters**.



5. Enter your **Criteria** if prompted.
6. Select **OK**.

Build your own search:

1. Select the **Documents** icon.
2. Click in the **Search** window for the View you are using.
3. Select one of the **field parameters**.
4. Select an **operator**.
5. Type or select a search parameter.
6. Select **Add** to add the constraint.
7. Select **Search**.

Notes:

- Constraints that have not been run are outlined with a dashed border.
- To edit, select the constraint.
- You can create multiple constraints to search.

Working with documents:



- | | |
|-----------------------------|--|
| 1. Show or hide views list. | 6. Version control. <i>Note: This option will be greyed out in most cases.</i> |
| 2. Download document | 7. Move content |
| 3. Export to PDF | 8. Add to Workflow |
| 4. Print document. | 9. Open in Workflow |
| 5. Email document | 10. Remove from Workflow |

Notes:

- Settings and options will vary depending on your access.
- This toolbar is only visible after selecting a file(s) from your search using one of the methods above.

Additional resources & help:

howto.ku.edu/perceptive-experience | workflows.ku.edu | In Experience:



Email: imagenow_sn@ku.edu



View/open a document:

1. Search for document criteria.
2. Select the document you want to open from the displayed list.

Navigate:



1. Previous page.
2. Current page (*optionally type a specific page number in this box*)
3. Total number of pages.
4. Next page.

Document views & panels:



1. Show/Hide page thumbnails
2. Show/Hide Related Documents.
3. Show/Hide Related Tasks.
4. Show/Hide Forms.
5. Show/Hide Properties.

Page options:



1. Back to Documents list
2. Save document
3. Create a task
4. Annotate page (*will only show for tiff files*)
5. Add a page
6. Download document.
7. Export to PDF
8. Print
9. Send in email
10. Add to Workflow

Note: Settings and options will vary depending on your access.

Add a page:

1. Search for document criteria.
2. Select the document you want to open from the list.
3. Select **Add Page.**
4. Choose the new page's **location**.
5. Choose the **capture source**.
6. Select **Done**.
7. **Browse** to and select a file (if applicable).
8. Select **Done**.
9. Select **Save.**

Delete a page:

1. Select a page from the Page Thumbnails pane.
2. Select **Delete.**

Notes:

- *Once a page is deleted, it cannot be restored.*
- *You need access to delete pages.*

Send in email:

1. Select the page or document.
2. Select **Send Email**
3. Enter the recipient's email address.

Notes:

- *This can be done at the page or document level.*
- *When selecting an item from the document list, select the check box that appears next to the item name.*

Add to Workflow:

1. Open or view a document.
2. Select **Add to Workflow.**
3. Select a **workflow process**.
4. Select a **queue**.
5. Select a **priority**.
6. Select **Add** or **Cancel** to quit.

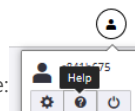
Open in Workflow:

Note: The document must already be added to a workflow before opening.

1. Select or open a document.
2. Select **Open in Workflow.**

Additional resources & help:

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