

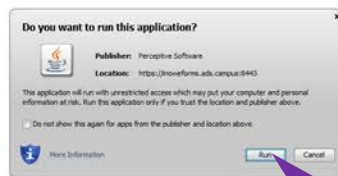
Separating Scanned Documents Using WebNow

Department of Communications and Ag Education

Last Updated: 03/15/2017

From **desktop computer** log into WebNow.
<https://inowweb.campus.ksu.edu:8443/webnow/>

You should see the screen below.
If you do not see the screen below please go to the troubleshooting section on page 6.



Click run

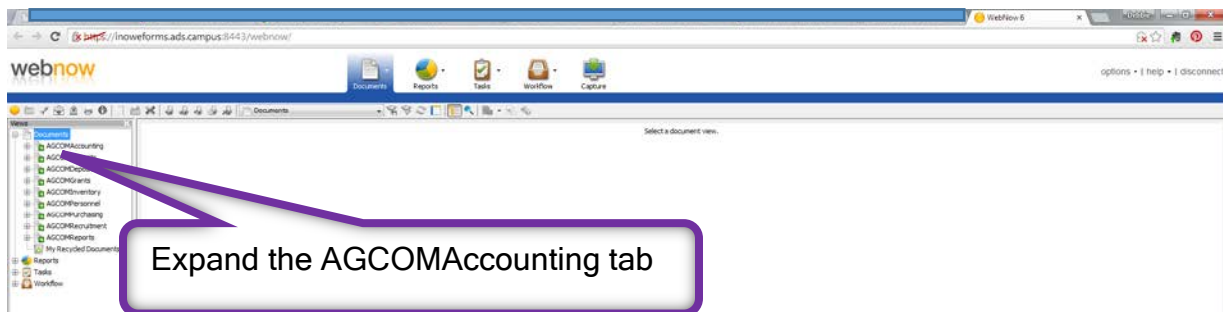
Log in using your eID and password.

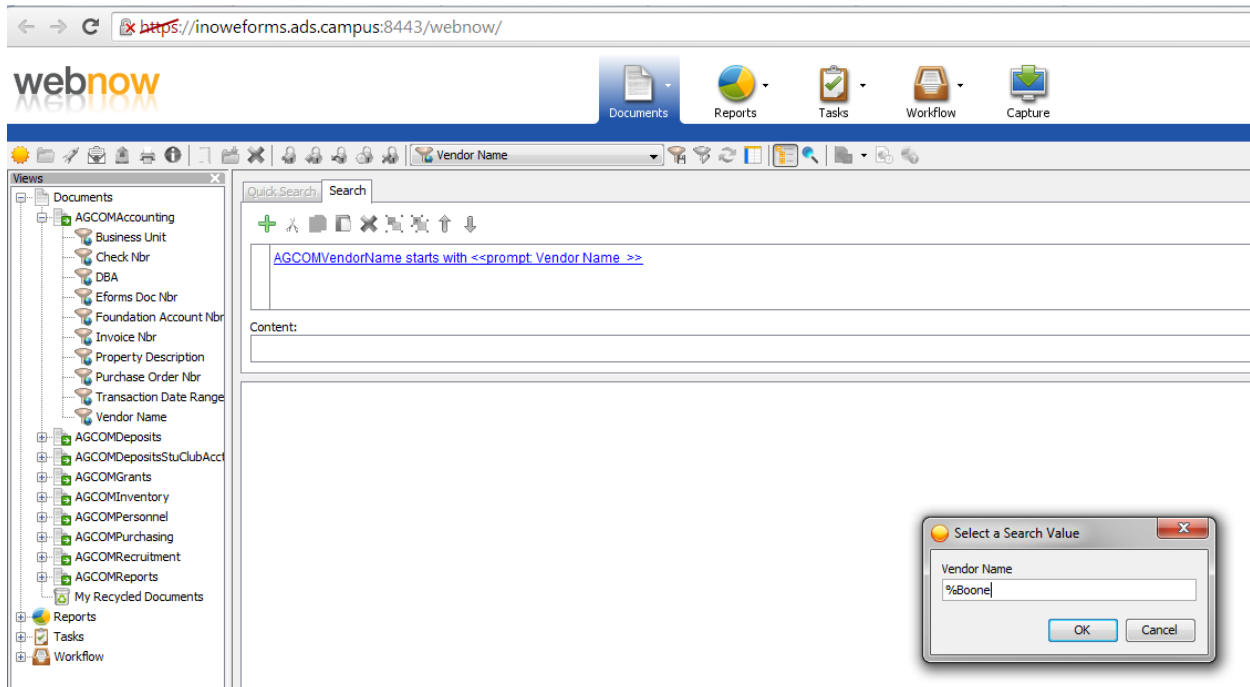


eID

eID password

You should see the screen below.
Expand the AGCOMAccounting tab or whichever tab applies, located under Documents.



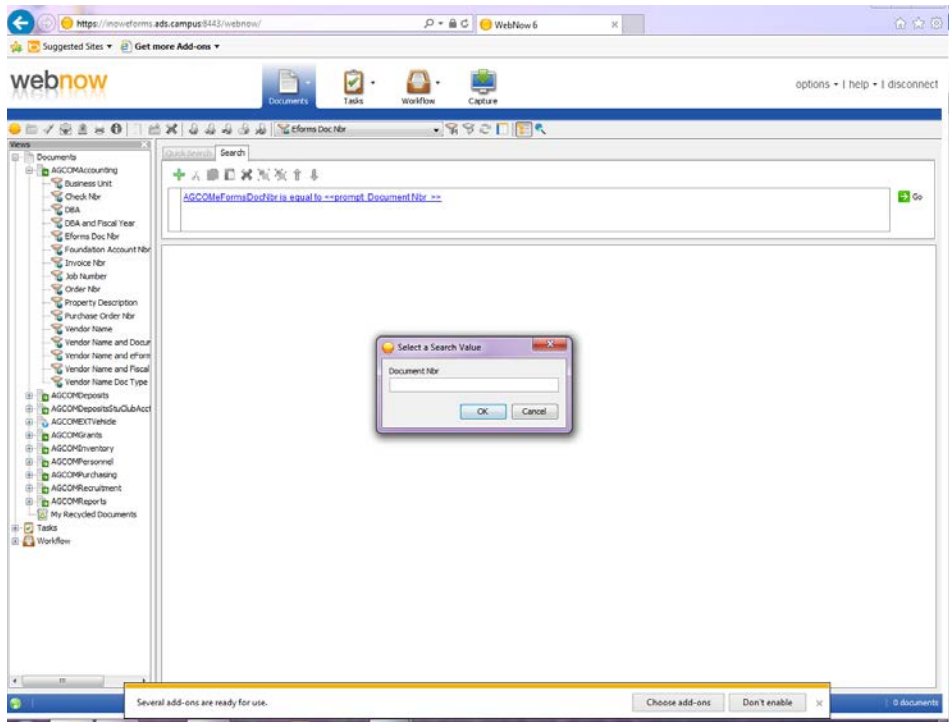


The list above is based on your level of security access; you might not see all the options listed here.

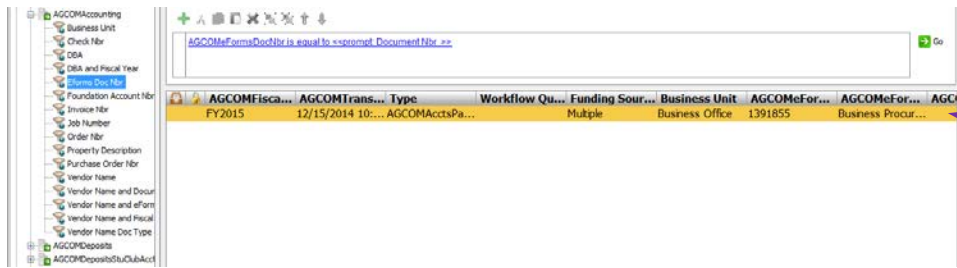
Several search options are available. Click on your preferred search option, you will be prompted to input information to find the document you are needing/wanting page(s) separated.

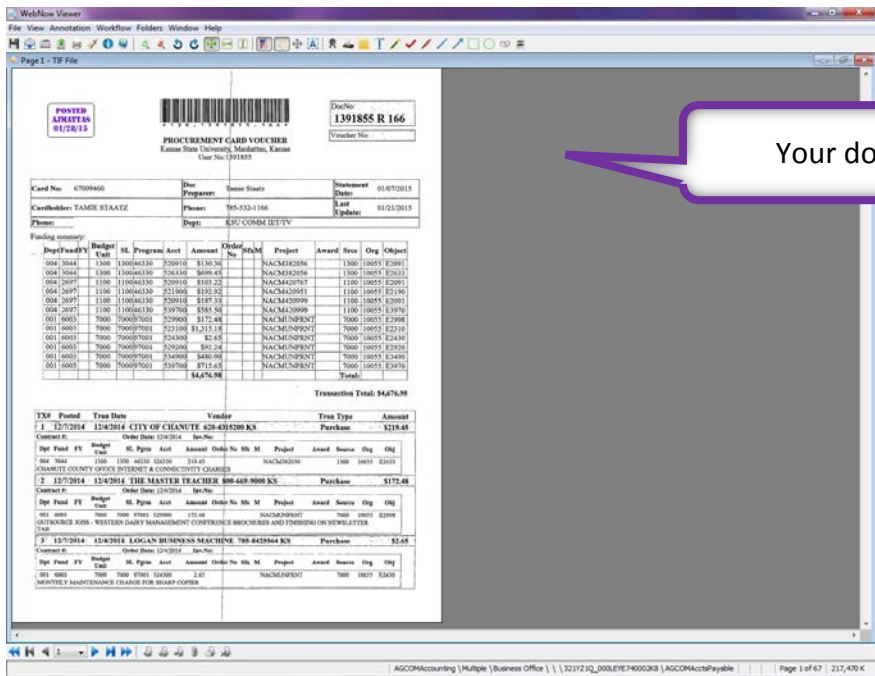
KSU DIVISION OF FINANCIAL SERVICES is the AGCOMVendorName for Business Procurement Card Vouchers (payment documents). The BPC holder's name is listed under AGCOMVendorAddName (DBA search option).

Some what you see in the search fields may not make sense, please feel free to ask questions, we will be happy to explain.

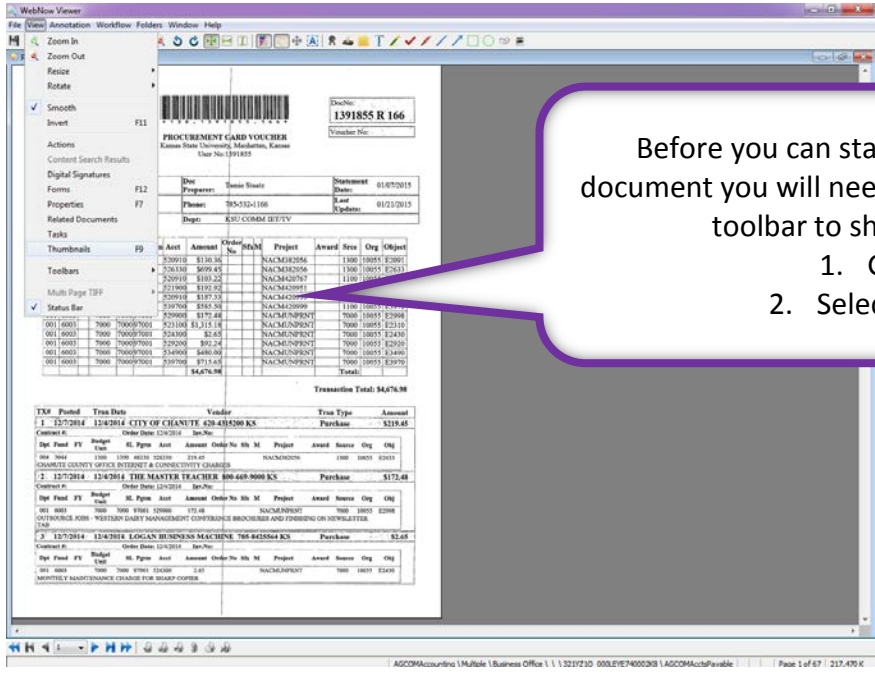


I entered my eForm's document number and hit okay to search.

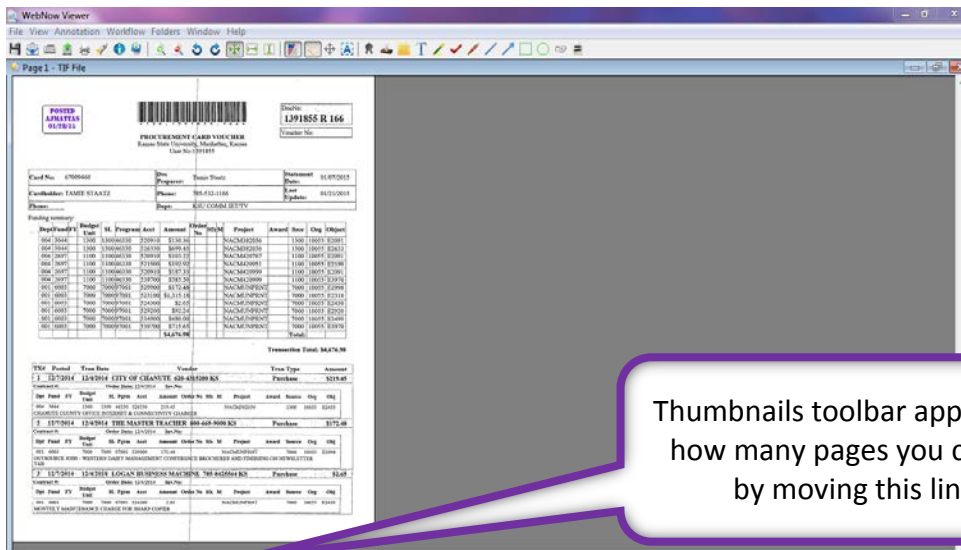




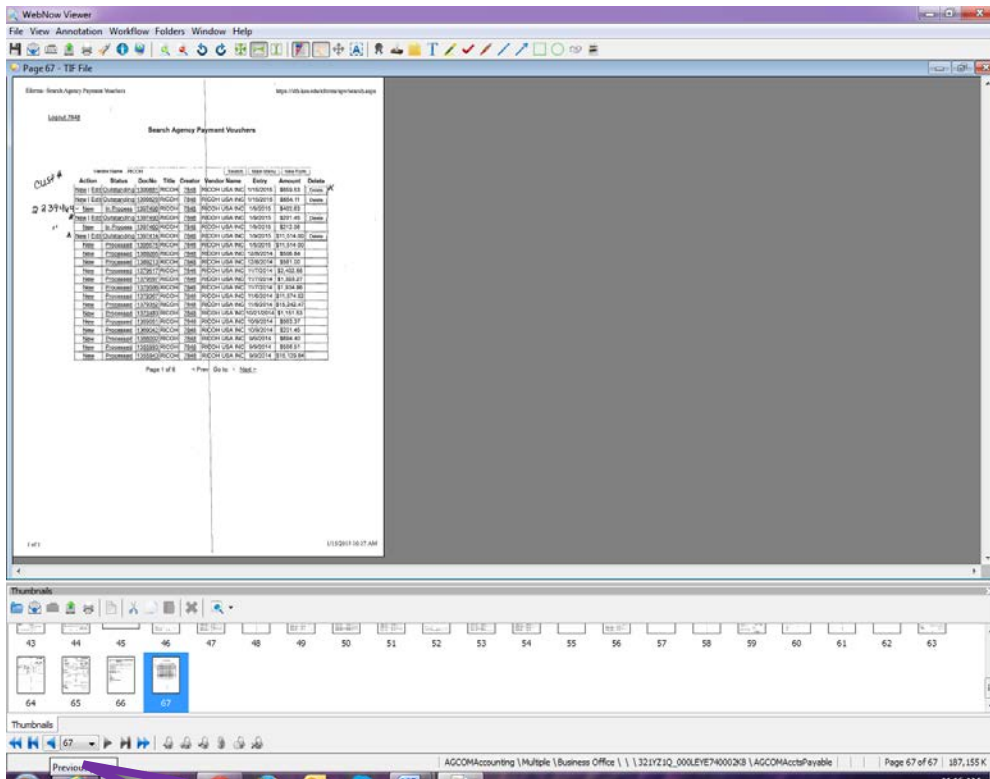
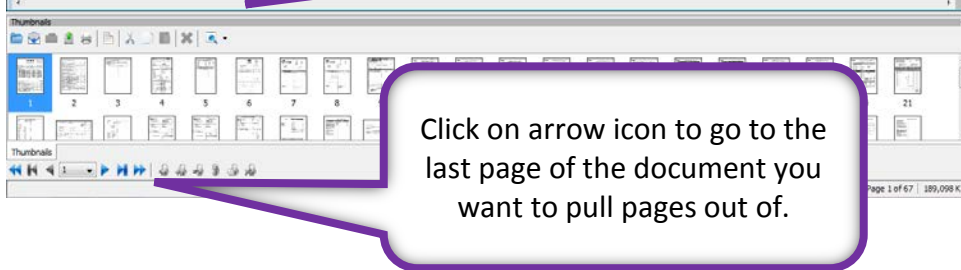
Your document opened.



Before you can start separating out the document you will need to get your Thumbnails toolbar to show. To do this:
1. Go to View
2. Select Thumbnails.

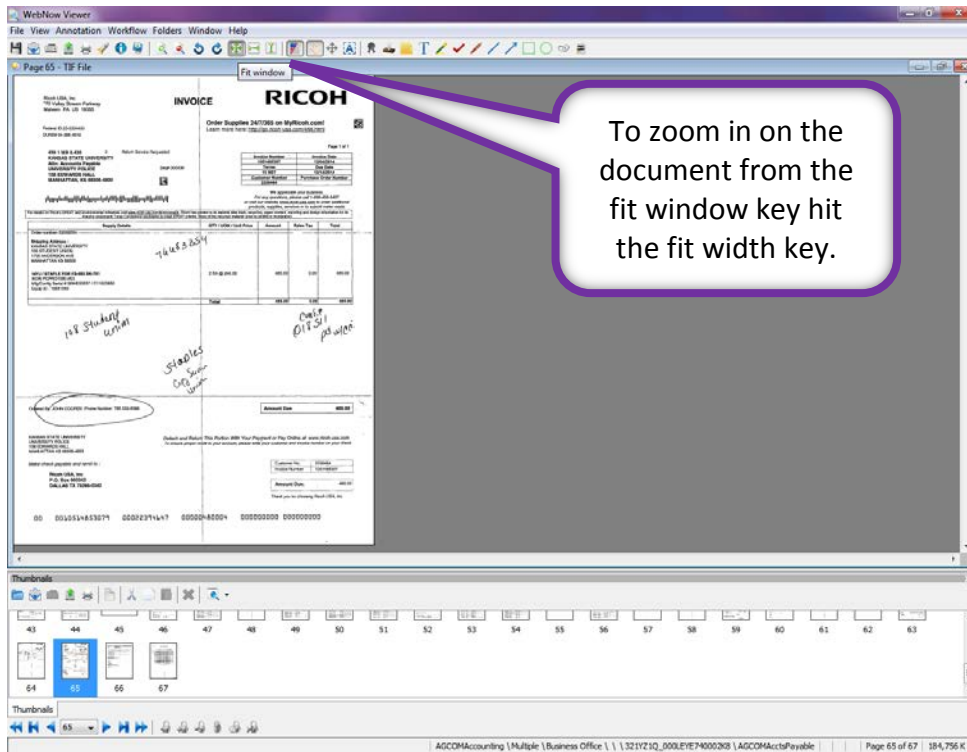


Thumbnails toolbar appears. You can adjust how many pages you can see at one time by moving this line up or down.

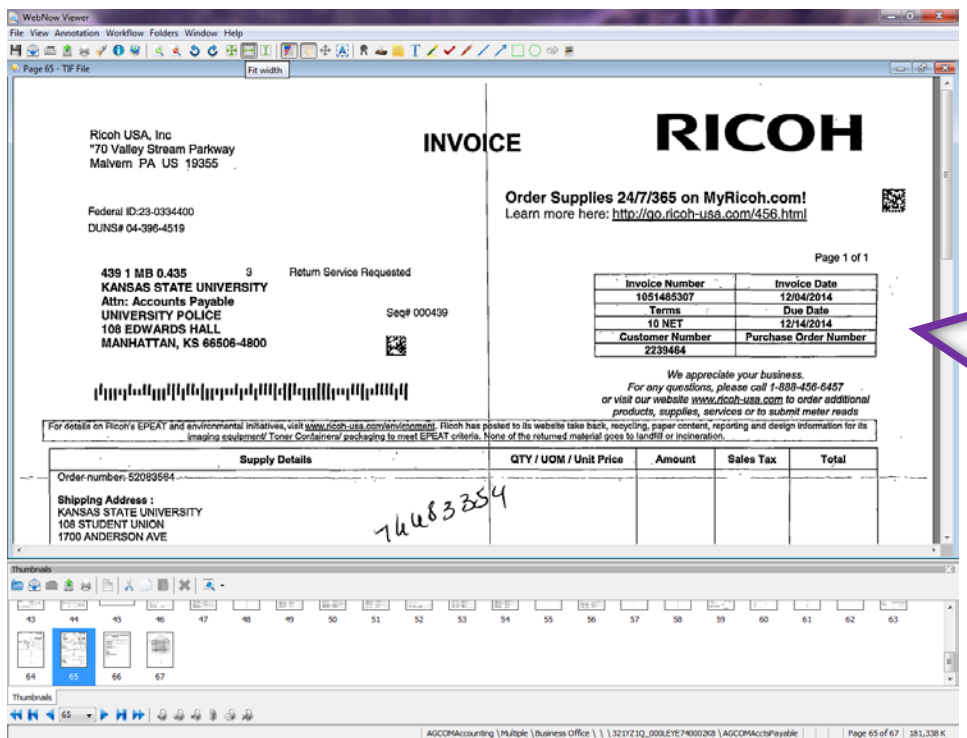


Use this arrow key to go back to previous pages if it is needed.

In the above image, you will notice that the document is zoomed out on and it is hard to read what information the document contains. Here are the steps to correct this problem:



To zoom in on the document from the fit window key hit the fit width key.



Here the document is zoomed out on and it is easy read. Now you are ready to separate out these pages to create a new document.

If you only have one page to separate out of the original document, make sure you are viewing it and that it is highlighted in the Thumbnails area before hitting the new document tab. As pictured below:

The screenshot shows a PDF viewer window displaying an invoice. The invoice header includes the following information:

- Federal ID: 23-0394400
- DUNS#: 04-396-4519
- 439 1 MB 0.435 3 Return Service Requested
- KANSAS STATE UNIVERSITY
- Attn: Accounts Payable
- UNIVERSITY POLICE
- 108 EDWARDS HALL
- MANHATTAN, KS 66506-4800
- Seq# 000439

The invoice title is "Order Supplies 24/7/365 on MyRicoh.com!". Below the header is a table with the following data:

Invoice Number	Invoice Date
1051485307	12/04/2014
Terms	Due Date
12 NET	12/14/2014
Customer Number	Purchase Order Number
2239464	

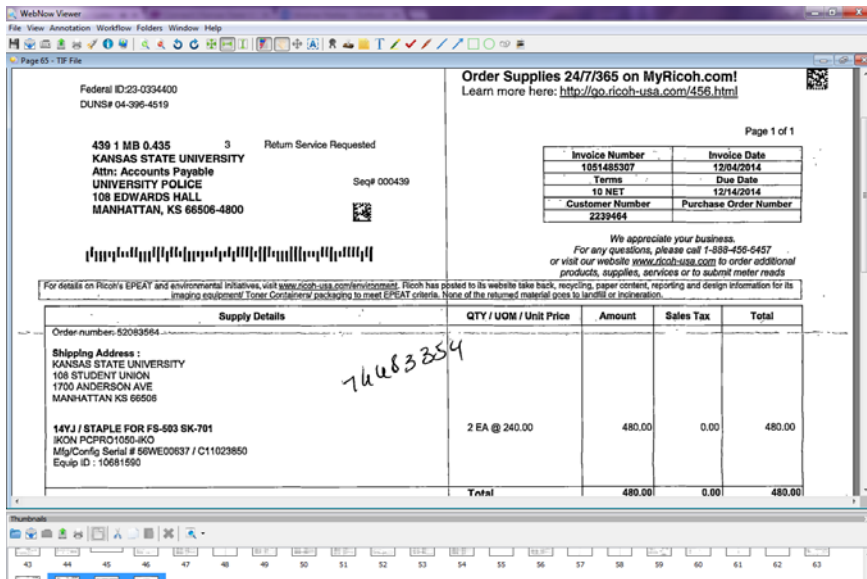
Below the table is a "Supply Details" table:

Supply Details	QTY / UOM / Unit Price	Amount	Sales Tax	Total
Order number: 52083564				
Shipping Address: KANSAS STATE UNIVERSITY 108 STUDENT UNION 1700 ANDERSON MANHATTAN, KS 66506-4800	1.00	480.00	0.00	480.00
Total		480.00	0.00	480.00

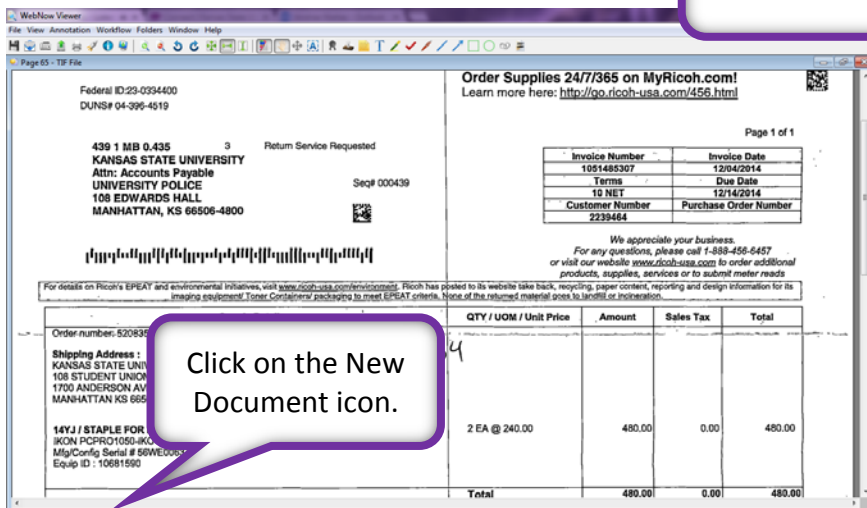
A callout box with the text "Click on New Document." points to the "New document" button in the thumbnails area at the bottom of the window.

This close-up screenshot shows the thumbnails area of a PDF viewer. The thumbnails are numbered 43 through 49. The thumbnail for page 45 is highlighted with a blue border, and a callout box with the text "New document" points to it.

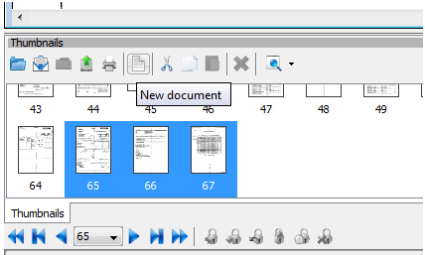
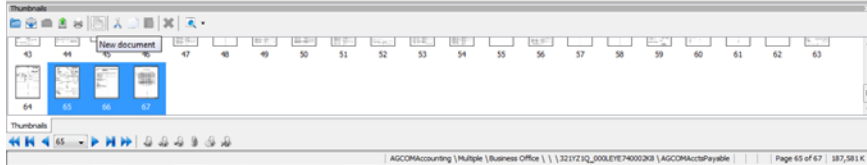
If you have multiple pages in the original document you need to separate you will have to hit the Ctrl key and click on each document to highlight them before hitting the new document icon. As pictured below:



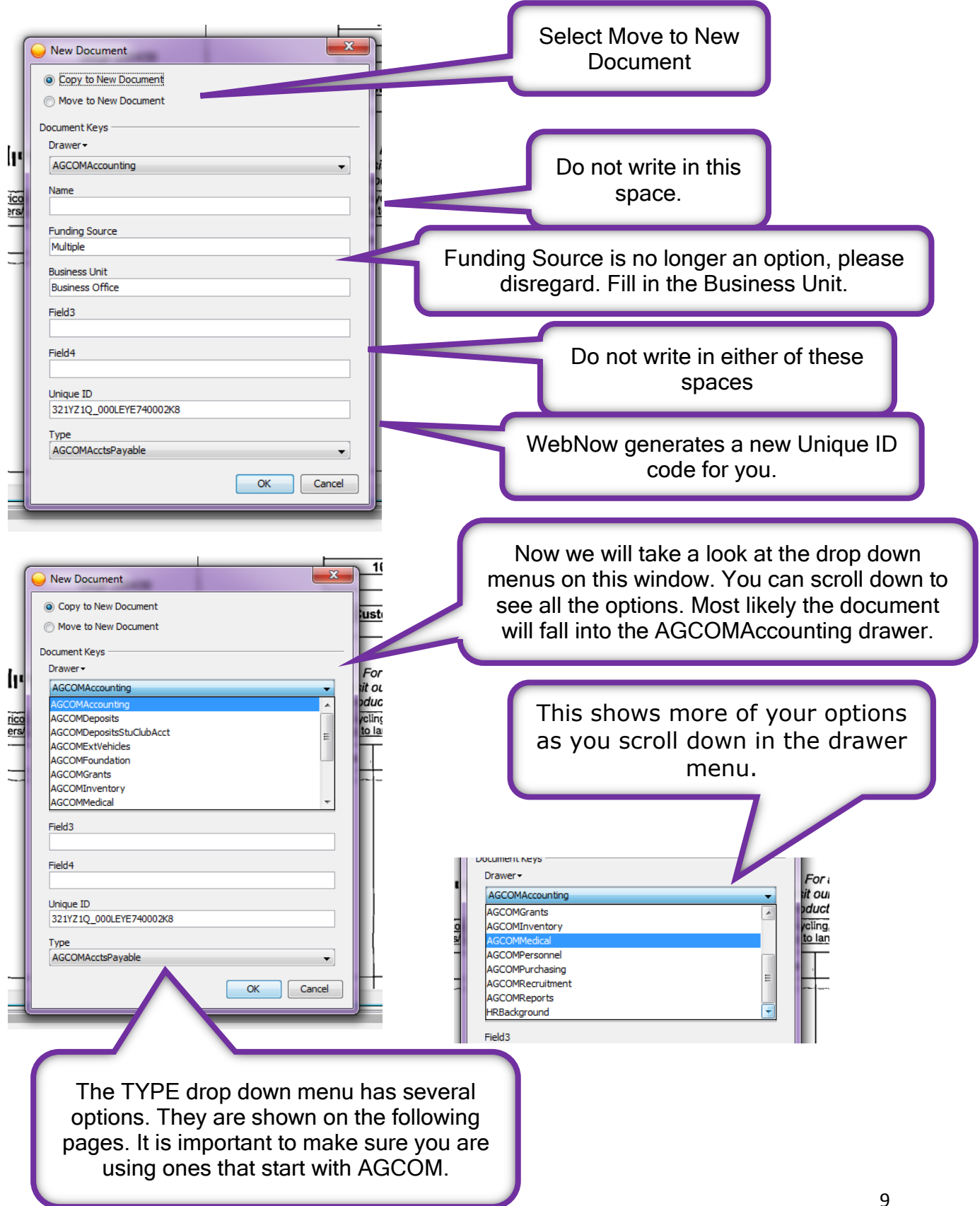
Hold the Ctrl key down as you click on the pages to select/highlight them.



Click on the New Document icon.



This window will pop up. Here are the important features you need to know about this window that will be helpful as you separate pages to create your new document.



Select Move to New Document

Do not write in this space.

Funding Source is no longer an option, please disregard. Fill in the Business Unit.

Do not write in either of these spaces

WebNow generates a new Unique ID code for you.

Now we will take a look at the drop down menus on this window. You can scroll down to see all the options. Most likely the document will fall into the AGCOMAccounting drawer.

This shows more of your options as you scroll down in the drawer menu.

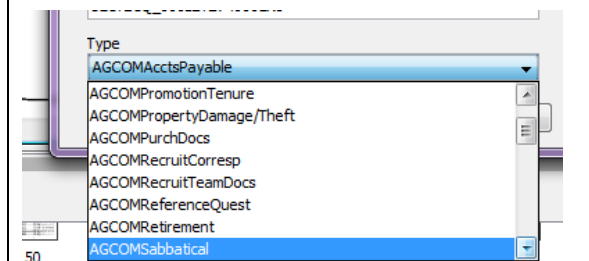
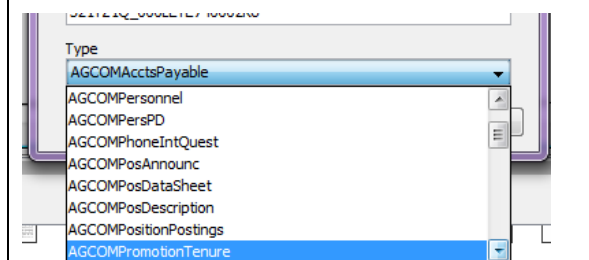
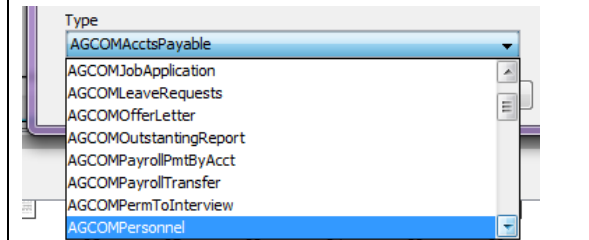
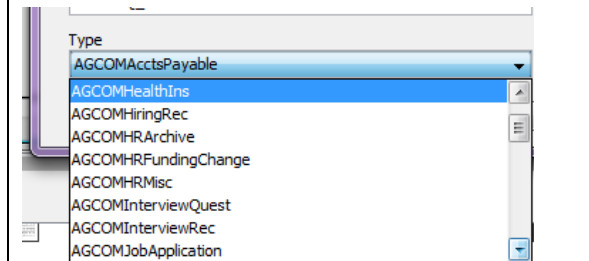
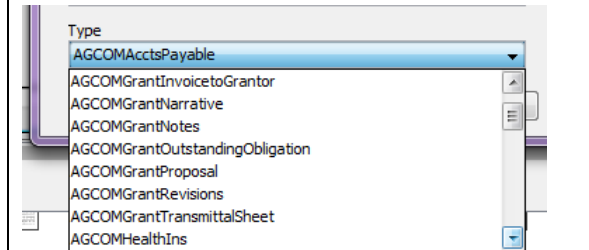
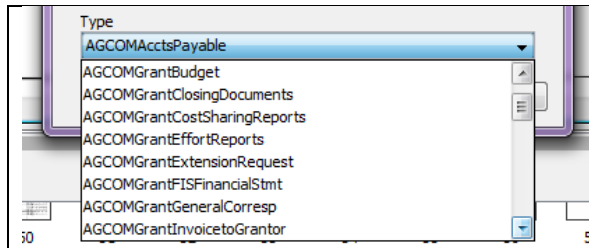
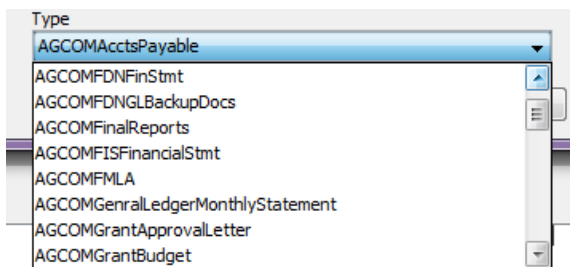
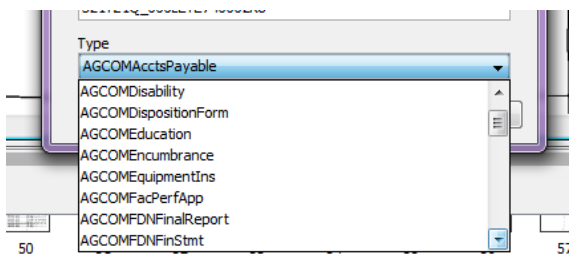
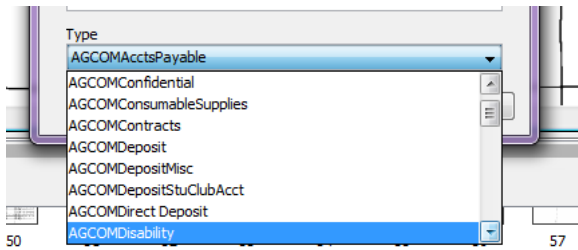
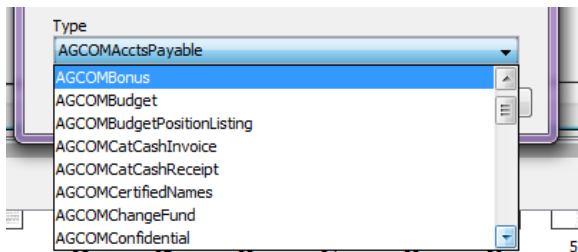
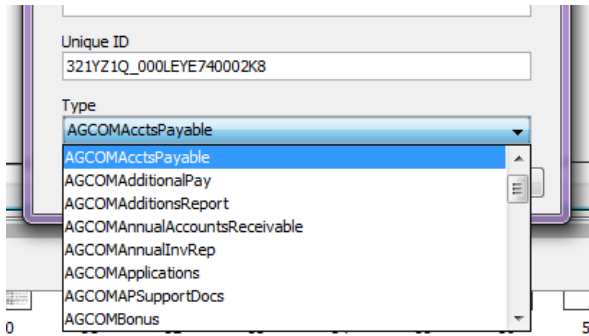
The TYPE drop down menu has several options. They are shown on the following pages. It is important to make sure you are using ones that start with AGCOM.

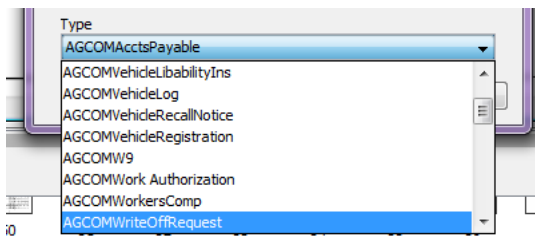
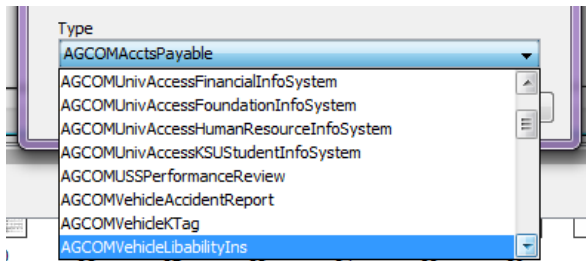
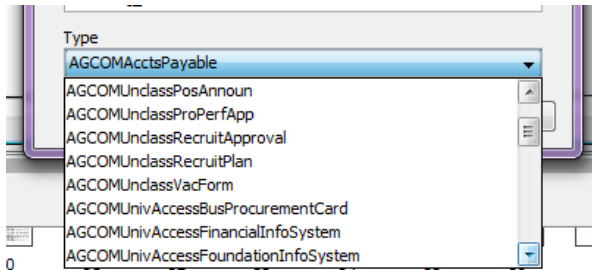
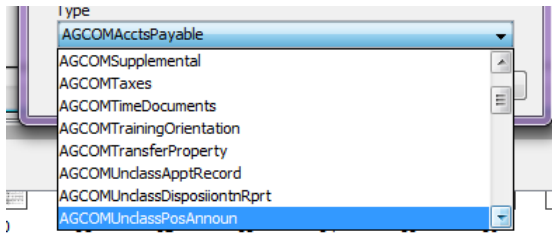
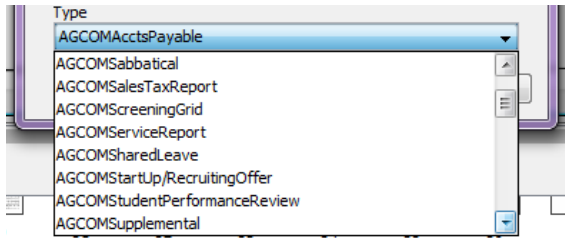
The 'New Document' window contains the following fields and options:

- Copy to New Document** (selected) / **Move to New Document**
- Document Keys**
 - Drawer**: AGCOMAccounting
 - Name**: [Empty]
 - Funding Source**: Multiple
 - Business Unit**: Business Office
 - Field3**: [Empty]
 - Field4**: [Empty]
 - Unique ID**: 321YZ1Q_000LEYE740002K8
 - Type**: AGCOMAcctsPayable

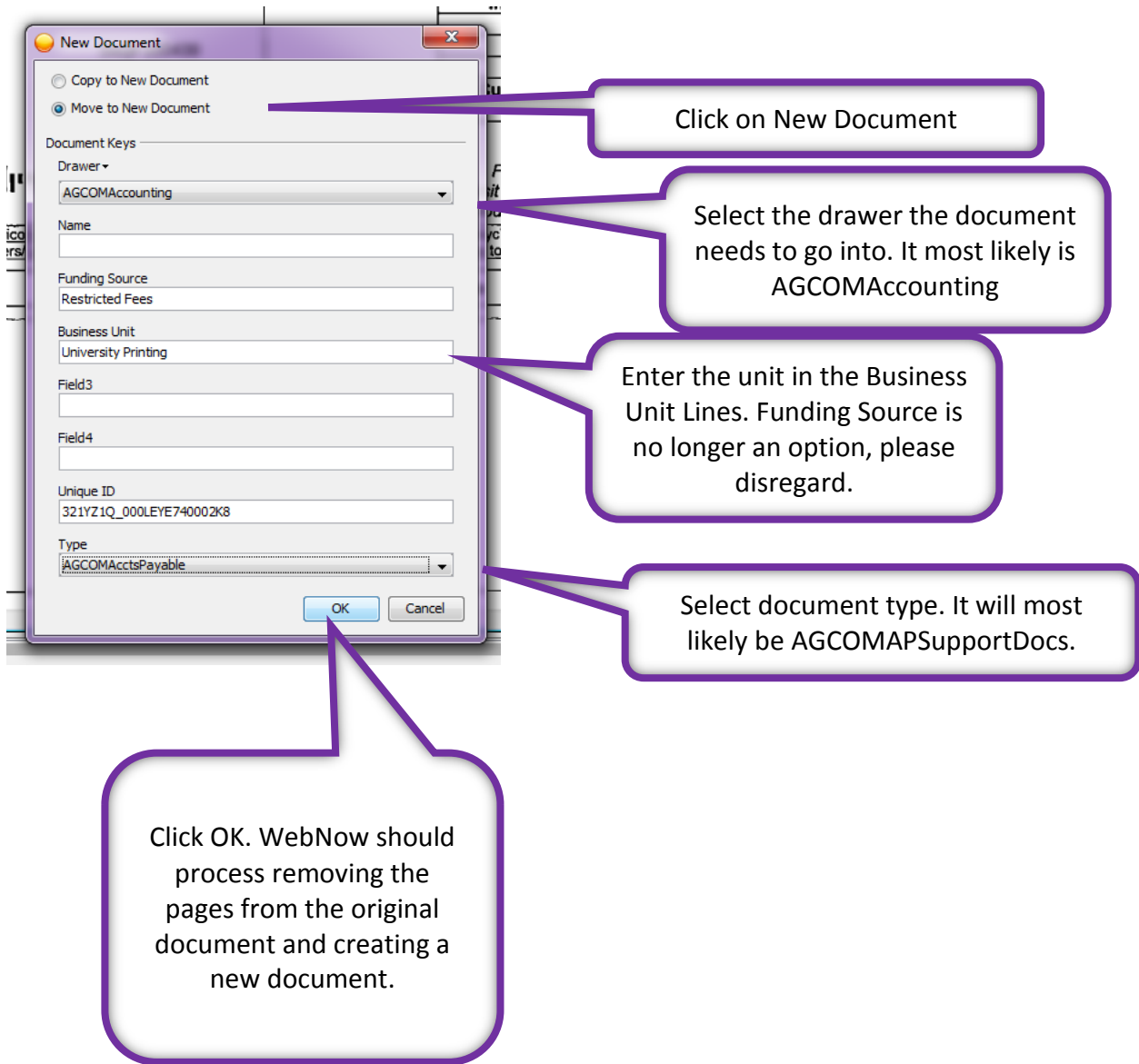
The expanded **Drawer** menu options are:

- AGCOMAccounting
- AGCOMAccounting
- AGCOMDeposits
- AGCOMDepositsStuClubAcct
- AGCOMExtVehicles
- AGCOMFoundation
- AGCOMGrants
- AGCOMInventory
- AGCOMMedical
- AGCOMPersonnel
- AGCOMPurchasing
- AGCOMRecruitment
- AGCOMReports
- HRBackground





As you can see there are a lot of options when it comes to selecting the TYPE of document it is. However, more than likely it will be an AGCOMAPSupportingDocs document. If you have questions please call Debbie Webb at 2-1319.



If you have questions or need more help, please call Debbie Webb at 2-1319.

All mistakes are correctable. If you notice an error, please contact:

Debbie Webb, debwebb@ksu.edu, 2-1319

Gina Nixon, gnixon@ksu.edu, 2-1141

Lori Buss, buss@ksu.edu, 2-1139