

FA Verification Processing Manual

(ImageNow Full-Client Only)

Written By: Vonda Lee

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# Introduction

This document will assist you with routing, linking, and processing a document in the verification processing section of the FA Financial Aid workflow process. There are nine (9) workflow queues divided into three (3) sections:

1. **FAVR Processing**

This workflow queue will include all verification processing documents that have been imported into ImageNow via scan, email, and fax. These documents are awaiting processing.

* 1. **FAVR Processing A – M**
  2. **FAVR Processing N – Z**
  3. **FAVR Processing C-Flag**

1. **FAVR Corrections (Review)**

This workflow queue is where processed documents are routed and ready for corrections.

* 1. **FAVR Corrections A – M**
  2. **FAVR Corrections N – Z**
  3. **FAVR Corrections C-Flag**

1. **FAVR Incompletes (Review)**

This workflow queue is where processed documents are routed and ready for review and completion.

* 1. **FAVR Incompletes A – M**
  2. **FAVR Incompletes N – Z**
  3. **FAVR Incompletes C-Flag**

This following workflow queues will be accessible from the FAVR Processing workflow to route documents to:

1. **FAVR Route**

This workflow queue will route documents to/from the processing and review workflow queues.

1. **FA Ready to Archive**

This workflow queue will route all documents processed to ARCHIVE.

1. **FAVR Delete Pending**

This workflow queue will house documents that need to be deleted from the system; only Supervisors will have access to process and delete documents in this workflow queue.

1. **FAVR Re-Route**

This workflow queue will route documents where the document type has been changed to the appropriate workflow queue.

In addition to processing and routing documents, you can import documents into ImageNow via printing using the **DRAG and DROP** feature. (**\*Note**: There is a virtual printer called ImageNow Printer that can be selected when printing a document.)

# Printing Documents

## Capture Profiles

There is one (1) capture profile for printing:

1. FA Print to WF

This capture printing profile is used when printing a document and requires the user to be logged into BANNER for a particular student 800#.

## Accepting Certain Documents

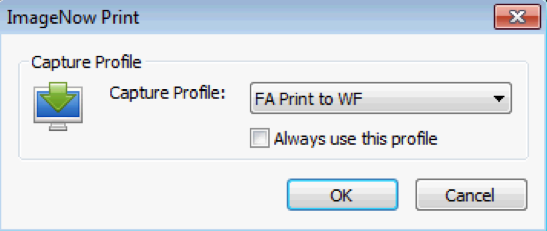
When receiving any of the following document types for students, go to BANNER's RRAAREQ form and mark the student’s record with the specific codes listed below, relative to the document received:

1. Amended Taxes AMTAX
2. Birth Certificate BCERT
3. Consortium Agreement  CONSAG
4. Driver’s License   DRIVE
5. Marriage Certificate  MCERT
6. Medical Records – Parent      MEDICP
7. Medical Records – Student   MEDICS
8. NC Reach Application NREACH
9. OSFA Scholarship Application  OSFA
10. Parent Statement STATMP
11. Receipts RECEIP
12. Student Statement STATMT
13. Verification of Utilization of UCAE Services  UCAE

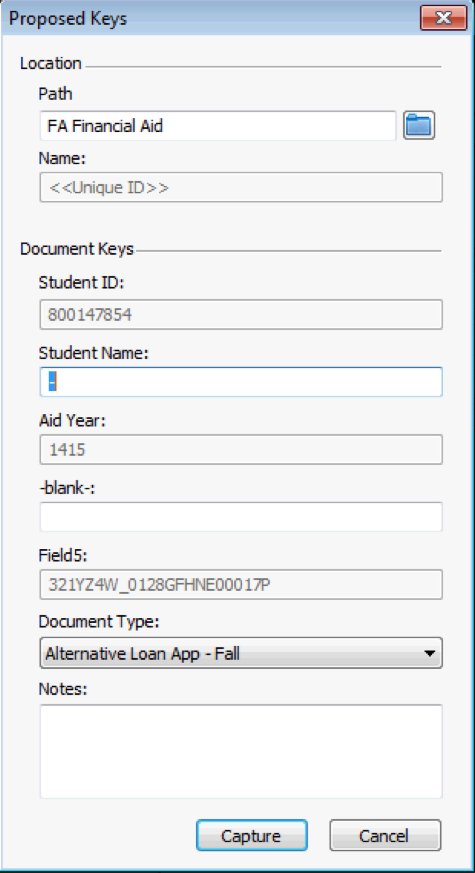
## FA Print to WF

This capture printing profile is used when printing a document. The user must be logged into BANNER and have a particular student 800# on screen.

1. Open the document to be imported into ImageNow in an application like MS Word, Adobe PDF, etc.
2. Select the **PRINT** button to print the document.
3. Select the **IMAGENOW PRINTER** option.
4. Select the **PRINT** button.
5. An **IMAGENOW PRINT** window is displayed, as shown below:



1. Ensure the **ALWAYS USE THIS PROFILE** box is checked.
2. Select the **OK** button.
3. A **PROPOSED KEYS** window will display, as shown below:



**\*Note**: The Student Name will not be populated from Banner automatically; it will contain a “**-**“ in the **STUDENT NAME** box as shown above. The student’s name will be automatically populated before the document is routed to the departmental area workflow queues.

1. Select the appropriate **DOCUMENT TYPE** in the drop-down list.
2. Select the **CAPTURE** button.
3. A **CREATE SHORTCUT** window will display, as shown below. The student’s folder is created from this screen. (\*Note: If a student’s folder already exists this window will not be displayed.)

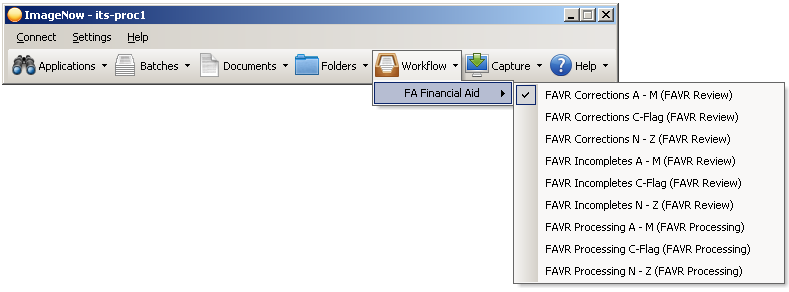


**\*Note**: The Student Name will not be populated from Banner automatically; it will contain a “**-**“ in the **STUDENT NAME** box as shown above. The student’s name will be automatically populated before the document is routed to the departmental area workflow queues.

1. Select the appropriate **Transient Study** (required) and **Unusual Enrollment** (required) values.
2. Select the **OK** button and the document will be routed to the appropriate workflow queue for the document type you selected.

# Processing Documents in FAVR Processing Workflow Queues

1. Go to the appropriate **FAVR Processing** workflow queues, as shown below:



1. Open the first document by double-clicking the document item in the ImageNow Explorer window grid.
2. Verify the document keys for the selected student as shown below:



1. Perform your due diligence.
2. If the document is linked to the wrong student:
   1. Identify the student ID and name and login to BANNER. Go to one of the following BANNER forms using the student’s 800# and Aid Year, if applicable:

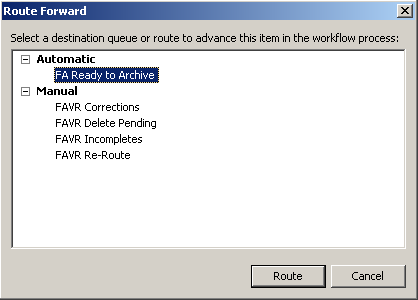
* RBAPBUD
* RHACOMM
* RNANA\*
* ROARMAN
* ROASTAT
* RPAAWRD
* RRAAREQ
* SFAWDRL
  1. Link the document to Banner by clicking the link icon; the document key fields will be populated with the Banner information.
  2. If necessary, select the appropriate **DOCUMENT TYPE** in the drop-down list.

1. Click the **ROUTE FORWARD** link or icon.
2. A **CREATE SHORTCUT** window will display as shown below. This window will create the student’s folder. (\*Note: If the student’s folder already exists, this window will not be displayed.)



**\*Note**: The Student Name will not be populated from Banner automatically; it will contain a “**-**“ in the **STUDENT NAME** box as shown above. The student’s name will be automatically populated before the document is routed to the departmental area workflow queues.

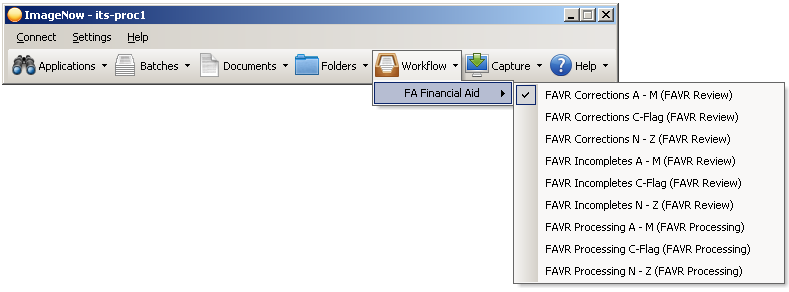
1. Select the appropriate **Transient Study** (required) and **Unusual Enrollment** (required) values.
2. Select the **OK** button.
3. A **ROUTE FORWARD** window will display, as show below:



1. If the document type was changed or you had to re-link the document, select the **FAVR Re-ROUTE** workflow queue and the document will be routed to the appropriate workflow queue for the document type you selected.
2. Else if the document is *INCOMPLETE*, select the **FAVR Incompletes** workflow queue and the document will be routed to the appropriate **FAVR Review (Incompletes)** workflow queue for review.
3. Else if the document needs to be *CORRECTED*, select the **FAVR Corrections** workflow queue and the document will be routed to the appropriate **FAVR Review (Corrections)** workflow queue for review.
4. Else, select the **FA Ready to Archive** workflow queue and the document will be routed to **ARCHIVE**.
5. Select the **ROUTE** button.
6. The next document in the grid will open in an ImageNow Viewer.
7. Repeat steps 2 thru 15 for the remaining documents.

# Processing Documents in FAVR Review (Corrections) Workflow Queues

1. Go to the appropriate **FAVR Review (Corrections)** workflow queues, as shown below:



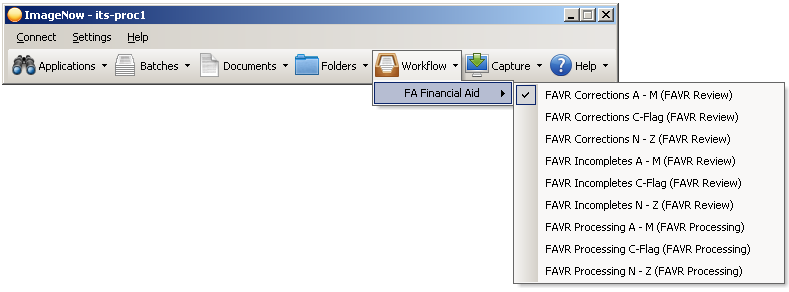
1. Open the first document by double-clicking the document item in the ImageNow Explorer window grid.
2. Verify the document keys for the selected student, as shown below:



1. Perform your due diligence.
2. Click the **ROUTE FORWARD** link or icon to **ARCHIVE** the processed document.

# Processing Documents in FAVR Review (Incompletes) Workflow Queues

1. Go to the appropriate **FAVR Review (Incompletes)** workflow queues, as shown below:



1. Open the first document by double-clicking the document item in the ImageNow Explorer window grid.
2. Verify the document keys for the selected student, as shown below:



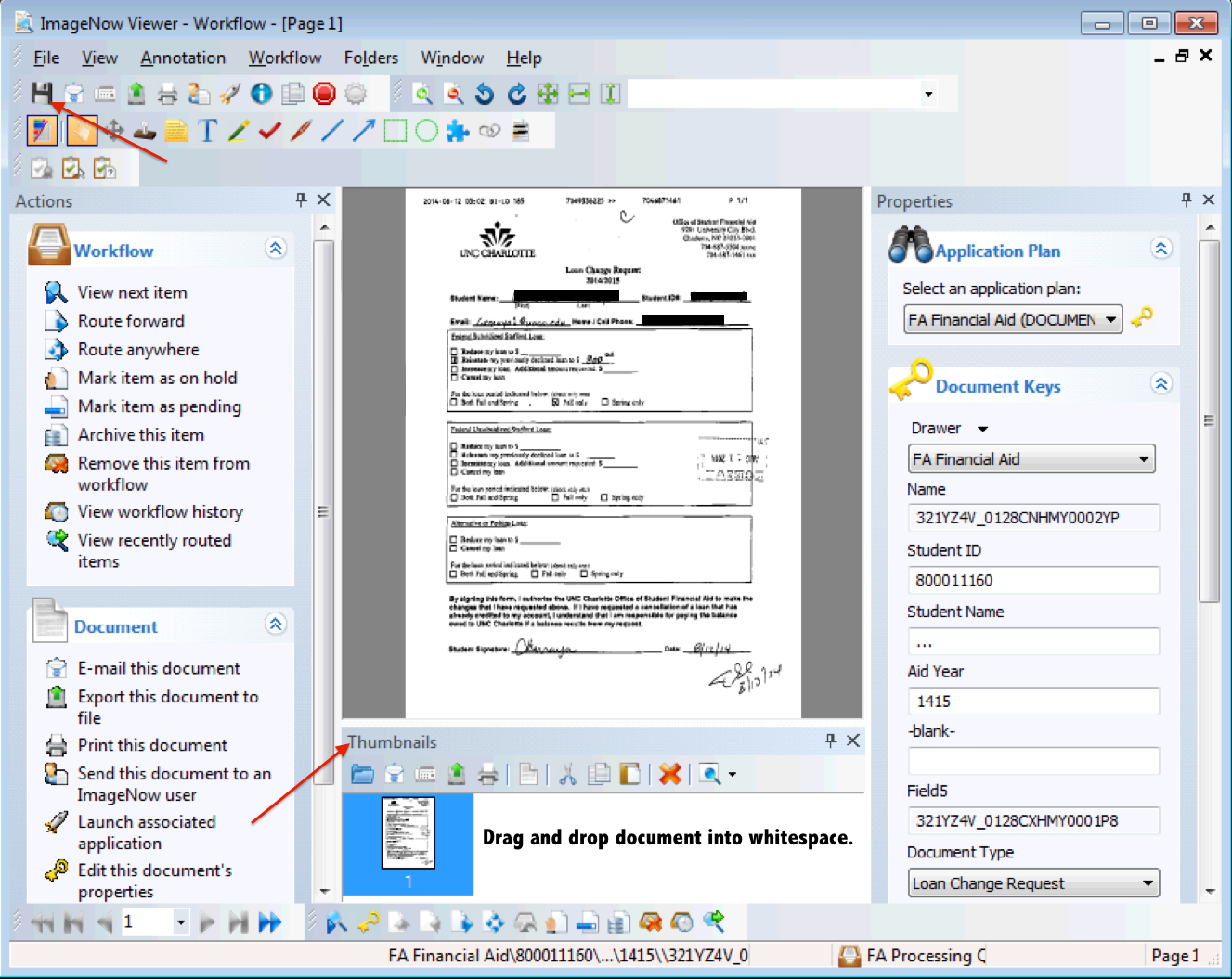
1. Perform your due diligence.
2. If processing is completed, click the **ROUTE FORWARD** link or icon to return the document to the corresponding processing workflow queue.

# Drag and Drop Feature

Using the Drag and Drop feature, a user can select a document from the desktop and drop the document into a particular ImageNow workflow queue or document.

## Drop as a New Page

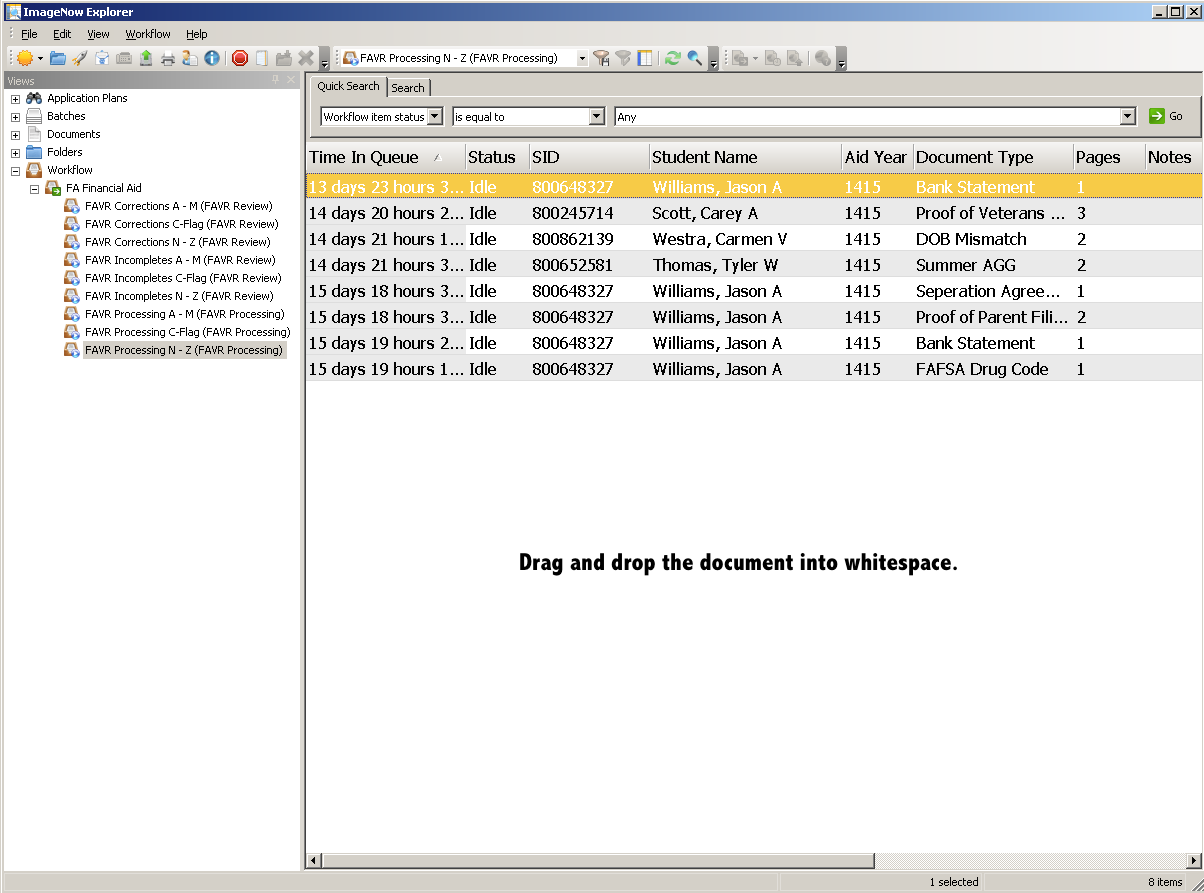
1. Open a document by double-clicking the document item in the ImageNow Explorer window grid.
2. Ensure the **THUMBNAILS** view is evoked.
3. Drag and drop a document from your desktop or selected drive into the whitespace in the **THUMBNAILS** view as show below:



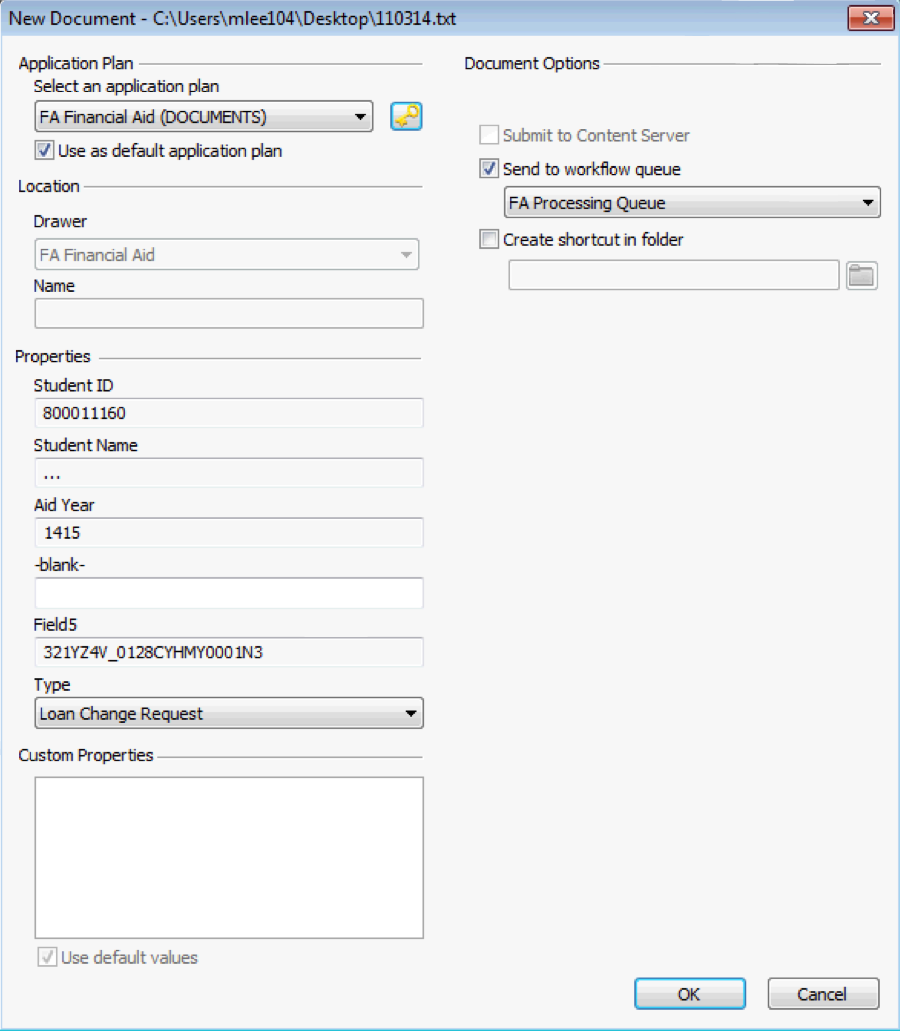
1. Click the **Save** icon  to save the added document as a new page.

## Drop as a New Document

1. In the ImageNow Explorer window, drag and drop a document from your desktop, or selected drive, into the whitespace in the grid as show below:



1. A **New Document** window will display, as shown below:



1. Login to BANNER and go to one of the following BANNER forms using the student’s 800# and Aid Year, if applicable:

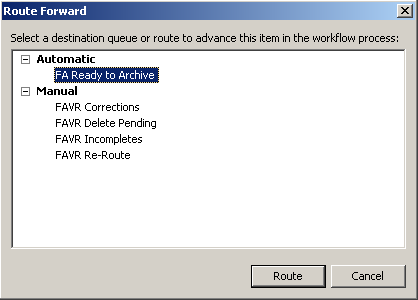
* RBAPBUD
* RHACOMM
* RNANA\*
* ROARMAN
* ROASTAT
* RPAAWRD
* RRAAREQ
* SFAWDRL

1. Link the document to Banner by clicking the link icon; the document key fields will be populated with the Banner information.
2. Select the appropriate **DOCUMENT TYPE** in the drop-down list.
3. Select the **OK** button.
4. A **CREATE SHORTCUT** window will display, as shown below. This window will create the student’s folder. (\*Note: If a student’s folder already exists, this window will not be displayed.)



**\*Note**: The Student Name will not be populated from Banner automatically; it will contain a “**-**“ in the **STUDENT NAME** box as shown above. The student’s name will be automatically populated before the document is routed to the departmental area workflow queues.

1. Select the appropriate **Transient Study** (required) and **Unusual Enrollment** (required) values.
2. Select the **OK** button.
3. Next, select the **ROUTE FORWARD** link or icon Vonda's MacMini:Users:mlee104:Desktop:Screen Shot 2015-02-11 at 7.03.18 PM.pngand the **ROUTE FORWARD** window will display, as show below:



1. Select the **FAVR Re-ROUTE** workflow queue.
2. Press the **ROUTE** button and the document will be routed to the appropriate workflow queue for the document type you selected.