

Single Click Access Manual

(ImageNow Full-Client Only)

Written By: Vonda Lee

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**Introduction:**

Accessing documents in ImageNow Full-Client is now just one click away. With a minor change to the ImageNow Application Plan, documents are visible by clicking the ImageNow icon located in your Desktop System Tray. This single click access functionality is available in ImageNow for Student ID, Vendor/Traveler ID, or Document Number entered in Banner.

**Instructions to Set-up the Single Click Access Function:**

1. Login to the ImageNow full-client application. The ImageNow Toolbar should display on the monitor, as seen below:



1. Next, configure the ImageNow login session to use a default Application Plan. Select the ***SETTINGS*** option from the ImageNow Toolbar menu. Select ***OPTIONS*** from the drop-down menu, the ImageNow Options window should display on the monitor, as seen on the next page.



1. On the ***GENERAL*** tab of the ImageNow Options window, select both ***SHOW SYSTEM TRAY ICON*** and ***ALLOW NOTIFICATIONS TO DISPLAY IN THE SYSTEM TRAY*** boxes in the ***SYSTEM TRAY*** section.



1. In the left panel, click the ***TOOLBAR*** icon, click the ***DEFAULTS*** tab at the top of the window (as seen below), then click the desired ***APPLICATIONS*** under the ***DEFAULT ACTIONS*** section (select from the list below):
	1. Registrar’s Office: REG Undergrad
	2. Travel and Complex Payments Office:
		1. TCP Assign ID
		2. TCP Employee Taxable
		3. TCP P-Card
		4. TCP Travel Invoice
		5. TCP Vendor Setup
	3. Accounts Payable Office:
		1. 49er Mart
		2. AP Banner – FAIIVNE DPR
		3. AP Banner – IDI
		4. AP Banner – PO/DPR
		5. AP Direct Deposit
2. Click the ***OK*** button to save the changes and exit the ImageNow Options window.



1. Now, configure the ImageNow icon, which can be accessed in the Desktop System Tray. The Desktop System Tray is located in the lower right corner of the monitor near the time and date. Right click on the ***ImageNow icon*** as seen below:



\*\*Note: if you cannot see the ImageNow icon, click on the arrow to show hidden icons (to the left of all displayed icons). Click on the ***Customize*** link to open the icon appearance window. Select ***Show icon and notifications*** from the drop down menu under ***Behaviors*** for the ImageNow Icon and then click ***OK***. The ImageNow icon will always show in the lower right corner on the monitor.

1. Select ***OPTIONS***, the ImageNow System Tray Options window should display on the monitor. Change the default action for the ***ON MOUSE CLICK*** to ***APPLICATIONS DEFAULT*** by using the drop-down menu option. Click ***OK*** to save and exit.



1. Once you have completed both configurations above, you are ready now to use the Single Click Access method, ***Disconnect*** from ImageNow to save all the changes.

**Using the Single Click Access Function:**

1. Log into ***ImageNow*** and ***Banner*** simultaneously, to view all documents pertaining to a Student ID, Vendor/Traveler ID, or Document Number.
2. Select one of the following ***Banner forms*** that pertain to the actual task you are working on. Below is a list of available Banner forms that will work with Single Click Access for each department:
	1. Registrar’s Office
		1. SGASTDN
		2. SFAREGS
		3. SPACMNT
		4. SAAADMS
		5. SHATCKN
		6. SMASADJ
		7. SOAHOLD
		8. SPAIDEN
		9. SHATRNS
		10. SPAPERS
		11. SEADETL
	2. Travel and Complex Payments
		1. FTMVEND
		2. FOAIDEN
		3. FAIINVE
		4. FGIDOCR
	3. Accounts Payable
		1. FAIINVE
		2. FGIDOCR
		3. GXADIRD
3. Select one of the options below to view all documents pertaining to a Student ID, Vendor/Traveler ID, or Document Number:
	1. Click the ***Desktop ImageNow Tray*** Icon 
	2. ***Or*** click the ***ImageNow binocular*** icon 
	3. ***Or*** click the ***APPLICATIONS*** drop-down menu button, as seen below, to select the desired application plan.



1. The ImageNow Explorer window will display all documents available for the Student ID, Vendor/Traveler ID, or Document Number selected in Banner, as seen below.

