ImageNow Process:
Admissions, Registration, and Records (ARR)

http://pds.hccfl.edu/pds
ImageNow Process:
ARR

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Objectives

Upon completion of this module, participants will be able to:

1. Use ImageNow to scan documents;
2. Use ImageNow to quality assure documents;
3. Use Colleague (Datatel) and ImageNow to link documents;
4. Use Colleague (Datatel) and ImageNow to retrieve/view documents;
5. Construct a search in ImageNow to retrieve/view documents.
Overview

How much time do you spend filing, organizing and searching for documents? How many piles of documents are around your office that are waiting to be processed? **ImageNow** significantly reduces the amount of time spent filing documents and makes document retrieval almost instantaneous, without even leaving your desk chair! By scanning student and/or staff documents and storing them in ImageNow, you can access all the documents you need through your computer. No more searching through folder after folder in the filing cabinets. Just call up the right documents with one click, through **ImageNow**.

How Does it Work?

**Step 1: Scan**

All Colleague (Datatel) accounts will be created before documents are processed. The Student ID will be written on each document. Some documentation, such as a driver's license cannot go through the scanner. A photocopy will be used for scanning.

**Document Preparation**

1. Remove staples, paper clips, etc. from the documents that will be scanned. The recommended scan amount is 20-30 documents.

2. Place Post-It notes so that they are not covering important information.
Step 1: Scan (Continued)

3. Insert a separation sheet, called a **Patch Code Sheet** in between separate documents. Also place a Patch Code Sheet at the top and bottom of each stack of documents to be scanned.

The pages that are together between Patch Code Sheets will be saved as one document within ImageNow. For example, a four page transcript will be saved as one document.

A. This sample stack of documents consists of a Patch Code Sheet, a single-sided application, a Patch Code Sheet, a three page transcript and the final Patch Code Sheet. As a result of this scan, two documents will be sent to ImageNow - the application and the transcript. All three pages of the transcript are saved as one document because they are together between Patch Code Sheets.

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Step 1: Scan (Continued)

Log into ImageNow

4. To log into ImageNow, double click on the ImageNow desktop shortcut or access ImageNow from the Start/All Programs menu.

5. Use your network username and password, which is the login you use to log into your computer every morning. You can only log into one ImageNow work station at a time. You will automatically be logged out after 30 minutes of inactivity.

Start the Scan

6. Load the batch of documents, including the Patch Code Sheets, if necessary into the scanner. Load the documents face up and head first.

   Note: Please do not forget to remove all staples, paper clips, etc. before scanning.

7. Select Capture and the appropriate capture mode, such as DM Patch Codes.

   Single Mode is used when the document to be scanned is one single-sided page. Patch Code Sheets are not necessary.

   Patch Code Mode is used when there are multiple document types. Use Patch Code Sheets to separate documents. This mode will automatically scan both sides of each page. Blank pages and Patch Code Sheets will not be saved by ImageNow.

8. When the scan is complete, the documents are forwarded to the appropriate ARR QA and Link Queue. The documents will be listed in the ImageNow Viewer. They are ready to be verified and linked to the corresponding person’s record in Colleague (Datatel).
Step 2: Quality Assurance (QA)

1. Select the **Workflow** dropdown arrow, from the **ImageNow** toolbar. Navigate to the correct queue, such as ARR Workflow/ARR QA Link_DM. Your available queue options are based on your permissions level.

2. Double click on the document, you would like to view. You can sort this view by any of the headings at the top of the screen, such as **Created By**.

3. View the page(s) for the document.
   A. Verify that the image is readable and complete.
   B. Verify that the document includes all intended pages and are for the same student.
   C. Images for multi-page documents will be seen in the bottom section of the screen. Double click on a thumbnail image to enlarge it.
   D. You can delete and reorder pages at this time.
Step 3: Link Documents to a Colleague (Datatel) Record

1. Open Colleague (Datatel) in ST to the corresponding student in ASUM or TSUM.

2. In ImageNow, the Workflow should already be in the appropriate QA Link option, such as ARR QA Link_DM. Click ReLink (Key icon on the bottom row of icons).
   A. Side panel populates with Datatel information.
   B. Verify the document belongs to this student.
   C. Select document type.

3. Click Route Forward (Bottom row of icons).

Note - After the Route Forward is complete:
Document is now attached to the corresponding student’s Colleague file.
Document is removed from the linking queue and a new document will open.
The next person in the workflow is automatically notified that the document is ready for their review.
Anyone who has permission to that drawer can now view the document.
Step 4: View/Retrieve

Document View options from the ImageNow Viewer

Option A (With Colleague): Click on the ImageNow Toolbar, with Colleague (Datatel) open to the corresponding student. Associated documents automatically come up in the ImageNow Viewer.


Option A: With Colleague (Datatel) Open to a Student Record

1. Open Colleague (Datatel) to the appropriate screen and student. You will receive an error if you try to view documents from a screen that is not in this list:
   ASUM, TSUM, APFE, ARAI, ASPR, IASU, MINF, NAE, RGN, SPRO, STAC, XFPI

2. Click the Applet dropdown list on the ImageNow Toolbar and select the appropriate option such as, ARR Datatel View.

3. All documents for that person appear.

4. In the viewer, you can sort the list of documents by type, date, etc.

5. Double click on a row to view that document.

6. If necessary, you can reassign the document type in grid or from Index panel. Save changes when prompted.
   A. From the grid, right click in Doc Type column. Choose Edit Document Keys and select the new document type from the list.
   B. Or open the document and select the new document type in Properties/Index Pane and Re-Link.
Step 4: View/Retrieve (Continued)

Option B: Search for a Document Without Colleague (Datatel)

2. In the ImageNow Explorer, on the Simple search tab, set the filters to the criteria you need to retrieve your document.
3. Click Go.
4. For example, you can search for a specific document type that was scanned within a specified time frame.

5. From the search results, double-click the desired document. It will open in the ImageNow Viewer.
6. Use the Advanced tab to set up a query with multiple criteria.
   A. Click Add to create search criteria.
   B. Build the query using the dialog box buttons. For example, you can search for documents scanned on a particular day.
   C. Click Go.
   D. You can save the query for future use, by selecting Save Query.
Import a Document Using ImageNow Printer

ImageNow Printer allows users to capture images of electronic documents without printing paper. The ImageNow Printer captures the document image and routes it based on the capture profile. The “image” will appear in the queue designated by the capture profile and will be available for QA and linking. The ImageNow Printer does not print paper copies of documents.

1. Open the document you want to import into ImageNow, click File, and then click Print.

2. Set the printer name to ImageNow Printer, and click OK.

   Note: If you have more than one ImageNow Printer Capture Profile, the ImageNow Print dialog box appears. Select the correct printer profile and click OK. CaptureNow “prints” the document into ImageNow.


4. In the ImageNow Viewer, proceed with the QA and Link process.
Email a Document

1. In the ImageNow Explorer, select the document you want to email.
2. On the File menu, click E-mail.
3. In the E-mail Format dialog box, choose the option you want and then send the email as you normally would.
   A. For recipients that have access to ImageNow, send the file as a link.
   B. If the recipient does not have access to ImageNow, send the file as an attachment.

   **Note:** To send e-mail, ImageNow uses the default e-mail program that you have configured on your computer.
Annotations

Use an annotation in **ImageNow** to mark up and comment on a document without affecting the original image. **ImageNow** offers many types of annotations so you can express the different points you want to make.

**Add an Annotation**

1. In the **ImageNow Viewer**, open a document.
2. On the toolbar, right-click the annotation icon you want and select the form of the annotation from the list. Your annotation options are based on your permissions level.
   
   **Note**: The Sticky Note and OLE icons require only a left mouse button click.

3. Move the mouse pointer to the location on the document image where you want to place the annotation. Left click once to place the annotation.
4. Drag the annotation, as necessary, and then release the mouse button.
5. Right click on the annotation for more options such as delete, content, appearance and properties.
Annotations

Show or Hide Annotations

The Show/Hide Annotations icon enables you to hide or restore all annotations. Hiding annotations enables you to view the original unmarked document without deleting the placed annotations.

1. In the ImageNow Viewer, locate the document with the annotation you want to show or hide.

2. On the toolbar, click the Show/Hide Annotations icon.

3. To print without annotations, go to File and Print.

4. In the print dialog box, you have the option to print with or without annotations.

**Note:** Closing the document with the annotations hidden does not delete the annotations. The annotations appear on the document the next time it is opened.
ImageNow Toolbars

Annotation Toolbar

The Annotation toolbar is displayed to users whose roles allow them to add annotations to documents when the active document is one of the following file types: TIFF, JPG, BMP, or PNG.

- Show or hide the annotation layer of the active document.
- Use the mouse pointer to move the document in the window.
- Click on an annotation to modify it.
- Add a stamp image with whatever text and style you define.
- Add a sticky note. The user must double-click the resulting note to display its content.
- Add a text box that can be read without double-clicking.
- Highlight a rectangle in the document.
- Add a check mark anywhere on the document.
- Draw a free-form shape.
- Draw a straight line.
- Draw an arrow.
- Draw a square or rectangle.
- Draw a circle or oval.
ImageNow Toolbars

ImageNow Toolbar

The ImageNow toolbar buttons are your gateway to all ImageNow tasks and features. When you click directly on a button, ImageNow starts the activity previously defined as the default for that button. When you click on the arrow next to a button, you can select any item in the drop-down list to start its operation. You may not see all of these options, depending on your account permissions.

<table>
<thead>
<tr>
<th>Button</th>
<th>Clicking the button lets you:</th>
<th>Clicking the arrow lets you:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="ImageNow Explorer" /></td>
<td>Display ImageNow Explorer with the Find a Document pane for the selected applet.</td>
<td>Select an applet from the list and display ImageNow Explorer with the Find a Document Pane for that applet.</td>
</tr>
<tr>
<td><img src="image.png" alt="ImageNow Explorer" /></td>
<td>Display ImageNow Explorer for all document batches.</td>
<td>Select all batches, only batches ready for QA or only batches ready for linking.</td>
</tr>
<tr>
<td><img src="image.png" alt="ImageNow Explorer" /></td>
<td>Display ImageNow Explorer, where you can search for documents.</td>
<td>Select a predefined document query or define a new query.</td>
</tr>
<tr>
<td><img src="image.png" alt="ImageNow Explorer" /></td>
<td>Display ImageNow Explorer, where you can search for projects.</td>
<td>Define a new query.</td>
</tr>
<tr>
<td><img src="image.png" alt="ImageNow Explorer" /></td>
<td>Display ImageNow Explorer for any workflow queues that contain documents.</td>
<td>Select a specific workflow queue.</td>
</tr>
<tr>
<td><img src="image.png" alt="Capture Profile" /></td>
<td>Start the default Capture Profile.</td>
<td>Start any Capture Profile in the list.</td>
</tr>
<tr>
<td><img src="image.png" alt="Help" /></td>
<td>Display online help for the ImageNow product you are currently viewing.</td>
<td>Display online help for any ImageNow product in the list.</td>
</tr>
</tbody>
</table>
ImageNow Toolbars

Explorer Toolbar

The Explorer toolbar buttons let you perform actions on documents that are selected in the grid.

1. Display the selected item in ImageNow Viewer.
2. Display the E-mail Format dialog box, which lets you select the way you want to send items to email recipients.
3. Display the Fax Information dialog box, which lets you enter a fax number and other related information.
4. Display the Export dialog box, which lets you select the destination folder of the items you are exporting.
5. Display the Print dialog box, which lets you send the items to your printer.
6. Display the Document Properties dialog box for the selected item.
7. Display the Document Properties dialog box for the selected item. In this dialog box, you can add a note about the document.
8. Refresh the ImageNow Explorer window to display changes that affect either the Views pane or the grid.
9. Display the Table Control dialog box, which lets you add columns to or remove columns from the grid.
10. Delete the selected items.

(Varies with context) Indicates the view currently selected in the Views pane
ImageNow Toolbars

Batch Link Toolbar

When linking a batch of pages, you can use one or more of the following toolbar buttons.

- ![Key Icon](image1.png) Link documents to a person’s Datatel record. Replace the DocKey values (for example, Drawer and Folder) in the applet’s current document with the corresponding values from the record selected in the host program.

- ![Save Icon](image2.png) Save the selected batch page to the ImageNow Server and close the page.

- ![Stop Icon](image3.png) Skip the page but keep it in the batch for later linking.

- ![Suspend Icon](image4.png) Suspend the linking process and return to ImageNow Explorer.

- ![Delete Icon](image5.png) Delete the page from the batch.
Scan Transcripts and Other Hard to Read Documents

To scan documents that are hard to read due to a watermark, colored paper or light text, you need to change the scan mode or scan profile. The alternate scan mode will give you the opportunity to adjust the color balance of a document. There are two ways to do this.

Option A:

1. If this is your first scan, you will need to activate the scanner. Without any documents in the scanner, click on Capture, in the ImageNow toolbar. Once the scanner has been activated, the Virtual Rescan icon appears in the system tray, in the lower right corner of the computer screen. Right click on that symbol.

2. Navigate to the Profile submenu.

3. Choose the appropriate profile, such as USF. This will automatically apply the appropriate color changes during scanning, to the entire stack of documents.

4. Group documents based on the chosen profile. For example, each scan stack should include only those documents that apply to the current profile. Place Patch Code Sheets accordingly and scan documents.

5. Documents are color balanced and are entered into the regular workflow.

6. The next time you scan a regular batch of documents, you will need to change the profile back to Default Settings.
Scan Transcripts and Other Hard to Read Documents (Continued)

Option B:

1. Once the scanner has been activated, the Virtual Rescan icon appears in the system tray, in the lower right corner of the computer screen. Right click on that symbol.

2. If you have a variety of hard to read documents, that do not fit a scan profile, navigate to the QC Modes submenu.

3. Choose the appropriate scan mode, which is Every Page. This will enable you to make adjustments to every page in each document.

4. Place Patch Code Sheets accordingly and scan documents.

5. The VirtualRescan Interactive Viewer appears. You can see a preview of the current page in the left pane. The image adjustment controls are in the right pane.

   **Note:** In this scan mode, all pages will be scanned. Delete blank pages at this time.

6. Adjust the settings as necessary, using the appropriate filters, such as the Line Filter and the Speckle Removal Filter, under Noise Controls.

7. Click OK when the page is readable.

8. The page is entered into the regular workflow and the next page in the stack is scanned. Follow the same process for each page scanned.

9. Next time you scan a regular batch of documents, you will need to change the scan mode back to On Errors.
## Document Types

### PROGRAM APPLICATIONS (APP)
- APP Application
- APP Apprenticeships
- APP Auto Body collision
- APP Automotive Service
- APP Bailbonds
- APP Correctional Officer
- APP Cross-over Academy
- APP Dental Assistant
- APP Early Childhood education
- APP Educator Preparation Institute
- APP Fire Fighter
- APP Geriatric Care Assistant
- APP Law Enforcement
- APP Nursing
- APP Private security guard
- APP Public Safety Telecommunications
- APP Residency Affidavit
- APP Residency Documentation
- APP Residency Update
- APP USF Cross Enroll Form

### Change Data
- Change of Personal Data
- Course substitution form
- Graduation application

### INTERNATIONAL STUDENTS (INTL)
- INTL Personal Data Form
- INTL Financial Certificate
- INTL Notarized Financial Statement
- INTL Letter of Commitment from Sponsor
- INTL Copy of Passport
- INTL I-20
- INTL OPT Form
- INTL CPT Form
- INTL Soc Sec Letter
- INTL Change of Status International
- INTL Copy of Resident Alien Card
- INTL Copy of I-94
- INTL Copy of Health Insurance
- INTL Copy of Student Visa
- INTL Visa Release Form

### MISC
- MISC Death Certificate
- MISC Obituary
- Petition for a late drop
- Petition for a late withdraw
- Petition for 4th attempt
- Petition for waiver of Out of State fees 3rd attempt
- Subpoena

### ALLIED HEALTH
- Allied Health Allied Health Program Application
- Allied Health Release for Background Check
- Allied Health Confirmation Letter
- Allied Health AH Licenses and certifications
- Allied Health FDLE Report

## Allied Health Allied Health Program Application

### Allied Health Allied Health Release for Background Check

### Allied Health Confirmation Letter

### Allied Health AH Licenses and certifications

### Allied Health FDLE Report
<table>
<thead>
<tr>
<th>Records</th>
<th>Release of Records to individual</th>
<th>TRANS</th>
<th>High School Transcripts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records</td>
<td>Graduation Checklist</td>
<td>TRANS</td>
<td>College Transcript</td>
</tr>
<tr>
<td>REG</td>
<td>Administrative Drop</td>
<td>TRANS</td>
<td>GED</td>
</tr>
<tr>
<td>REG</td>
<td>Employee Fee Waiver</td>
<td>TRANS</td>
<td>Articulated Credit Form</td>
</tr>
<tr>
<td>REG</td>
<td>State Employee fee waiver</td>
<td>TRANS</td>
<td>Transcript Evaluation</td>
</tr>
<tr>
<td>REG</td>
<td>Dual enroll fee waiver</td>
<td>TRANS</td>
<td>Grade roster</td>
</tr>
<tr>
<td>REG</td>
<td>Change of Grade</td>
<td>TRANS</td>
<td>Home School Affidavit</td>
</tr>
<tr>
<td>REG</td>
<td>WN Re-instatement</td>
<td>TRANS</td>
<td>Home School Transcript</td>
</tr>
<tr>
<td>REG</td>
<td>HCC/USF Cross enroll registration form</td>
<td>VA</td>
<td>Authority and Certification of Entrance or Reenrollment Into Rehab. &amp; Cert of Status</td>
</tr>
<tr>
<td>REG</td>
<td>Transient form</td>
<td>VA</td>
<td>Application of Surviving Spouse or Child for REPS Benefits</td>
</tr>
<tr>
<td>REG</td>
<td>Registration form</td>
<td>VA</td>
<td>Application For Survivor’s and Dependents’ Educational Assistance</td>
</tr>
<tr>
<td>REG</td>
<td>Adjustment form</td>
<td>VA</td>
<td>Application For VA Education Benefits</td>
</tr>
<tr>
<td>REG</td>
<td>Continuing Ed Registration Form</td>
<td>VA</td>
<td>Application for Work-Study Allowance</td>
</tr>
<tr>
<td>TEST</td>
<td>Copy of Toefl Scores (International Student)</td>
<td>VA</td>
<td>Designation of Certifying Officials</td>
</tr>
<tr>
<td>TEST</td>
<td>Clast exemption form</td>
<td>VA</td>
<td>Declaration of Status of Dependents</td>
</tr>
<tr>
<td>TEST</td>
<td>Advanced Placement Scores</td>
<td>VA</td>
<td>Disabled Veterans Application for Vocational Rehabilitation</td>
</tr>
<tr>
<td>TEST</td>
<td>CLEP Score</td>
<td>VA</td>
<td>Enrollment Certification</td>
</tr>
<tr>
<td>TEST</td>
<td>IB Scores</td>
<td>VA</td>
<td>Notice of Change in Student Status</td>
</tr>
<tr>
<td>TEST</td>
<td>DANTES</td>
<td>VA</td>
<td>Request for Approval of School Attendance</td>
</tr>
<tr>
<td>TEST</td>
<td>CPT</td>
<td>VA</td>
<td>Request For Change of Address / Cancellation of Direct Deposit</td>
</tr>
<tr>
<td>TEST</td>
<td>Excelsior</td>
<td>VA</td>
<td>Request For Change of Program or Place of Training</td>
</tr>
<tr>
<td>TEST</td>
<td>Credit by Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST</td>
<td>ACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST</td>
<td>SAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST</td>
<td>Clast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcript Req</td>
<td>Transcript request form</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Document Types (Continued)

Other VA Documents

VA Request For Change of Program Or Place of Training Survivors’ And Dependents’ Education Assistance

VA Supplemental Information For Change of Program or Reenrollment After Unsatisfactory Attendance, Conduct, or Progress

VA Work Study Agreement

VA HCC Application for Veterans for Deferment of Registration Fees

Verification Req Release of Information

VA Pre-Certification Authorization Letter

VA Marriage Certificate & Authenticity Statement

VA Birth Certificate & Authenticity Statement

VA DD214

VA Correspondence & Miscellaneous VA Documents
Shortcuts in ImageNow

Many ImageNow functions can be performed using shortcut keys. Shortcuts key functions vary depending on which grid or component of ImageNow you are using. The following shortcuts are available:

### ImageNow Explorer

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + O</td>
<td>Open File</td>
</tr>
<tr>
<td>Ctrl + M</td>
<td>E-mail File</td>
</tr>
<tr>
<td>Ctrl + X</td>
<td>Export File</td>
</tr>
<tr>
<td>Ctrl + P</td>
<td>Print File</td>
</tr>
<tr>
<td>Ctrl + I</td>
<td>File Properties</td>
</tr>
<tr>
<td>Ctrl + D</td>
<td>Duplicate</td>
</tr>
<tr>
<td>Ctrl + E</td>
<td>Edit Document Keys</td>
</tr>
<tr>
<td>Ctrl + A</td>
<td>Select All</td>
</tr>
<tr>
<td>Del</td>
<td>Delete</td>
</tr>
<tr>
<td>F5</td>
<td>Refresh</td>
</tr>
<tr>
<td>F11</td>
<td>Views</td>
</tr>
<tr>
<td>F1</td>
<td>Help</td>
</tr>
</tbody>
</table>

### Document Grid

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter</td>
<td>View Selected</td>
</tr>
<tr>
<td>Del</td>
<td>Delete Selected</td>
</tr>
<tr>
<td>Page Down</td>
<td>Scroll Down</td>
</tr>
<tr>
<td>Page Up</td>
<td>Scroll Up</td>
</tr>
<tr>
<td>Ctrl + Page Down</td>
<td>Page Down</td>
</tr>
<tr>
<td>Ctrl + Page Up</td>
<td>Page Up</td>
</tr>
<tr>
<td>F5</td>
<td>Refresh</td>
</tr>
<tr>
<td>Ctrl + F</td>
<td>Find</td>
</tr>
<tr>
<td>Ctrl + I; Alt + Enter</td>
<td>Properties</td>
</tr>
<tr>
<td>Ctrl + K</td>
<td>Keywords (Notes)</td>
</tr>
<tr>
<td>Ctrl + Right Arrow</td>
<td>Column Select Right</td>
</tr>
<tr>
<td>Ctrl + Left Arrow</td>
<td>Column Select Left</td>
</tr>
<tr>
<td>Ctrl + Up Arrow</td>
<td>Sort Ascending</td>
</tr>
</tbody>
</table>
# Shortcuts in ImageNow

## ImageNow Viewer

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + P</td>
<td>Print</td>
</tr>
<tr>
<td>Ctrl + + (number pad)</td>
<td>Zoom In</td>
</tr>
<tr>
<td>Ctrl + - (number pad)</td>
<td>Zoom Out</td>
</tr>
<tr>
<td>F2</td>
<td>Resize Fit Image</td>
</tr>
<tr>
<td>F3</td>
<td>Resize Fit Width</td>
</tr>
<tr>
<td>F4</td>
<td>Resize Fit Height</td>
</tr>
<tr>
<td>Alt + Left Arrow</td>
<td>Rotate Left</td>
</tr>
<tr>
<td>Alt + Right Arrow</td>
<td>Rotate Right</td>
</tr>
<tr>
<td>Up Arrow</td>
<td>Pan Image Up</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Pan Image Down</td>
</tr>
<tr>
<td>Ctrl + Up Arrow; Home</td>
<td>Top of Image</td>
</tr>
<tr>
<td>Ctrl + Down Arrow; End</td>
<td>Bottom of Image</td>
</tr>
<tr>
<td>Ctrl + Left Arrow</td>
<td>Left Margin</td>
</tr>
<tr>
<td>Ctrl + Right Arrow</td>
<td>Right Margin</td>
</tr>
<tr>
<td>Ctrl + G</td>
<td>Go to Page</td>
</tr>
<tr>
<td>Ctrl + Page Down</td>
<td>Next Page</td>
</tr>
<tr>
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### Sample Colleague (Datatel) Screens

#### ASUM

**ASUM Applicant Summary**

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<th>Loc</th>
<th>Appt Stat</th>
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**Deposit Date**

- [Date]
- [Amount]
- [Allocated]
- [Balance]

**Gen Prospect Stat**

- [TRAN Transcript]
- [Gen Adm Level]
- [Initial Contact Dt]
- [EPS Code]

**Housing Desired**

- [No]

**Demographics**

- [X]

**Transcripts**

- [X]

**Tests**

- [X]

**Noncourses**

- [X]

**Controller Applications**

- [No Values]

---

#### TSUM

**TSUM Test Summary**

**Cecil, Seymour**

<table>
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<tr>
<th>ID: 0590613 SSN: 888-88-8888</th>
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<tbody>
<tr>
<td>555 Friskies Ln</td>
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**Admissions Tests**

- [Eq]
- [Dt Taken]
- [Score]
- [Pct]
- [Source]
- [Status]
- [Status Dt]

- [Eq]
- [Dt Taken]
- [Score]
- [Pct]
- [Source]
- [Status]
- [Status Dt]

**Placement Tests**

- [SAT1 Mathematics]
- [Eq]
- [Dt Taken]
- [Score]
- [Pct]
- [Source]
- [Status]
- [Status Dt]

- [Eq]
- [Dt Taken]
- [Score]
- [Pct]
- [Source]
- [Status]
- [Status Dt]

**Other Tests**

- [MAPP for IDS]
- [Eq]
- [Dt Taken]
- [Score]
- [Pct]
- [Source]
- [Status]
- [Status Dt]
Sample Colleague (Datatel) Screens (Continued)

APFE

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Total 0.00 0.00

ARAI

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# Sample Colleague (Datatel) Screens (Continued)

## ASPR

**ASPR-Addnl Student Profile Info**

<table>
<thead>
<tr>
<th>Cecil Seymour</th>
<th>ID: 0590613 SSN: 888-88-8888</th>
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<tbody>
<tr>
<td>555 Friskies Ln</td>
<td>Lutz FL33548</td>
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<table>
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<tr>
<th>Residency Status/Date</th>
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<td>Home Exchange Ins</td>
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<td>Notes</td>
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<td>Comment/Remarks</td>
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## IASU

**IASU-Institutions Attended Summary**

<table>
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<th>Cecil Seymour</th>
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<td>555 Friskies Ln</td>
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</table>
Sample Colleague (Datatel) Screens (Continued)

MINF

MINF-Military Information

Cecil, Seymour
655 Friskies Ln
Lutz FL 33548

ID: 0590613 SSN: 888-88-8888

Selective Serv Reg. Number

Veteran Type
1.  
2.  
3.  
4.  
5.  

Veteran Program

Govt Benefits

Start Dt

End Dt

Military Status
1.  
2.  
3.  
4.  
5.  

Branch

Govt Benefits

Start Dt

End Dt

NAE

NAE-Name and Address Entity

Cecil, Seymour
655 Friskies Ln
Lutz FL 33548

ID: 0590613 SSN: 888-88-8888

Prefix

Name LFM
Cecil

Sufffix

Address 1
555 Friskies Ln

City/State/Cty
Lutz

Res Cnty/State

Country

Phone/Ext/ Tyr
1

Origin/Date

SSN
888-88-8888

Birth Day

Ethnic/Gender

Mail Codes 1

E-Mail Addr 1
kcecil@hawkmail.hccfl.edu

Pref Name
Seymour

Mail Name 1
Seymour Cecil

Other LFM

Person ID 0590613

Address Change

Source

SSN Source

Address Date

By KCECIL
Sample Colleague (Datatel) Screens (Continued)

RGN

RGN-Registration

Cecil, Seymour  ID: 0590613 SSN: 888-88-8888
555 Friskies Ln Lutz FL33548

Date 07/19/07  Term 06/SP  Pass

Section Name and Title  Aud  Creds  CEUs  Stat  Date  Term

1  EP10001-47568 Classroom Management  F  3.00 0  N  01/05/06 06/SP
01/09/06 05/08/06 3ACA 209 LECT MW 05:30PM 06:45PM

2  ENC-1101-45994 Fresh Eng I  F  3.00 0  N  01/05/06 06/SP
01/05/06 05/08/06 YADM 218 LECT TTH 08:00AM 08:15AM

Term Summary  Level  Load  Creds  CEUs  Status

1  06/SP Spring Term 2006 EPI Less 3.00 0.00 Registered
2  06/SP Spring Term 2006 UG Fat 3.00 0.00 Registered
3

Sched Waitlist Other Info Billing Pay

SPRO

SPRO-Student Profile

Cecil, Seymour  ID: 0590613 SSN: 888-88-8888
555 Friskies Ln Lutz FL33548

Preferred Mailing Address
555 Friskies Ln
Apt 555
Lutz FL 33548

Preferred Residence
555 Friskies Ln
Apt 555
Lutz FL 33548

Change Address
Academic Program
Cust Level Status
Acad

Student Types/Date
1 UG Active
01/08/07

Ant
Start Dt
End Dt

Home Location

Advisors

Restrictions

Directory/Privacy
Terms
Transcripts

Locator
Add Profile Data
Status
Demographics
## Sample Colleague (Datatel) Screens (Continued)

### STAC

**STAC - Student Academic Credits**

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### XFPI

**XFPI - Foreign Person Information**

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No Yrs Inst Home Lang Instr:  
Inst Home Lang Instr County:

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