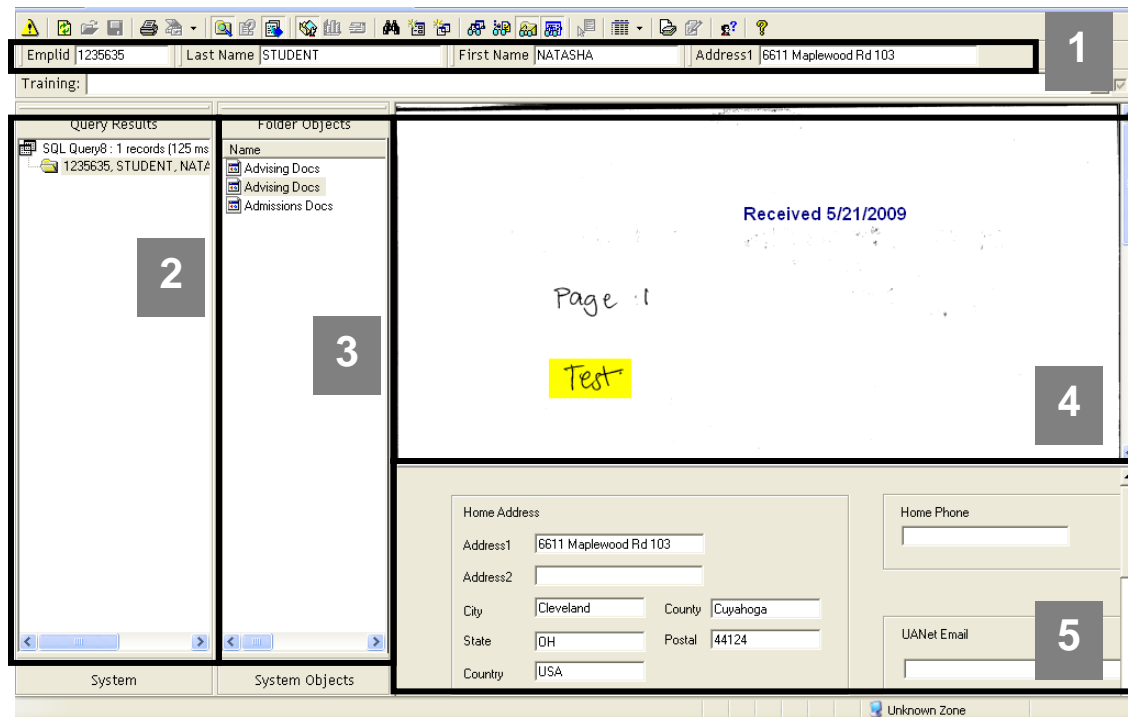


Inquire on a Student Record

This document contains instructions to:

- Review the window
- Search for a student's folder
- Begin a new search
- Resize the areas of the window
- View multiple page document images

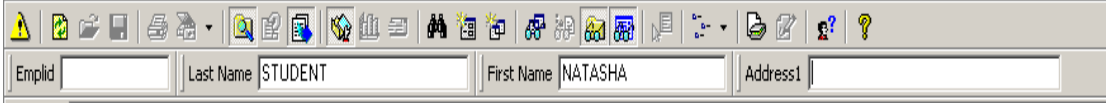
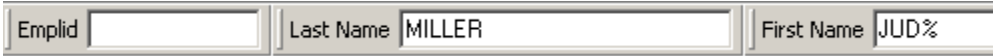

Review the Window



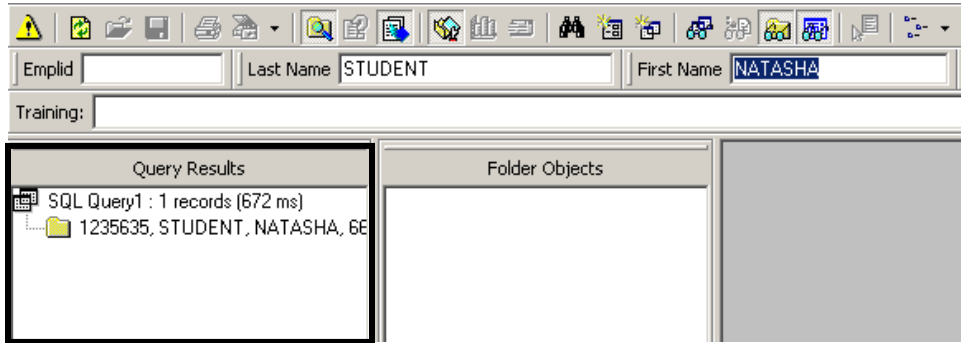
This screenshot shows the main areas of the Nolij Web window with a student folder and folder object selected.

1.	PeopleSoft Search area – to locate the student's folder Admissions users with the appropriate permissions also will see fields to search the Gray Folders.
2.	Query Results – the PeopleSoft Search results
3.	Folder Objects – the document images available for the selected student folder
4.	Document Viewer – a view of the document image that is selected in the folder objects area
5.	Form – displays PeopleSoft data

Search for a Student's Folder

<p>1.</p>	<p>In the PeopleSoft Search Area, enter search criteria.</p> <p>The most frequent searches are by: a partial or complete Last Name and a partial or complete First Name -OR- the student's ID.</p>  <p>Notes: All of the displayed search fields, except the Date of Birth field, can be used to enter criteria.</p> <p>The PeopleSoft wildcard character, % (percent sign), can be used.</p> <p><u>For example,</u> To search for Judi or Judith or Judy Miller, the criteria could be</p> 
<p>2.</p>	<p>Click on the Search Database tool  .</p>


3. Review the Query Results area to see the student folder(s) that match the search criteria.

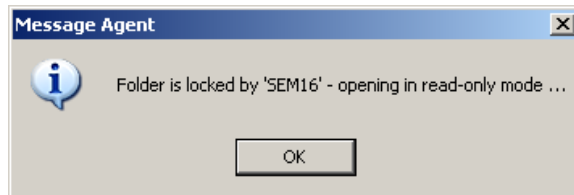


A maximum of 100 IDs may be returned in the results.



When a user, with permissions that allow modifying the documents in a student folder, accesses a student folder, the folder is locked. Other users may access the student folder for inquiry purposes, but scanning and other changes are not allowed until the first user closes the student folder.

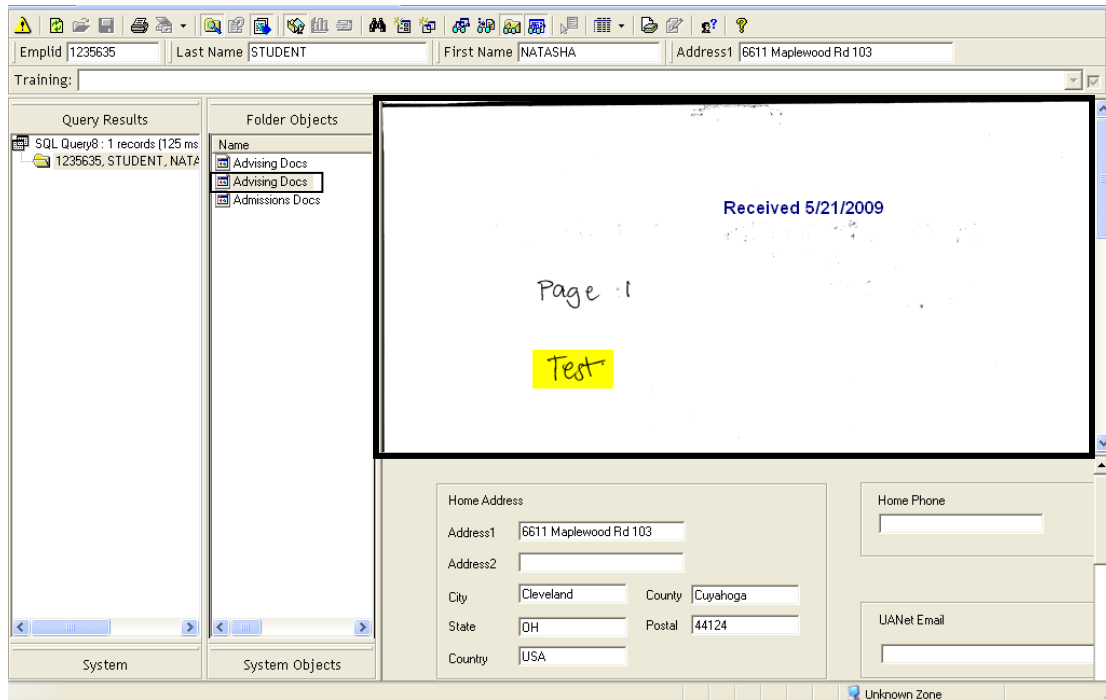
You may click on the Show Message Text tool  on the Users toolbar to see which user has the student folder locked.



4. Click once on a student folder to see:

- The names of the Folder Objects (document images) that are available for that student.
- Additional PeopleSoft data displayed in the PeopleSoft Search area and the Form Area.

5. Click once on the name of a document image to display the image in the Document Viewer.



6. In the list of folder objects, some of the document names may be red in color. These are documents that belong to another department and are shared with your department.


Some of the documents that are shared across all colleges are:

- Interview records for Advising areas
- Admissions documents
- Transfer documents

Note: In general, the name of a document identifies which Department/College owns the document. For example, a document with a name that begins with UC belongs to University College, with SC belongs to Summit College.

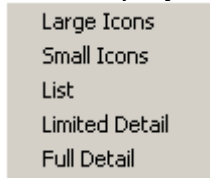
The exception to this naming convention is Undergraduate Admissions.

7. There are options available for displaying the document names.

Click on the down arrow of the  tool on the User toolbar. The tool may have a different appearance at your PC based on a selection you made. Note the tool's location in the toolbar as shown here.

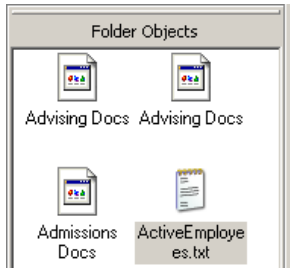


A list displays.

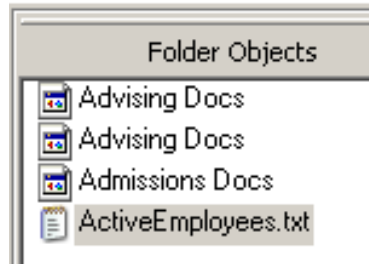


Click on your preference for the display of the folder objects.

Large Icons



Small Icons or List or Limited Detail



Full Detail


Folder Objects					
Name	Size	Type	Modified	Created	Accessed
Advising Docs	31 KB	TIF Image	2009/05/01 ...	2009/05/01 ...	2009/06/19
Advising Docs	8 KB	TIF Image	2009/05/21 ...	2009/05/01 ...	2009/06/19
Admissions Docs	218 KB	TIF Image	2009/05/19 ...	2009/05/19 ...	2009/06/19
ActiveEmployees.txt	1 KB	Text Document	2009/06/19 ...	2009/06/19 ...	2009/06/19


The Folder objects area needs to be resized to see all the columns, if Full Detail is selected.

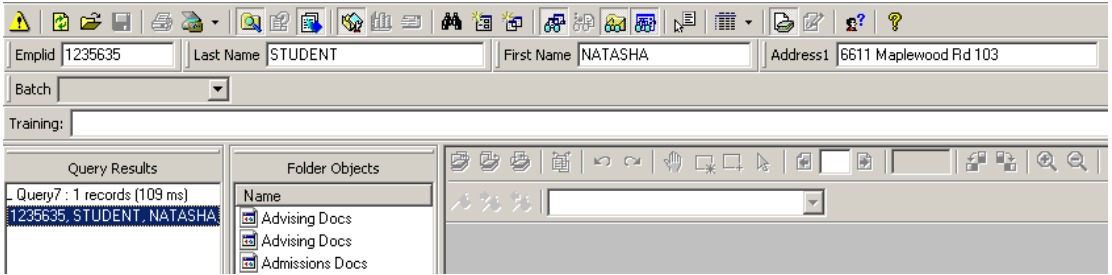
Begin a New Search


When you search, you can clear the existing criteria and:

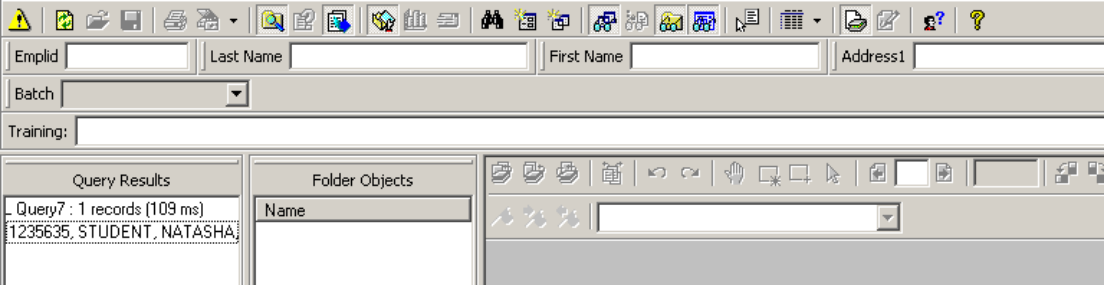
- Clear the existing query results and start fresh.
- OR-
- Keep the existing query results (student folders).

1. To clear the existing criteria but leave the student folder in the query results, click on the Clear Search Fields tool .

Before clicking on , the window displays like this:




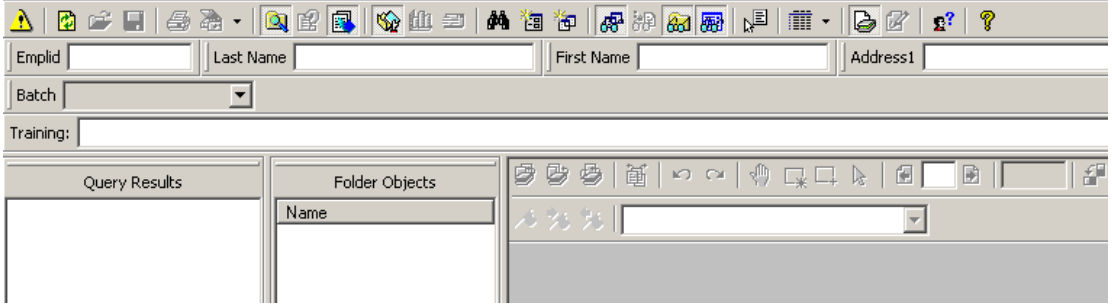

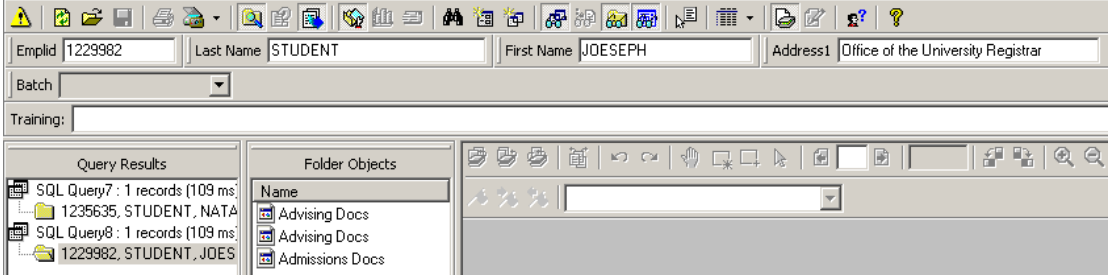
After clicking on , the window displays like this:



The PeopleSoft search area is cleared. The Query Results of the last search still are shown.

Note: It is important that the Clear Search Fields tool is used before another search. If it is not used, the open record will be locked.

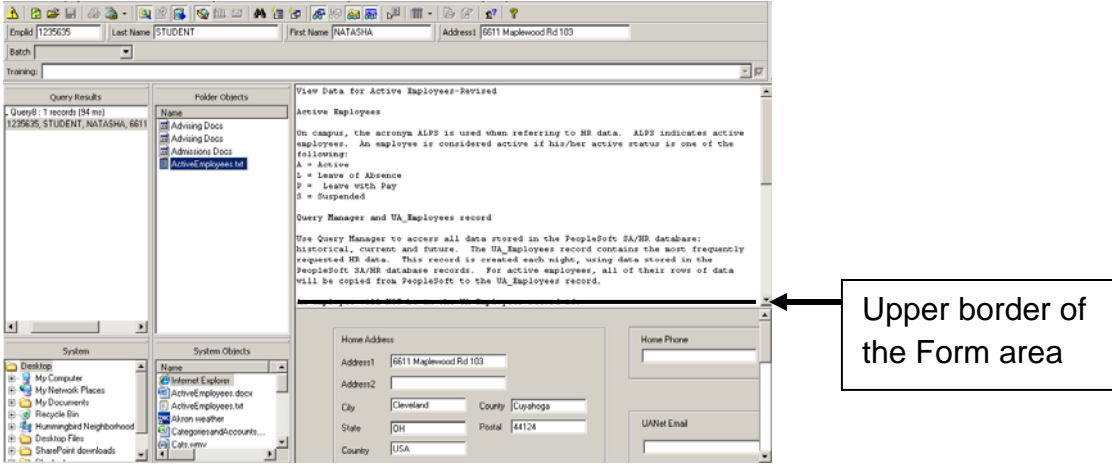

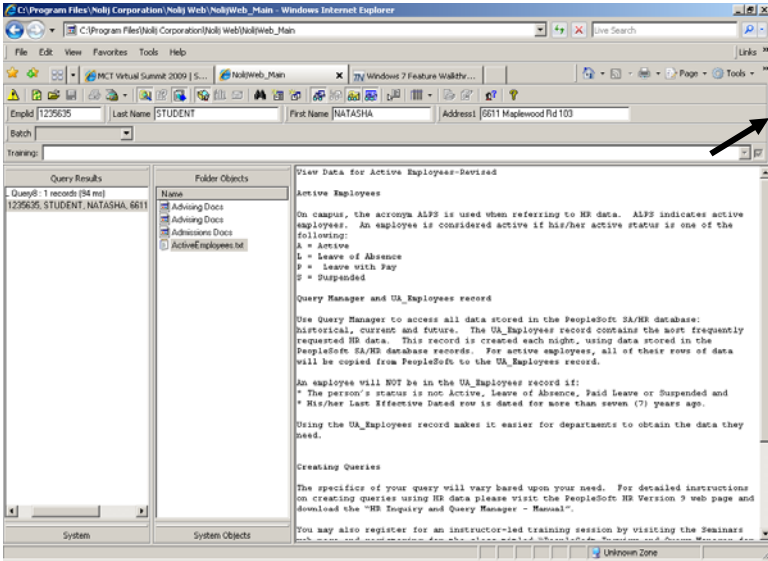
Using the delete key to erase the text from the prior search is not the correct procedure. Use the Clear Search Fields tool.

<p>2.</p>	<p>OPTIONAL: To clear the existing Query Results, click on the Clear Search Results tool .</p> 
<p>3.</p>	<p>Enter the new search criteria and click on the Search tool .</p> <p>For example, use the ID 1229982.</p> <p>To display the list of images in a student's folder, click on the folder in the query results.</p> 
<p>4.</p>	<p>Review the query results.</p> <p>Both the folder for the prior search, 1235635 (Student,Natasha), and the folder for the current search, 1229982 (Student,Joeseeph), display and are available, if you did not clear the Query Results.</p>

Resize the Areas of the Window

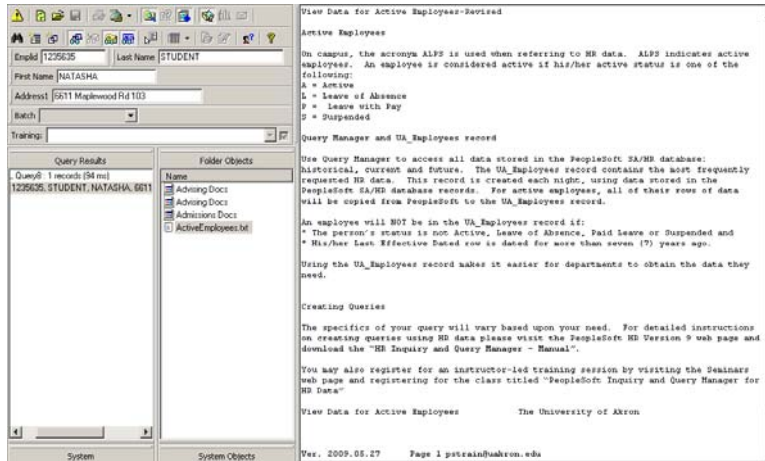
The areas of the Nolij Web window may be resized to make it easier to do your work.

In this exercise, the goal is to increase the size of the Document Viewer area.

<p>1.</p>	<p>Currently the window may look similar to this.</p> 
<p>2.</p>	<p>Place the mouse pointer on the upper border of the Form area.</p> <p>With the mouse pointer as a double headed arrow , drag the border down.</p>
<p>3.</p>	<p>If necessary, follow the instructions in step 2 for the System and System Objects areas.</p> 

4. Resize the toolbar area.

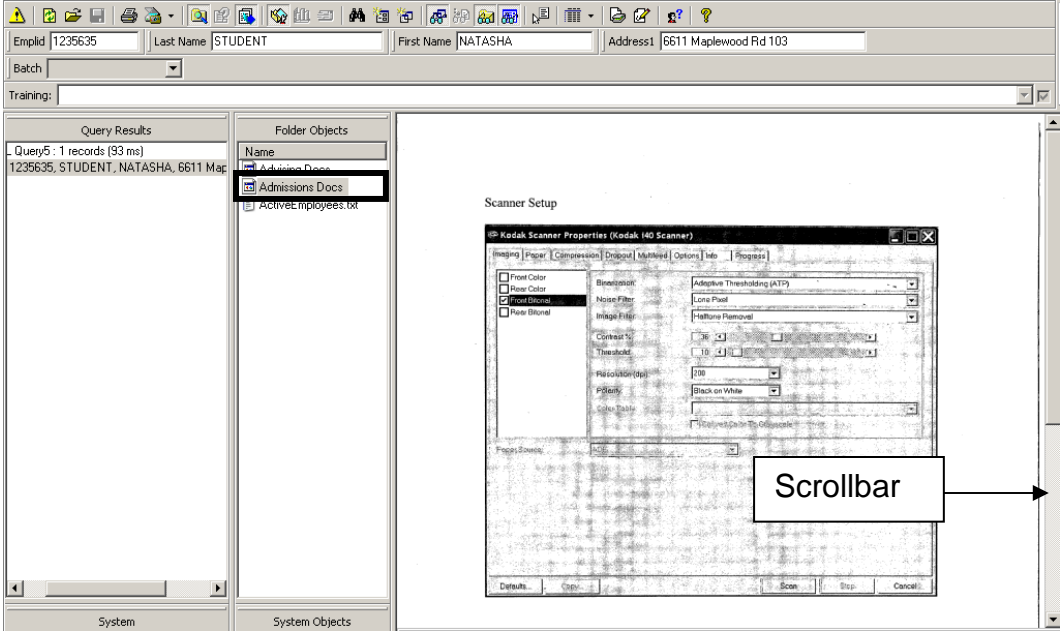
- Place the mouse pointer on the right border, as indicated in step 3 by an arrow.
- With the mouse pointer as a two-headed arrow, drag the border to the left and stop when the Document Viewer area is resized.



Note: All areas of the window can be resized when the mouse pointer is a two headed arrow.


Viewing Multiple Page Document Images

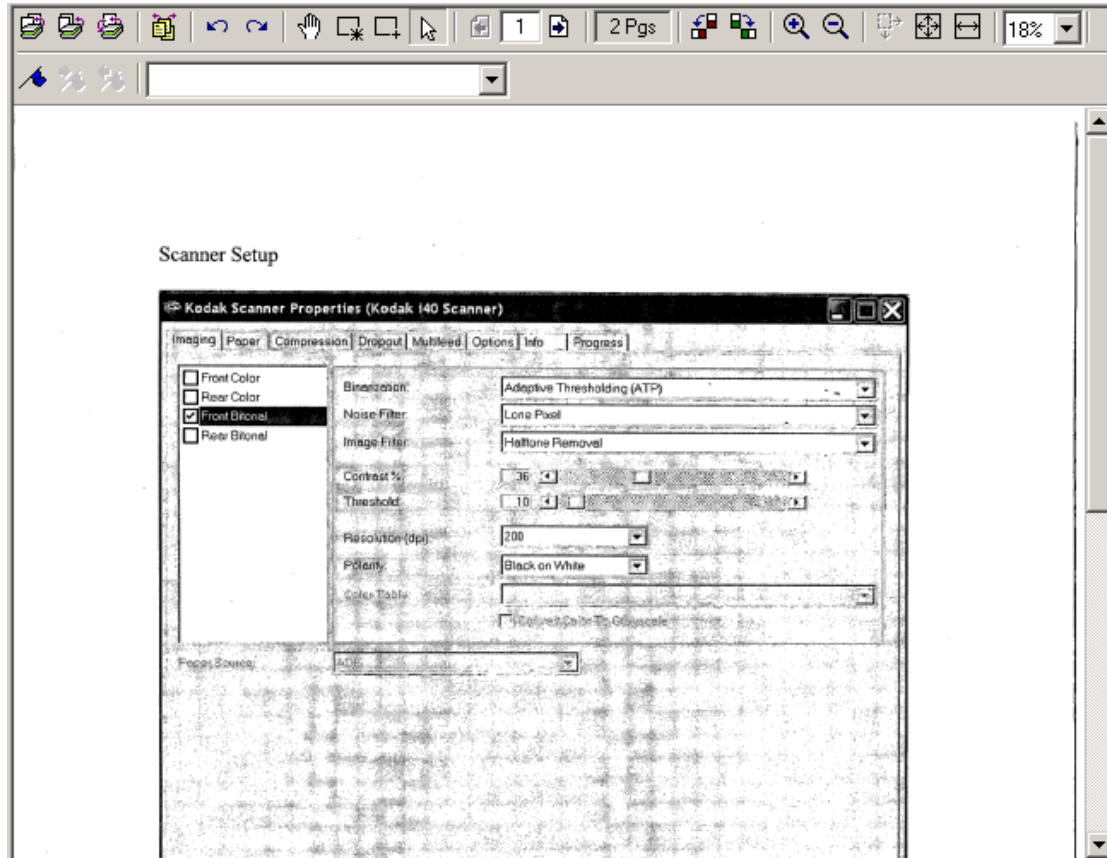
1. In the Folder Objects area, click **once** on the name of an image to see the image displayed in the Document Viewer.



System System Objects
2. Use the scrollbar to the right of the document to scroll up and down within the current page of the document.

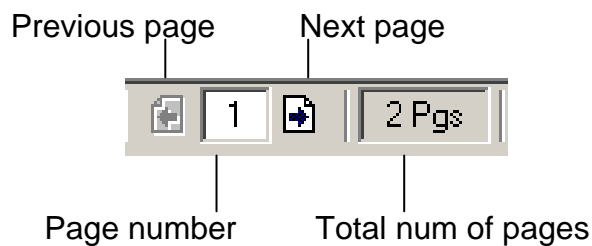
3.

If the Imaging toolbar is not displayed, click on the Imaging Toolbar tool  . The Imaging toolbar displays above the Document Viewer.



4.

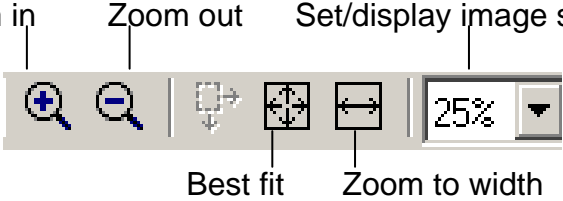

The Imaging toolbar has page tools that are important to reviewing a document.



This toolbar lists the total number of pages, so you know if there are additional pages to view. It also provides the previous and next page tools to move to and display those additional pages.

In this example, there are 2 pages in the document.

Click on the Next page tool to view page 2.

<p>5.</p>	<p>Review the Zoom tools on the Imaging toolbar. These tools change the size of the image's display.</p> <div style="text-align: center;">  <p>The image shows a toolbar with several icons. From left to right: a magnifying glass with a plus sign (Zoom in), a magnifying glass with a minus sign (Zoom out), a square with a right-pointing arrow (Set/display image scale), a square with a crosshair (Best fit), a square with a horizontal double-headed arrow (Zoom to width), and a percentage input field showing '25%' with a dropdown arrow.</p> </div>
<p>6.</p>	<p>Try out the different tools to see how the image changes in size.</p>
<p>7.</p>	<p>After reviewing the Zoom tools, click on the Zoom to width tool  . This tool sizes the image, so that the entire width of the image displays. The scroll bar may be needed to scroll up or down to review the entire length (height) of the image.</p>
<p>8.</p>	<p>In the Folder Objects area, click once on any document image to be reviewed. The image displays in the Document Viewer.</p>