
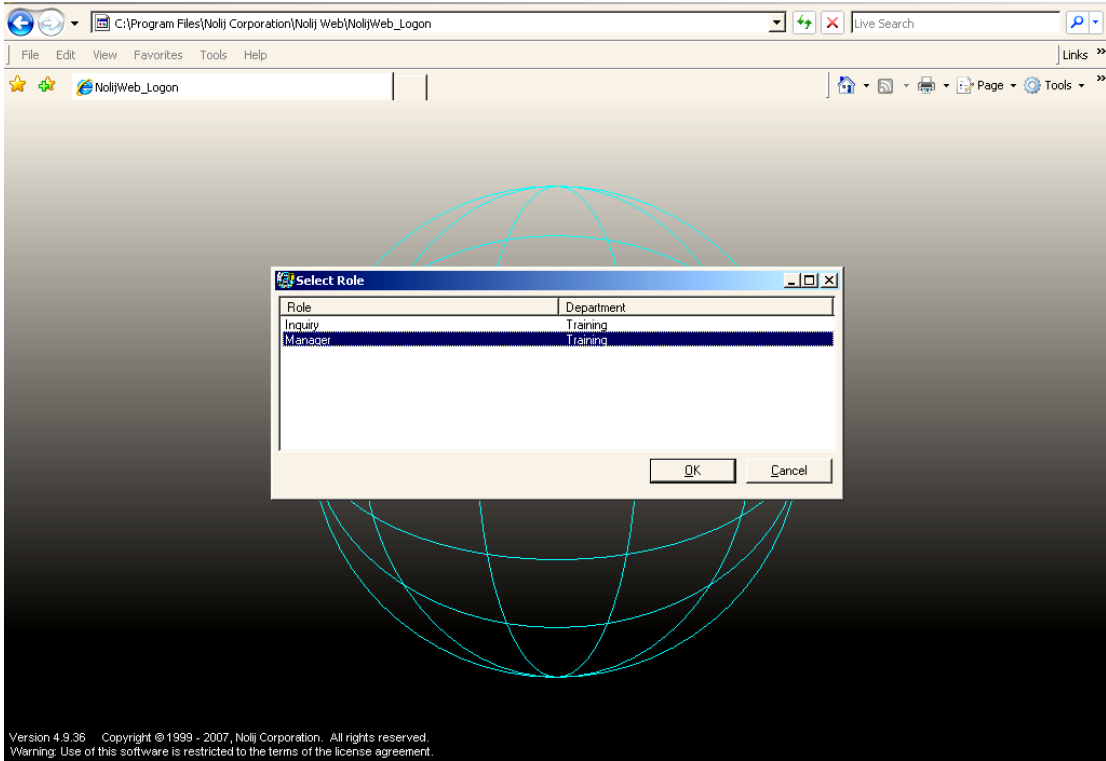
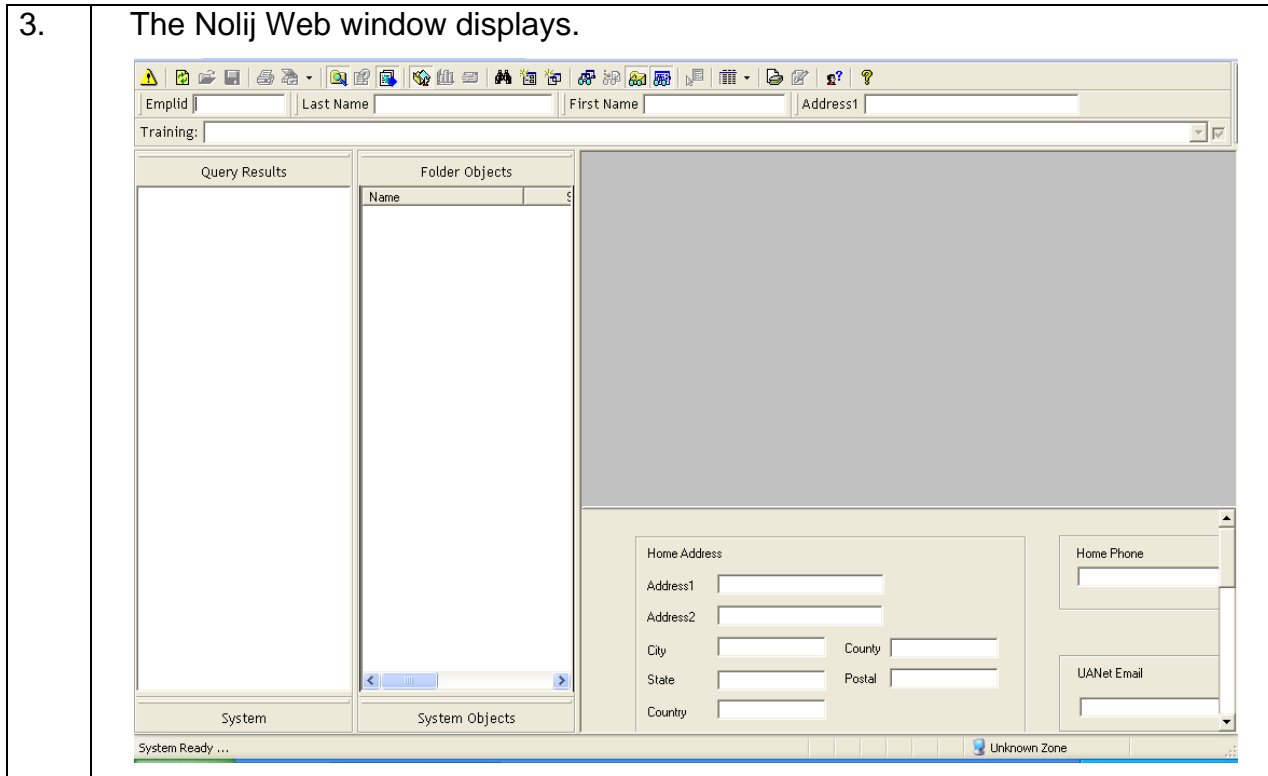


# Login and Setup Your Workspace

## Login






<p>1.</p>	<p>Double click on the Nolij Web icon on your desktop.</p>  <p>Internet Explorer is opened and Nolij Web is accessed. You automatically are logged into Nolij Web.</p> <p><b>Note:</b> Internet Explorer is the only browser that is compatible with Nolij Web ver. 4.9. When Nolij Web is upgraded, which is scheduled for late Fall of 2009, Nolij Web will be compatible with Internet Explorer, Firefox, Safari and Netscape.</p>
<p>2.</p>	<p>If you have more than one role (security level), the Select Role dialog box displays.</p>  <p>Click on the <u>appropriate role</u> for this session of Nolij Web.</p> <p><b>The role that is selected determines what can be viewed and the tasks that can be performed.</b></p> <p>Click on OK.</p>

3. The Nolij Web window displays.




## Setup Your Workspace

When inquiring about a student and viewing images, these tools should be selected and appear pressed in. When the tools are pressed in, the object or data **shows** in the Nolij Web window.


- Show/Hide Workflow  – to see the PeopleSoft Search area, Query Results and Folder Objects areas and to display the workflow field
- Show/Hide Document Viewer  - to view the selected image
- Show/Hide Query Results  – to “stack” Query Results (student folders)
- Show/Hide Folder Objects  – to view the list of images
- Show/Hide Imaging Toolbar  - to use the Page tools (previous page, total number of pages, next page)

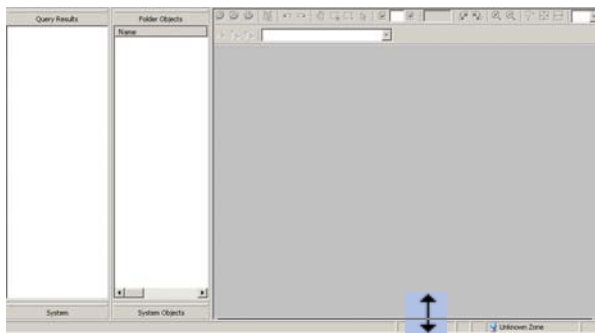
### OPTIONAL:

- Show/Hide Form Data  – to retrieve and display the PeopleSoft data for the selected ID. The data displays In a Form below the Document Viewer.

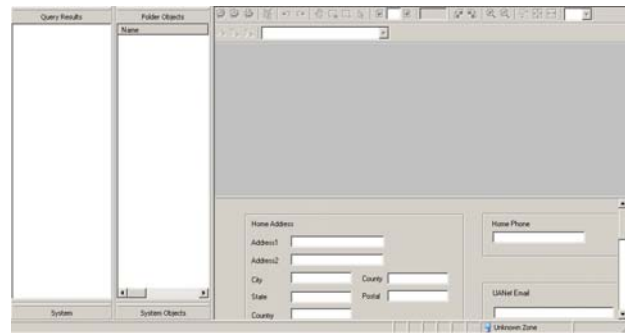
**Note:** When this data is not needed for a search, click on the tool (to stop the data from being retrieved from PeopleSoft) and hide the Form. This will improve system performance.

If the Show/Hide Form Data tool is pressed in and the Form does not display, you need to resize that area.

- Point to the line at the bottom of the Document Viewer area. This line is the top border of the Form Data area.
- With the mouse pointer shaped as a double-headed arrow , drag the line up until the Form Data area is visible.



Before dragging up the border



After dragging up the border