

GET HELP

REQUEST ACCESS/ DEPARTMENT SETUP

1. Contact the Support Desk at x6888.
-OR-
2. Create a ticket at <https://footprints.uakron.edu>.
In the ticket, select:
Request Type = Online Service
Category = Nolij
-OR-
3. Contact the Document Image Coordinator, Melba Fey at mfey@uakron.edu.

RECORDS RETENTION QUESTIONS

1. Contact James Hilliard, University Records Manager at jnh1@uakron.edu.
-OR-
2. Contact Victor Fleischer, UL Archival Services at svfleis@uakron.edu.
-OR-
3. Contact Scott Campbell, Assistant General Counsel and Records Compliance Officer at smc4@uakron.edu.

TRAINING

1. Register for a seminar at <https://www.uakron.edu/seminars>.
2. Tutorials and documentation are available at <http://www.uakron.edu/its/learning/training/Nolij.php>.
3. Contact Software Training at pstrain@uakron.edu.

STUDENT RECORDS - FERPA

Contact the Office of the Registrar at registrar@uakron.edu.

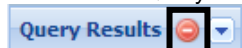
SETUP YOUR WORKSPACE

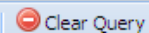
LOGIN

1. Open a supported Web browser, such as Internet Explorer or Safari.
2. Enter the URL for Nolij Web 6.1.
3. Enter your UAnet ID and password.
You are logged in to Nolij Web with your default role.

LOGOUT

1. Close any open student folders by clicking on the Clear Query Results tool

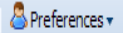


2. Click on the  tool to clear the PeopleSoft search area.

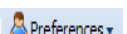
3. Click on .

SELECT COLOR PREFERENCES

1. Complete any current work that you are doing in Nolij Web. **When a new color theme is applied, the folders and documents on which you were working are closed.**

2. Click on .
3. Point to Themes.
4. From the list, select a color theme.
5. Click on Yes in the dialog box.

CHANGE VIEW OPTIONS

1. Click on .
2. Point to View Options.
3. Select Horizontal or Vertical for the field labels in the PeopleSoft search area.

LOCATE AND REVIEW DOCUMENTS

SEARCH FOR A PERSON'S FOLDER

1. In the PeopleSoft Search Area, enter the person's EmplID or Last Name and First Name or other criteria.

The PeopleSoft wild card character % can be used to mean "any characters here."
Example:

Emplid		Last Name	JOHNSON
First Name	JUD%	SSN	

2. Press the Enter key.
The search results display in the Query Results area.

SELECT A PERSON'S FOLDER

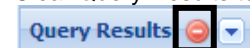
In the Query Results area, click once on a person's folder to select it.

When a person's folder is selected:

- The documents in that folder display in the Folder Objects area
- Additional PeopleSoft data may display in the PeopleSoft Search area and the Form area.

CLOSE ALL OPEN FOLDERS

In the Query Results area, click on the Clear Query Results tool



CHANGE ROLES

Academic Advisors - University College	Logout
--	--------

1. Close any person's folder that is open.
2. Click on the down arrow of the Role list box.
3. Select the appropriate role.




INQUIRY QUICK REFERENCE

LOCATE AND REVIEW DOCUMENTS (continued)

VIEW A DOCUMENT

1. Select a person's folder.
2. In the Folder Objects, click once on a document to display it in the Document Viewer.
3. If the document has more than one page, the page tools display to allow navigation to each page.




4. Use the Vertically maximize tool  to increase the size of the Document Viewer and remain in the main Nolij window.
5. Click on the Maximize tool  to use the entire window as the Document viewing area.
6. The Zoom In, Zoom Out, Fit Width and Fit Page tools  may be used to increase or decrease the size of the document within the viewer.

APP ACTIVATION

Double click on a document's icon to open the document in the application in which it was created. This may be helpful:

- When viewing a document
- To e-mail a document
- To print a document without its annotations
- To create a new document from an existing document.

HIDE ANNOTATIONS IN A DOCUMENT

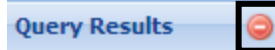
1. With the document displaying in the viewer, click on the Annotations tool .
2. From the list, select Hide Annotations.

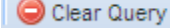
BEGIN A NEW SEARCH

1. To decide whether to clear the existing Query Results or keep the existing Query Results, click on the down arrow on the Query Results header and mark or unmark the checkbox.



Note: At any time, clear the Query Results by clicking on the clear query results tool.




2. Click on  to clear the PeopleSoft search area.
3. Enter the new search criteria.

PRINT A DOCUMENT

Printing may be done in two ways.

1. Print from the Document Viewer:
 - Click on the Printer tool in the toolbar. A separate Adobe Reader window opens with the document displayed.
 - Use the Printer tool in the Adobe Reader toolbar.
2. Print from the application:
 - Click once on the document's icon to display it in the document viewer.
 - Double click on the document's icon to open it in the application in which it was created.
 - Use the Printer tool in that application.

The screenshot shows the NOLIJ application interface. On the left, the 'PeopleSoft Search area' is visible, containing fields for EmpId (1235635), Last Name (STUDENT), First Name (NATASHA), SSN (999999999), and Address (6811 Maplewood Rd 103). Below this is the 'Query Results' section, which lists various documents such as 'UC Deans Office...', 'CAS Interview R...', 'CAS Archive File', and 'CAS Change Ma...'. A 'Documents' section is also visible. On the right, the 'Document Viewer' is open, displaying a document with a table of permissions. A callout box points to the 'Query Results' section, and another callout box points to the 'Document Viewer' section. A third callout box at the bottom right points to a 'Form' icon in the toolbar, with the text: 'Click here  to display a Form with additional PeopleSoft data for the selected person.'