

# Using “binoculars” in the OUA\_SIS/Imagine system – External Education page

## Background

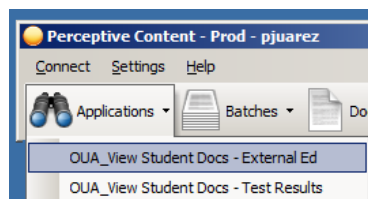
The new OUA\_SIS Imagine implementation has introduced the use of searching with a view action filter (“binoculars search”). This is a very effective way to search for documents within ImageNow with BCS as the starting point.

## Assumptions

1. User knows how to access both systems, BCS and ImageNow.
2. User has proper access to servers, drawers and queues.
3. User is accessing ImageNow through the local version installed on their computer (**do not** use the “Campus ImageNow”/ virtualized version).
4. User knows how to access BCS and what browser works best for this.
5. When a **WebNow** feature needs to be used (the binoculars **do not** work with WebNow) user should refer to the “WebNow for Advisors” job aid.

## Using the “binoculars”

1. Log into BCS and go to either:
  - a. Student Admissions > Application Entry > Academic Information > Education
  - b. Student Admissions > Application Transcript Loads > Education
2. Enter an SID on the ID field. Click Enter or Search.
3. Log into ImageNow.
4. Click the drop down arrow on the Applications button and choose OUA\_View Student Docs – External Ed



5. The ImageNow explorer will open, displaying the list of documents found for the entered SID. If the view action filter finds only one document, it will automatically open that document in the ImageNow Explorer.