

# Downloading and uploading documents to the old FASO system

## Background

In some cases, users need to download documents from a queue or a drawer, so that they can upload them in a different queue or drawer. In this case, some documents need to be downloaded from the “new” FASO and uploaded to the “old” FASO.

## Assumptions

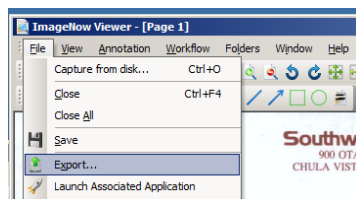
1. User knows how to access both systems.
2. User has proper access to servers, drawers and queues.
3. User has access privileges to create paperless items in the “old” FASO.
4. User knows to what queue in the “old” FASO the downloaded documents should be uploaded to.

## Resolution

This job aid consists of three parts: a) downloading the desired documents from the “new” FASO; b) creating a new item in the “old” FASO, and, c) uploading the desired document(s) into the target queue in the “old” FASO.

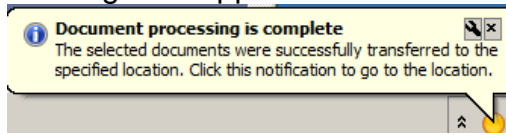
### a) Downloading Documents

1. Log into the “new” ImageNow.
2. Go to the **Financial Aid View**.
3. Search for the desired documents.
4. Highlight the desired documents and then:
  - a. Go to **File/Export**



- b. On the Export dialog box:
  - i. Leave **Profile** blank.
  - ii. On **Format** choose: Individual Files.
  - iii. On **Directory**: browse to a folder in your machine.
  - iv. **Select the pages** that need to be downloaded.

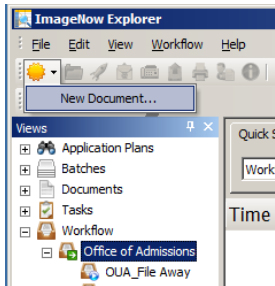
- v. Select the **folder** and click ok.
- c. Click OK.
- d. Once the documents have been downloaded the following message will appear:



- e.
- 5. Log out of the “new” ImageNow.

**b) Creating a new item in the “old” FASO**

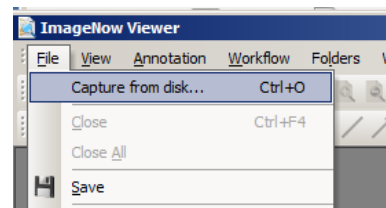
1. Log into the “old” ImageNow.
2. On the ImageNow Explorer, navigate to the **workflow** process area and go to respective process (“FAO”).
3. Once in the FAO workflow click on the **drop down of the Sun** located on the top left corner of the ImageNow Explorer and choose **New Document:**




- a.
- 4. On the **New Document** dialog box:
  - a. Make sure the drawer is set to the appropriate drawer.
  - b. **Do not type anything on the field Name.**
  - c. Enter the index values as appropriate.
  - d. Make sure the “Send to workflow queue” **checkbox is checked.**
  - e. Click on the drop down and choose the appropriate queue.
  - f. Click OK.

**c) Uploading Documents**

1. On the **recently created item** (which appears blank or empty on the document’s side):
  - a. Go to File/Capture from disk:



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- b. **Navigate** to the folder on your machine where the documents created on 4 exist.
  - c. **Select the desired documents and click Open.**
  - d. **Review** the index values and if needed modify appropriately.
  - e. Make sure the new item and respective documents are being created in the **appropriate target queue**. The queue name appears on the lower, right corner of the ImageNow Viewer.
  - f. Click on the save **Disk** icon.
2. Close the document.