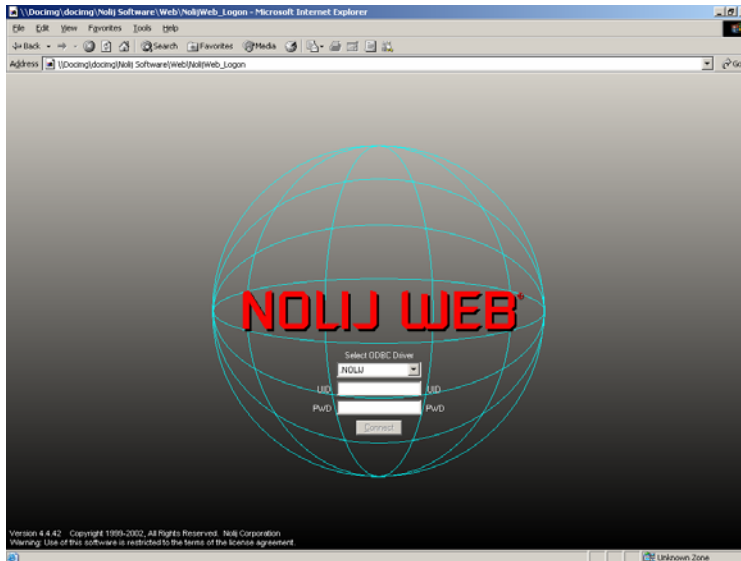


## NOLIJ Quick Reference Sheet

### Loggin On NOLIJ

- Log into NOLIJ using your Banner User Name and Password. Make sure that the ODBC Driver is: .NOLIJ

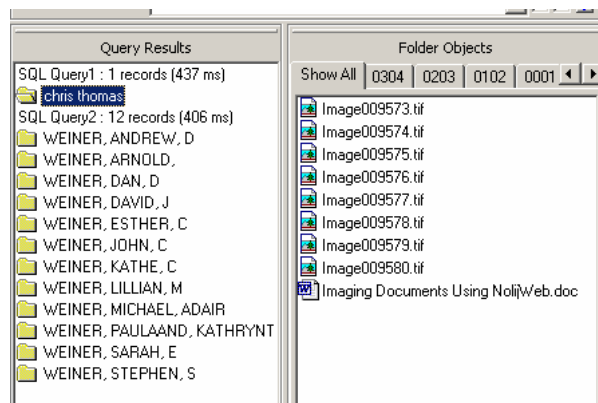


### Querying Data/Files

- You can get a person's folder by Querying on ID, Last Name, First Name, or Middle Initial and then *hit Enter* .


ID	<input type="text"/>		
LAST	<input type="text"/>		
FIRST	<input type="text"/>	MI	<input type="text"/>

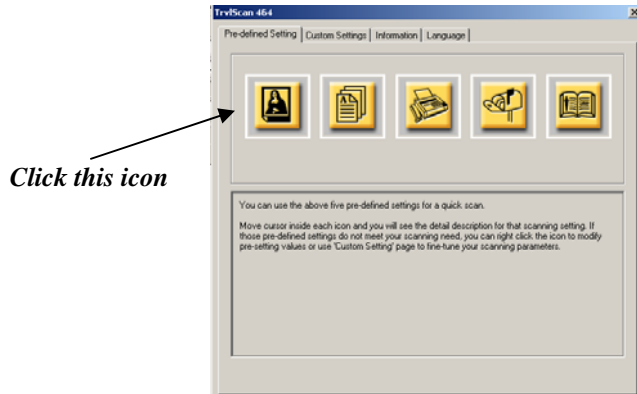
- You can access a person's files by clicking on their folder. If you have a Data Form, the data will populate at this time as well. You then can view one of the documents by clicking on the document that you want to see - it will show up in the document viewer on the farthest right side of the screen.



## *NOLIJ Quick Reference Sheet*

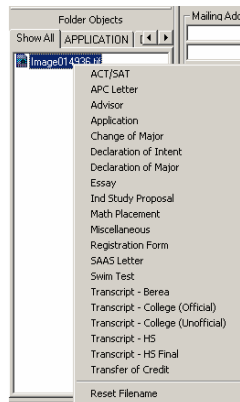
### *Scanning Documents*

- To scan a document, you click on this icon: 
- The following window will open up. Insert your paper in the scanner face up and then click the specified icon below.



### *Indexing Files*

- To index a document, right click on the document and select your index name.




### *Deleting Documents*

- Select the document that you want to delete and then *hit your delete key on the keyboard*.

## *NOLIJ Quick Reference Sheet*

### *Moving files to Person's Folder or the Folder Object's Sub-Folder(Tab)*


- To drag the document to a different person's folder, make sure that the show Query Results icon  Clicked and then query the person that you want to put the document in. Then just drag the document into their folder.
- To drag the document into the Folder Object's Sub-Folder(Tab), simply just drag the document over top of the tab and place it there.

### *Batches*

- You can create new folders to place files in or do mass scanning through the batch process. Simply go to Batch Name and type in what you want the name of your batch to be and press enter on the keyboard.

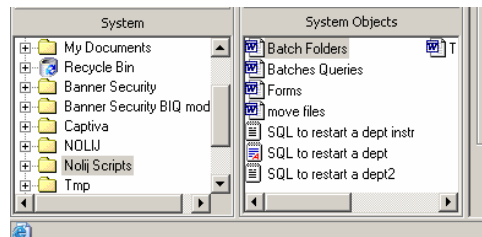


### *Forms*

- You can drag your form up and down out of the way of the document viewer at anytime so that you can see your documents in the document viewer.
- You can also tell it to not retrieve any data when you do not want to see any data so that you can retrieve your documents faster by simply clicking on the Hide Form Data icon 

### *System Browser*

- You can drag documents from your desktop to put into a person's folder as well. What you do is query the person's folder, then go to the bottom and drag up your window that says *System and System Objects*. Find the folder that your document is in from the *System window* and click on it. The documents will show up in the System Objects Window. Now just drag that document up into the person's folder.



## *NOLIJ Quick Reference Sheet*

### *What some basic Icons do:*



This icon clears the search fields.



This icon clears the Query Results.



This icon is used to Scan an object.



This icon is used to keep each Query Results in the Query Results Pane until you clear them.



This icon is used to show or list the folder objects (a person's documents) in the Folder Objects Pane.



This icon is used to retrieve the form data or not.



This icon allows you to customize the indexes that you see (if you do not want to see all of the indexes that are provided for you).