

Perceptive Content 7

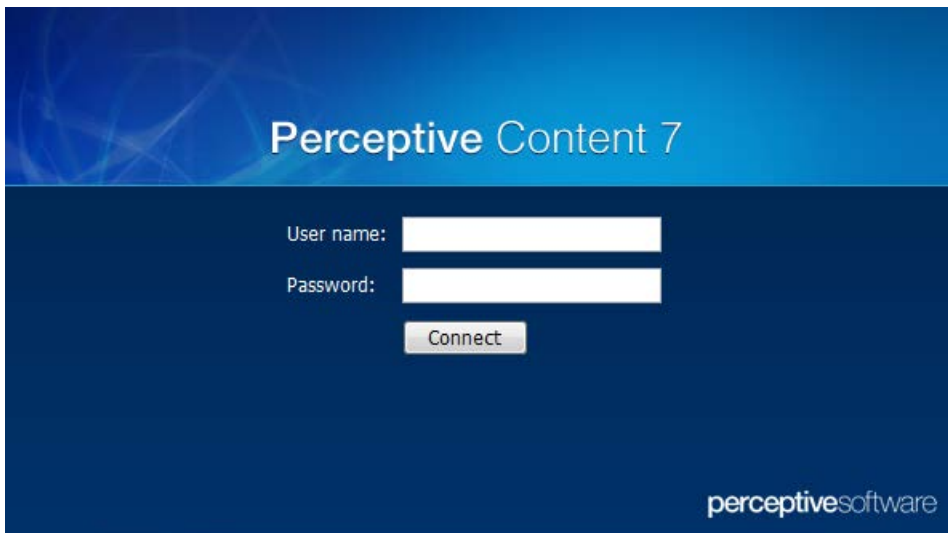
Open your web browser and navigate to:

<https://pcweb.uark.edu/webnow/>

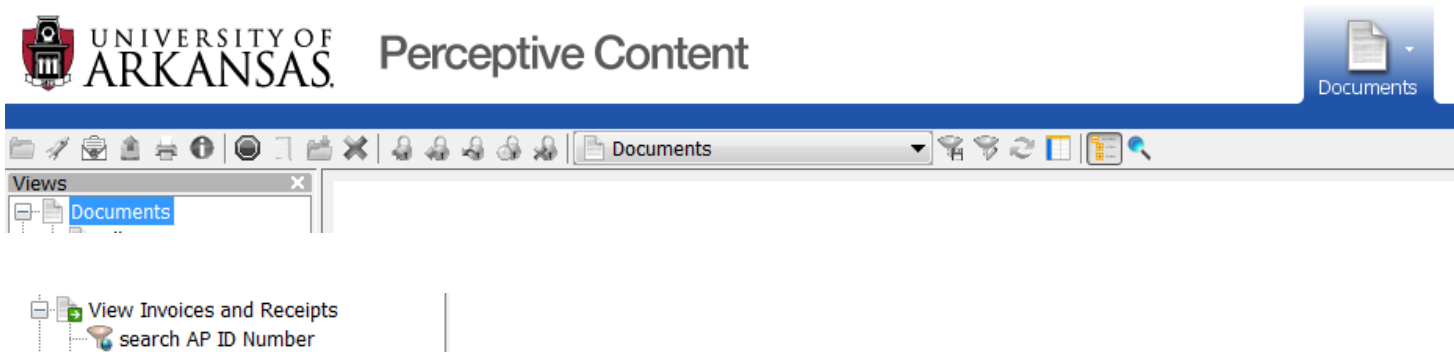
NOTE: Current versions of Internet Explorer, Firefox, and Safari with the most current release of Java installed should be used and should have no problems accessing Perceptive Content. Firefox has to have java enabled and popups enabled. Chrome does not work with any websites requiring Java

A locally installed software version, specific to a user's computer is also available for uses other than PCard/TCard receipts. They can only be processed with the web version. For more information about the new system, create a request at askit.uark.edu and select ImageNow from the Category menu.

1. A sign in window like the screenshot below will open. Login using your UARK username and password and click “connect”.

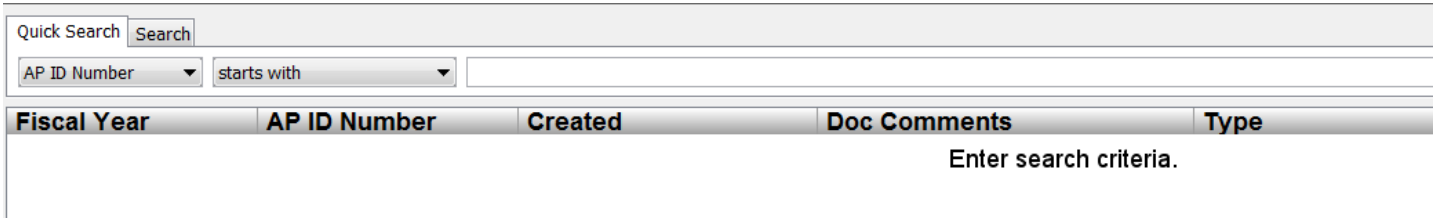


1. Once inside, you should see something like the screenshot below.



2. In order to search **FOR** an invoice or receipt click on “View Invoices & Receipts” in the left-hand view area.

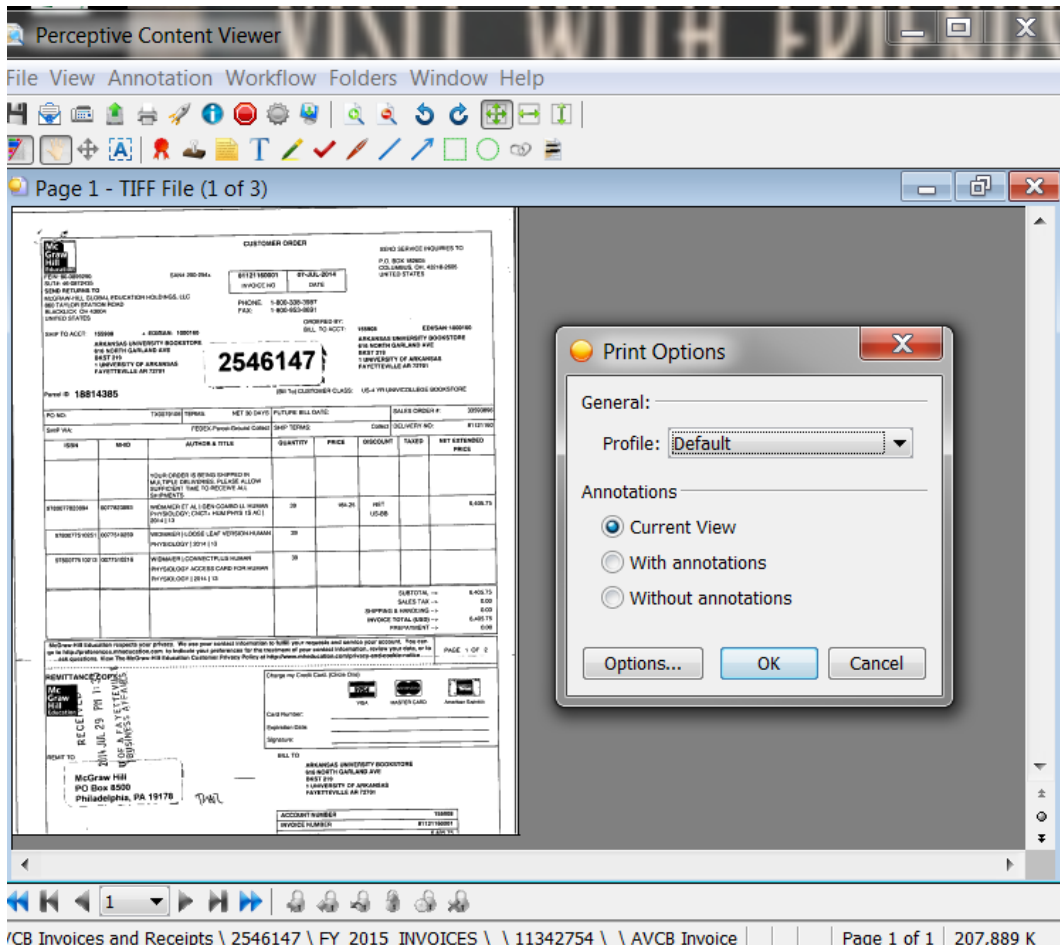
- Once you click the View Invoices & Receipts, look for “Quick Search” just below the ribbon as shown in the screenshot. You can search by APID by entering the number in the white box and click green arrow to go.





- Once the system returns the APID/Receipt you searched on in the list area. Double click on the image you want and it will open in the viewer for your review. Once the system returns the APID/Receipt you searched for it will appear in the list area. F7 to see properties on the right

Printing:


There is a default profile set for all users that will print the document w/ any annotations. The Print Options window shown below will always pop up when printing using the web client.



This will happen if you click the print icon  or if you right click and select print. To view in a different image viewer: Open the page you are looking at in the native viewer for the file type – click on the little rocket ship looking icon  just to the right of the print icon in the screen shot above. The same rocket ship icon is available in the document list however I believe it is a few to the left of the print icon.

Multi page documents:

When viewing multipage images you may not be able to use the blue arrows or the page drop down area at the bottom and see the other pages. You will know it is multi-page by looking at the top of the image

window and you will see 1 of X. If you click the rocket icon  it will open it in the local application on your PC you can see all the pages. To view thumbnails F9

Perceptive Content Viewer

File View Annotation Workflow Folders Window Help

Page 1 - TIFF File (1 of 3)

CUSTOMER ORDER

SEND SERVICE INQUIRIES TO:
P.O. BOX 5800
COLUMBUS, OH 43148-0800
UNITED STATES

FROM: MCGRAW HILL
1221 AVENUE OF THE AMERICAS
PHILADELPHIA, PA 19102-1098

SEND RETURNS TO:
McGraw-Hill Education
200 First Street
Hightstown, NJ 08520

SHIP TO ACCT: 18814385 - ARKANSAS UNIVERSITY BOOKSTORES
505 NORTH GARLAND AVE
8447 1ST
UNIVERSITY OF ARKANSAS
FAVETTEVILLE AR 72019

ORDER NO: 11342754 - DATE: 07-JUL-2014
INVOICE NO: 11342754 - INVOICE DATE: 07-JUL-2014

ORDERED BY: 18814385 - BILL TO ACCT: 18814385
UNIVERSITY OF ARKANSAS
FAVETTEVILLE AR 72019

2546147

ITEM # CUSTOMER CLASS: US-4 UNIVCOLLEGE BOOKSTORE

ITEM	QTY	PRICE	NET EXTENDED PRICE
97801762084	20	99.25	1,985.00
97801771905	20		
97801771503	20		

SUBTOTAL -- \$4,401.75
SALES TAX -- \$200.00
SHIPPING & HANDLING -- \$880.00
INVOICE TOTAL -- \$6,481.75

015_INVOICES \ 11342754 \ AVCB Invoice | Page 1 of 1 | 221,471 K

Viewing from WeBASIS:

NOTE: Current versions of Internet Explorer, Firefox, and Safari with the most current release of Java installed should be used and should have no problems accessing WedNow. Chrome have just announced the removal of some support for java. Chrome will no longer work with any websites requiring Java.

The link within WebBASIS will direct you to your preferred browser and open webnow and show you the image.

Printing if needed will be as shown above