

PRINTING A WEBPAGE TO IMAGENOW (FOR A KEES CASE) SEPARATE WEBPAGE

NOTE: Make sure your Application plan and Capture profile are correctly set.

STEP 1: Go to the **Case Summary** page of the KEES case you which to capture a document to.

STEP 2: Open a new webpage window.

STEP 3: Navigate to the page you want to Image.

STEP 4: From the webpage window click the **File** tab. **File Options** displays.

STEP 5: From **File Options** click **Print**.

STEP 6: From **Select Printer** section click **ImageNow Printer**.

STEP 7: Click **Print** from the **Print Window**. The ImageNow Print window displays.

STEP 8: From the **Capture Profile** drop-down select the appropriate **Capture Profile**.

STEP 9: Before clicking okay on the ImageNow Print window move your curser to the window that has the Case Summary page open and click anywhere on the window.

STEP 10: Click **OK** on the **ImageNow Print Window**. The **Enter Received Date** window will pop up. (It will be pre-populated with today's date.)

STEP 11: Change the **Date** appropriately and click **OK**. The **Proposed Keys** window will display. The **Case Number & Case Name** should match the **Case Summary** page you have displayed.

STEP 12: Select the appropriate **Document Type** from the **Document Type** drop-down and click **Capture**. The **ImageNow View** displays.

STEP 13: QA the image to make sure all of the information you needed was capture. Once all images checked for quality assurance click **Saved Scanned Image**. The ImageNow viewer will disappear and the image will be saved to ImageNow.

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SAME WEBPAGE WINDOW DIFFERENT TAB

NOTE: Make sure your **Application plan** and **Capture profile** are correctly set.

STEP 1: Go to the **Case Summary** page of the KEES case you which to capture a document to.

STEP 2: Open up a new tab on the same webpage window.

STEP 3: Navigate to the page you want to Image.

STEP 4: From the webpage window click the **File** tab. The **File Options** will display.

STEP 5: From the **File Options** click **Print**.

STEP 6: From **Select Printer** section click **ImageNow Printer**.

STEP 7: Click **Print** from the **Print** window. The ImageNow Print window will display.

STEP 8: From the **Capture Profile** drop-down select the appropriate **Capture Profile**.

STEP 9: Before clicking okay on the **ImageNow Print** window click on the tab of the window that has the Case Summary page open and click anywhere on the window.

STEP 10: Click **OK** on the ImageNow Print window. The **Enter Received Date** window will pop up. (It will be pre-populated with today's date.)

STEP 11: Change the **Date** appropriately and click **OK**. The **Proposed Keys** window will display. The **Case Number & Case Name** should match the **Case Summary** page you have displayed.

STEP 12: Select the appropriate **Document Type** from the **Document Type** drop-down and click **Capture**. The ImageNow View displays.

STEP 13: **QA** the image to make sure all of the information you needed was capture. Once all images are checked for quality assurance click **Saved Scanned Image**. The ImageNow viewer will disappear and the image will be saved to ImageNow.

NOTE: If an image is not readable change these settings. This is to ONLY be used if the image cannot be read.

STEP 1: Once the ImageNow printer is selected click **Preferences**. The **Printing Preferences** window will display.

STEP 2: From the **Printing Preferences** window click **Compression**.

STEP 3: In the **Compression** tab find the **Color Reduction** drop-down.

STEP 4: Select the **Reduce to Optimal** palette option.

STEP 5: Click **OK**. The **Printing Preferences** window disappears.