



AP/TCP  
Business Manager Training Manual

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## Introduction

This document will assist the department Business Managers with:

- Requesting access to ImageNow
- How to search for invoices and travel documents
- Check the status of those invoices and travel documents



## Requesting Access to ImageNow

A Business Manager needing access to Accounts Payable and Travel & Complex Payments documents in ImageNow can request access by submitting an online form.

Before submitting the form, please make sure a University Confidentiality Agreement form has been signed, if not login to Banner SSB to access the Confidentiality Agreement link located under the Employee tab.

Perform the following steps:

1. Click the link [ITS ImageNow Add/Remove Access Request](#)
2. The online access request form will open in a browser.
3. Enter in the user needing ImageNow access **NinerNet Username, 800 Number**, and a **Brief Description of Your Request**.
4. Click on the **Add or Remove** drop-down list to select the permission:
  - a. Add Permission
  - b. Remove Permission
5. Click on the **Access Group** drop-down list to select **AP Invoice External Viewer**.
6. All ImageNow users must verify that they have read and understand the ImageNow Data Security and PCI Compliance procedures located in the Moodle ImageNow Training Course. To access the documents click the **Moodle** link and then proceed to the Training section.
7. Select the **I Agree** box.
8. Attach your supervisor's approval by clicking the **Attachments** button.  
**\*Note:** The attached approval can be in the form of an image type, PDF or Word document.
9. Click the **Save** button to submit the ImageNow Access Request Form.
10. Click the **Reset** button to submit another form for access.
11. Repeat steps 2 thru 9; but in step #4 for the **Access Group** drop-down list select **TCP Invoice External Viewer**.
12. You can print the form by clicking the **Print** button or attach any supporting documentation to the form by clicking the **Attachments** button.
13. To exit the form, close the browser or tab.



## Logging Into WebNow

(ImageNow web version)

1. To access the ImageNow web application, open a browser window, type the URL, <https://imagenow.uncc.edu/>, in the navigation toolbar to display the login screen. Enter your NinerNet credentials and press the CONNECT button as seen below:

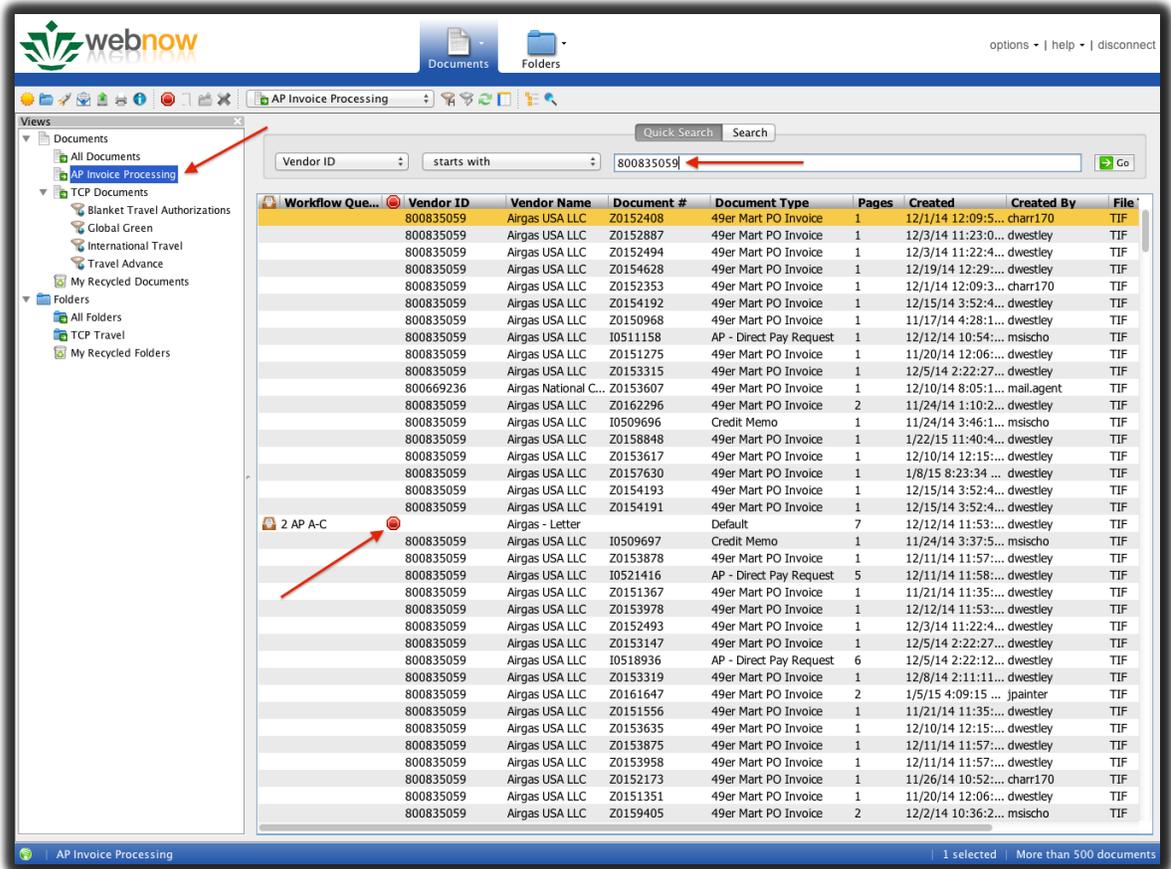


2. Once logged into the application, a screen will appear displaying all the **VIEWS** on the left-hand side panel.
  - a. Documents
    - i. AP Invoice Processing
    - ii. TCP Documents
  - b. Folders
    - i. TCP Travel

## Document and Folder Views

### AP Invoice Processing

- a. Click the **AP INVOICE PROCESSING** view and enter in a **Vendor ID** (800#) as shown below:



Workflow Que...	Vendor ID	Vendor Name	Document #	Document Type	Pages	Created	Created By	File
	800835059	Airgas USA LLC	20152408	49er Mart PO Invoice	1	12/11/14 12:09:5...	charr170	TIF
	800835059	Airgas USA LLC	20152887	49er Mart PO Invoice	1	12/3/14 11:23:0...	dwestley	TIF
	800835059	Airgas USA LLC	20152494	49er Mart PO Invoice	1	12/3/14 11:22:4...	dwestley	TIF
	800835059	Airgas USA LLC	20154628	49er Mart PO Invoice	1	12/19/14 12:29:...	dwestley	TIF
	800835059	Airgas USA LLC	20152353	49er Mart PO Invoice	1	12/1/14 12:09:3...	charr170	TIF
	800835059	Airgas USA LLC	20154192	49er Mart PO Invoice	1	12/15/14 3:52:4...	dwestley	TIF
	800835059	Airgas USA LLC	20150968	49er Mart PO Invoice	1	11/17/14 4:28:1...	dwestley	TIF
	800835059	Airgas USA LLC	I0511158	AP - Direct Pay Request	1	12/12/14 10:54:...	msischo	TIF
	800835059	Airgas USA LLC	20151275	49er Mart PO Invoice	1	11/20/14 12:06:...	dwestley	TIF
	800835059	Airgas USA LLC	20153315	49er Mart PO Invoice	1	12/5/14 2:22:27...	dwestley	TIF
	800669236	Airgas National C...	20153607	49er Mart PO Invoice	1	12/10/14 8:05:1...	mail.agent	TIF
	800835059	Airgas USA LLC	20162296	49er Mart PO Invoice	2	11/24/14 1:10:2...	dwestley	TIF
	800835059	Airgas USA LLC	I0509696	Credit Memo	1	11/24/14 3:46:1...	msischo	TIF
	800835059	Airgas USA LLC	20158848	49er Mart PO Invoice	1	1/22/15 11:40:4...	dwestley	TIF
	800835059	Airgas USA LLC	20153617	49er Mart PO Invoice	1	12/10/14 12:15:...	dwestley	TIF
	800835059	Airgas USA LLC	20157630	49er Mart PO Invoice	1	1/8/15 8:23:34 ...	dwestley	TIF
	800835059	Airgas USA LLC	20154193	49er Mart PO Invoice	1	12/15/14 3:52:4...	dwestley	TIF
	800835059	Airgas USA LLC	20154191	49er Mart PO Invoice	1	12/15/14 3:52:4...	dwestley	TIF
2 AP A-C		Airgas - Letter		Default	7	12/12/14 11:53:...	dwestley	TIF
	800835059	Airgas USA LLC	I0509697	Credit Memo	1	11/24/14 3:37:5...	msischo	TIF
	800835059	Airgas USA LLC	20153878	49er Mart PO Invoice	1	12/11/14 11:57:...	dwestley	TIF
	800835059	Airgas USA LLC	I0521416	AP - Direct Pay Request	5	12/11/14 11:58:...	dwestley	TIF
	800835059	Airgas USA LLC	20151367	49er Mart PO Invoice	1	11/21/14 11:35:...	dwestley	TIF
	800835059	Airgas USA LLC	20153978	49er Mart PO Invoice	1	12/12/14 11:53:...	dwestley	TIF
	800835059	Airgas USA LLC	20152493	49er Mart PO Invoice	1	12/3/14 11:22:4...	dwestley	TIF
	800835059	Airgas USA LLC	20153147	49er Mart PO Invoice	1	12/5/14 2:22:27...	dwestley	TIF
	800835059	Airgas USA LLC	I0518936	AP - Direct Pay Request	6	12/5/14 2:22:12...	dwestley	TIF
	800835059	Airgas USA LLC	20153319	49er Mart PO Invoice	1	12/8/14 2:11:11...	dwestley	TIF
	800835059	Airgas USA LLC	20161647	49er Mart PO Invoice	2	1/5/15 4:09:15 ...	painter	TIF
	800835059	Airgas USA LLC	20151556	49er Mart PO Invoice	1	11/21/14 11:35:...	dwestley	TIF
	800835059	Airgas USA LLC	20153635	49er Mart PO Invoice	1	12/10/14 12:15:...	dwestley	TIF
	800835059	Airgas USA LLC	20153875	49er Mart PO Invoice	1	12/11/14 11:57:...	dwestley	TIF
	800835059	Airgas USA LLC	20153958	49er Mart PO Invoice	1	12/11/14 11:57:...	dwestley	TIF
	800835059	Airgas USA LLC	20152173	49er Mart PO Invoice	1	11/26/14 10:52:...	charr170	TIF
	800835059	Airgas USA LLC	20151351	49er Mart PO Invoice	1	11/20/14 12:06:...	dwestley	TIF
	800835059	Airgas USA LLC	20159405	49er Mart PO Invoice	2	12/2/14 10:36:2...	msischo	TIF

**\*Note:**  denotes that the document is in workflow being processed; otherwise the document has been processed.

**\*Note:**  denotes that the document is on hold and the departmental Specialists are awaiting additional information to process.

- b. To view the desired document, double click the line item to open the document.



- c. Press F7 to view the document **PROPERTIES** displayed on the right-hand side panel as shown below. In the **CUSTOM PROPERTIES** section, you can see when the invoice was processed and other detailed information.

The screenshot displays the WebNow Viewer interface. The main window shows an invoice from Chartwells. The invoice details include:

- UNCC Center City, 320 E. 9th Street, Charlotte NC 28202
- Invoice Number: 2361600323, Invoice Date: 5/12/2015, Department: Catering, Customer Number: F236160000
- Remit To: Chartwells Dining Services, PO Box 417632, Boston MA 02241-7632

The invoice table is as follows:

Ref No	Event Date	Event	Catering Location	Description	Quantity	Unit Price	Amount
8525	5/12/2015	25163   P1526546	C28	Catering	1.00	\$85.9300	\$85.93

The summary section shows:

- Sub-Total (Non-Taxable): \$85.93
- Sub-Total (Taxable): \$0.00
- Sales Tax: \$0.00
- Total: \$85.93
- Advanced Deposit Used: \$0.00
- Credit Card: \$0.00
- Cash Payment: \$0.00
- Refund: \$0.00
- Balance Due: \$85.93

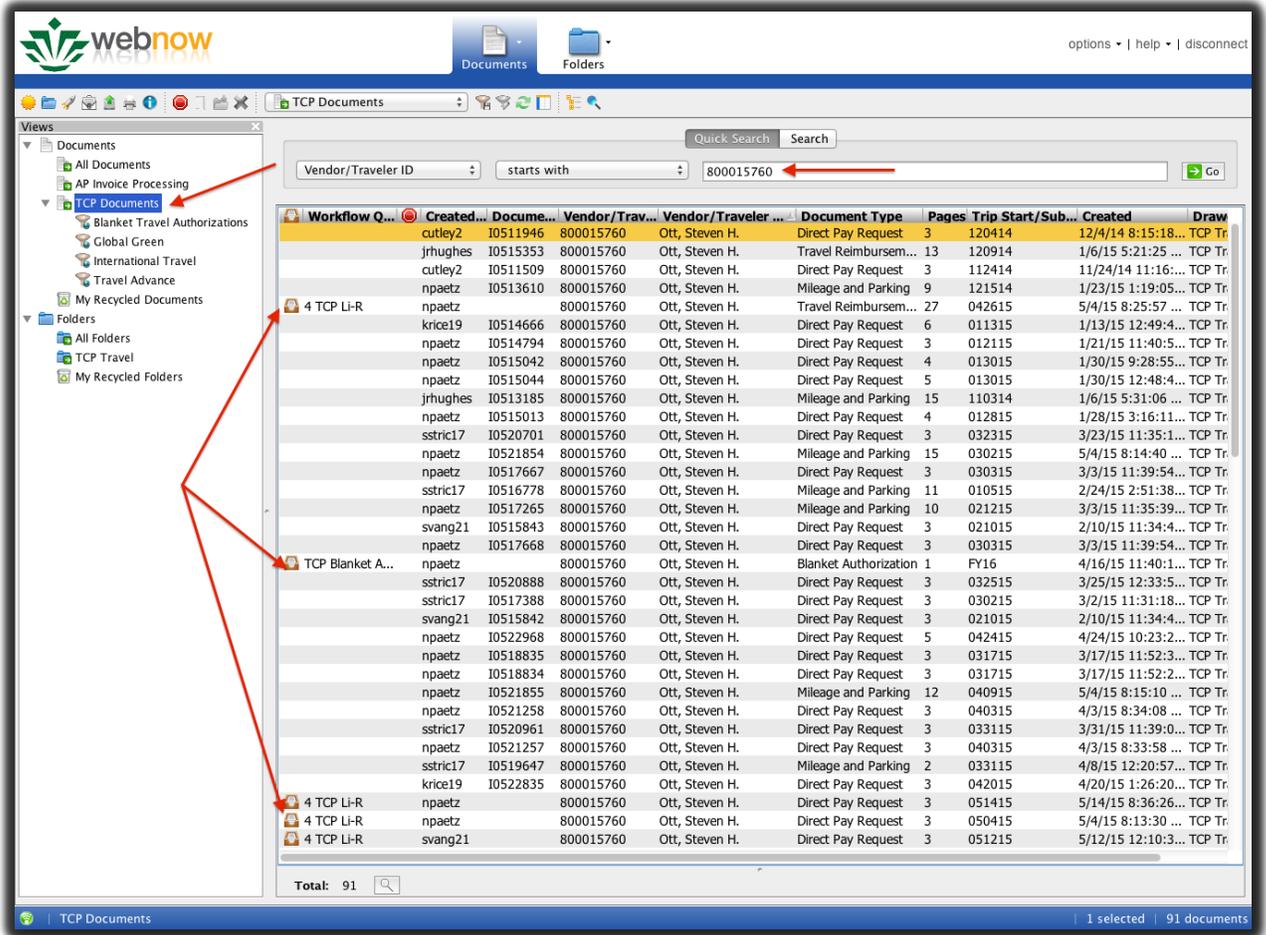
The Properties panel on the right is divided into two sections:

- Document Keys:** Drawer: AP Invoice Processing; Name: 321YZ5D\_016Y7SLLR000PCD; Vendor ID: 800362179; Vendor Name: Chartwells; Document #: Z0172446; Field4: ; Field5: 321YZ5D\_016Y8CLLR000PB2; Type: 49er Mart PO Invoice.
- Custom Properties:** Document Num...: Z0172446; Supplier Invoice: 2361600323; Purchase Order: P1526546; Invoice Date: 5/12/2015; Transaction Date: 5/14/2015; Invoice Amount: 85.93.

- d. Once the document is open, you can email, print, or export and save the document file locally, using these icons
- e. Press the to exit the document and return to the previous list.

TCP Documents

- a. Click the **TCP DOCUMENTS** view and enter in a **Vendor/Traveler ID** (800#) as shown below:

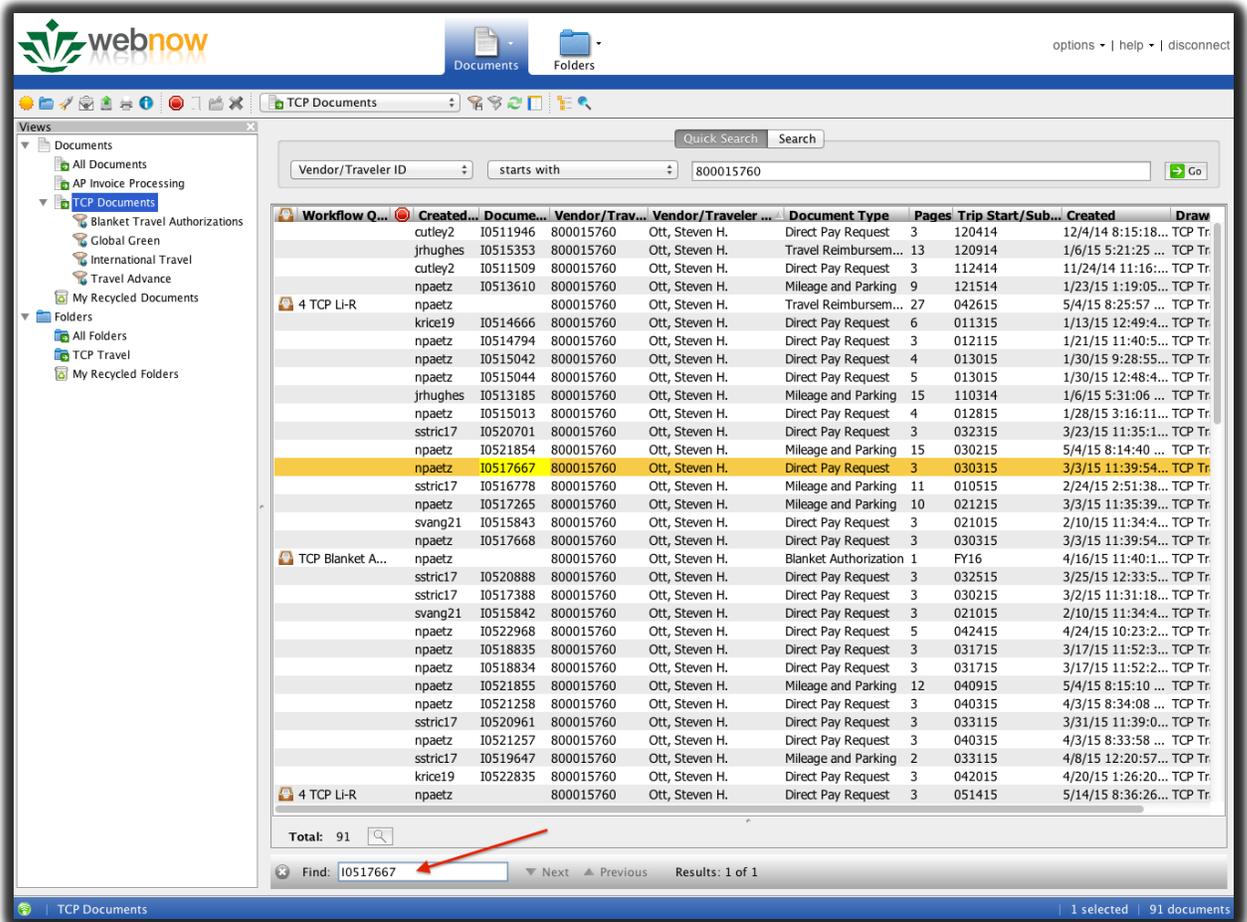


Workflow Q...	Created...	Docume...	Vendor/Trav...	Vendor/Traveler ...	Document Type	Pages	Trip Start/Sub...	Created	Draw
cutley2	I0511946	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	120414	12/4/14 8:15:18...	TCP Tr
jrhughes	I0515353	800015760	Ott, Steven H.	Ott, Steven H.	Travel Reimburs...	13	120914	1/6/15 5:21:25 ...	TCP Tr
cutley2	I0511509	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	112414	11/24/14 11:16:...	TCP Tr
npaetz	I0513610	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	9	121514	1/23/15 1:19:05...	TCP Tr
npaetz	I0514794	800015760	Ott, Steven H.	Ott, Steven H.	Travel Reimburs...	27	042615	5/4/15 8:25:57 ...	TCP Tr
krice19	I0514666	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	6	011315	1/13/15 12:49:4...	TCP Tr
npaetz	I0514794	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	012115	1/21/15 11:40:5...	TCP Tr
npaetz	I0515042	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	4	013015	1/30/15 9:28:55...	TCP Tr
npaetz	I0515044	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	5	013015	1/30/15 12:48:4...	TCP Tr
jrhughes	I0513185	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	15	110314	1/6/15 5:31:06 ...	TCP Tr
npaetz	I0515013	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	4	012815	1/28/15 3:16:11...	TCP Tr
sstric17	I0520701	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	032315	3/23/15 11:35:1...	TCP Tr
npaetz	I0521854	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	15	030215	5/4/15 8:14:40 ...	TCP Tr
npaetz	I0517667	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	030315	3/3/15 11:39:54...	TCP Tr
sstric17	I0516778	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	11	010515	2/24/15 2:51:38...	TCP Tr
npaetz	I0517265	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	10	021215	3/3/15 11:35:39...	TCP Tr
svang21	I0515843	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	021015	2/10/15 11:34:4...	TCP Tr
npaetz	I0517668	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	030315	3/3/15 11:39:54...	TCP Tr
npaetz	I0517667	800015760	Ott, Steven H.	Ott, Steven H.	Blanket Authorization	1	FY16	4/16/15 11:40:1...	TCP Tr
sstric17	I0520888	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	032515	3/25/15 12:33:5...	TCP Tr
sstric17	I0517388	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	030215	3/2/15 11:31:18...	TCP Tr
svang21	I0515842	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	021015	2/10/15 11:34:4...	TCP Tr
npaetz	I0522968	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	5	042415	4/24/15 10:23:2...	TCP Tr
npaetz	I0518835	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	031715	3/17/15 11:52:3...	TCP Tr
npaetz	I0518834	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	031715	3/17/15 11:52:2...	TCP Tr
npaetz	I0521855	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	12	040915	5/4/15 8:15:10 ...	TCP Tr
npaetz	I0521258	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	040315	4/3/15 8:34:08 ...	TCP Tr
sstric17	I0520961	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	033115	3/31/15 11:39:0...	TCP Tr
npaetz	I0521257	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	040315	4/3/15 8:33:58 ...	TCP Tr
sstric17	I0519647	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	2	033115	4/8/15 12:20:57...	TCP Tr
krice19	I0522835	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	042015	4/20/15 1:26:20...	TCP Tr
npaetz	I0518834	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	051415	5/14/15 8:36:26...	TCP Tr
npaetz	I0518835	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	050415	5/4/15 8:13:30 ...	TCP Tr
svang21	I0518834	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	051215	5/12/15 12:10:3...	TCP Tr

\*Note:  denotes that the document is in workflow being processed, otherwise the document has been processed.

\*Note:  denotes that the document is on hold and the departmental Specialists are awaiting additional information to process.

- b. Click the  button to open the find toolbar at the bottom of the screen. You can perform a more precise search, such as for a *Vendor/Traveler's Document Number* in the list as shown below:



The screenshot shows the webnow application interface. At the top, there is a navigation bar with the webnow logo, a 'Documents' folder icon, and a 'Folders' folder icon. Below this is a search bar with the text 'Vendor/Traveler ID' and 'starts with' followed by the value '800015760'. A 'Go' button is to the right of the search bar. The main area displays a table of documents with columns: Workflow Q..., Created..., Docume..., Vendor/Trav..., Vendor/Traveler..., Document Type, Pages, Trip Start/Sub..., Created, and Draw. The table contains multiple rows of document entries. At the bottom of the screen, a search toolbar is visible with the text 'Find: 10517667' and a magnifying glass icon. A red arrow points to the search input field. The status bar at the bottom right shows '1 selected | 91 documents'.

Workflow Q...	Created...	Docume...	Vendor/Trav...	Vendor/Traveler...	Document Type	Pages	Trip Start/Sub...	Created	Draw
cutley2	10511946	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	120414	12/4/14 8:15:18...	TCP Tr
jrughes	10515353	800015760	Ott, Steven H.	Ott, Steven H.	Travel Reimburs...	13	120914	1/6/15 5:21:25...	TCP Tr
cutley2	10511509	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	112414	11/24/14 11:16:...	TCP Tr
npaetz	10513610	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	9	121514	1/23/15 1:19:05...	TCP Tr
npaetz	800015760	800015760	Ott, Steven H.	Ott, Steven H.	Travel Reimburs...	27	042615	5/4/15 8:25:57...	TCP Tr
4 TCP LI-R	krice19	10514666	800015760	Ott, Steven H.	Direct Pay Request	6	011315	1/13/15 12:49:4...	TCP Tr
npaetz	10514794	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	012115	1/21/15 11:40:5...	TCP Tr
npaetz	10515042	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	4	013015	1/30/15 9:28:55...	TCP Tr
npaetz	10515044	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	5	013015	1/30/15 12:48:4...	TCP Tr
jrughes	10513185	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	15	110314	1/6/15 5:31:06...	TCP Tr
npaetz	10515013	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	4	012815	1/28/15 3:16:11...	TCP Tr
sstric17	10520701	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	032315	3/23/15 11:35:1...	TCP Tr
npaetz	10521854	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	15	030215	5/4/15 8:14:40...	TCP Tr
npaetz	10517667	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	030315	3/3/15 11:39:54...	TCP Tr
sstric17	10516778	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	11	010515	2/24/15 2:51:38...	TCP Tr
npaetz	10517265	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	10	021215	3/3/15 11:35:39...	TCP Tr
svang21	10515843	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	021015	2/10/15 11:34:4...	TCP Tr
npaetz	10517668	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	030315	3/3/15 11:39:54...	TCP Tr
4 TCP Blanket A...	npaetz	800015760	Ott, Steven H.	Ott, Steven H.	Blanket Authorization	1	FY16	4/16/15 11:40:1...	TCP Tr
sstric17	10520888	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	032515	3/25/15 12:33:5...	TCP Tr
sstric17	10517388	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	030215	3/2/15 11:31:18...	TCP Tr
svang21	10515842	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	021015	2/10/15 11:34:4...	TCP Tr
npaetz	10522968	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	5	042415	4/24/15 10:23:2...	TCP Tr
npaetz	10518835	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	031715	3/17/15 11:52:3...	TCP Tr
npaetz	10518834	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	031715	3/17/15 11:52:2...	TCP Tr
npaetz	10521855	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	12	040915	5/4/15 8:15:10...	TCP Tr
npaetz	10521258	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	040315	4/3/15 8:34:08...	TCP Tr
sstric17	10520961	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	033115	3/31/15 11:39:0...	TCP Tr
npaetz	10521257	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	040315	4/3/15 8:33:58...	TCP Tr
sstric17	10519647	800015760	Ott, Steven H.	Ott, Steven H.	Mileage and Parking	2	033115	4/8/15 12:20:57...	TCP Tr
krice19	10522835	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	042015	4/20/15 1:26:20...	TCP Tr
4 TCP LI-R	npaetz	800015760	Ott, Steven H.	Ott, Steven H.	Direct Pay Request	3	051415	5/14/15 8:36:26...	TCP Tr

- c. To view the desired document, double click the line item to open the document.



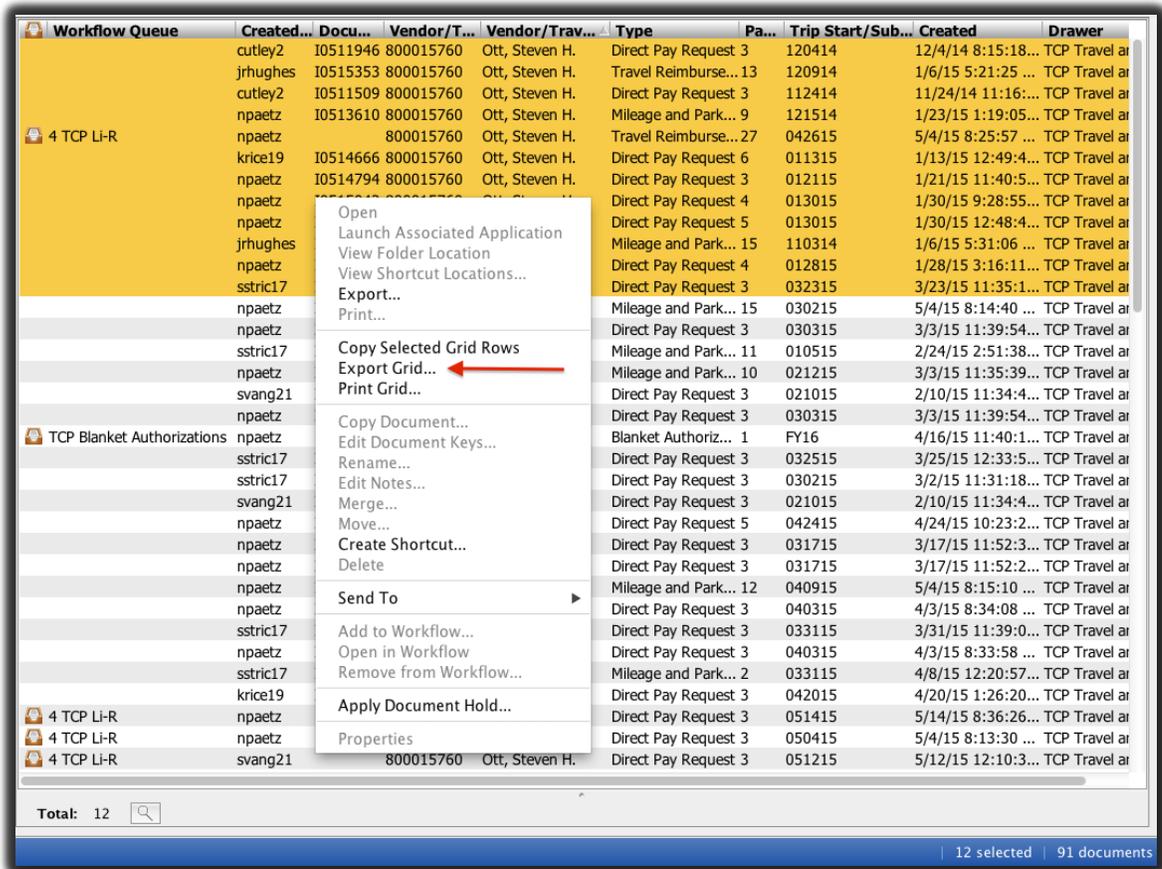


- g. To **EXPORT** a group of documents in the document grid, highlight the desired documents by clicking the **SHIFT** key as shown below:

The screenshot shows the webnow application interface. The top navigation bar includes the webnow logo, 'Documents' and 'Folders' icons, and 'options | help | disconnect' links. The main window title is 'TCP Documents'. On the left, a 'Views' sidebar shows a tree structure with 'TCP Documents' selected. The main area features a search bar with 'Vendor/Traveler ID' and 'starts with' filters, and a search input containing '800015760'. Below the search bar is a table with columns: Workflow Queue, Created, Docu..., Vendor/T..., Vendor/Trav..., Type, Pa..., Trip Start/Sub..., Created, and Drawer. The table contains multiple rows of document entries, with a group of 4 documents highlighted in yellow. At the bottom, a status bar shows 'Total: 12' and '12 selected | 91 documents'.

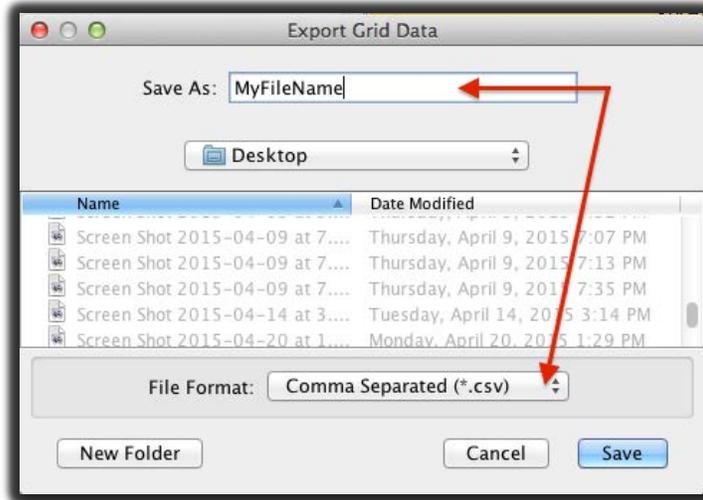
Workflow Queue	Created	Docu...	Vendor/T...	Vendor/Trav...	Type	Pa...	Trip Start/Sub...	Created	Drawer
	cutley2	I0511946	800015760	Ott, Steven H.	Direct Pay Request	3	12/0414	12/4/14 8:15:18...	TCP Travel ar
	jrughes	I0515353	800015760	Ott, Steven H.	Travel Reimburse...	13	120914	1/6/15 5:21:25 ...	TCP Travel ar
	cutley2	I0511509	800015760	Ott, Steven H.	Direct Pay Request	3	112414	11/24/14 11:16:...	TCP Travel ar
	npaetz	I0513610	800015760	Ott, Steven H.	Mileage and Park...	9	121514	1/23/15 1:19:05...	TCP Travel ar
4 TCP LI-R	npaetz	800015760		Ott, Steven H.	Travel Reimburse...	27	042615	5/4/15 8:25:57 ...	TCP Travel ar
	krice19	I0514666	800015760	Ott, Steven H.	Direct Pay Request	6	011315	1/13/15 12:49:4...	TCP Travel ar
	npaetz	I0514794	800015760	Ott, Steven H.	Direct Pay Request	3	012115	1/21/15 11:40:5...	TCP Travel ar
	npaetz	I0515042	800015760	Ott, Steven H.	Direct Pay Request	4	013015	1/30/15 9:28:55...	TCP Travel ar
	npaetz	I0515044	800015760	Ott, Steven H.	Direct Pay Request	5	013015	1/30/15 12:48:4...	TCP Travel ar
	jrughes	I0513185	800015760	Ott, Steven H.	Mileage and Park...	15	110314	1/6/15 5:31:06 ...	TCP Travel ar
	npaetz	I0515013	800015760	Ott, Steven H.	Direct Pay Request	4	012815	1/28/15 3:16:11...	TCP Travel ar
	sstric17	I0520701	800015760	Ott, Steven H.	Direct Pay Request	3	032315	3/23/15 11:35:1...	TCP Travel ar
	npaetz	I0521854	800015760	Ott, Steven H.	Mileage and Park...	15	030215	5/4/15 8:14:40 ...	TCP Travel ar
	npaetz	I0517667	800015760	Ott, Steven H.	Direct Pay Request	3	030315	3/3/15 11:39:54...	TCP Travel ar
	sstric17	I0516778	800015760	Ott, Steven H.	Mileage and Park...	11	010515	2/24/15 2:51:38...	TCP Travel ar
	npaetz	I0517265	800015760	Ott, Steven H.	Mileage and Park...	10	021215	3/3/15 11:35:39...	TCP Travel ar
	svang21	I0515843	800015760	Ott, Steven H.	Direct Pay Request	3	021015	2/10/15 11:34:4...	TCP Travel ar
	npaetz	I0517668	800015760	Ott, Steven H.	Direct Pay Request	3	030315	3/3/15 11:39:54...	TCP Travel ar
TCP Blanket Authorizations	npaetz	800015760		Ott, Steven H.	Blanket Authoriz...	1	FY16	4/16/15 11:40:1...	TCP Travel ar
	sstric17	I0520888	800015760	Ott, Steven H.	Direct Pay Request	3	032515	3/25/15 12:33:5...	TCP Travel ar
	sstric17	I0517388	800015760	Ott, Steven H.	Direct Pay Request	3	030215	3/2/15 11:31:18...	TCP Travel ar
	svang21	I0515842	800015760	Ott, Steven H.	Direct Pay Request	3	021015	2/10/15 11:34:4...	TCP Travel ar
	npaetz	I0522968	800015760	Ott, Steven H.	Direct Pay Request	5	042415	4/24/15 10:23:2...	TCP Travel ar
	npaetz	I0518835	800015760	Ott, Steven H.	Direct Pay Request	3	031715	3/17/15 11:52:3...	TCP Travel ar
	npaetz	I0518834	800015760	Ott, Steven H.	Direct Pay Request	3	031715	3/17/15 11:52:2...	TCP Travel ar
	npaetz	I0521855	800015760	Ott, Steven H.	Mileage and Park...	12	040915	5/4/15 8:15:10 ...	TCP Travel ar
	npaetz	I0521258	800015760	Ott, Steven H.	Direct Pay Request	3	040315	4/3/15 8:34:08 ...	TCP Travel ar
	sstric17	I0520961	800015760	Ott, Steven H.	Direct Pay Request	3	033115	3/31/15 11:39:0...	TCP Travel ar
	npaetz	I0521257	800015760	Ott, Steven H.	Direct Pay Request	3	040315	4/3/15 8:33:58 ...	TCP Travel ar
	sstric17	I0519647	800015760	Ott, Steven H.	Mileage and Park...	2	033115	4/8/15 12:20:57...	TCP Travel ar
	krice19	I0522835	800015760	Ott, Steven H.	Direct Pay Request	3	042015	4/20/15 1:26:20...	TCP Travel ar
4 TCP LI-R	npaetz	800015760		Ott, Steven H.	Direct Pay Request	3	051415	5/14/15 8:36:26...	TCP Travel ar
4 TCP LI-R	npaetz	800015760		Ott, Steven H.	Direct Pay Request	3	050415	5/4/15 8:13:30 ...	TCP Travel ar
4 TCP LI-R	svang21	800015760		Ott, Steven H.	Direct Pay Request	3	051215	5/12/15 12:10:3...	TCP Travel ar

h. Right-click and select the **EXPORT GRID** option as shown below:





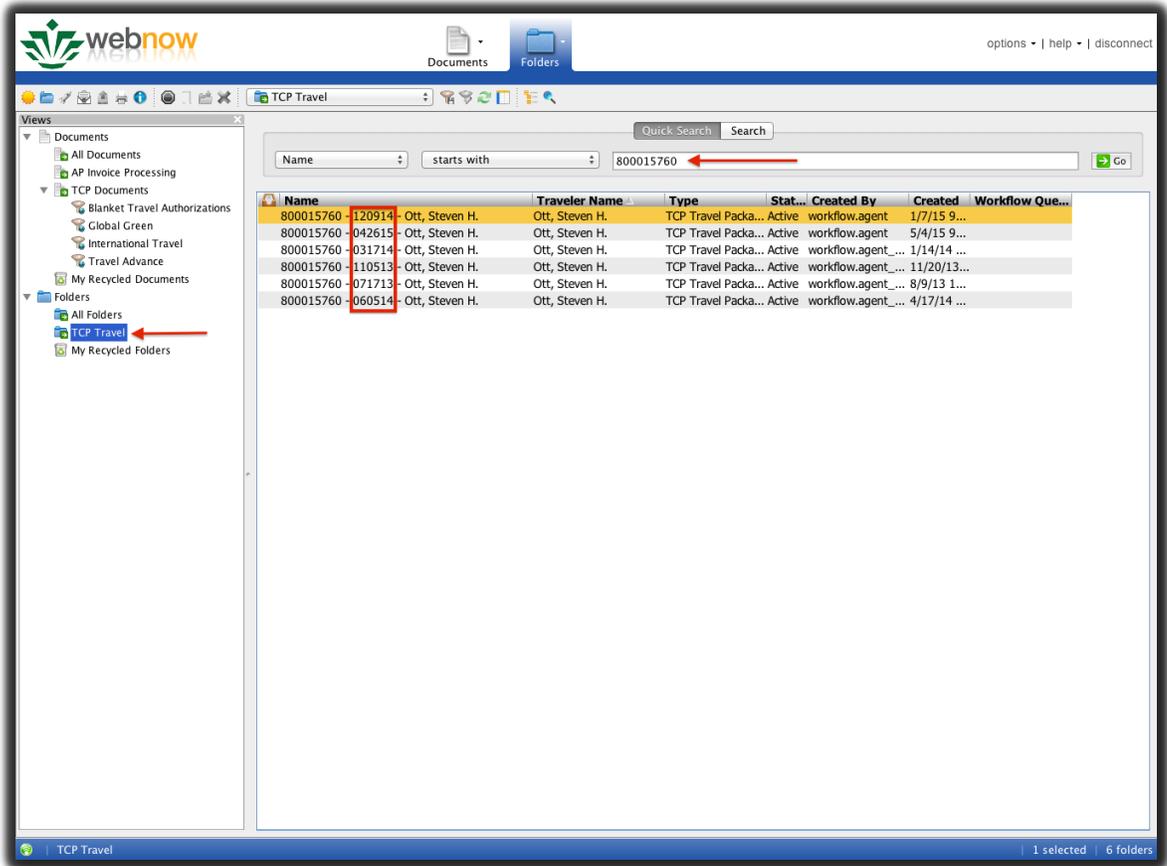
- i. An **EXPORT GRID DATA** will display as shown below:



- j. Enter in a file name, path, and select **COMMA SEPARATED (\*.csv)** option and click the **SAVE** button. \*Note: You will be able to open this file using MS Excel.
- k. You will return to the previous document list.

TCP Travel

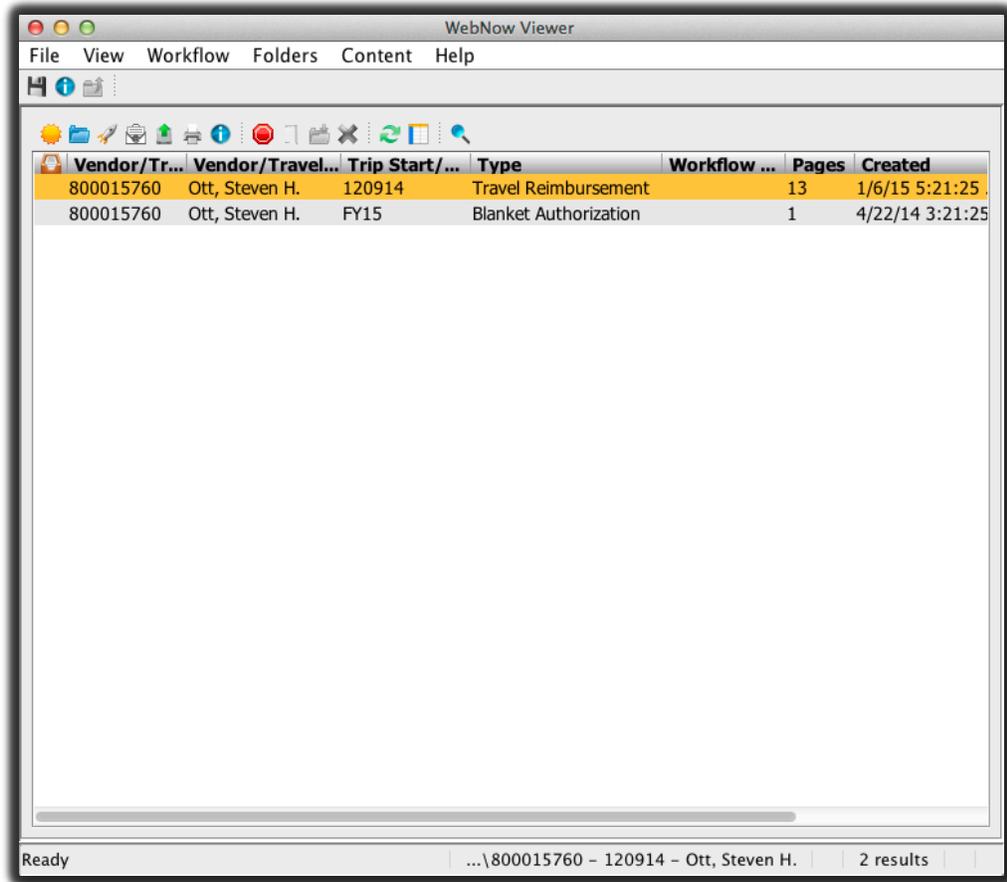
- a. To view a Vendor/Traveler's FOLDER, click the **TCP TRAVEL** folder view and enter in **Vendor/Traveler's ID** as shown below:



- b. A list of folders, representing each travel date, will appear for the selected Vendor/Traveler's ID as shown above.
- c. Double-click the folder item to open and view all documents associated with that travel date folder.



d. A WebNow Viewer window will display as shown below:

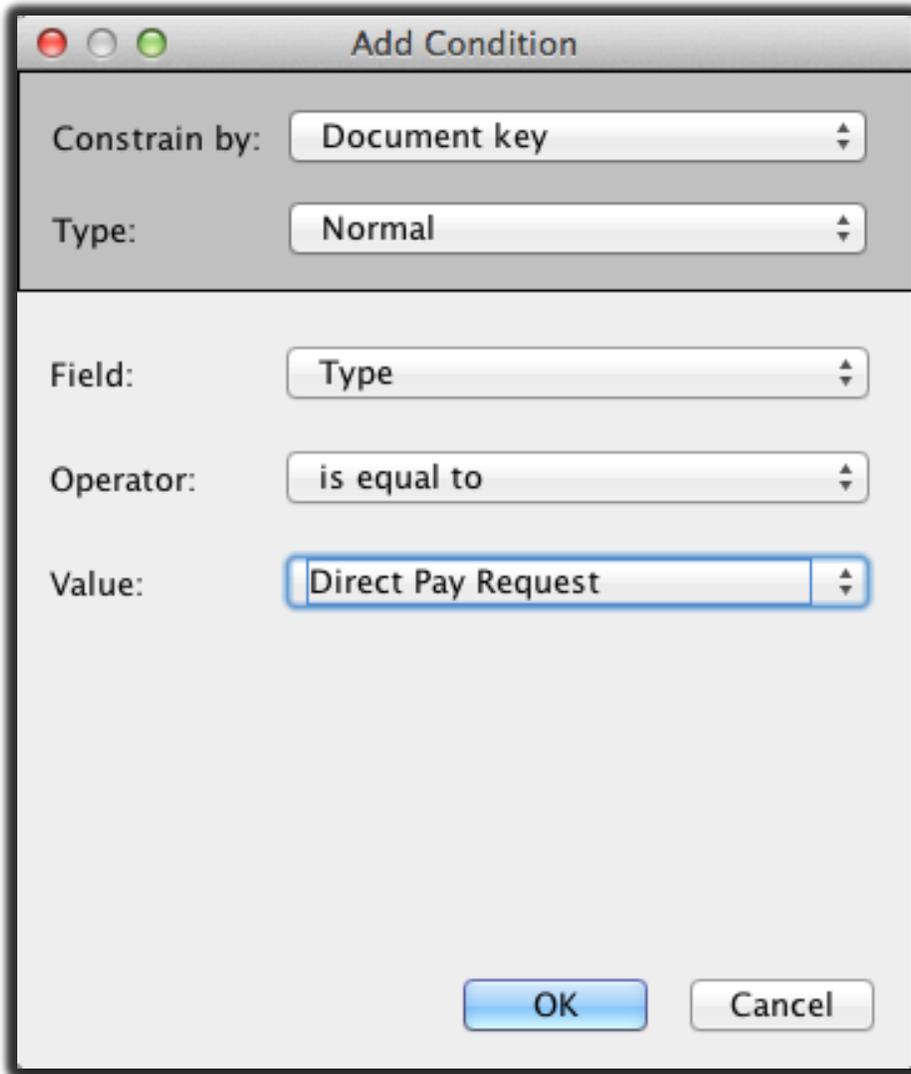


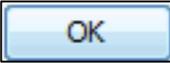
e. Double-click the document item to open and view the contents.

f. Press the  to exit the document and/or folder and return to the previous list.

## Creating Views called Filters

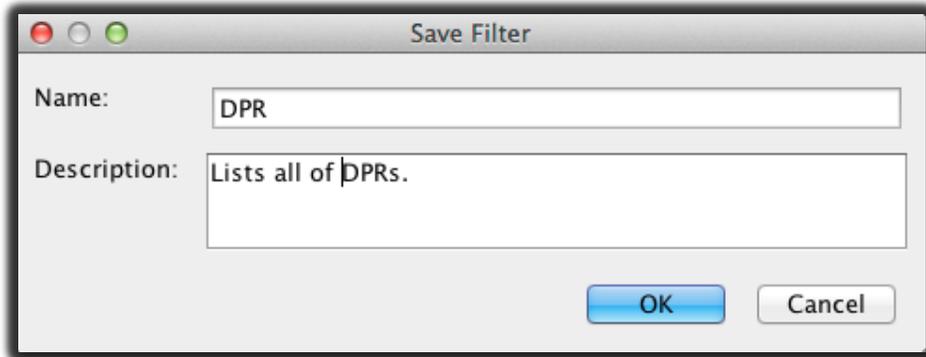
3. Custom views called filters can be created by clicking the **SEARCH** tab at the top of the screen, then clicking the  to add a search condition, where you can select a document type, vendor/traveler name, ID, etc. to filter your search as shown below:



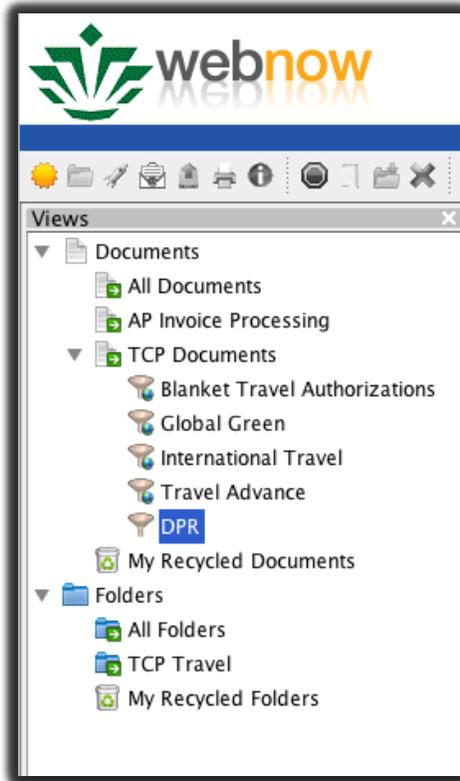
4. After entering in all the criteria for the filter, click the  button to continue.



5. Click the  button to display a list of all the documents the filter criteria matches. Press the  button to save the filter by entering a filter name and description in the pop-up window as seen below:



6. The custom filter will be listed in the view document list on the left-hand side panel as seen below:





## Exiting WebNow

7. To logoff the ImageNow web application, click the DISCONNECT link in the upper right-hand corner of the screen as seen above.