ImageNow

ImageNow Security Request Form

Return this form to IT Business Services (EJW B-17). IMPORTANT: The user's access will always reflect the most recent form received by the Information Technology department. For questions, send e-mail to helpdesk@txwes.edu or call x4428.

Date: _____

Department: _____

Employee ID: _____

Email Address: _____

Employee Name: _____

Phone: _____

Title: _____

Office Location: _____

Please check the boxes for the requested access:

Drawer: ☐ Admissions UG   ☐ Financial Aid   ☐ Registrar

☐ **VIEW**	☐ **ADD ANNOTATION**
Allows the user to access documents via an applet-enabled view.	Allows the user to create new annotations on existing documents.
☐ **BATCH**	☐ **MODIFY ANNOTATIONS**
Allows the user to process Batches, including quality assurance (QA) and linking.	Allows the user to modify existing annotations on documents.
☐ **BYPASS QA**	☐ **DELETE ANNOTATIONS - DELETED INFORMATION CANNOT BE RESTORED**
Allows the user to skip the quality assurance (QA) step and move directly to the linking step when processing Batches.	Allows the user to delete annotations on documents.
☐ **SEARCH**	☐ **HIDE ANNOTATIONS**
Allows the user access to the Search interface (Simple and Advanced) in the Documents pane to manually locate documents.	Allows the user to temporarily hide document annotations within ImageNow Viewer. Also allows user to print documents without annotations.
☐ **SCAN**	☐ **EMAIL IMAGE LINK**
Allows the user to scan or import documents.	Allows the user to email an Image Link file of the current document to another ImageNow user.
☐ **PRINT**	☐ **EMAIL ATTACHMENTS**
Allows the user to print documents from within ImageNow Viewer.	Allows the user to send the pages of an open document as attachments to an email.
☐ **EDIT KEYS**	☐ **SAVE AS**
Allows the user to make changes to the index values (Document Keys) of existing documents.	Allows the user to create documents, make copies of existing documents, and append pages to an existing document.
☐ **CREATE/APPEND**	☐ **LAUNCH ASSOCIATED APPLICATION**
Allows the user to create documents, make copies of existing documents, and append pages to an existing document.	Allows the user to open the current (non-TIFF) document inside an external application.
☐ **DELETE - DELETED INFORMATION CANNOT BE RESTORED**	
Allows the user to delete existing documents, pages of documents, or workflow items.	

Drawer Owner: _____   Signature: _____   Date: _____

IT Use Only			
Received Date:	**Completed by:**	**WO#:**	**Completion Date:**