Perceptive Nolij Web

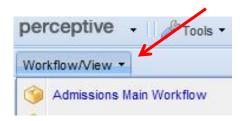IMAGING AND WORKFLOW FOR HIGHER EDUCATION

The recommended web browser to use with **Perceptive Nolij Web** is **Internet Explorer 9** or below.

➢ Log into the new **Perceptive Nolij Web** with your Drexel Username and the password that you use to log into DREXEL ONE:

   o   Please go to the following link:

→   **https://nolij.drexel.edu/NolijWeb**

Perceptive Nolij Web

IMAGING AND WORKFLOW FOR HIGHER EDUCATION

Username: _____

Password: _____

Log in

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Getting Started

To search for a person, you must select a main workflow for the search options to appear on your screen.

Role: - for users that have multiple roles, Perceptive Nolij allows the ability to switch from one role to another without having to log out of the system, simply click on the down arrow to select other available roles.

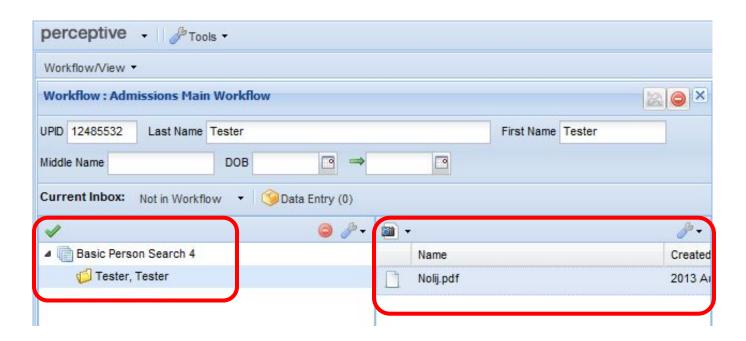*Note: If you are logging in to a different role, repeat the above steps to choose a main workflow (if necessary).*

Searching Records

> Searching is case sensitive. To begin a search you can type in the Last Name or First Name of the student you are searching for or you can put in an UPID (Unique person ID number) which is their university ID number, simply hit the **ENTER** key on your keyboard to search.
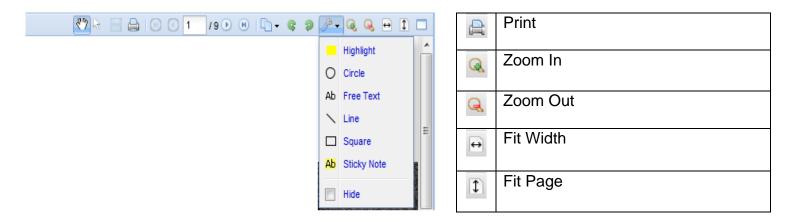
Workflow : Admissions Main Workflow

UPID	Last Name	First Name
Middle Name	DOB	

Current Inbox: Data Entry (0)

- ➢ Below in the Search Results section, it will display the results of your search.
- ➢ Click on the folder of the student to display all documents/images that have been scanned for this student's record based on the role you are logged in as. Click on the document to populate the image in the document viewer.
    - o Double click the document to display the image in its native application. For example, PDF-Adobe Acrobat, doc/docx-Microsoft Word, etc.

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Document Viewer

➢ On the right of the Folder objects panel is the **Document Viewer**

➢ Once an image/document is selected you can view the selected item in the **Document Viewer,** notice the Document Viewer Toolbar becomes active.
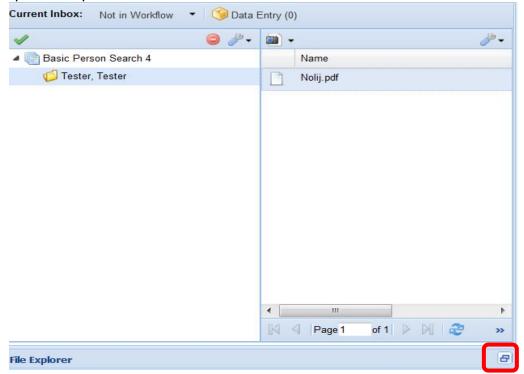
Icon	Description
	Print
	Zoom In
	Zoom Out
	Fit Width
	Fit Page

Highlight
Circle
Free Text
Line
Square
Sticky Note
Hide

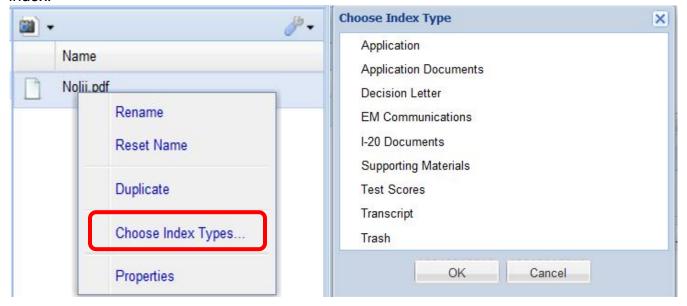➢ To retrieve the description of each icon, move your mouse over the icon and pause.

Moving documents from the desktop

➤ To Drag and Drop Additional Documents from your desktop, click on the restore icon located near 'File Explorer' to expand the panels.

➤ Clicking the restore icon will expand the panel, displaying a windows explorer file menu structure. Find the folder which contains the file you wish to add to the student's file. The File Explorer panel will display the contents of the folder. Select the document/image and drag-n-drop to the file into Folder Objects panel.
➤ Index the image to appropriate index type by right clicking the image and choose the index option and choose the index.
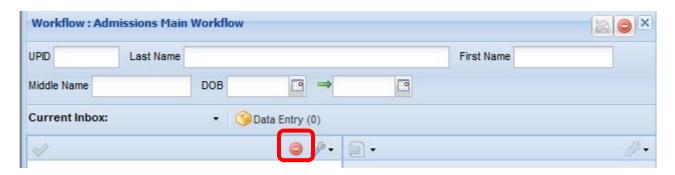
Clear Search History

Clear Search- clears data listed in all search fields.

Workflow/View ▾

Workflow : Admissions Main Workflow

UPID   Last Name   First Name

Middle Name   DOB   ➡

Clear Search History – clears all student records that are listed in the history of your query.

Workflow : Admissions Main Workflow

UPID   Last Name   First Name

Middle Name   DOB   ➡

Current Inbox: ▾   Data Entry (0)

*Logout Button-*Remember to logout after each session.

✖ Logout