

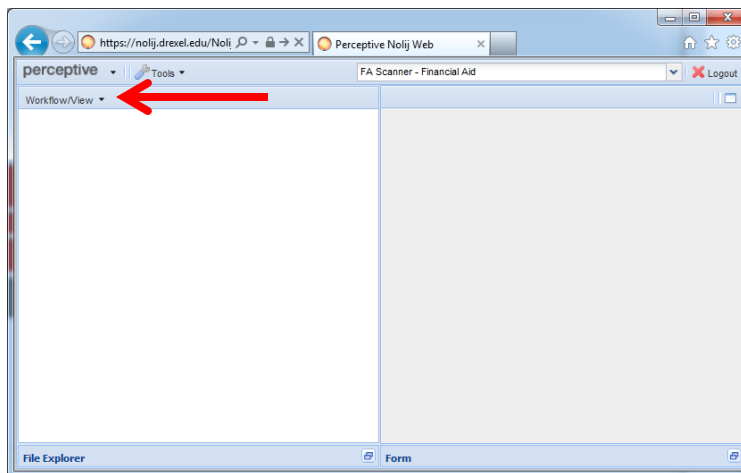
Nolij Upgrade Guide 6.7.9

1. Log into Nolij at the following site <https://nolij.drexel.edu/NolijWeb/login/> using Internet Explorer version 9 or below.

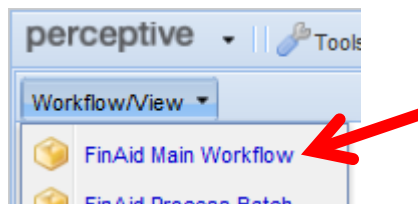


If you are receiving any Java pop up messages/errors, see instructions on page 3 and resolve the issue before continuing.

2. Login Outcomes
 - a. Once you are logged into Nolij, choose a work flow. Workflow is the search option built into your role. See below:



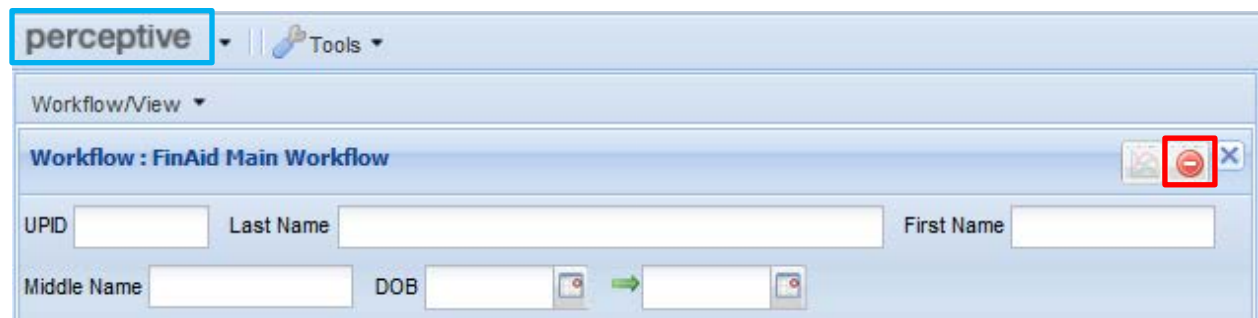
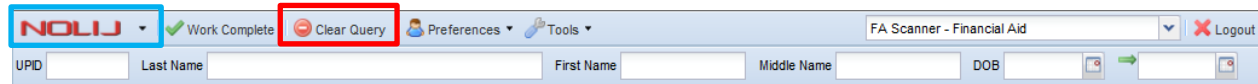
- b. Select a workflow based on your role. For example: “SCDC Main Workflow”, “Admissions Main Workflow”, “FinAid Main Workflow” etc. Select the main workflow listed on your list.



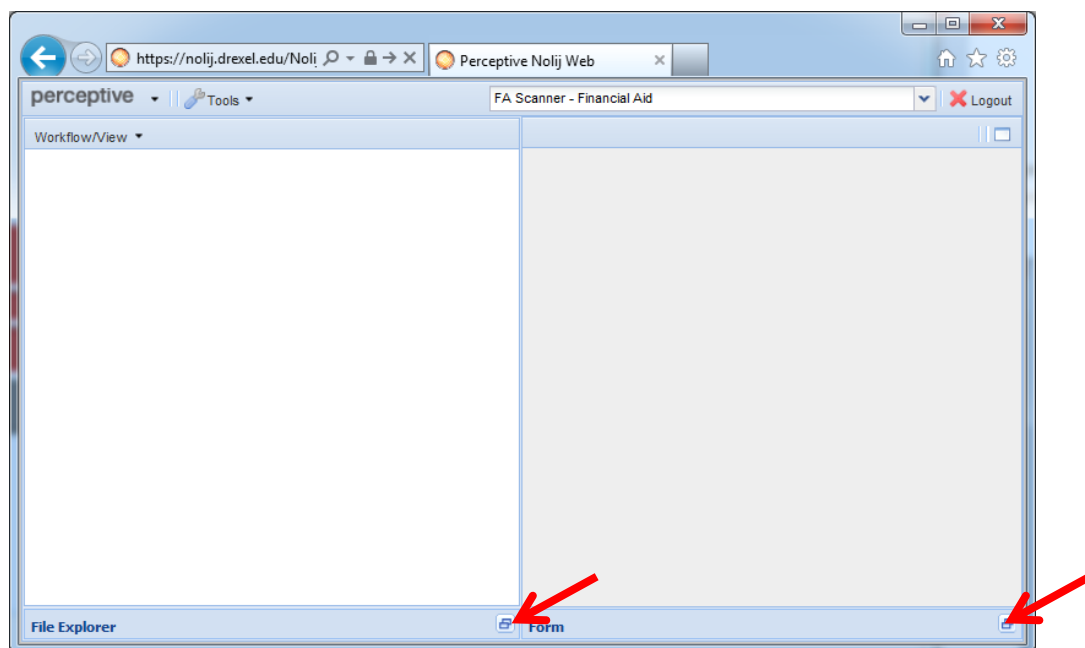
- c. If you have multiple roles in Nolij, you will have to choose the Main Workflow for each role the first time. Once the main workflow is chosen, you can then proceed with navigating through Nolij as usual.

Other Changes Related to this Upgrade

“Nolij” on the menu toolbar became “perceptive” and the Clear Query option (for person search) is now part of the workflow section. Searching, indexing and other document management tasks remain unchanged.



Please note that when you first log in after the upgrade, File Explorer and Form will be collapsed. Therefore, you'll have to manually expand them the first time you use this version of Nolij.



Having trouble with Nolij? Visit <http://www.drexel.edu/ais/resources/Troubleshooting/> for additional documentation and information.