

Perceptive Nolij User Guide

6.8.5

Admissions and Records Nolij Support

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Logging onto Perceptive Nolij

You can access Nolij at <https://docmgmt.its.fsu.edu/>

Username (FSUID):

Password: **LOGIN**

By signing in you accept our **Terms Of Use**

Having Trouble Logging In?
[Reset Your Password](#)
[Activate Your FSUID](#)

Here you will enter your FSUID and password.

When you first log into Nolij you may be greeted with a EULA (End User License Agreement). This EULA states what you can with the software and how you can use. To continue, just click **Accept** and continue onto Nolij.

End User License Agreement

PERCEPTIVE SOFTWARE END USER LICENSE AGREEMENT

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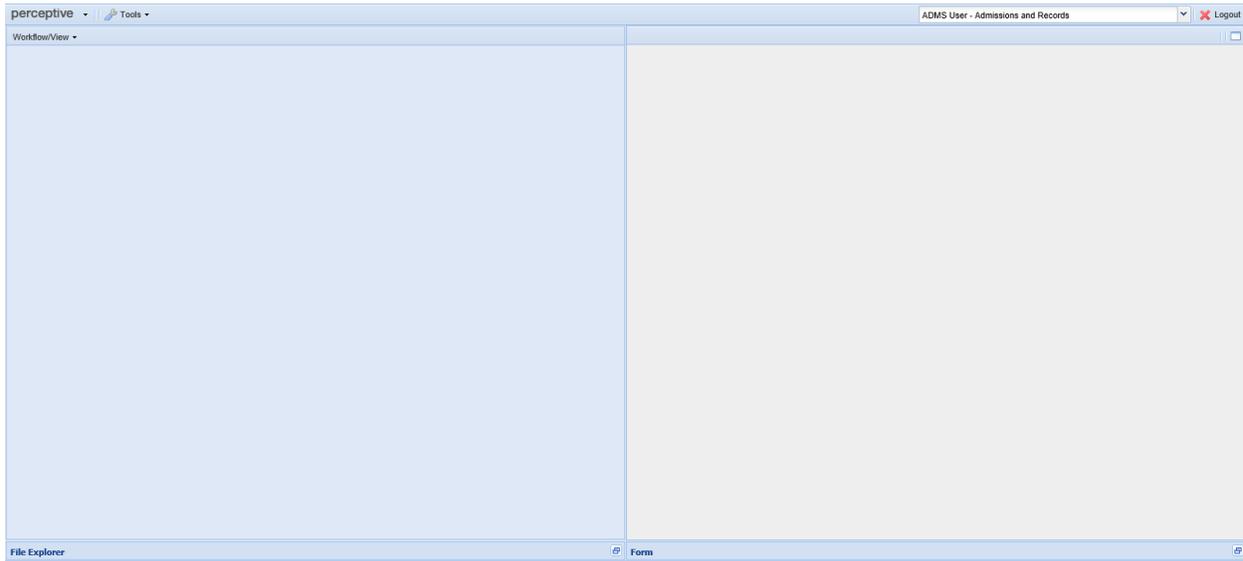
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Accept Decline

1 EULA for Nolij when you first log in

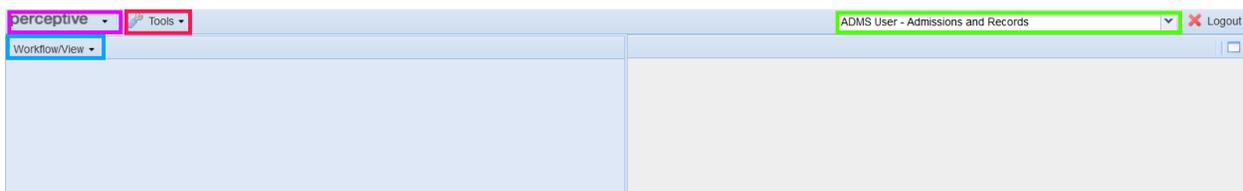
When you have successfully logged in you will see this window.



This window is generally the same for all users, though it may be different depending on what role you have.

To log out, simply hit the  Logout button that in the top right corner of the window. It is recommended that you also close your browser afterwards to clear everything.

General Layout



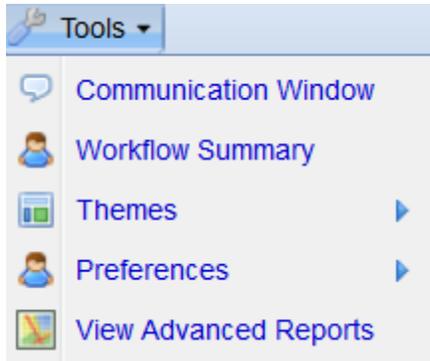
Here are some things you will see right away when you log in.

The **Perceptive** icon will open a small menu which tell you some small detail on the version of Nolij you are using. It will also open a user guide which goes into extraordinary detail on the use of Nolij (from a user perspective).

The **Workflow/View** icon allow you to choose what workflow/query you want to work in. Clicking on it will open a drop down window. You can have multiple workflows/queries open at a time and this will be covered in detail in another section.

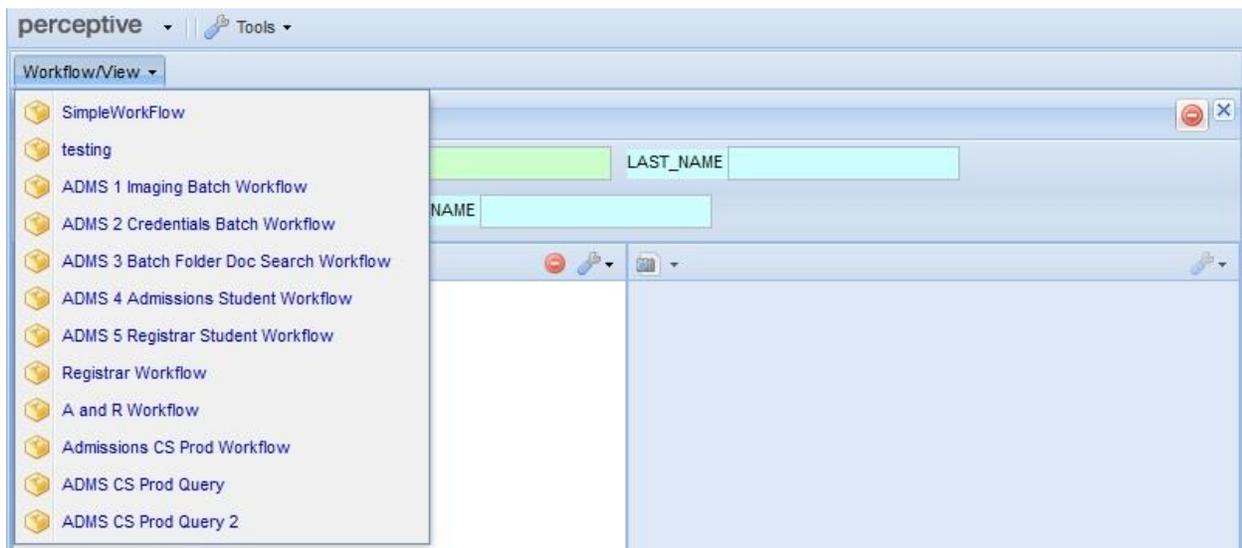
The **Green** field is the user role. Here you select which role you want to work in. Some users may have only one role whereas others will have multiple roles. No role is the same but they can be very similar.

The **Tools** icon will open a small assortment of items shown below. The Communication Window allows you to message other users (via FSUID) who are logged into Nolij. Workflow Summary displays a list of all workflow inboxes and their respective item counts. Themes is a user preference item that changes the color scheme of Nolij. Preferences is exactly what you expect it to be, user specific settings. It does not offer much but they are there if you want to change anything. Advanced reports is a tool that will not be covered in this guide.

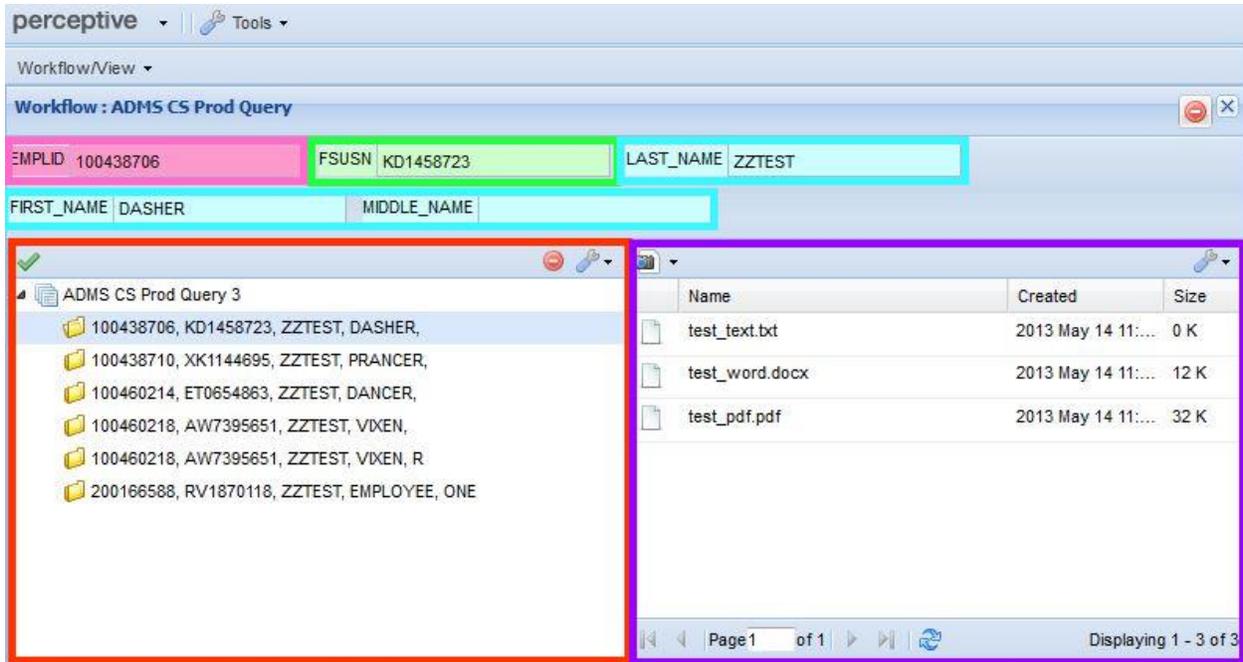


Accessing workflows and other queries

Now that we know the general layout of Nolij. We can start to query on students and access their folders. To begin, you may have to query. The most common workflow/query that you will be using will be **ADMS 4 Admissions Student Workflow**. Nolij also allows you to open multiple workflows/queries at once.



2 Nolij will allow you to open multiple workflows at once

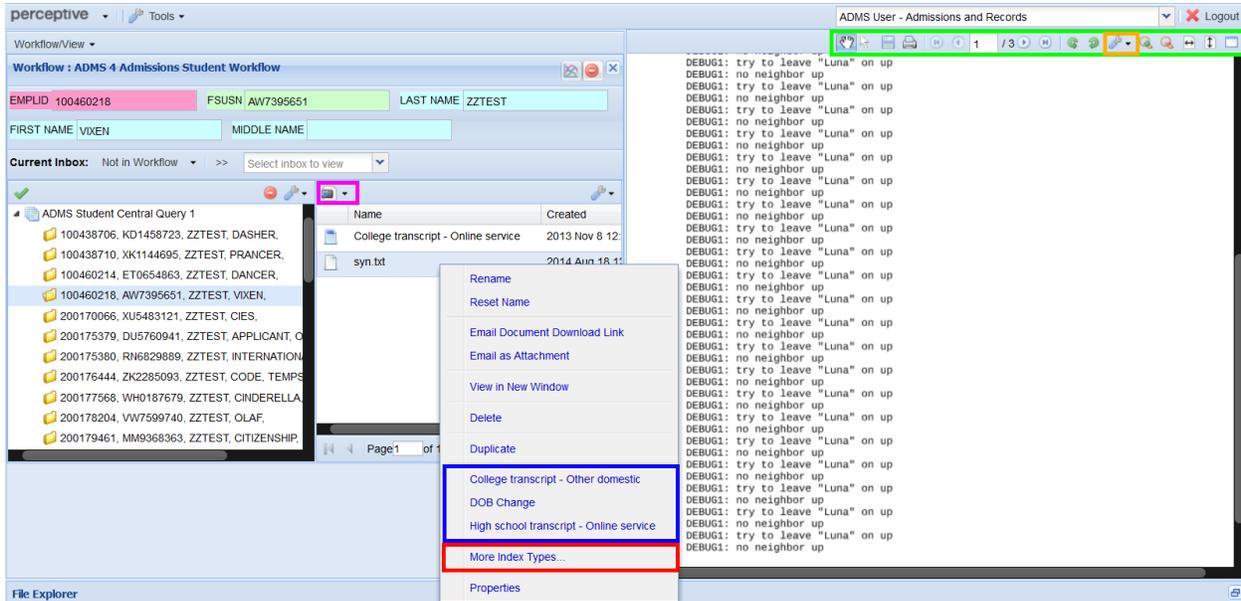


Everything in Nolij is stored in a folder. The primary identifier for these folders are **EMPLIDs**. Every student in Nolij has one. Nolij queries off of Student Central (Campus Solutions) for the students. So if they exist in Student Central, they will exist in Nolij.

You can look up a student using either their **EMPLID**, **FSUSN**, or their **FIRST MIDDLE LAST Name**. The student's folder, if any, will display on the **left pane**. Files within the folder will be displayed on the **middle pane** and an image of the document will be displayed on the right larger pane (not displayed here).

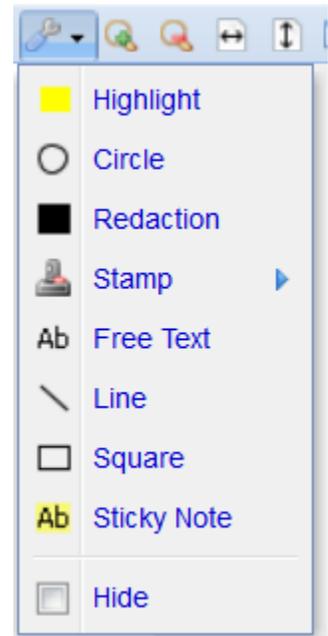
Doc Types, Imaging and scanning

This section will cover doc typing documents and briefly cover some of the imaging tools that Nolij is capable of. This will also include a small guide on how to scan documents into Nolij.



When viewing a student’s folder you may right click on a document to bring up the context menu. Here you can select a doc type for the document by selecting **More index Types...** any recently used doc types will be stored in the **Blue** portion of the context menu for quick access.

Scanning can be accomplished if you have a scanner attached to your computer with the correct drivers installed. You simply have to open a student’s folder and hit the arrow icon () next to the scan image to bring up a small context menu. If you are scanning multiple pages then you would tick the multiple page box (shown below). If not, simply hit the scan button to begin scanning.



The **Imaging tools** on the top right are accessed by opening a students’ document. Here you have access to very simple tools to manipulate the document. You can print, move through pages, rotate and zoom. The **Tools** icon displays more imaging tools (shown right) including stamps.