# Duke Graduate School Conference Travel Form Upload to Perceptive Content (Formerly ImageNow) for the Dean's Research Award for Master's Students

This document will outline the steps needed to upload applications for the Dean's Research Award for Master's Students into Perceptive Content (formerly ImageNow). This is the same process as that used for PhD conference travel forms, and uses the same Conference Travel capture profile. See Appendix A for instructions on how to set up the GS Conference Travel Printer capture profile if you do not have it already. NOTE: in May 2021 SISS changed how the capture profiles should be set up to work with Google Chrome instead of Internet Explorer. Please see Appendix A to adjust your GS Conference Travel Printer capture profile to the new settings.

1. The student will complete the application form. The form can be located on the award description page. Once the form is completed the student will submit the form to their department for approval.

2. The DGS will verify and sign the form manually and provide the signed document to the DGSA for upload into Perceptive Content.

3. The DGSA will scan the form, along with all accompanying documentation, save it as a single PDF, and process it as follows.

4. Open the student's record in PeopleSoft (DukeHub/SISS).

5. Navigate to the Student Program/Plan page: you can use the "View/Update Student Prog/Term" tile, but **NOT** the "Student Admin Center" tile. Select the Student Plan tab, and click on the ImageNow Linking button (as in the committee approval form upload process).

6. Open the PDF of the form and print it, selecting the Image Now Printer option.
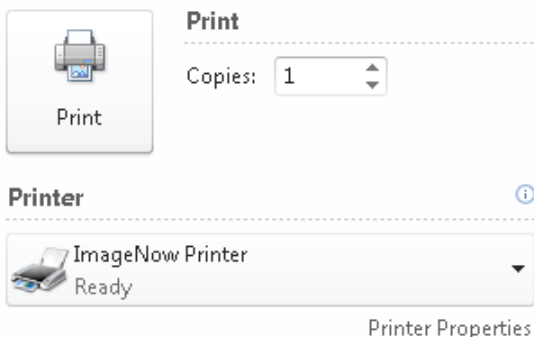
7. When the Capture Profile window opens, choose the GS Conference Travel Printer capture profile. See Appendix A if you do not have the GS Conference Travel Printer capture profile.
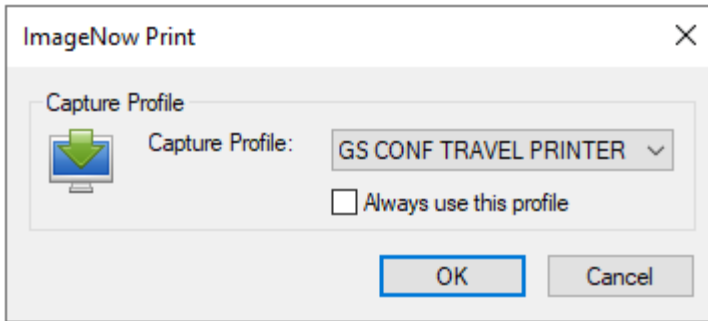
8. When the document appears in the Perceptive Content Viewer, verify that the student's information has populated in the panel on the right, and save the document.


10. The Office of Finance will process the form, append it to the electronic student record in Perceptive Content and notify the awardee and the DGSA via email. Any form with missing information will be returned to the DGSA for corrections.

APPENDIX A:
# Creating the GS Conf Travel Printer Capture Profile (DGSA only)

1. Log in to Perceptive Content.

2. Click on the arrow next to the word "Capture" and the panel below will appear.
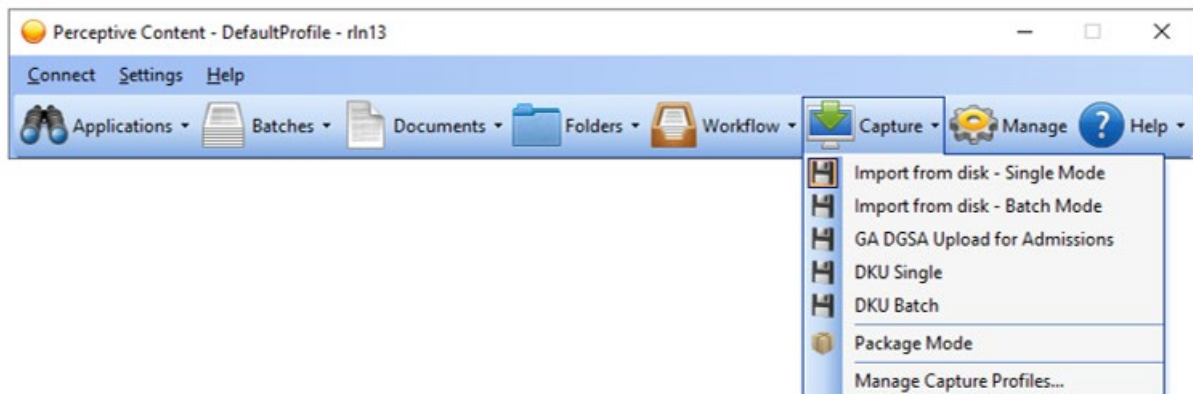
3. Click on "Manage Capture Profiles" and the following window will open.
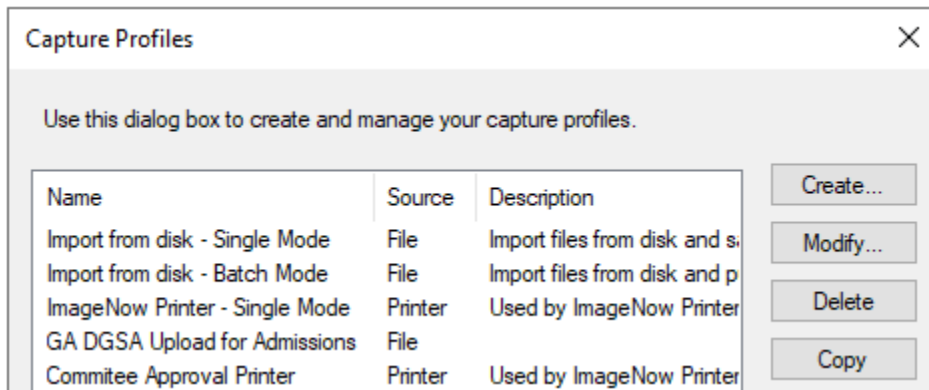
4. Check first to see if you already have a capture profile called GS CONF TRAVEL PRINTER. If you do, simply select it and click on the Modify button to confirm that your settings are set as shown below. If you do not already have the GS CONF TRAVEL PRINTER capture profile, you will need to create one. Select the "Image Now Printer – Single Mode" capture profile and click on the Copy button. The copy of the image Now printer will show as below. Select the copy and click on the Modify button.
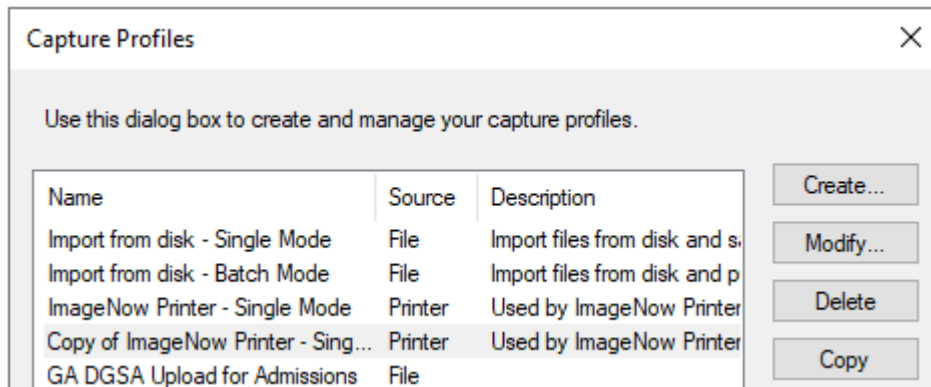
5. In the next screen, set the following values in the General tab:

Name: GS CONF TRAVEL PRINTER

Source: ImageNow Printer

Mode: Single

Send To: GS CONF TRAVEL XXX (as appropriate for your department)

Be sure that the checkboxes on this screen are NOT checked.

6. In the Single tab, set the Application Plan to WWALK - GS SRF Form.

   This is the new Application Plan to be used with Google Chrome beginning May 2021.
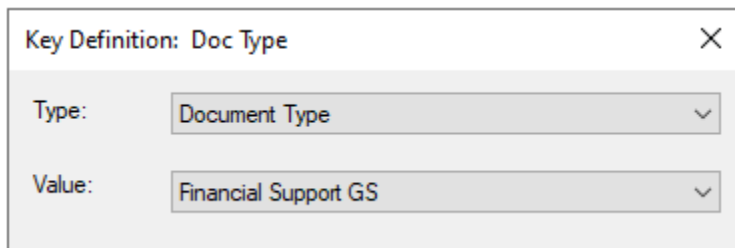

Be sure that the checkbox on this screen is NOT checked.

7. In the Document Keys tab, confirm that Type and Value are set as below.
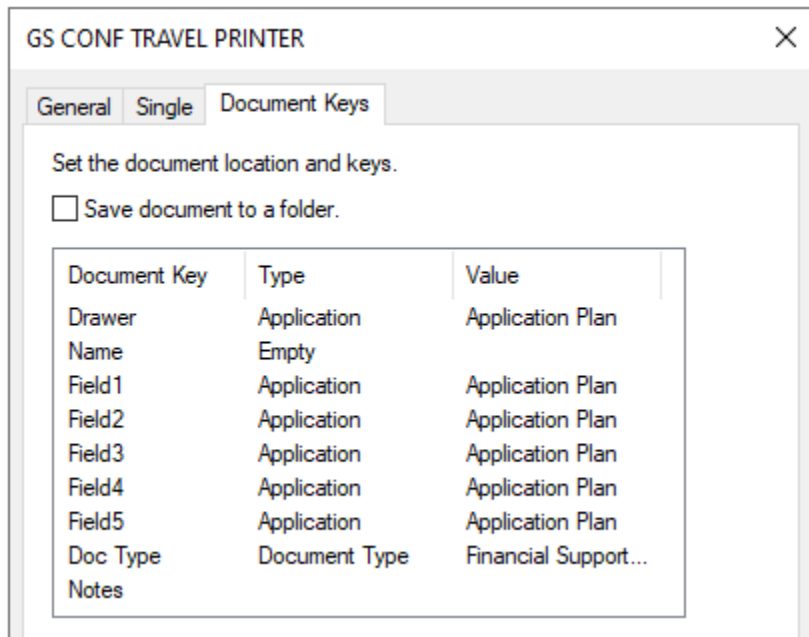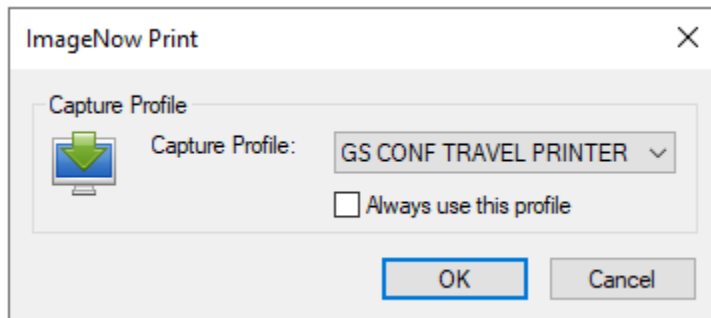

If you need to change a Type, double click on the row to open the editing window. The value of Doc Type should be set to Financial Support GS.

8. Click on the "OK" button and then on the "Close" button.

You should now be able to choose this capture profile when using the ImageNow printer.

Please contact grad-support@duke.edu if you need help with this process.