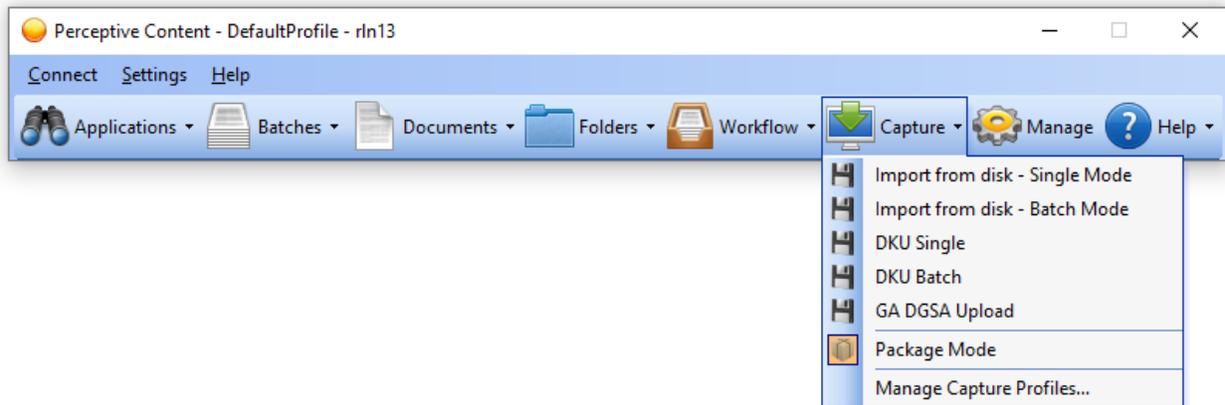


Duke Graduate School Document Upload to Perceptive Content (Formerly ImageNow)

This document will outline the necessary steps to upload documents into Perceptive Content (formerly ImageNow) to be attached to the electronic file of a student. Once the document is linked by the Graduate School, the document will be available for viewing in Perceptive Content.

1. Save the document on your computer as a PDF. Only PDF documents can be uploaded into Perceptive Content for this process; if you have questions on how to convert documents to PDF please contact your local IT support person or grad-support@duke.edu for assistance.
2. Log in to Perceptive Content.
3. Click on the Capture menu and select the “GA DGSA Upload” capture profile. Please see Appendix A for instructions on how to set up the capture profile if you do not have one already. (Note: If you have a “GA DGSA Upload for Admissions” capture profile, please rename it to “GA DGSA Upload,” since the Admissions Office is no longer using Perceptive Content.) NOTE: There are no changes needed to this capture profile due to the May 2021 change from Internet Explorer to Google Chrome.



4. A form will open. Fill in as much information as possible in the empty text boxes.

“LName,FName” (of the student), “Grad School office”, “ Department” and “Document Type” are required fields; the rest can be blank.

For “Grad School office,” please use the “**Grad Finances office**” option.

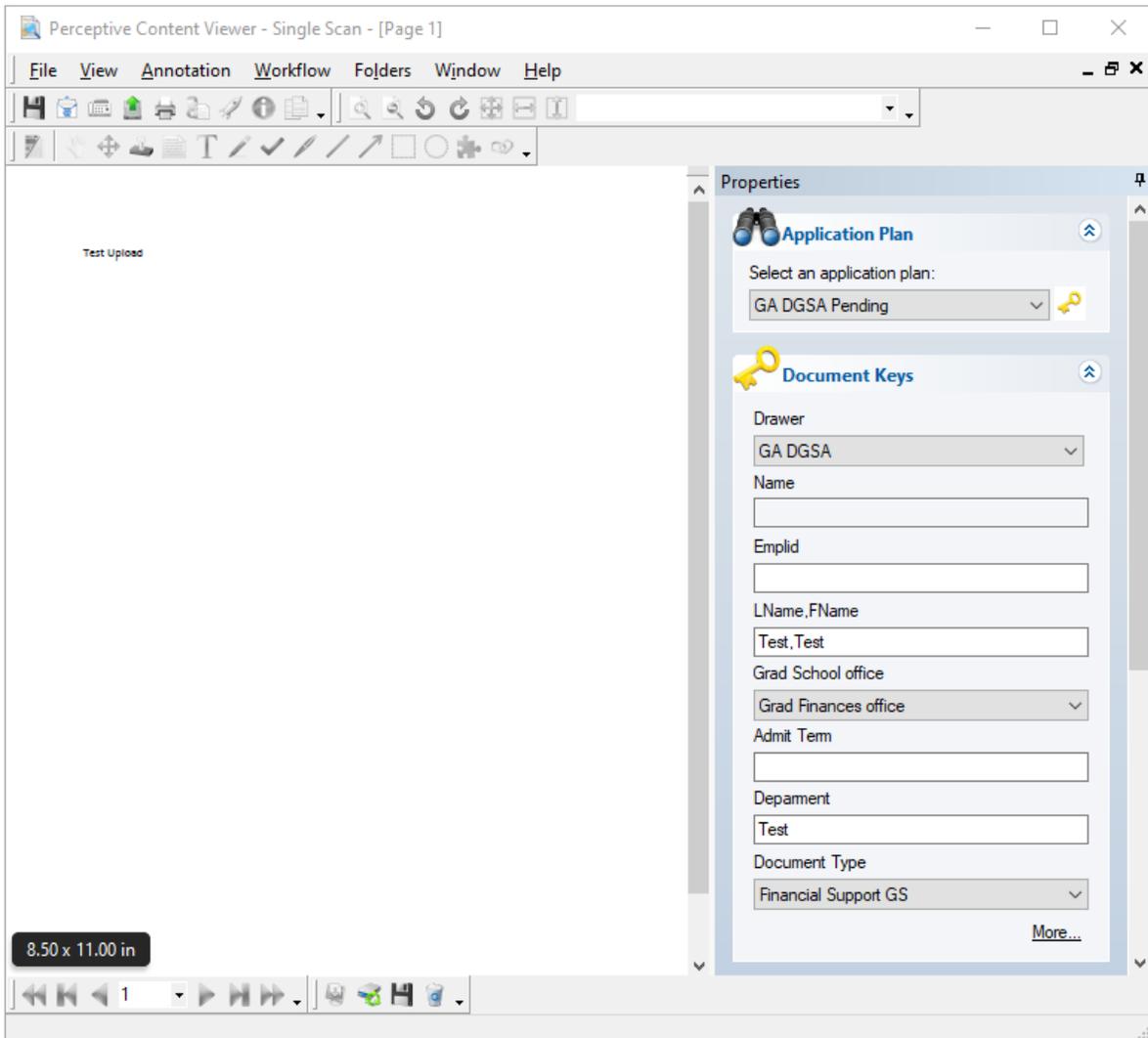
For “Document Type,” “**Financial Support GS**” should always be used.

FOR DKU: In the “Department” field, please indicate DKU MPH or DKU GHL.

Once you have the information filled in, click on the Capture button.

5. A window will open and you will need to navigate to where you saved the PDF document.

6. Select the document and it will open in the Perceptive Content viewer. Verify that the information provided in the previous form appears correctly in the Document Keys panel on the right.

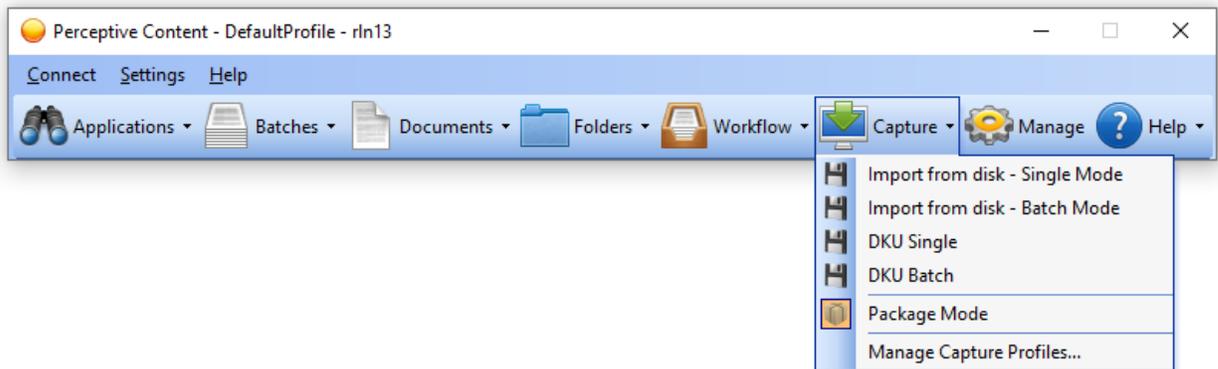


7. Once you have verified it, click on the save icon and the form will be uploaded to Perceptive Content. You will not be able to delete or update any document once it is uploaded. If you think you uploaded a document by mistake, contact The Graduate School for assistance.
8. The Finance office will review the uploaded document and append it to the student's record.

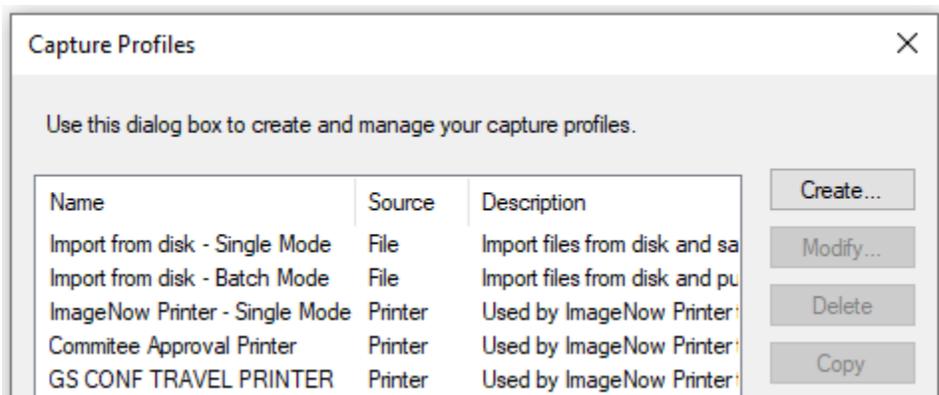
Appendix A:

Creating the GA DGSA Upload Capture Profile

1. Log in to Perceptive Content.
2. Open the Capture menu by clicking on the arrow next to the word "Capture" and select Manage Capture Profiles.



3. In the next window click on the Create button. (Or, if you already have the GA DGSA Upload for Admissions capture profile, select it and click on the Modify button to rename it and check your settings.)



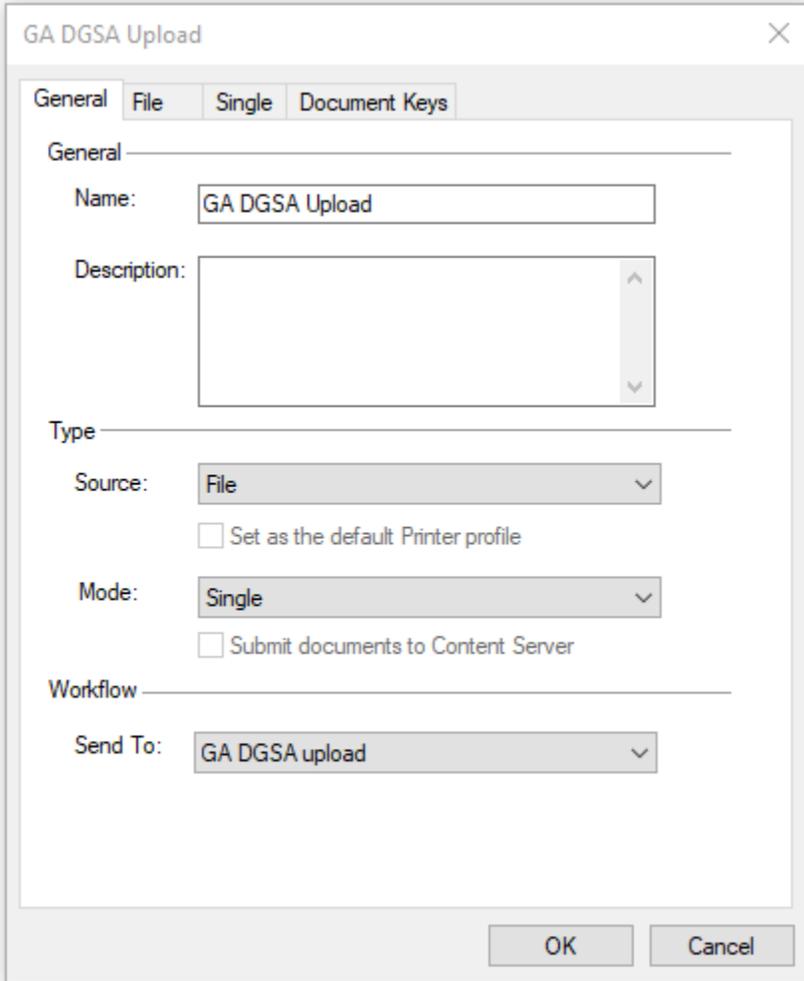
4. In the General tab, set the following:

Name: GA DGSA Upload

Source: File

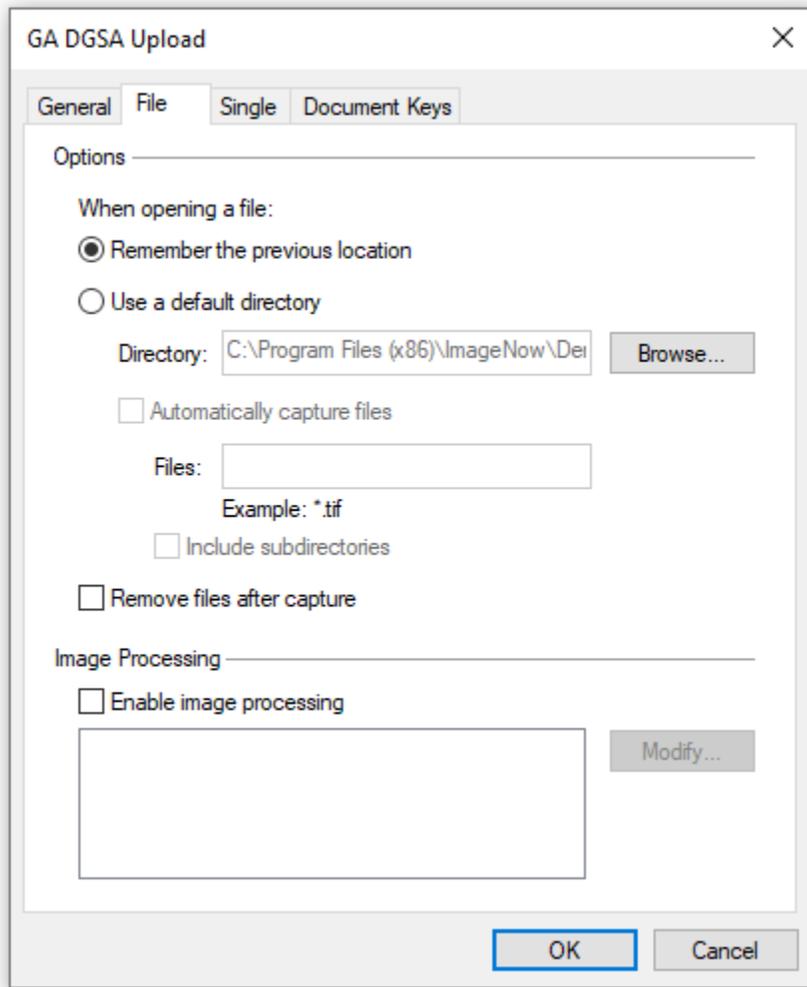
Mode: Single

Send To: GA DGSA upload

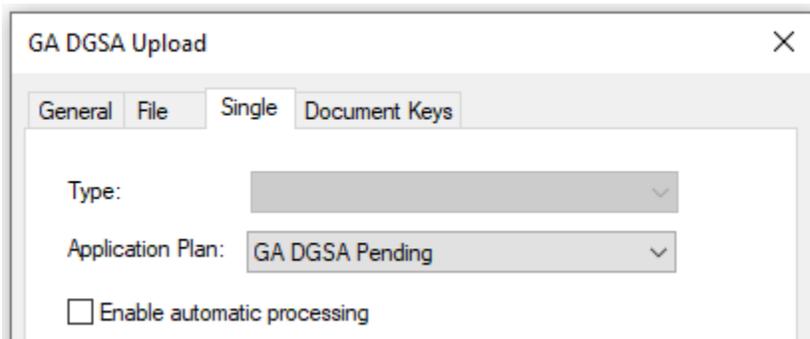


The image shows a dialog box titled "GA DGSA Upload" with a close button (X) in the top right corner. The dialog has three tabs: "General", "File", and "Single", with "General" currently selected. The "General" section contains a "Name" field with the text "GA DGSA Upload" and a "Description" field which is empty. The "Type" section includes a "Source" dropdown menu set to "File", a checkbox labeled "Set as the default Printer profile" which is unchecked, a "Mode" dropdown menu set to "Single", and another checkbox labeled "Submit documents to Content Server" which is unchecked. The "Workflow" section has a "Send To" dropdown menu set to "GA DGSA upload". At the bottom of the dialog are "OK" and "Cancel" buttons.

5. No changes are needed in the file tab.

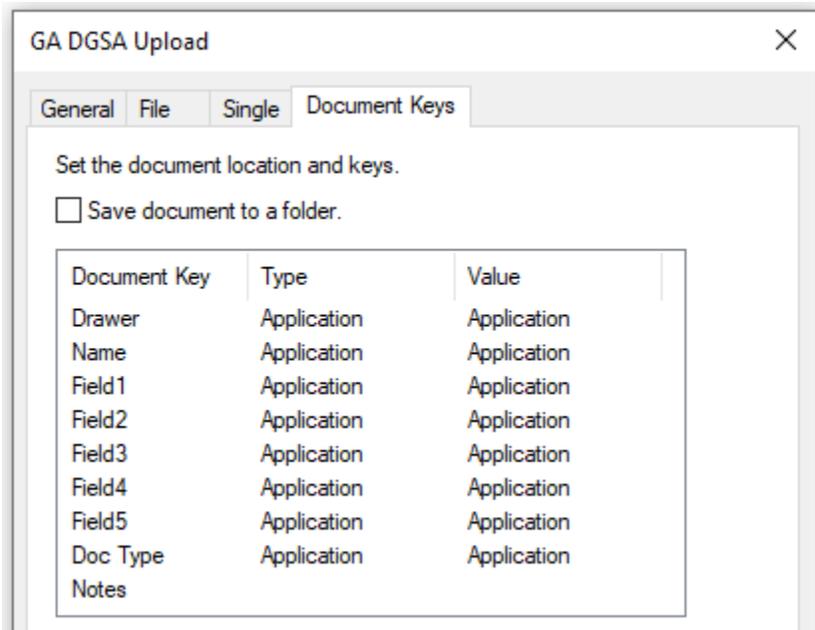


6. In the Single tab, select the GA DGSA Pending Application Plan from the drop down menu



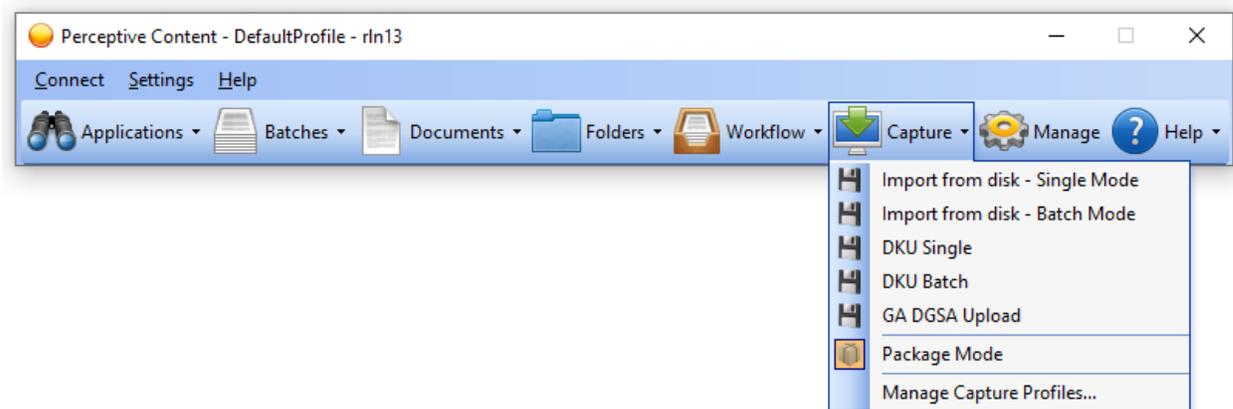
Be sure that the checkbox on this screen is NOT checked.

7. In the Document Keys tab, confirm that Type and Value are set to "Application" as below. If you need to change a Type, double click on the row to open the editing window.



8. Click OK and then Close.

Your new capture profile should now show in your Capture menu:



For assistance with this process please contact grad-support@duke.edu