



# SAN DIEGO STATE UNIVERSITY

---

## MARKVIEW USERS GUIDE

*Revised April 2006*



<http://bfa.sdsu.edu/~leap>

## Table of Contents

- I. What are the MarkView Data Management and Imaging System? ..... 3
  - Introduction to Imaging ..... 3
  - Introduction to Workflow ..... 3
  - Overview of SDSU's Workflows..... 4
- II. Using MarkView ..... 7
  - MarkView Toolbars ..... 7
  - Markup Functionality ..... 7
  - Defining "View" ..... 7
  - Identifying Markups..... 8
  - Applying Markups ..... 8
  - Deleting Markups..... 8
- III. Using the Web Inbox ..... 9
  - Defining and Using the Web Inbox ..... 9
  - Reviewing and Retrieving Work Items..... 9
  - Granting another User access to your Work Items ..... 10
- IV. Viewing Images ..... 11
  - Printing..... 12
  - Faxing..... 13
- V. How to Process Work Items ..... 13
  - E-mail Notifications ..... 13
  - Processing Vendor and Travel Invoices ..... 13
- VI. Appendix ..... 19
  - Markup Definitions..... 19
  - Menu Options and Image Handling ..... 26

## I. What are the MarkView Data Management and Imaging System?

The MarkView Document Management and Imaging System allow you to view and use electronic images of any size or type on your computer. It allows you to create markups, or annotations, to be applied to any image just as you would markup a document. MarkView is especially designed for the Oracle environment. The MarkView Imaging System is integrated with the ORACLE database, tools, and applications.

*This chapter covers the following topics:*

1. Introduction to Imaging
2. Introduction to Workflow
3. SDSU's Procurement and Accounts Payable workflows

### *Introduction to Imaging*

Imaging is the ability to capture, store, retrieve, display, process, and manage business information in digital form. What are the values of document imaging?

**Cost / Time Savings** — There will be less time spent transferring paper documents from person to person or digging through filing cabinets looking for papers.

**Loss Prevention** — Images are stored permanently in an electronic format on a document server. There is no risk of misplacing or losing the document as there is with paper.

**Shared Access** — Images are stored in a system at a location allowing many privileged users to view and/or apply markups to a document.

**Added Security** — The MarkView Imaging System provides additional security to documents by providing a means of restricting what images and markups users have the ability to view and edit.

**Less Storage Space** — since all images are stored on the document server, the space previously needed to physically store paper documents is no longer needed.

### *Image Capture*

How are documents added to the MarkView System?

**Scanning** — Documents are scanned and converted into electronic images that are stored in the MarkView System using a MarkView Scan. Manual purchase requisitions and vendor invoices are examples of documents that are usually scanned into the MarkView System.

**Faxing** — Images enter the MarkView System as an electronic fax transmission using the MarkView Fax Server, then stored in the System.

**Image Rendering** — Data or text is created into an image based on a template. Purchase orders will be rendered as electronic images based on the purchase order data entered into the ORACLE database.

### *Introduction to Workflow*

A Workflow is a series of processes from beginning to end, which includes the steps needed in order to execute or perform a particular task or job. Workflow Management Systems provide procedural automation of business process by managing the sequence of work activities and the invocation of appropriate human and/or IT resources associated with each activity. What are the system benefits of workflow management?

Implement improved workflows

Help create consistency

Ensure necessary steps are taken for each business process

Provide value to manual processes

Automate manual sequencing, decision rules, routing information, etc.

---

*Workflow Terminology*

Work Item — an individual piece of work, which is the central focus of the Workflow system.

Image — a single page of a MarkView Document, or an electronic rendition of a paper document.

MarkView Document — the collection of images that make up one scanned document.

Queue — A temporary holding area for work items. Queues represent points or steps in the workflow where a work item pauses and where system processes are completed, events are triggered, and/or Users retrieve and interact with the document.

Working Folder — represents a "To Do" list for a user by displaying a list of retrieved work items that are pending processing. The working folder is used to retrieve work items from authorized queues for processing. It locks the work item from access by other users, and provides a means for users to review and process work items by viewing and interacting with the document image and/or associated ORACLE transaction record.

Route — the path the work item follows during its cycle through the workflow.

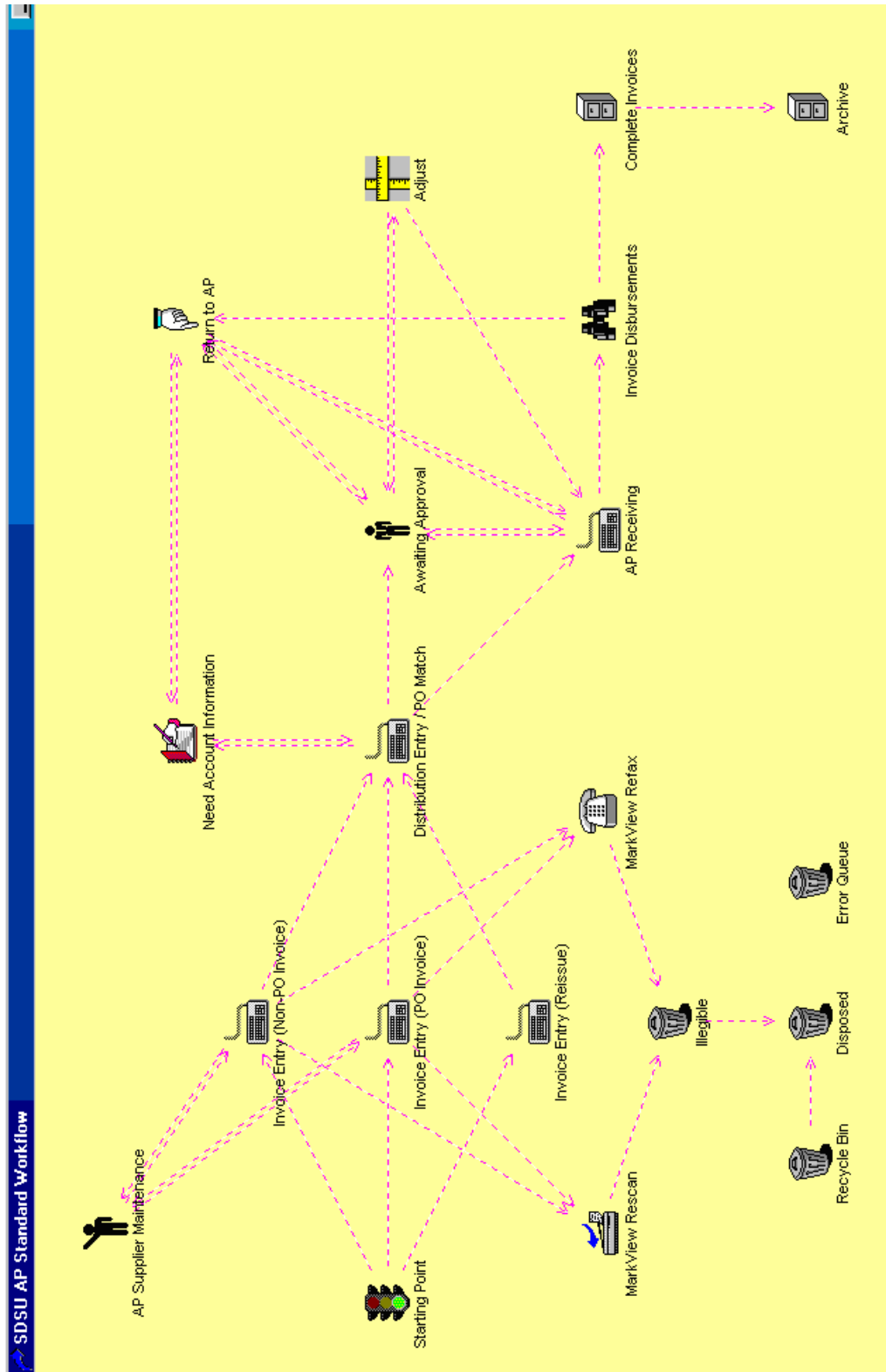
Rule — the logic used to define when and what will trigger a work item to move from one queue to the next. Rules define actions that need to be taken, system events that need to occur, and user interaction that must be completed before a work item is routed.

Role — the responsibilities and/or privileges defined for each user involved in the workflow process.

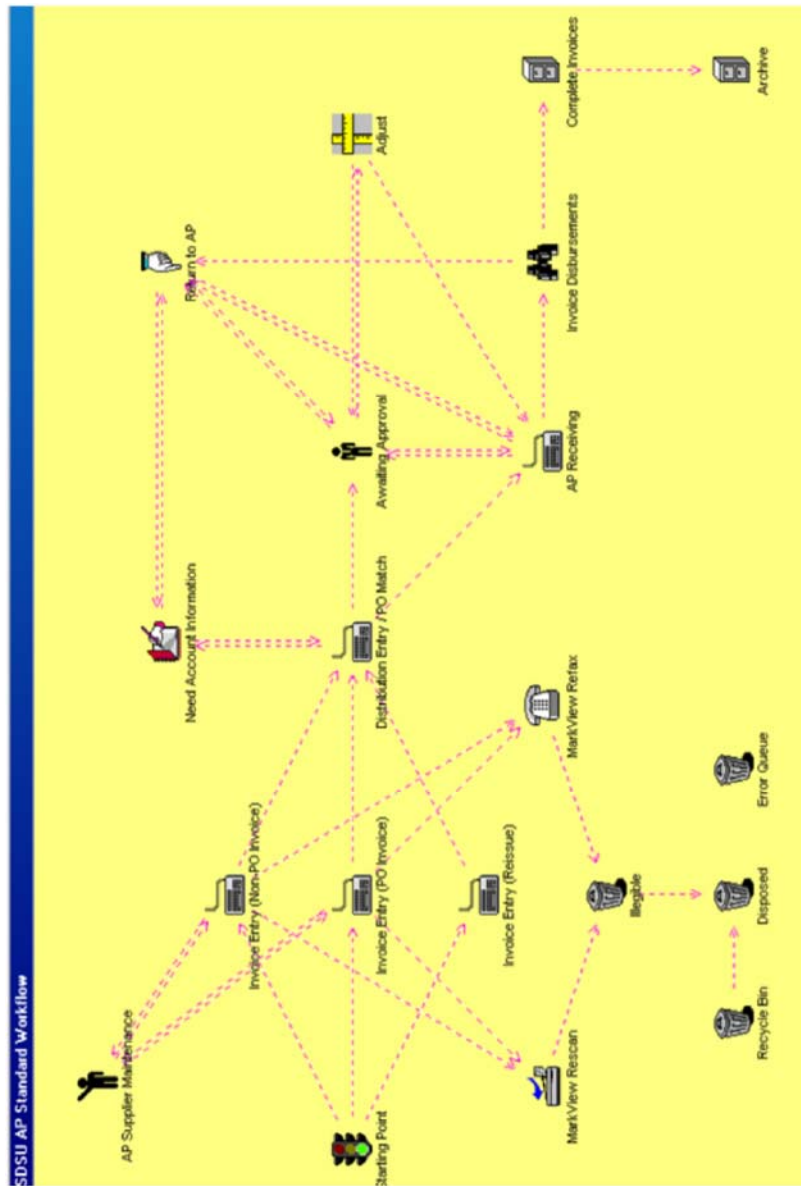
*Overview of SDSU's Workflows*

This section provides a high level overview of the workflow processes. The diagrams on the following pages illustrate the queues and routes that each business workflow will follow. The rest of the manual explains each task in which you may be involved, and provides detailed steps and screen shots to walk you through the processing of work items.

Invoice Workflow (Non-PO, PO and Reissue)



Travel Workflow



## II. Using MarkView

*MarkView is the tool used to view, navigate through, and annotate document images. Each component is defined below:*

Title Bar — Displays the name of the current MarkView document

Markups — Annotations applied to an image.

Markup Toolbar — Provides all available annotations for marking up your image

Standard Toolbar — Provides basic navigational tools for working with MarkView documents. All toolbar functions are also available by right-mouse clicking on the image.

### *MarkView Toolbars*

The Markups Toolbar and Standard Toolbar are automatically displayed when MarkView images are launched.

#### *The Standard Toolbar*

The Standard Toolbar provides you with basic navigational and functional tools, such as saving, rotating, zooming in and out, moving between pages and documents, and launching the Markups toolbar.

#### *The Markups Toolbar*

The Markups Toolbar is used for adding annotations to documents. The exact number and type of tools available on your toolbar may vary, depending on your responsibilities and roles in MarkView.

*If you do not see the markups Toolbar in your window you can:*

Click the Markups Toolbar button on the Standard Toolbar, or

Right-mouse click on the image and select Markups / Show Markups

### *Markup Functionality*

The MarkView System provides a means of applying annotations to electronic images, just as you would mark up or annotate paper documents. You can highlight important sections of your document, add rubber stamps, attach sticky notes, input data on a form, add text comments, and draw arrows . . . just to name a few. Some markups are designed to function as forms, and are used to capture information and/or trigger responses.

Markups also play an important role in the workflow automation. Some markups have Intelligent Processing associated with them, which means that they actually tell the system to route work items from one queue to the next, depending upon the type of markup. For instance, when Accounts Payable places a Need Account Information markup on an invoice, the work item is electronically routed to someone who can provide the account information needed for further processing of the invoice.

Markups do not alter the original document image. Markups are stored in the database, while images are stored on the document server. When an image is retrieved, the system identifies the appropriate views and markups and displays them along with the image.

### *Defining "View"*

The MarkView System has a management tool called a View that essentially groups similar markups together. Views provide organization and security to the application, editing, and viewing of markups. Each View is like a clear overlay on top of the original image. Markups are not applied directly to an image, but rather to a View. One image can contain markups from many different Views at the same time. The markups never alter the original image.

*You may see three different Views:*

1. Purchasing View
2. AP View

### 3. Outbound View

The Purchasing View is the View that is automatically sent via an e-mail notification, for those items processed by Procurement Services. The AP View is the View that is automatically sent via an e-mail notification, for those items processed by Accounts Payable. The Outbound View is the View that is sent out via a "Generic Fax" or "Generic E-Mail".

#### *Identifying Markups*

Once a markup has been applied and saved, you can view information regarding the markup. The Standard Toolbar has a Markups Info Tool icon. When this tool is selected, the mouse cursor icon will change to an arrow with the Markups Info Tool image beside it. Move the mouse cursor over a Markup to view specific information, such as:

- What View the markup is located in
- Who applied the markup
- What type of markup it is
- When the markup was last modified
- What the current save status of the markup is

The information displayed by this tool is setup in the Preferences window, which can be accessed by right-mouse clicking, and then selecting the File / Preferences menu option.

#### *Applying Markups*

Markups are applied using the Markups Toolbar. The Markups Toolbar only becomes active when an image is displayed. If no image is displayed the toolbar will be visible, but the markup icons will be gray, indicating that they are inactive. Many markup tools are also available by right-mouse clicking and selecting the Markups menu option.

#### *How To Apply Markups*

1. Select the appropriate markup from the toolbar by clicking once on the markup icon.
2. The mouse cursor will change depending on which markup type you've selected. For example, if you select a Sticky Note, the mouse cursor changes to a sticky note pad.
3. Apply the markup to the image by clicking once on the image where you would like the markup to be applied.
4. When finished, Save in MarkView. You can save by:
  - a. Clicking the Save icon at the top of the Standard Toolbar, or
  - b. Right-clicking on the image and choosing Save All
5. Once you have completed the process of applying markups, change the mouse cursor back to the Standard Pointer by clicking once on the Black Arrow icon on the toolbar, or by right-mouse clicking anywhere on the image.

#### *Deleting Markups*

Markups can be deleted from images prior to being saved. A markup cannot be deleted after it is saved.

#### *Deleting Single Markups*

*There are two ways to delete a single markup:*

1. Select the Markup by clicking on it once, then press the [Delete] key, OR
2. Select the Markup, right-mouse click on it, then select the menu option Cut or Clear.

#### *Deleting Multiple Markups*

You can select a group of markups to delete at the same time, rather than deleting them individually.

*To delete a Selected Group of markups:*

1. Click on each markup you wish to delete while holding down the [Shift] or [Ctrl] key. Continue holding the [Shift] or [Ctrl] key until all markups are selected, then release the [Shift] or [Ctrl] key. The markups should have a selection border around them, or
2. Press the [Delete] key, or
3. Right-mouse click on one of the selected markups, then select the menu option Cut or Clear.

### III. Using the Web Inbox

This chapter walks you through the procedures for using the Web Inbox, which is used to process work items needing your attention. Topics covered in this chapter are:

- Defining and Using the Web Inbox
- Reviewing and Retrieving Work Items
- Changing your MarkView Password
- Granting another User Access to your Work Items

#### *Defining and Using the Web Inbox*

Most Campus users will process work items via a web-enabled tool called the MarkView Web Inbox. This tool provides Users with access to MarkView documents through Oracle applications. When appropriate to the workflow, e-mails are generated and sent by MarkView to notify you of work items that need processing. The e-mails contain a URL linking you to the Web Inbox application. When you click the URL, your default browser launches (Internet), prompts you for your Oracle user name and password. Next you'll navigate to your web inbox to view items that are currently pending your review or approval.

*The image below is an example of what the Web Inbox looks like:*



#### *Reviewing and Retrieving Work Items*

*Follow the steps below to process items via the Web Inbox application:*

1. Open your email as normal and single-click the URL, or.
2. Access the following URL directly in your browser:  
<https://lilly.sdsu.edu:5400>
3. All retrieved work items will be listed in the browser. Use the supplied information (Queue, Enqueued Time, User, Retrieved Time, Priority, etc.) to aid in the review of this work item.



4. Click the Image link to view the image for a specific work item.



- Click the Work Item Description link to review additional information regarding a specific work item. The descriptions and data contained here will change based on the Document Type.



- Click Back to return to the main page.



- Click Print to print this Web Page. Click Refresh to refresh the data contained in the page. Use these buttons rather than the icons located on the Internet Explorer toolbar.

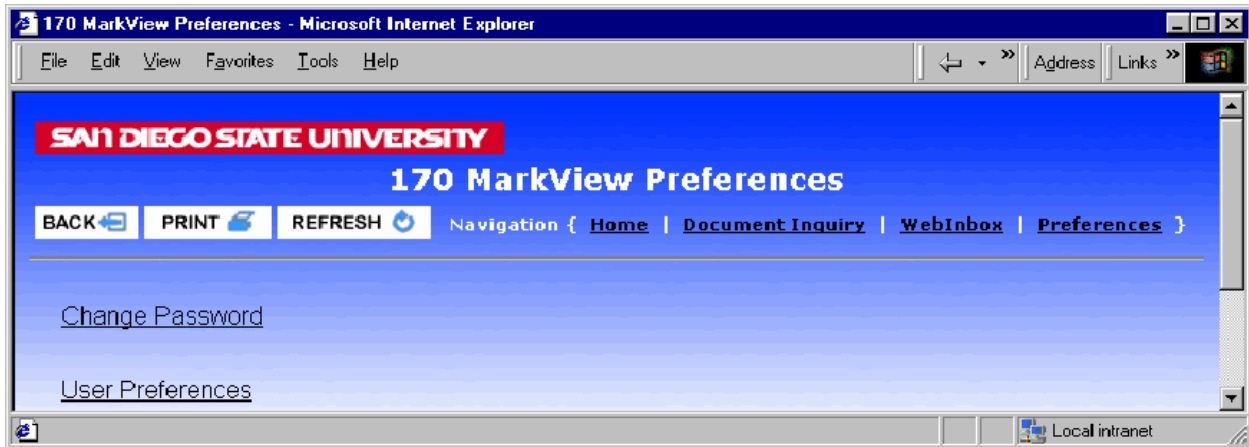
Image	Work Item Description	Queue	Enqueued Time	User	Retrieved Time	Priority	Work Item Class
	GIARRATANO LANDSCAPE (1762)	Distribution Entry / PO Match	02/09/2002 12:23:50	NATASHA MANUS	05/13/2002 03:35:53	20	Standard Invoice

- When an invoice is routed to you, it will automatically appear in your Inbox. You no longer need to click "Pending Work Items" and retrieve your invoices from a pending queue.

*Granting another User Access to Your Work Items*

If you will be out of the office or on an extended leave, you can designate someone else to have access to your work items.

Select the Preferences link in the Navigation area at the top of the page. The 170 MarkView Preferences page will open, displaying two options: Change Password and User Preferences, as shown below.



- Select the User Preferences option.
- The Preferences web page will open:

3. Type the designated person's MarkView user id in the Alternate User ID field and click Update.

Once updated, the User specified will view both YOUR work items and THEIR work items when viewing the contents of their Web Inbox. The alternate user will also be able to retrieve invoices from your Pending Queues.

4. To delete this User's access to your work items, click to place a check mark in the Delete Alternate Assignment check box, and click Update.
5. Click Reset to clear the form.

#### IV. Viewing Images

You can view images of purchase requisitions, purchase orders, vendor and travel invoices, and other supporting documents at any time. There are two different methods for viewing images, as explained below. viewing documents via the web inbox

Images of purchase requisitions, purchase orders, vendor invoices, travel invoices, and other related documents can be viewed at any time via the Web Inbox. Purchase requisition and purchase order images are rendered, which means the Oracle data related to the purchase order or requisition is formatted by MarkView to form a representation of a document.

*Follow the steps below to view the image of any of these documents.*

1. Log into Oracle and navigate to your web inbox.
2. Choose the Document Inquiry option in the Navigation area at the top of the page. The 170 MarkView Document Inquiry page will open.
3. Select the document type ( or entity), then enter the document number of the image you would like to view, and click the SEARCH button.

If you have received an e-mail notification of a purchase order image, you can click on the URL in the body of the e-mail to launch Oracle, navigate to your web inbox.

#### *Viewing Vendor or Travel Invoices*

Vendor or travel invoices, along with other related documents, can also be viewed at any time by finding the invoice record in Oracle Production, then using the Attachments button to view associated images.

*To open the Invoice record in Oracle Production:*

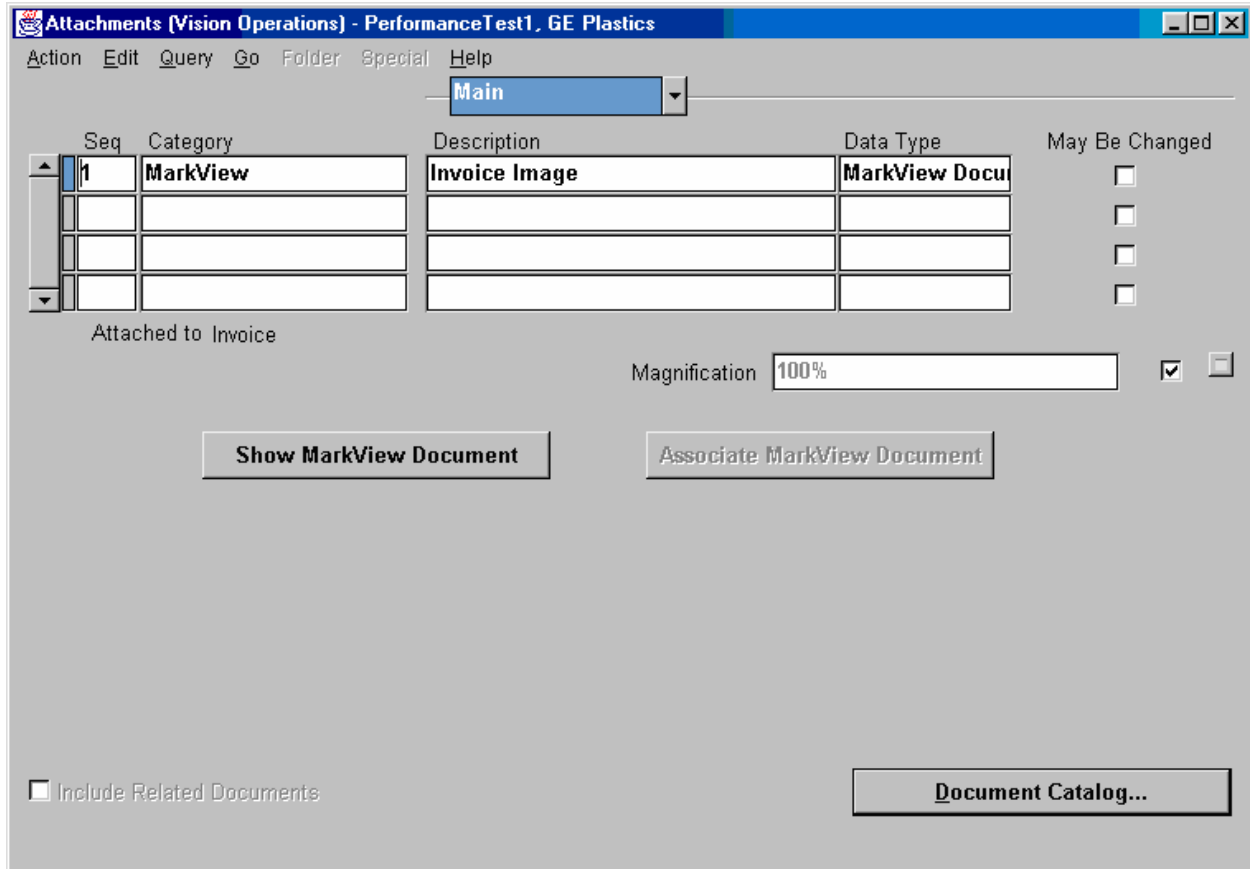
1. Log into Oracle Production at <https://lilly.sdsu.edu:5400>.
2. Choose the Payables Inquiry responsibility.
3. In the Navigator window, choose Invoices / Invoices. The Find Invoices window will open.
4. Enter your criteria in order to search for the invoice number. In most cases, you will either search by PO number, or by invoice number and supplier name. (For travel invoices, the supplier name will be the name of the person who traveled.) Click the Find button.



- Once the Oracle transaction is opened, click the Oracle Attachments button to open the Attachments form.

Note: When an Oracle record has one or more attachments already associated to it, the Paper Clip on the Oracle Attachments button will have a white piece of paper beneath it.

- The Oracle Attachments form will open.



- Click the Show MarkView Document button.



Note: MarkView attachments are designated with a Data Type of MarkView Document.

- The MarkView viewer launches, and displays the requested attachment in the window.

Note: Images of Purchasing documents cannot be viewed from the Attachments form of the Oracle requisition or purchase order record.

### Printing

The MarkView System also provides you with the ability to print hard copies of documents.

#### Direct Windows Print

To print an image, choose File/Direct Print from the right-click menu. The MarkView System sends the print request to the network printer your personal PC prints to by default. This print option displays the standard Print window seen when using any Windows application. You have the same functionality through this window that you would normally have. The system will print the current image just as it is displayed.

---

### *Print Preferences*

You have the ability to set certain Printing Settings using the Preferences window. Select File/Preferences from the right-click menu and click the Print tab to view all print options. Clicking the Sticky Text Font button allows you to specify a font for printing sticky note text.

### *Faxing*

The MarkView System provides you with the ability to fax copies of documents. MarkView Fax requests are processed using the MarkView Fax Server. The Fax Server software is capable of faxing document images and allows you to specify which views of markups to fax along with the original image. To fax a document that is currently being displayed in the MarkView viewer, select File/Fax Request from the right-click menu or use the [Alt+F1] Accelerator key. Both methods will open the MarkView Submit Fax Request dialog window.

Enter the appropriate faxing information and comments on the left side of the window. Click in the Fax column to choose which Views to fax (a fax icon will appear in the column), choose the Page Range information on the right side of the window; then click the OK button.

The outbound view is chosen by default when faxing an image, and contains no markups. If you choose to fax the AP View or Purchasing View of an image, the fax will include any markups applied to the image.

## V. How to Process Work Items

This chapter walks you through the specific procedures for processing work items. Topics covered in this chapter include:

- E-Mail Notifications
- Retrieving Pending Items
- Processing Vendor and Travel Invoices

### *E-mail Notifications*

If you have any outstanding work items that need processing, you will receive an e-mail notification from MarkView once a day as a reminder. You will receive an e-mailed reminder if:

- You have retrieved work items pending in your Web Inbox which need processing
- You have work items pending that were specifically sent to you, which may not be in your Web Inbox yet.

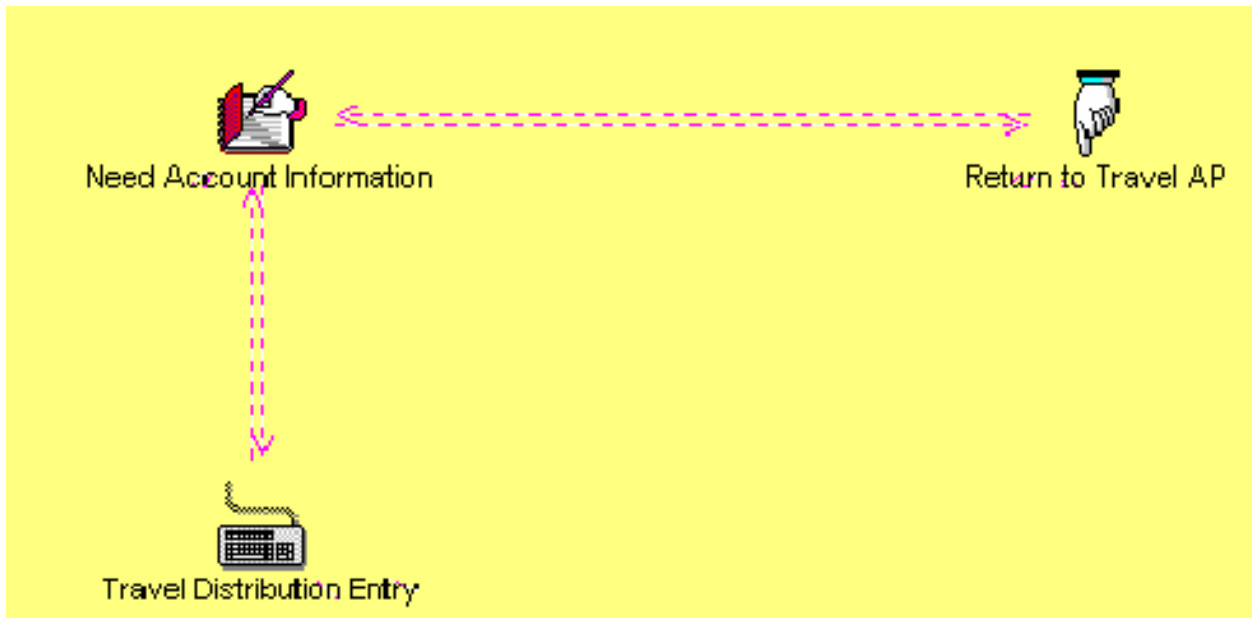
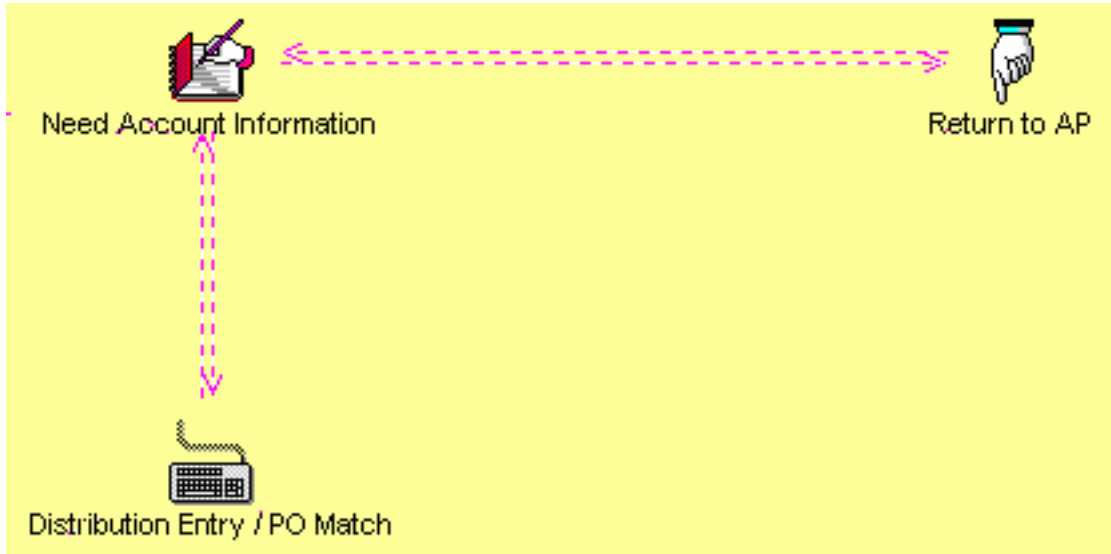
The e-mail notification contains the following text: "You currently have items in your Working Folder and/or pending items that have been sent to you. Please access your Working Folder via Oracle Applications or click on the following link to launch your Web Inbox"

Click on the URL link provided in the email to log into Oracle. Your pending work items are automatically shown in your Inbox after you log into Oracle. You no longer need to click "Pending Work Items" and retrieve the items.

### *Processing Vendor and Travel Invoices*

Vendor or travel invoices may be routed to you by Accounts Payable in order to obtain account information or an approval before they complete their processing of the invoice, providing Account Information.

*Providing Account Information*





If a Needs Account Information markup has been placed on a work item by Accounts Payable staff, the item will be automatically routed by MarkView to the Needs Accounts Information queue. This queue is filtered, so only you can retrieve those work items sent to you that need account information. Follow the steps below to provide the account information requested.

1. Locate and double-click the Needs Account Information markup on the image. This markup will indicate what type of information AP needs from you.



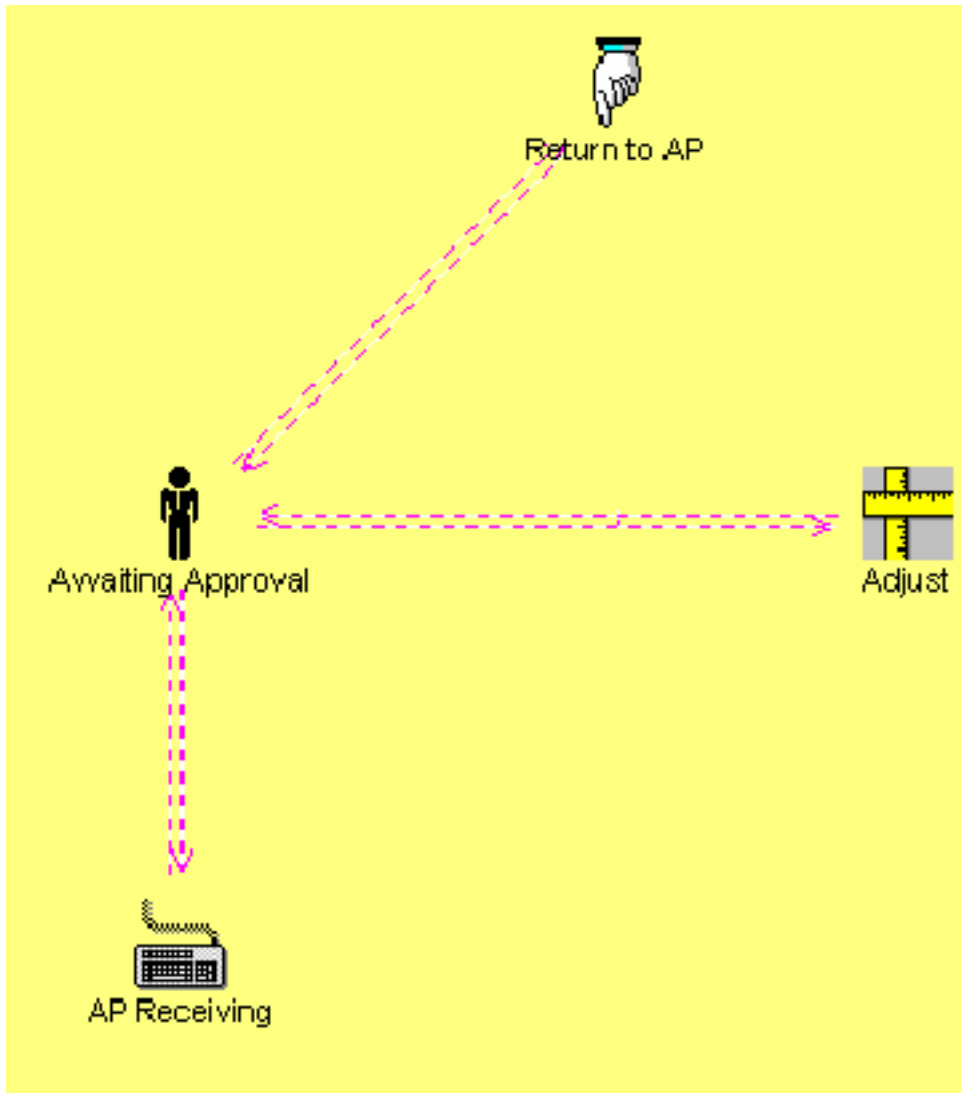
- Use the information contained in the work item details, the image, the markups and the table below to determine how to process this item.

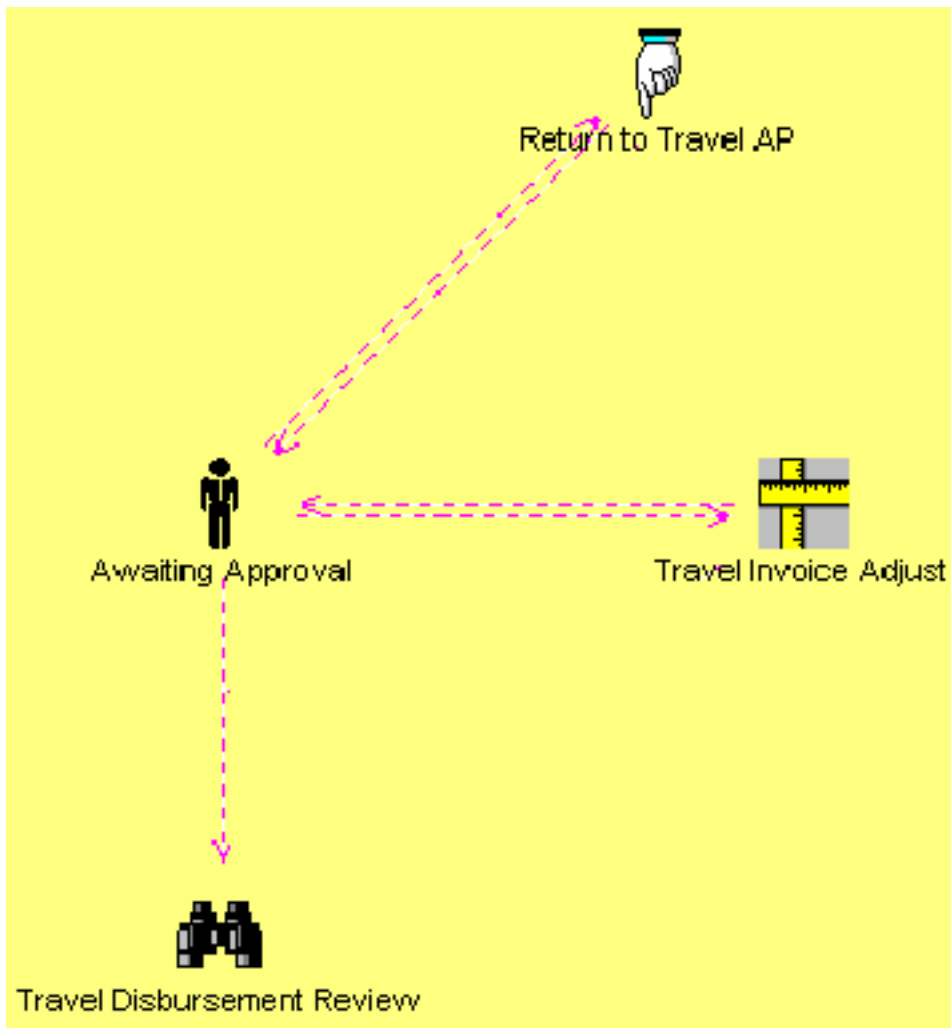
IF...	Then apply the... Markup to the Image	AND...
You are able to supply the account information for Distributions...	<b>Account Information</b> 	Type all requested information into the <b>Account Information</b> area of the markup.
You need to forward the document to someone else...	<b>Need Account Information</b> 	Choose a person to forward the item to by using the “F9” key, and type a note of explanation in the <b>Account Information</b> area of the markup. Once saved, the work item will transition back to the <b>Distribution Entry\PO Match Queue</b> .

- SAVE your markup(s) by clicking the Save All icon at the top of the Standard toolbar (on the right side of the image).



*Approving Invoices*










If a Route to Approver markup has been placed on a work item by Accounts Payable staff, the item will be automatically routed by MarkView to the Awaiting Approval queue. This queue is filtered, so only you can retrieve those work items sent to you that need approval. Follow the steps below to approve the work item.

1. Locate and double-click the Route to Approver markup on the image. This markup will indicate what type of approval AP needs from you in order to pay the invoice.



2. Use the information contained in the work item details, the image, the markups and the table below to determine how to process this item.

IF...	Then apply the... Markup to the Image	AND...
You want to approve the invoice...	<p style="text-align: center;"><b>Approve</b></p> 	Once saved, the work item transitions to either the <b>AP Receiving</b> or <b>Invoice Disbursements Queue</b> .
You need to route a work item to someone else for approval...	<p style="text-align: center;"><b>Route to Approver</b></p> 	Choose a person to forward the item to by using the "F9" key, and type a note of explanation in the <b>Note</b> area of the markup.
The work item needs to be adjusted before it can be approved...	<p style="text-align: center;"><b>Adjust</b></p> 	Once saved, the work item transitions to the <b>Adjust Queue</b> .
You want to reject the invoice for some reason...	<p style="text-align: center;"><b>Rejected</b></p> 	Once saved, the work item transitions to the <b>Return to AP Queue</b> .
You want to mark a work item as being "held"...	<p style="text-align: center;"><b>Hold</b></p> 	This does not cause the work item to transition. For information only.







3. **SAVE** your markup(s) by clicking the Save All icon at the top of the Standard toolbar (on the right side of the image).







VI. Appendix







Markup Definitions

Generic Markups







IF you want to...	Then apply the... Markup to the Image	AND...	Special Notes:
Send out an email with a link to this specific MarkView Document and/or fax of the MarkView Document...	<b>Generic Email/Fax</b> 	An email or fax of the MarkView Document will be sent out to the designated recipient.	
Hide image data that's being sent out via fax or email...	<b>White Out\Black Out</b> 	No processing (information only)	
Add comments in the form of a sticky note...	<b>Sticky Note</b> 	No processing (information only)	All Users
Highlight a section of an image...	<b>Highlighter</b> 	No processing (information only)	All Users
Point to something on the image with an arrow...	<b>Arrow</b> 	No processing (information only)	All Users
Add text directly onto the image...	<b>Text</b> 	No processing (information only)	All Users















AP Approval / Account Information Markups











If you want to...	Select this tool...	Click once on the image to display...	Usage Guidelines	Mandatory Form Fields
Supply the requested account information for distributions...	<b>Account Information</b> 		Once saved, the work item transitions to the <b>AP Distribution Entry / PO Match Queue</b> .	<b>Account Information</b>
Approve an invoice, (as an Approver)...	<b>Approve</b> 		Once saved, the work items transitions to either the <b>AP Receiving</b> or <b>Invoice Disbursements Queue</b> .	<b>None (Stamp)</b>







If you want to...	Select this tool...	Click once on the image to display...	Usage Guidelines	Mandatory Form Fields
Reject an invoice, (as an Approver)...	<b>Rejected</b> 		Once saved, the work items transitions to the <b>Return to AP Queue.</b>	Notes
Route a work item for adjustment (as an Approver)...	<b>Adjust</b> 		Once saved, the work item transitions to the <b>AP Adjust Queue.</b>	Notes
Mark a work item as being "held"...	<b>Hold</b> 		This does not cause the work item to transition... information only.	Notes

*Other Markups*

If you want to...	Select this tool...	Click once on the image to display...	Usage Guidelines	Mandatory Form Fields
Send a work item for supplier maintenance b/c either the supplier or pay site does not exist in Oracle...	<b>Route to Supplier Maintenance</b> 		Once saved, the work item transitions to the <b>Supplier Maintenance Queue.</b>	Notes
Indicate that either supplier maintenance is not needed OR that supplier maintenance has been performed...	<b>Supplier Maintenance Complete</b> 		Once saved, the work item transitions back to the <b>Invoice Entry or the AP Distribution Entry / PO Match Queue.</b>	Notes
Request additional information regarding Distributions...	<b>Need Account Information</b> 		The work item transitions to the <b>Need Account Information Queue.</b>	Person

If you want to...	Select this tool...	Click once on the image to display...	Usage Guidelines	Mandatory Form Fields
Stop the work item in the <b>AP Receiving Queue</b> (to be reviewed)...	<b>Need Receiving</b> 		Once approved, the work item will remain in the <b>AP Receiving Queue</b> until the <b>Received markup</b> is applied.	<b>Notes</b>
Route a work item out for approval...	<b>Route to Approver</b> 		Once saved, the work item transitions to the <b>Awaiting Approval Queue</b> .	<b>Approver Notes</b>
Indicate AP receiving has been completed...	<b>Received</b> 		Once saved, the work item transitions to the <b>Invoice Disbursements Queue</b> .	<b>None (Stamp)</b>
Indicate the work item has been reviewed by Disbursements...	<b>Reviewed</b> 		Once saved, the work item transitions to the <b>Complete Invoice Queue</b> .	<b>None (Stamp)</b>
Create a reissue invoice work item...	<b>Reissue Invoice</b> 		Once saved, a new work item is created and routed to the <b>Invoice Entry (Reissue) Queue</b> .	<b>Notes</b>
Reissue a payment for a Stop Payment work item	<b>Reissue Check</b> 		Once saved, the work item transitions to the <b>Invoice Disbursements Queue</b> , (in the Follow-up workflow).	<b>Notes</b>
Indicate a check reissue is not necessary (for stop payments)...	<b>Complete</b> 		Once saved, the work item transitions to the <b>AP Follow-up Complete Queue</b> .	<b>None (Stamp)</b>

If you want to...	Select this tool...	Click once on the image to display...	Usage Guidelines	Mandatory Form Fields
Indicate you've reviewed and attached the follow-up travel document to the existing travel record...	Travel Reviewed 		Once saved, the work item transitions to the <b>Travel Complete Queue</b> .	<b>None (Stamp)</b>
Supply travel information to Travel Invoice Entry...	Travel Information 		Once saved, the work item will transition to the <b>Travel Invoice Entry Queue</b> . The fields <b>Travel</b> , <b>Date of Travel</b> and <b>Travel Destination</b> are mandatory and are concatenated (separated by commas) and entered into the <b>Travel Details</b> field of the form.	<b>Employee Date of Travel Travel Destination</b>
Mark an entire document to be printed with any check created for this invoice...	Special Handing (Document) 		When the check is created, this document is printed out.	<b>None (Stamp)</b>
Mark specific pages to be printed with any check created for this invoice...	Special Handing (Page) 		When the check is created, these pages are printed out.	<b>None (Stamp)</b>
Process an Electronic Invoice Follow-up document...	Electronic Feed 		This markup contains an LOV which displays all available batch names in Oracle, (from the last 90 days). Once selected and saved, the document is automatically attached to all	<b>Batch Name</b>

If you want to...	Select this tool...	Click once on the image to display...	Usage Guidelines	Mandatory Form Fields
			invoice records that reference the specified batch and the work item is transitioned to the <b>Invoice Disbursements Queue</b> .	
Indicate that the document needs to be either Re-faxed or Rescanned b/c it is illegible...	<b>Rescan</b> 		The work item will transition to either the <b>MarkView Fax</b> or <b>MarkView Scan</b> queue (based on structured data) where it will be rescanned or re-faxed back into the system.	<b>None (Stamp)</b>
Dispose of an illegible image once it's been refaxed or rescanned back into the MarkView System...	<b>Illegible</b> 		Once saved, the work item will transition to the <b>Illegible</b> queue.	<b>None (Stamp)</b>
Indicate that an image which was sent to the <b>Illegible</b> queue is actually legible...	<b>Legible</b> 		The work item will transition back into the workflow, returning to the queue from which it came, with a higher priority score so it will be retrieved first.	<b>None (Stamp)</b>

*Menu Options and Image Handling**File Menu*

<b>Menu Selection</b>	<b>Definition</b>	<b>Accelerator Key</b>
Save	Save the current view	[Ctrl + S]
Save All	Save all views	
Direct Print	Perform a Windows print	
Print Request	Print via the print server. DO NOT USE THIS OPTION.	[Ctrl + P]
Fax Request	Fax via the fax server	[Alt + F1]
Preferences	Display a list of user preferences that can be configured	

*Edit Menu*

<b>Menu Selection</b>	<b>Definition</b>	<b>Accelerator Key</b>
Undo	Undo the last change made	[Ctrl + Z]
Redo	Redo the last Undo	[Ctrl + Y]
Cut	Copy and delete the selection	[Ctrl + X]
Copy	Copy the selection	[Ctrl + C]
Paste	Paste the selection that was last copied	[Ctrl + V]
Clear	Delete the selection	[Del]
Delete All Markups	Delete all markups	
Select All	Select all markups	[Ctrl + A]
Duplicate	Duplicate the selected markup(s)	[Ctrl + D]
Bring to Front	Bring the selected View to the top of the list	
Send to Back	Send the selected View to the back of the list	
Bring Forward	Bring the selected View forward one level	
Send Backward	Send the selected View back one level	
Markup Properties	Display the list of markup properties	

*View Menu*

<b>Menu Selection</b>	<b>Definition</b>	<b>Accelerator Key</b>
Toolbars	Display a list of available toolbars and select which ones to view	
Status Bar	Display the status bar when checked	
View Manager	Open the View Manager window	
Magnifier Window	View the magnified area of the image	[Ctrl + R]

*Image Menu*

<b>Menu Selection</b>	<b>Definition</b>	<b>Accelerator Key</b>
Zoom	Access image zoom options	
Rotate	Access image rotation options	
Scale to Gray	Add shades of gray to the image to	[Alt + ']

	enhance clarity	
Magnifier	Magnify a particular area of the image	
Selector	Select a set of markups	

*Zoom Menu*

Menu Selection	Definition	Accelerator Key
Zoom to Window	Zoom the image to fit the width and height of the MarkView window	Number Pad [*] or [=]
Zoom to Width	Zoom the image to fit the width of the MarkView window	Number Pad [/]
Zoom to Height	Zoom the image to fit the height of the MarkView window	Number Pad [\]
Zoom Closer	Zoom closer to enlarge the image	Number Pad [+]
Zoom Farther	Zoom farther to shrink the image	Number Pad [-]
Zoom to Mark	Define the specific area of the image on which to zoom. Use the Selector Tool to define the area to be zoomed in on.	

*Rotate Menu*

Menu Selection	Definition	Accelerator Key
Clockwise	Rotate the image 90° clockwise	[Ctrl + Right Arrow]
Counterclockwise	Rotate the image 90° counterclockwise	[Ctrl + Left Arrow]
Upside Down	Rotate the image in 180° increments	[Ctrl + Down Arrow]
No Rotation	Realign the image to its original orientation on the screen	[Ctrl + Up Arrow]

*Page Menu*

Menu Selection	Definition	Accelerator Key
First	Move to the first page of the document	[Home]
Previous	Move to the previous page of the document	[Page Up]
Next	Move to the next page in the document	[Page Down]
Last	Move to the last page of the document	[End]
Go To...	Move to a specific page of the document	[Ctrl + G]

*Markups Menu*

Menu Selection	Definition	Accelerator Key
Markup Info	Open the Markup Info tool	
Format	Format markup attributes such as Alignment, Spacing, Centering, and Sizing	

Highlighters	Display a list of all Highlighters available	
Sticky Notes	Display a list of all Sticky Notes available	
Arrows	Display a list of all Arrows available	

*Accelerator Keys*

<b>If you want to:</b>	<b>Then press:</b>
Move to the <b>NEXT PAGE</b>	[Page Down]
Move to the <b>PREVIOUS PAGE</b>	[Page Up]
Move to the <b>FIRST PAGE</b>	[Home]
Move to the <b>LAST PAGE</b>	[End]
<b>ZOOM IN</b>	[+]
<b>ZOOM OUT</b>	[-]
<b>FIT TO WINDOW</b>	[*] or [=]
<b>SCROLL UP</b>	[Up Arrow]
<b>SCROLL DOWN</b>	[Down Arrow]
<b>SCROLL LEFT</b>	[Left Arrow]
<b>SCROLL RIGHT</b>	[Right Arrow]
Rotate 90° <b>CLOCKWISE</b>	[Ctrl + Right Arrow]
Rotate 90° <b>COUNTERCLOCKWISE</b>	[Ctrl + Left Arrow]
Rotate 180°	[Ctrl + Down Arrow]
Bring the image back to <b>ORIGINAL ORIENTATION</b>	[Ctrl + Up Arrow]
SHOW or HIDE the <b>VIEW MANAGER</b>	[Ctrl + W]
SHOW or HIDE the <b>MARKUPS TOOLBAR</b>	[Ctrl + M]
<b>DELETE</b> a markup	[Del]
<b>SWITCH FOCUS</b> from MarkView to Oracle	[Alt + Tab]