Leave of Absence forms are stored in ImageNow. In order to retrieve a Leave of Absence form you will need to log into either the ImageNow client, if it’s installed, or WebNow – the web client – which can be accessed at [www.grcc.edu/webnow](http://www.grcc.edu/webnow).

Use your GRCC Network ID and password to log into ImageNow or WebNow. After logging in, select **Documents** from the menu bar. Under documents on the left-hand side, double click on **HR Leave Of Absence View**.

**Under HR Leave Of Absence View**, you will see several filters that will allow you to search for leave of absence forms. These filters should handle a majority or your searches. They have been preconfigured and will prompt you for the values it needs to perform the search. Although there are advanced search
tools available, this feature is more complex, and should only be used if the filters or the Quick Search tools do not meet your needs. If you require the advanced search tools, instructions on how to perform advanced searches are provided near the end of this tutorial.

The filters under **HR Leave Of Absence View** should handle the majority of your searches. The first filter is All Employees by Date. This filter allows you to specify a date range for which the Leave of Absence was taken. It looks for any requests where the event start date is within the range of the dates you select. This filter will only retrieve new electronic Leave of Absence forms. The event start date of the older paper version of this form is not captured in ImageNow. However, you may retrieve the older paper versions of the Leave of Absence form in ImageNow using the **Employee ID and Employee Name** filters.

The second filter, Employee Group By Date, allows you to specify a date range for the start date of the event and an employee group.

The third filter, Employee ID, will prompt you for the employee ID number. Enter the 7 digit employee ID number.

The fourth filter, Employee Name, will prompt you for the employee’s name. You can enter part or the employee’s name or their entire name. If you are unsure of the legal name of the employee, you can just enter their last name or any part of their name. The more specific you are in the name, the more refined your search results will be.

Your search results will show up in the main window. You can view any of the records by double clicking on the row that lists the record. Once you open the form, it will display in a read-only format unless your account security allows you to modify it.
In addition to the filters, directly under Documents you will see a tab called Quick Search. The Quick Search consists of a property list drop down, an operator list drop down, and a value box. In the property list, select the index key, Employee ID, or Employee Name. This selection sets the property or field in each document, which is the basis of the comparison. In the operator list, select an operator, such as "is equal to" or "is greater than," that is used in the comparison. In the value box, select or type a value to be compared to the document's property or field using the selected operator. Once you have the options set for your search, click the Go button.

ADVANCED SEARCHES

If you have gotten what you need from this tutorial thus far, please feel free to stop. This next section covers advanced searches. If you want to learn more about advanced searches, please continue.

The advanced searches feature is more complex and should only be used if the filters described earlier or the Quick Search does not meet your needs.

To search with multiple conditions, select the Search tab. On the Search tab, click the Add button. In the Add Condition dialog box, perform the following sub steps:

1. In the Constrain by list, click the type of constraint that will set up the lists you need in the Type, Field, and Operator boxes
2. In the Type list, click Normal, Prompted, LearnMode, or Variable
3. In the Field list, click the document field that is the basis of the comparison.
4. In the Operator list, select an operator, such as "is equal to" or "is greater than," that is used in the comparison.
5. In the Value box, select or type a value to be compared to the document field, using the selected operator. If you selected Prompted as the type, the Message box replaces the Value box. Enter instructions telling the user which value to enter.
6. Click OK
You may repeat the previous steps to add more condition rows.

Please Note: Each new row begins with AND by default. You can click AND to change it to OR (or vice versa).

Click the Go button to initiate your advanced search.

Once you are finished reviewing Leave of Absence forms, log out of WebNow or ImageNow. You can do this by clicking disconnect in the upper right hand corner of WebNow. In ImageNow select Exit under the Connect menu bar.