

Del Mar College

Document Imaging System

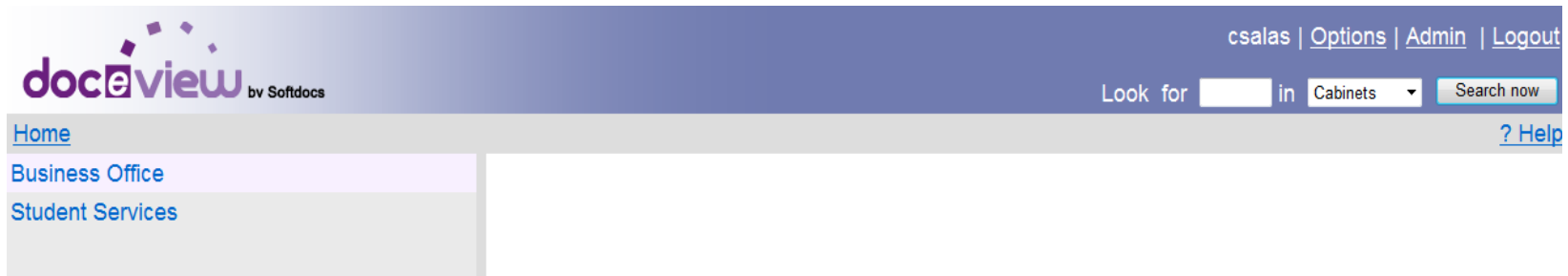
Doc e View Application

Training Instructions

Summer 2012

Doc e View

Doc e View is a web application that allows you to view and print documents only.



- Access student records:
 - *Transcripts from Other Institutions
 - *High School Transcripts
 - *GED Certification
 - *Student Applications
 - *Test Scores
- Access Del Mar College Transcript Archives:
 - *Legacy
 - *Plus

Note: Some options may not be available to you depending on your authorized permission level. The authorized permission levels are set by your Doc e View system administrator and are customized per user.

Accessing Doc e View

The following link allows you to access Doc e View from your workstation:

<http://softimage.ad.delmar.edu:81> or
<http://softimage:81>

To access the application, you need to enter your ad\email name and your password.

Example:

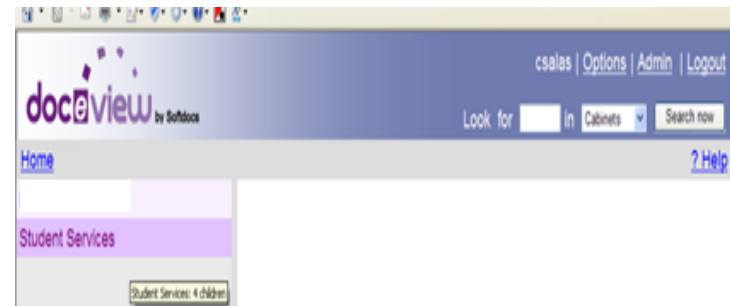
ad\csalas
XXXXXXXXXX

Note: *If you are using the computer in your office, you will not be required to log in.*

The home page will show you the “Student Services” link on the left-hand side of the screen. Click on it to open up the new set of links that will allow you to navigate through student records and transcript archives.



The image shows the Doc e View login interface. At the top, the logo "doc e view by Softdocs" is displayed. Below the logo is a blue header bar with the text "Please log in". Underneath the header, there are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. At the bottom of the form, there is a small text block: "Powered by Doc e View Version 3.1.0.0", "Developed by Softdocs, Inc. 2009", and "All rights reserved."



Searching for Student Records

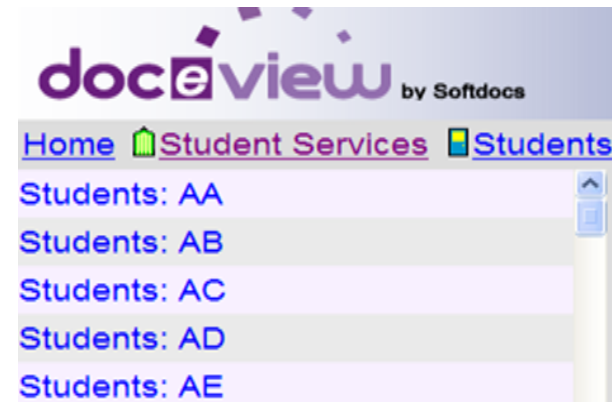
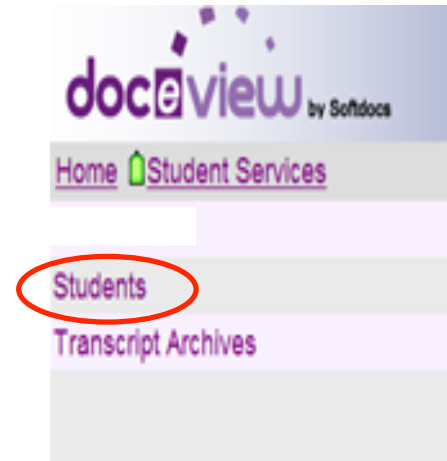
The Students Room stores students records such as transcripts, applications, and/or test scores.

Student names are sorted by the first and second letter of the student's last name and by the student's Colleague ID:

Eg: **Students: AB**
Students: AC

There are several ways to locate student records. The first way is by using the student's last name.

Scroll down the list until you find the student's name that you are looking for and click on the link to search for any documentation that pertains to the student.

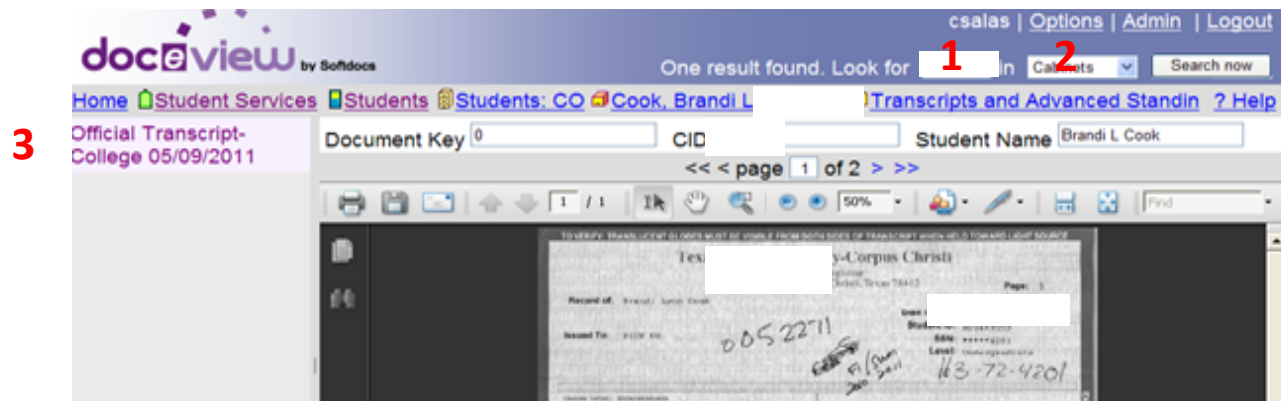


Searching for Student Records

The second way to search for student records is by using the student's Colleague ID (CID). Note that a student record may contain a number of documents listed or no documents at all. If the student's file does not contain any documents, the reason is because the document processing may be in transit.

If you are looking for a transcript from another institution(s):

1. Enter the seven digit CID (9999999) in the "Look for" field.
2. Select the "Drawer" option in the drop down menu and click the "Search now" button.
3. Click on the "Official Transcript" link. The transcript will appear on the screen as shown below:



Navigating Through the Document



- The document may have one page or many pages. In order to move from page to page, click the single blue arrow. To go to the end of the document, click the double blue arrows.



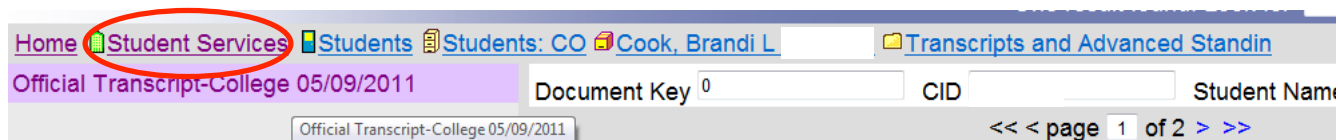
- If the image is too small to read, use the plus or minus buttons in the magnification feature to make the image larger or smaller.



- Images of the documents may be printed if necessary. To print the document, click the print icon.



- When you are finished reviewing the document and/or searching for another student's record, click on the Student Services link on top of the screen and follow steps 1-3 on the Searching for Student Records section.



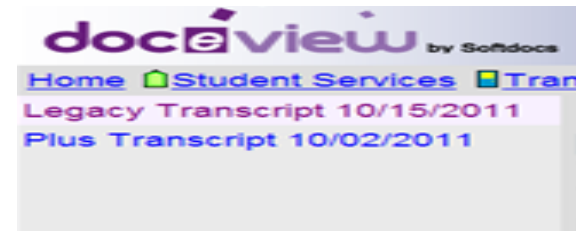
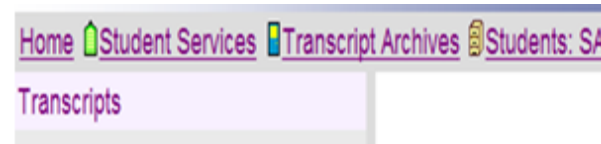
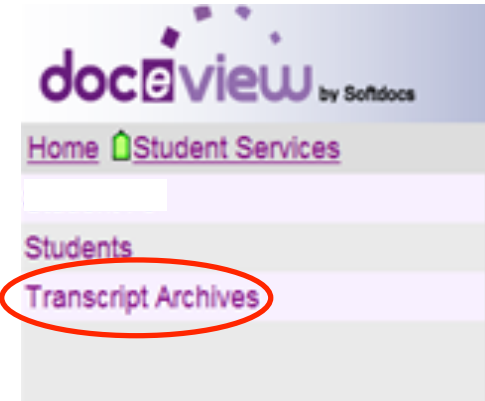
Searching for Del Mar College Transcript Archives (Legacy and Plus)

The Transcript Archives Room stores the Legacy and/or Plus Del Mar College transcripts.

These records are also sorted by the first and second letter of the student's last name or by the student's social security number.

Eg: **Students: AB**
Students: AC

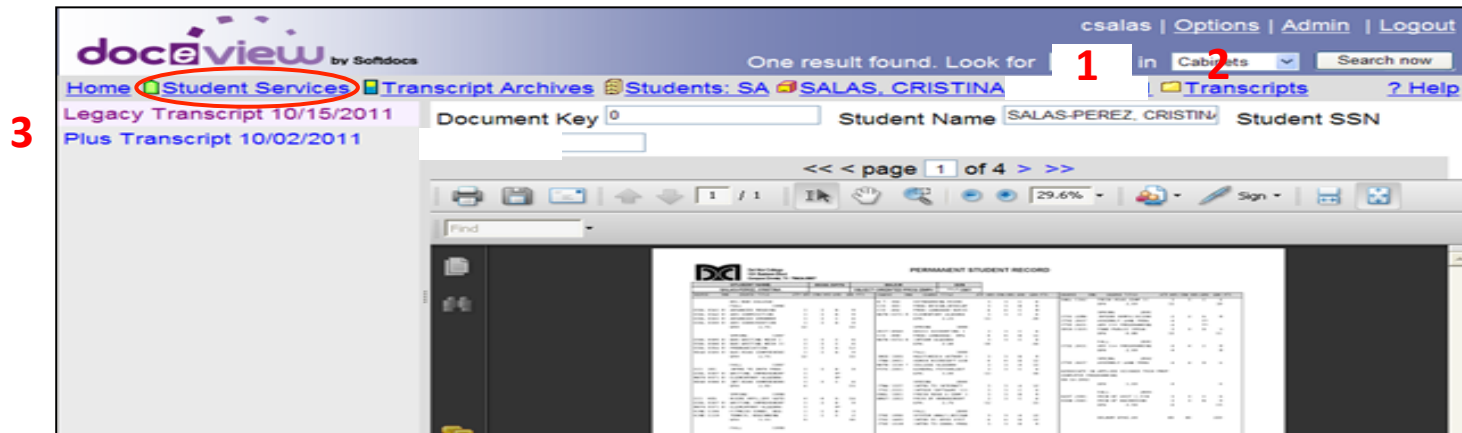
There are two ways to find student transcripts under the archives. Scroll down the list until you find the student's name you are looking for and click on the **Transcripts** link. The student's file may have a Legacy, Plus, or both transcripts listed. This may be different for each student.



Searching for Del Mar College Transcript Archives (Legacy and Plus)

The second way to search for a student's archived transcript is by using the student's social security (SSN).

1. Enter the nine digit SSN without any dashes (999999999) in the "Look for" field.
2. Select the "Drawer" option in the drop down menu and click the "Search" button. You will see only Legacy, Plus, or both transcripts depending on each specific student.
3. Click on the "Legacy and/or Plus Transcript" link. The transcript will appear on the screen as shown below:



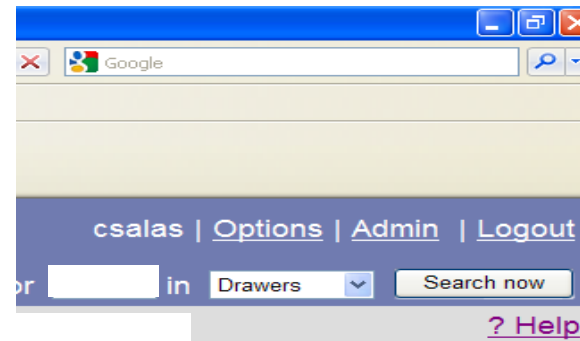
When you have finished reviewing the document and/or searching for another student's record, click on the Student Services link on top of the screen and follow steps 1-3.

Note: The date next to the Legacy/Plus links reflects the date that it was loaded into the Doc e View storage component.

Logging Out from Doc e View Application

When you are through working on the Doc e View application, click on the “Logout” link.

Note: *If you do not log out from the Doc e View application correctly, the system will keep your session open, and an error message may appear the next time you try to log in again.*



Survey

- The survey must be completed to verify online training.
- [https://apps.delmar.edu/survey/
TakeSurvey.aspx?SurveyID=111364](https://apps.delmar.edu/survey/TakeSurvey.aspx?SurveyID=111364)