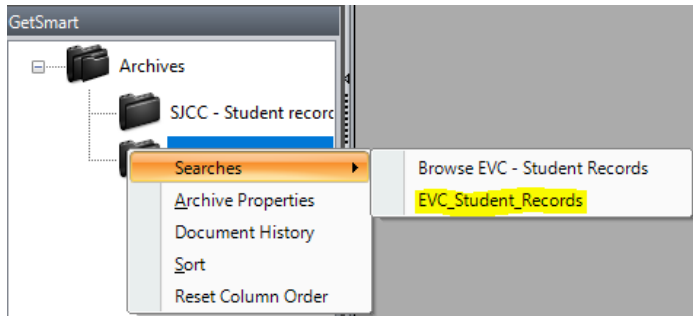


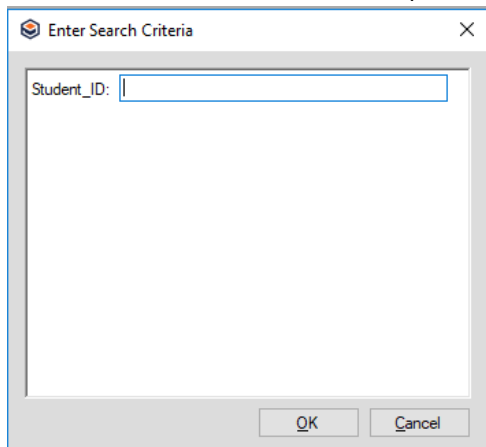
Square9 (GlobalSearch) Quick User Guide

Student Records Search

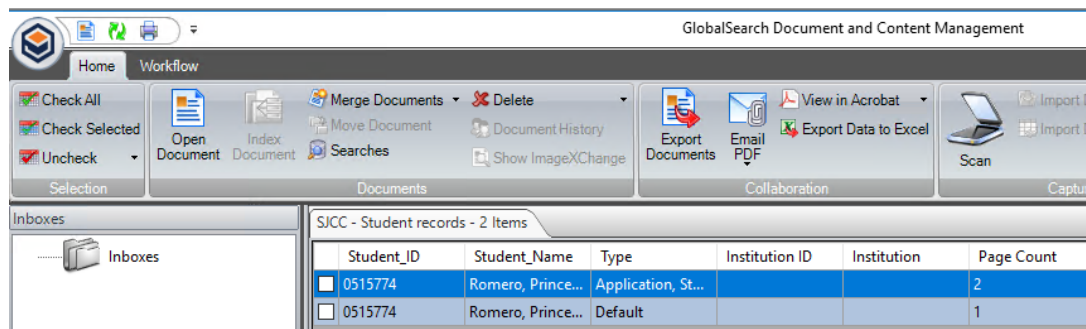
- 1) Right-click on the desired archive and, under Searches, select EVC_Student_Records or SJCC_Student_Records



- 2) Enter the student ID and click OK (make sure to include leading zeroes)



All documents for that student will be listed.



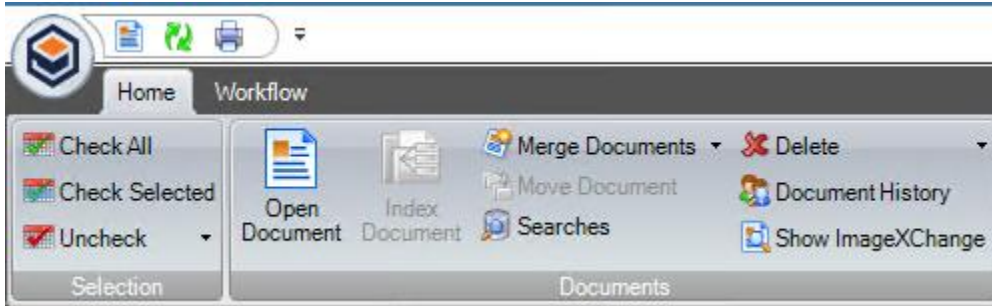
To view a document, double click on it.

Search from other applications (Colleague, SARSGRID, Etc.)

- 1) Place the mouse pointer over the student ID (student ID must include any leading zeroes)
- 2) While the mouse pointer hovers over the student ID, press **Ctrl + Right-Click**.
Square9 (GlobalSearch) will open and execute the search for the student records

Troubleshooting: If the search doesn't happen, verify the following.

- 1) The "Show ImageXChange" icon should be gray (not color)



- 2) Once it's gray, verify the settings on the app tray at the bottom right of your screen. Make sure "Enable OCR Extraction" and the appropriate search are checked.

