The following is a step by step guide to viewing Accounts Payable invoice images through FRS. Please review the technical specifications on page 9 should you encounter any issues.
Step 1:
Find an invoice you wish to view in FRS. If you are new to FRS please refer to the on-line training modules at [http://www.uoguelph.ca/frstraining/learning-modules.cfm](http://www.uoguelph.ca/frstraining/learning-modules.cfm) to help you get started.
HOW TO VIEW INVOICE IMAGES THROUGH FRS

Step 2:
Drill down on the invoice number to bring up the invoice details screen.

In the header section of the screen you may see a link called ‘Retriece Invoice’ (indicated by the orange arrow above). If this link is present it indicates that an invoice image is available for that particular invoice. If the link is not present then the image is not available.

Most Accounts Payable invoices are now scanned and available for viewing through FRS. Invoice images for supply managed contracts are added after the invoices are already processed in FRS. If one of these images is not yet available to view, then it should be shortly. However, certain types of invoices, such as Purolator and Fedex, are not scanned into the system and therefore will not be available at any time.
HOW TO VIEW INVOICE IMAGES THROUGH FRS

Step 3:
If the ‘Retrieve Invoice’ link is present, click on the link.
A login page for ‘WebNow 6’ will open shortly. The first time you do this it may take a few moments longer. WebNow is the software that allows us to view the invoice images.
HOW TO VIEW INVOICE IMAGES THROUGH FRS

Step 4:

Sign in using your central login and password.

The following window will open, displaying the scanned image of the invoice.

You can zoom in or out on the image by using the icons indicated by the green arrows above.

Before you finish viewing the image, you may also wish to send an e-mail copy of the image or print the image. This is explained on the pages that follow.
Step 5:

When you have finished viewing the image, close the WebNow window (see blue arrow below). You may not be able to view another invoice image until you have closed the WebNow window from the previous image.

Currently, you will need to sign on again each time you wish to view another image. We are working towards a future enhancement where this multiple sign in would not be necessary.
HOW TO VIEW INVOICE IMAGES THROUGH FRS

E-mail an image

If you wish to e-mail a copy of this image to someone else, click on the e-mail icon indicated by the red arrow below and an e-mail box will open. You will require a client based e-mail software such as Thunderbird for this to work. It does not currently work with Gryph mail or any web based e-mail software.

Type in the e-mail address in the ‘E-mail’ box, ensure ‘Method’ is set at ‘Attachment’ and select which pages of the invoice you wish to send (or click ‘Select All’).

Click OK.

After a few moments your e-mail software will open up a new message including the invoice image as an attachment.

Type in any message you wish to include with the e-mail and then click send.
HOW TO VIEW INVOICE IMAGES THROUGH FRS

Print an Image

If you wish to print an invoice image, click on the print icon (indicated by the purple arrow below).

Click ‘OK’ in the ‘Print Options’ box that opens.

A printer box will then open.

Click OK again and you’re done.
Technical Specifications

The minimum technical specifications required for WebNow are as follows:

**Hardware:**

Processor: Requires a 2.0 GHz or greater processor. A dual core processor is recommended for increased performance.

Screen Resolution: The required minimum screen resolution is 1024 x 768. A 1280 x 1024 SVGA screen resolution is recommended. Dual monitors are supported.

**Operating Systems**

Microsoft Windows XP Professional SP2 or SP3, Microsoft Vista (64-bit or 32-bit), or Microsoft Windows 7 (64-bit or 32-bit), Macintosh Intel 10.4 and 10.5.

**Software Java.**

Sun JRE version 1.6.x is required and version 1.6.22 is recommended.

You can install a higher version of JRE than the version recommended above. However, there might be some rare cases where a newer version of JRE is found to be incompatible and must be replaced

**Browsers.**

WebNow supports the following web browsers:

- Internet Explorer 7.x or 8.x (8.x requires JRE 1.6.13 or higher) for Windows
- Apple Safari web browser 5.x on Windows and on Mac 10.6 operating systems
- Mozilla Firefox 3.x for Windows and Macintosh.
- Google Chrome

**Accessibility**

WebNow requires a high-speed Internet connection capable of 1.5 Mbps download and 384 Kbps upload.

**Memory**

The amount of memory depends on the version of the Sun JRE. Using JRE 1.6.x, 250 MB of available RAM is required.