



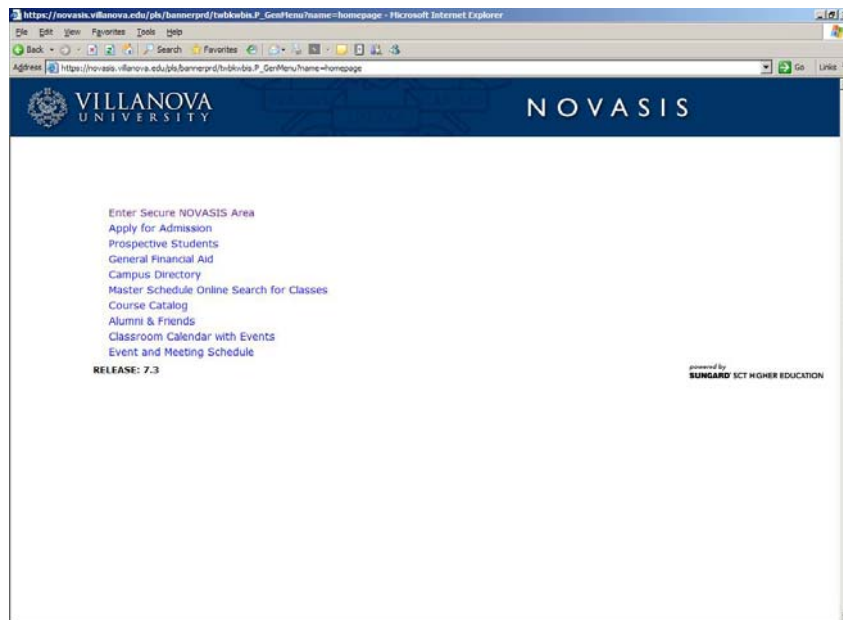
# Villanova University Viewing Documents

(Similar to FOIDOC in Banner)

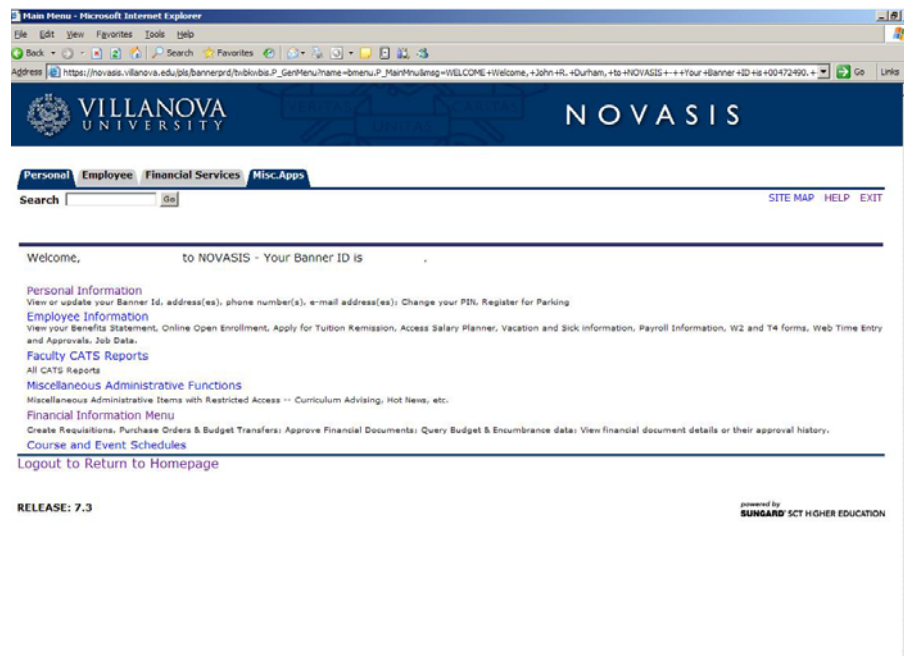
<http://novasis.villanova.edu>

# Viewing Documents on the Web

NOVASIS Web Address: <http://novasis.villanova.edu>



- From NOVASIS home page, click Enter Secure NOVASIS Area
- Enter User ID and PIN, click Login button
- A page similar to the following should appear:



- Click on Financial Information Menu
- Click on View Document
- You are now ready to view your documents.

Navigation Use the mouse for point and click navigation throughout the Viewing Form. The **Tab** key may be used to move to the next field. Use **Shift + Tab** to return to a previous field.

Browser Either Netscape Navigator or Microsoft's Internet Explorer can be used to access the Viewing Form. Depending on the resolution setting on your computer, you may want to adjust the font size to "fit" the form to your computer screen. To do this, go to the top of the browser and click **View > Decrease Font**.

## Instructions to viewing documents in NOVASIS

Step	Field	Instructions
1.	Choose Type:	Select the type of order you would like to view from the pull down menu (requisition, purchase order, invoice, etc).
2.	Document Number:	Enter Document number that you would like to view (i.e. R0014238)
3.	Search Field:	The document number field is a searchable field. You may search for your document number by clicking on this field. You only have access to view your own documents. (Note: This field is very useful for retrieving requisitions you have placed and forgotten the requisition number). Select the document by clicking on number.

4. Other Fields: There are a variety of other fields that will change the viewing results of your document. The preset settings are recommended. No further changes are required
5. View Document: Click on view document. All related information regarding your document will be displayed. Scroll through document. Additional information may be available at the bottom of the screen.
6. View Approval History: Click on View Approval History to view approval history for your document.