

How to use the Send Request feature in DocuWare

1 Right click on th	e docume	ent and se	lect "Send request"		
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2 Click the plus sign to add the user(s) who will approve the document.

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3 Check the "Notify all selected users..." if you would like to also generate a notification email.

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4 Fill in the Subject and Text lines.

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Text	Please confirm all of these items were received.	
Decisions	Approve +	_
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	Allow that a decision can be taken by stamp	0
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5 Check the allow stamp box if you would also like a stamp applied to the document.

	Notify all selected users of this request by email
Request	
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Text:	Please confirm all of these items were received.
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6	When finished, click "Send request"	
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Text:	Please confirm all of these items were received.	
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7 If notification was selected, the user will receive an email with a direct link.

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8 The requested user will have a new Task in DocuWare.

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9 The us	er can approve or reject.				
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Add any comments and click "Confirm"

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11 If the stamp option was selected, the user can select the stamp.

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Apply the stamp on the document.

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14 After the user has approved or rejected the document, you will receive a completion confirmation.



15 You can now right click on the document and select "History". If a stamp was applied it will now be visible on the document.

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16 Steps in the process can be expanded to show details and comments.

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