Workflow for University Printing
Department of Communications and Ag Education
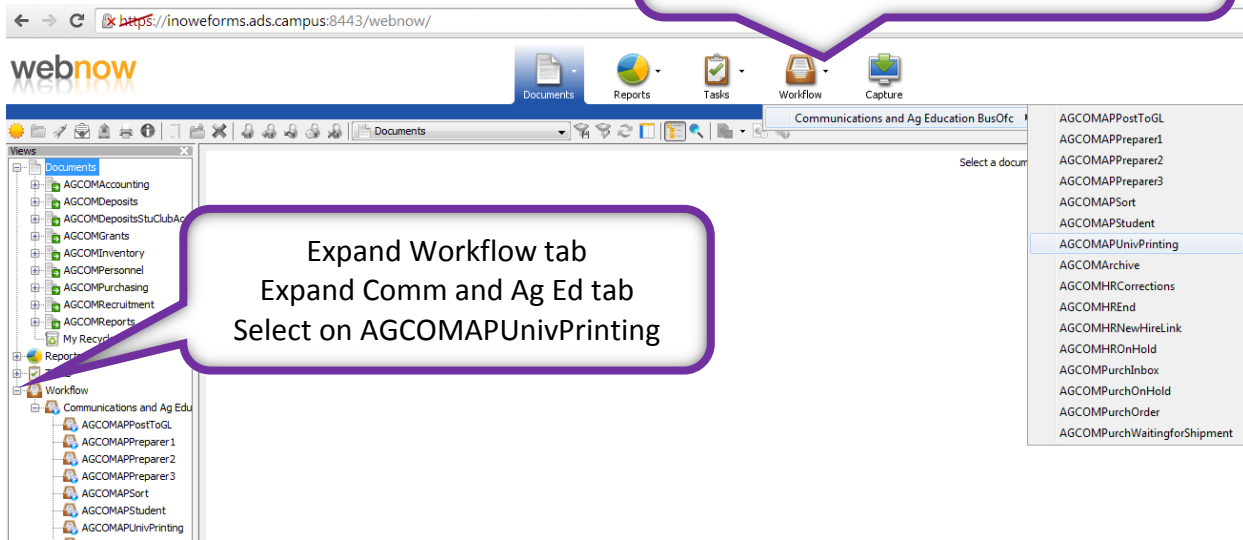Last Updated: 09/23/2015

From desktop computer log into WebNow suing Internet Explorer.

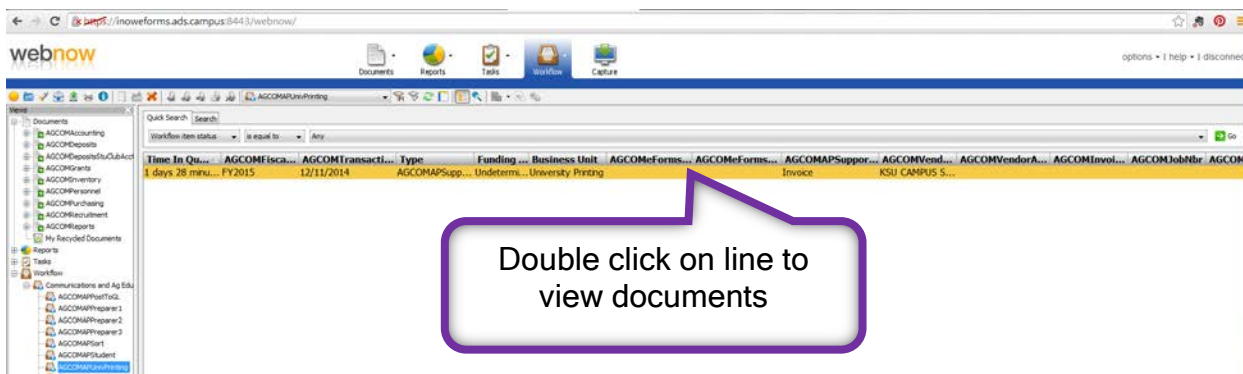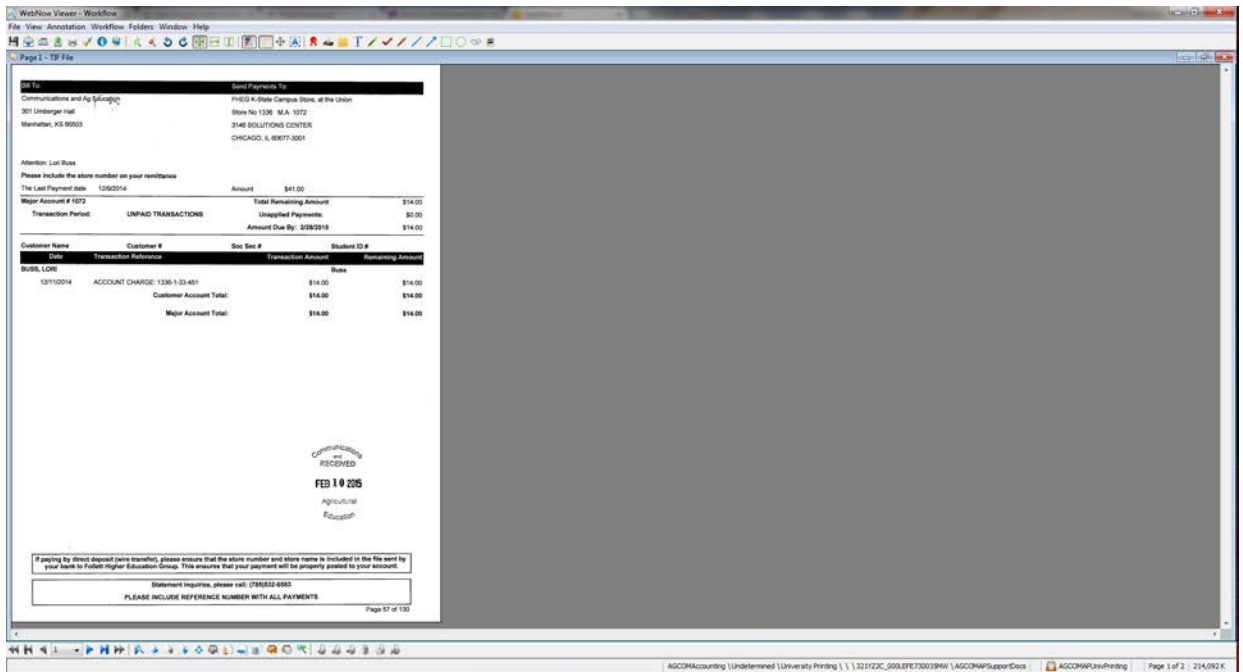https://inoweforms.ads.campus:8443/webnow/

Users have two options to access their Workflow Que.

> Click the down arrow next to Workflow
> Expand Comm and Ag Ed BusOfc tab
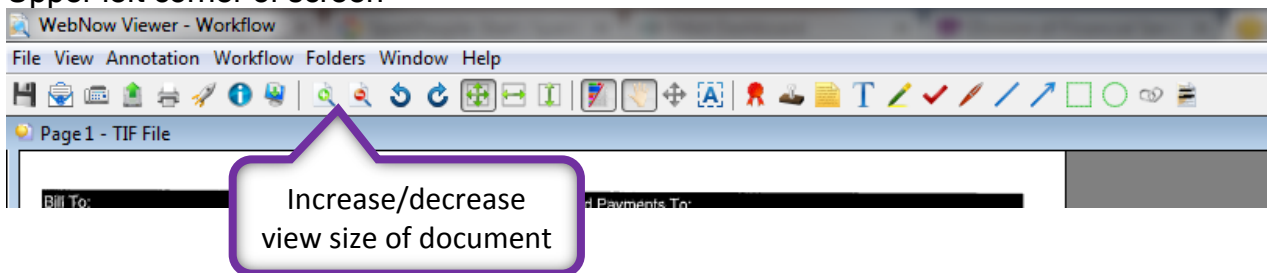> Select AGCOMAPUnivPrinting

> Expand Workflow tab
> Expand Comm and Ag Ed tab
> Select on AGCOMAPUnivPrinting

Shows all documents currently in your Workflow Que

> Double click on line to view documents

Upper left corner of screen

Increase/decrease view size of document

Lower left corner of screen

Scroll through pages in document
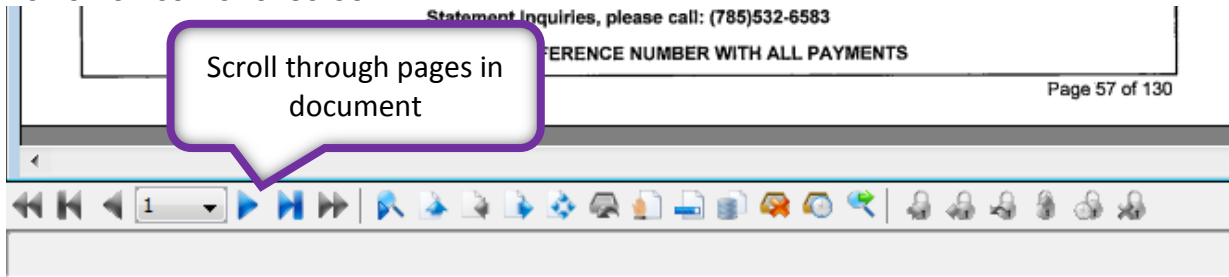
Lower right corner of screen

Number of pages for this document

AGCOMAccounting \ Undetermined \ University Printing \ \ \ 321YZ2C_000LEFE730035MW \ AGCOMAPSupportDocs   AGCOMAPUnivPrinting   Page 1 of 2   214,092 K
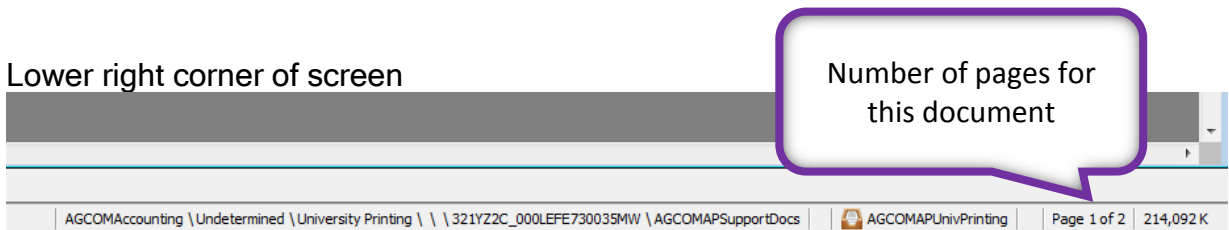
Just a reminder, tables can be turned on/off using view tab.

Enter Job Number if applicable

Notes can be added here

Right Click on the stamp

Select appropriate stamp

Left click on document where stamp should be placed, then route document forward.
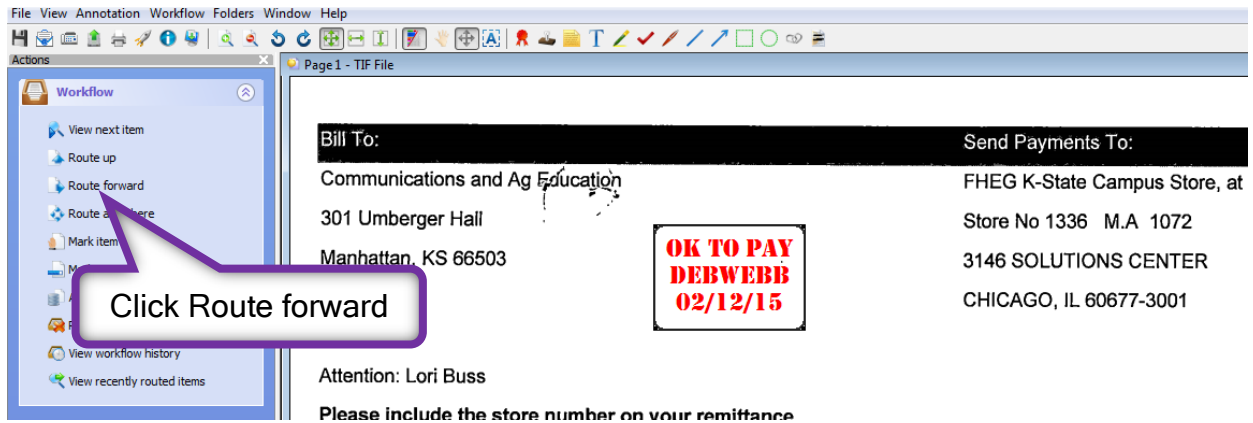
Invoice/receipt is sent to document preparer's workflow que to be processed for payment.