

Workflow for University Printing

Department of Communications and Ag Education

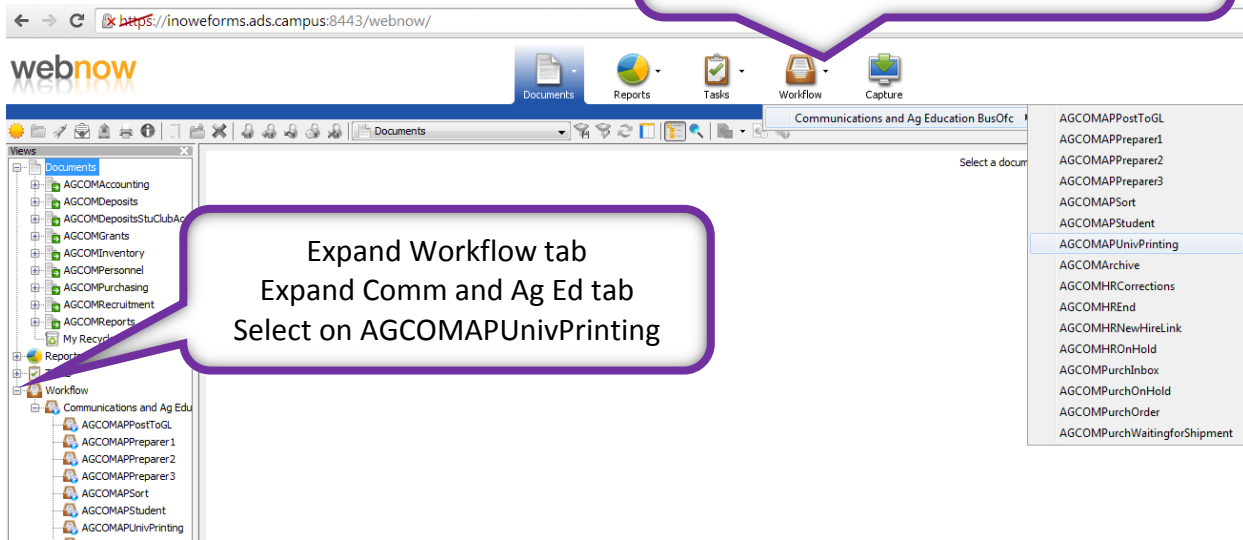
Last Updated: 09/23/2015

From **desktop computer** log into WebNow suing Internet Explorer.

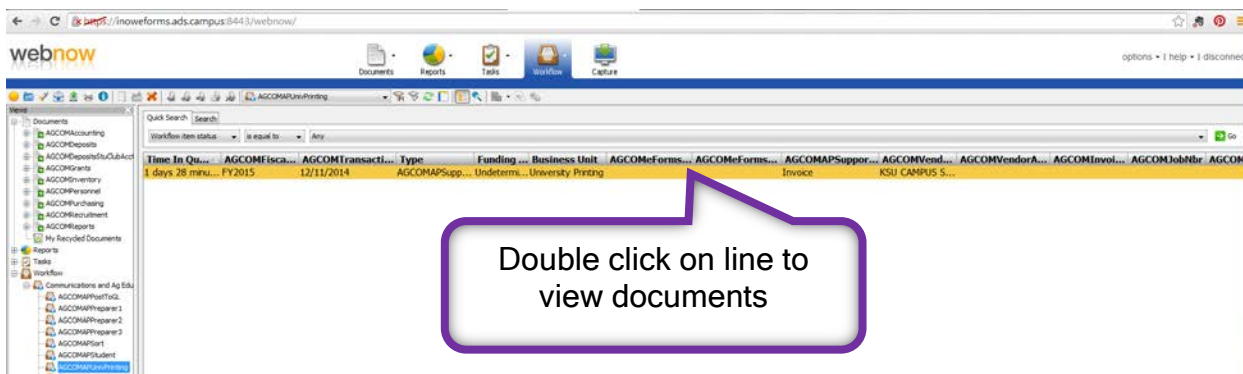
<https://inowefrms.ads.campus:8443/webnow/>

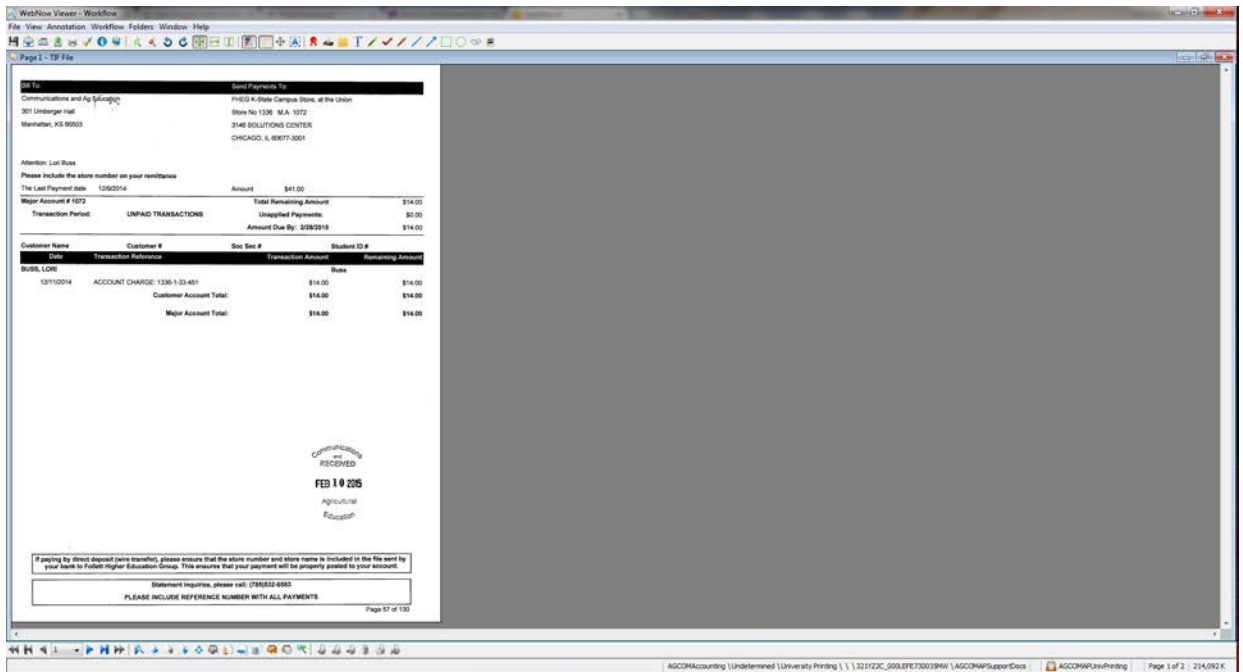
Users have two options to access their Workflow Que.

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

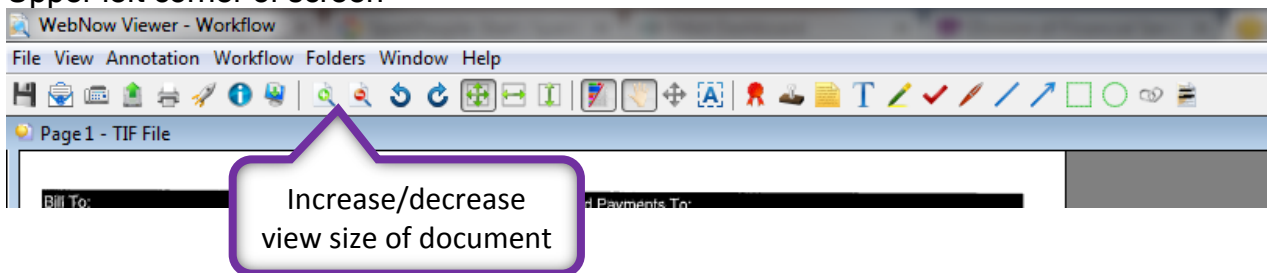


Shows all documents currently in your Workflow Que

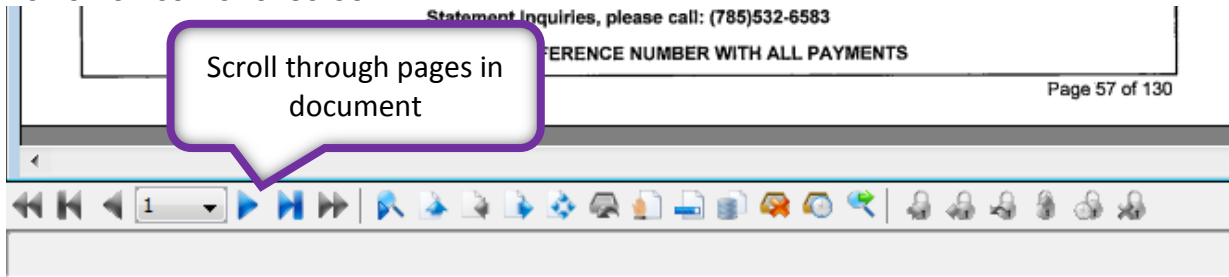




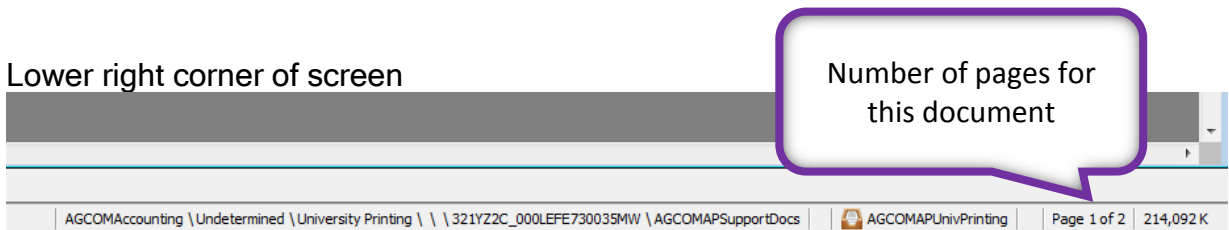
Upper left corner of screen



Lower left corner of screen



Lower right corner of screen



Just a reminder, tables can be turned on/off using view tab.

Properties

Document Keys

Drawer
AGCOMAccounting

Name
321YZ2C_000LEXE74001JCW

Funding Type
Undetermined

Business Unit
University Printing

Foundation Account Nbr

Field4

Field5
321YZ2C_000LEFE730035MW

Type
AGCOMAPSupportDocs

Custom Properties

AGCOMFiscalYear	FY2015
AGCOMCalendarYear	
AGCOMFormsDocNbr	
AGCOMFormsDocType	
AGCOMFisOrgNbr	10055
AGCOMInvoiceNbr	
AGCOMJobNbr	
AGCOMPONbr	

Notes

Notes can be added here

Enter Job Number if applicable

File View Annotation Workflow Folders Window Help

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Workflow

- View next item
- Route up
- Route forward
- Route anywhere
- Mark item as on hold
- Mark item as pending

Stamp text:
#1336
820 K-State Student Union
Manhattan, KS 66506
785-532-6563

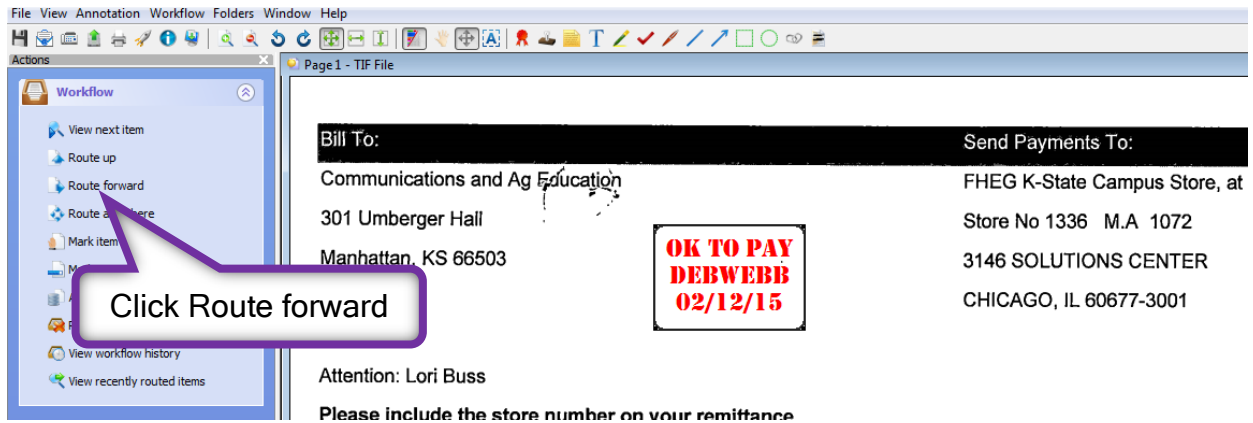
Stamp details:
35 ALUMINUM T-1 Q W/PLASTIC HD
008617895 1 \$14.00 \$14.00
Original Price: \$17.50
TX Customer Discount: 20.00%
Department Discount-20%

Right Click on the stamp

Select appropriate stamp

- AGCOMDateStamp
- AGCOMDelete
- AGCOMDocumentEmailed
- AGCOMOKtoPay
- AGCOMPaidw/BPC
- AGCOMPosted
- AGCOMSentToDean
- AGCOMSentToHR
- AGCOMSentToOIE
- AGCOMSignatureNameDate

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.