Workflow for University Printing
Department of Communications and Ag Education
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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
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Shows all documents currently in your Workflow Que

Double click on line to view documents
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.