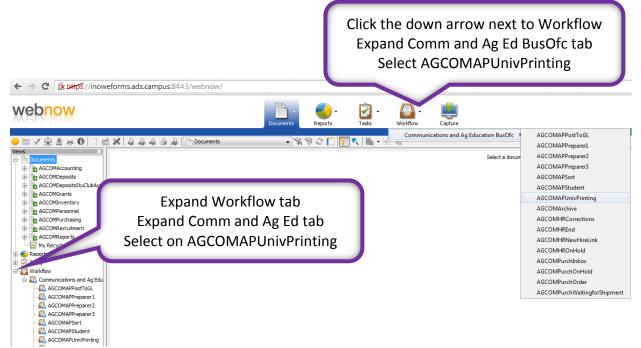
Workflow for University Printing Department of Communications and Ag Education

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.



Shows all documents currently in your Workflow Que

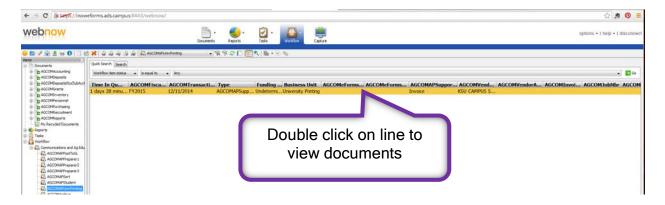
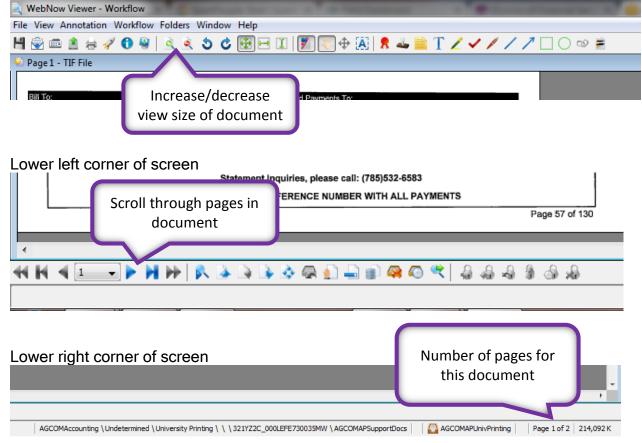


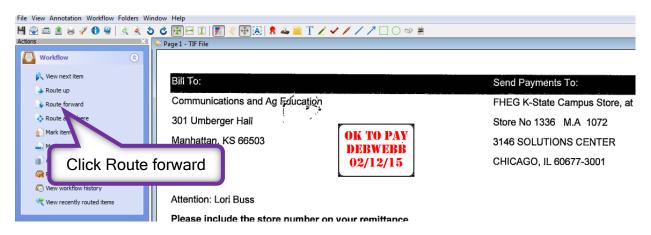
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Left click on document where stamp should be placed, then route document forward.

Invoice/receipt is sent to document preparer's workflow que to be processed for payment.