Document Imaging – Tips and Tricks #2

Moving from One Related Document to Another

You can click on the Next Document button and the Previous Document button to move from one document to another in the list of Related Documents.

- Log into WebNow.
- Click on the + next to Workflow.
- Click on the + next to UML Grad Admissions to display the list of queues.
- Click on a queue to display the list of applications in that queue.
- Double-click on the application you wish to view. It will open in a new window.
- In the Document Viewer window displaying the application, display the list of Related Documents if they do not appear automatically:
  - Click on the View menu at the top of the window.
  - Click on Related Documents.
  - Click in the Relationship dropdown.
  - Click on Graduate Admissions Documentation UML.
  - A list of related documents will appear.
- Double-click on the first document you wish to view. It will open in a new window.
- In the document window, click on the Next Document button in the toolbar at the bottom of the window.
- The next document in the list of related documents will open in a new window.
- Click the Previous Document button to move back through the list of documents.