Set Default to Automatically Display Related Documents when an Application is opened

In WebNow “Related Documents” can be automatically displayed whenever an Application is opened. To Set this default:

- 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.
- At the top of the document window, click on the File menu.
- Click on Options.
- Click in the “Run last viewed relationship” checkbox.
Click OK.

A message will appear advising you that the change you made will not take effect until you close the document window and reopen it.

Click OK.

Close the document window.

Return to the WebNow viewer and double-click on an application. The application will open and the listing of Related Documents will display automatically.