Document Imaging – Tips and Tricks #4

View Applications that have been “Routed Forward” during the current WebNow session

WebNow will allow users with the ability Route documents the ability to see the documents that have been routed during the current WebNow session. Users may view a listing of applications routed forward and even recall a recently routed application to the view screen.

- This assumes you have opened an Application for viewing. Once you have clicked the “Route Forward” button, whether as a Graduate Admissions personnel or as a Graduate Program Coordinator, use the steps below to see “recently Routed Items”
  - Click on the “View Recently Routed Items” button located to the right of the “Route Forward” button on the bottom toolbar.

The system will display a window listing all of the items that have been “routed Forward” during the active WebNow session.

- To recall a recently routed item to a view screen, simply click the item from within the window.