

PRINTING REQs INTO WORKFLOW

To start a requisition in Workflow, enter it in USAS, then click **Print**. If you have more than one req, select them all and click **Print Batch**.

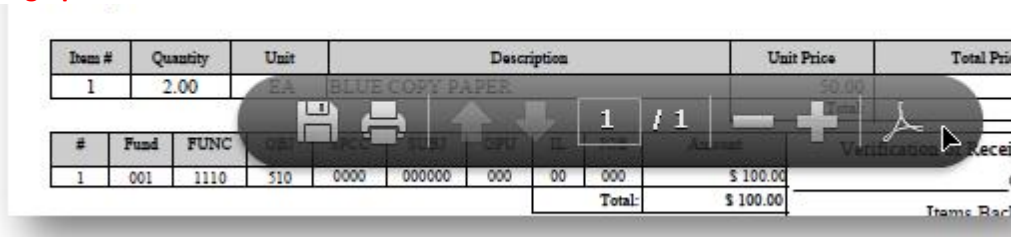


The requisition will open in a new window. (If you are sending multiple reqs, they will be in one document . You do not have to split them up – OnBase will do that.) From there, you will click the larger **email icon***. A panel will appear on the right. In the “Send Files” area, click “Attach to Email”. A second box will appear asking whether to send a link or send a copy – **you want to send a copy**. This will launch your email program. You will email the attachment to: req@hccanet.org. **Don't change the file name or add a subject – just send as is.**

By emailing the req as an attachment to req@hccanet.org, you are kicking off the workflow.



***Be sure to choose the big email icon, not the small one (the X over the small one above is an added graphic – you won't see the x). If you do not see two email icons, then place your cursor toward the bottom of the pdf screen until you see a dark bar appear. Click the Adobe icon at the end. This will bring up the Adobe Toolbar and the second email icon.**

A screenshot of a PDF document showing a requisition table. The table has columns for Item #, Quantity, Unit, Description, Unit Price, and Total Price. The first row shows Item # 1, Quantity 2.00, Unit EA, Description BLUE COPY PAPER, Unit Price 50.00, and Total Price 100.00. Below the table, there is a dark bar with a mouse cursor pointing to an Adobe icon.

IMPORTANT NOTES:

- If you are not using Adobe as your PDF viewer, then the instructions will be different! The main thing to remember is to send the email from the PDF program, not the Internet Explorer toolbar.)
- If you are using a web based email program, you will have to save the req and attach it to an email from the email web site.