Hello All,

To improve and expedite our invoice approval process, we recently implemented new software - DocuWare. DocuWare provides the ability to process invoice approvals electronically. This will assist Accounting in the status of pending invoice approvals, and open invoices. If you are receiving this email, you are an invoice approver that will be utilizing the system.

Below is a link to the instructions you need to follow to register as a first time user of DocuWare. If you encounter any issues while registering, or as you being to use DocuWare, please contact IT via the ticket system.

LINK TO THE INSTRUCTIONS (To Be Added)

Navigate to the following website:

https://docuware-online.com/DocuWare/

In order to access DouWare, please following the below instructions:

Select "Forgot your password"

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Organization: Username: Password:	DocuWare account	Forgot Your Password? Please fill in your DocuWare user name. Then DocuWare will send you a link to your email address through which you can define a new password. User Name:	×

Enter your Username which is your First initial last name.

Example "Jan Noelke": jnoelke Organization: MMS Holdings Inc.

If you receive an error message – Contact IT

You will then receive an email with instructions from DocuWare to reset your password.

Once your password is reset, navigate back to the website and sign in:

https://docuware-online.com/DocuWare/

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	DocuWare account	\sim	
Organization:	MMS Holdings Inc.		
Username:			
Password:			
	> Forgot your password?		
	Keep me logged in		
	Open Client in new window		
	Login		

Once you have completed the above steps and are able to access DocuWare, a survey may appear for you to complete (this is random and am not sure who will receive the survey).

Tutorial may pop-up for you to view, this tutorial is not intended for the approval users, please close.

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Once the Tutorial has been closed, you can view your tasks in Tasks Tab. This will show how many tasks (open invoices pending your approval) need to be completed:

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Click on Tasks Tab to view your tasks and the current status of each task. You can also click on Status to sort.

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Verify	09/29/2017 5:3	6 PM Accountant			New		
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Double click on a task to view. On the right, DocuWare has stamped the invoice showing who the invoice was routed from and the approver chosen.

In the example below, the invoice was routed from jnoelke and the approver is Accountant. In most instances, the task will be to choose 'Approved' or 'Rejected' for the invoice shown. On the left, you will need to determine the action to take for the invoice.



If 'Rejected' is chosen, a 'Rejection Reason' box will appear to input the reason for rejecting the invoice.

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Once you have completed your approval or rejection, the 'Confirm' box will be active to select. Once Confirm is selected, the task will then be routed to the appropriate user.

The task will no longer appear in your Task list and the *next user* will see an additional DocuWare stamp for the approval/rejection of the invoice with the approver's name and the date of approval/rejection.

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You can also forward the invoice by using the envelope in Tools. If the Tools are not displayed, click on the arrow, circled in red below, so it is pointing up, to display Tools. Use the envelope icon to send the document to someone.

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Vendor-Approver Info link:

http://mmsservervm6/pam/Account%20Management/Vendor-Invoice%20Info.xlsx

Expectation for reviews: Time allocated = 3 days to reject or approve.

If you need access to invoices that were previously approved/rejected in DocuWare, please contact Accounting.

After the initial sign-in, if you have a task to complete, you will receive an email notification from DocuWare that a task has been assigned to you. Click on the link in the email to navigate to the DocuWare sign-in. After signing in, you can view your tasks as stated in the above instructions.



Docuware link:

https://docuware-online.com/DocuWare/