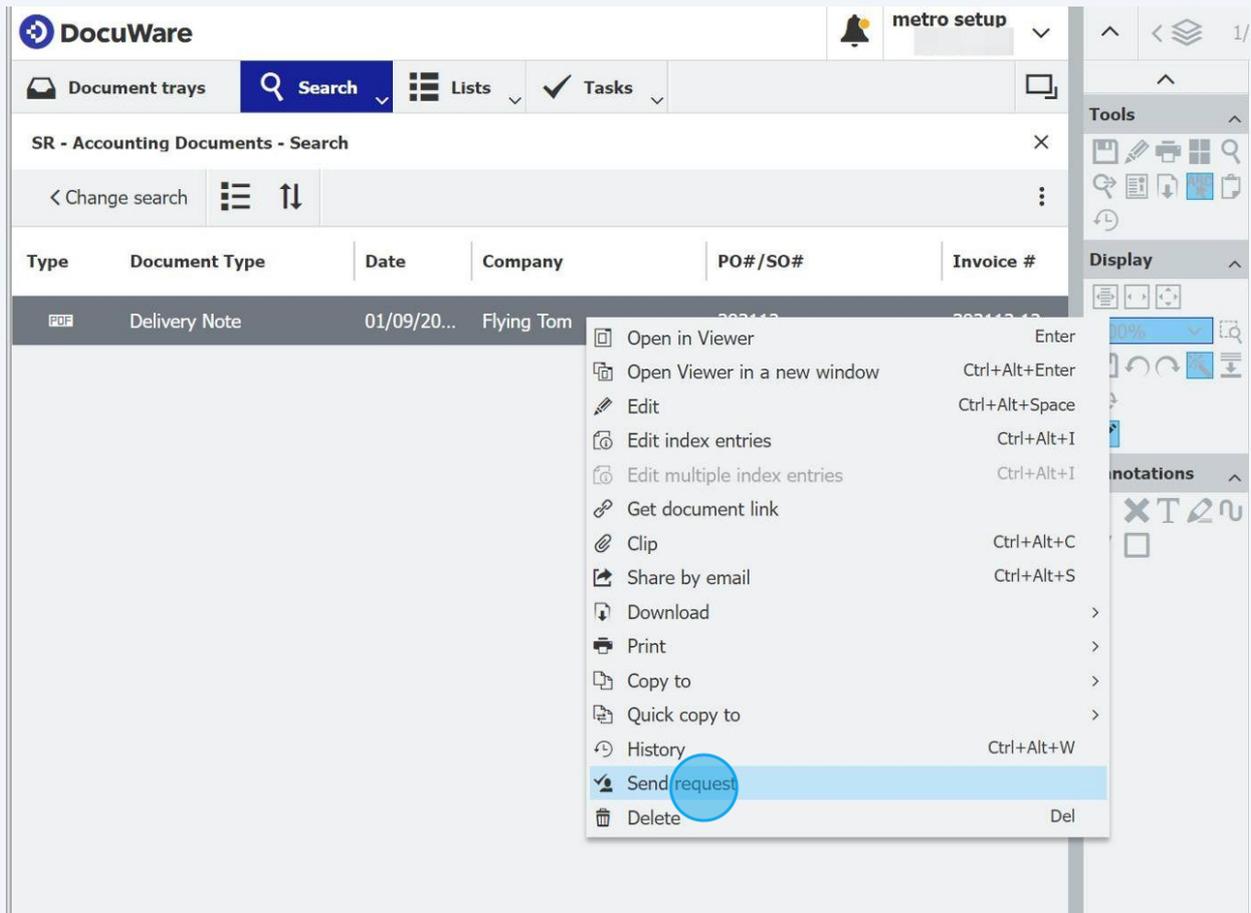
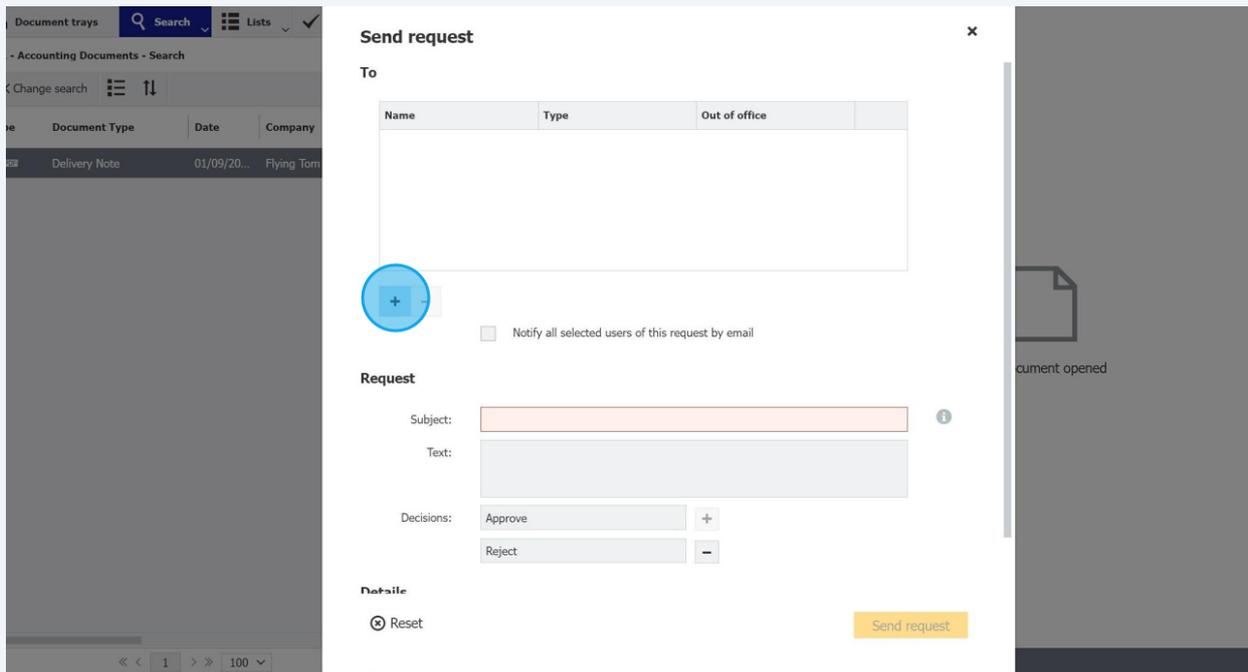


# How to use the Send Request feature in DocuWare

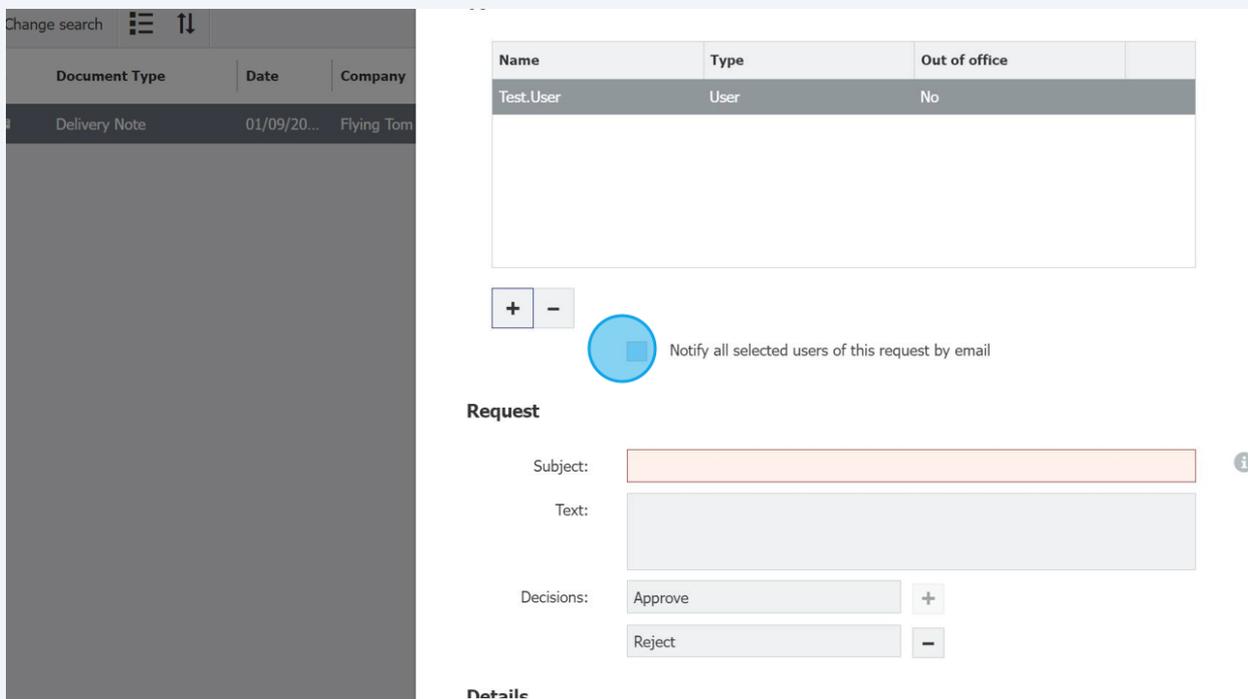
1 Right click on the document and select "Send request"



2 Click the plus sign to add the user(s) who will approve the document.



3 Check the "Notify all selected users..." if you would like to also generate a notification email.



## 4 Fill in the Subject and Text lines.

very Note 01/09/20... Flying tom

Notify all selected users of this request by email

**Request**

Subject:  ⓘ

Text:

Decisions:  +  
 -

**Details**

Allow that a decision can be taken by stamp ⓘ

⊗ Reset Send request

« < 1 > » 100 ▾

## 5 Check the allow stamp box if you would also like a stamp applied to the document.

Notify all selected users of this request by email

**Request**

Subject:  ⓘ

Text:

Decisions:  + ● ● ● ● ●  
 - ● ● ● ● ●

**Details**

Allow that a decision can be taken by stamp ⓘ

⊗ Reset

« < 1 > » 100 ▾

**6** When finished, click "Send request"

Subject: Please confirm receipt. ⓘ

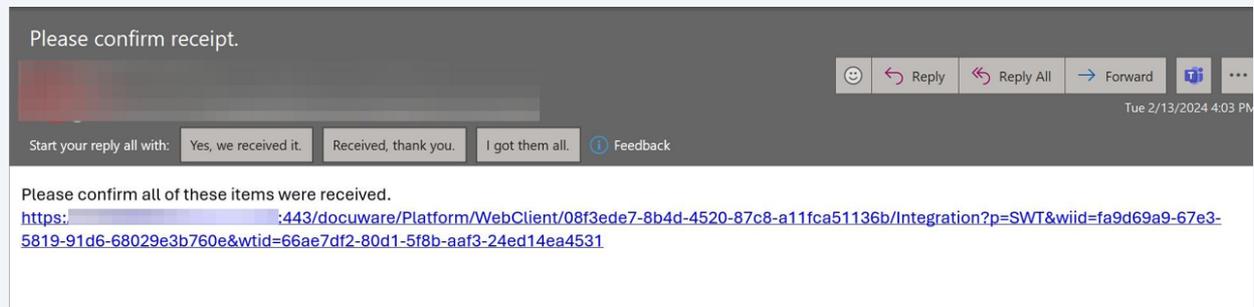
Text: Please confirm all of these items were received.

Options: Approve +  
Reject -

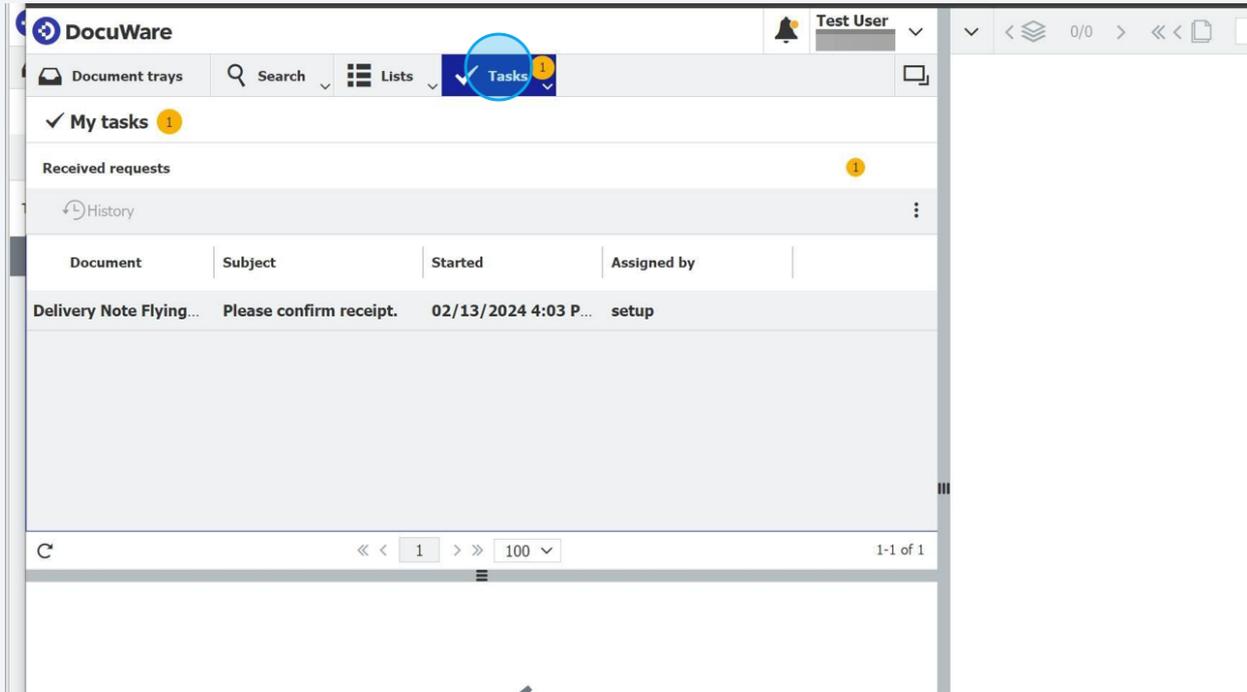
Allow that a decision can be taken by stamp ⓘ

**Send request**

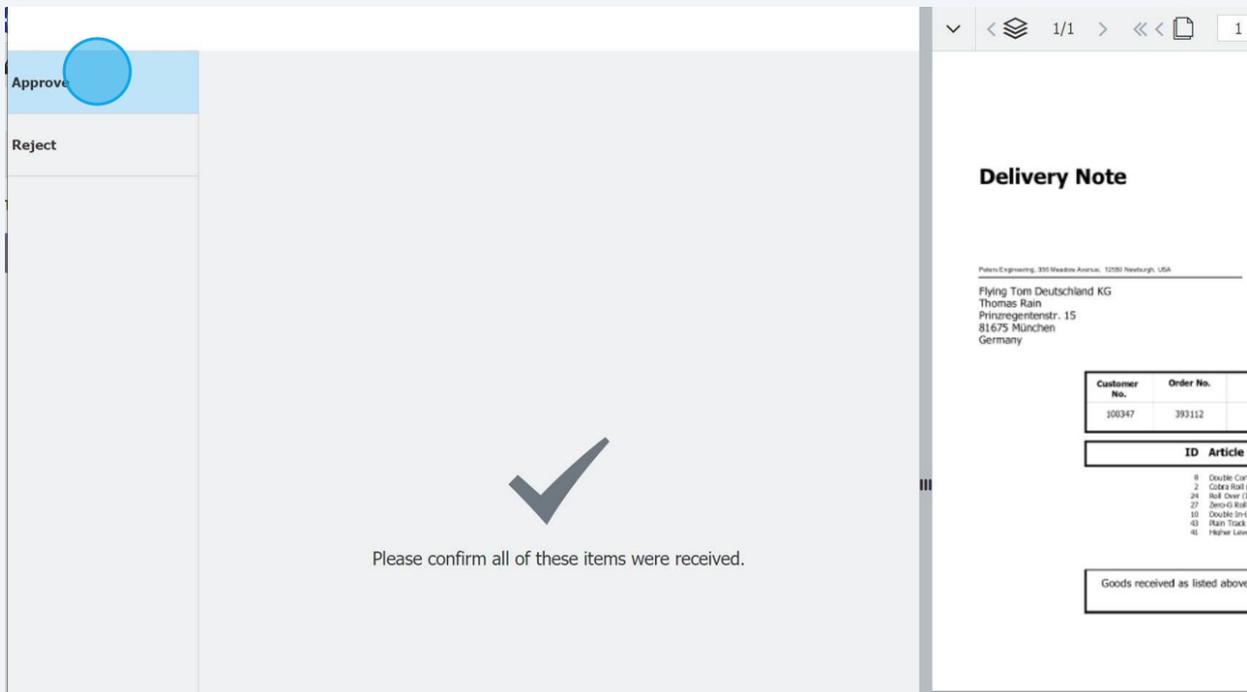
**7** If notification was selected, the user will receive an email with a direct link.



**8** The requested user will have a new Task in DocuWare.



**9** The user can approve or reject.



## 10 Add any comments and click "Confirm"

The screenshot shows a software window with a 'Comment' field containing the text 'These were all received'. A 'Confirm' button is highlighted with a blue circle. A tooltip above the button reads 'Confirm your entries and finish the task'. On the left, there are 'Approve' and 'Reject' buttons. On the right, a 'Delivery Note' is displayed, including the Peters Engineering logo, customer information for Flying Tom Deutschland KG, and a table of items.

Customer No.	Order No.
100347	393112

ID	Article
8	Double Cork
2	Cobra Roll
24	Roll Over
27	Zero-G Roll
10	Double In-L
43	Plain Track
41	Helper Level

Goods received as listed above

## 11 If the stamp option was selected, the user can select the stamp.

The screenshot shows a software window displaying a 'Delivery Note' for Flying Tom Deutschland KG. A stamping menu is open, showing options for 'Approve', 'Reject', and 'Comment'. The 'Approve' option is highlighted. The delivery note includes the Peters Engineering logo and contact information. Below the note is a table with columns for Customer No., Order No., Delivery Note No., Order Date, Delivery Date, and Dispatch Typ. At the bottom, there is a table listing items with their IDs, articles, and quantities.

Customer No.	Order No.	Delivery Note No.	Order Date	Delivery Date	Dispatch Typ
100347	393112	393112/D1	11.02.2008	01.09.2008	DOP (delivered duty paid)

ID	Article	Quantity
8	Double Corkscrew (Inverted)	1
2	Cobra Roll (Inverted)	2
24	Roll Over (Inverted)	2
27	Zero-G Roll (Inverted)	1
10	Double In-Line Twizt (Inverted)	1
43	Plain Track at Ground Level per m (Inverted)	100
41	Helper Level Construction Level per m height & m track	2530

## 12 Enter any comments and click "Set"

**Approve** [X]

Comment: All of these items were received [X]

[Set]

Delivery Note No.	Order Date	Delivery Date	Dispatch Typ
393112/D1	11.02.2008	01.09.2008	DDP (delivered duty paid)

Article	Quantity
Double Corkscrew (Inverted)	1
Cobra Rail (Inverted)	2
Rail Over (Inverted)	2
Zero-G Rail (Inverted)	1
Double In-Line Twist (Inverted)	1
Plain Track at Ground Level per m (Inverted)	100
Higher Level Construction Unit per m height & m track	2530

## 13 Apply the stamp on the document.

Test User  
02/14/2024  
Approve  
Comment: All of these items were received

**Delivery Note** Annotations:

Peters Engine  
350 Meadow J  
NY 12550 Nev  
USA  
PHONE +1(8  
FAX +1(8

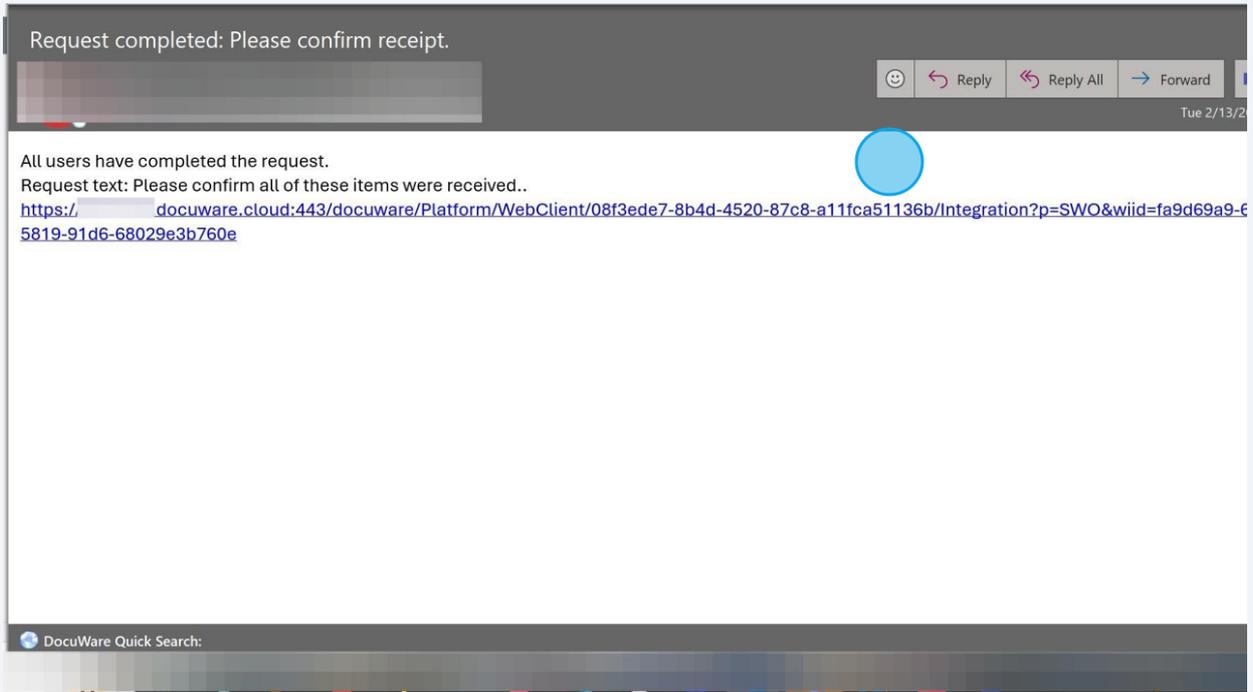
Peters Engineering, 350 Meadow Avenue, 12550 Newburgh, USA

Flying Tom Deutschland KG  
Thomas Rain  
Prinzregentenstr. 15  
81675 München  
Germany

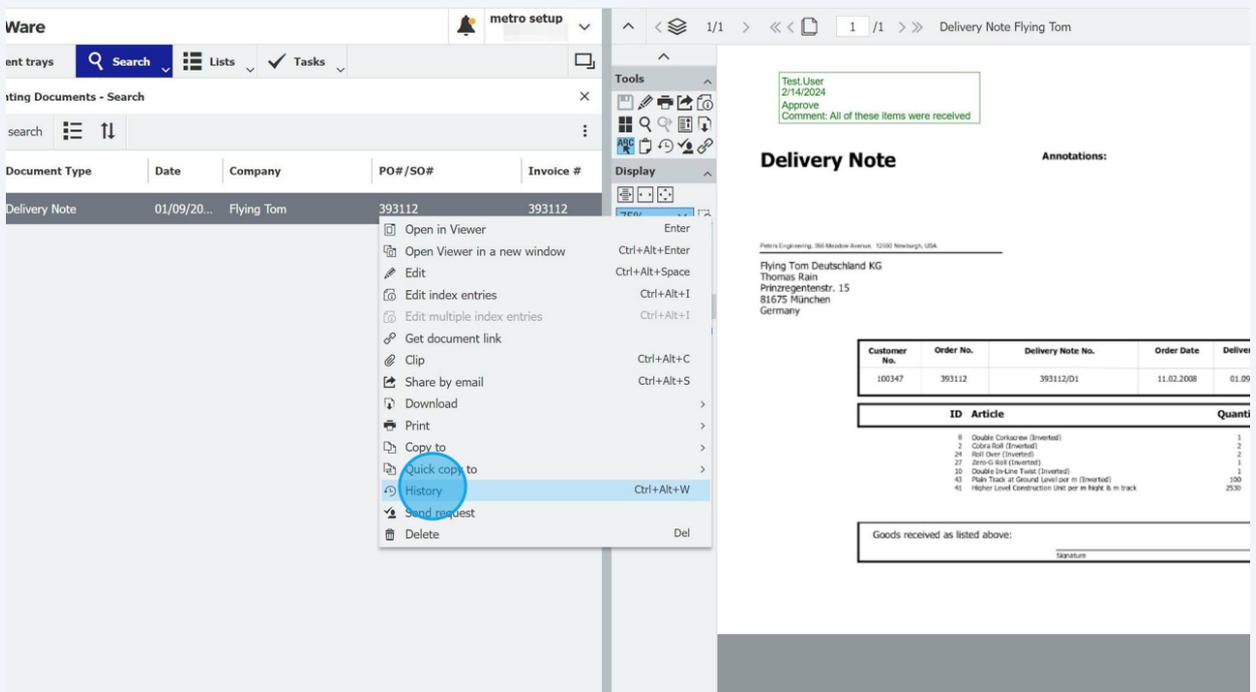
Customer No.	Order No.	Delivery Note No.	Order Date	Delivery Date	Dispatch Typ
100347	393112	393112/D1	11.02.2008	01.09.2008	DDP (delivered duty paid)

ID	Article	Quantity
8	Double Corkscrew (Inverted)	1
2	Cobra Rail (Inverted)	2
24	Rail Over (Inverted)	2
27	Zero-G Rail (Inverted)	1
10	Double In-Line Twist (Inverted)	1
43	Plain Track at Ground Level per m (Inverted)	100
41	Higher Level Construction Unit per m height & m track	2530

**14** After the user has approved or rejected the document, you will receive a completion confirmation.



**15** You can now right click on the document and select "History". If a stamp was applied it will now be visible on the document.



**16** Steps in the process can be expanded to show details and comments.

Document trays Search

Accounting Documents - Search

Change search ☰ ↕

Document Type	Date
Delivery Note	01/

### History

Workflow
Document

Please confirm receipt.

**Workflow version: 1**

Type	Decision	User	Date
Start		setup	02/13/2024 4:03
Decision	Approve	Test.User	02/13/2024 4:06

Text: **Please confirm all of these items were received.**