



FileNet Accounts Payable Processing Agency View

AGENCY DESKTOP – ATTACHMENTS – SUPPORTING DOCUMENTS – E-MAILING FROM FILENET

To email a document from FileNet, select/highlight the document as shown.

Click the **Actions** button or click the right mouse button to open the context menu.

Select **Send Email** and then **As an Attachment**.

The screenshot shows the FileNet Agency Review interface. The top navigation bar includes 'Business Unit: DHS01/Vendor: NORTHEASTERN INDUSTRIAL PARK INC/Invoice Number: 8084/Contract Number: L00377T/Workflow Version5'. Below this, there are tabs for 'Properties', 'Attachments', and 'History'. The 'Attachments' tab is active, showing a list of attachments under the 'Invoice' folder. A context menu is open over the 'Invoice8084' attachment, with the 'Actions' button highlighted. The 'Send Email' option is selected, and the 'As an Attachment' sub-option is highlighted. The interface also includes buttons for 'Refresh', 'Add Document', 'Add Folder', 'Remove', 'View Link', 'Send Email', and 'Print'. At the bottom, there are buttons for 'Ok To Pay', 'Not Ok To Pay', 'More Responses', 'Save', and 'Cancel'.



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FileNet will open a new email within your e-mail client with the selected document attached.

The screenshot shows an email client window titled "Untitled - Message (HTML)". The ribbon includes "FILE", "MESSAGE", "INSERT", "OPTIONS", "FORMAT TEXT", and "REVIEW". The "MESSAGE" ribbon is active, showing options like "Cut", "Copy", "Paste", "Format Painter", "Basic Text", "Names", "Include", "Tags", and "Zoom". The email fields are: "To..." with "Someone@ogs.ny.gov", "Cc..." (empty), "Subject" with "Document for your review", and "Attached" with a PDF icon and "20140214.000037.02.PDF (57 KB)". The email body contains the text: "Here is the document that we spoke about. Please look it over and send me the updated information."