



FileNet Purchase Processing Agency View

New York State
Office of General Services
Business Services Center
(518) 457-4272
<http://bsc.ogs.ny.gov/>

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

When you highlight and select a document as shown you will be able to then select the Actions button or click the right mouse button to open the context menu to select from the email options

Use As an Attachment to send the document as an attachment in the email.

Business Unit: DOH01/Vendor Number: VEN001/PO Number: PO090464

Due date: 10/26/2014, 4:27 PM | Started by: p8admin | Received on: 4/29/2014, 4:27 PM | Step: Processed

Properties Attachments History

- AP_InvoiceDocs
- AuditDoc
- ChangeNotice
- ChangeRequest
- POs
- SupportingDocs

Refresh Add Document Add Folder Remove Actions

Attachments ChangeRequest

Name	Date Received	Unit	PO Number	RevisionNumber
PO Change Request from AP	4/1/2014, 12:0		PO090464	

Context menu options:

- Open
- Preview
- Properties
- Download
- Add to Favorites
- Delete
- View Link
- Send Email
 - As a Link
 - As an Attachment
 - All Parts as a Compressed File
- Print



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

FileNet will open your e-mail client and allow you to send your selected document as you would compose an ordinary email.

Send	From	1235@doh.ny.gov
	To	Someone@ogs.ny.gov
	Cc	
	Bcc	
	Subject	Approval
Attached	POChangeRequest.txt (189 B)	

I approve this request to increase the encumbrance

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