

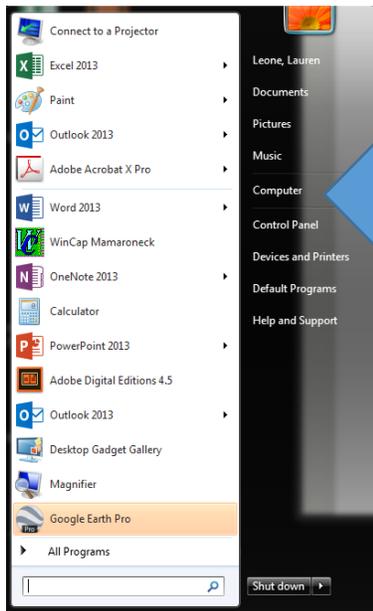
Attaching a Document to a Pending in WinCap

Attach only ONE copy of pertinent documents to the Pending request.

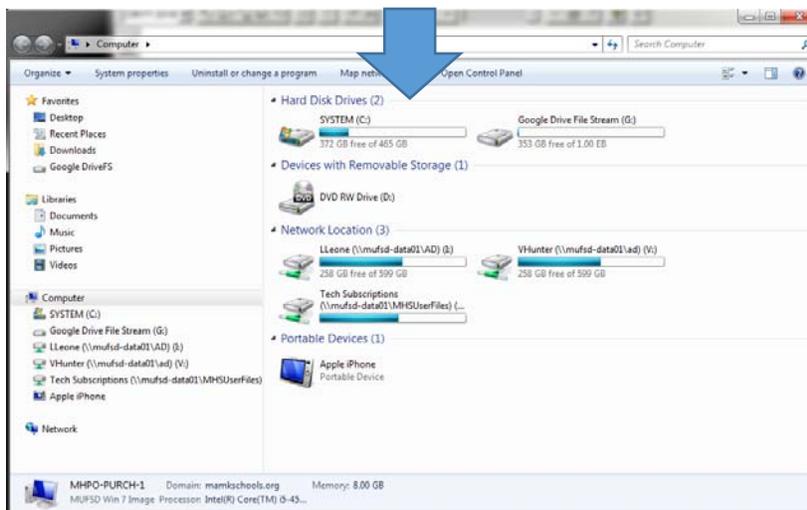
Click on your Windows Start Icon at the bottom left of your desktop.



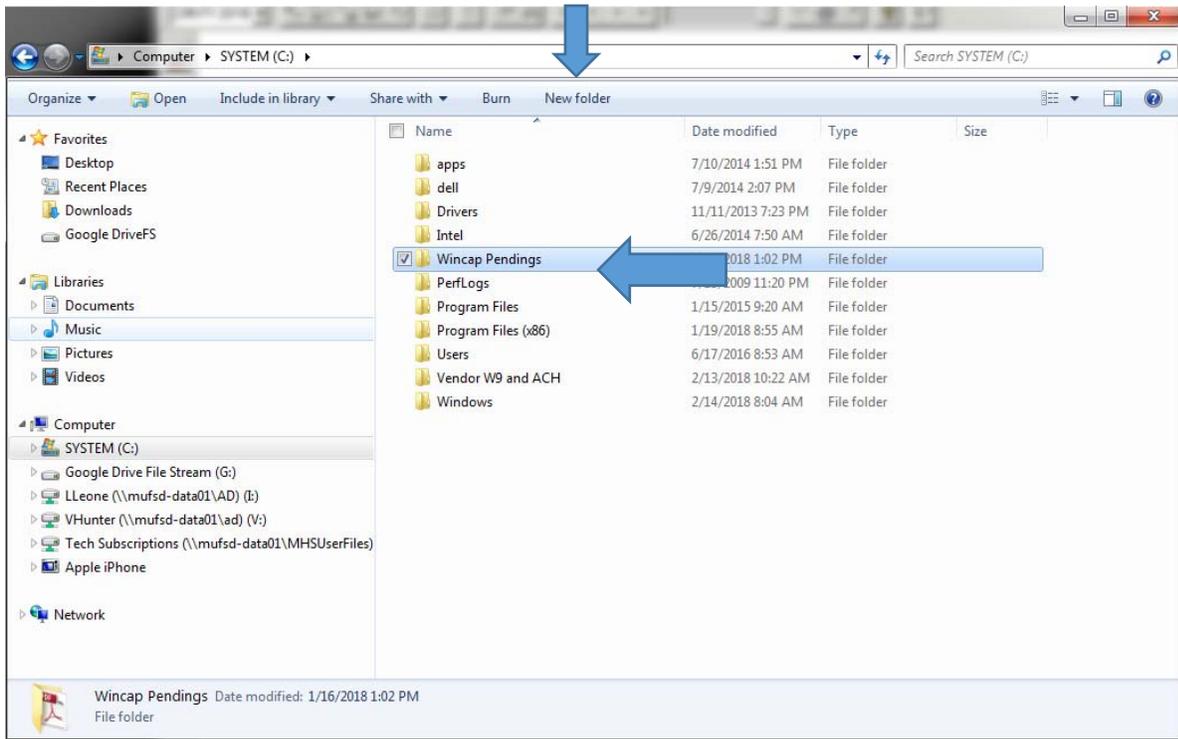
Click on "Computer" to open your Computer.



Double click on the "C" drive to open.

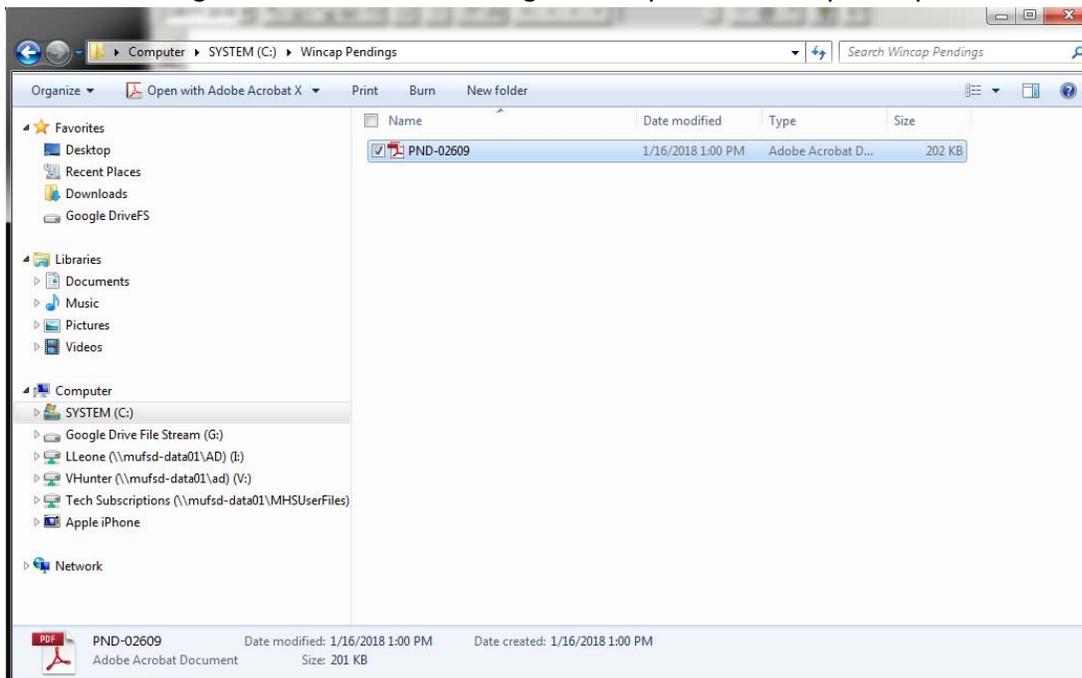


Create New Folder and label it “WinCap Pendings”



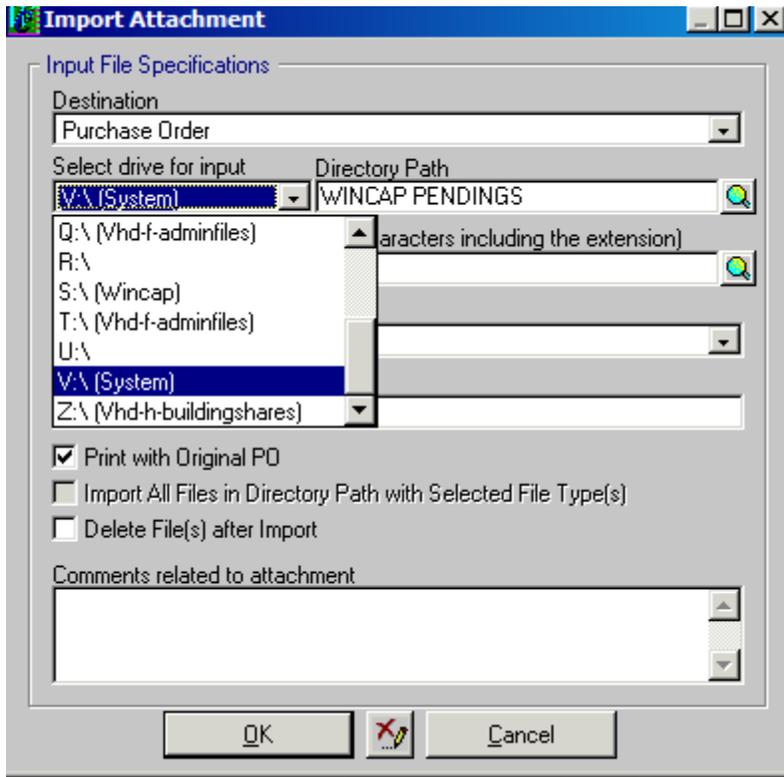
Close out of there. You only need to do this ONCE to set it up.

Scan backup to email and save the file to the “WinCap Pendings” file on the “C” Drive. You may name the back-up files as you like but make sure that you will understand the reference when you have to find the document again to attach to the Pending or for any other reason you may need to reference.

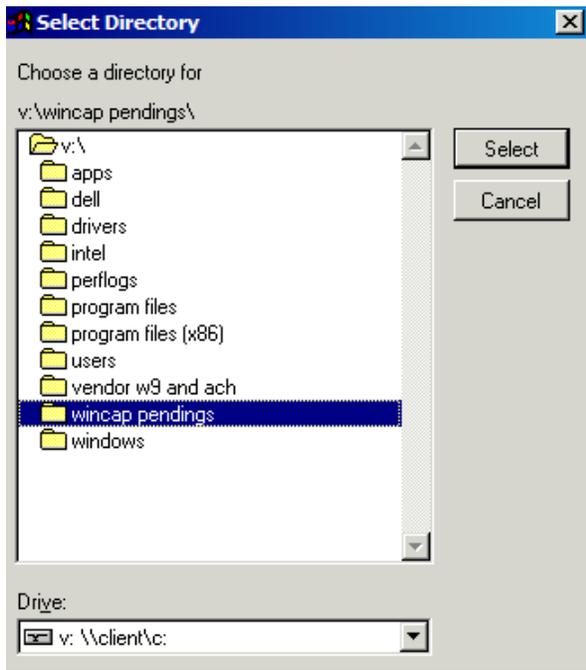


Ignore the “Destination” field, you do not have that.

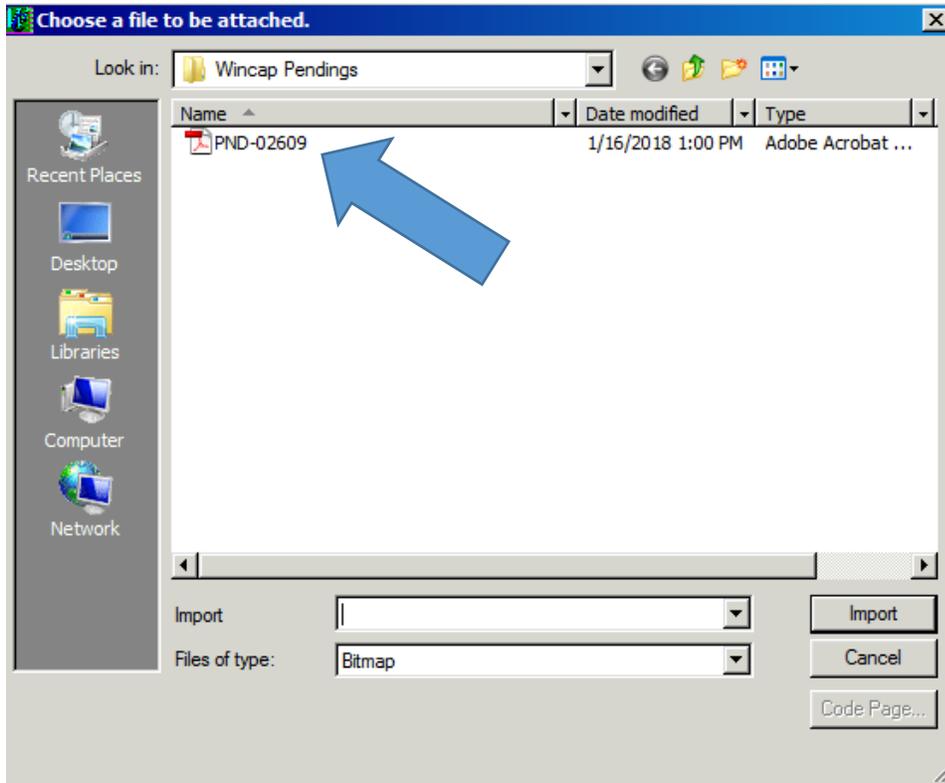
Drop down and select the “V” Drive for Input. Yours may say “V:\(ClientC)”.



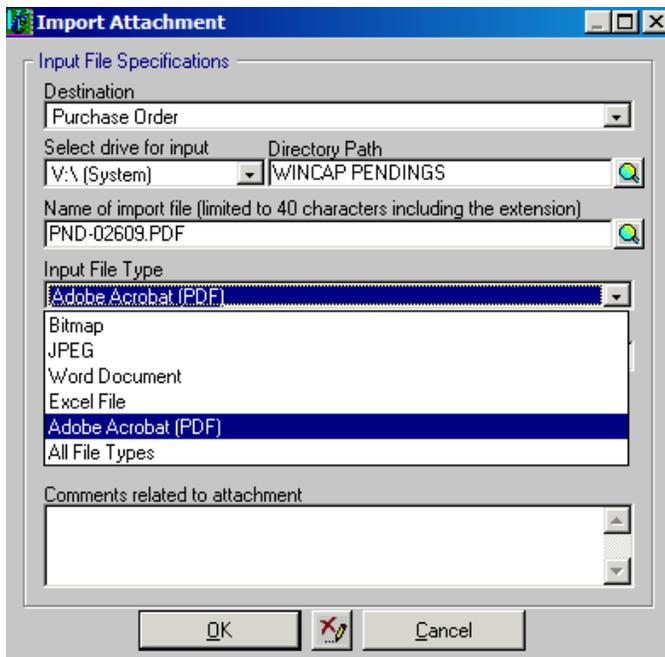
“Directory Path” click on the looking glass and select the “WinCap Pendings” file as the Directory.



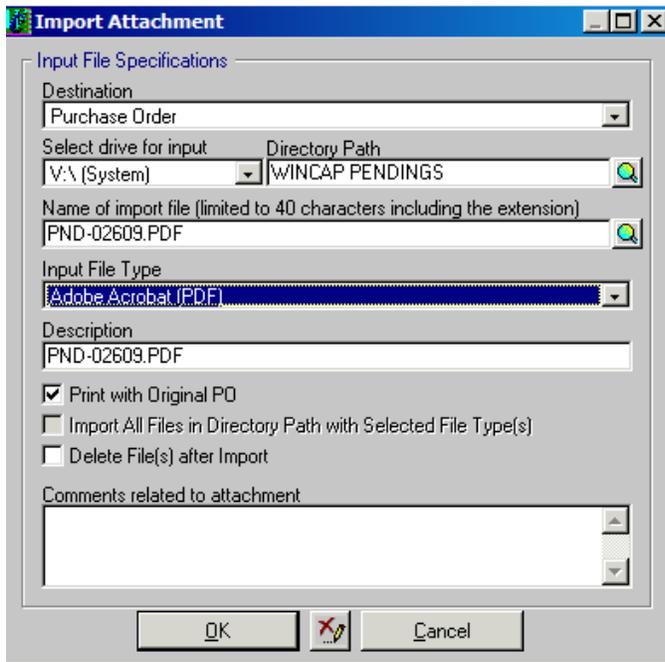
“Name of Import File” click on the next looking glass and choose your saved file to attach to the Pending.



“Input File Type” drop down and choose correct file type. If you are attaching a scanned document it will always be PDF. If you saved from an email it may be a different format so please choose the correct one.



Check the “Print with Original PO” box.



Click “OK”.

You will get a notification that says “1 File(s) have been read in and saved.” Click “OK”.

Go back to your “Line Item” screen and click “Approve” to submit pending.