

Accessing the TenDocs Archive from Work Orders in 2+

Users can now access their TenDocs archive on the main Work Order screen in WinTen 2+, which allows them to scan or print to the TenDocs archive any documents/images associated to a specific Work Order.

In order for users to access this TenDocs feature, they must have the **Work Order TenDocs – Access** privilege enabled in User Maintenance.

1. From the **Home** tab, type "user m" in the **Search** bar. Click on the **User Maintenance** link to open the User Search window.

Home	
user m	C
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Setup	
User Maintenance	

2. On the **User Search** window, type the name of the staff that needs access to TenDocs through the Work Order screen. *Note: To return all staff, type % in the search bar.*

User Search	
Full Name	User Name

3. After locating the staff member, double click on their name to open their **User** information tab, and then click on the **Groups and Privileges** tab.



 Click in the Privileges box and being typing "Work Order Ten." The privilege for Work Order TenDocs – Access will appear. To enable this privilege, check the box and then click Save at the top of the screen to save your changes.



Work Order TenDocs - Access

5. To access TenDocs from the Work Order screen, simply open a Work Order and click on the **TenDocs** button at the top of the screen.

Home Work Order Search	Work Order - WO000061 🔯	
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Work Order Number WO00006	1 Development 004 - AMP1 - La Fiesta Village	Address 61
<u>Main</u> <u>Charges</u> <u>Employee</u>	Custom Fields	
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