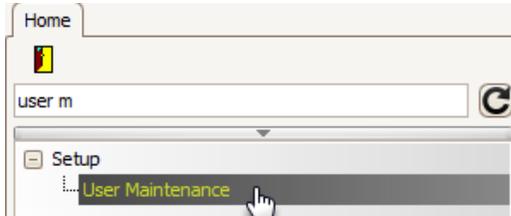


Accessing the TenDocs Archive from Work Orders in 2+

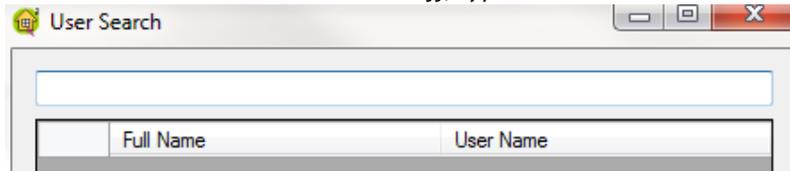
Users can now access their TenDocs archive on the main Work Order screen in WinTen 2+, which allows them to scan or print to the TenDocs archive any documents/images associated to a specific Work Order.

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

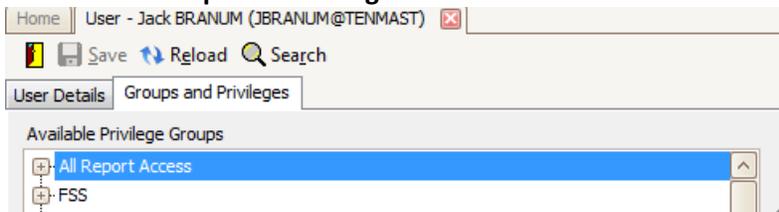
1. From the **Home** tab, type “user m” in the **Search** bar. Click on the **User Maintenance** link to open the User Search window.



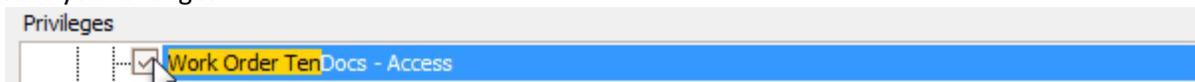
2. On the **User Search** window, type the name of the staff that needs access to TenDocs through the Work Order screen. *Note: To return all staff, type % in the search bar.*



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.



4. Click in the **Privileges** box and begin 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.



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.

