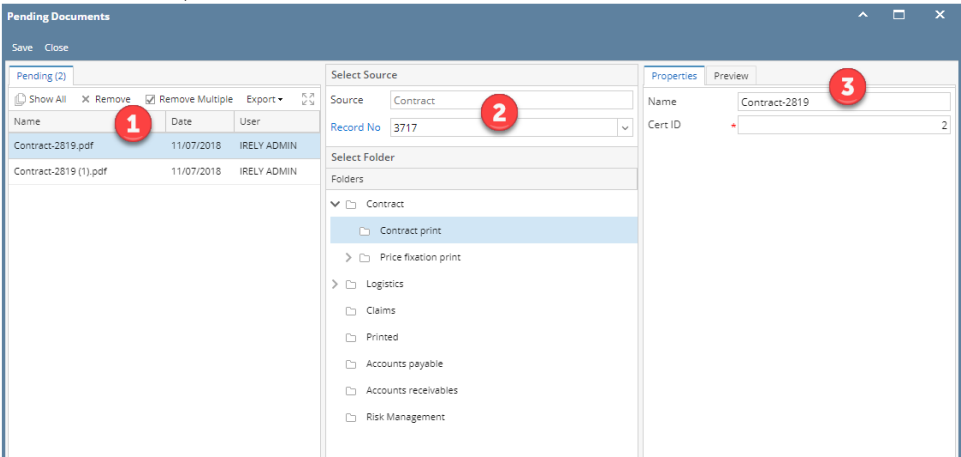


# How to Manage Pending Documents

The Pending Documents screen is where the files from a watched folder gets uploaded to.

- 1. On the user's menu panel, click the Document Management menu
- 2. Open Pending Documents screen
- 3. Select the document, Record No. and Folder



- 4. If the folder is associated with Document Type, required fields should also be filled.
- 5. Click the Save button once done. The document will be attached to the selected transaction under the DMS tab.
- 6. To preview how the file looks, open the Preview tab