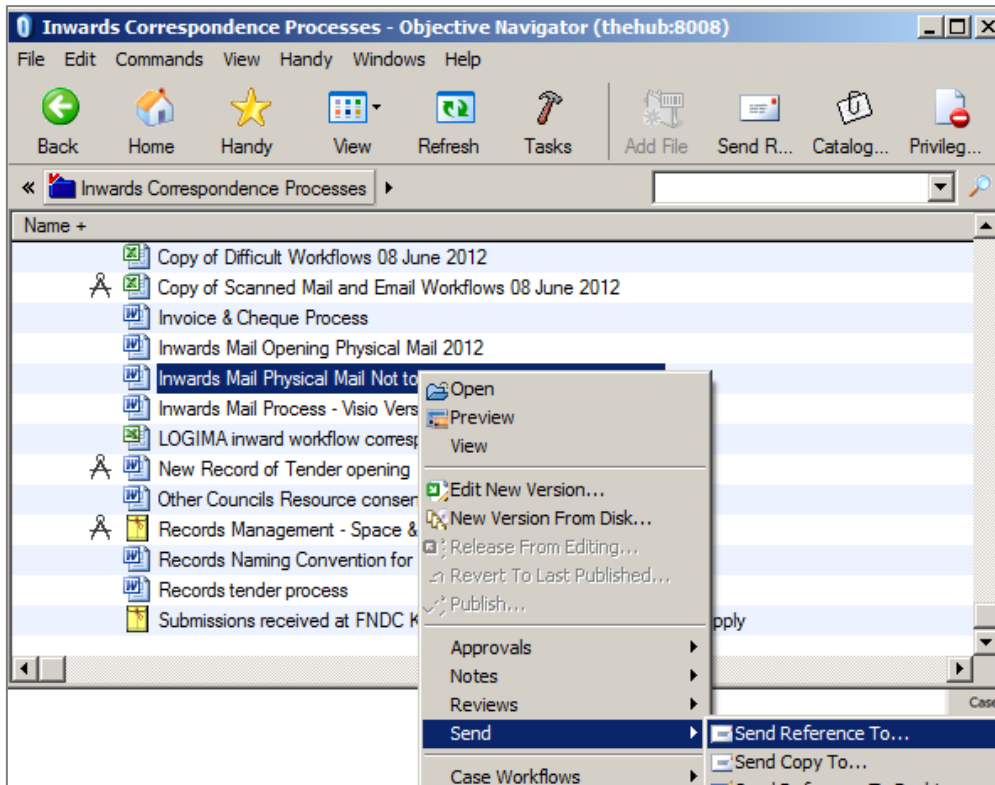


A. Extract document URL from Objective

- a. Open Objective navigator & locate the document
- b. Right click on the document and select [**Send > Send Reference To**]



- c. This will open an email , copy the document link marked in red from the email



B. Add document link to a Process or Document List

- Open Promapp and edit the process you want the document to link to , or select [Documents > Add a new document] option from the master banner menu as applicable
- Navigate to [Link Document]tab on [Upload / Link Document] window
- Ensure [Link to an external/internet file] radio option is chosen
- Select an appropriate type of the document from the [Type] dropdown
- Select process group or category from the [Group or Category] dropdown if known
- Enter [Display Name] ,this should be the document name you want Promapp to display
- Enter the captured document URL from Objective at [External location :] field
- Enter brief description of the document and click [Link]

The screenshot shows the 'Upload/Link Document' window with the following elements and callouts:

- Buttons:** 'UPLOAD NEW DOCUMENT' (disabled) and 'LINK DOCUMENT' (active).
- Type:** A dropdown menu with 'Guide' selected.
- Group or Category:** A dropdown menu with 'Select a Group or Category' selected.
- Display name:** An empty text input field. Callout: 'The [Display Name] should be the document name as displayed on the system where this document is located'.
- Radio Buttons:**
 - Link to a network file
 - Link to an external/internet file
 Callout: 'Choose [Link to an external/internal file] and capture [External location:] to link to a document that is located in your Document Management System or your intranet'
- External location:** A text input field containing 'http://'. Callout: 'Specify the URL of the document located in your Document Management System or your intranet'. Below the field is the text: 'Ensure the link is a valid url. e.g. http://www.promapp.com'.
- Description:** A text area with the prompt 'Please provide a brief description of this document.' Callout: 'Provide a brief description of the document e.g. Lodge Complaints Form linked for use'.
- Buttons:** 'Cancel' and 'Link'.

- Navigate to the [Process Map / Procedure] view or navigate to the chosen [Type] tab at Document List, this will list the newly uploaded document. On clicking this link –the document will open from OBJECTIVE