




Change a Document Type

When you open a document in ImageNow, the document type is displayed in the Properties pane. If you notice that the document type is missing or incorrect, follow these steps to change it.

If the Properties pane does not display automatically in the document window, click on the View menu, then click on Properties.

1. Click on the **Workflow** menu at the top of the document, then click on **Add to Workflow**. The Add to Workflow dialog box will appear.
2. In the Add to Workflow dialog box, select the queue **UMBSR Relink Documents**.
3. Click **Add**.
4. Close the document window.
5. Return to the ImageNow Explorer grid and expand the Workflow view.
6. Click on **UMBSR Relink Documents**.
7. Double-click on the document you wish to change. It will open in a new window.
8. In the **Properties** pane, select the correct **document type**.
9. Click on the **Save** () icon in the toolbar at the top of the document.
10. In the **Workflow** menu, click on **Route Forward**.