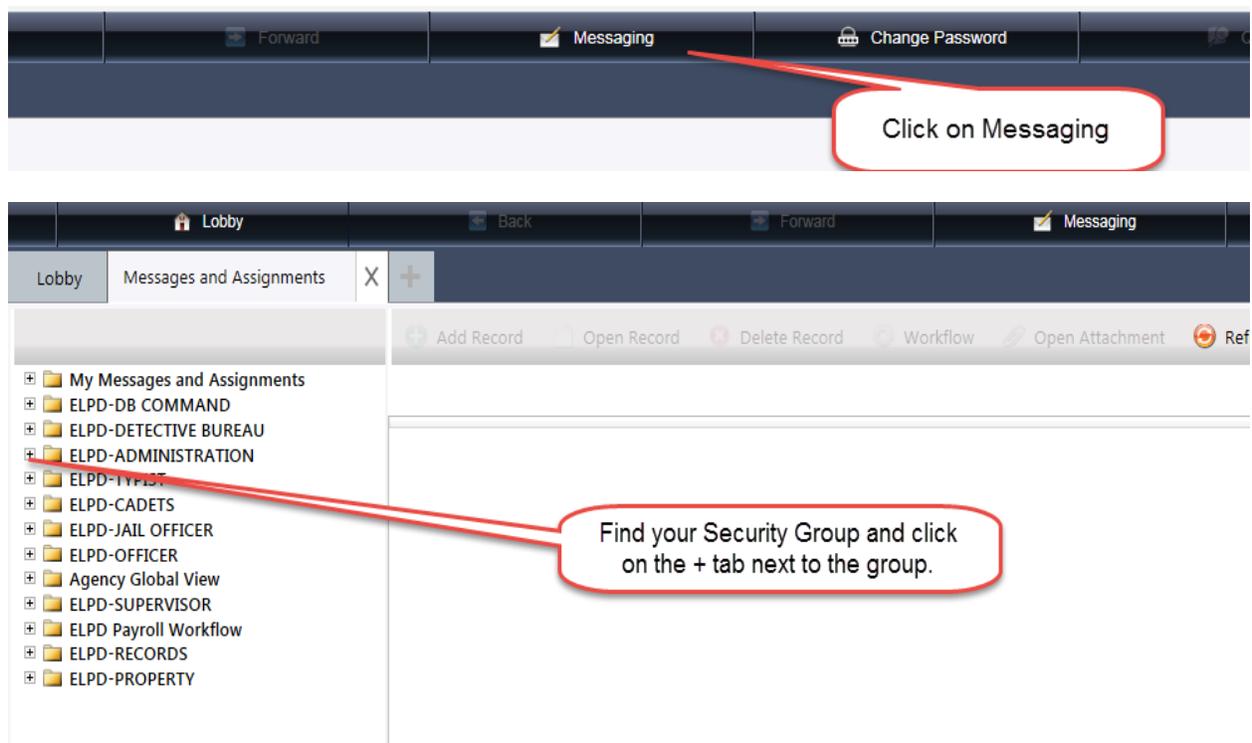


TRAINING BULLETIN #6

Alternative Method to Approving Documents

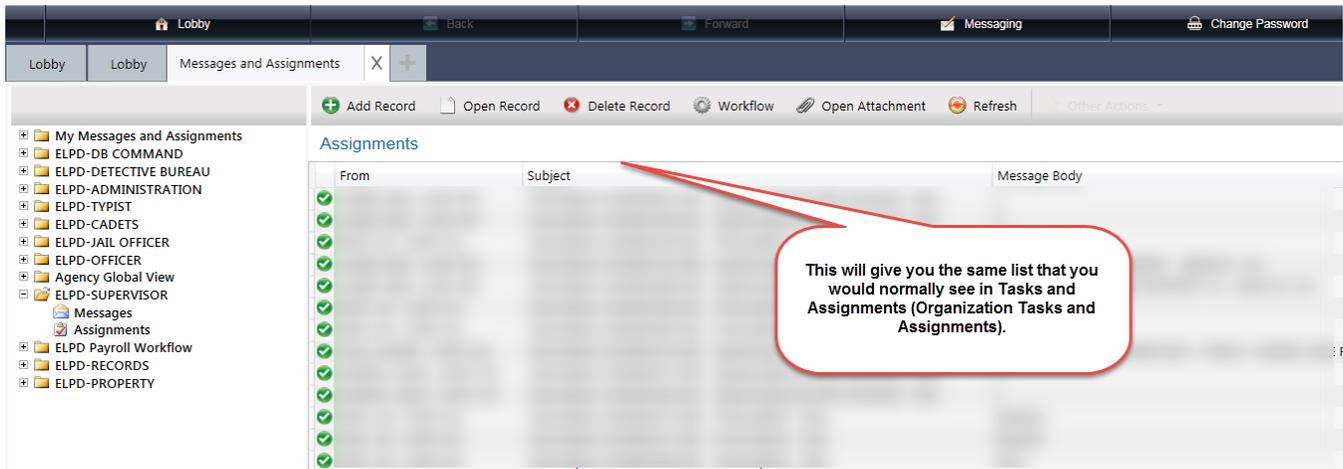
As a result of the recent upgrade, and the errors that are occurring while using Tasks and Assignments, we would like to provide an alternate method for approving documents. This alternative method may be something that you choose to use going forward; even after the error occurring in Tasks and Assignments is fixed.

You will still start with opening Case Management but, instead of opening Tasks and Assignments, you will go to the top of your screen and open Messaging.



If you are unsure of which Security Group you are in, please see your Agency Administrator. If they are unable to assist you please contact us at the email or phone number listed below.

Alternative Method To Approving Documents



From here you will be able to open multiple attachments, and send to Workflow without an error. The items will fall off your list once you click Refresh.

If you have any questions regarding the system, please contact the SRMS staff at:

(517) 335-SRMS (7767)

MSPSRMS@MICHIGAN.GOV