

ANNOUNCES

SOFTDOCS

ELECTRONIC FORMS AND WORKFLOW AUTOMATION SYSTEM



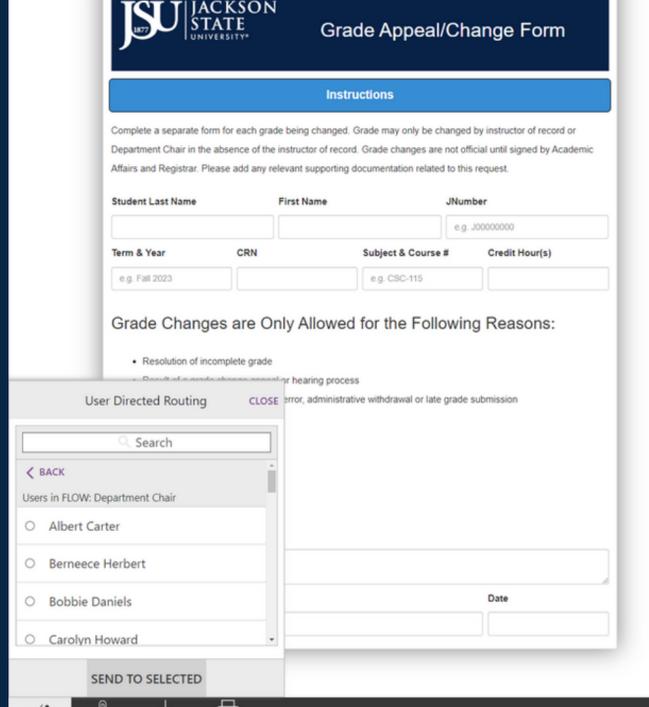
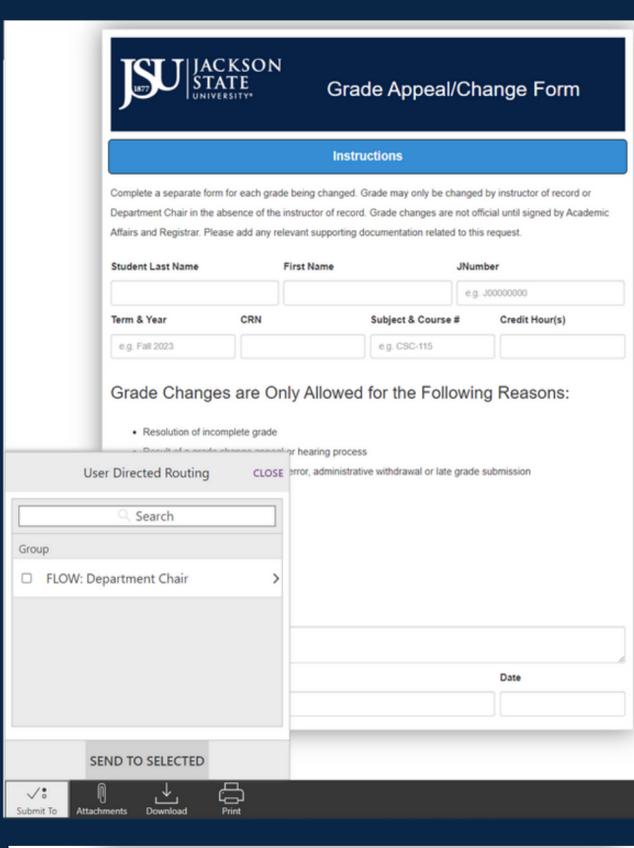
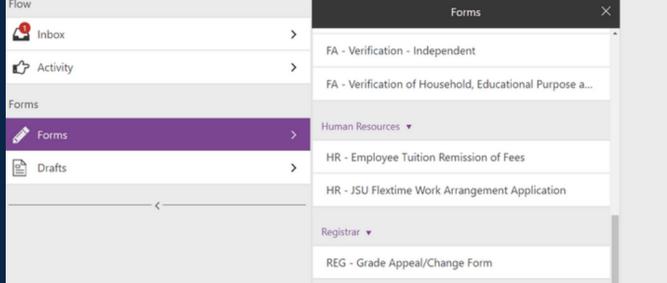
• ACCESSING SOFTDOCS

To access Softdocs, go to <https://jsumscentral.etrive.cloud>. Your username is one\Jnumber and your password is your NetID password



• TO COMPLETE A FORM

Select Forms in the left menu and select the form you want to complete. Faculty and staff can only see employee forms, and students can only see student forms. After completing the form, select "Submit to" at the bottom of the screen to select the person or group that is the next approver in the workflow.



• TO SIGN/APPROVE/REJECT A FORMS THAT HAVE BEEN SUBMITTED TO YOU

Select Inbox in the left menu to select the package (form) you want to approve. Select "Approve to" at the bottom of the screen to select the person or group that is the next approver in the workflow.

