

Setup

Last updated: August 26, 2022

Short version:

- Log into eRequest as a user with Administrator priviliedges
- Go to company settings and change the Document Management option to "GP Document Management".

Detailed Version:

- Log into eRequest as a user with Administrator privileges
- Under the Admin menu select "Companies"

Admin











- Select the company to setup document attach on
- Scroll down to the "Document Management" section.

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• Click on the Document Management drop down list highlighted below and select "GP Document Attachment"

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