

Setup

Last updated: August 26, 2022

Short version:

- Log into eRequest as a user with Administrator privileges
- 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



eRequest Config

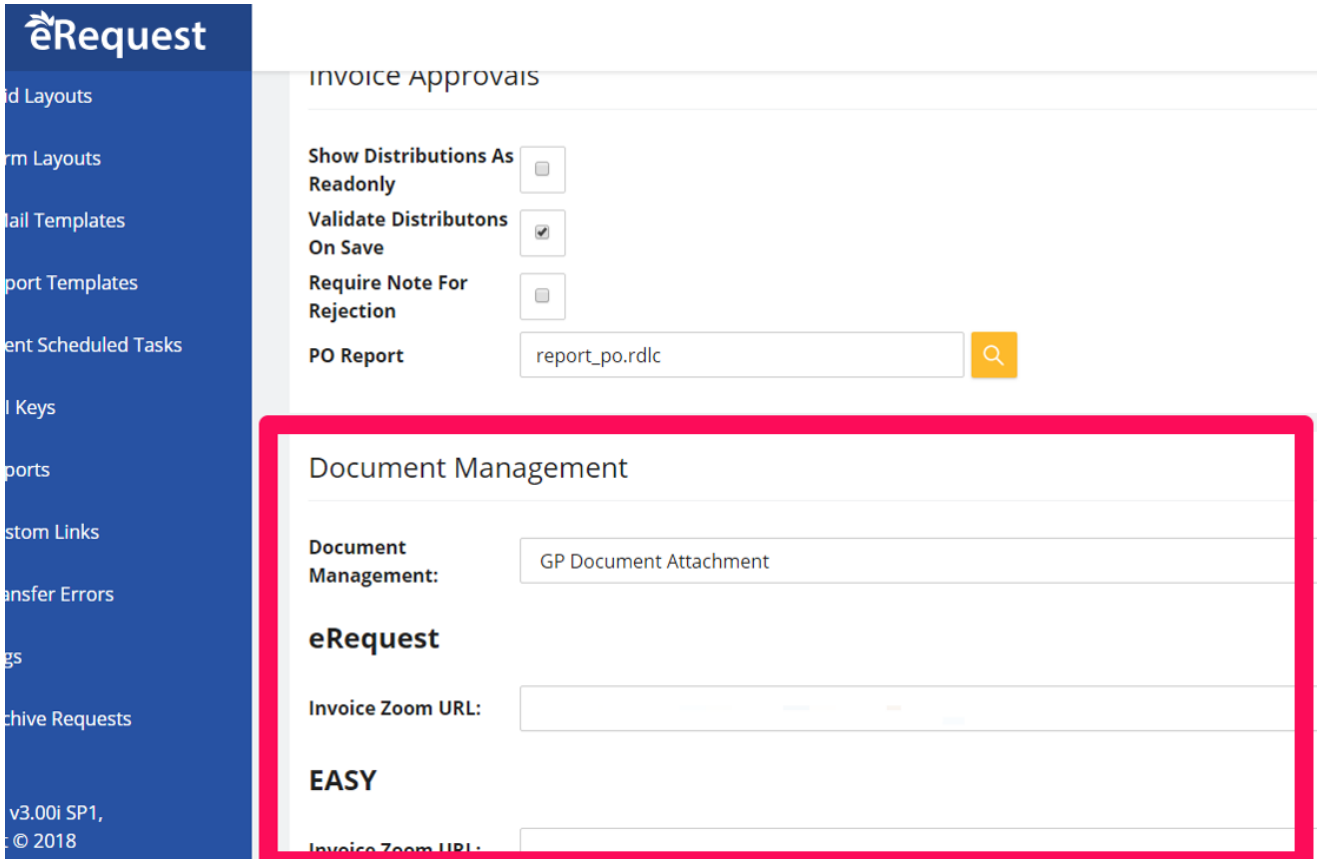


Users



Groups

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



- Click on the Document Management drop down list highlighted below and select “GP Document Attachment”

Invoice Approvals

Show Distributions As Readonly

Validate Distributions On Save

Require Note For Rejection

PO Report

Document Management

Document Management: GP Document Attachment

eRequest

eRequest
Filestream

Invoice Zoom URL:

EASY
GP Document Attachment

EASY

Invoice Zoom URL:

Tasks