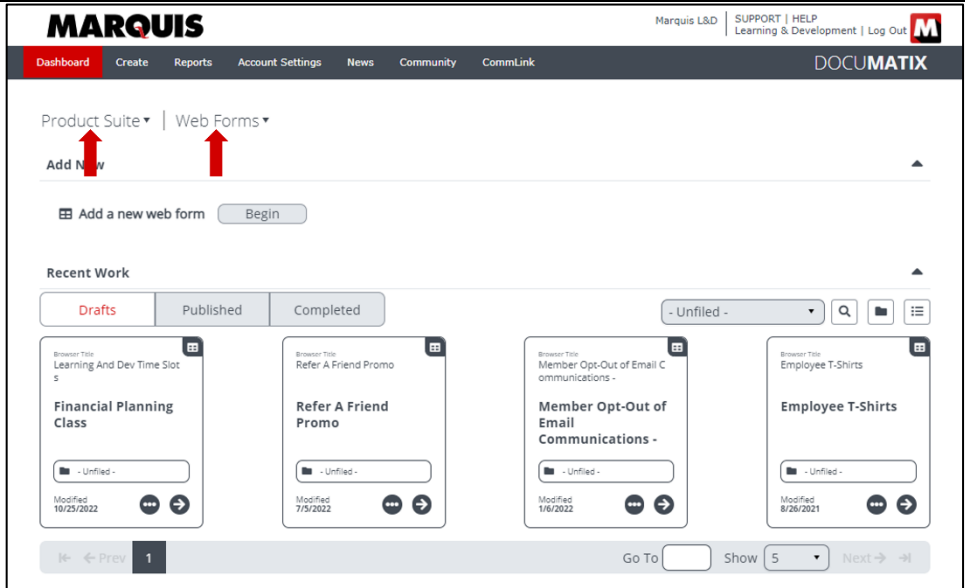
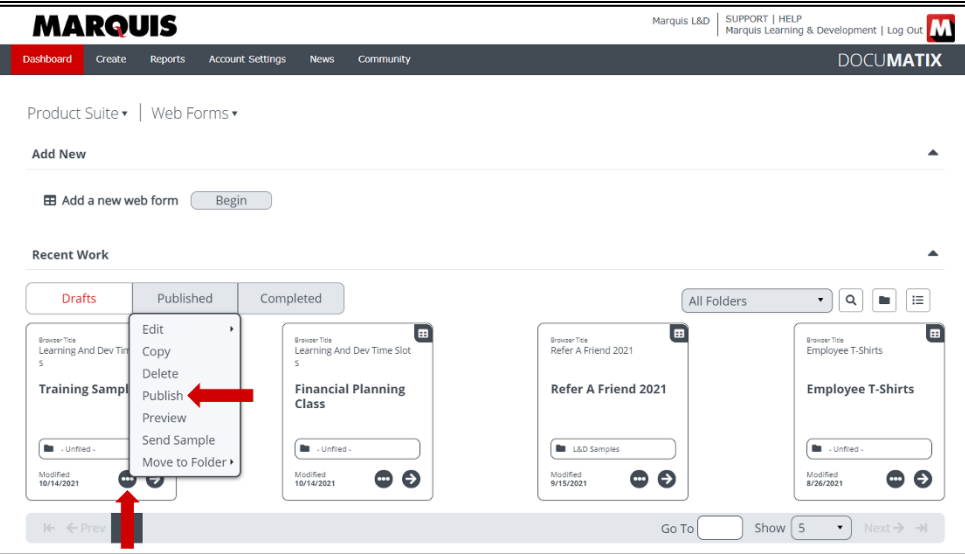
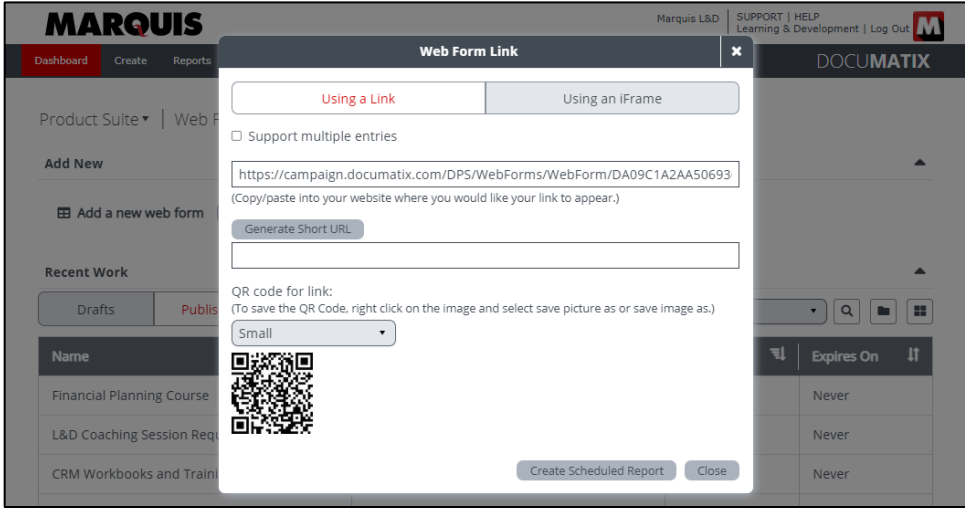


MARQUIS

DMX337	Publish a Web Form
	Follow this process to learn how to publish a Web Form.
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Select the Product Suite product and the Web Forms module
	 <p>The screenshot shows the Marquis DocuMatix dashboard. At the top, there's a navigation bar with 'Dashboard', 'Create', 'Reports', 'Account Settings', 'News', 'Community', and 'CommLink'. Below that, the 'Product Suite' and 'Web Forms' dropdown menus are highlighted with red arrows. The main content area shows an 'Add New' section with an 'Add a new web form' button and a 'Begin' button. Below that is a 'Recent Work' section with tabs for 'Drafts', 'Published', and 'Completed'. The 'Drafts' tab is active, showing a list of web forms including 'Financial Planning Class', 'Refer A Friend Promo', 'Member Opt-Out of Email Communications', and 'Employee T-Shirts'. Each item has a 'More Options' icon (three dots) and a 'Go To' button.</p>
Step 3	Click the Options icon on the web form within the Drafts tab
Step 4	Click Publish
	 <p>The screenshot shows the same dashboard as before, but with the 'Options' menu open for the 'Training Sample' web form. The 'Publish' option is highlighted with a red arrow. The 'More Options' icon for the 'Training Sample' web form is also highlighted with a red arrow.</p>
4.1	Click Yes to the confirmation message

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<p>Step 5</p>	<p>A Web Form Link page will appear with all of the link information regarding the web form</p>
	
	<p>If desired, there is an option to create a Scheduled Report for the Web Form. Move to the next step if that is something you would like to setup.</p>
<p>Step 6</p>	<p>Click Create Scheduled Report to schedule an automated report for the Web Form</p>
<p>Step 7</p>	<p>Complete Add Scheduled Report page</p>
	<ul style="list-style-type: none"> • Report Type
	<ul style="list-style-type: none"> • Web Forms
	<ul style="list-style-type: none"> • Report name
	<ul style="list-style-type: none"> • Email addresses
	<ul style="list-style-type: none"> • Start date
	<ul style="list-style-type: none"> • Expire date
	<ul style="list-style-type: none"> • Frequency
	<ul style="list-style-type: none"> • Days of the week
	<ul style="list-style-type: none"> • Time of the day
<p>Step 8</p>	<p>Click Submit</p>
	