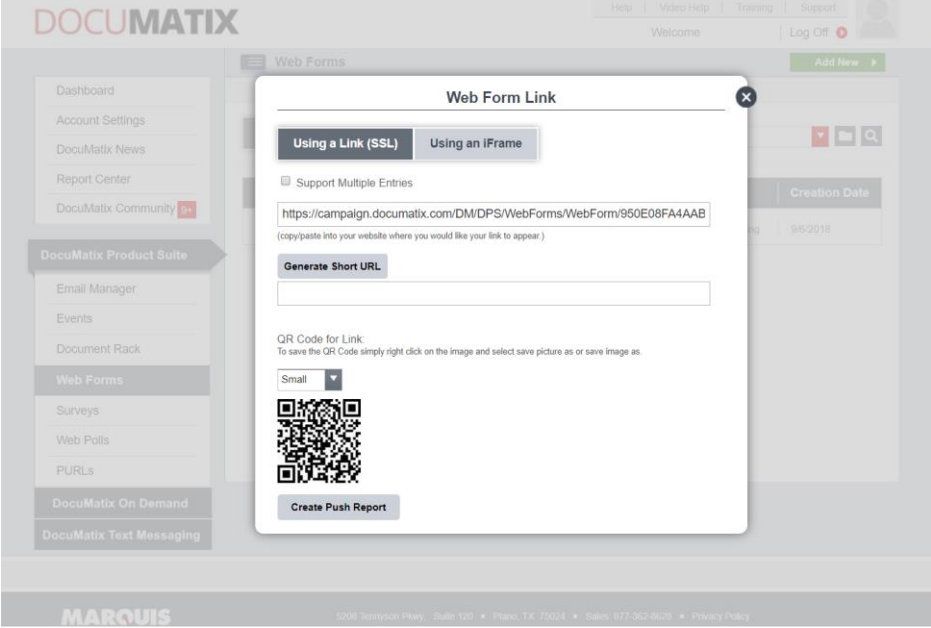


# MARQUIS

DMX337	Publish a Web Form
Order of Steps	Tasks
Step 1	Log into <b>DocuMatix</b>
Step 2	Click on " <b>Web Forms</b> " located in the menu on the hand left side of the page
Step 3	Click on the specific web form and click " <b>Publish</b> "
Step 4	Click " <b>Yes</b> "
Step 5	A <b>Survey Link</b> page will appear with all of the link information regarding the web form.
	
	If desired, there is an option to create a <b>Push Report</b> for the Web Form. Move to the next step if that is something you would like to setup.
Step 6	Click " <b>Create Push Report</b> "
Step 7	Complete " <b>Add Push Report</b> " page
	<ul style="list-style-type: none"> <li>• Report Type</li> </ul>
	<ul style="list-style-type: none"> <li>• Web Forms</li> </ul>
	<ul style="list-style-type: none"> <li>• Push report name</li> </ul>
	<ul style="list-style-type: none"> <li>• Email addresses</li> </ul>
	<ul style="list-style-type: none"> <li>• Push report start date</li> </ul>
	<ul style="list-style-type: none"> <li>• Push report expire date</li> </ul>
	<ul style="list-style-type: none"> <li>• Frequency</li> </ul>
	<ul style="list-style-type: none"> <li>• Days of the week</li> </ul>
	<ul style="list-style-type: none"> <li>• Time of the day</li> </ul>
Step 8	Click " <b>Submit</b> "