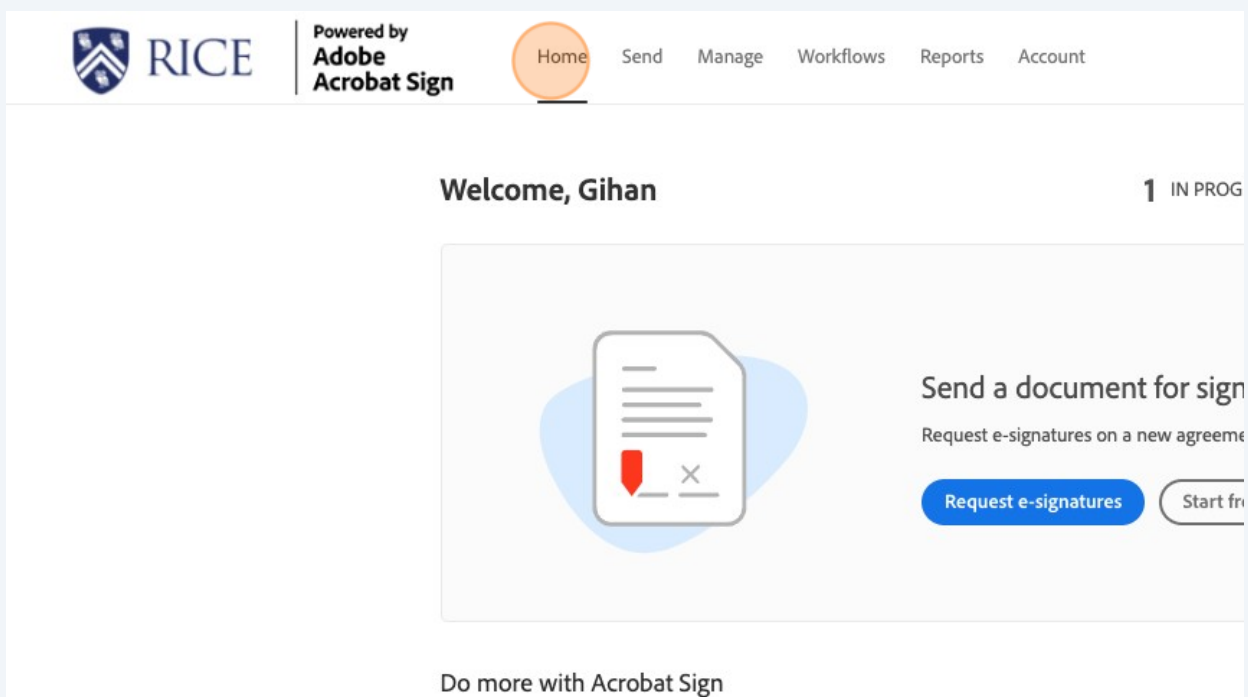


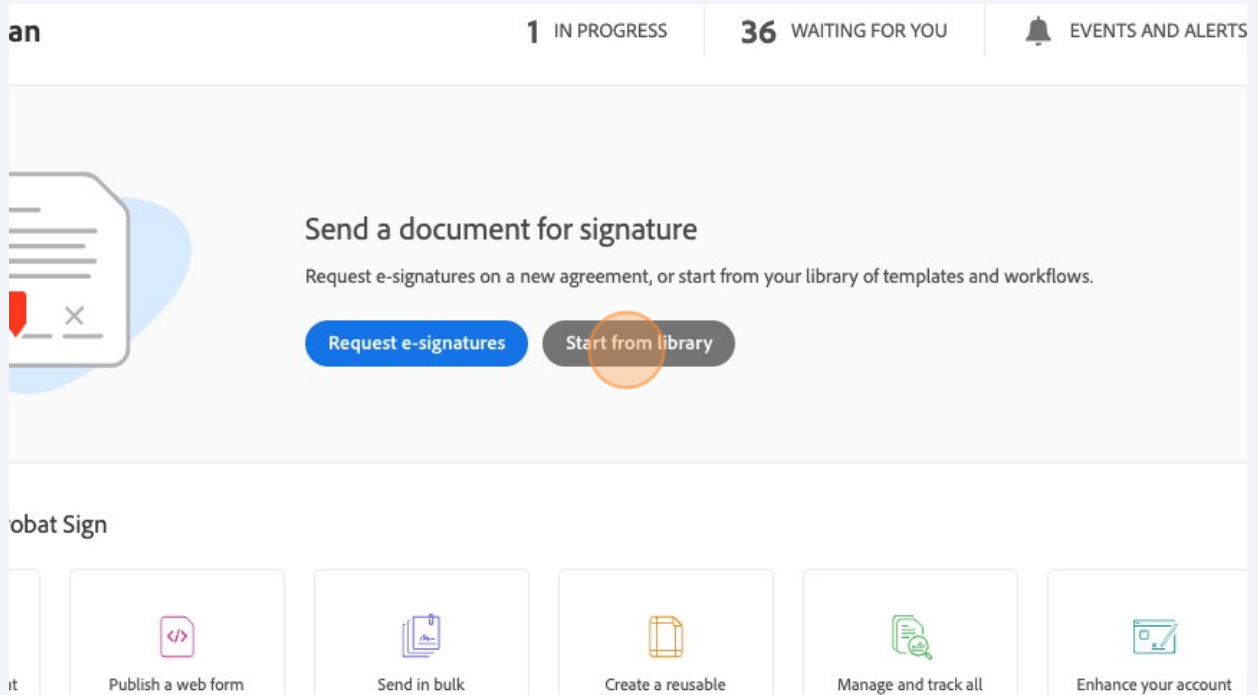
# Step-by-Step Guide: How to Use a Workflow Scribe

1 Navigate to <https://riceuniversity.na1.documents.adobe.com/account/home>

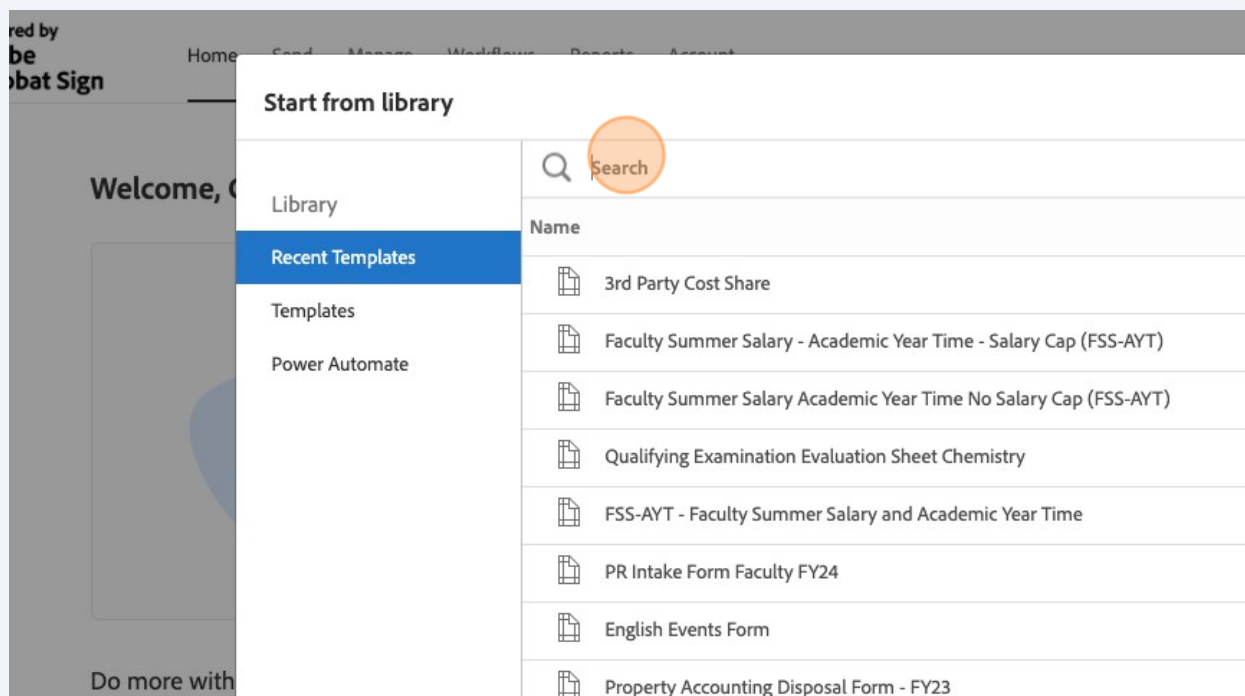
2 Click "Home"



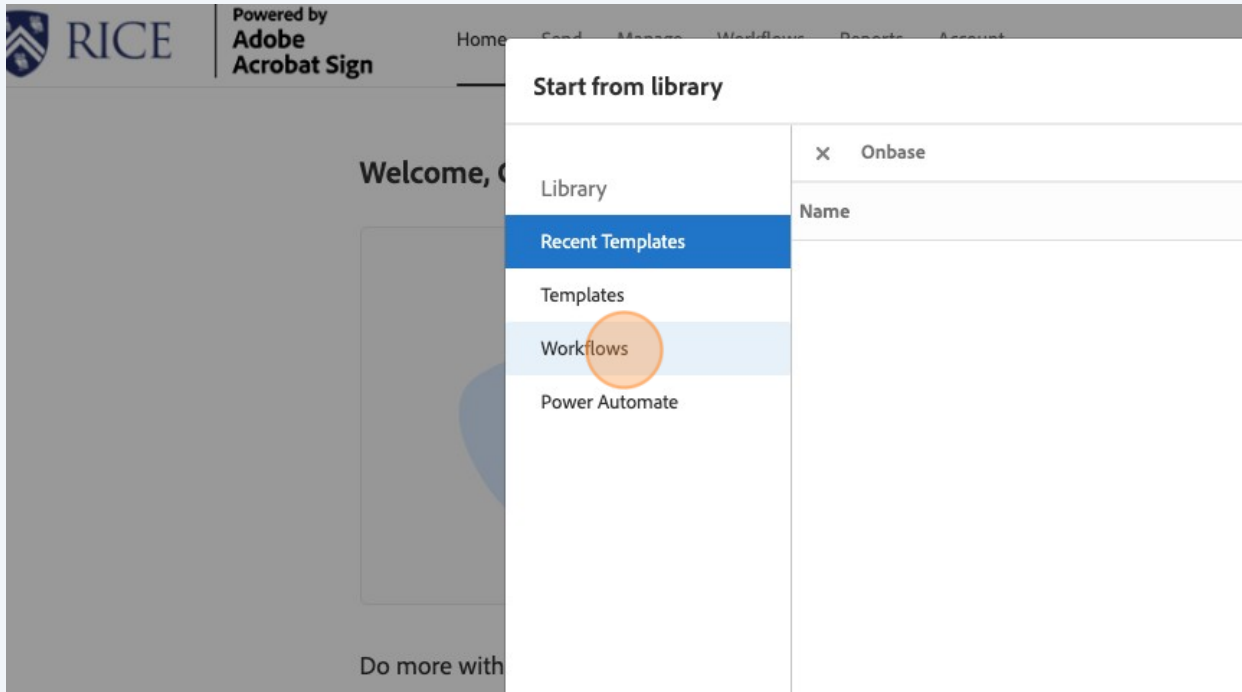
### 3 Click "Start from library"



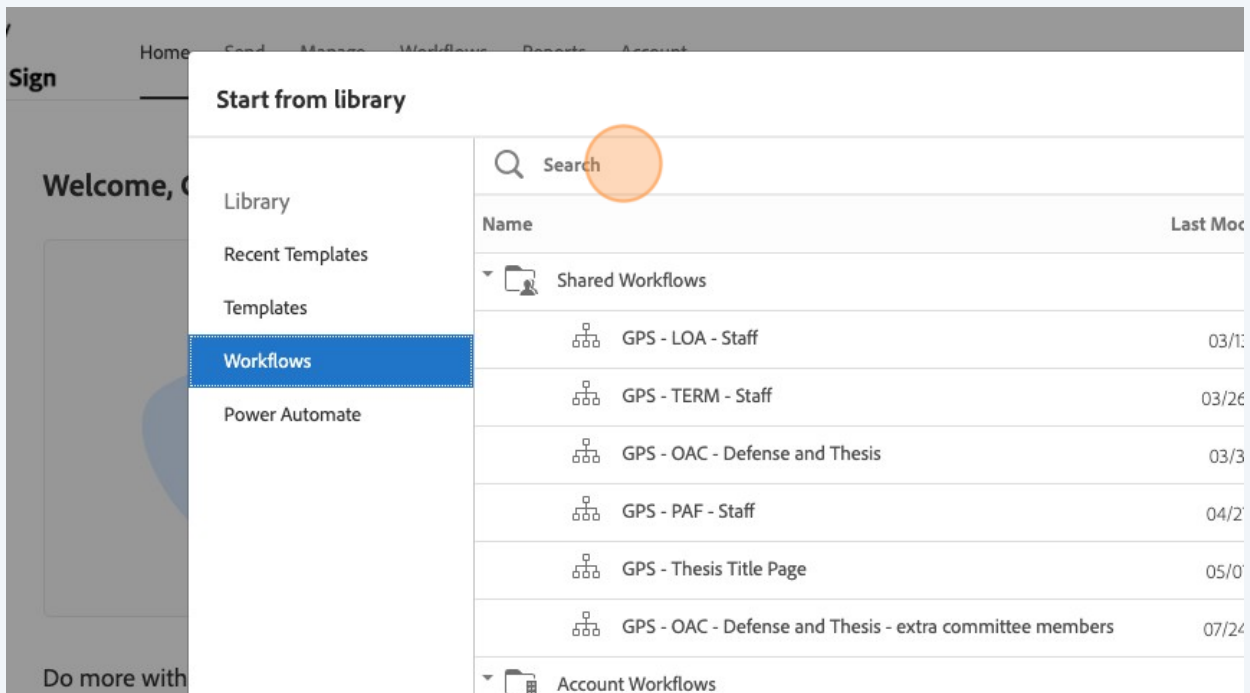
### 4 Click the "Search" field.



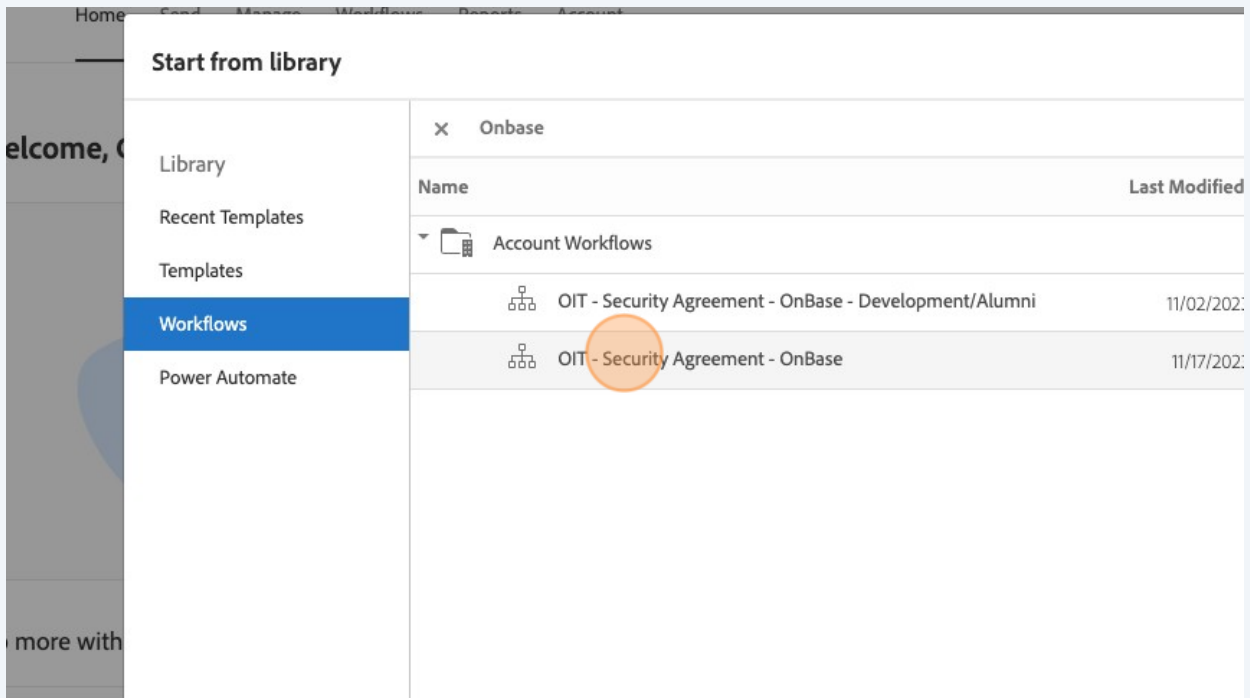
5 Click "Workflows"



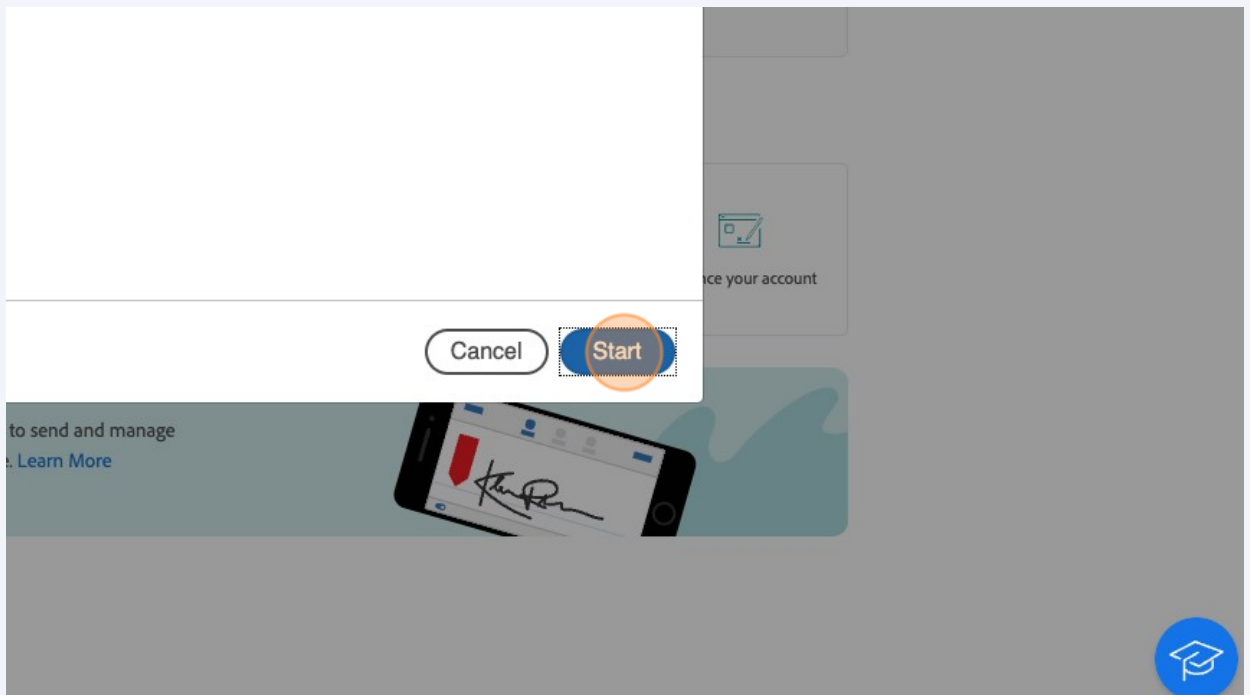
6 Click the "Search" field and enter OnBase or the name of the workflow



7 Click the name of the workflow you need.



8 Click "Start"



9



Click the "Enter recipient email" field and enter your email or the email of the form filler.

OIT - Security Agreement - OnBase



How this workflow works?  
This is a request for new OnBase access or a change to current access.

**Recipients**



OnBase User\*

 Enter recipient email  v Emi

Access Approval\*

 Enter recipient email  v Emi

OnBase Admin\*

 vs51@rice.edu  v Emi

CC | [Hide](#)


10

Click the "Enter recipient email" field enter dept. admin or dept. approver.



How this workflow works?  
This is a request for new OnBase access or a change to current access.

**Recipients**



OnBase User\*

 myemail@rice.edu

Access Approval\*


 Enter recipient email  v Emi

OnBase Admin\*

 vs51@rice.edu  v Emi

CC | [Hide](#)

Cc

 Enter CC's emails

**11** Click "Send"

The screenshot shows a form submission interface. At the top, there is a message field containing the text "Please Complete and Sign Thank you,". Below this is a "Files" section with a document titled "OIT - Security Agreement - On Base". A blue "Send" button is located at the bottom right of the form area. A blue circular icon is visible in the bottom left corner of the form area.

**12** This will open the template if you are the form filler to complete. The form will be routed to the next approvers, and all participants will receive a copy of the completed form.