Quick Reference Guide
Emailing Document Link using the Web Client.

Introduction
Below are instructions on how select a Graduate Assistant using the OnBase web client. Typically you would only use this web client if you are off campus or a Mac user. On-Campus Window’s users are encouraged to use OnBase Unity client.

Browser Support
Internet Explorer and Firefox 17 ESR are the only two browsers supported. If you are a Mac user, please contact the Help Desk (717) 871-7777 for assistance installing Firefox 17 ESR.

1. Find the document that you wish to share via Retrieval, and Right Click.
   Note: In the Web Client you can only send one link at a time.
2. Click “Send To” then “Create DocPop Link”

3. Email will appear with embedded Web Client Link. Fill out and send the email to another OnBase user to view.

You have completed the steps for Emailing a Document Link from

OnBase Web Client.