

E-DocLog Short Instructions for Approval of Documents

1. Click on link included in the email you received notifying you that documents were ready for your review.
2. Sign in with your email address and log in password.
3. On the right hand side of the page click on the **red** arrow under **"Edit Details."**
4. On the left side of the page click on the **"Click here to view Documents for Review."**
This will open a window in which you can select your Division (i.e. DWRM) and then select your rule making folder. All rule making documents for review and signature will be included in this folder. Note that these are the original documents and you can make changes.
5. After all forms have been reviewed and changes have been made close the documents and the folder and return to the Pending Document Details page.
6. If no changes were required
 - a. Under **"Add A New Process"** area of the page, find the dropdown field labeled **"Process,"** select the Process associated with your title (i.e., Program Attorney) and click **"Add Process."**
 - b. Under **"Add a New Comment"** make a comment that you have reviewed and approved the documents, then click **"Add Comment."**
 - c. Scroll to the top of the page and click on **"Document Checkout"** (located on the upper **right** hand side of the page)
 - d. On the **left** side of the page select the person who is next in the chain for review, verify that your name is unchecked, and then click **"Update."**
 - e. At the top of the screen you should see a message that says **"Notification successfully sent to simth_j"** (the person you selected for the document check out).
 - f. **YOU ARE DONE!!!**
7. If changes were required:
 - a. Under **"Add a New Comment"** comment on the changes you made to the forms, then click **"Add Comment."**
 - b. Scroll to the top of the page and click on **"Document Checkout"**
 - c. On the right side of the page select the person who is the "Creator" (i.e. the first person in the change), verify that your name is unchecked, then click **"Update."**
 - d. At the top of the screen you should see a message that says **"Notification successfully sent to simth_j"** (the person you selected for the document check out).
 - e. **YOU ARE DONE!!!**