

ADDING THE WORKFLOW ICON TO LOTUS NOTES

1. Click on File > Database > Open
2. Change Server from "local" to "LN Apps/FHSU"
3. Under Database scroll down to yellow folder called apps
 - A. Double click on apps to open folder
 - B. Scroll to the bottom file called Workflow
 - C. Double click on Workflow, this will bring up instructions about Workflow which can be closed.
This should add the icon to your desktop on Lotus Notes.

Please contact Rachel Depenbusch at (785) 628-4454 if you have any questions or problems regarding these instructions.