

NovaCloud

How can I send a document to a new supplier / vendor directly from NovaCloud using a hyperlink?

1. Make sure the document is approved.
2. Make sure the framework is set up to publish.
3. Tick the approved document to publish as public.
4. Right click on the document and choose “copy this documents hyperlink”.
5. Press “Ctrl, Alt and Shift at the same time and it will bring up a NovaCloud Menu on the left.
6. In the text section of the menu you will see your hyperlink.
7. Copy the hyperlink text in the popup menu on the left .
8. Press Ctrl, Alt and Shift at the same time and it will close the NovaCloud Menu on the left.
9. Then use that hyperlink you have copied to paste into an email.

Unique solution ID: #1051

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