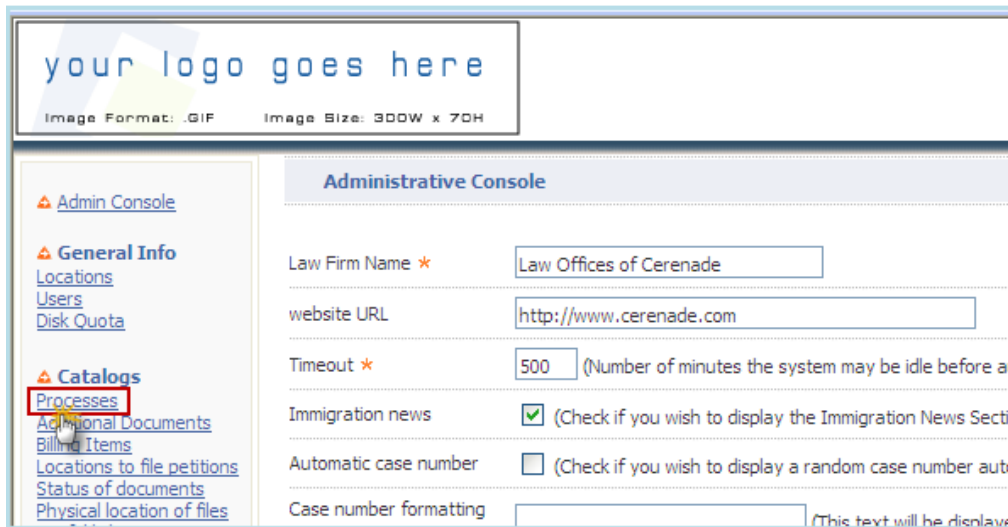


ADMIN CONSOLE - HOW TO CUSTOMIZE A QUESTIONNAIRE

- 1) Login to **Admin Console** using your admin username/password.
- 2) Click on **Processes** from the menu on the left side of the screen.



your logo goes here
Image Format: .GIF Image Size: 300W x 70H

Administrative Console

Law Firm Name *

website URL

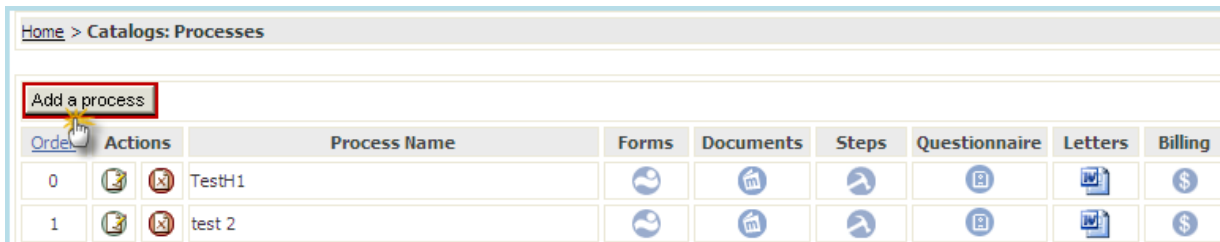
Timeout * (Number of minutes the system may be idle before a

Immigration news (Check if you wish to display the Immigration News Secti

Automatic case number (Check if you wish to display a random case number aut

Case number formatting (This text will be displav

- 3) Click on **Add a process** button.

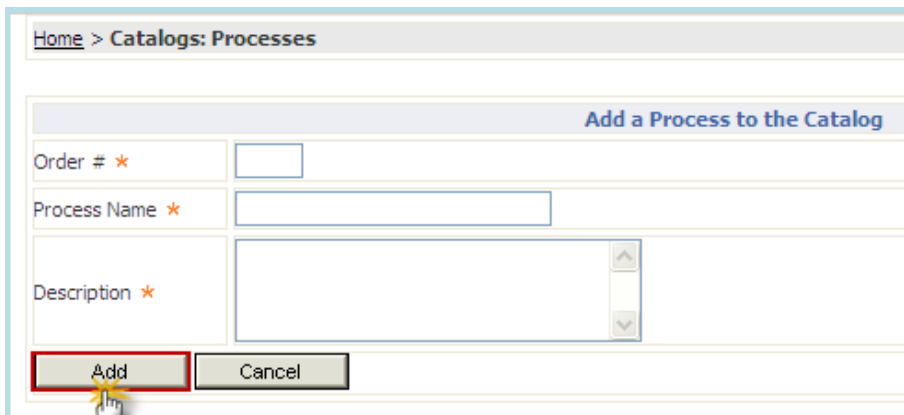


Home > Catalogs: Processes

Add a process

Order #	Actions	Process Name	Forms	Documents	Steps	Questionnaire	Letters	Billing
0		TestH1						
1		test 2						

- 4) Enter the information and when done click on **Add** button.



Home > Catalogs: Processes


Add a Process to the Catalog

Order # *

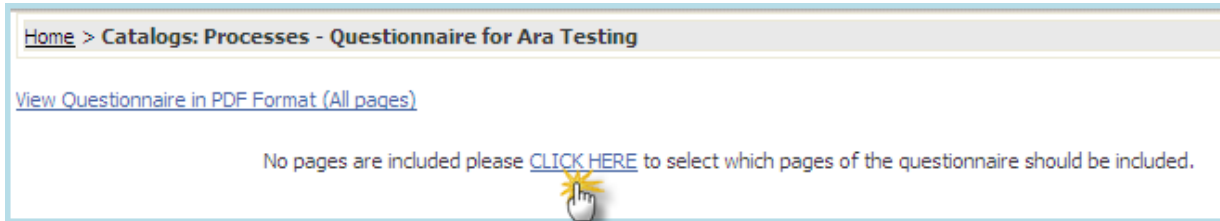
Process Name *

Description *

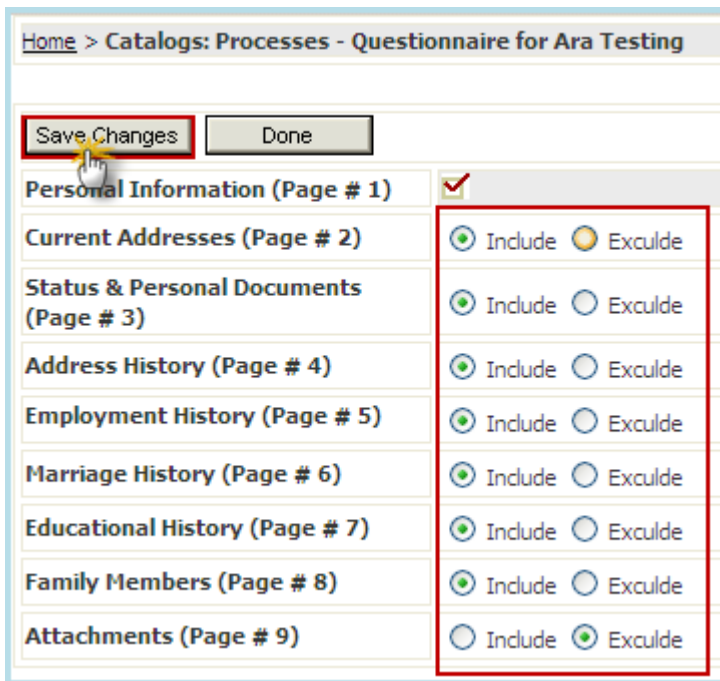
Add

5) Locate the process name and click on  icon next to the process name.

6) Include or Exclude pages from questionnaire. Click on the link that reads **CLICK HERE**.



7) Select the Include or Exclude option and click **Save Changes** button.



Related Articles:

Managing Processes:

<http://www.cerenade.com/eimmigration/AdminConsoleManagingProcesses.pdf>

Changing Processes Steps:

<http://www.cerenade.com/eimmigration/AdminConsoleChangingProcessSteps.pdf>

For more information and articles, please visit www.eimmigration.com