



MENU ACCESS

- 1 Inbox
- 2 Activity
- 3 Forms
- 4 Drafts
- 5 Reports
- 6 My Documents

INBOX

- 1 Click to access your inbox.
- 2 Click on the message you want to view.
- 3 indicates that you have a new message.

ACTIVITY

- 1 Click to access your activity.
- 2 Your activity will show all of your recent documents.



Password Resets?

1. Please use the link provided.

[Click here to update or change your password.](#)

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2. Enter your email address associated with your account. (District email address)

Start Password Reset

To start a password reset, enter the email address linked to your account and then tap Continue.

Email

Continue

3. Check your email.

4. Follow the email instructions.

Password Rules

Your password must:

- Be at least 8 characters in length.
- Contain at least one number (0,1,2,3,4,5,6,7,8,9).
- Contain at least one CAPITAL letter.
- Contain at least one special character (!,\$, etc.).



Username

Password

Sign In

[Click here to update or change your password.](#)

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username: (most cases)

firstname.lastname

default password:

username + last 4 of SSN Example:

Justin Case SSN 123-45-6789

username: justin.case


default password: justin.case6789

CENTRAL



Employee
Quick Reference
User Guide

tucscentral.etrieve.cloud


FORMS

- 1 Click  to access your forms.
- 2 Type in the search bar to quickly locate forms.
- 3 If assigned a form group, the form will appear under the appropriate header.

FORM GROUPS

- 1 Click **COLLAPSE ALL** to collapse all the form groups.
- 2 Click **EXPAND ALL** to expand all the forms groups.
- 3 Click  to collapse an expanded form group.
- 4 Click  to expand a collapsed form group.

DRAFTS (we auto-save now!)

- 1 Click  to access your drafts.
- 2 Your drafts folder will show you all your incomplete forms.
- 3 Edit the draft as needed and use the forms toolbar as expected.

DELETE A DRAFT

- 1 To delete drafts, click **EDIT**.
- 2 Select the box ☒ beside the draft you want to delete.
- 3 Click **DELETE** to delete the draft.


SUBMIT A FORM

- 1 Complete a Form
- 2 Click the Submit button

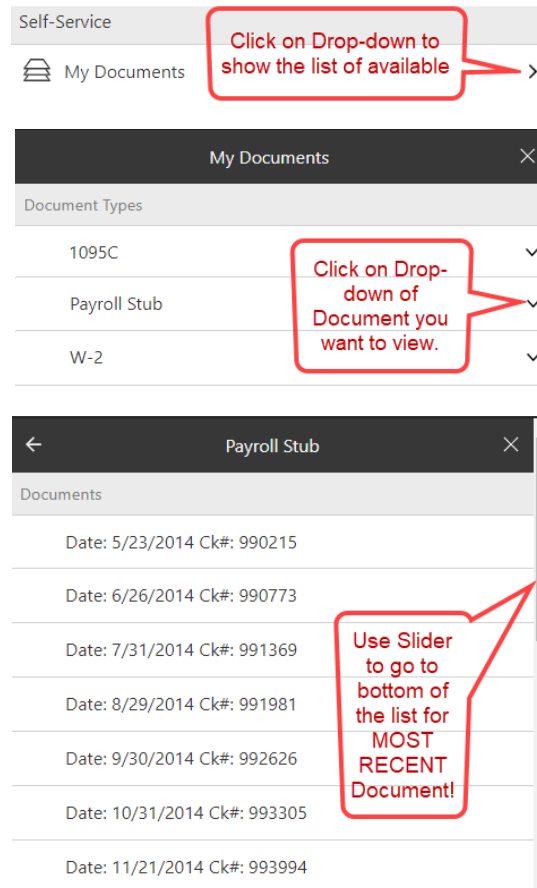


Pay Stubs, W2s...

MY DOCUMENTS












- 1 Click  to access My Documents.
- 2 Click on the document that you want to see it in the viewer.

NOTE My documents contain sensitive information and are meant to only be seen by the user to which it is assigned.



The screenshot shows the 'My Documents' interface. At the top, there is a 'Self-Service' header with a 'My Documents' link and a dropdown arrow. A red callout box points to the dropdown arrow with the text: 'Click on Drop-down to show the list of available'. Below this is a table titled 'My Documents' with a close button. The table has a header 'Document Types' and three rows: '1095C', 'Payroll Stub', and 'W-2'. Each row has a dropdown arrow on the right. A red callout box points to the 'Payroll Stub' dropdown with the text: 'Click on Drop-down of Document you want to view.' Below the table is a 'Payroll Stub' viewer showing a list of documents. A red callout box points to the bottom of the list with the text: 'Use Slider to go to bottom of the list for MOST RECENT Document!'. The list contains documents with dates and check numbers, sorted by date from oldest to newest.

FORM TOOLBAR for Users that Process Forms

- 1  Approve the form.
 - 2  Deny & ARCHIVE the form.
 - 3  Refer the form to a user who is not in the workflow.
 - 4  Return the form to a previous step or user.
- NOTE** Form will return to that step and go through any subsequent steps.
- 5  View the comments and history of the form.
 - 6  Attach the files to the form.
 - 7  Lock and unlock the form.
 - 8  View the document at its source in Etrieve Content.
 - 9  Download the form as a PDF.
 - 10  Print the Form.
 - 11  View the annotation put on the form in Etrieve Content (rare)

NOTE Not all of these icons will appear depending on the setup of the form and the workflow.

REMINDER

Comments are now located under the HISTORY icon.