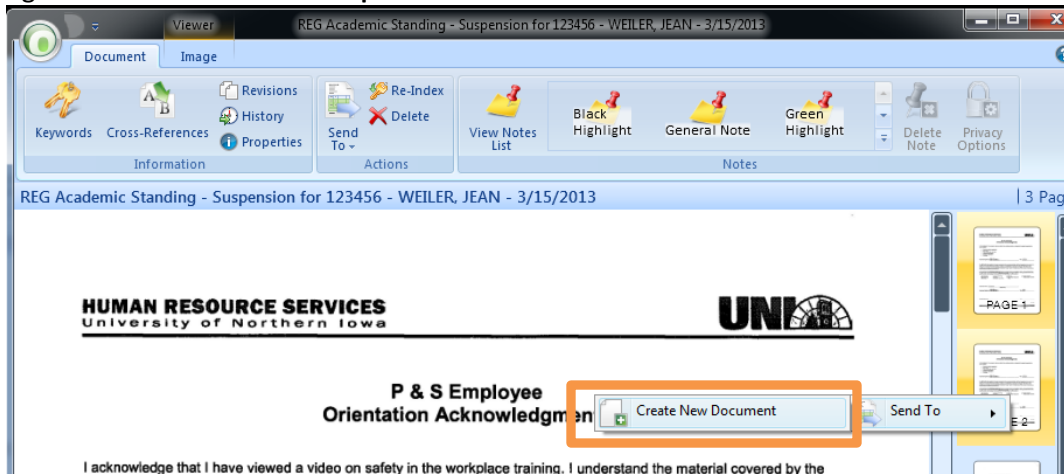


Creating a New Document from an Existing Document in Unity 12

Unity 12 allows users with appropriate permissions to create new documents from existing documents either by using the document thumbnails or the **Send To** menu button.

Creating a New Document using Thumbnails

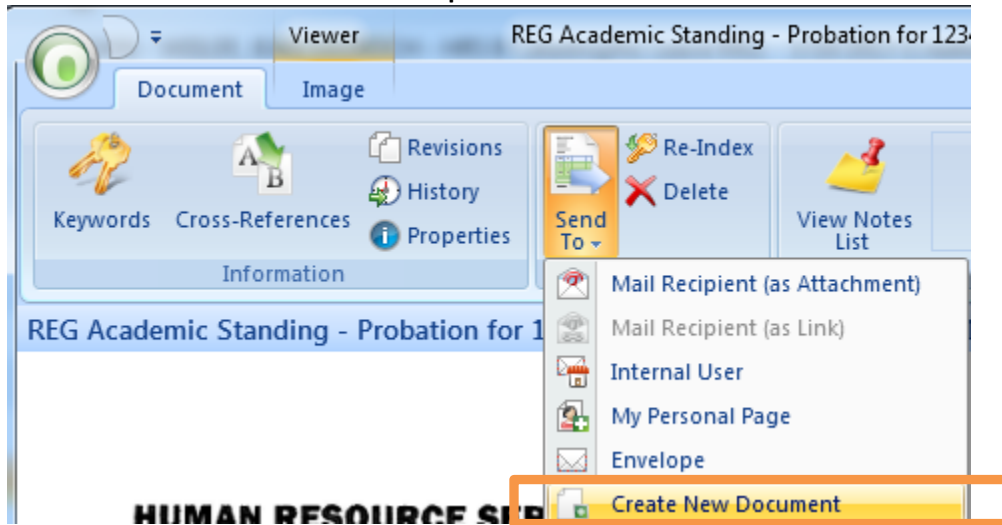
- Log into the OnBase Unity client
- Retrieve and open a document.
- Select thumbnails for the new document.
- Right click and select **Send To | Create New Document**



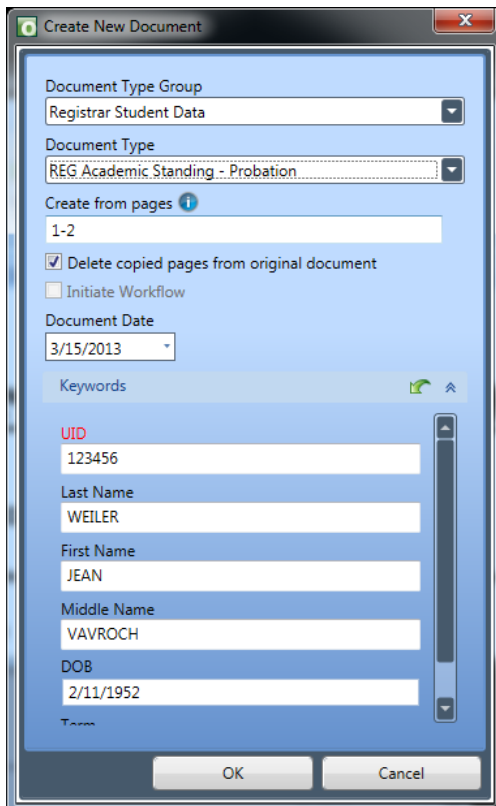
- Index the new document. Select the checkbox to **Delete copied pages** if removing from the original. Select **OK**.

Creating a New Document using Send To Button

- Retrieve and open a document.
- Select thumbnails for the new document.
- From the **Document** tab select **Send | Create New Document**



- Index the new document. Select the checkbox to **Delete copied pages** if removing from the original. Select **OK**.

A screenshot of the "Create New Document" dialog box. The "Document Type Group" is set to "Registrar Student Data" and the "Document Type" is "REG Academic Standing - Probation...". The "Create from pages" field contains "1-2". The checkbox "Delete copied pages from original document" is checked. The "Document Date" is "3/15/2013". The "Keywords" field is empty. The "UID" is "123456", "Last Name" is "WEILER", "First Name" is "JEAN", "Middle Name" is "VAVROCH", and "DOB" is "2/11/1952". The "OK" and "Cancel" buttons are at the bottom.