





Job Aid: View and Update Document Attachments

The purpose of this document is to show you how to do view and save document attachments.

View a Word Document

- 1. Point to Documents from within your file
- Click Document Management

NOTE: Under the **Scanned / Saved Documents** section, you see **Documents** you added that have not been voided. You can select a **Word Document** or a **PDF File**.

3. Click the document you want to view



NOTE: A dialog box opens, enabling you to **View on Screen** or **E-Mail** the document. The **View on Screen** option is selected by default.

4. Click Show Document

NOTE: A dialog box opens, providing the options to Open or Save the File.

Click → Open

NOTE: The document opens in **Word**. You can save and print the **Document**.

6. Click \times to close the **Word** document

Edit a Document Name

- 1. Click the Edit button
- 2. Modify the name of the **Document** in the **Title** field of the **Document Management** dialog box
- 3. Click Update Document



NOTE: The **Document** appears in the **Scanned / Saved Documents** section with the new name.

4. Click Close Window to close the **Document Management** window

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