



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
2. 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

Scanned / Saved Documents



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**.

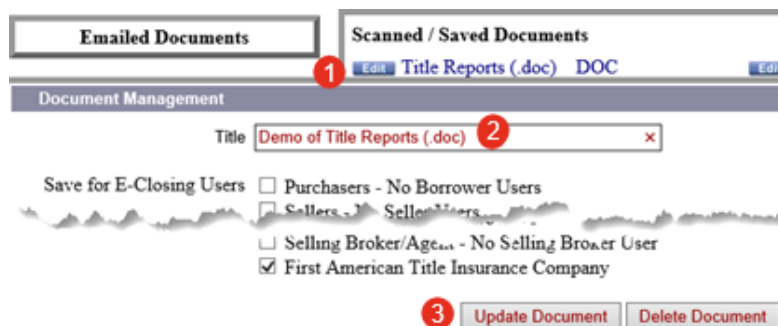
5. Click **→ Open**

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

6. Click **×** 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