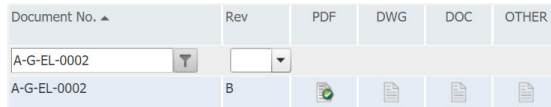


◆ SINGLE DOCUMENT DOWNLOAD

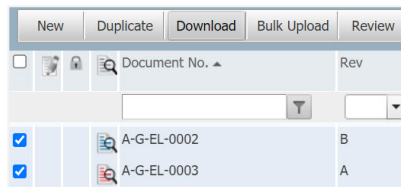
1. Search for a document.



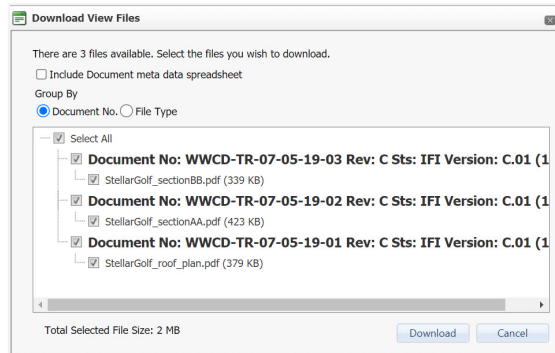
2. Click the relevant icon within the PDF, DWG, DOC or OTHER columns to download the document.

◆ BULK DOWNLOAD

1. Select multiple documents then click **Download**.



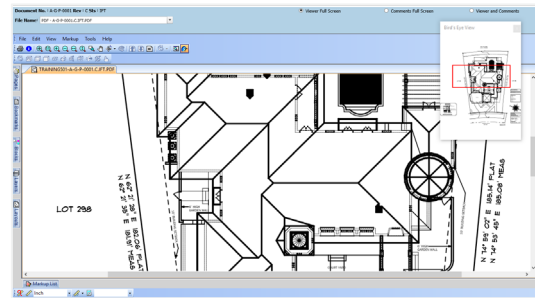
2. Use tick box to sort documents by document number or file type.



3. Click **Download** to download to a zip file.

◆ ONLINE VIEWER

1. Select the magnifying glass next to a document to open the online viewer for a document.

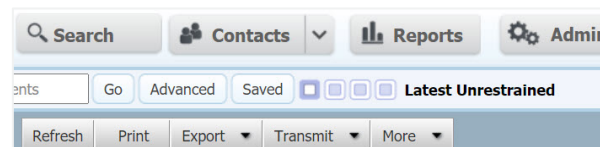


◆ SUPERSEDE A DOCUMENT

1. Double click a document to open the document upload screen.
2. Update the revision (and other attributes if required).
3. Attach the new revision file(s) and click **Save**.

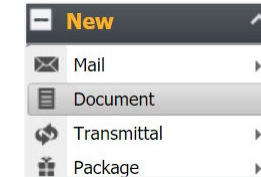
◆ CHANGING REGISTER VIEWS

To change the Register view from **Latest Unrestrained** to **Latest, Superseded** or **All**, use the radio buttons indicated below.

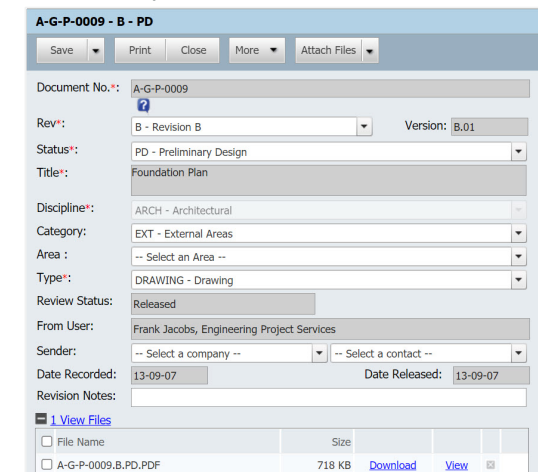


◆ DOCUMENT UPLOAD

1. Click **New** then **Document**.



2. Enter all required document metadata.



3. Click **Attach Files** to attach up to 4 formats of the document to the current revision.

4. Click **Save**.