

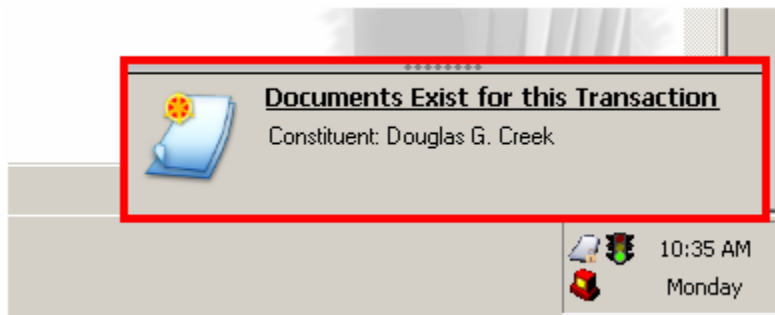


Last Updated: September 2008

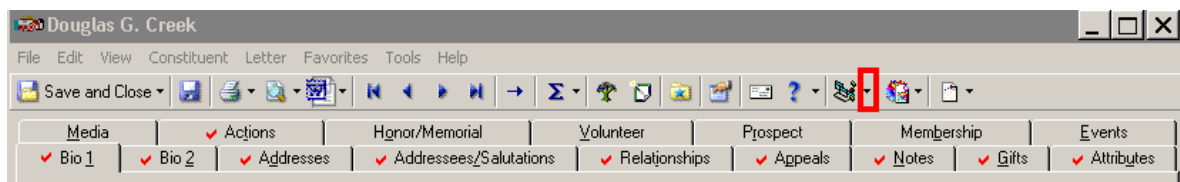
## II.10 Viewing Documents in Papersave

This document describes how to view documents stored in Papersave that are associated with records in the Raisers Edge or Financial Edge. Note that this example uses a constituent record to demonstrate. The steps are the same for any record type.

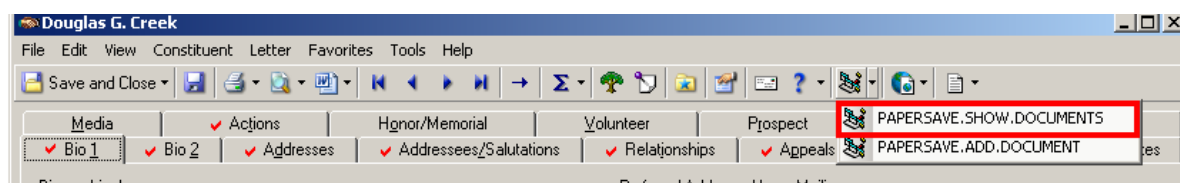
1. Open the record (in this example, 30346824, Doug Creek)
2. If the record has documents attached to it, a popup box will be displayed in the lower right corner of your screen



3. Double click this dialog box to display the documents.
4. If this dialog disappears, you can select the *macro* dropdown



5. Select *PAPERSAVE.SHOW.DOCUMENTS*





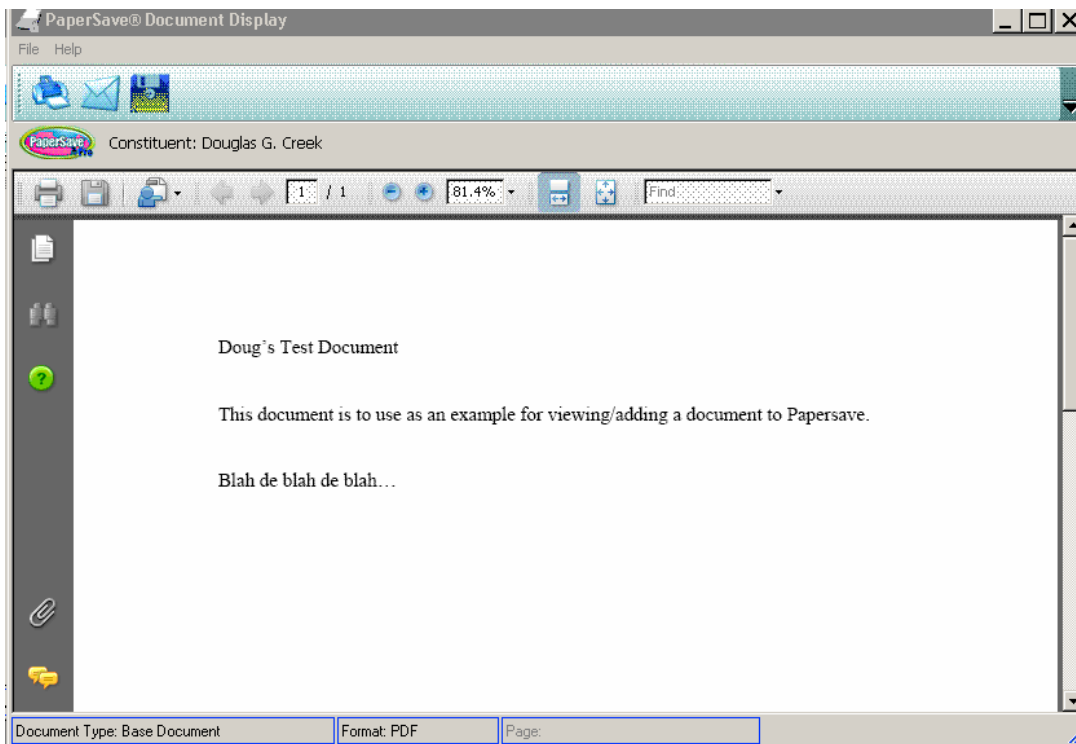
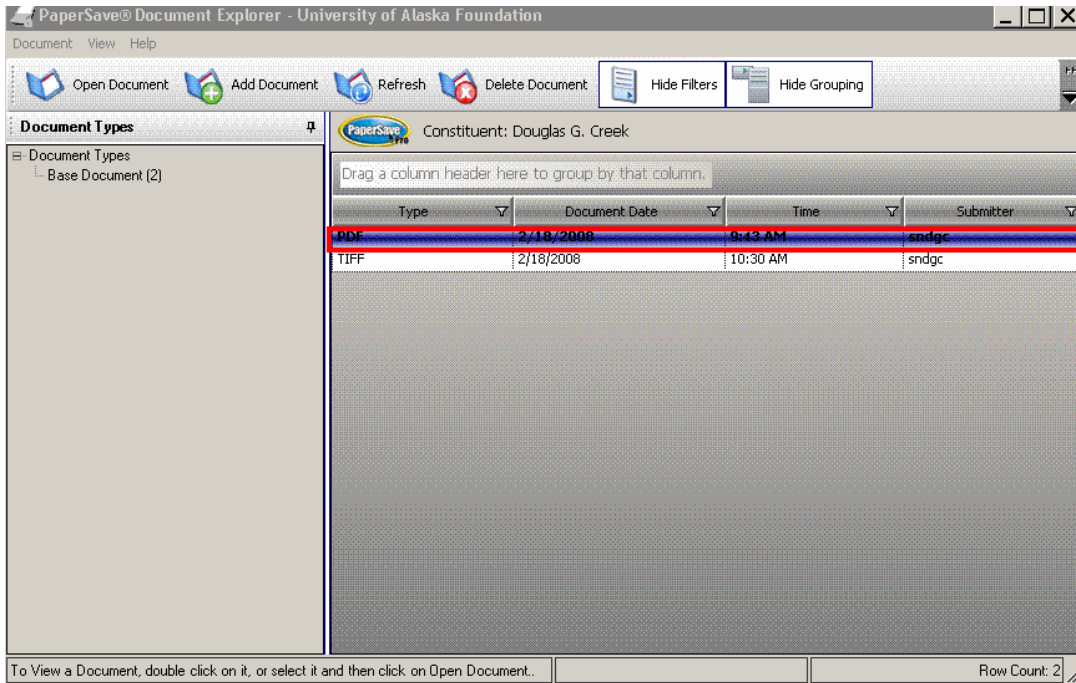
6. If more than one document exists, the following screen is displayed. **NOTE:** If only one document exists for the record, that document is automatically displayed.

The screenshot shows the PaperSave@ Document Explorer interface for the University of Alaska Foundation. The window title is "PaperSave@ Document Explorer - University of Alaska Foundation". The interface includes a menu bar (Document, View, Help) and a toolbar with icons for Open Document, Add Document, Refresh, Delete Document, Hide Filters, and Hide Grouping. A left sidebar shows "Document Types" with a tree view containing "Base Document (2)". The main area displays a table for constituent "Douglas G. Creek". The table has columns for Type, Document Date, Time, and Submitter. Two rows are visible: a PDF document dated 2/18/2008 at 9:43 AM submitted by sndgc, and a TIFF document dated 2/18/2008 at 10:30 AM submitted by sndgc. A status bar at the bottom indicates "To View a Document, double click on it, or select it and then click on Open Document..." and "Row Count: 2".

Type	Document Date	Time	Submitter
PDF	2/18/2008	9:43 AM	sndgc
TIFF	2/18/2008	10:30 AM	sndgc



7. Select the document to view by double clicking it.



This document is located at: <http://www.alaska.edu/foundation/>  
Operations: Policies and Procedures >> Foundation Manuals >> Reporting >> II. Procedures



8. You can now *Print* or *Save* the document if desired. **Note:** The email icon will not function as we are on the server, you must *Save* the document to your computer, then email it.
  - a. To print the document, select the *Print* icon, and follow the prompts



- b. To save the document, select the *Save* icon, and follow the prompts

