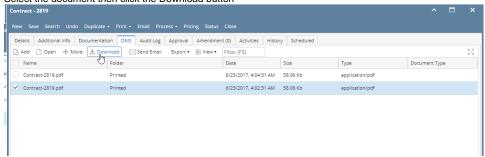
## **How to Download the Documents**

Documents can be downloaded directly from the transaction or from the Document Manager.

## How to Download from Transaction screen's DMS tab:

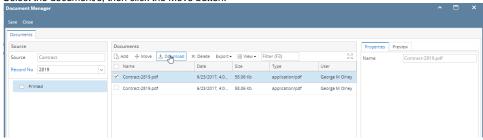
- 1. Open the transaction screen with uploaded documents
- 2. Go to DMS tab
- 3. Select the document then click the Download button



4. Document will be downloaded

## **How to Download from Document Manager:**

- 1. On the user's menu panel, click the Document Management
- 2. Open Document Manager
- 3. Select and open an existing document
- 4. Select the document/s, then click the Move button.



5. Document will be downloaded