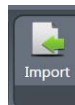
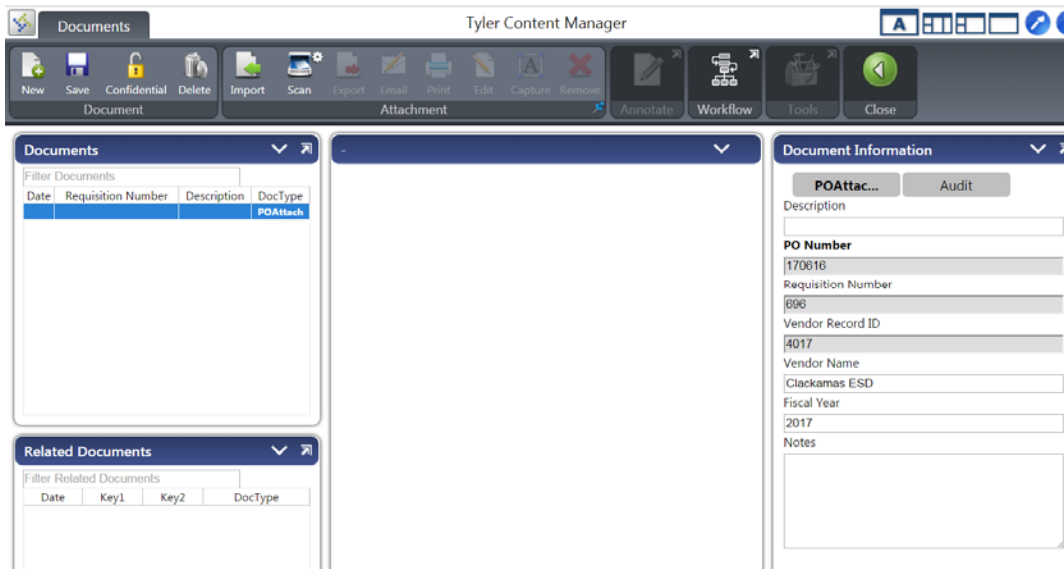


## New Document Management Program

When you open Manage Documents while entering a requisition you will now get a screen that looks like this (it does take a bit longer to load).



To add a document you will want to select Import from the top bar, then click choose file and find your document, then click import.



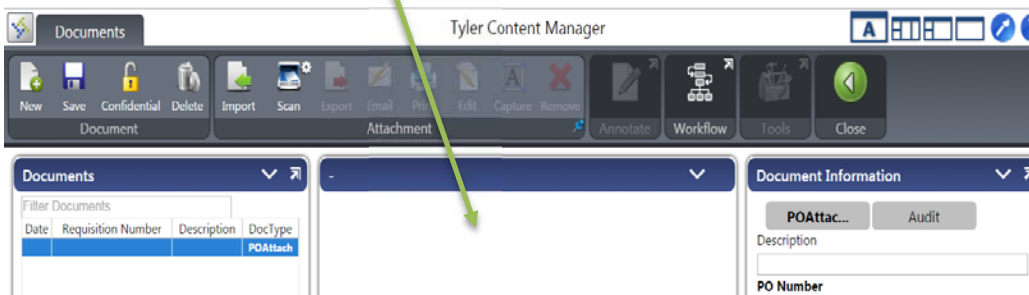
Click the save icon then click close. You must close between requisitions.

This should successfully add your document to the requisition.


If you need to open or view a previously attached document, just click the item under the document list.



It will then appear in the middle box



You can increase the size or click on the magnifier to view details.

You can also click the  in the top right side of the middle box to enlarge the document.