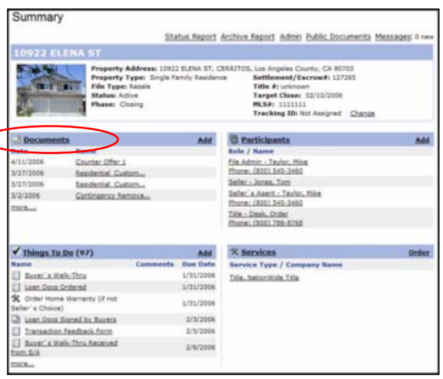
Managing Documents

Quick Reference Guide

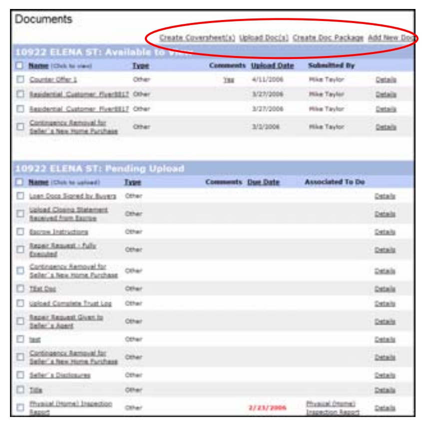
1. Go to the logon page and enter you user name and password then click *Logon.*

2. From the *Home* page click on the Subject Property.

3. To view a list of all uploaded documents and documents pending upload, click on the *Documents* link.



4. On this page, you may select documents and create multiple coversheets, or upload multiple documents, create a document package, or add a new document.



5. Click the *Details* link next to a document to see a list of all versions, email any version of that document, add a revision, add comments, view document settings or view the audit log.

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