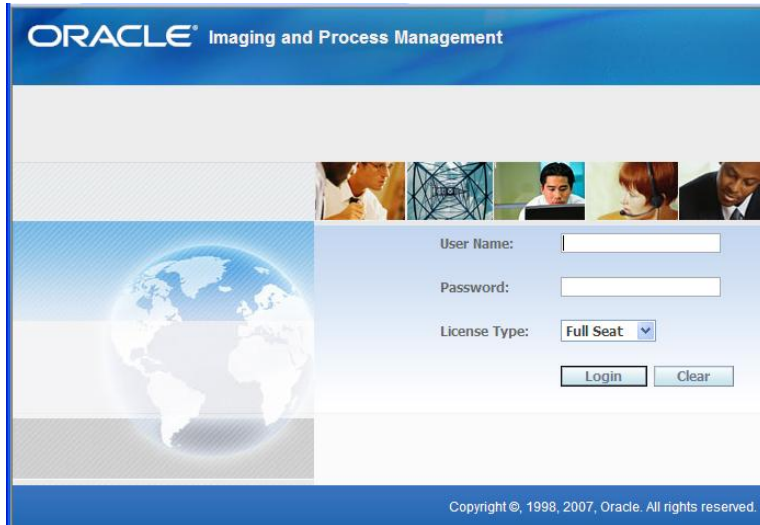


Basic instructions for viewing documents in the IPM system.



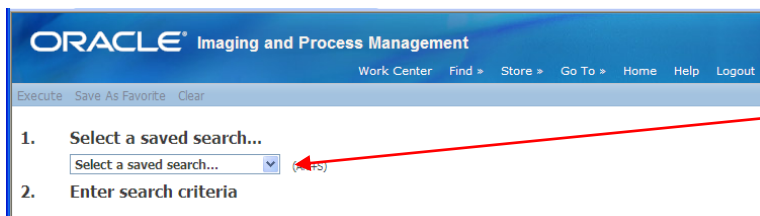
Look for the Oracle Imaging link on your desktop or go to

<http://malta/ibpmweb>

Enter you network ID and password.



Under the "Find" menu pick "Document by Saved Search"



Under the "Select a saved search" menu pick a search

After the search opens you can enter data into the search windows.

The more information you enter into the search form the fewer documents you will find. If you are having problems finding the document in question enter less information.

Press Enter or click on "Execute" to perform the search.

	POID	Vendor	VendorNum	Invoicellum	InvoiceDate	DocStatus	ScanDate	VoucherNum	Requestor
1	0000206542	Oracle USA Inc.	0000018113	40846492	2/20/2008		3/12/2008	00284708	Sutton-Johnson, Crystal B
2	0000199861	Oracle USA Inc.	0000018113	40782042	5/31/2008		5/20/2008		Sutton-Johnson, Crystal B
3	0000221746	Oracle USA Inc.	0000018113	41039171	7/7/2009	Voucher Created	7/15/2009		JWILLIAMS3
4	0000222311	Oracle USA Inc.	0000018113	41056681	8/18/2009	Voucher Created	8/31/2009		JWILLIAMS3
5	0000222311	Oracle USA Inc.	0000018113	41056681	8/18/2009	Voucher Created	8/31/2009		JWILLIAMS3
6	0000177399	Oracle USA Inc.	0000018113	40645498	5/8/2006		10/9/2006	00255126	Sutton-Johnson, Crystal B
7	0000181932	Oracle USA Inc.	0000018113	40678468	8/21/2007		8/23/2007	00273979	Sutton-Johnson, Crystal B

After the search is run the "Search Results" window will open.

You can open a document by double clicking on the number to the left of the result or checking the box and clicking "View"

The viewer window will then open with the requested document.

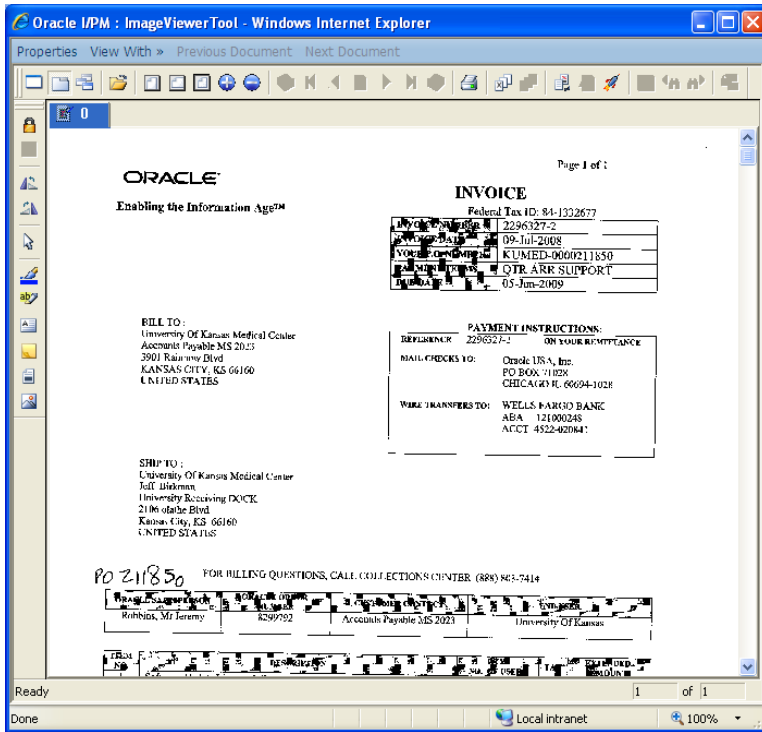
You can reorder the search results by clicking on the index column head.

Clicking a second time will reverse the order.

To print documents from the search results check the documents you wish to print then under the "Send To" menu select "Local Printer" To select all the search results select "Select All from the "Edit" menu or Alt + W

To email a document check the document you wish to email and click "Email" from under the "Send To" menu.

When emailing you must fill out the to and from boxes with valid email addresses. **An invalid address will result in the mail not being sent.**



Once a document is open in the viewer you may wish to do several things. The magnifying buttons will enlarge and shrink the size of the document.



The Print button will allow you to print the document.



More in-depth help is available by clicking on the "Help" menu.