View, Filter & Sort Documents

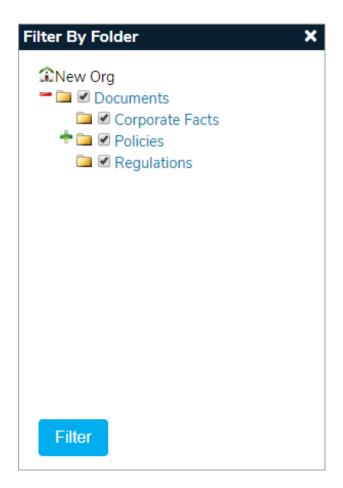
To view an existing document, click the Documents icon in the navigation bar, then click the

icon in the Actions column. To edit the record, click the

icon.



To filter the records by folder, click Filter, then select a folder.



To sort the records, click the column headers.