# How to Create a Document Grant Using the R85 Browser-Based Viewer

Document Grants are a great way to allow non-PaperVision-users to view documents in a browser based viewer. How it works is you create the document grant within the PaperVision Document Viewer, you will set a password when doing this, and it will give you a link that you simply put within an email and send over to the individual. I recommend calling to give them the password in order to make sure it's secure. How it will work is you create the grant, set the amount of time the grant will be good for (default is 24 hours you can set longer though), set the password, and then are given the link to send over to the other individual. When the other individual clicks on the link, it will prompt them for the password that you set for the document, after they input the correct password it will open the document in a browser based viewer and they will be able to see it for however long you set the grant for. Below are screenshots and a short guide I have produced for this.

1. Please select the project that you wish to upload a document to as seen below by clicking/selecting the "magnifying glass" icon by highlighting over your desired projects box on the Home page.
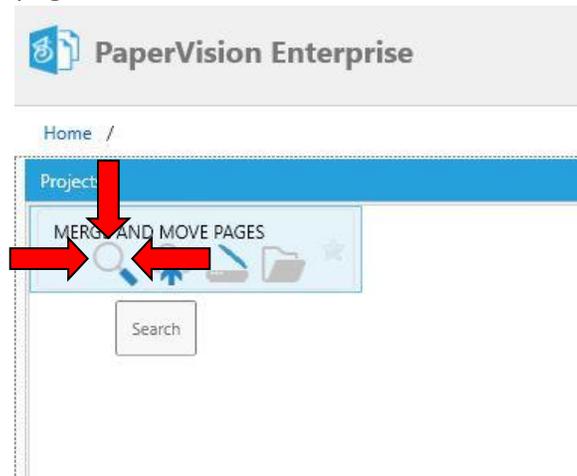
2. The "Search" screen/tab will appear as below, you will now either put in search criteria to search for a specific document or document type, or simply leave the index fields blank and bring up all the documents in the project if desired.
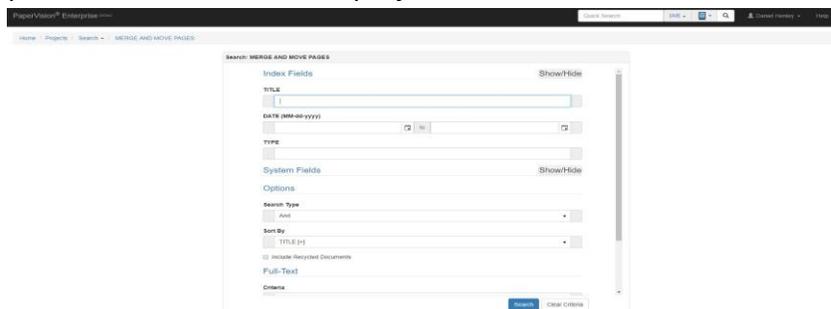
3. Once you have put in your desired search criteria, or are ready to conduct your search, please click/select the "Search" button as seen below.

4. You will now be on the "Results" page/tab of the PaperVision Website, please double click a document so that it opens in the "Browser-Based Viewer" as seen below to begin the process of uploading a document through it.

5. Please click/select the "Share" button at the top in order to begin the process of creating a Document Grant.
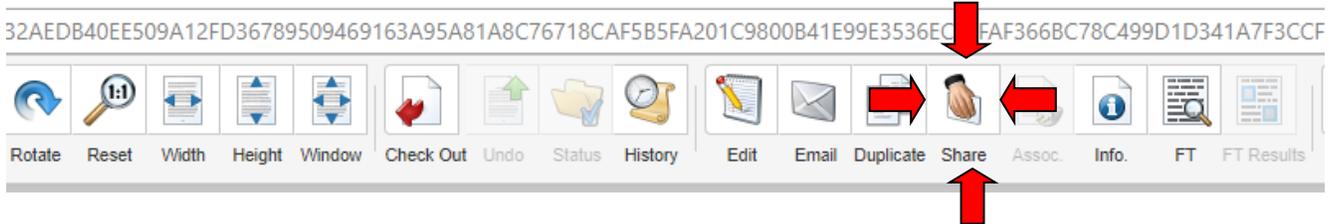
6. The "Share Document" window will appear as seen below, and you will begin the process of setting up the Document Grant.
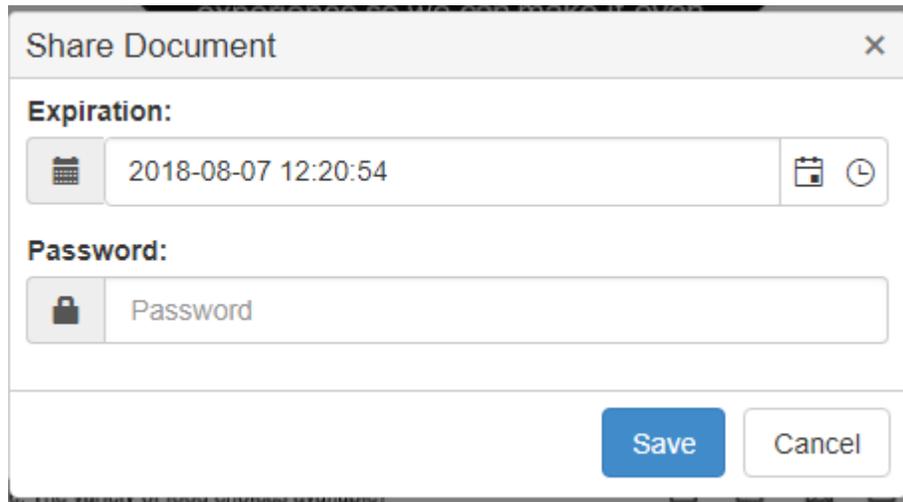
7. You will now set the date and time for the Document Grant to expire by first clicking the small "Calendar" and "Clock" buttons to the right of the "Expiration" field as seen below and selecting a date by clicking on one in the calendar, and a time by selecting a time from the dialogue that opens when clicking the clock.
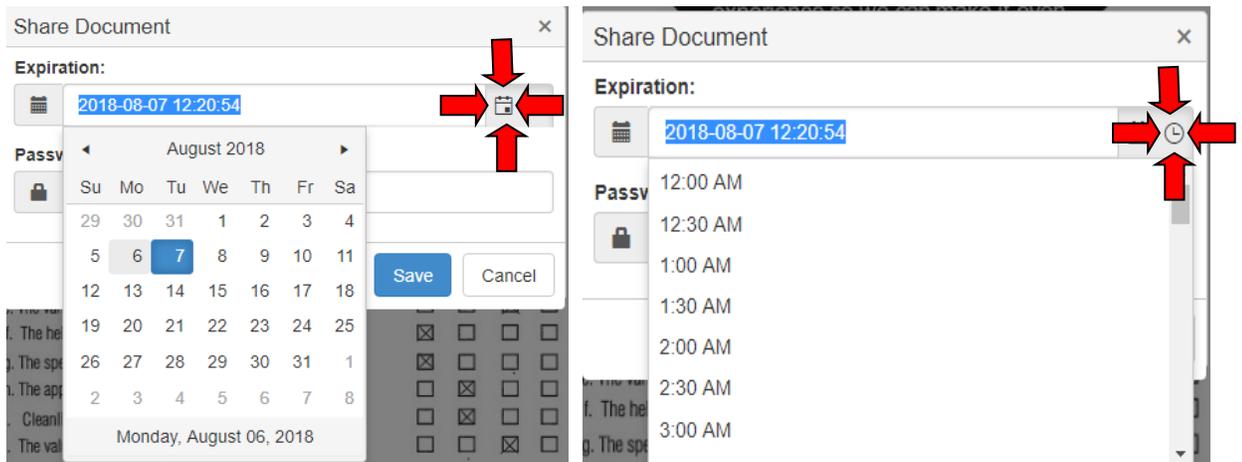
8. You will now set a password in the "Password" field that will be utilized to open the document as seen below.


9. Now you will click/select the blue "Save" button in order to complete the first part of the process as seen below.

10. The "Share Document" Dialogue box will appear with the URL for your document grant within the text box below the wording "Your document share has been created. Below is the URL that may be used to access the document". You will now copy and paste this link and send it to the person whom you created the Document Grant for by clicking into the text box where the link is output and hitting "CTRL + A" to select the whole link, right clicking and hitting "Copy" (CTRL + C will do the same) as seen below.
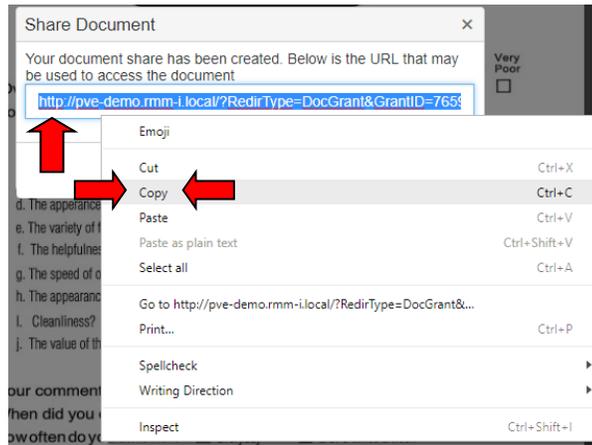

11. You will now take the hyperlink/URL created for the Document Grant, and email it to the person who needs access. I recommend asking the person to call you for the password, or to call them and give it to them for security, but that is up to your organizational security policy as seen below.
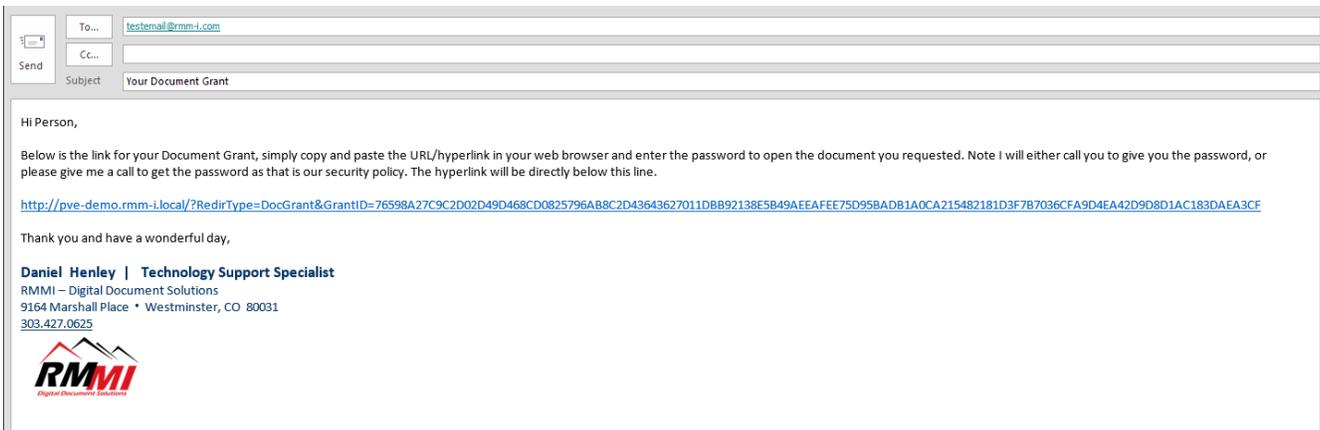
12. Once the person has received the URL/hyperlink, and you have given them the password, they will simply copy and paste the URL in their web browser, enter the password, and hit the "Login" button to open and access the document.
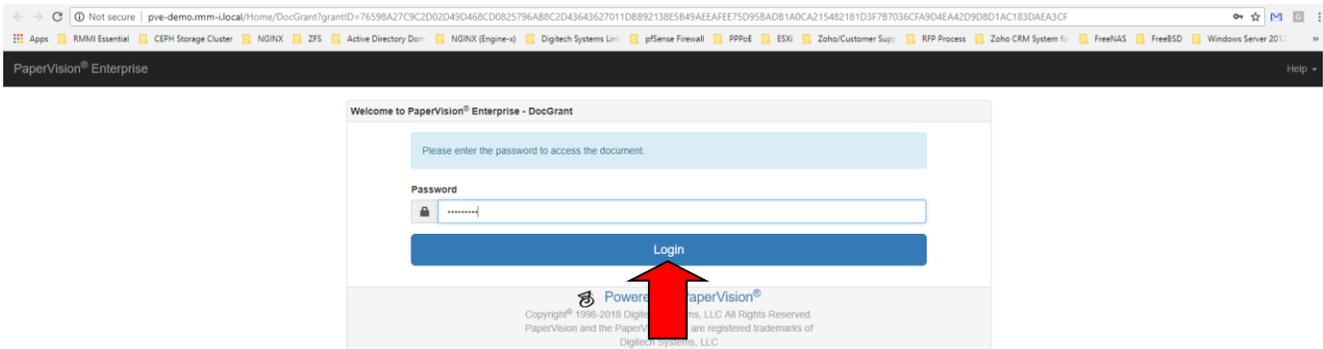
13. After they hit the "Login" button, the document will be viewable in the "Browser-Based Viewer" for them as seen below.