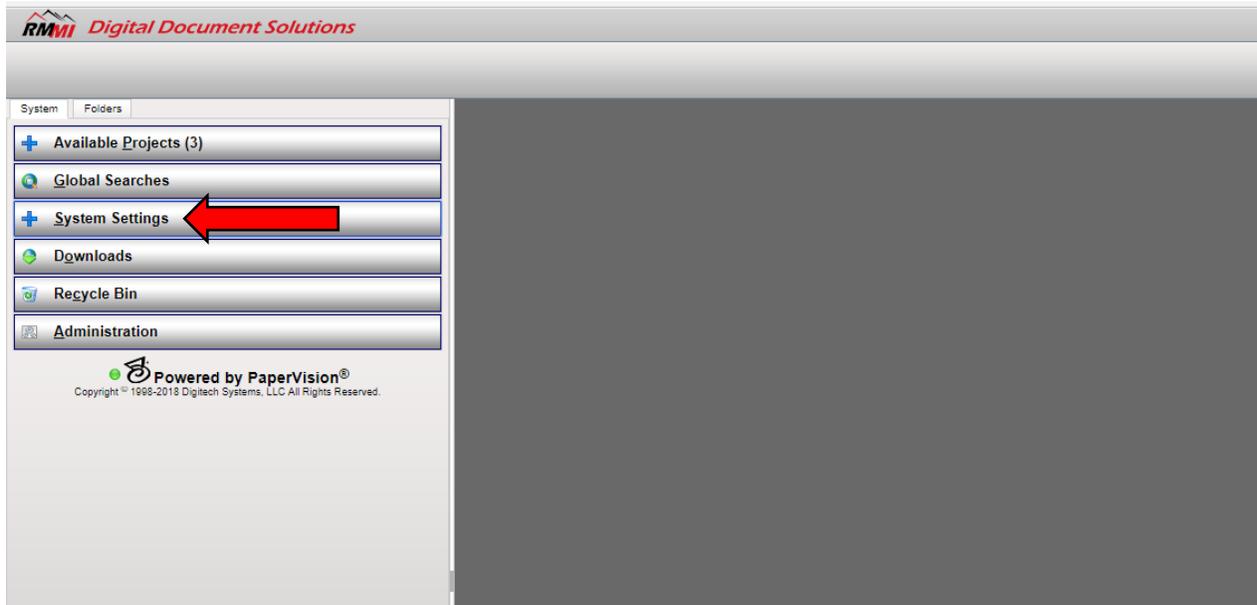


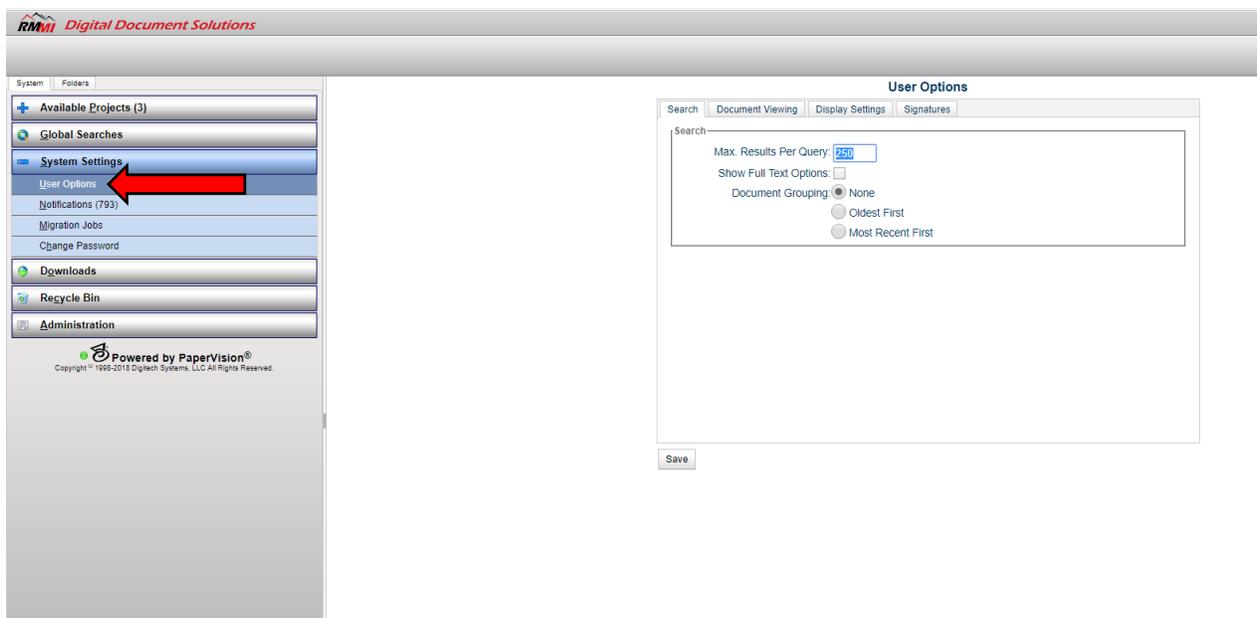


## How To Switch from PaperVision Document Viewer to the Browser Based Viewer and Send an Email

1. Please select/click on the System Settings tab on the left hand side to expand it.



2. Please select/click on the “User Options” tab within the expanded “System Settings” to open the User Options Settings as seen below:





3. Please select/click on the “Document Viewing” tab within the “User Options”:



**User Options**

Search | **Document Viewing** | Display Settings | Signatures

**Document Viewing**

Document Display Method:  Use Browser-Based Viewer  
 Use PaperVision Viewer

Show First Document:

**Web Assistant**

Response Timeout (ms):

Direct Launch\*:  ([What's This](#))

\*Requires PaperVision Web Assistant Version R80 or higher.

Save

4. Please select the “Use Browser-Based Viewer” radial button in order to enable it.

**User Options**

Search | Document Viewing | **Display Settings** | Signatures

**Document Viewing**

Document Display Method:  Use Browser-Based Viewer  
 Use PaperVision Viewer

Show First Document:

**Web Assistant**

Response Timeout (ms):

Direct Launch\*:  ([What's This](#))

\*Requires PaperVision Web Assistant Version R80 or higher.



5. Please select/click on the “Save” button to save the changes made to your document viewer settings.

**User Options**

Search | Document Viewing | Display Settings | Signatures

**Document Viewing**

Document Display Method:  Use Browser-Based Viewer  
 Use PaperVision Viewer

Show First Document:

**Web Assistant**

Response Timeout (ms):

Direct Launch\*:  ([What's This](#))

\*Requires PaperVision Web Assistant Version R80 or higher.

6. Please expand your “Available Projects” tab and select one of the projects you have access to and click the “Search” button to carry out a search for the next steps.

**RMMI Digital Document Solutions** Mobile Device:  User: RMMI Administrator (10)

Add Scan Logout Help

System | Folders

- Available Projects (3)
- Jeffco DHS - CAD
- Test Docs
- TRUST DOCUMENTS
- Global Searches
- System Settings
- Downloads
- Recycle Bin
- Administration

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**Search: Test Docs**

Document Index Field Search Criteria  
Desc:

Project Search Options  
Search Type:    
Sort By:

Include Recycled Documents:

Full-Text Search Criteria  
Criteria:   
Search Type:  Boolean Search (and, or, not, ...)  
 Natural Language  
Query After Indices:



7. After clicking the “Search” button a list of documents will appear, please double click to open one and it will then open in the Browser-Based Viewer

MERGE AND MOVE PAGES (1 Document Displayed)

TITLE	DATE	TYPE	Status
Dining Surveys	07/16/2018	SURVEY	

A red arrow points to the 'Dining Surveys' row in the table.

8. The Browser-Based Viewer will open in a pop-up window and appear as below.

The screenshot shows a browser window titled 'PaperVision - View Document - Win2 - Google Chrome'. The address bar shows a URL starting with 'pve-train02/PVEDocViewer.aspx?EntID=2&SessionID=20569009405208DDFAEB5C7F18E08C0E50E0E80G49624E1A3EC4DDEE9E64D3033868A0338AB951D0332CFC432678D85543EC...'. The browser toolbar includes 'Home', 'Edit', 'Print', 'Add', 'Open', 'Previous', 'Next', 'First', 'Last', 'Jump', 'Rotate', 'Reset', 'Scale to', 'Add to', 'Remove', and 'Format'. The main content area displays a survey document from PFU (Fujitsu) titled 'Thank You for Dining With Us!'. The survey asks 'How Did We Do?' and includes the following questions:

1. Overall, how do you rate the food service? (Scale: Vary Good, Good, Fair, Poor, Vary Poor)
2. How do you rate the following:
  - a. The flavor of the food?
  - b. The temperature of the food?
  - c. The quality of the food?
  - d. The appearance and presentation of the food?
  - e. The variety of food choices available?
  - f. The helpfulness and friendliness of our personnel?
  - g. The speed of our service?
  - h. The appearance of our personnel?
  - i. Cleanliness?
  - j. The value of the meals you purchased?
3. Your comments are welcome. Please write on the reverse.
4. When did you dine here? \_\_\_\_\_ AM \_\_\_\_\_ PM
5. How often do you dine here?  Everyday  2 or 3 times a week  Once a week  Intrequently

The survey footer includes 'SR# 6 No 21' and the Fujitsu logo.

Page 1 of 4 | Dining Surveys, 07/16/2018, SURVEY