

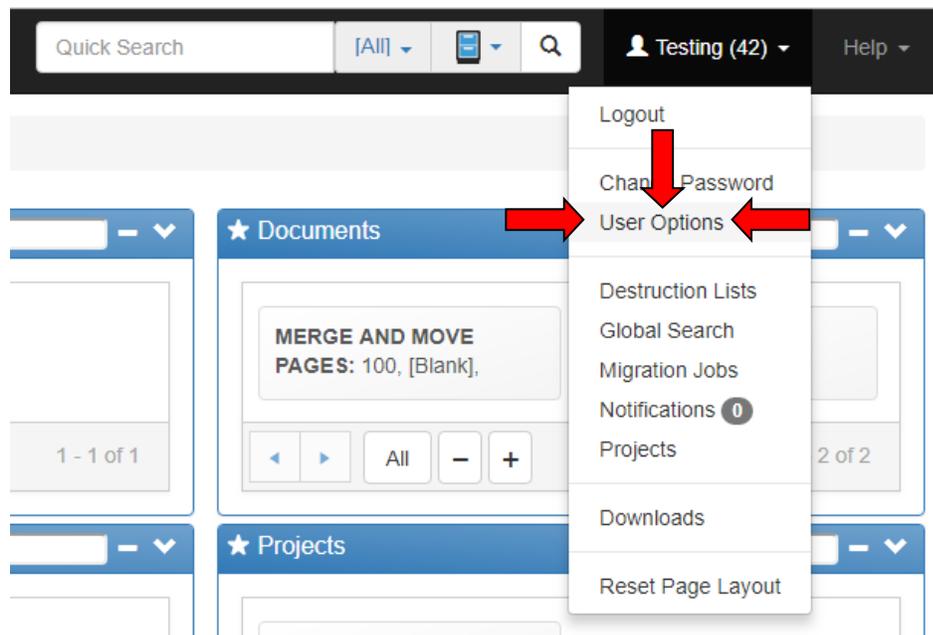


How to Switch to the Browser-Based Viewer Using the PaperVision Website R85

1. After logging into PaperVision, you will click/select the dropdown menu at the top right to the left of the “Help” dropdown as seen below.



2. Please click/select the “User Options” menu option as seen below to advance to the next step in order to change your “Document Display Method”.





3. The “User Options” menu will open as seen below, which is where the Document Viewing menu options will be for changing to the “Browser-Based Viewer”.

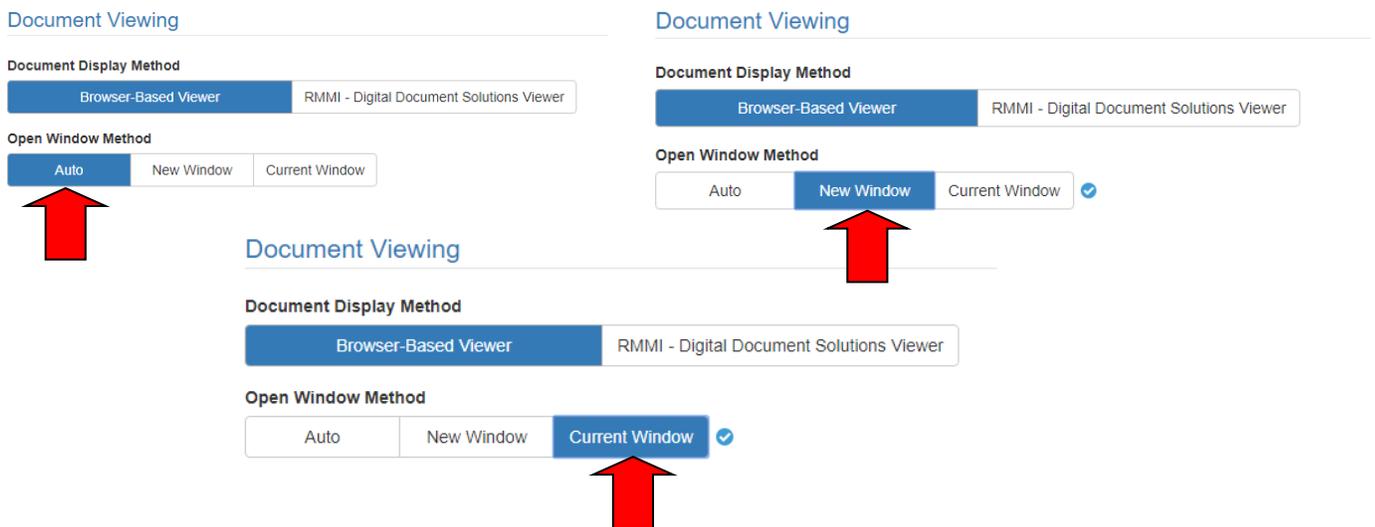
This screenshot shows the 'User Options' page in the RMMI system. The page has a dark header with the title 'RMMI - Digital Document Solutions', a search bar, and user information. Below the header, there's a breadcrumb trail 'Home / User Options'. On the left, there are two menu items: 'General' (highlighted in blue) and 'Signatures'. The main content area is divided into sections: 'Search' with a 'Max. Results Per Query' slider set to 500, 'Show First Document' (Yes/No buttons), 'Show Full Text Options' (Yes/No buttons), and 'Document Grouping' (None, Oldest First, Newest First buttons). Below this is the 'Document Viewing' section, which includes 'Document Display Method' (Browser-Based Viewer, RMMI - Digital Document Solutions Viewer) and 'Open Window Method' (Auto, New Window, Current Window).

4. To switch to the Browser-Based Viewer, you will click/select the “Browser-Based Viewer” button/option under the “Document Display Method” sub-menu as seen below, and the button will then display blue along with a blue checkmark appearing to let you know the option has been selected.

This screenshot is similar to the one above, but it highlights the 'Browser-Based Viewer' option in the 'Document Display Method' section. Three red arrows point to the 'Browser-Based Viewer' button, which is now highlighted in blue and has a small blue checkmark to its right. The other options, 'RMMI - Digital Document Solutions Viewer', 'Auto', 'New Window', and 'Current Window', are in a light gray state.



- Once the “Browser-Based Viewer” is selected, you will then have another option available to you, which is the “Open Window Method”, you can dictate if the Browser-Based Viewer will open in a New Window, Current Window, or simply utilize the Auto option that goes by the internet browsers default option. To change this option simply click/select your desired option as seen below, and the option will highlight blue and a blue checkmark will appear to notify you that the change has been applied. The “Auto” option will be selected by default.



- Once the above steps are completed, documents will now open in the Browser-Based Document Viewer as seen below when opened after a search.

