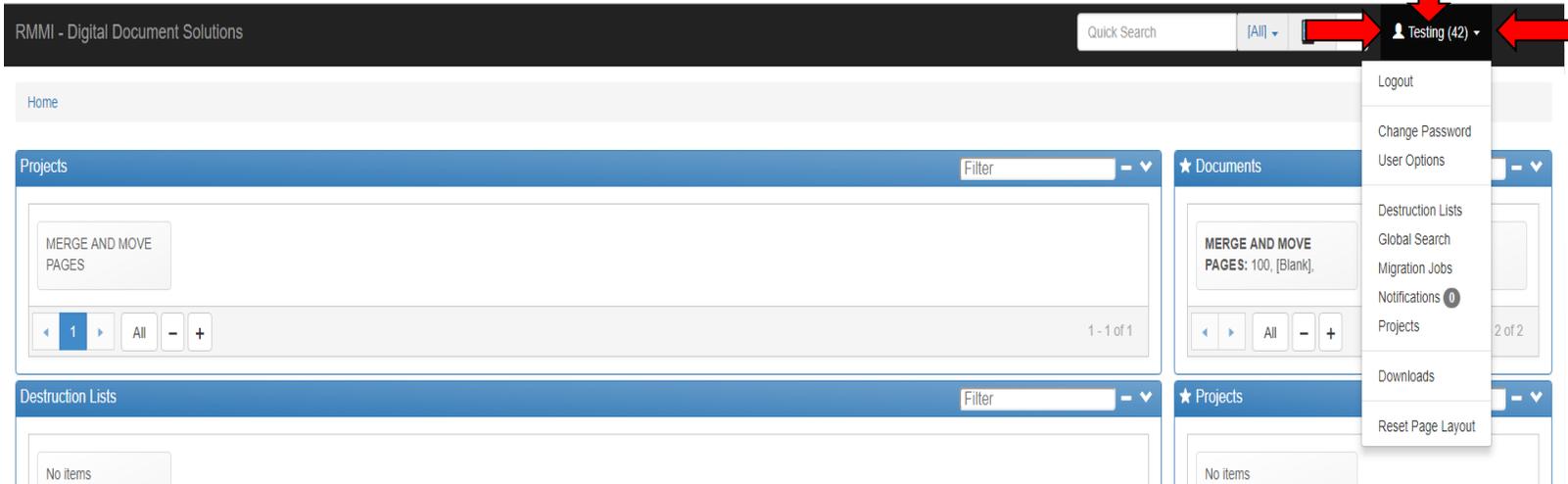


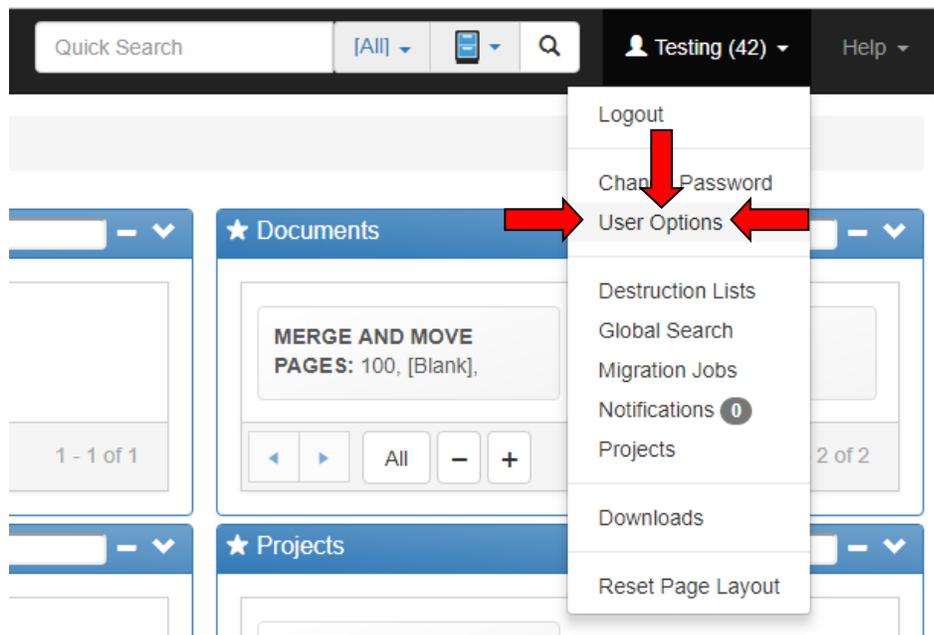


How to Switch to the PaperVision Viewer Using the PaperVision Website R85

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”.





- The “User Options” menu will open as seen below, which is where the Document Viewing menu options will be for changing to the “PaperVision Viewer”. Please note that for our CoLo clients, this will appear as the “RMMI – Digital Document Solutions Viewer”, and for ImageSilo users this will appear as the “ImageSilo Viewer” in the user options.

This screenshot shows the 'User Options' page for RMMI - Digital Document Solutions. The page has a dark header with the title 'RMMI - Digital Document Solutions' on the left and a search bar, user profile 'Testing (42)', and a help link on the right. Below the header, there's a breadcrumb trail 'Home / User Options'. The main content area is divided into two sections: 'General' and 'Document Viewing'. The 'General' section includes a search bar, a 'Max. Results Per Query' dropdown set to 500, and three toggle switches for 'Show First Document', 'Show Full Text Options', and 'Document Grouping' (set to 'None'). The 'Document Viewing' section has two sub-sections: 'Document Display Method' with buttons for 'Browser-Based Viewer' (selected) and 'RMMI - Digital Document Solutions Viewer'; and 'Open Window Method' with buttons for 'Auto' (selected), 'New Window', and 'Current Window'.

- To switch to the PaperVision Viewer, you will click/select the “PaperVision Viewer”/”ImageSilo Viewer”/”RMMI – Digital Document Solutions 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 previous one but includes a dialog box and red arrows. The dialog box, titled 'RMMI - Digital Document Solutions Viewer', contains the following text: 'This option requires that the 'RMMI - Digital Document Solutions Client' be installed on the local machine. If the 'RMMI - Digital Document Solutions Client' is already installed, click 'Continue' to use the 'RMMI - Digital Document Solutions Viewer'. To download the 'RMMI - Digital Document Solutions Client', click [here](#). To continue using the Browser Based Viewer, click 'Cancel!'. The dialog has 'Continue' and 'Cancel' buttons. Three red arrows point to the 'RMMI - Digital Document Solutions Viewer' button in the 'Document Display Method' section, indicating the selection process.



5. Once the option is selected for the PaperVision Viewer, a pop-up box will appear notifying you that the option that you selected requires the PaperVision Client or PaperVision Web Assistant to be installed in order to continue. If the PaperVision Client/Web Assistant is already installed simply click/select the “Continue” button to save and apply the change to the PaperVision Document Viewer as seen below.

A screenshot of the RMMI web interface. The main page has a grey background and contains several sections: 'Search' with a 'Max. Results Per Query (max: 500)' dropdown set to 500; 'Show First Document' with 'Yes' and 'No' buttons; 'Show Full Text Options' with 'Yes' and 'No' buttons; 'Document Grouping' with 'None', 'Oldest First', and 'Newest First' buttons; 'Document Viewing' with 'Document Display Method' (Browser-Based Viewer and RMMI - Digital Document Solutions Viewer) and 'Open Window Method' (Auto, New Window, Current Window). A white pop-up dialog box is overlaid on the right side, titled 'RMMI - Digital Document Solutions Viewer'. It contains text explaining that the selected option requires the client to be installed. It provides a link to download the client and a 'Continue' button. Three red arrows point to the 'Continue' button from the left, right, and bottom.

6. Once the Continue button is clicked/selected in the step above, you will see the “PaperVision Viewer”/”ImageSilo Viewer”/”RMMI – Digital Document Solutions Viewer” highlighted in blue as seen below.

Document Viewing

Document Display Method

Browser-Based Viewer RMMI - Digital Document Solutions Viewer

Open Window Method

Auto New Window Current Window



7. Now when you go to open a document it will open in the PaperVision Document Viewer as seen below.

MERGE AND MOVE PAGES - View Document

Home Edit View

Save Scan New Document Print Add Open Email Save As Previous Next 1 / 130 Rotate Reset Width Height Window Annotations Create View Instance Status Misc

Indexing

Name	Value
TITLE	100
DATE	
TYPE	

Document Full-Text

PFU
Thank You for Dining With Us!

How Did We Do?
We'd like to hear about your dining experience so we can make it even better next time!

Very Good Good Fair Poor

1. Overall, how do you rate the food service?

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 Infrequently

sp16 No 21 FUJITSU

Thumbnails

1

2

Textual Notes

Signatures

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