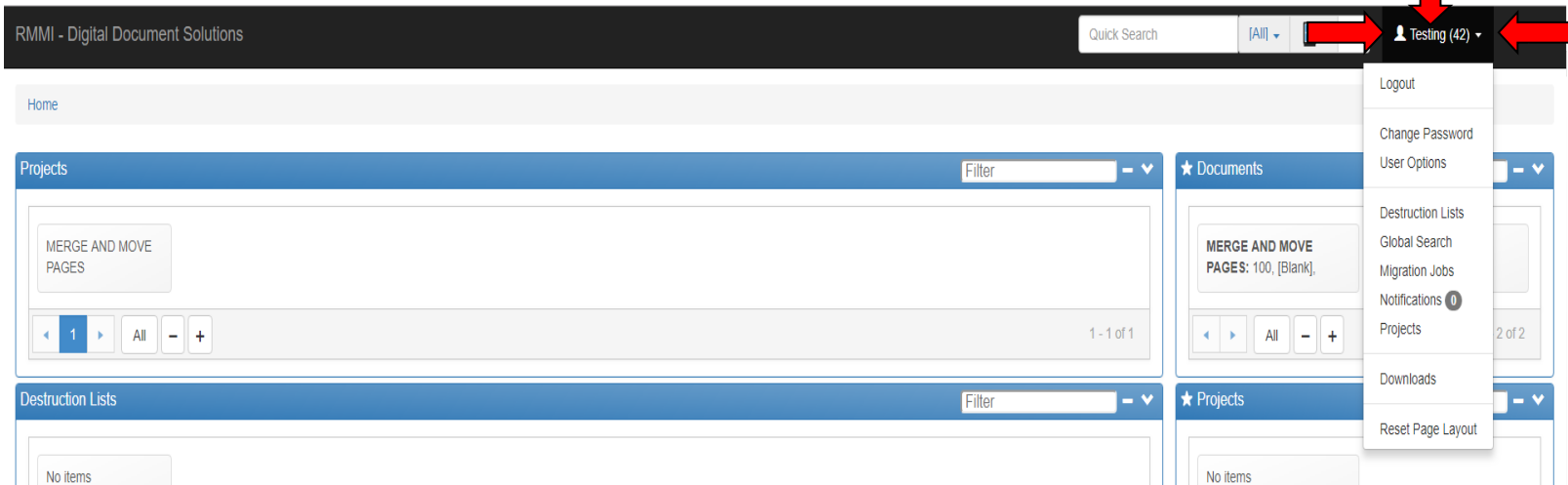


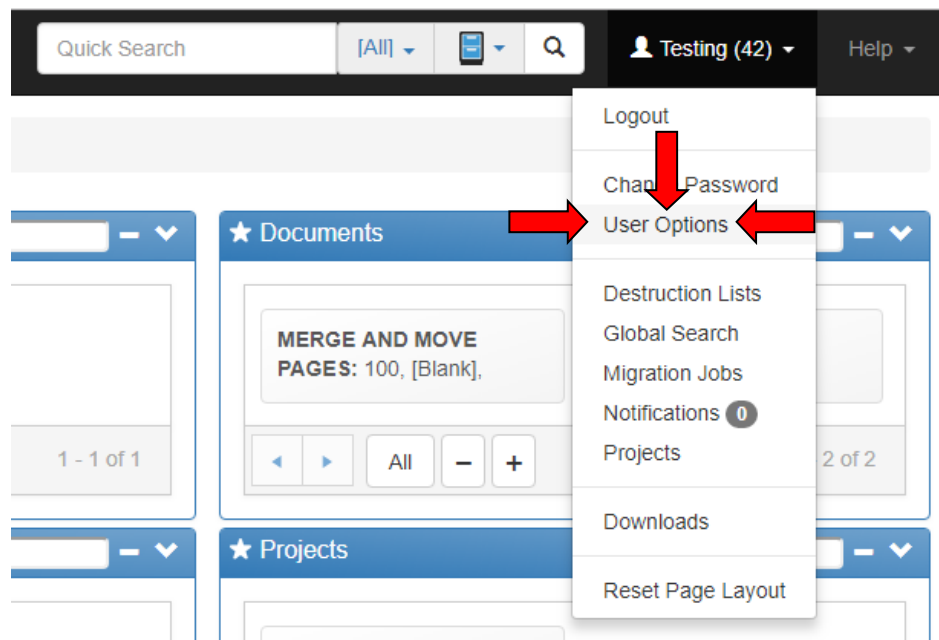


## How to Turn Document Grouping “Newest First” Option On Using the PaperVision Website R85

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 turn Document Grouping on or off.





- The “User Options” menu will open as seen below, which is where the Document Grouping menu options will be for turning it off/on or changing if oldest or newest documents are displayed first.

This screenshot shows the 'User Options' menu in the RMMI application. The top navigation bar includes the text 'RMMI - Digital Document Solutions', a search bar, and user information 'Testing (42)'. The main content area is titled 'User Options' and contains several sections: 'General' (selected), 'Signatures', 'Search', 'Document Grouping', 'Document Viewing', 'Document Display Method', and 'Open Window Method'. In the 'Document Grouping' section, three options are visible: 'None', 'Oldest First', and 'Newest First'. The 'Newest First' option is currently selected, indicated by a blue highlight and a small blue checkmark to its right.

- To turn Document Grouping on and to show the “Newest First”, simply click/select the “Newest First” option under the Document Grouping section, and you will see a blue checkmark appear next to the box along with the box itself highlighting blue letting you know that the change has taken affect as seen below.

This screenshot is identical to the one above, showing the 'User Options' menu. However, it includes four red arrows pointing towards the 'Newest First' option in the 'Document Grouping' section. One arrow points from the top, one from the bottom, one from the left, and one from the right, all converging on the 'Newest First' button and its associated checkmark to draw attention to the selected option.



- 5. The Document Grouping option will now be turned on and applied so that if you have documents with the same index values, it will group them together and open them together in the document viewer with the most recently added document appearing first. As you can see from the screenshot below, the document grouping option is now working, the “@Document ID” system field now shows the documents grouped together with the highest number Document ID (Newest First) being first in the list.

TITLE ↓	DATE	TYPE	@Document Creation Date	@Document ID
Site Upload Test1	11-12-2018	Document Grouping	2018-11-02 13:12:07	295*294*293*292*291*290



- 6. Once opened in the document viewer at the bottom left you will see the following in my example, “Item 1 of 6”, where this will indicate how many documents are grouped, and which one of the documents you are currently viewing, so say it says 2 of 6 one is currently viewing the 2<sup>nd</sup> of 6 documents.

The screenshot shows a document viewer interface. On the right side, there is a list of items:

- 1. Overall,
- 2. How do
  - a. The
  - b. The t
  - c. The q
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  - e. The v
  - f. The r
  - g. The s
  - h. The a
  - i. Clear
  - j. The v
- 3. Your cor
- 4. When di
- 5. How ofte

At the bottom left, there is a 'Signatures' button. At the bottom, a blue status bar displays: "Doc 29 of 29 | Item 1 of 6 | Page 1 of 2405 | Site Upload Test1, 11-12-2018, Document Grouping".



The screenshot shows a document viewer interface. At the bottom left, there is a 'Signatures' button. At the bottom, a blue status bar displays: "Doc 29 of 29 | Item 2 of 6 | Page 300 of 2405 | Site Upload Test1, 11-12-2018, Document Grouping".

