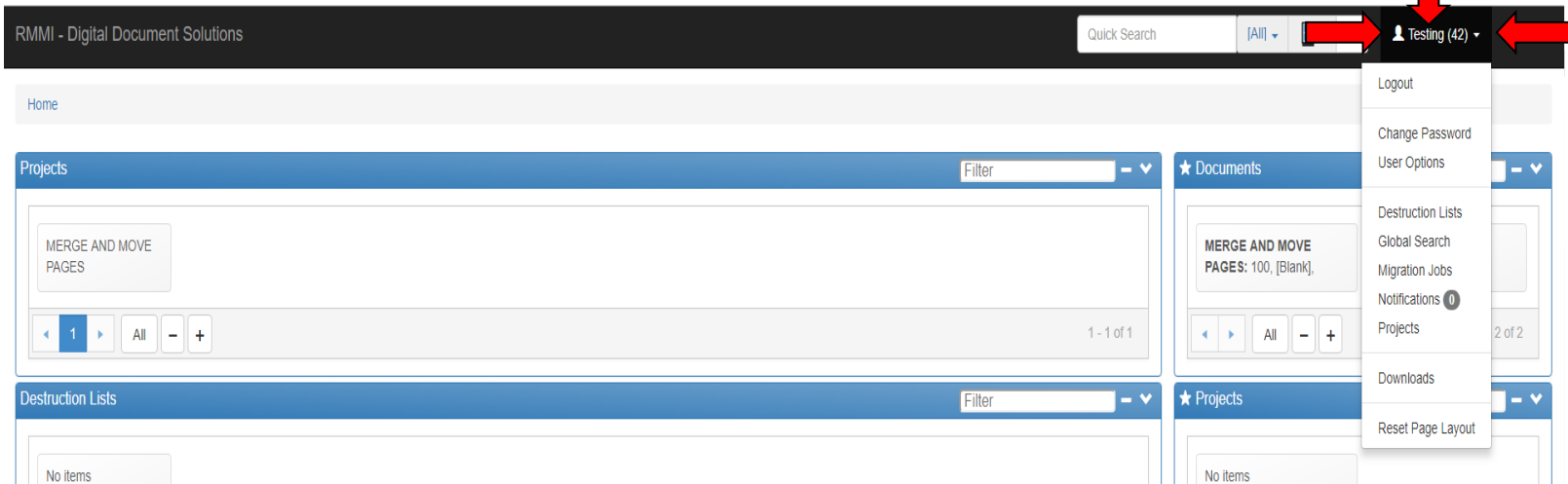


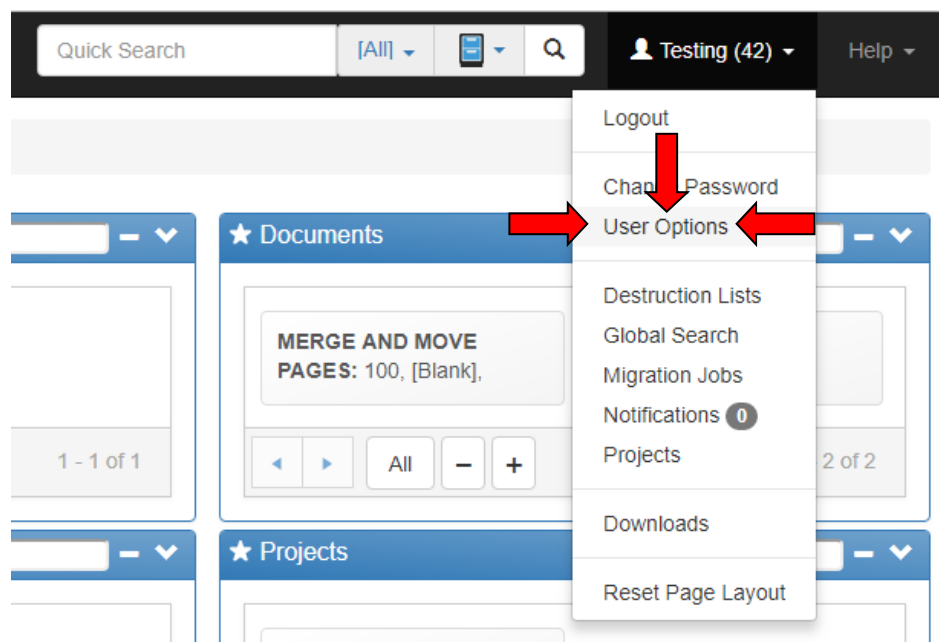


How to Turn Document Grouping “Oldest First” Option On Using the PaperVision Website R85

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.





3. 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' page in the RMMI application. The page has a dark header with the title 'RMMI - Digital Document Solutions' and a search bar. Below the header, there's a breadcrumb trail 'Home / User Options'. The main content area is divided into two columns. The left column has a 'General' tab selected and a 'Signatures' link. The right column is titled 'Search' and contains several settings: 'Max. Results Per Query (max: 500)' with a slider set to 500; 'Show First Document' with 'Yes' and 'No' buttons; 'Show Full Text Options' with 'Yes' and 'No' buttons; 'Document Grouping' with three buttons: 'None', 'Oldest First', and 'Newest First'; 'Document Viewing' section with 'Document Display Method' (Browser-Based Viewer, RMMI - Digital Document Solutions Viewer) and 'Open Window Method' (Auto, New Window, Current Window).

4. To turn Document Grouping on and to show the “Oldest First”, simply click/select the “Oldest 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, but with four red arrows pointing to the 'Oldest First' button in the 'Document Grouping' section. The 'Oldest First' button is highlighted in blue, and a small blue checkmark is visible to its right, indicating that the selection has been successfully applied.



- 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 oldest documents added 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 lowest number Document ID (Oldest First) being first in the list.

Drag and drop here to group by columns

TITLE ↓	DATE	TYPE	@Document Creation Date	@Document ID
Site Upload Test1	11-12-2018	Document Grouping	2018-11-02 13:03:30	290*291*292*293*294*295

- 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 2nd of 6 documents.

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SD116 No 21

Signatures

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Signatures

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