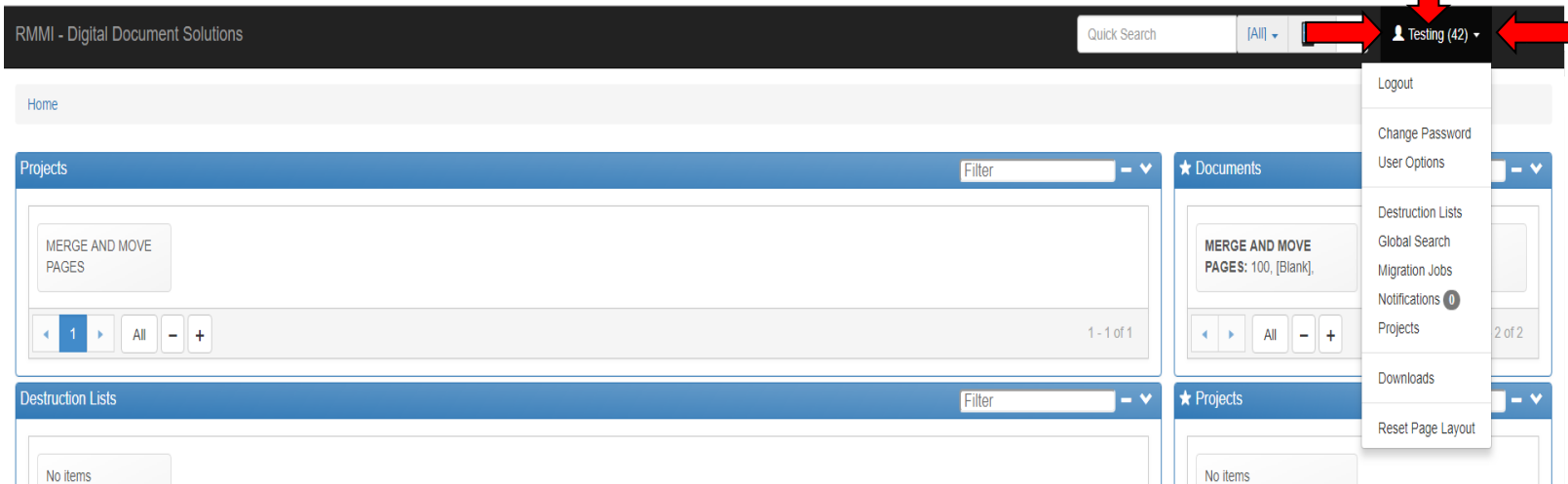


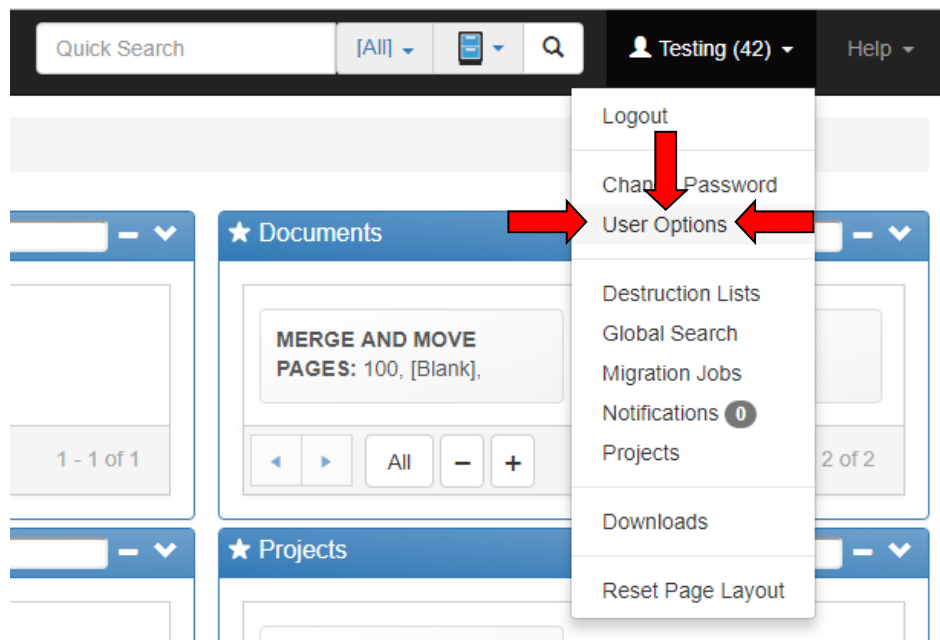


## How to Turn Document Grouping Option Off Using the PaperVision Website R85

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 system. The page has a dark header with the RMMI logo and navigation links. Below the header, there's a breadcrumb trail 'Home / User Options'. The main content area is divided into sections: 'General' (with a sub-section for 'Signatures'), 'Search', and 'Document Viewing'. The 'Search' section includes a 'Max. Results Per Query' slider set to 500, and two toggle options: 'Show First Document' (set to 'No') and 'Show Full Text Options' (set to 'No'). The 'Document Grouping' section has three radio buttons: 'None', 'Oldest First', and 'Newest First'. The 'Document Viewing' section includes 'Document Display Method' (with 'RMMI - Digital Document Solutions Viewer' selected) and 'Open Window Method' (with 'Auto' selected).

4. To turn Document Grouping off and to show documents with the same index values individually, simply click/select the “None” 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 red arrows highlighting the 'None' option in the 'Document Grouping' section. There are four red arrows: one pointing to the 'None' radio button, one pointing to the 'Oldest First' radio button, one pointing to the 'Newest First' radio button, and one pointing to the blue checkmark that has appeared next to the 'None' option, indicating it is now selected.



5. The Document Grouping option will now be turned off and applied so that if you have documents with the same index values, it will not group them together and will once again open them individually in the Document Viewer. As you can see from the screenshot below, the document grouping option is now turned off, and you will once again see the individual documents in your search results no longer grouped together.

TITLE ↓	DATE	TYPE	@Document Creation Date	@Document ID	@Status
Site Upload Test1	11-12-2018	Document Grouping	2018-11-02 13:03:30	290	
Site Upload Test1	11-12-2018	Document Grouping	2018-11-02 13:03:53	291	
Site Upload Test1	11-12-2018	Document Grouping	2018-11-02 13:04:12	292	
Site Upload Test1	11-12-2018	Document Grouping	2018-11-02 13:07:40	293	
Site Upload Test1	11-12-2018	Document Grouping	2018-11-02 13:11:50	294	
Site Upload Test1	11-12-2018	Document Grouping	2018-11-02 13:12:07	295	