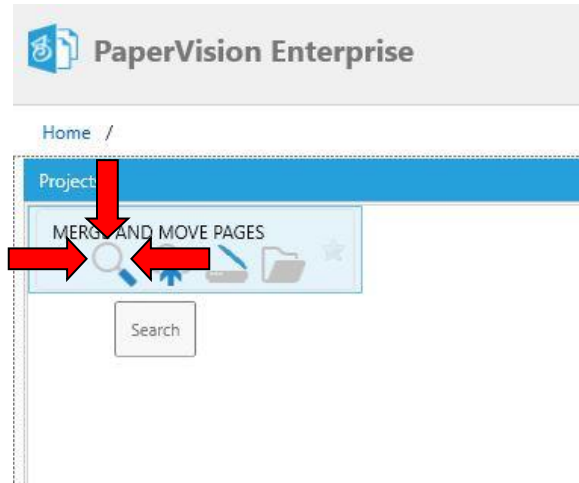


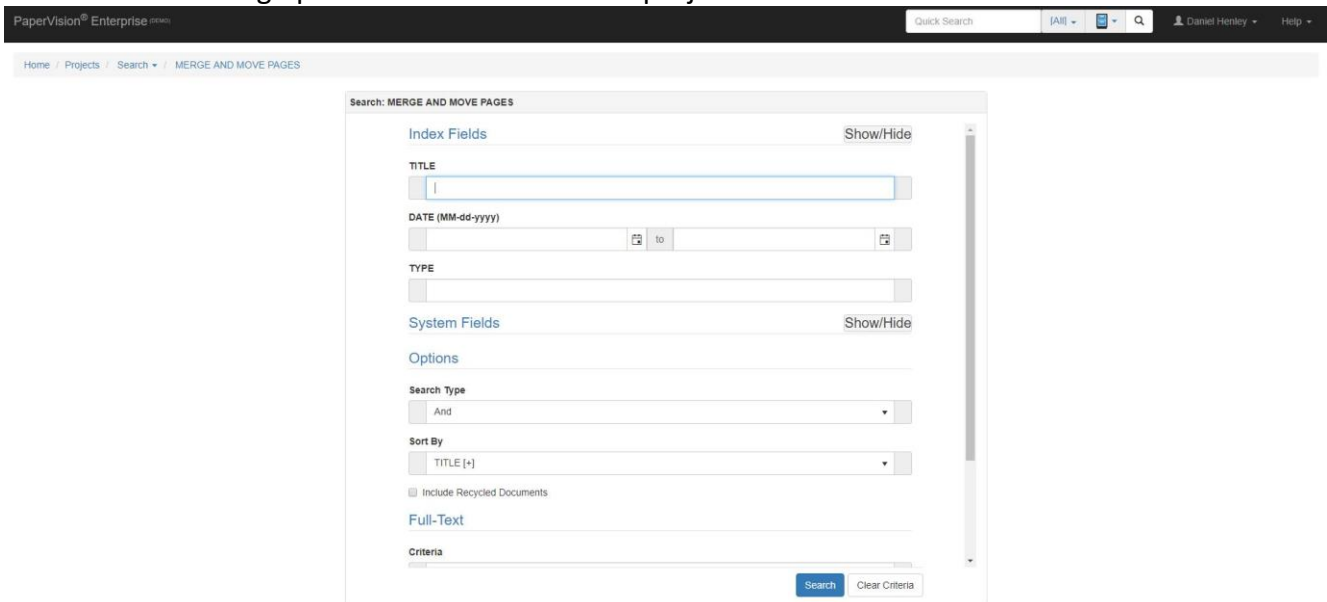


## How to Upload Documents Using the R85 Browser-Based Viewer

1. Please select the project that you wish to upload a document to as seen below by clicking/selecting the “magnifying glass” icon by highlighting over your desired projects box on the Home page.



2. The “Search” screen/tab will appear as below, you will now either put in search criteria to search for a specific document or document type, or simply leave the index fields blank and bring up all the documents in the project if desired.





- Once you have put in your desired search criteria, or are ready to conduct your search, please click/select the “Search” button as seen below.

Search: MERGE AND MOVE PAGES

Index Fields Show/Hide

TITLE  
Survey

DATE (MM-dd-yyyy)  
 to

TYPE

System Fields Show/Hide

Options

Search Type  
And

Sort By  
TITLE [+]

Include Recycled Documents

Full-Text

Criteria

**Search** Clear Criteria

- You will now be on the “Results” page/tab of the PaperVision Website, please double click a document so that it opens in the “Browser-Based Viewer” as seen below to begin the process of uploading a document through it.

TITLE ↑	DATE	TYPE	@Document Creation Date	@Document ID	@Status
Survey		SURVEY	2018-07-13 06:59:54	2	
Survey	07-27-2018	SURVEY	2018-07-27 08:31:42	10	

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!

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

2. How do you rate the following:

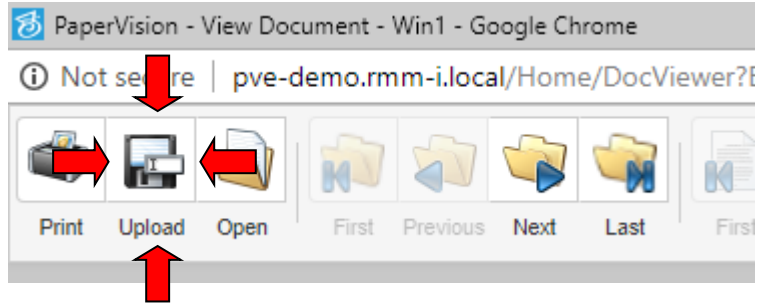
3. Your comments are welcome. Please write on the reverse.

4. When did you dine here?

5. How often do you dine here?



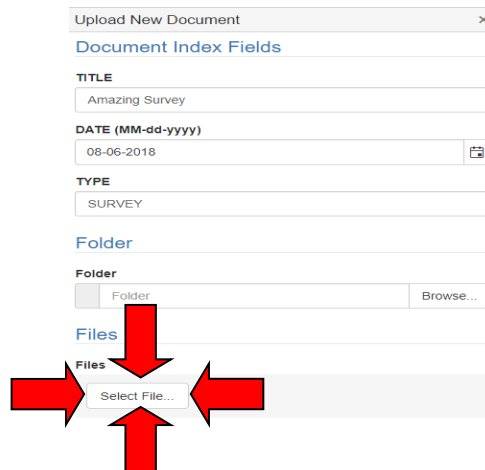
5. Please click/select the “Upload” button at the top left in order to begin the process of uploading a document.



6. You will now index the file you wish to upload as seen below within the “Document Index Fields” section, and then will be ready to proceed to the next step of the process.

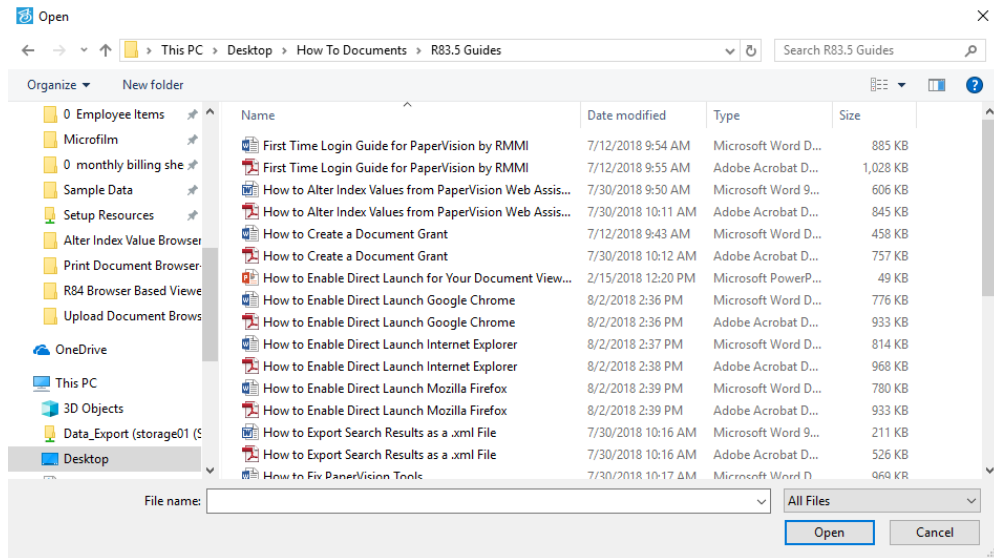
A screenshot of a dialog box titled "Upload New Document" with a close button (X) in the top right corner. The dialog box contains a section titled "Document Index Fields" with three input fields: "TITLE" with the text "Amazing Survey", "DATE (MM-dd-yyyy)" with the text "08-06-2018" and a calendar icon, and "TYPE" with the text "SURVEY".

7. For the next step you will Click/Select the “Select File...” button in the “Files” section of the Upload Documents dialogue box as seen below.

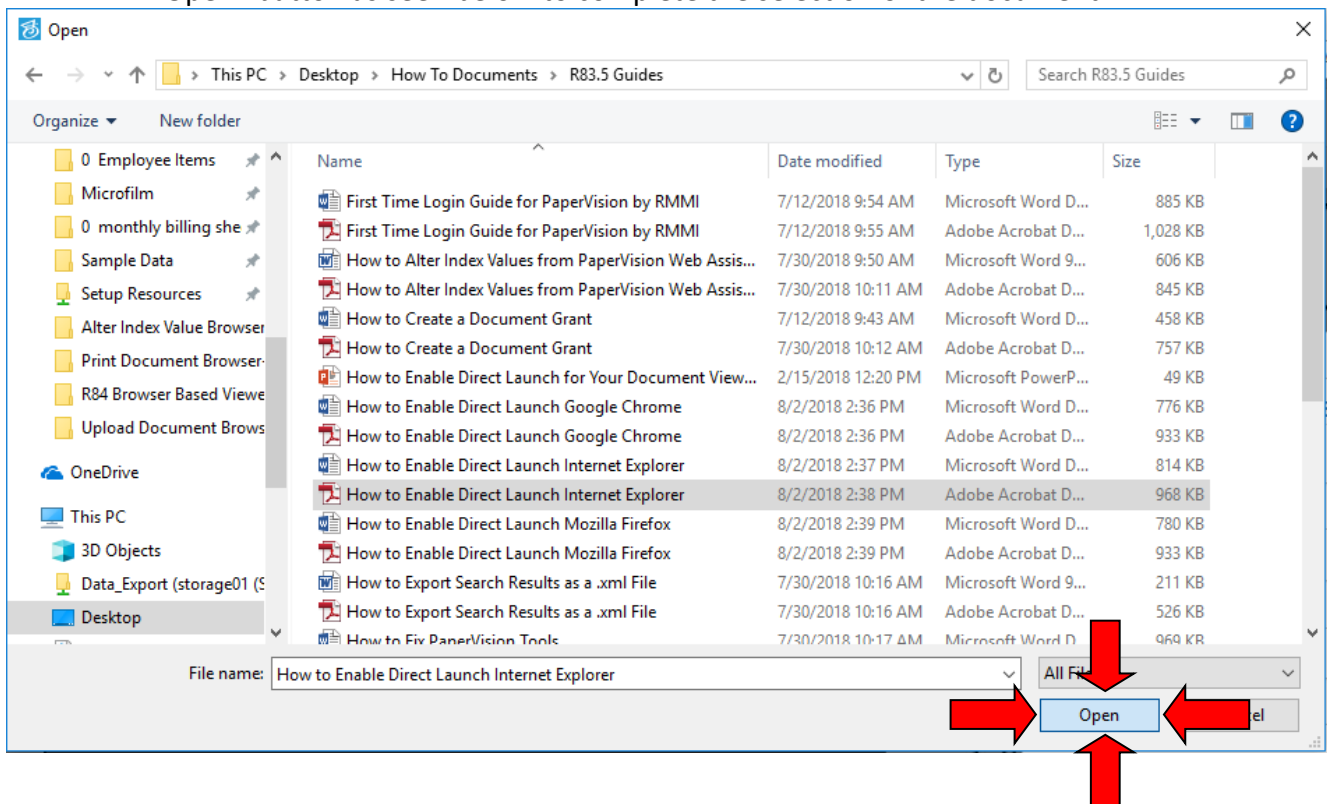




8. The “Open” dialogue will appear as below.

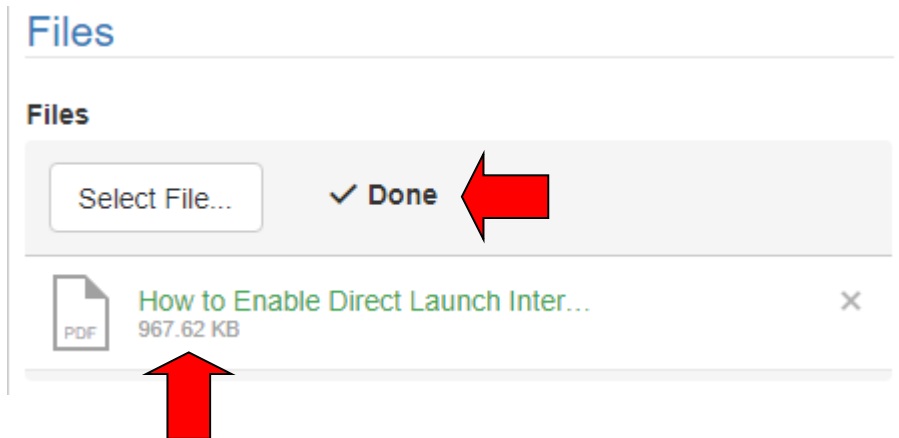


9. You will then select the document that you wish to add to PaperVision and click/select the “Open” button as seen below to complete the selection of the document.

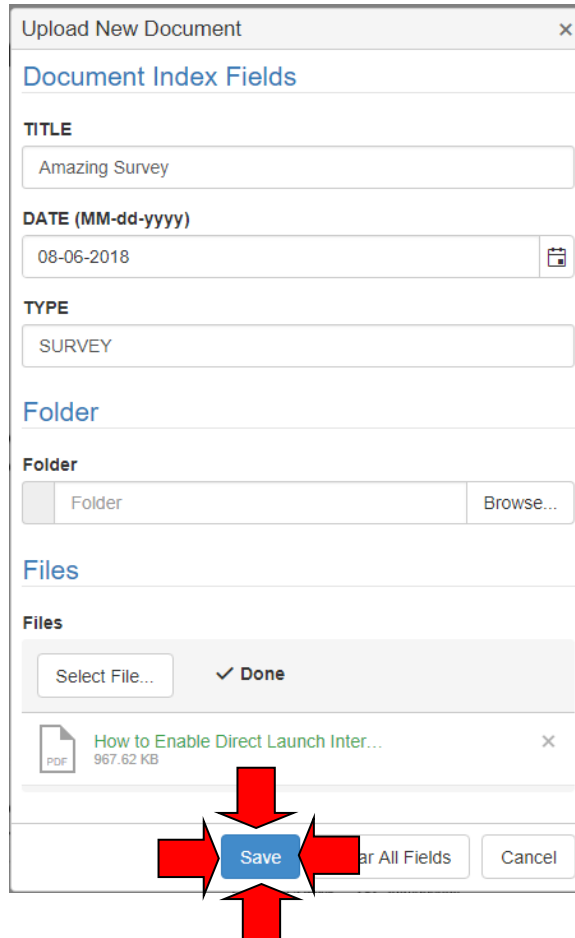




10. The following screen will appear in the “Files” section of the “Upload Documents” screen, there will be a checkmark with “Done” next to it, and it will show your file name and type below, along with the file size as seen below.



11. Now that the file is selected you will now click/select the blue “Save” button at the bottom in order to complete the upload process as seen below.





12. After hitting the “Save” button you will see a progress bar go to 100% at the bottom as the document successfully uploads, and will get a green text message at the top saying “1 document was successfully uploaded to the project”, and you will have completed the process.

A screenshot of a web application dialog box titled "Upload New Document". At the top, a green message box states "1 document was successfully uploaded to the project." Below this is a section for "Document Index Fields" containing input fields for "TITLE", "DATE (MM-dd-yyyy)" (with a calendar icon), and "TYPE". A "Folder" section includes a dropdown menu set to "Folder" and a "Browse..." button. The "Files" section has a "Select File..." button. At the bottom, a blue progress bar is filled to 100%. A red arrow points to the success message, and another red arrow points to the "Select File..." button. At the very bottom are "Save", "Clear All Fields", and "Cancel" buttons.

Upload New Document

1 document was successfully uploaded to the project.

Document Index Fields

TITLE

DATE (MM-dd-yyyy)

TYPE

Folder

Folder Browse...

Files

Files

Select File...

100%

Save Clear All Fields Cancel