Printing and Downloading Documents

Article Number: 000001099

If your PowerDMS administrator has permitted you to do so, you may print, or download documents at anytime. Your first step will be to locate the document you wish to print either by searching for it, or by accessing it from your "To Do" list or Inbox.

Downloading a Document: Once your document is displayed in PowerDMS, you may download it by placing your cursor over the document name in the upper left hand corner and selecting Download.

Printing a Document: Since most documents display in PowerDMS in PDF format; the print menu is usually hidden and found when you place your cursor over the document. For your convenience, we have included a sample image of both the print and download option for each browser. Please note that your experience may be slightly different depending on the version of the browser you are using.

Figure 1: Download and Print options for a document - Internet Explorer (IE)

5006 - Cell Phone Policy Use this menu to download							
 Compare to Last Revision I Signed ▲ Download 							
PowerDMS							
Policy Title:	Cell Phone Policy – Hang Up and Drive						
Policy #:	5006						
Distribution:	All Employees						
Effective Date:	01/01/2010						
Revised:	05/22/2015						

Figure 2: Download and Print options for a document - Google Chrome

▶ 5006 - Cell Phone Policy •								
40 *	Compare to Last	Revision S	igned	ŕ	() Info	R Discuss		
		ower	Use this menu		Status New (5/22/20 Published (5/2	115) 22/2015)		
	Poli	cy Title:	Cell Phone Folky-Harg Up a to download			Document Name 5006 - Cell Phone Policy		
	Poli	cy #:	500G		Description			
	Dist	ribution:	All Employees		Our Company	recognizes that the employees		
	Effective Date:		01/01/2010			are our most valuable assets, and the most important contributors to our continued growth and success. We are firmly committed		
	Revi	ised:	05/22/2015		to the safety of everything po	of our employees, and will do ssible to prevent workplace		
		Purpose:			accidents, and for all employ	d providing a safe environment ees.		
		Driver inattention is a factor in a majority of motor vehicle accidents. We are not only			Document Type			
		concerned about your welfare as an employee of Our Cempany, but also the welfare of others who could be put in harm's way by inattentive driving.				Administrative Policies		
	Mobile phones and other hand held device usage while driving is a coramon, often harmful distraction. Many countries and localities have prohibited mobile phone/hand held device marshile driving Respondence at the University of Theorem of the risk of housing a terffic				(Not Tagged) Related Standards (Not Set)			
		a vehicle						
	п	Statistics			Enter your Use	er ID and Password in the		
		Λ. Τ	he number one cause of death in the U.S. is vehicle crashes.			ed below. The entry of your		
		B. 2	3% of vehicle crashes involves cell phone usage.	rint	con	is policy as it pertains to Our		
		C. A	person texting while driving is 8 times more likely to get into a crash.	_		penel en penel anno co our		
		D A	driver that is texting typically takes their eyes of the road for 5 seconds.		Usemane	Password		
		E. P	teopie who are driving with inattention blindness typically see only 50% of the road		admin			
	ш	a Obey the	Law:					

Figure 3: Download and Print options for a document - Firefox

P 5006 - 0	Cell Phone	Policy -	
Compare to La	Powerl	- + Automatic Zoom = Use this menu to download Print Icon	8.6
	Policy #: Distribution:	S006 All Employees	
	Effective Date: Revised:	01/01/2010 05/22/2015	