

Printing and Downloading Documents

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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)

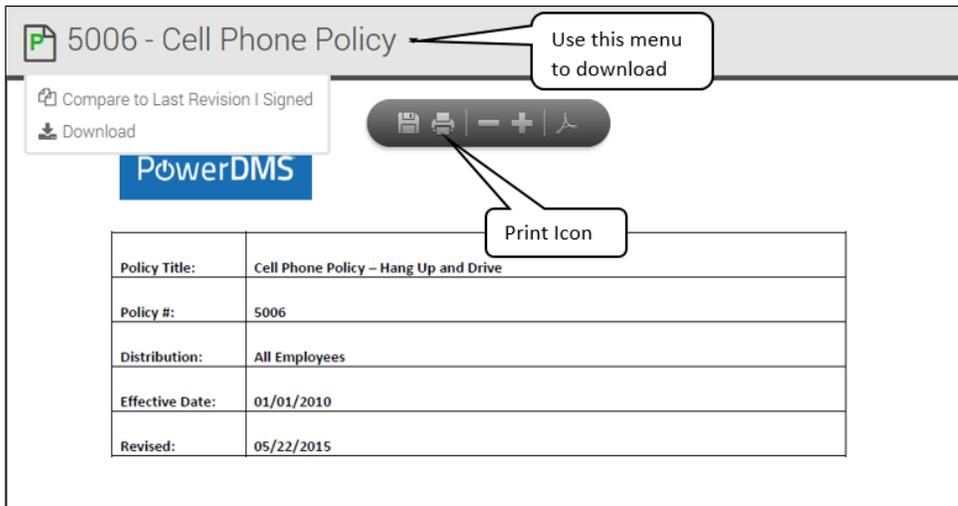


Figure 2: Download and Print options for a document - Google Chrome

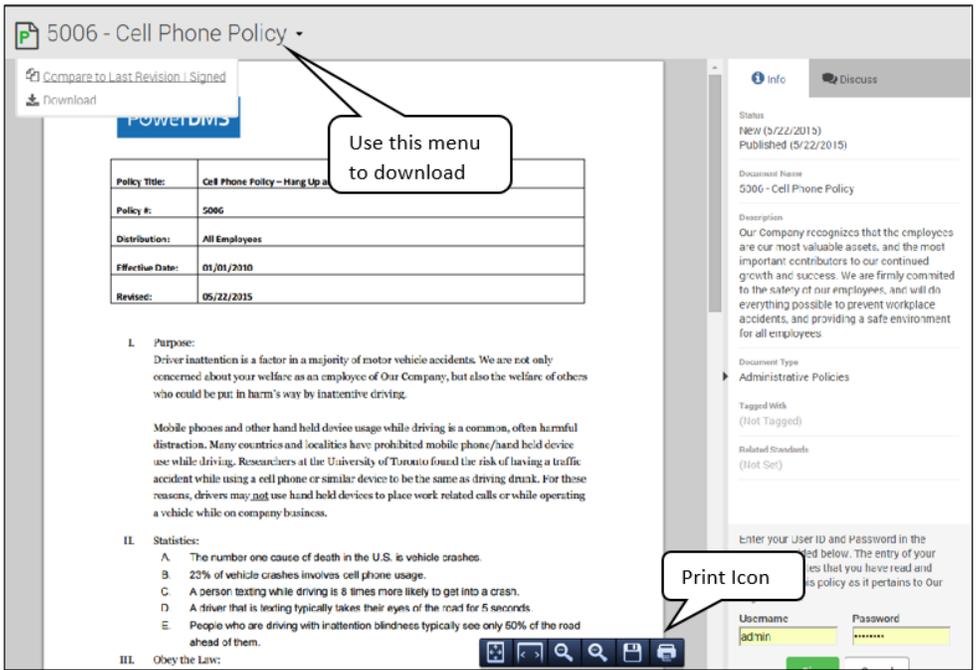


Figure 3: Download and Print options for a document - Firefox

