



How To: Check Out Documents

Goal: Check out documents for quick lookup.

Complexity Level: Functional User

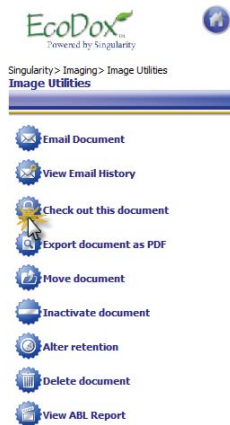
Prereq / Related Instructions: NONE

Step 1: Select Files - Search for the files to be checked out and Select Image Utilities.

page: 1

Destinations	Image Thumbnail	Description	Date
HUMAN RESOURCES		Image Values Workflow History View Image OCR Text Image Utilities	DATE: 11/19/09 EMPL ID: FIRST NAME: Ross LAST NAME: Eleott MAIDEN NAME: SSN: 333-33-3333 TAGS:
APPLICATIONS		Image Values Workflow History View Image OCR Text Image Utilities	DATE: 11/19/09 EMPL ID: FIRST NAME: Zach LAST NAME: Stevens MAIDEN NAME: SSN: 555-55-5555 TAGS:

Step 2: Check Out Document - Select the Check Out Document icon



Complete!!!



To View the documents in your cart, follow the directions on the next page.



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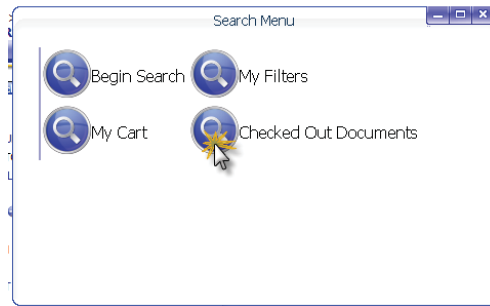
Prereq / Related Instructions: NONE

How To: Check Out Documents

Step 1: Navigate to Search- Select the Search icon



Step 2: Select Checked Out Documents- Select the Checked Out Documents icon.



Step 3: Checked Out Documents- Scroll through your Checked Out Documents. To view full size click on the thumbnail.

page: 1

Destinations	Image Thumbnail	Description	Checked Out By	Checked Out
HUMAN RESOURCES		DATE: EMPL ID: FIRST NAME: Ross LAST NAME: Elliott MAIDEN NAME: SSN: 333-33-3333 TAGS:	ultraman	12/30/09 1:40:15 PM

Complete!!!

To Check Documents back in (removing them from the Checked Out Document List). Follow the steps on the next page.





Goal: Check out documents for quick lookup.

Complexity Level: Functional User

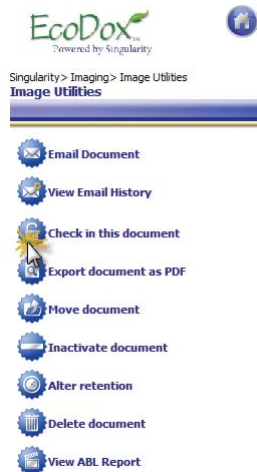
Prereq / Related Instructions: NONE

Step 1: Select Files - Search for the files to be checked in and Select Image Utilities.

page: 1

Destinations ▲	Image Thumbnail	Description ▲	Date
HUMAN RESOURCES		Image Values Workflow History View Image OCR Text Image Utilities	11/19/09 DATE: EMPL ID: FIRST NAME: Ross LAST NAME: Elliott MAIDEN NAME: SSN: 333-33-3333 TAGS:
APPLICATIONS		Image Values Workflow History View Image OCR Text Image Utilities	11/19/09 DATE: EMPL ID: FIRST NAME: Zach LAST NAME: Stevens MAIDEN NAME: SSN: 555-55-5555 TAGS:

Step 2: Check In Document - Select the Check In Document icon



Complete!!!



Now the document has been removed from the Checked Out List.