



Summer Pilot

File Retrieval Guide

Home

These links will both take you to the search facility

These links will both take you the calendar view

Calendar View

Select the year for which you want to view documents and click on run.

This number indicates how many documents you will find in the "Customers" category in "July". It's a link, just click on it to view the full list of documents.

We will use the date on the documents; the date you specify; or the scan date (in this order).

File List

If you need help, please [email us](#)

Attached Files List
For 'Customers' on July 2006

ID	Name	Date
225	0470LTD 0470LTD	14/07/2006
224	0473LTD 0473LTD	14/07/2006
223	0474LTD 0474LTD	14/07/2006
222	0472LTD-2 0472LTD-2	14/07/2006
221	0475LTD 0475LTD	14/07/2006
220	0476LTD 0476LTD	14/07/2006
219	CAMPBELL BUCHANAN TRADE CONTRACT ORDER CAMPBELL BUCHANAN TRADE CONTRACT ORDER	14/07/2006
218	0477LTD-7 0477LTD-7	14/07/2006
217	0472LTD 0472LTD	14/07/2006
216	0477LTD-6 0477LTD-6	14/07/2006
215	0477LTD-5	14/07/2006

The top title is a link to the actual document. Just click on it to view the pdf file.

Once you're finished viewing the pdf file, click on the "Back" button on your browser to get back to this view.

Search facility

If you need help, please [email us](#)

Search Attached Files

Search Type Description Description Date

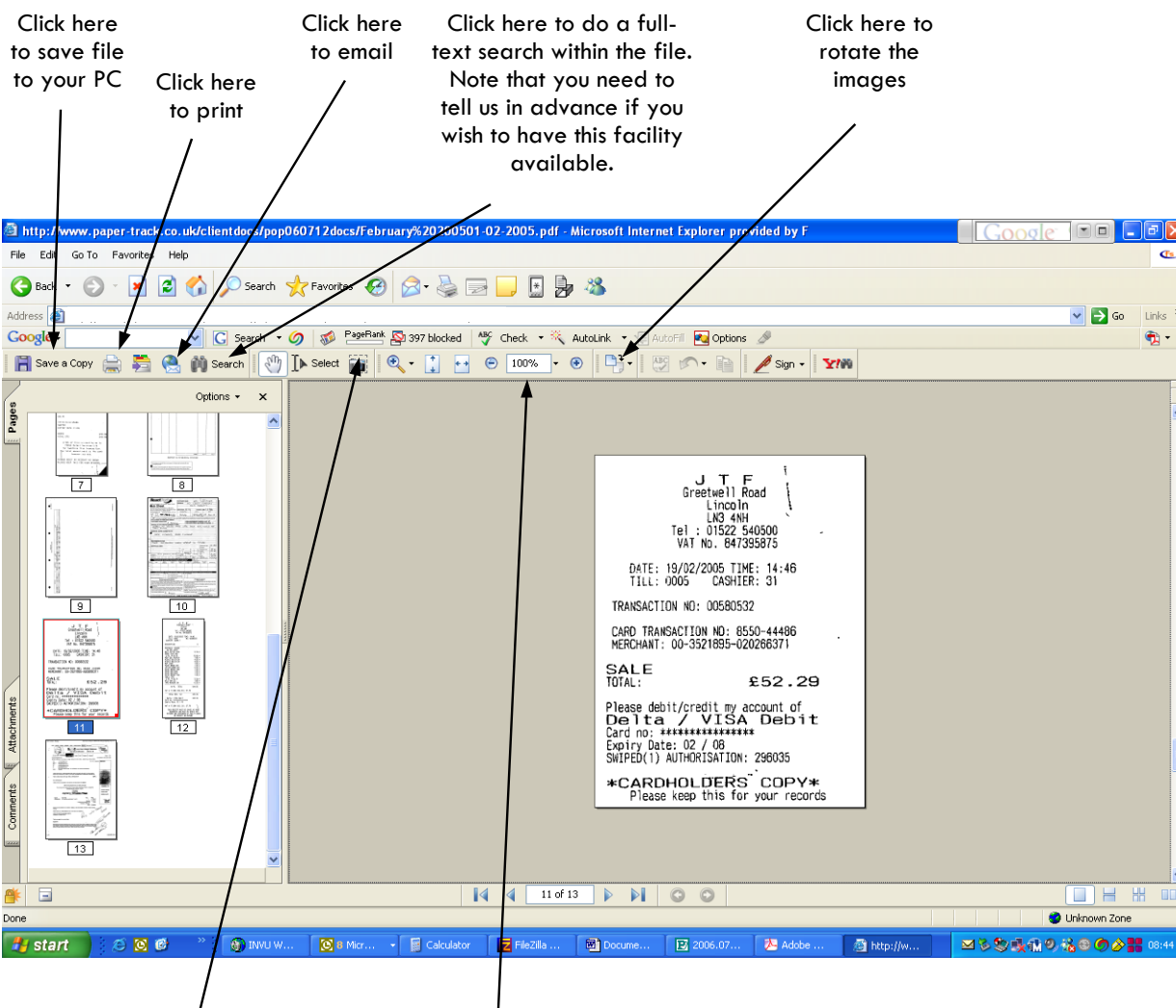
Home [Logout](#)

Type the text you wish to search for. You CAN type just a portion of the title you are looking for. E.g. typing in "123" will return both "123456" and "invoice no. 00123".

Select which field you wish to search in: Description is the title we used to call the files according to your instructions.

Viewing files

Your files have been scanned as pdf files, which means that once viewed in your browser, you will have access to all the normal pdf facilities: saving a copy to your PC, printing, full text search (if you've requested it at setup time), copy, paste, rotate, zoom in and out, etc.



Click here to save file to your PC

Click here to print

Click here to email

Click here to do a full-text search within the file. Note that you need to tell us in advance if you wish to have this facility available.

Click here to rotate the images

Click here to select part of a page to copy and paste into another document (e.g. into an email or a Word document)

Click here to zoom in or out