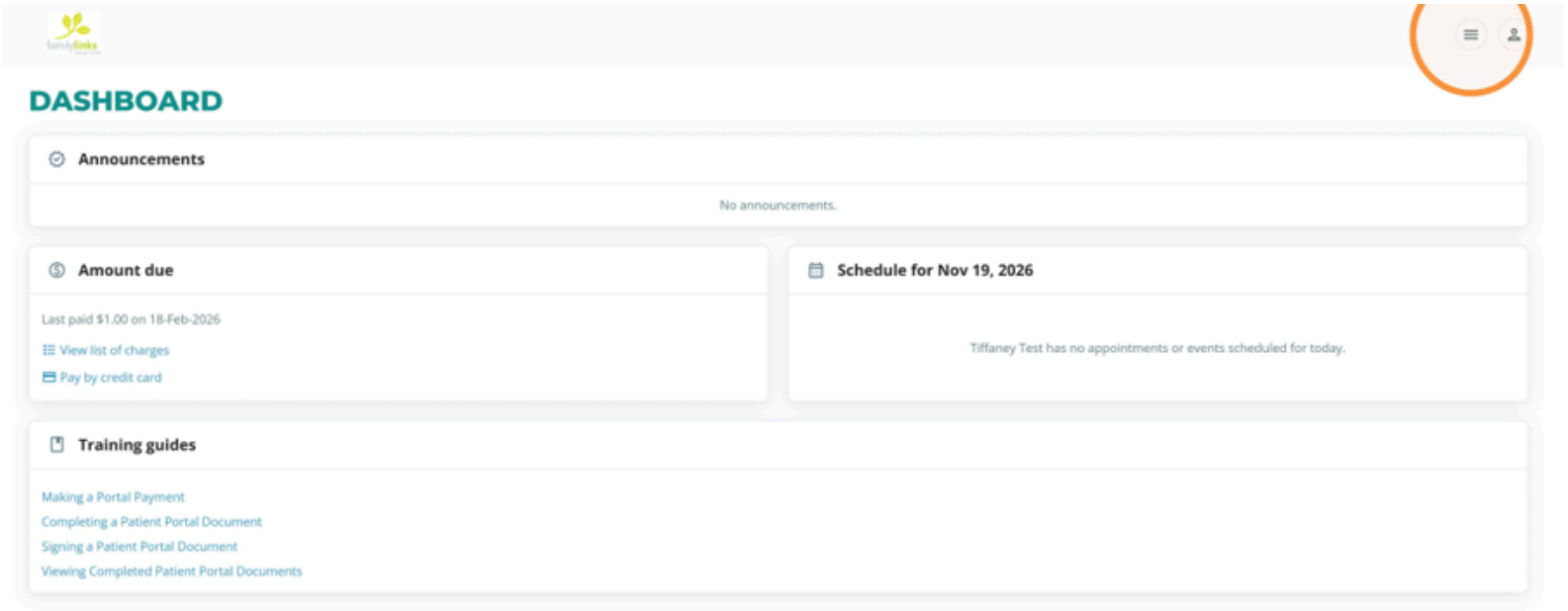
Welligent How To:

Viewing Completed Documents in the Portal

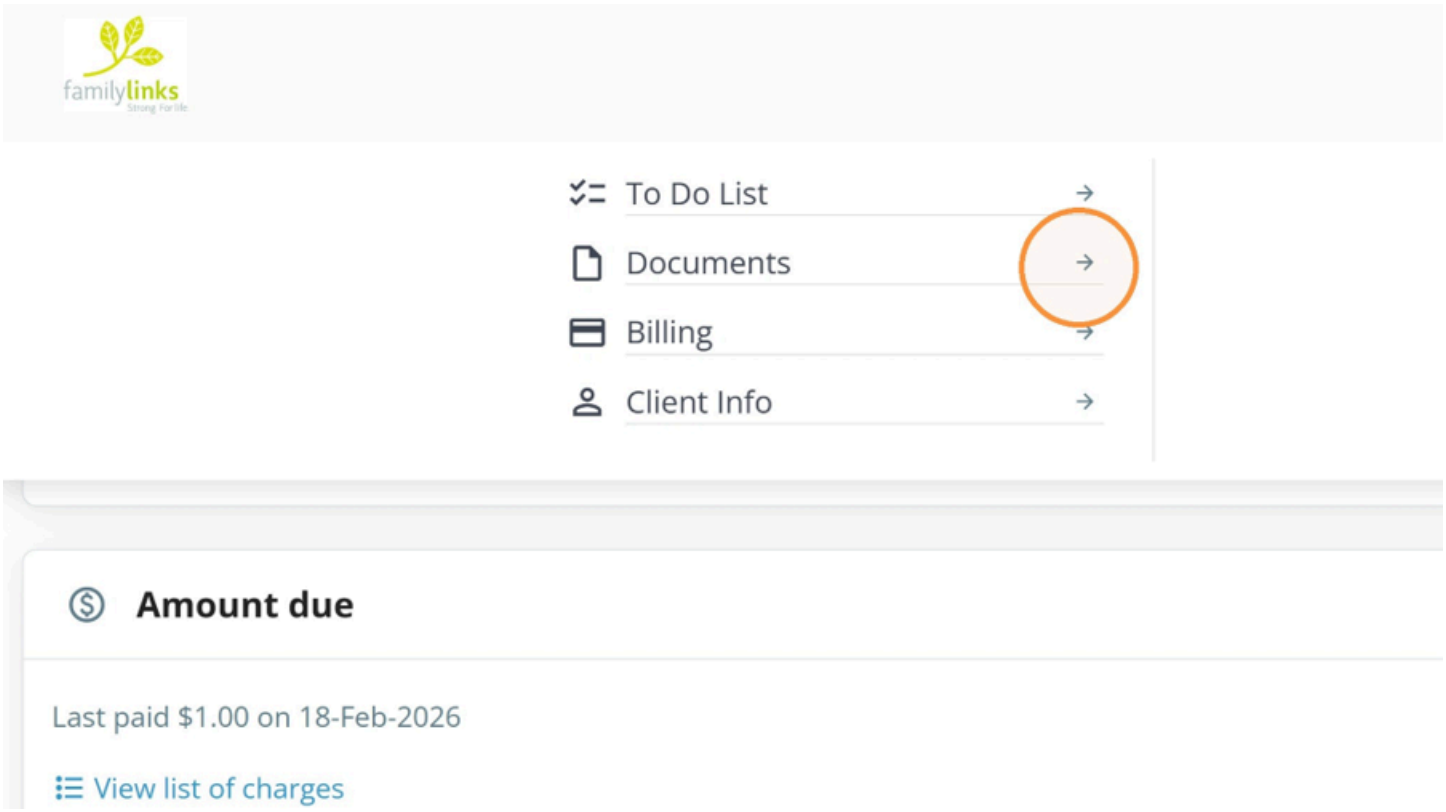
Step 1:

Open the menu and navigate to "Completed Documents" under the Documents section.



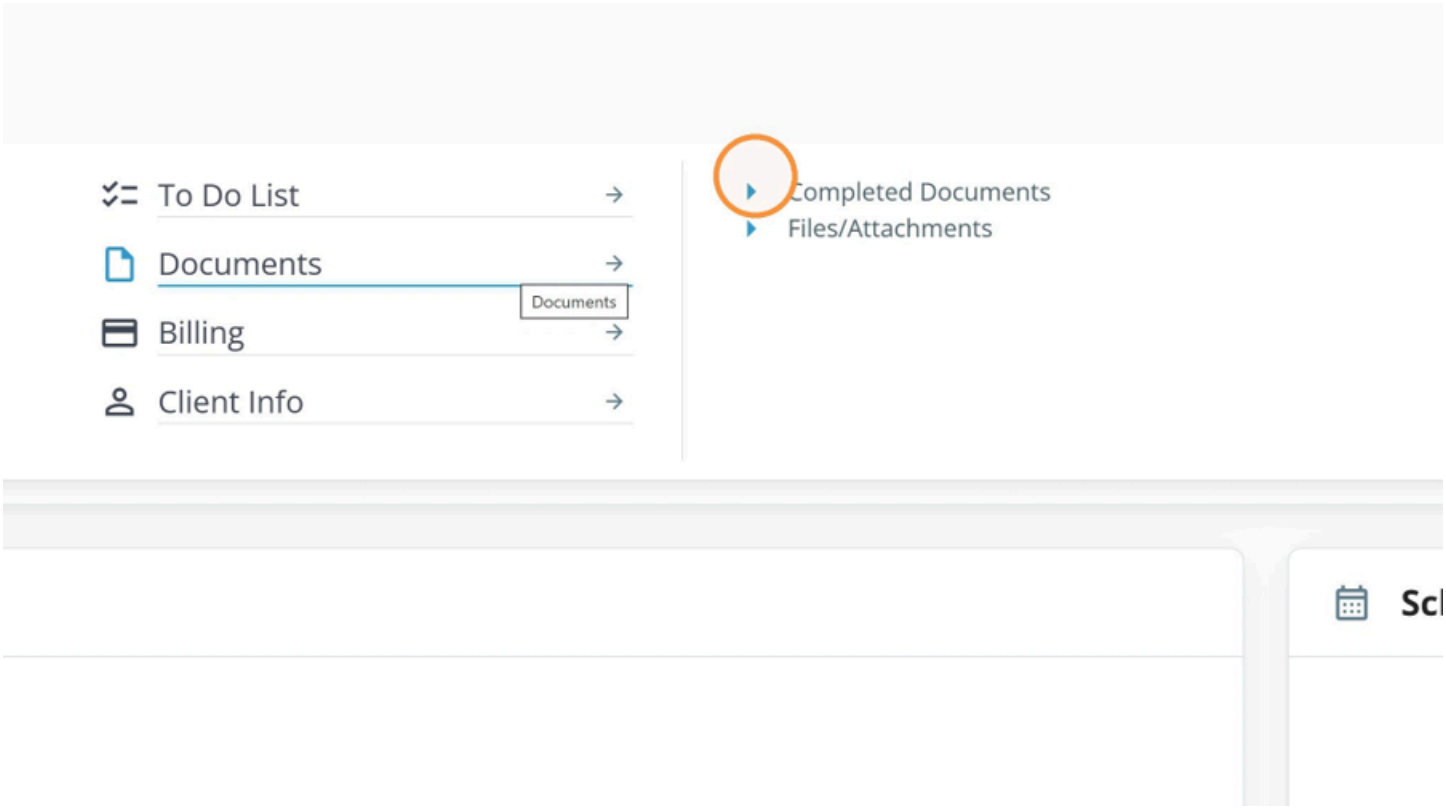
Step 2:

Mouse over “Documents”.



Step 3:

Click on “Completed Documents”.



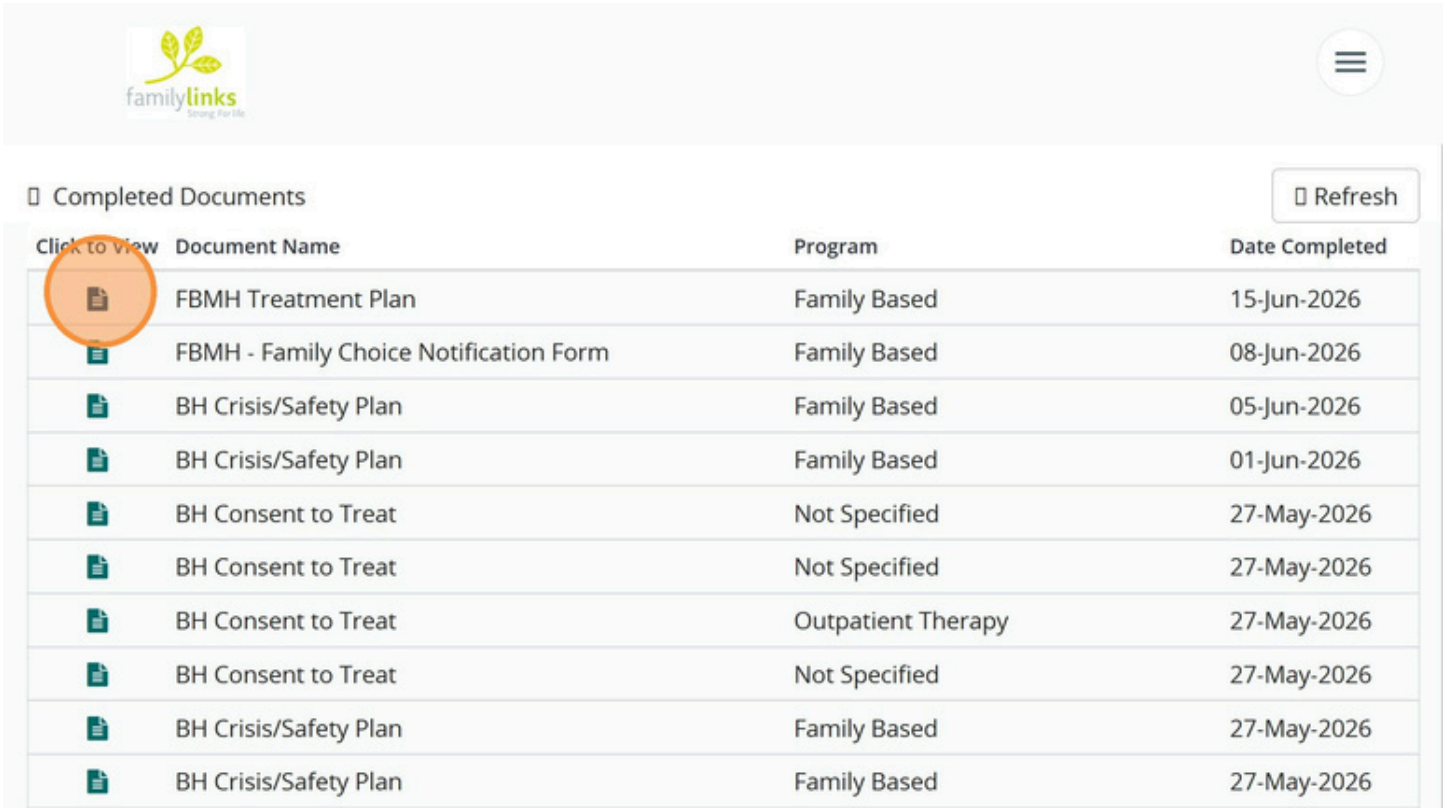
Step 4:

Double-click "Date Completed" to sort the documents by date. This will put the most recent documents at the top of the list.



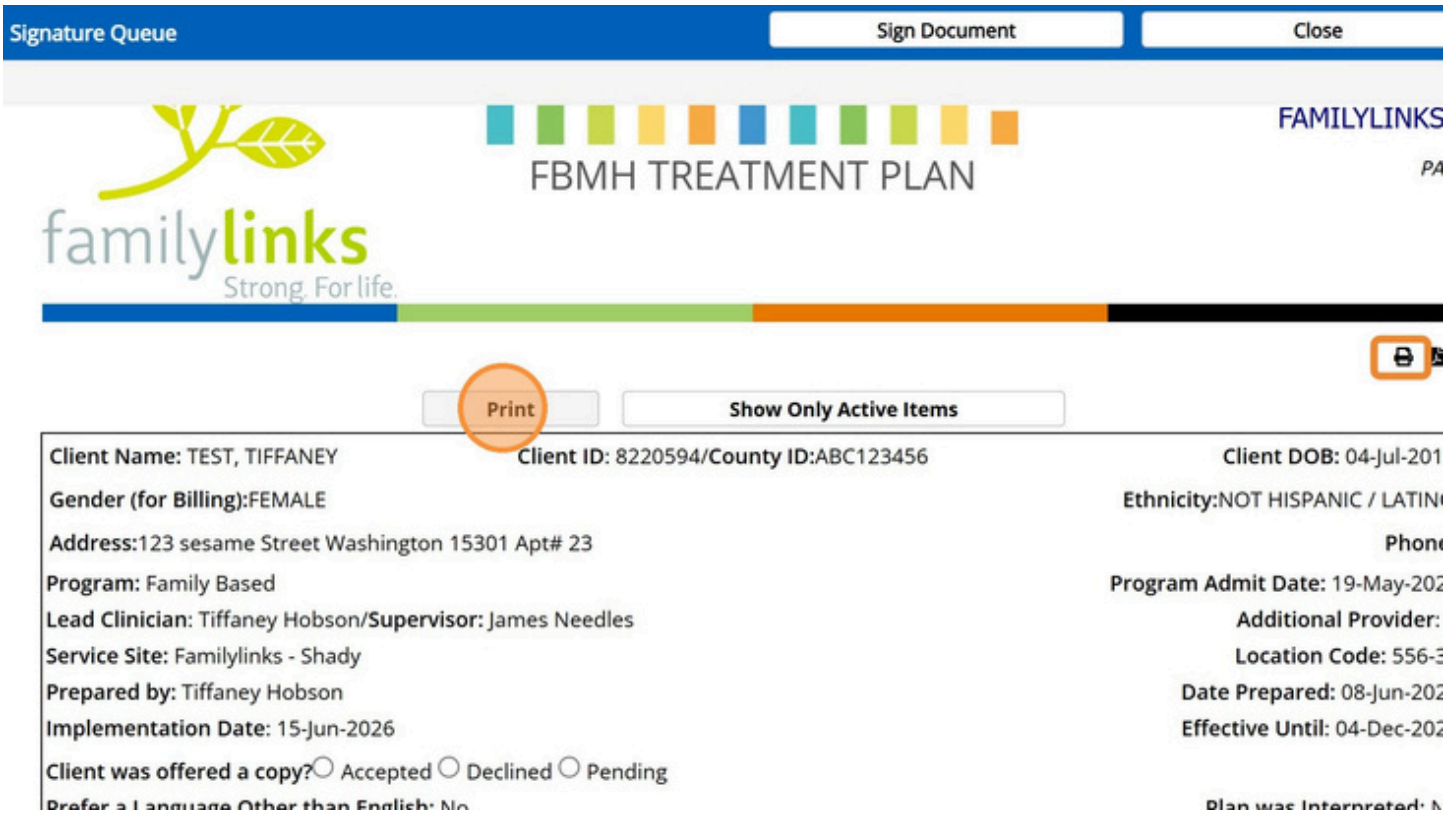
Step 5:

Click the document icon next to completed document you wish to view/print.



Step 6:

To print, click on the "Print Button" or click the print icon in the upper right corner of the document.To review, scroll to the bottom of the page. The full, completed document will render on your screen.



Step 7:

When complete, click "Close".

