

Best Method for Locating and Viewing Attached Documents in InfoEd

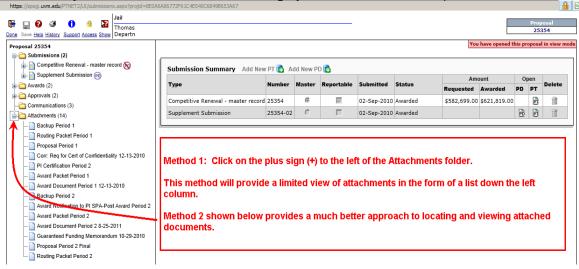
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There are two ways you can view the uploaded documents in InfoEd.

- Method 1 displays a summary view. Many users across campus are not aware there is a second (Method 2) more useful way to locate and view documents.
- Method 2 displays a detailed grid that shows document category and date it was last updated.

Method 1 - Summary View down left column - Click on + sign next to Attachments Folder

This view is limited because you cannot see the document category or the date it was last updated.



Method 2 - Full Grid View - Click right on the word Attachments (to the right of the yellow folder) and a grid will open on the screen, showing much more detail and allowing you to sort the documents for easier searching. Click on each of the column headings to sort the documents. Use the "Attachments Naming Convention" key on InfoEd web site to help identify the documents you need. www.uvm.edu/~infoed/documents/attachments_naming.pdf

