



## The University of Vermont Sponsored Project Administration

### 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 1:** Click on the plus sign (+) to the left of the Attachments folder.

This method will provide a limited view of attachments in the form of a list down the left column.

**Method 2** shown below provides a much better approach to locating and viewing attached documents.

**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](http://www.uvm.edu/~infoed/documents/attachments_naming.pdf)

**Method 2:** Click right on word Attachments (not on the yellow folder or on the plus sign).

A grid will open on the screen showing much more detail. You can then sort the data in ascending or descending order by clicking on each of the column headers.

**Method 2** provides a much easier way to locate and view the attached documents.