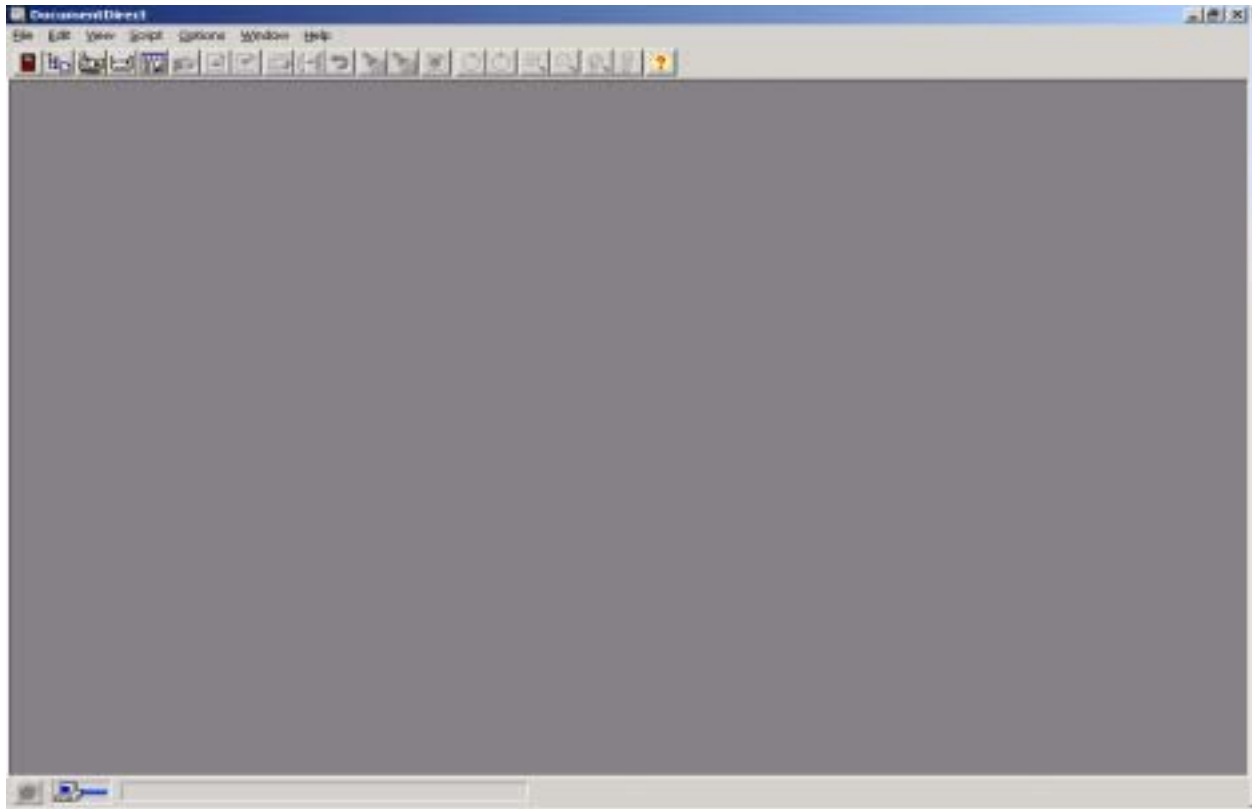


# QUICK REFERENCE FOR DOCUMENT DIRECT

Welcome to *Document Direct* - the system that provides access to various on-line reports. Here are some quick tips on how to log on and get to locate different reports that are available.

## To Log On:

1. Click on the **Document Direct icon** to display the Main Menu:

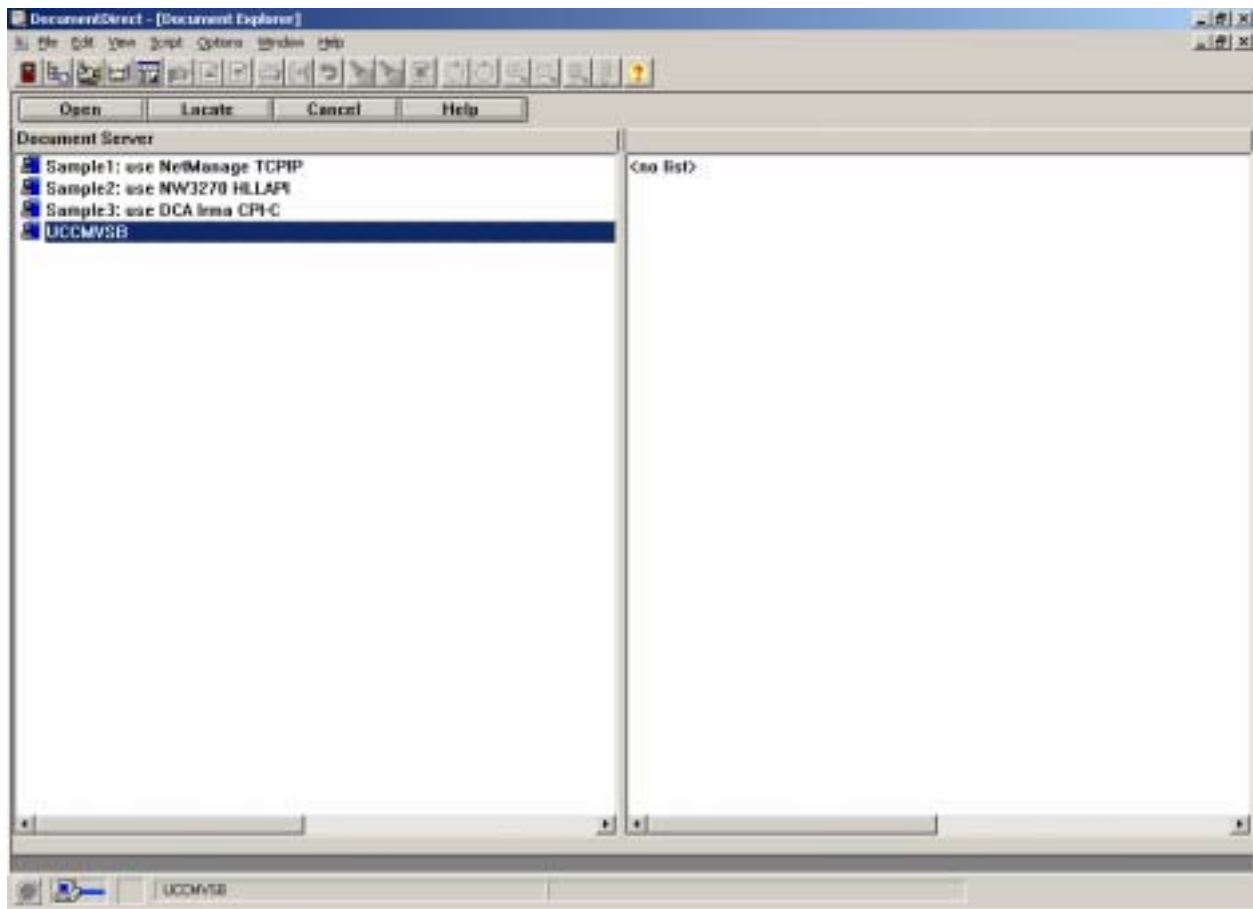


The following list describes the function of each of the buttons (from left to right) of the **Standard Toolbar** that appear under the **Menu bar**. Most of the buttons can be selected when a report is open.

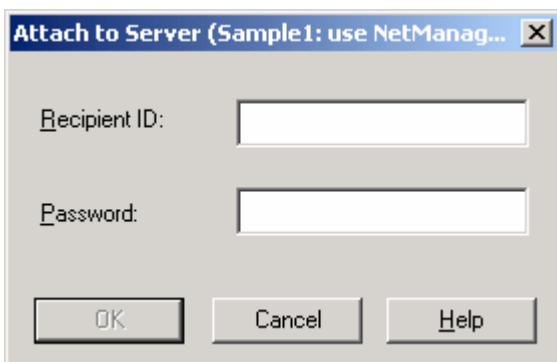
- 1) Exit
- 2) Document Explorer
- 3) Record a Script
- 4) Playback Script File
- 5) Document Analyzer

- 6) Go To
- 7) Previous Page
- 8) Next page
- 9) Print Current Page
- 10) Copy to Clipboard
- 11) Undo Last Action
- 12) Find
- 13) Find Previous or Next
- 14) Clear View
- 15) Rotate Counter Clockwise
- 16) Rotate Clockwise
- 17) Enlarge
- 18) Reduce
- 19) Display Annotations
- 20) Edit Annotations
- 21) Help

2. Choose **File** → **Document Explorer** to open the **Document Explorer** menu.



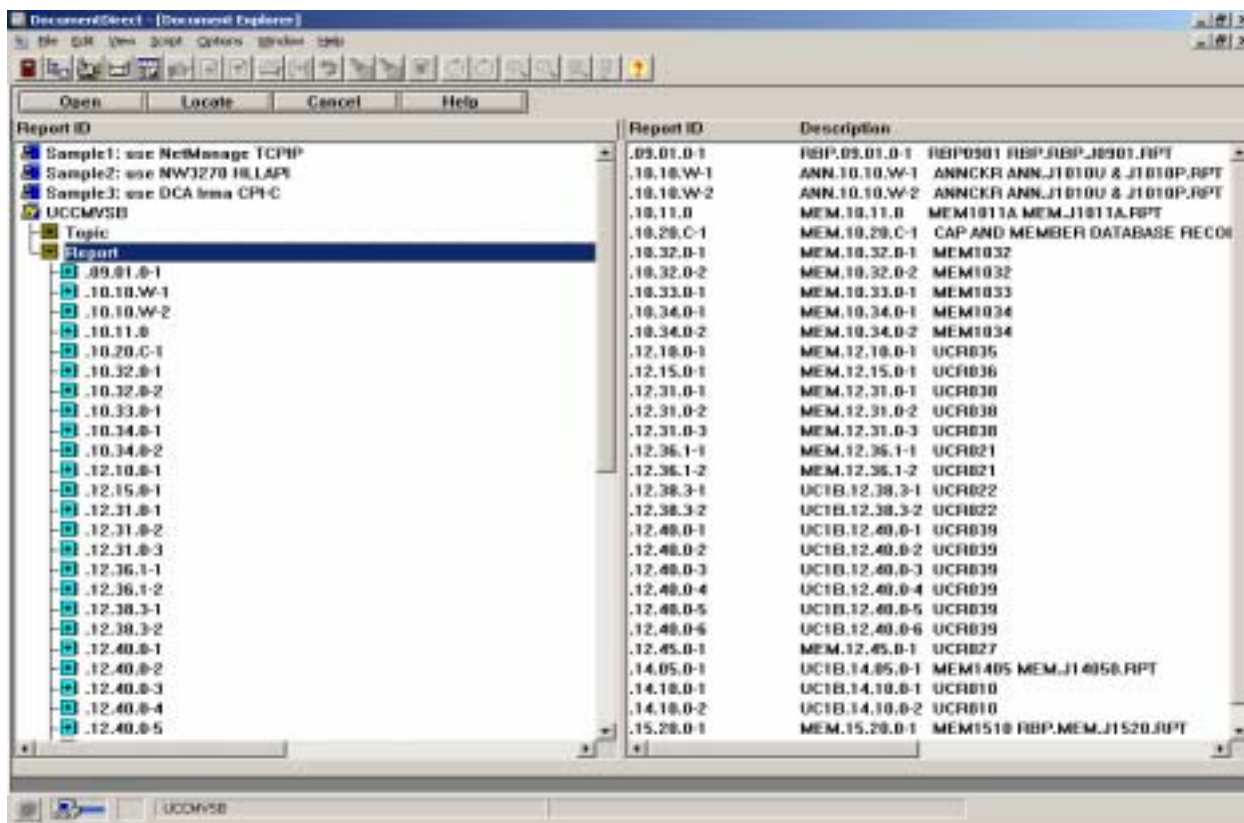
- Double-click the **UCCMVS8** to display the log on dialog box:



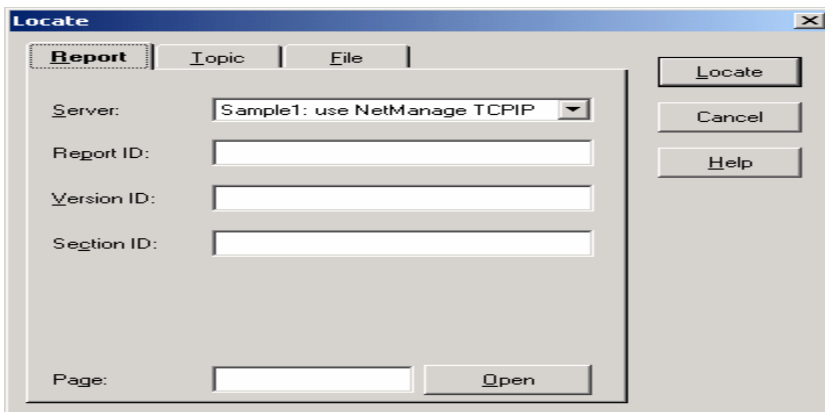
- Enter your UserID and then hit **Tab**
- Type in your Password (use the same one you have for **CICS**) and hit **OK**.

**To Locate Reports:**

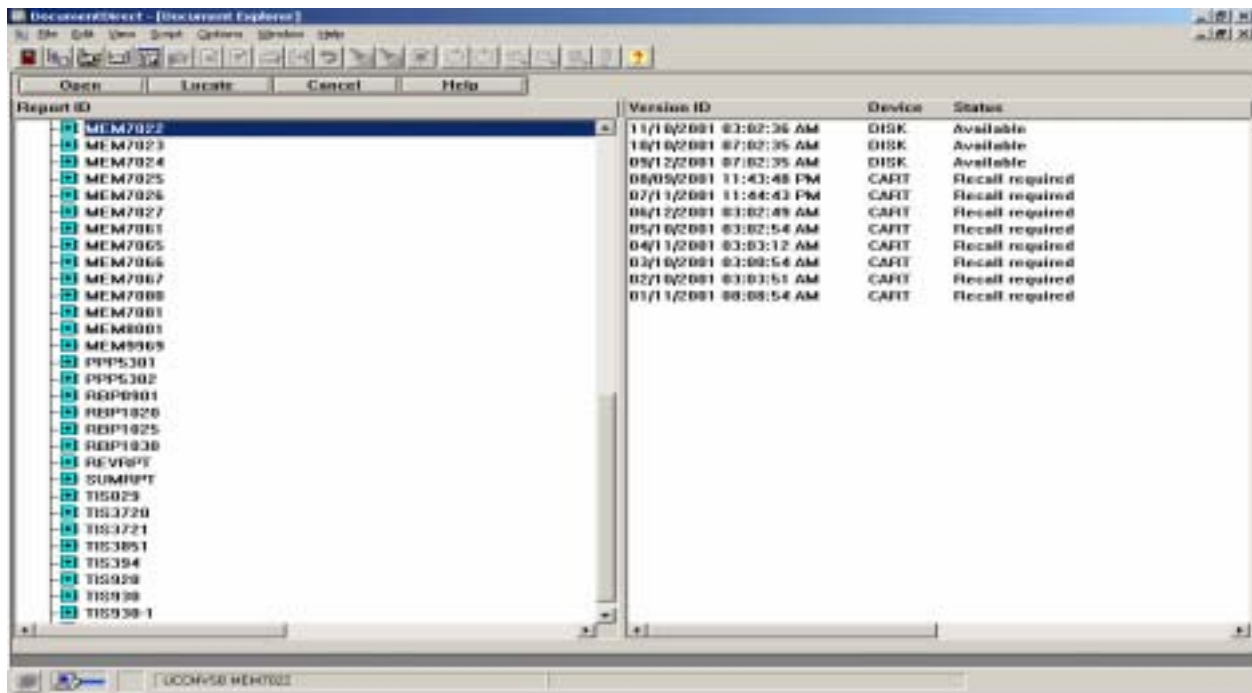
- Click the **Reports** to view the list of all the reports.



2. Scroll down to locate the report or click the **Locate button** to open the **Locate dialog box**:



3. Enter the ID number of the report you want to view and click the **Locate button**.



4. The located report is highlighted on the left and different versions of that report are on the right window each specified with the **Device** and the **Status**.
5. Double-click any Version IDs on the right with **Status = Available**, you will immediately see a snapshot of the report:

DocumentDirect

File Edit View Script Options Window Help

uccmysb: MEM7022 (20011110030236)

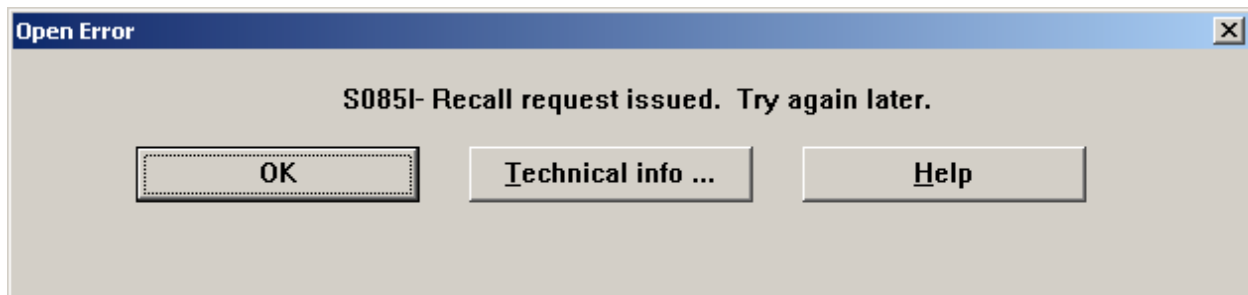
IS&C MEM7022 MONTHLY CONTRIBUTION AND PLAN VALU  
 RUN 11/10/01 TIME 01.18.55 \* AS OF PAYROLL MONTH END

-----SAVINGS (10)-----

LOCATION	MBR PART.	NO.MBRS-MON	CONTRIB-PLAN	VALUE-AVG	CONT-AVG	V
BERKELEY	3,527	943	224,391	24,495,942	237	25,
SAN FRANCISCO	4,028	1,102	279,902	28,631,071	253	25,
DAVIS	6,185	1,461	290,746	38,528,204	199	26,
LOS ANGELES	8,014	2,221	494,697	51,228,276	222	23,

Section: Pg 1 of 4

- Double-click any Versions ID on the right with **Status = Recall Required**. The **Open Error dialog box** appears which means the request was sent out.

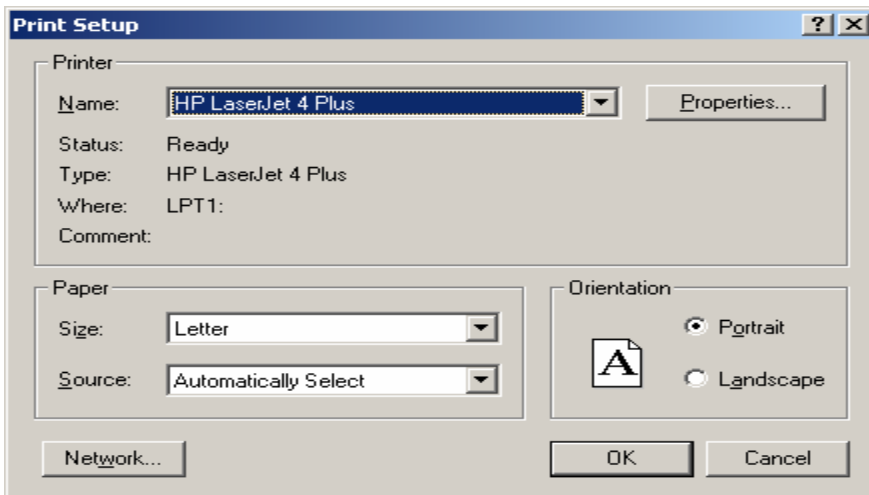


- Click **OK**.
- Wait for approximately 10-15 minutes and try to locate the report again. When you see the **Status** of that report is changed to **Available** and you can then open the report.

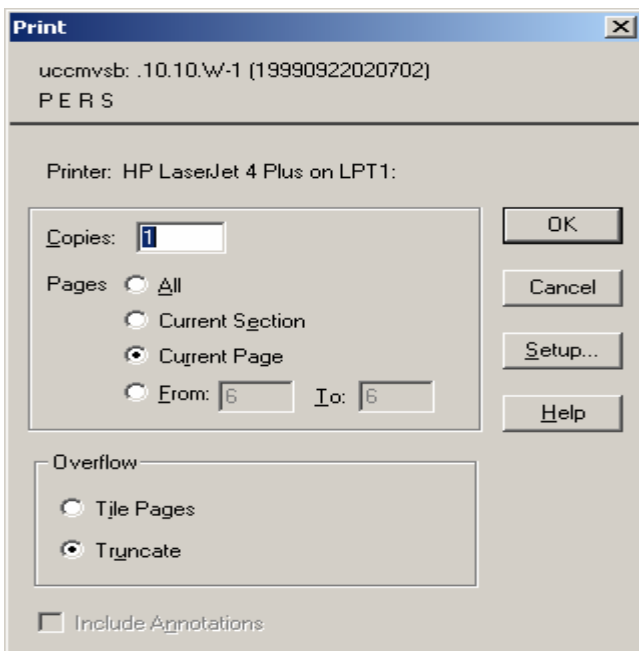
**Note:** It is important that if the **Status** of the requested report still has not changed from **Recall Required** to **Available**, **do not** try to double-click and submit the request again. Repeating the request will only jam up the process and take double-time to retrieve the same report again and again.

**To Print Reports:**

1. Choose **File>Printer Setup** to open the **Print Setup dialog box**.



2. Be sure the **Landscape Orientation** is selected.
3. Choose **File>Print** to open the **Print dialog box**.



4. Select **All, Current Section, Current Page** or certain pages.
5. Click **OK** to print.