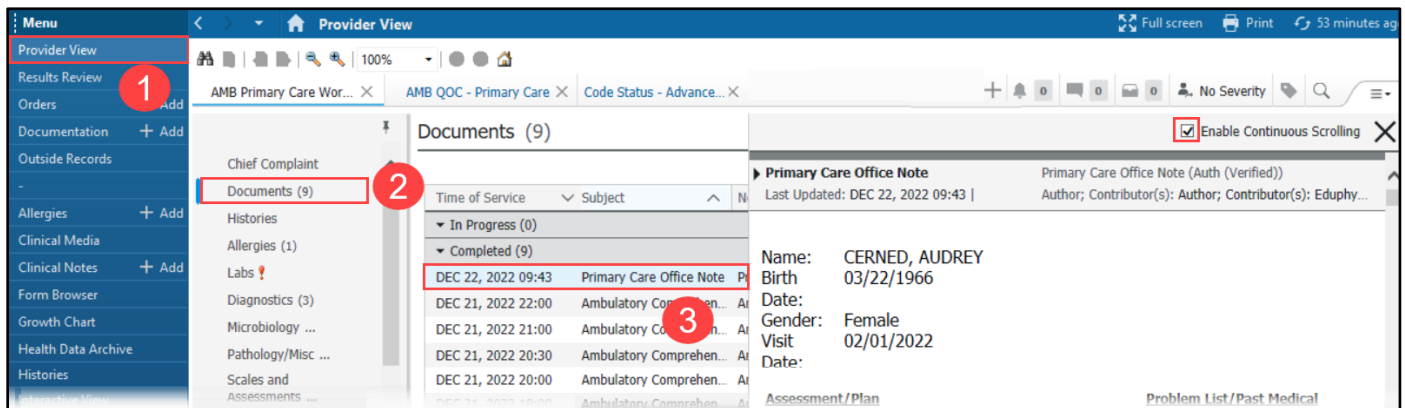


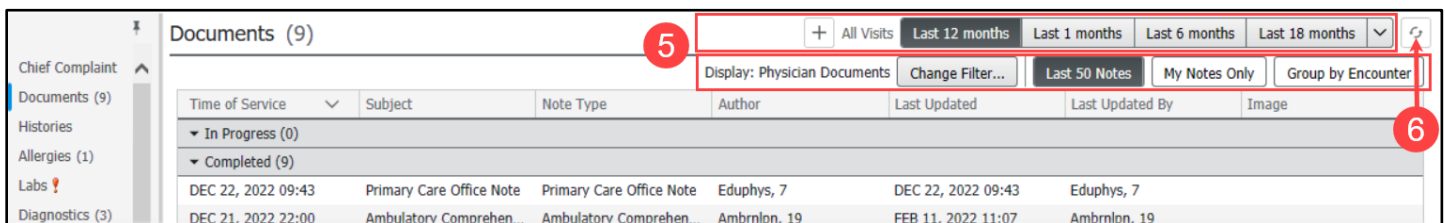
### Viewing Documents from the Workflow Component

To view a document from a Workflow:

1. Navigate to the Provider or Nurse View.
2. Select the Documents Component.
3. Select a document to view.
4. Click **Enable Continuous Scrolling** to scroll through all documents in the same window.



5. Use filters to sort through documents.
6. Use the Refresh Button to refresh the Document Component only to view new documents.



### Viewing Documents from the Menu

1. Select the Documentation tab within the dark blue Menu.
2. Select the desired document: single-click to view in the preview pane or double-click to open the document in the full window.
3. Select the Display type to select the desired option: All Physician Notes, All PowerNotes and All.
4. Select Advanced Filters to select Status, Encounter Types, and Document Types.

