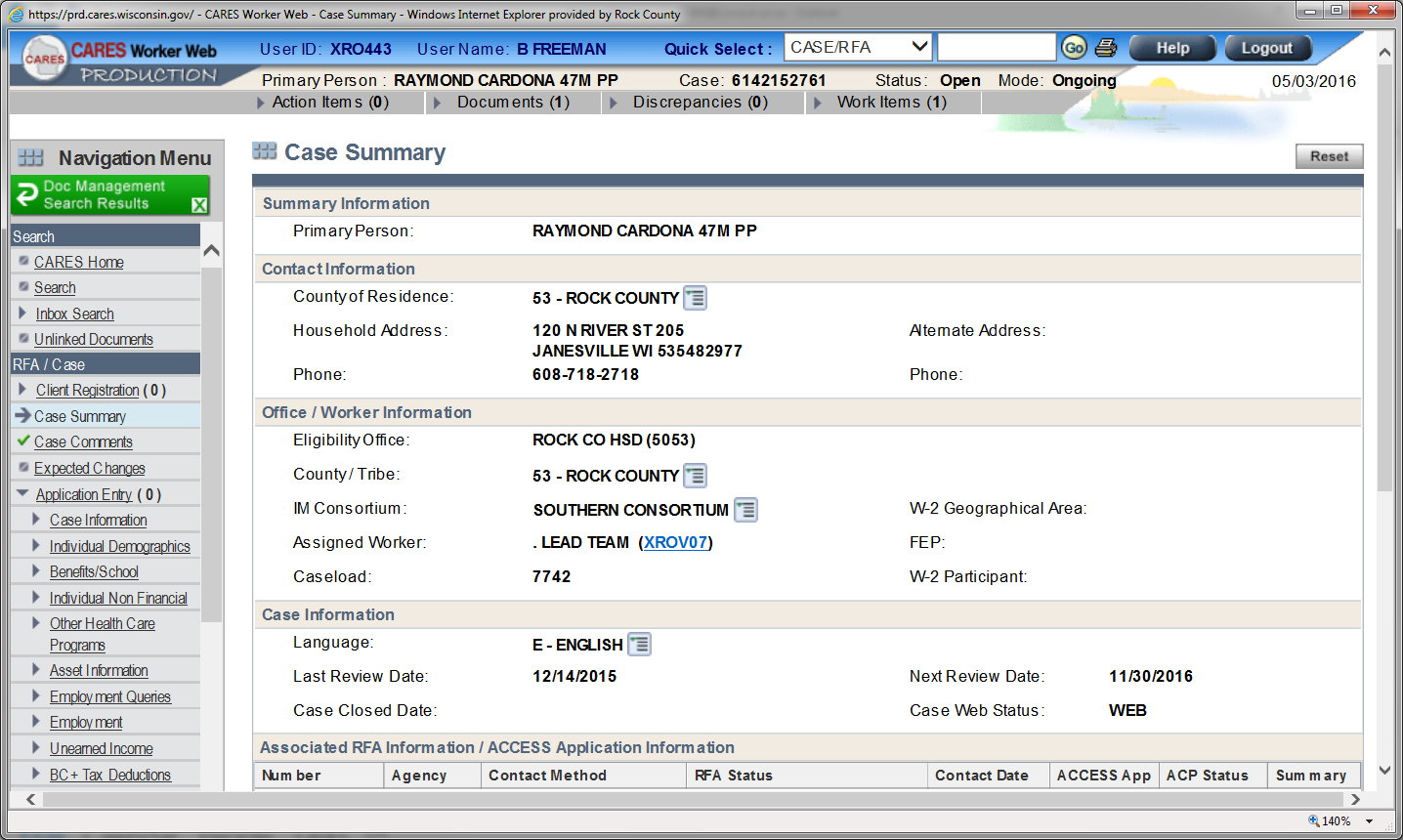
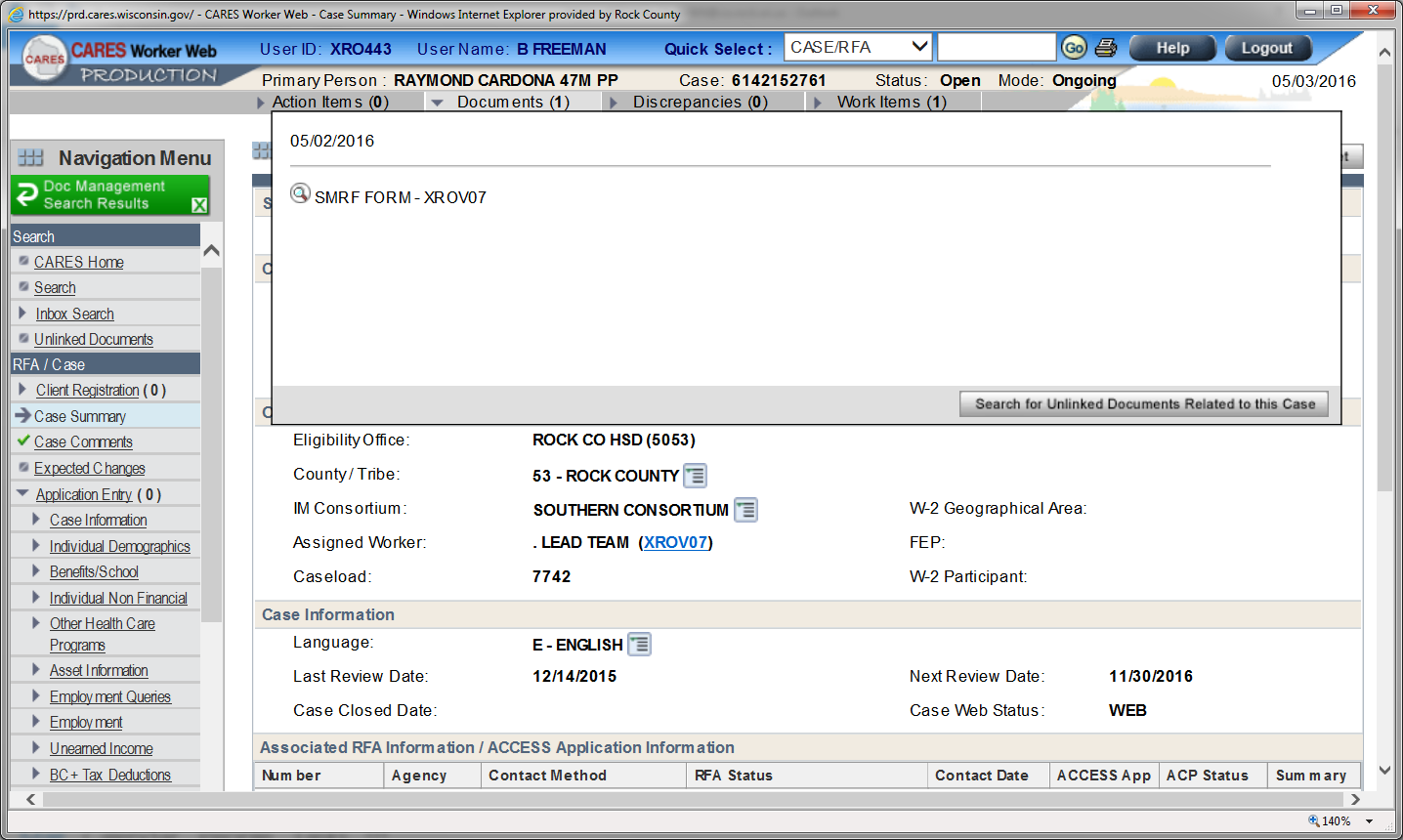
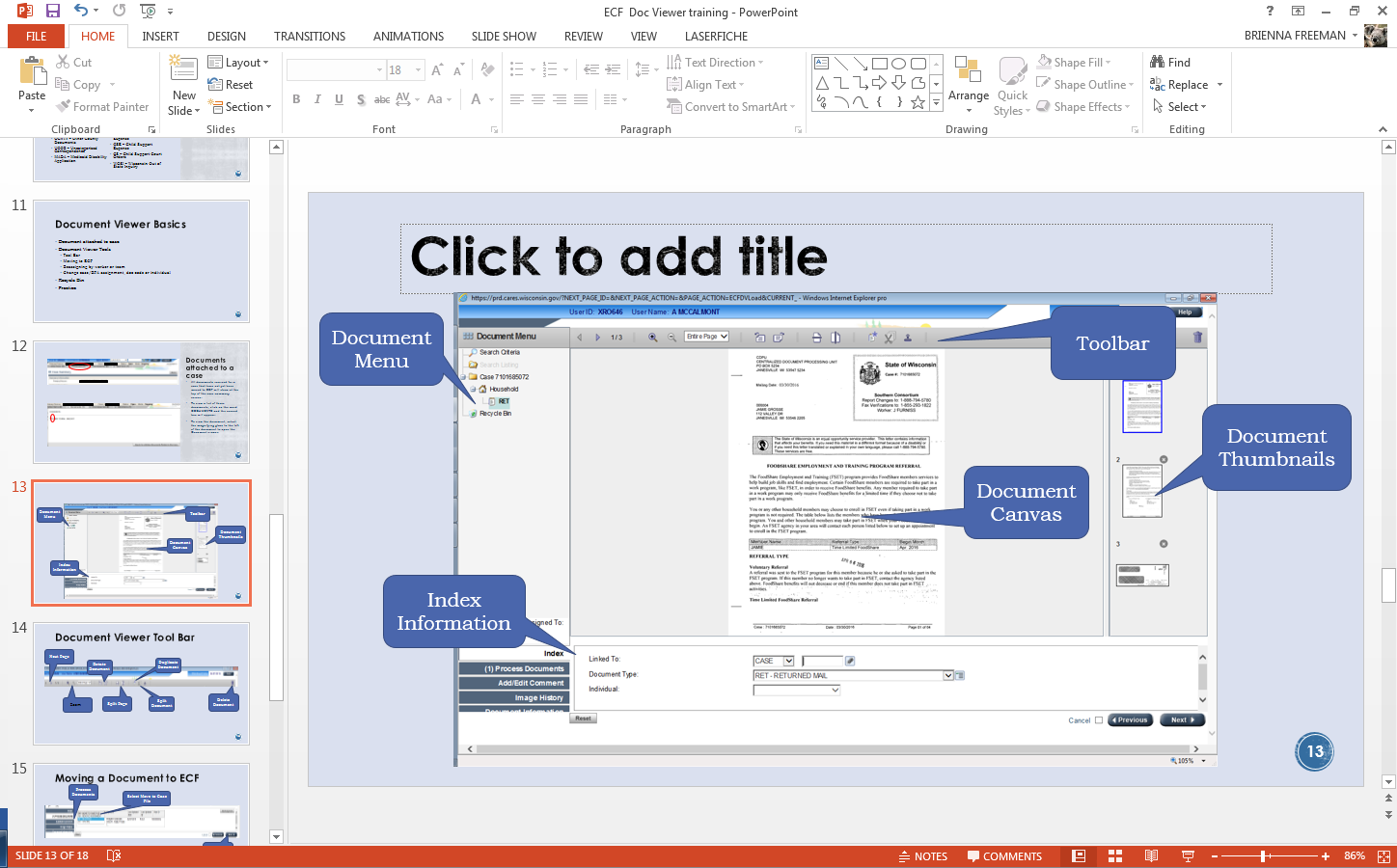
**Document Viewer**

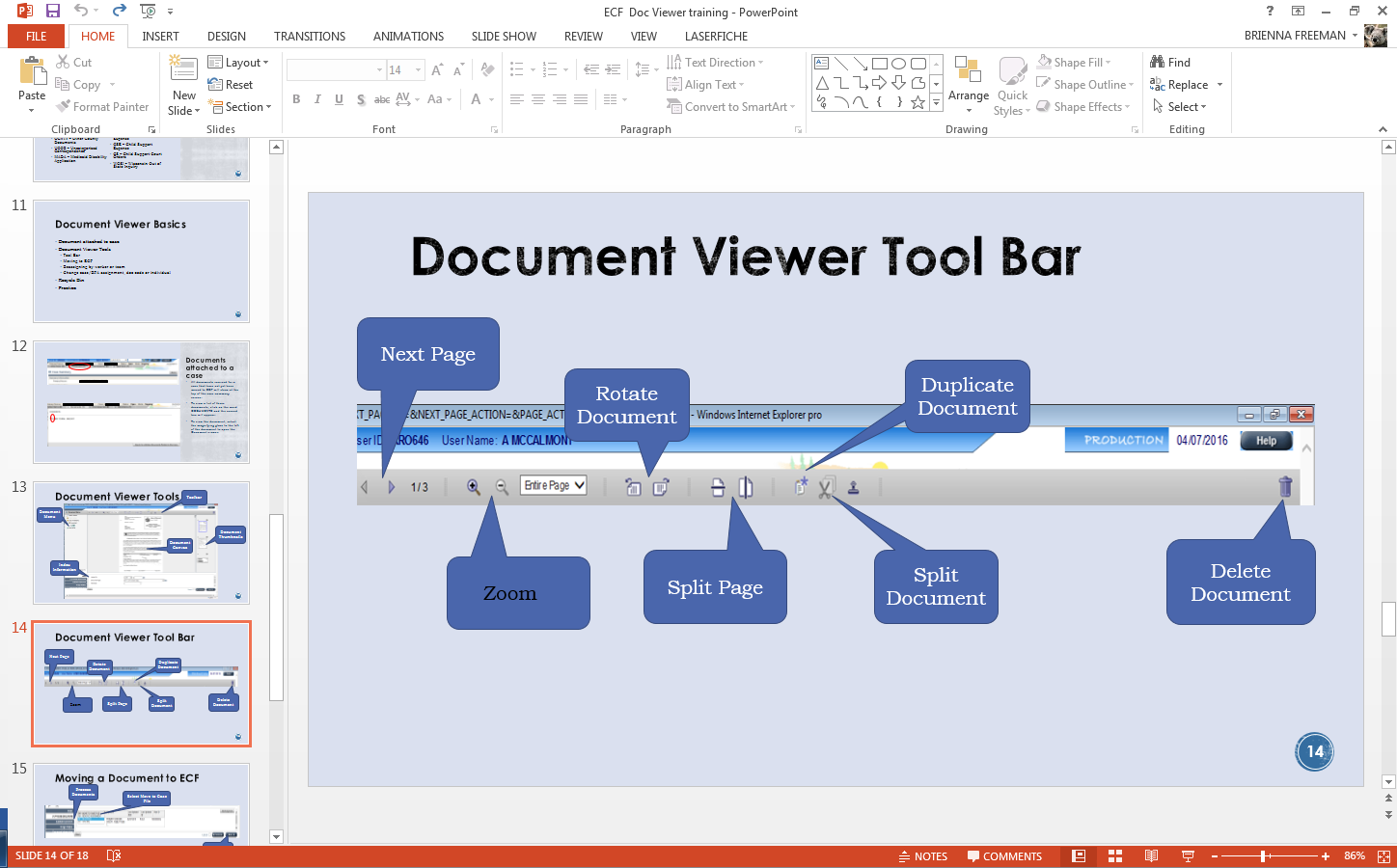
**Documents Attached to a Case:**

* All documents received for a case that have not yet been moved to ECF will show at the top of the case summary screen. 
* To view a list of these documents, click on the word DOCUMENTS and a second box will appear. To view the document, select the magnifying glass to the left of the document to open the Document Viewer. 

**Document Viewer Tools:**

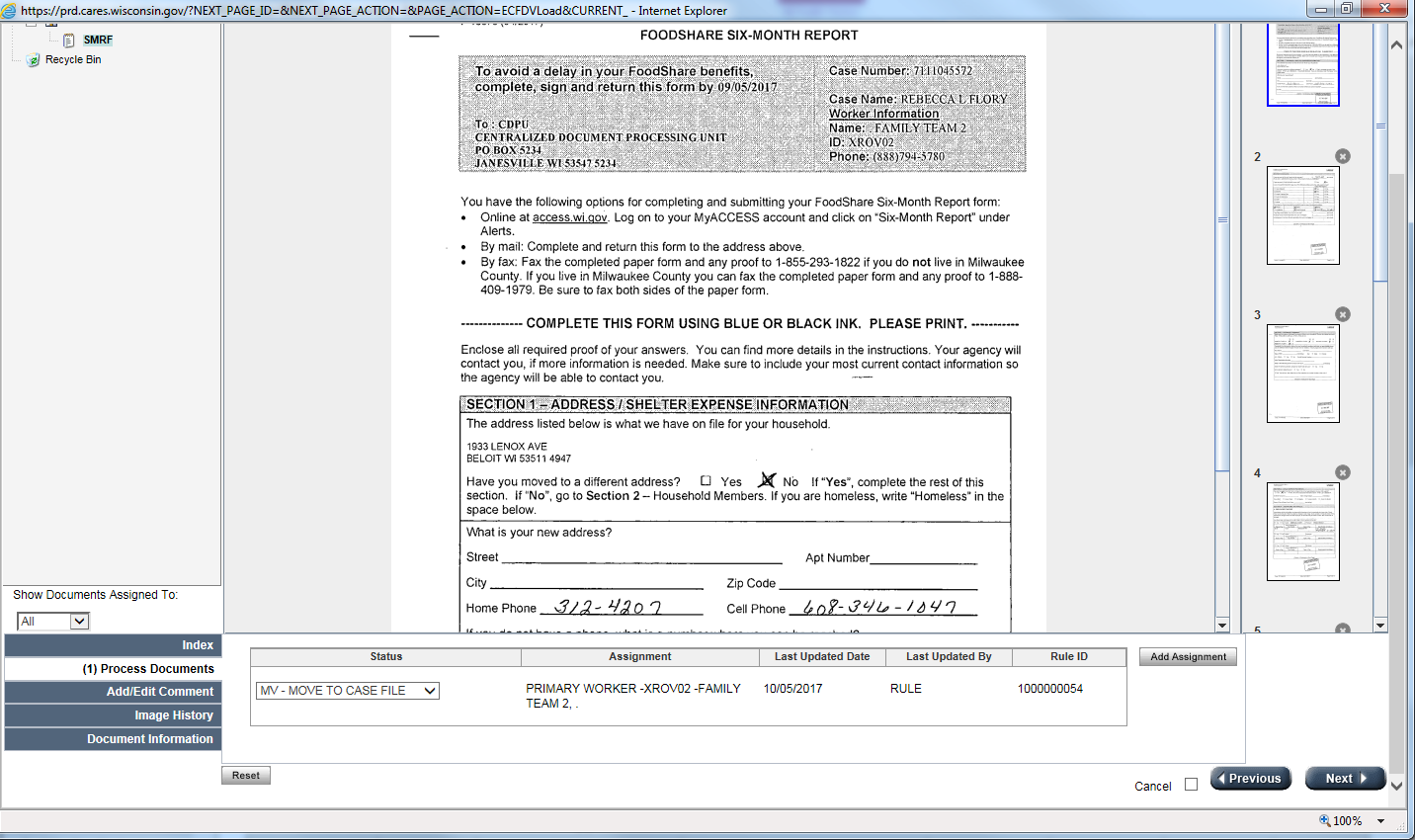


**Document Viewer Tool Bar:**



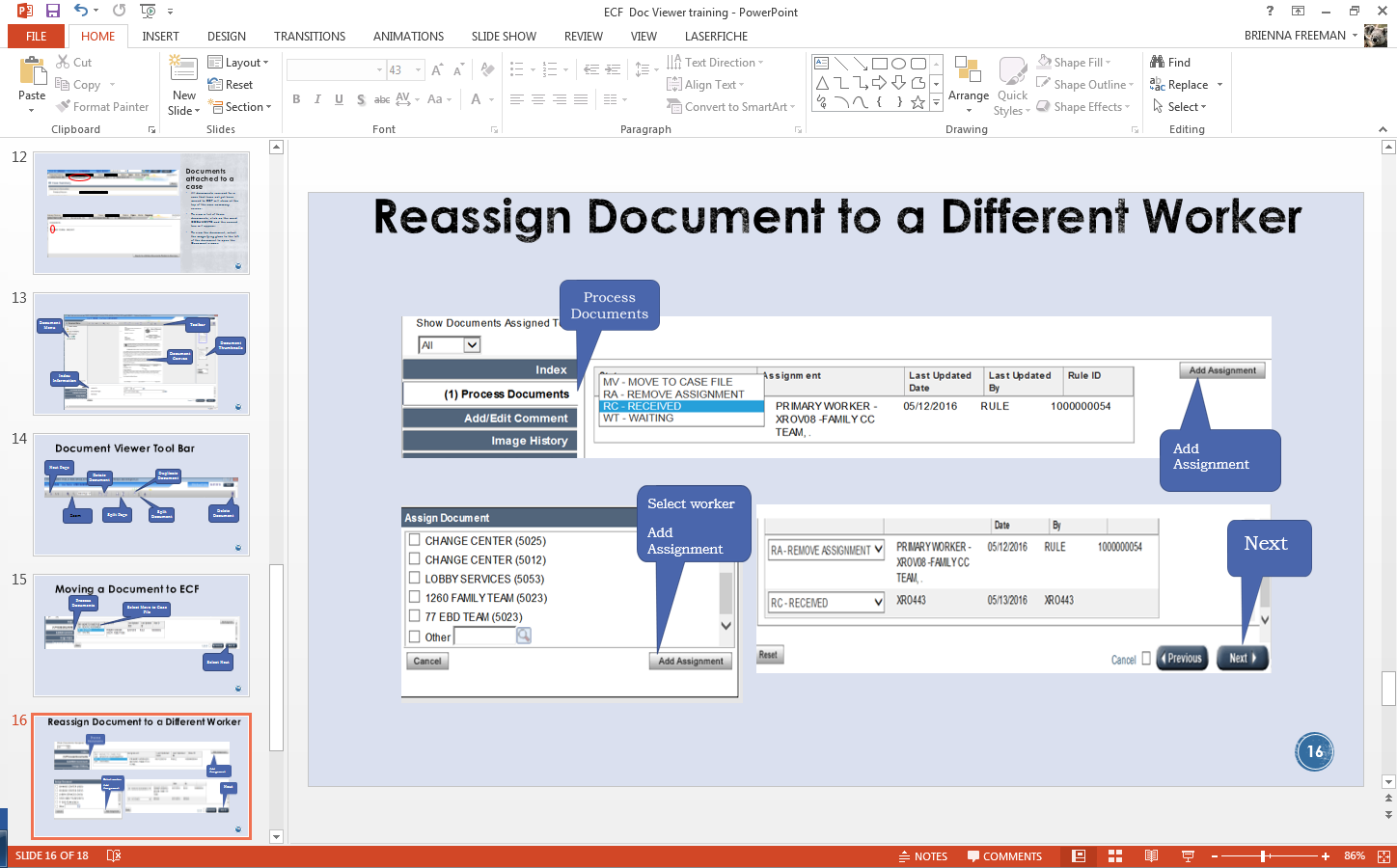
**Moving a Document to ECF:**

* Select PROCESS DOCUMENTS
* Change the Status from RECEIVED to MOVE TO CASE FILE
* Select NEXT



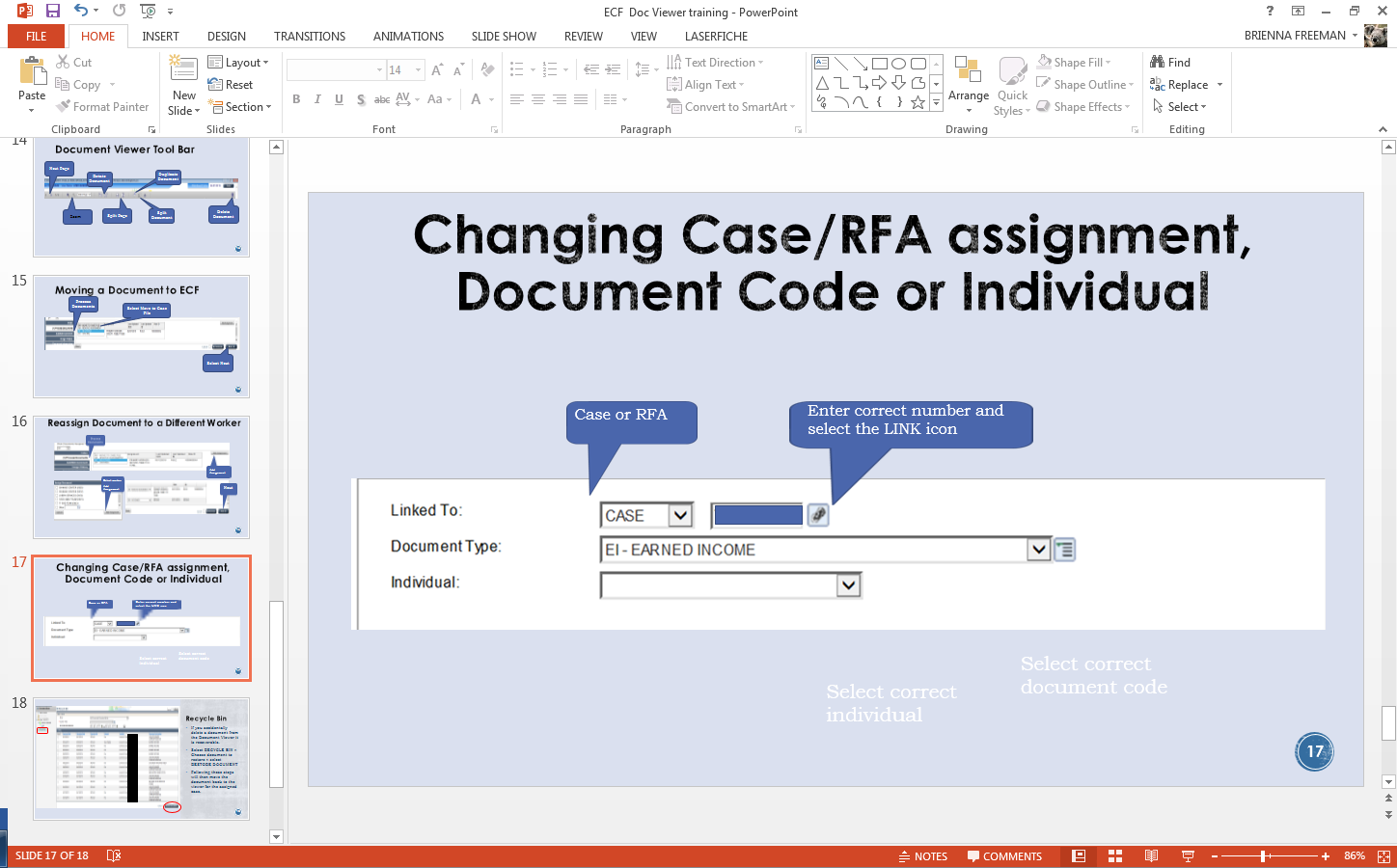
**Reassign a Document to a Different Worker or Team:**

* Select PROCESS DOCUMENTS
* Change the Status from RECEIVED to REMOVE ASSIGNMENT
* Select ADD ASSIGNMENT and enter the worker/team ID: XRO--- and Select NEXT

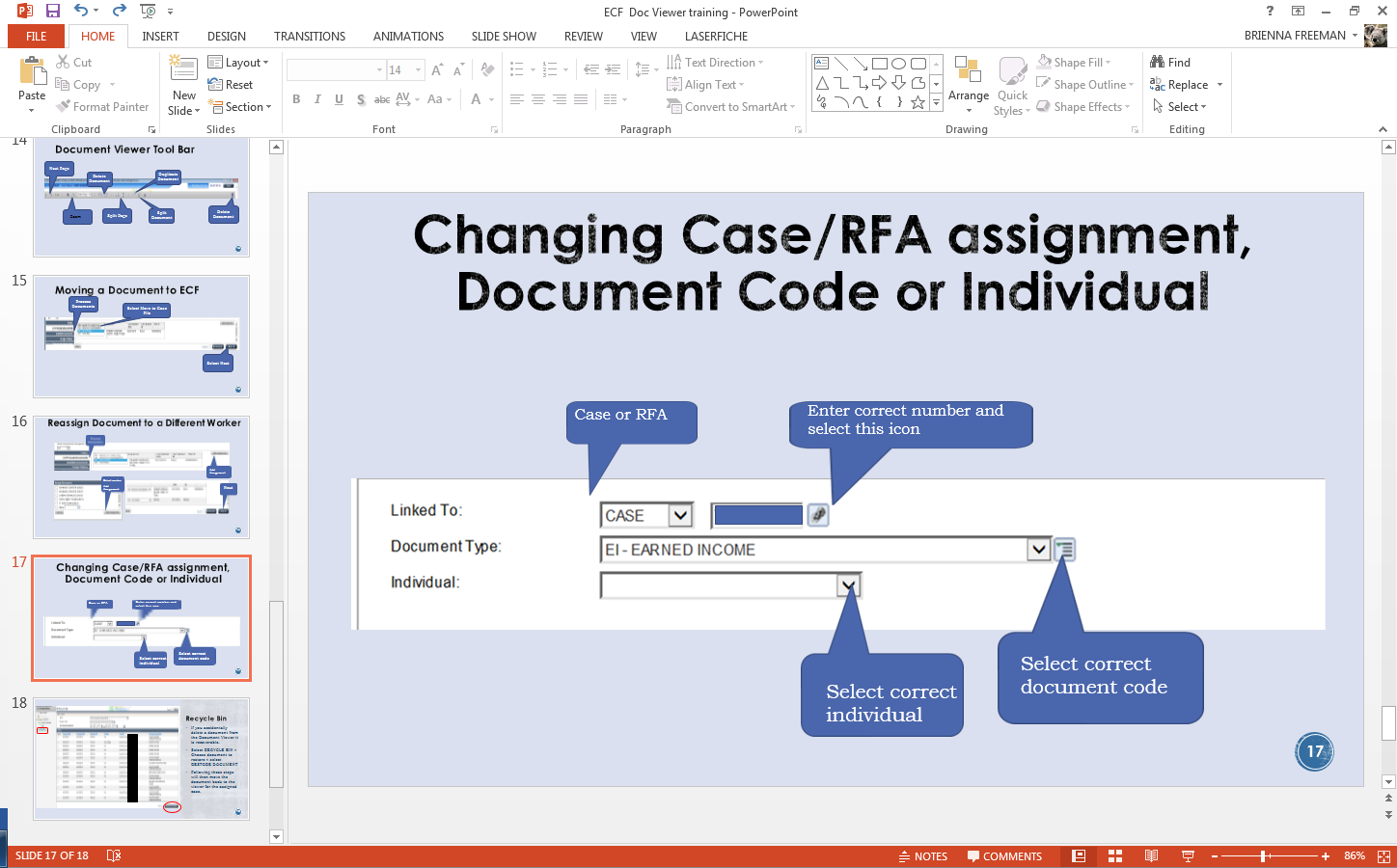


**Changing Case/RFA Assignment, Document Code or Individual:**

* **Changing Case Number or RFA Assignment:**
  + In the INDEX field
    - Select CASE or RFA to the right of “Linked To”
    - Enter the correct case or RFA number to the right of that
    - Press the LINK icon to move the document to the correct case/RFA.



* **Changing the Document Code or Individual:**
  + In the INDEX field
    - **Document Code-** Use the drop down menu for the “Document Type” and select the correct document code. Select NEXT.
    - **Individual**- Use the drop down menu for the “Individual” and select the correct case member.



**Recycle Bin:**

* If you accidentally delete a document from the Document Viewer it is recoverable.
* Select RECYCLE BIN > Choose document to restore > select RESTORE DOCUMENT
* Following these steps will then move the document back to the viewer for the assigned case**.**

