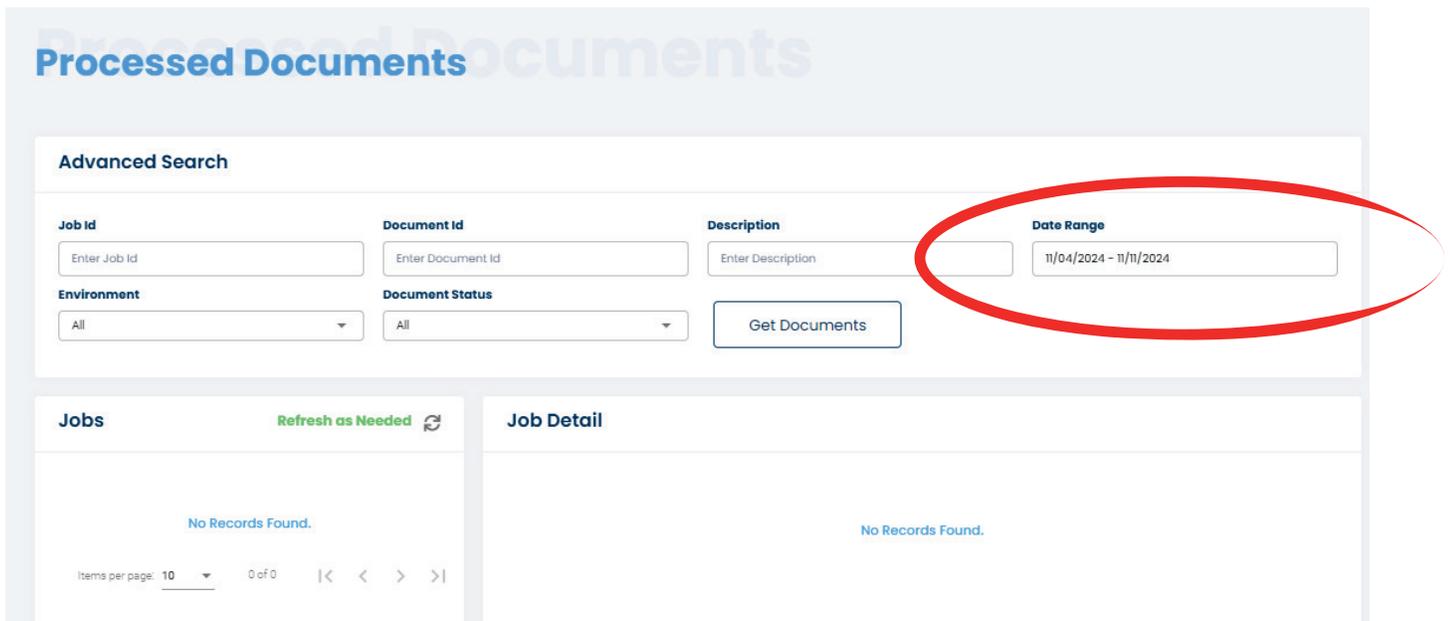


How to find Older Processed Documents

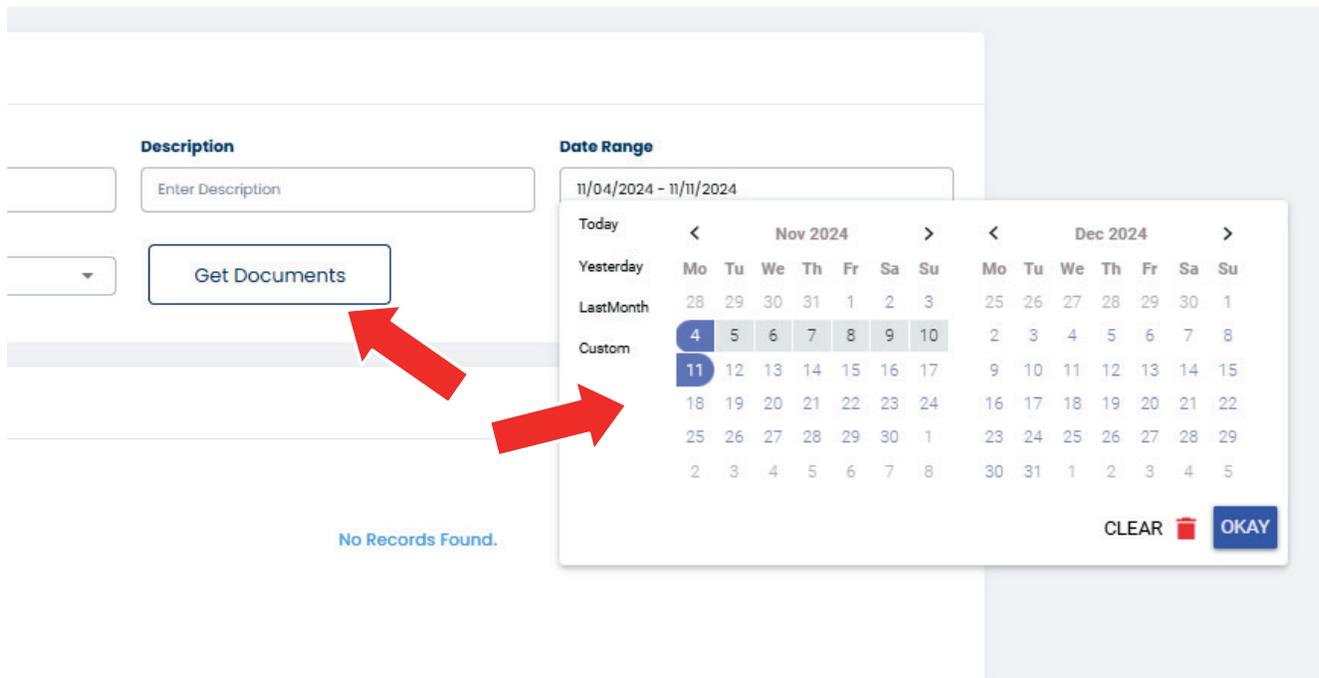
Most of the time if you cannot find an old document, it is because you need to adjust the date range of the Processed Document page. To look for multiple documents that were processed at the same time, do the following:

1. Click in the Date Range box
2. Select the date range to look for your documents
3. Click on OKAY
4. Click on Get Documents

This will show you all documents that have been processed during that date range. **Note: Documents are kept for 1 year from the date they were received.**



The screenshot displays the 'Processed Documents' interface. At the top, the title 'Processed Documents' is visible. Below it is an 'Advanced Search' section with four input fields: 'Job id', 'Document id', 'Description', and 'Date Range'. The 'Date Range' field is circled in red and contains the text '11/04/2024 - 11/11/2024'. Below these fields are two dropdown menus for 'Environment' (set to 'All') and 'Document Status' (set to 'All'), and a 'Get Documents' button. The interface also shows a 'Jobs' section with a 'Refresh as Needed' button and a 'Job Detail' section. Both sections currently display 'No Records Found.' and a pagination control showing 'Items per page: 10' and '0 of 0'.



How to look for Specific Jobs or Specific Documents

Use the **Job id Field** or the **Document id Field** and select the **appropriate date range** for this as well.

