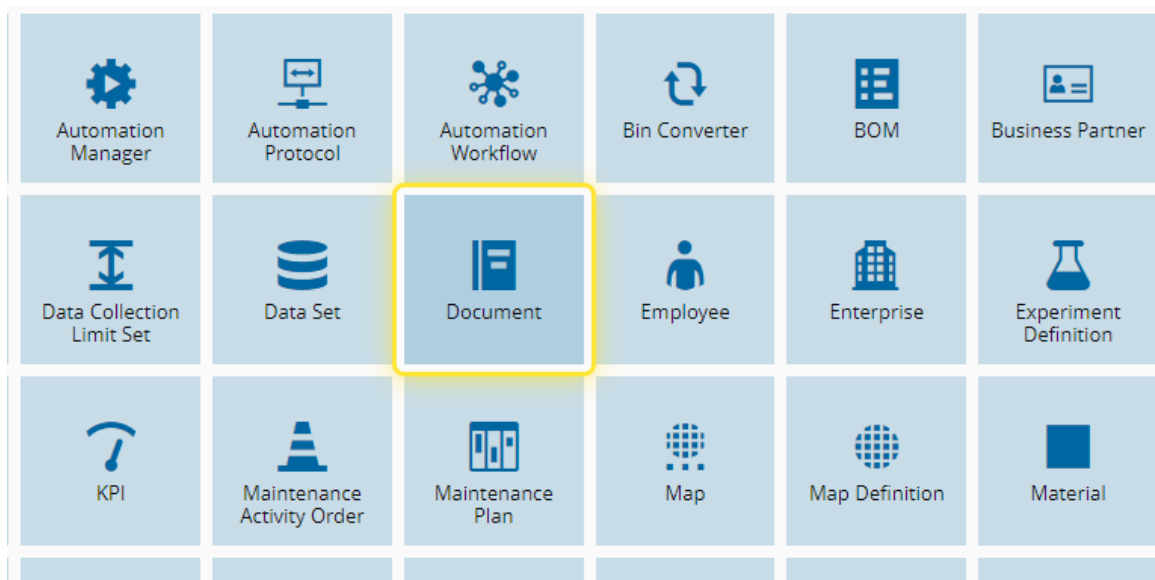


How to: Download a Document

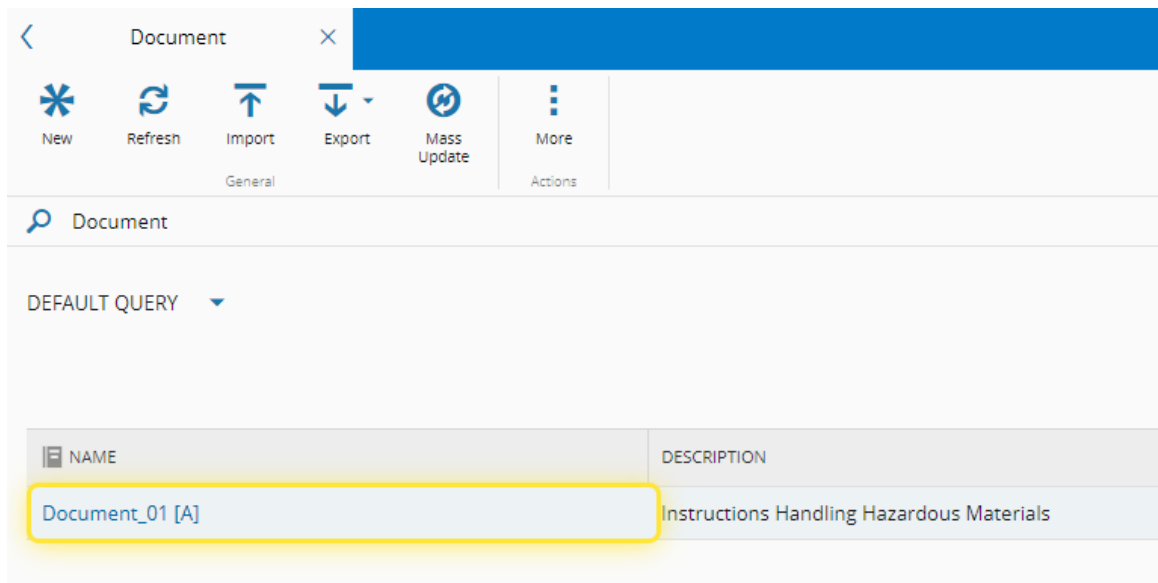
1. Go to the Business Data menu.



2. Select the Document entity.

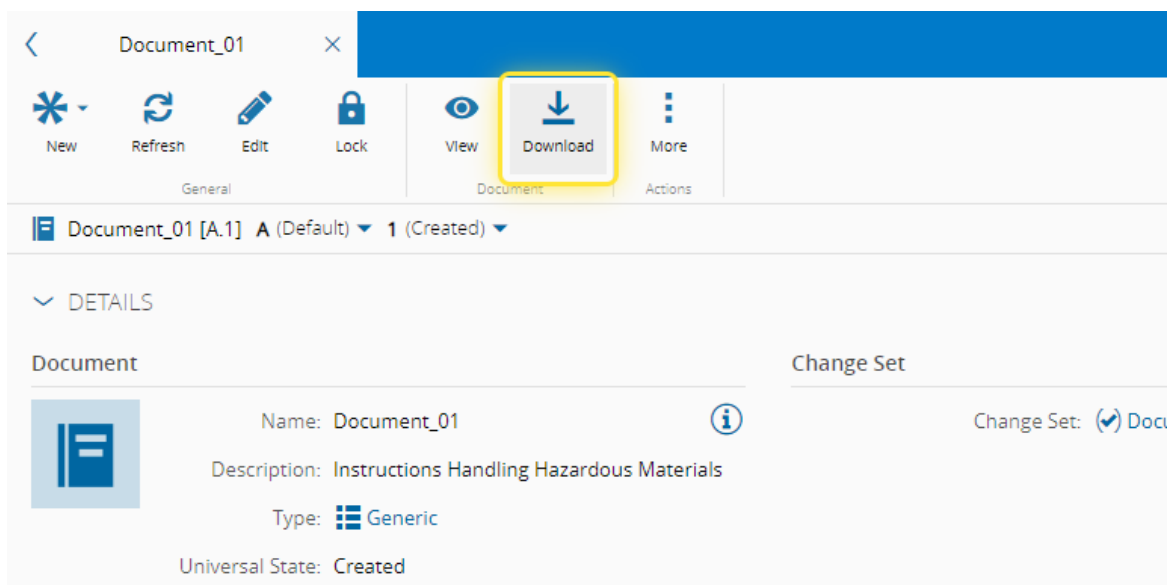


3. Select the document you want to download.

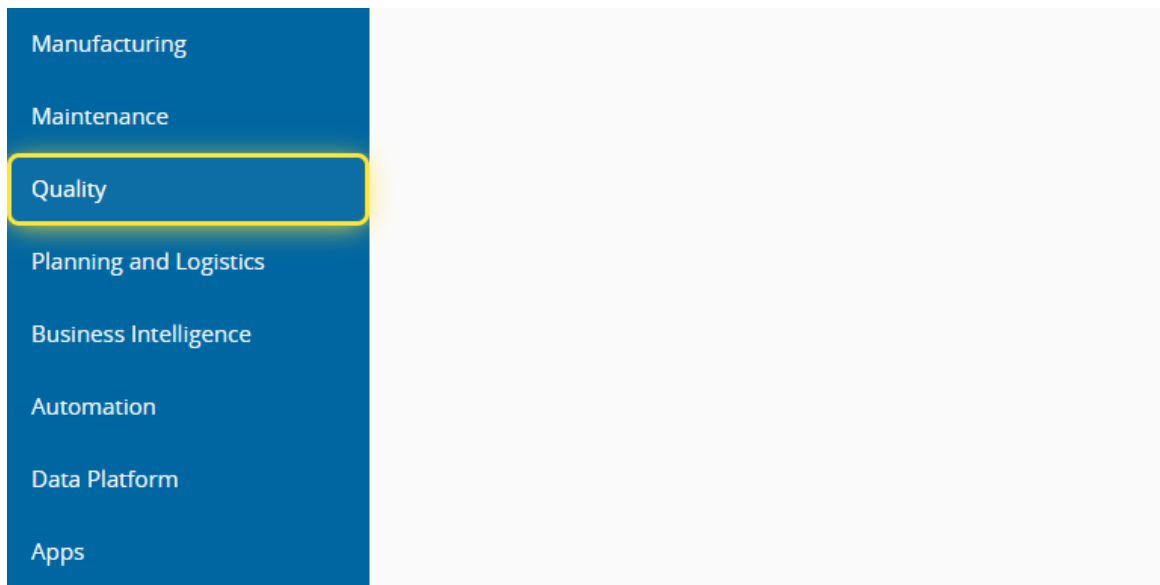


4. Select the Download button and the document will be available for you to open.

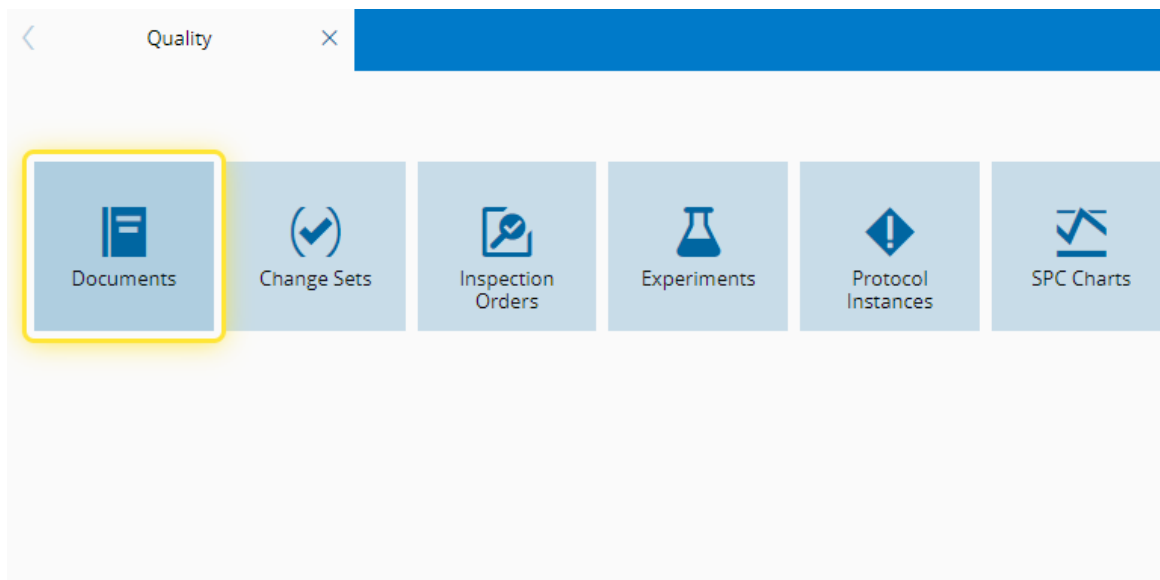
For more information, see [Download Document - Critical Manufacturing Documentation Portal](#)



5. You can also download documents via the Quality menu.

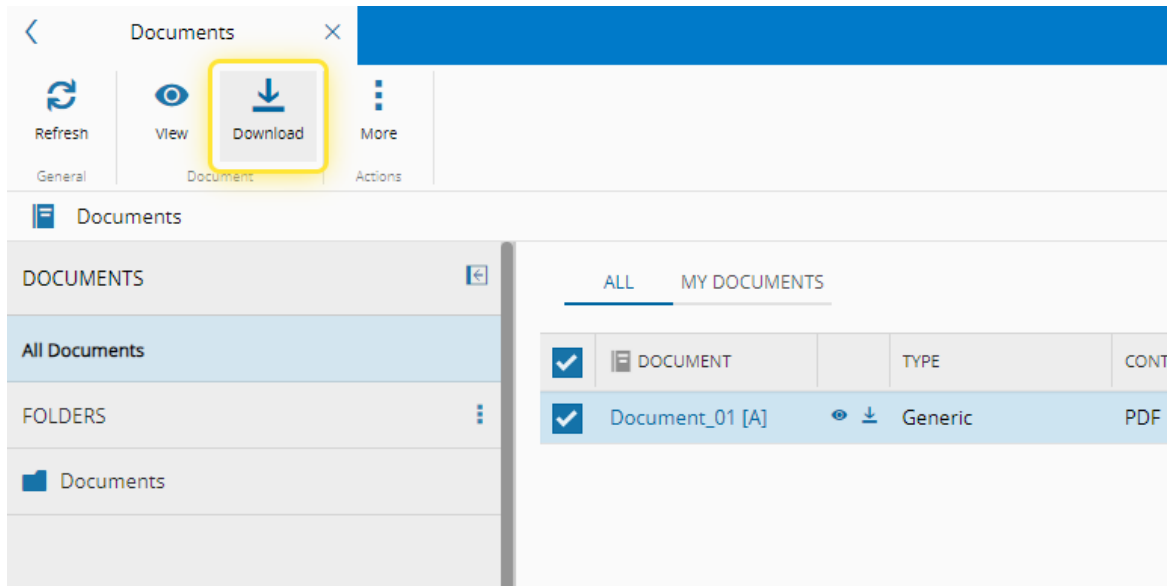


6. Select the Documents entity.



7. Select the document you want followed by the Download button. The document will be available for you to open.

For more information, see [Documents - Critical Manufacturing Documentation Portal](#) 



The screenshot displays a web interface for managing documents. At the top, a navigation bar contains a back arrow, the title 'Documents', and a close button. Below this, a secondary navigation bar features four buttons: 'Refresh', 'View', 'Download' (highlighted with a yellow box), and 'More'. The 'Download' button is labeled 'Document' and 'Actions'. Below the navigation bar, a sidebar on the left shows a tree view with 'Documents' expanded, containing 'All Documents' and 'Folders'. The main content area is titled 'Documents' and has two tabs: 'ALL' (selected) and 'MY DOCUMENTS'. A table lists documents with columns for selection, name, type, and content.

<input checked="" type="checkbox"/>	DOCUMENT		TYPE	CONT
<input checked="" type="checkbox"/>	Document_01 [A]		Generic	PDF