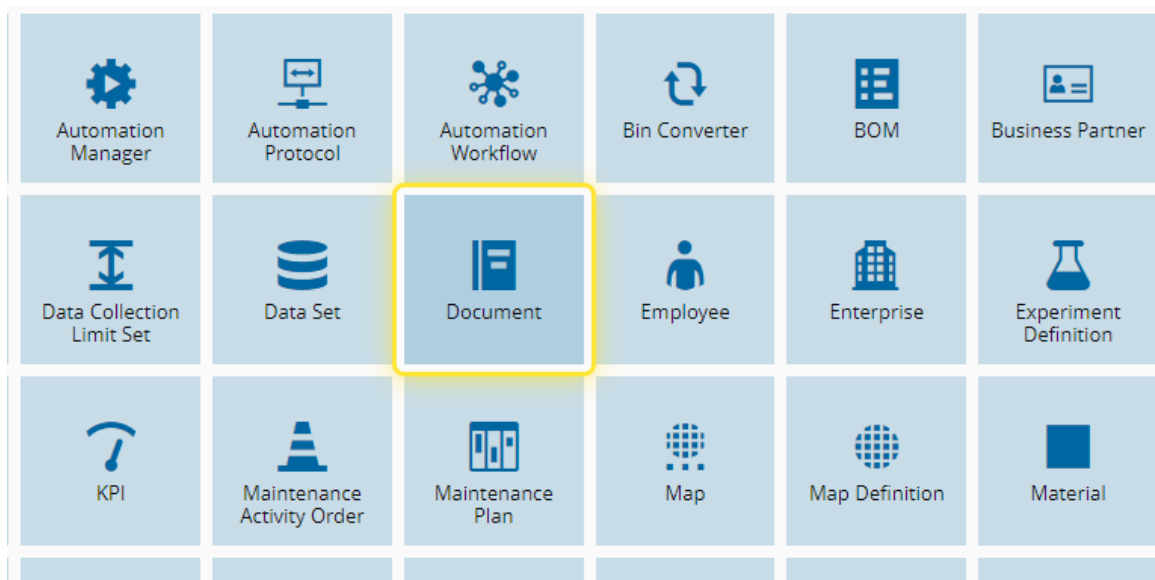


## How to: Download a Document

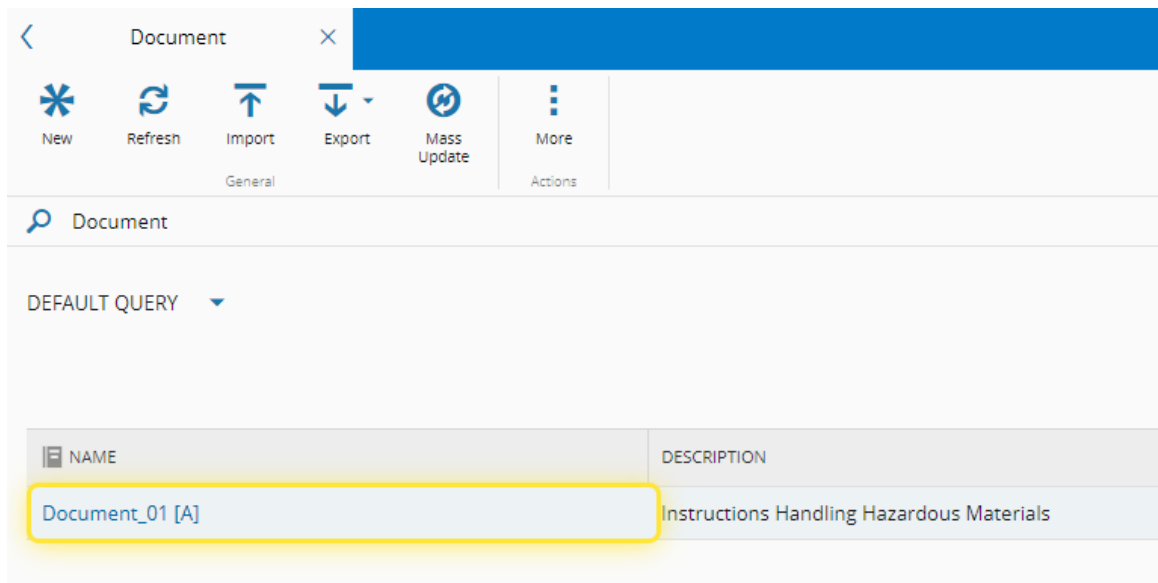
1. Go to the Business Data menu.



2. Select the Document entity.

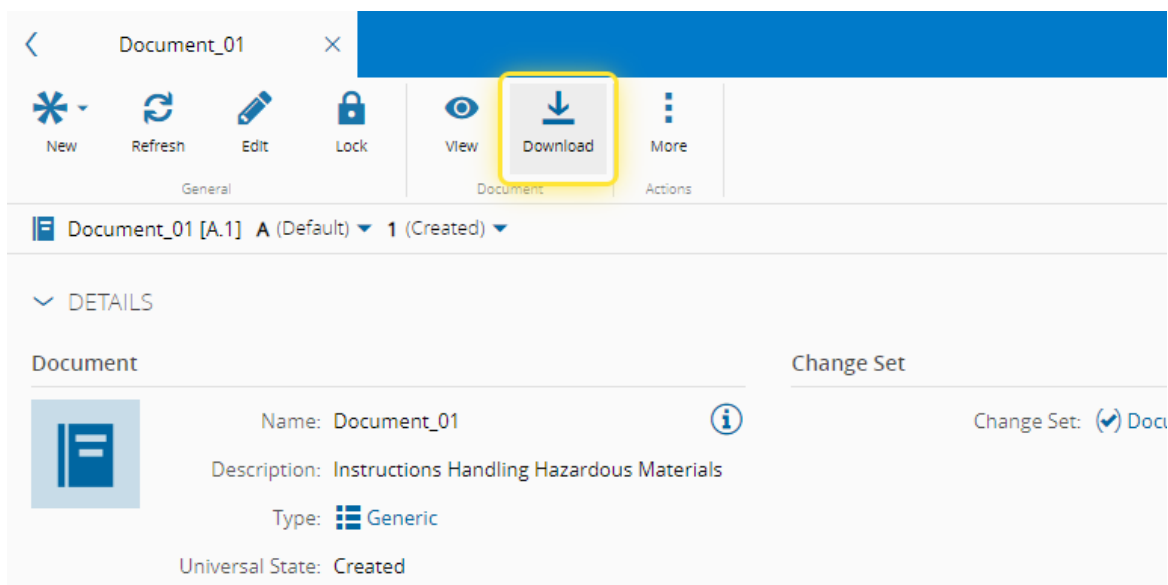


3. Select the document you want to download.

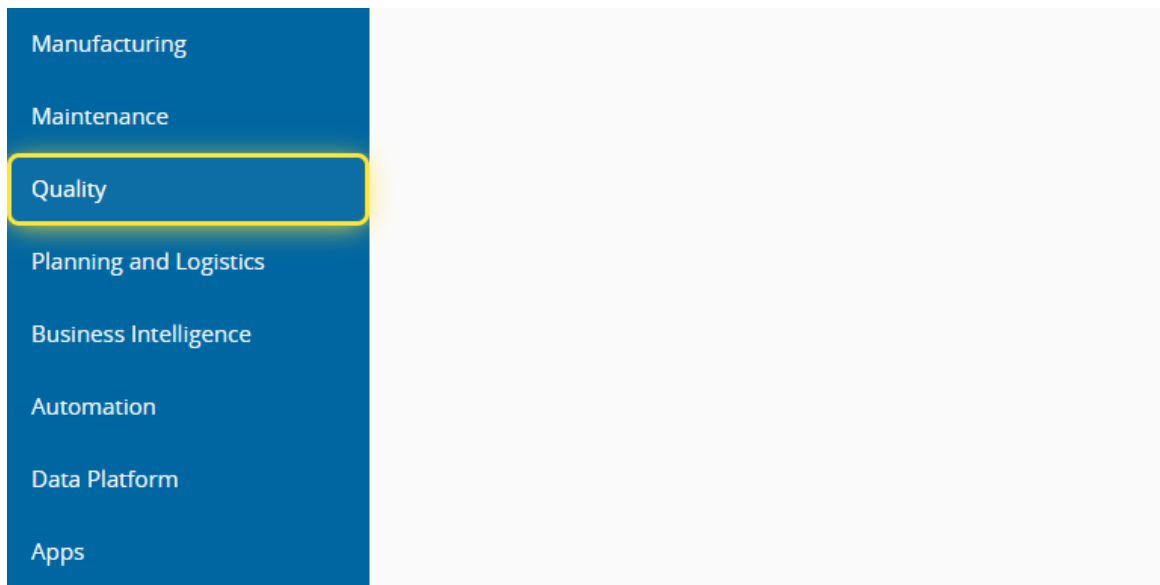


4. Select the Download button and the document will be available for you to open.

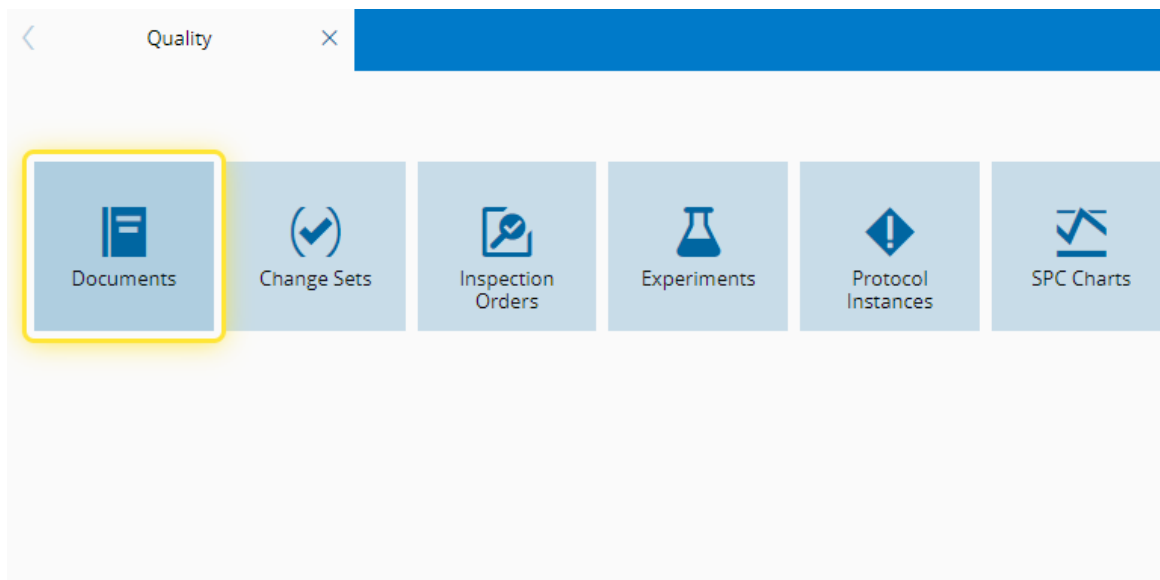
For more information, see [Download Document - Critical Manufacturing Documentation Portal](#)



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

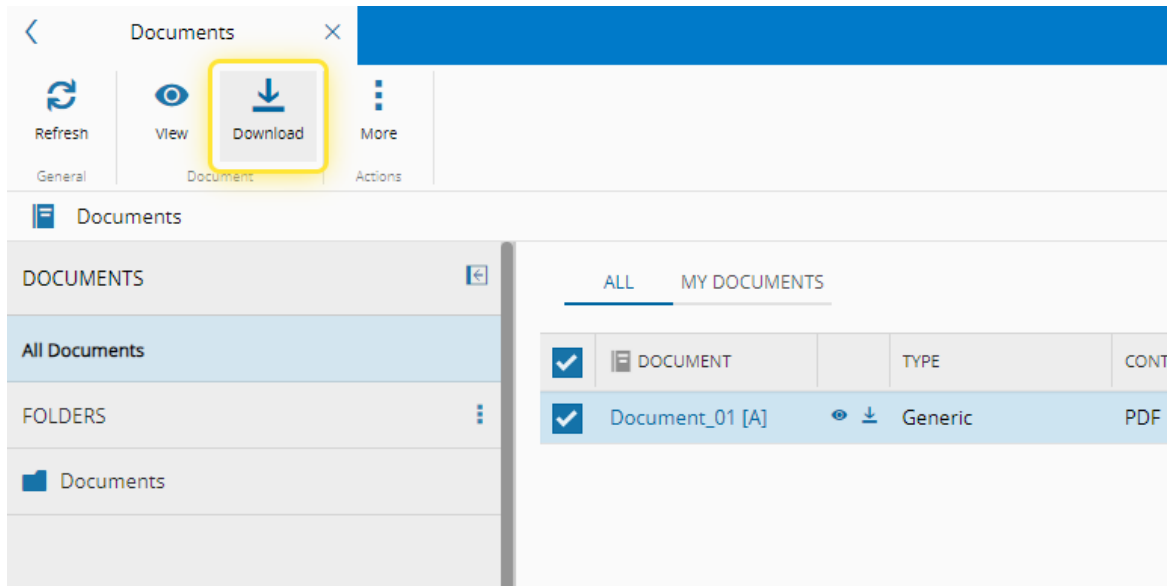


6. Select the Documents entity.



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 shows a web interface for managing documents. At the top, there is a navigation bar with a back arrow, the title 'Documents', and a close button. Below this is a toolbar with four icons: 'Refresh', 'View', 'Download', and 'More'. The 'Download' icon, which is a downward arrow, is highlighted with a yellow square. Below the toolbar, there is a section titled 'Documents' with a folder icon. This section is divided into two panes. The left pane shows a tree view with 'DOCUMENTS' and 'FOLDERS' sections. The right pane shows a list of documents under the 'ALL' tab. The list has columns for selection, name, type, and content type. One document, 'Document\_01 [A]', is selected and highlighted in blue. It has a 'Generic' type and a 'PDF' content type.

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