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# How to: View a Document

## 11.3

April 2026

### DOCUMENT ACCESS

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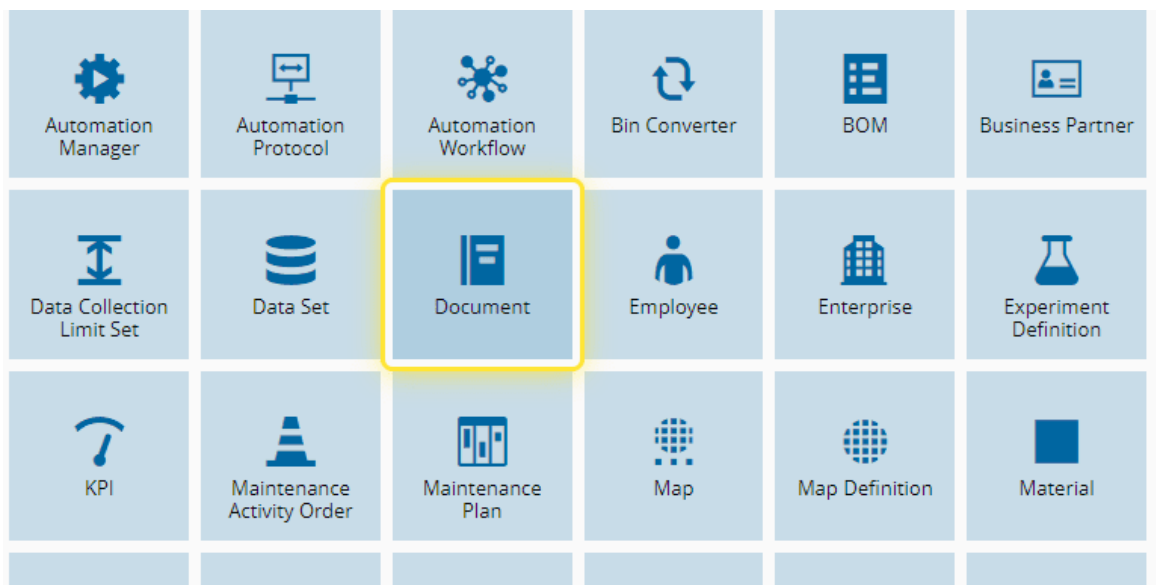
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## How to: View a Document

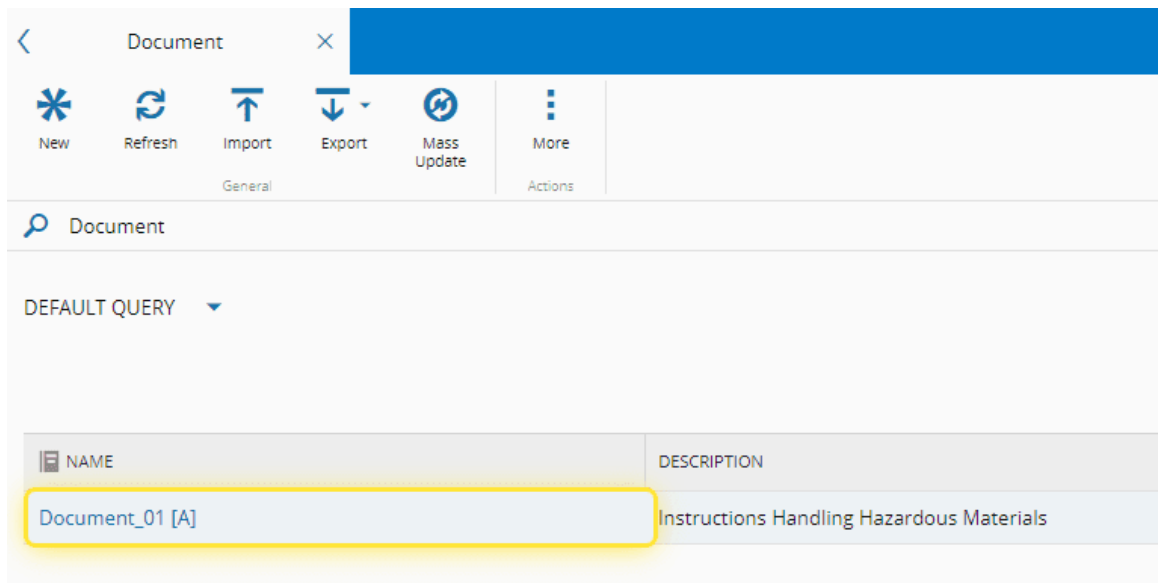
1. Go to the Business Data menu.



2. Select the Document entity.

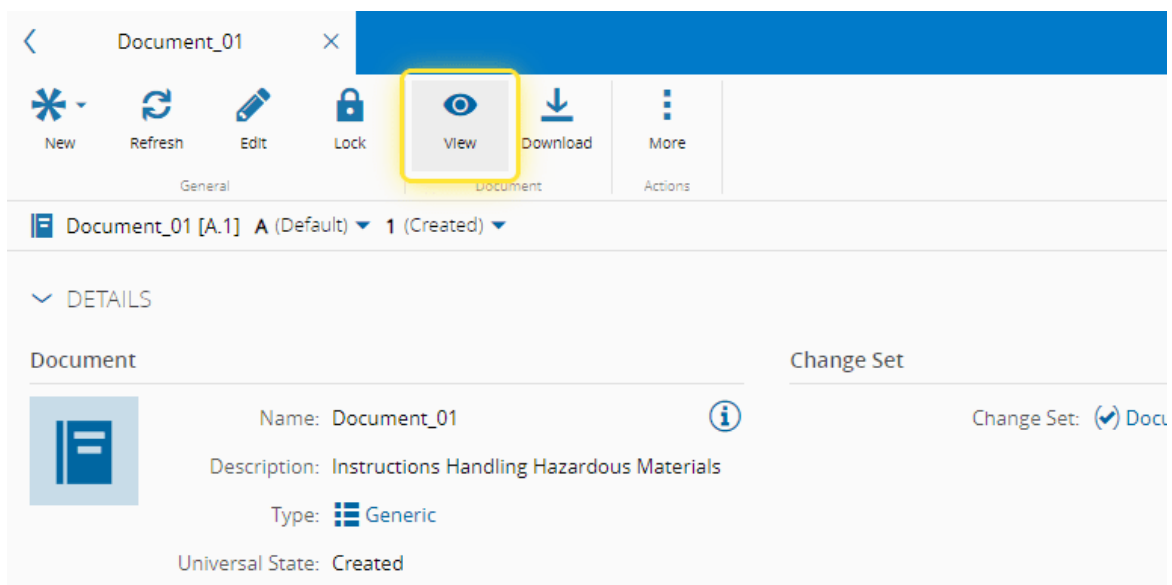


3. Select the document you want to view.

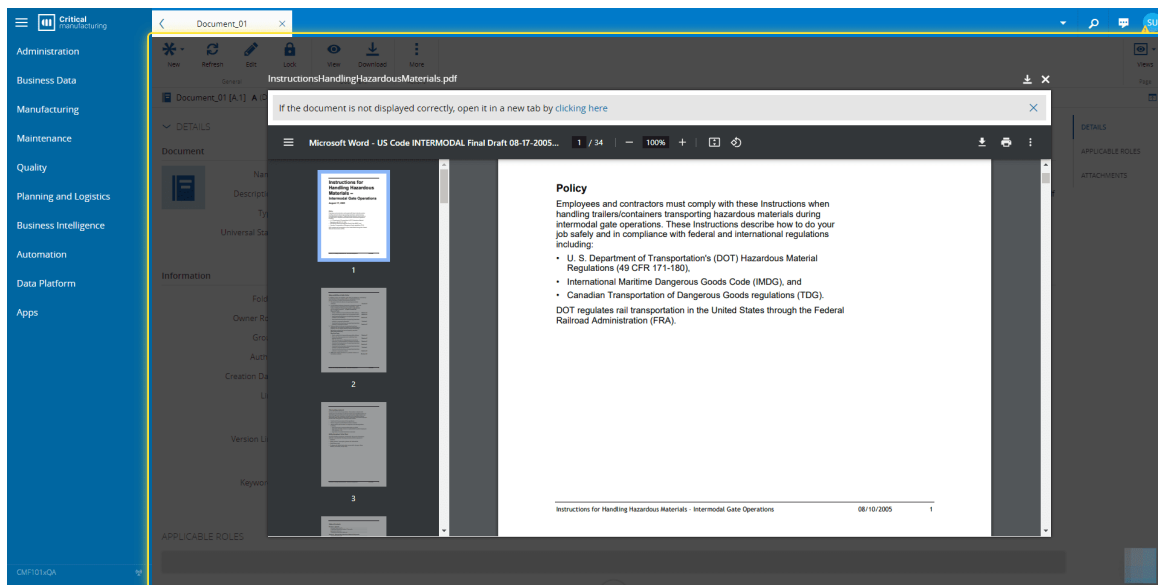


4. Select the View button.

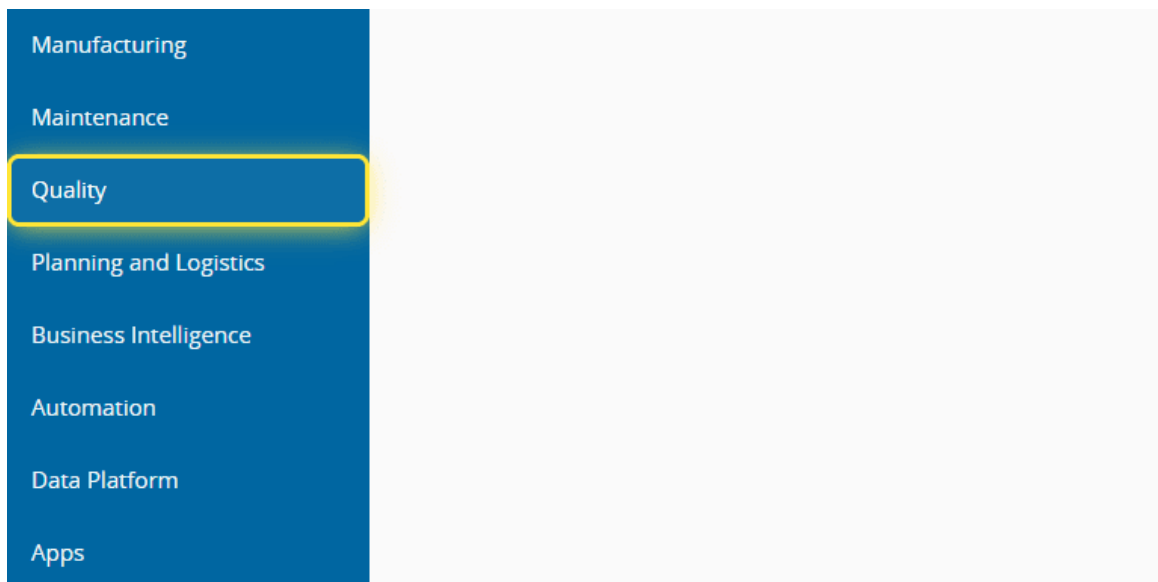
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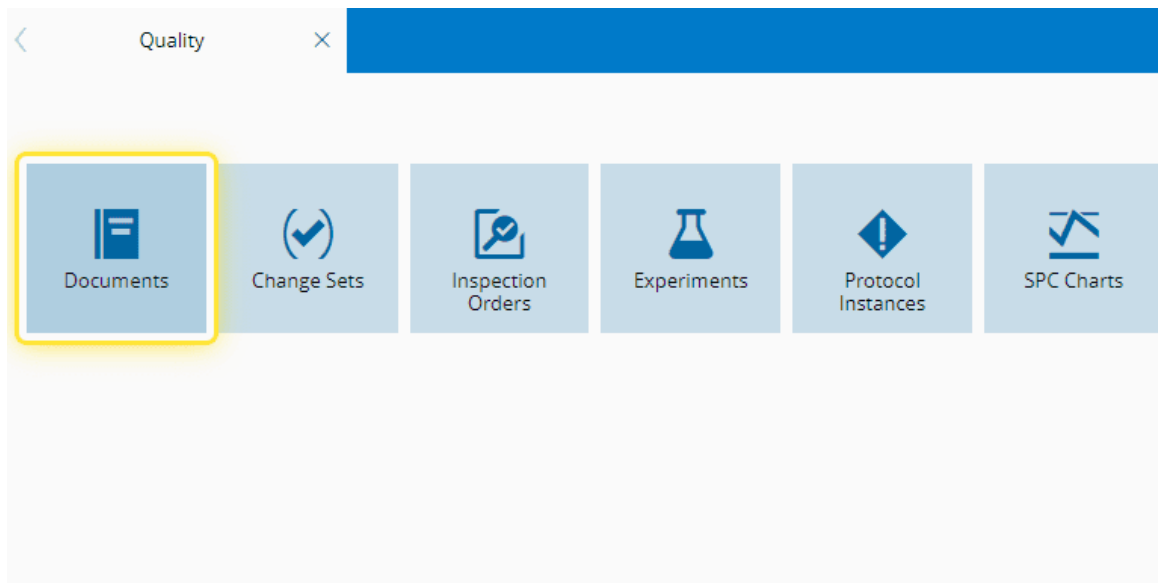
5. View the document.



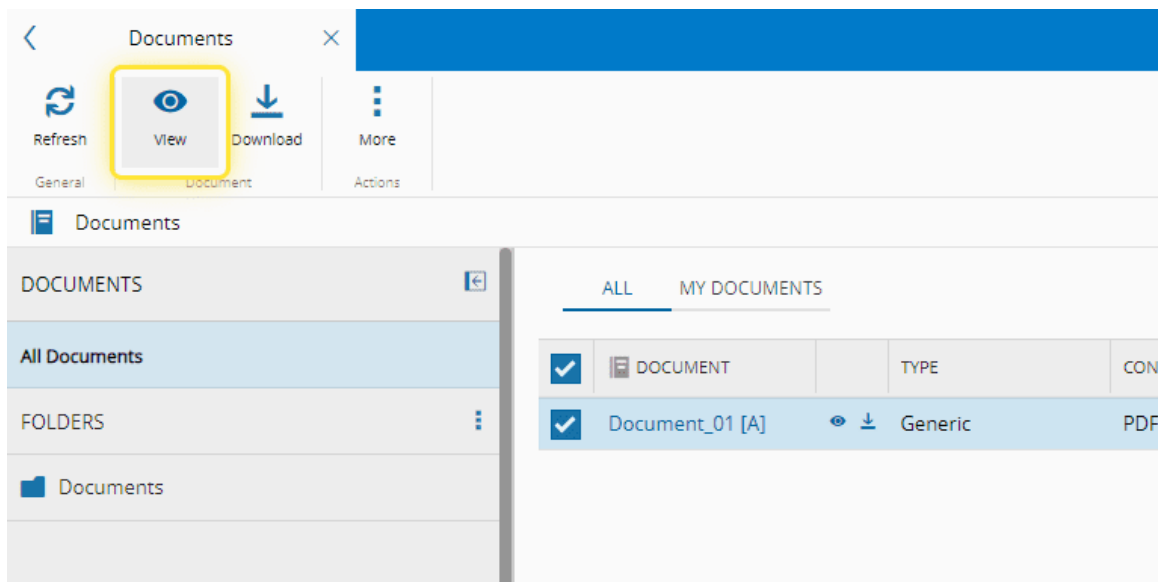
6. You can also view documents via the Quality menu.



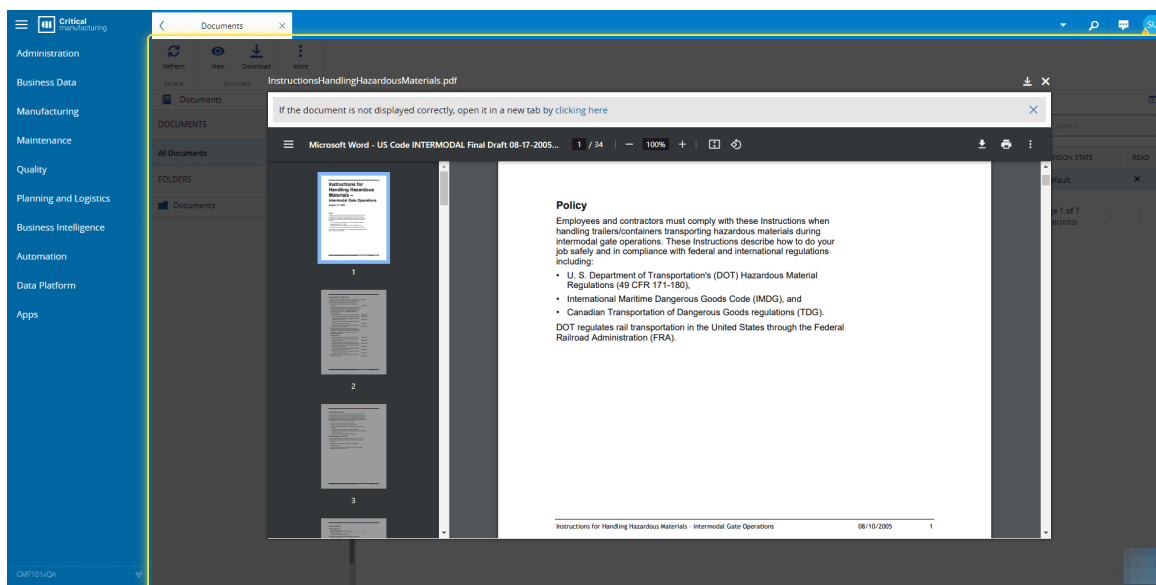
7. Select the Documents entity.



8. Select the document you want followed by the View button.



9. View the document.





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