

How to Access and View Imaged Documents in BearBuy

- From the Home Page, click the dropdown menu and select **Voucher No.**

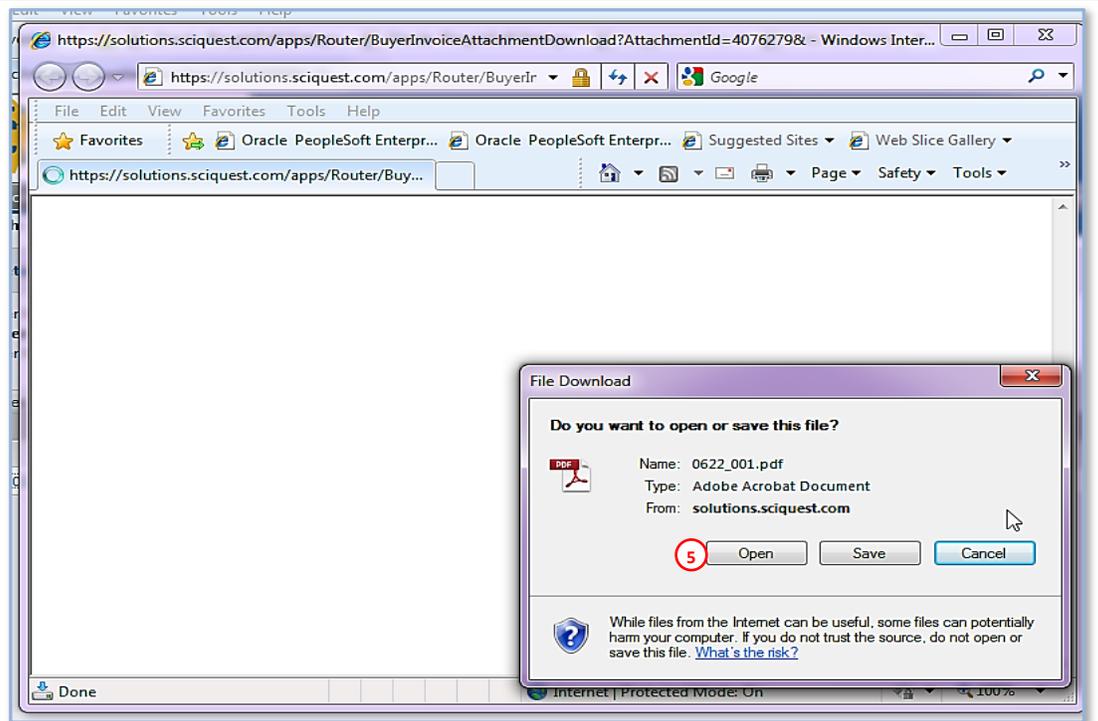
- Enter the voucher no., then click **Go** to open the voucher summary screen.

- Click on the **Attachments** tab. The number in parentheses indicates the number of attachments on the voucher.

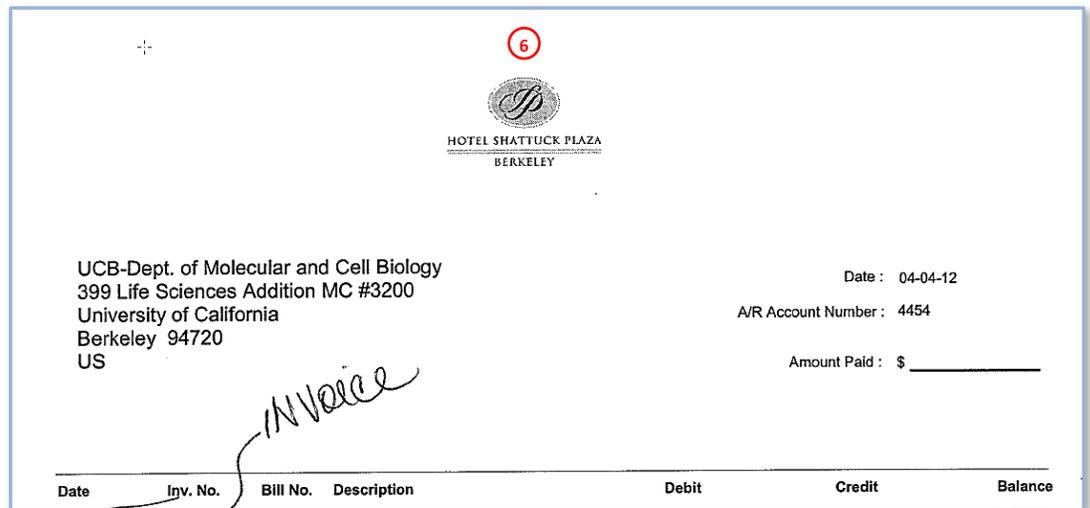
- Click on the **Attachment file name**, which automatically launches the document access system.

Attachment	Type	Location	Visibility	Create Date
0622_001.pdf(40k)	File	Line 1 (Form - Item 1 Description - Lodging for ...)	Internal	4/4/2012 1:48 PM

- Click **Open** to view the document image.



- The document image will be displayed in a new window in .pdf format.



- If you get a “**There are no attachments for this document**” result while attempting to view an image, it may contain [confidential information](#) and will not be displayed.

