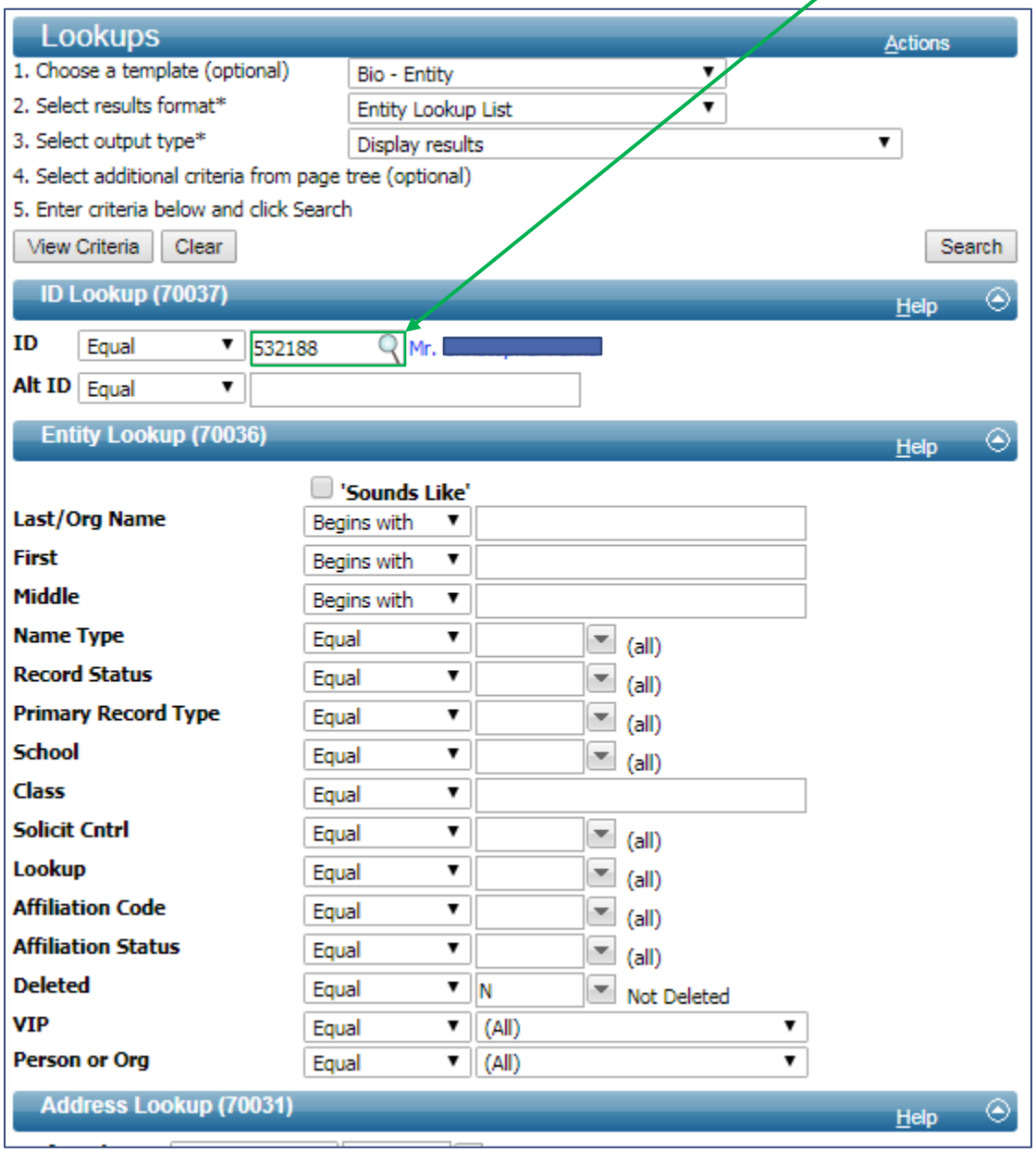
How To Find the Documents Attached to an Entity

Ver. 1.1

3/13/2019

1. Log in to **Advance**.
2. Use the **Lookup** tool to find the entity in question. (See one of the multiple **How to - Lookup an Entity** help files on aits.uark.edu)
3. For this example, I am going directly to my record by using my **Entity ID**.



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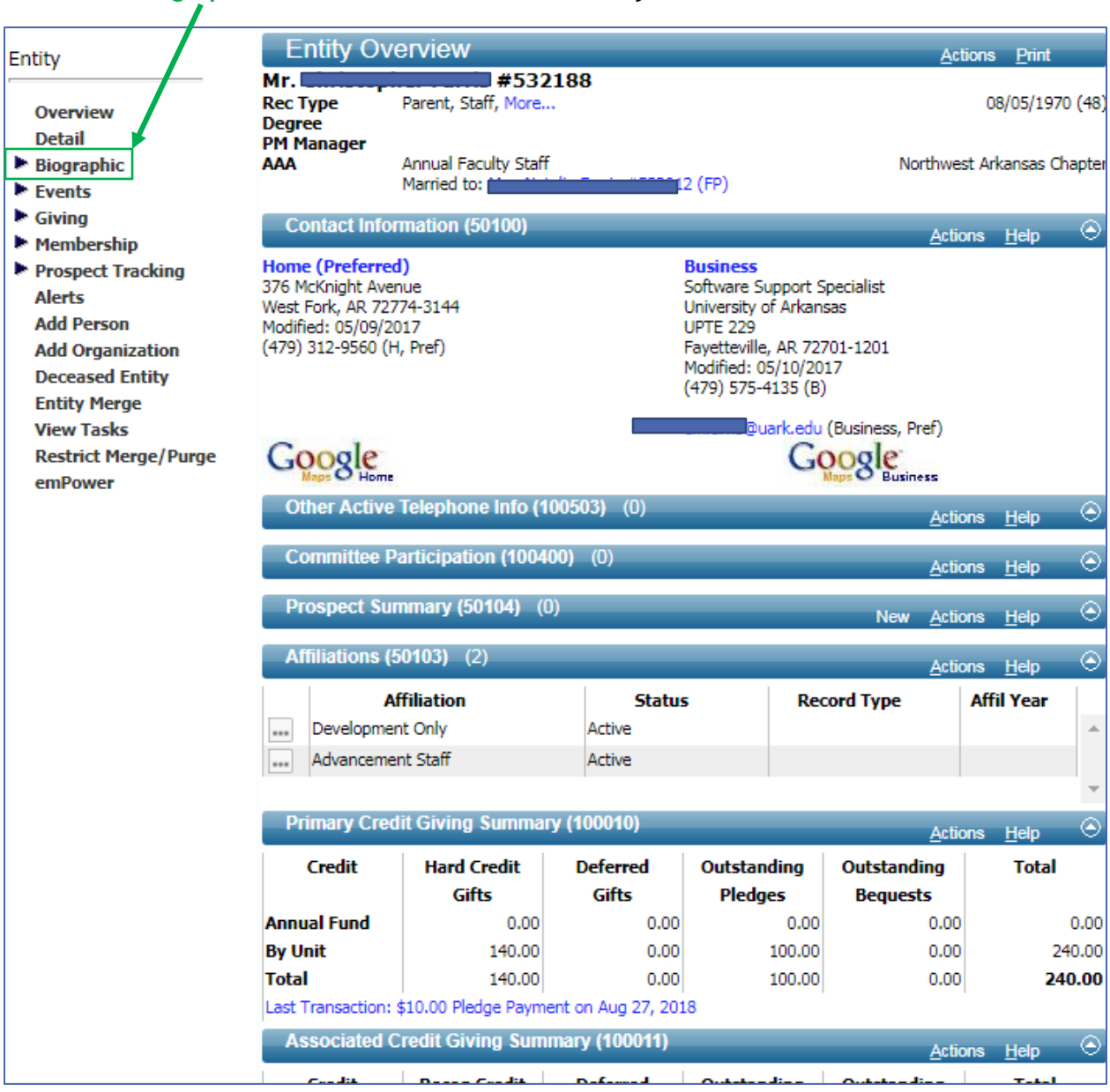
4. Choose **Biographic** from the **Nav Tree** on the **Entity Overview** screen.



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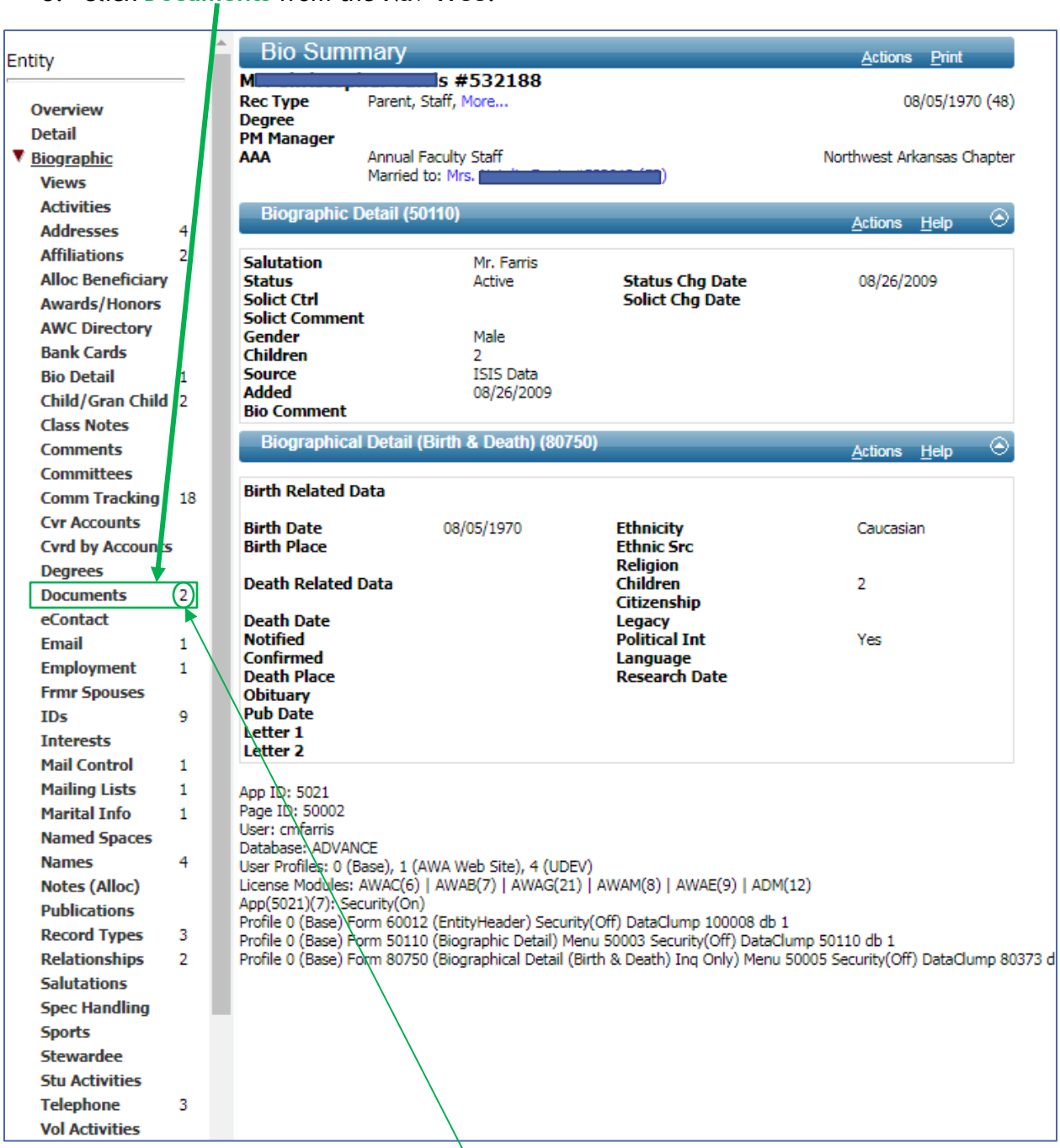
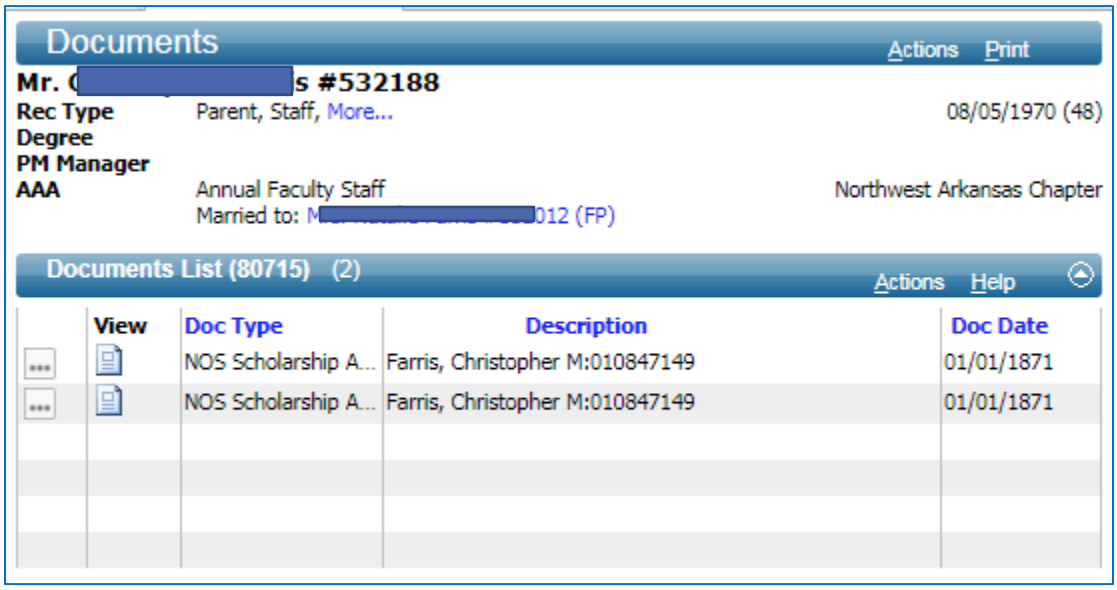
5. Click **Documents** from the **Nav Tree.**



NOTICE THAT THERE ARE 2 DOCS ATTACHED TO THIS RECORD.

6. The **Documents** page displays the documents that you have access to. Keep in mind that users have varying levels of permission to view documents. If a co-worker is capable of seeing files that you are not, it is because they have a higher permission level. If you have a legitimate reason to see those files, please request a permission change.