escribeHOST

Download Documents

Download Documents

Introduction

Download Documents is a new feature that allows users to generate a zip file with PDF copies of documents for a given date of service (DOS), using search filters to select the desired documents. Download all documents of a given Document Type or Document Class for a single DOS.

This training document presents a step-by-step process to download documents.

Go to the **Admin module** from the top navigation bar.
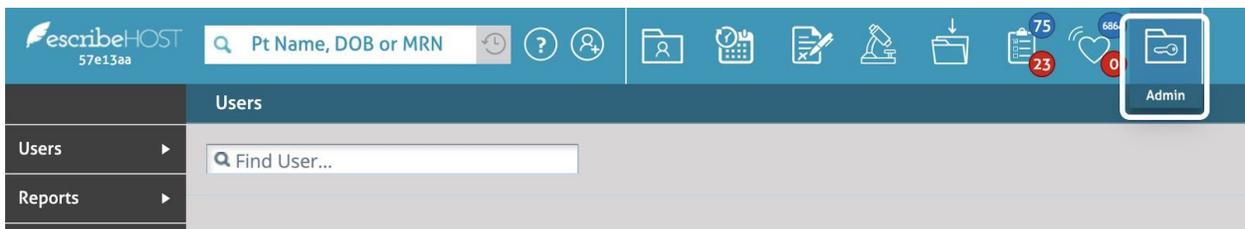
Select **Download Documents** from the **Admin Tools** dropdown menu on the left.
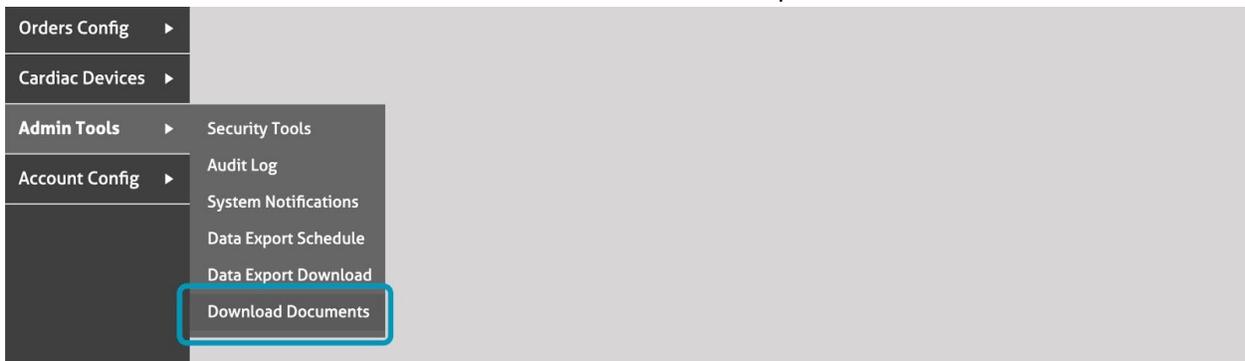
Fill in the required fields for the PDFs you wish to download. You must enter a DOS, a Zip Password, and either Document Class or Document Type.

The **Zip Password** field is mandatory. This password will be necessary to unzip the file.

By default, the zip file will contain one or more large PDFs combining multiple documents together. If you prefer one PDF per document, you can change the Download Format.

NOTE: You cannot filter by both Document Class and Type.
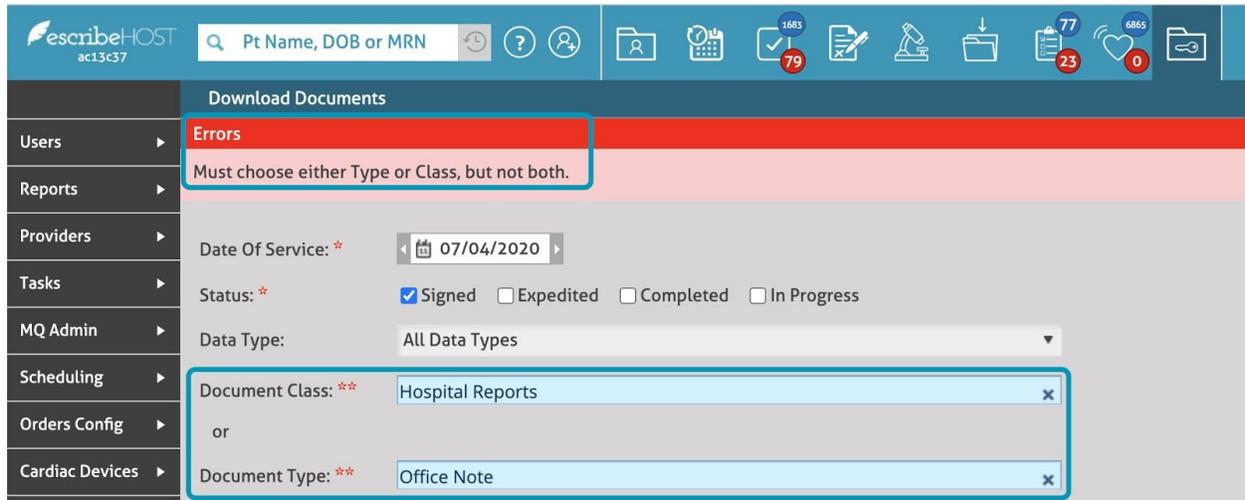
Click the **Generate** button to create the zip file. This process can potentially take a long time, so it is performed in the background. You can continue using the system until the zip file is ready.
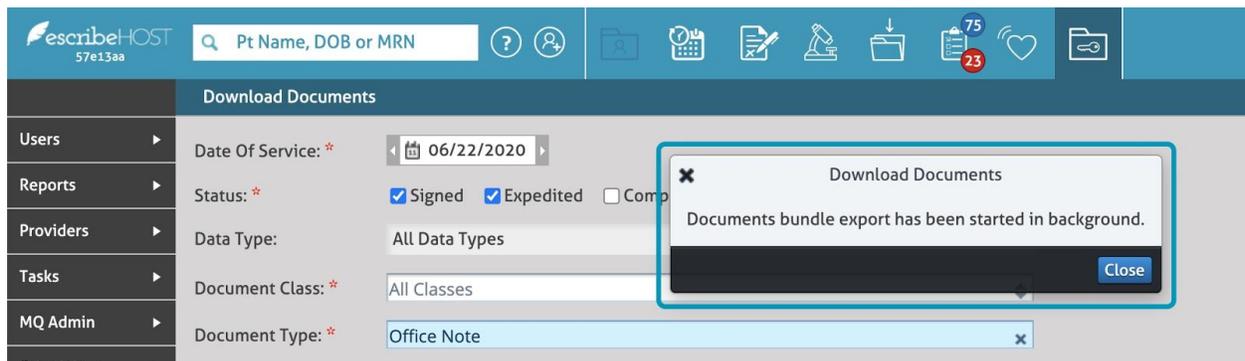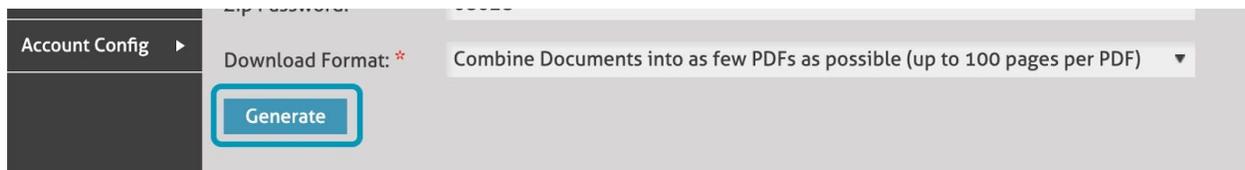
When your documents bundle is ready to download, a notification will display on the top right corner. Click **Download Bundle** to start your download.
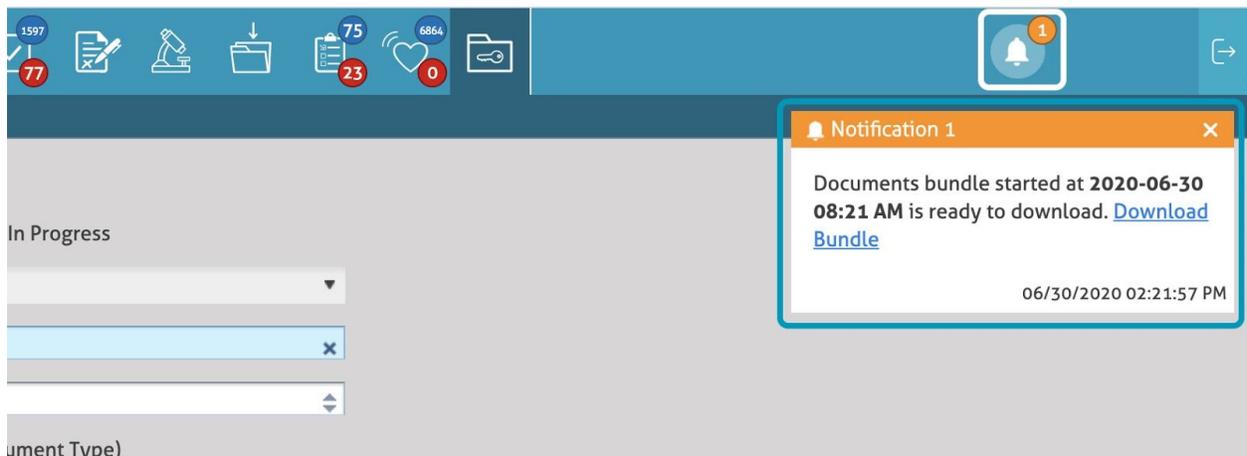
You can also **click** your **Notifications** and download your document at any point in time.
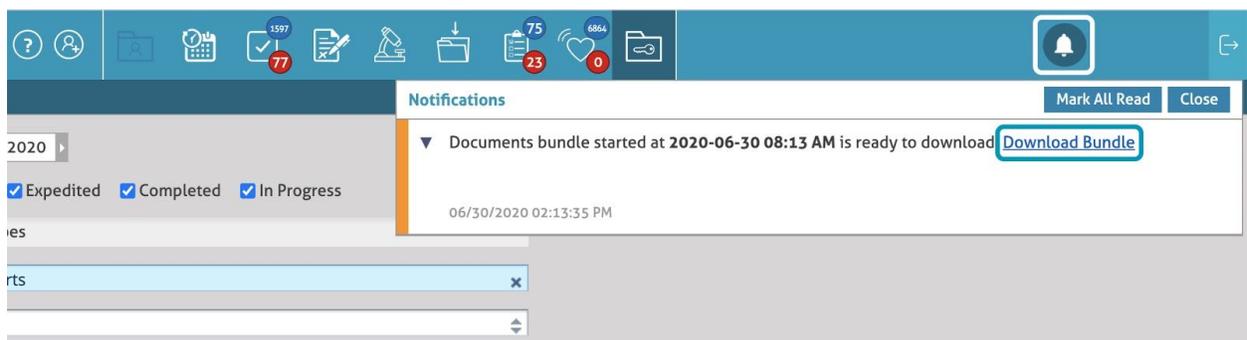
If there are no documents meeting your criteria, a notification will display.