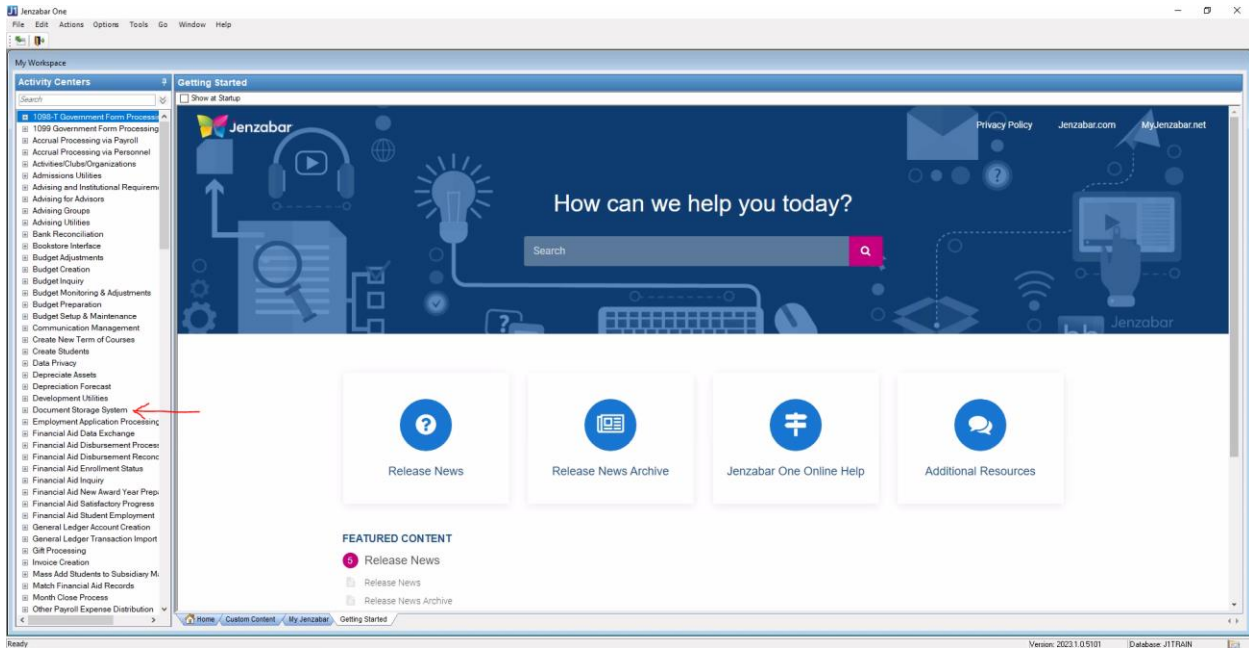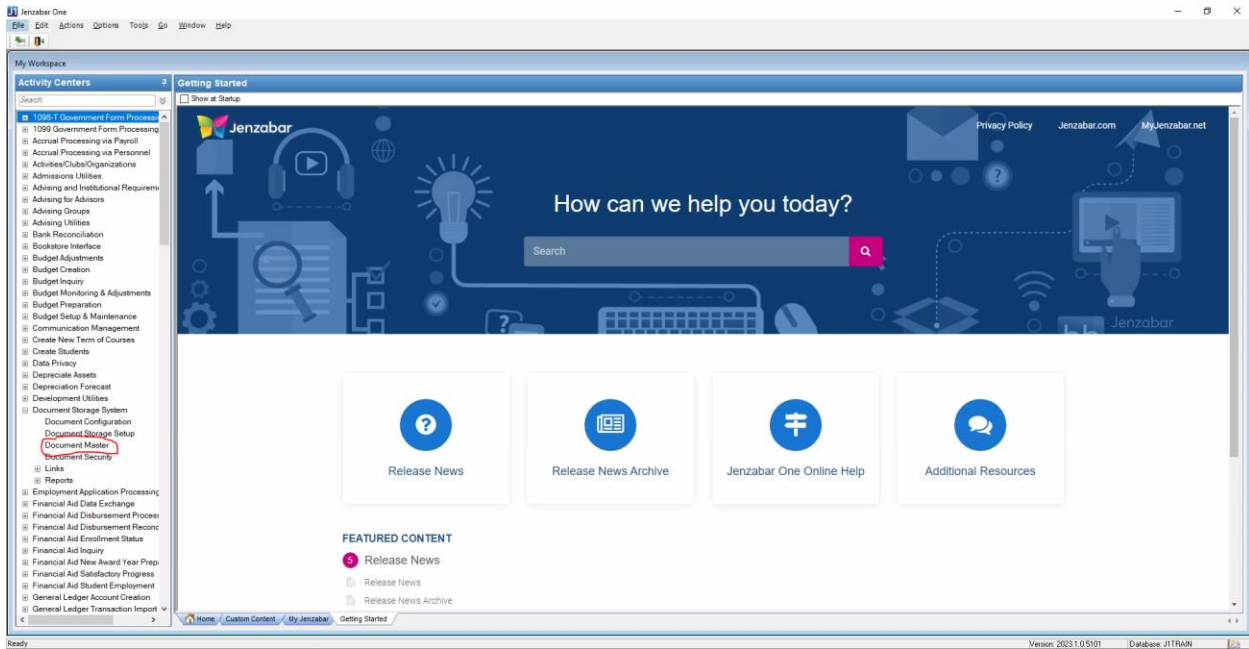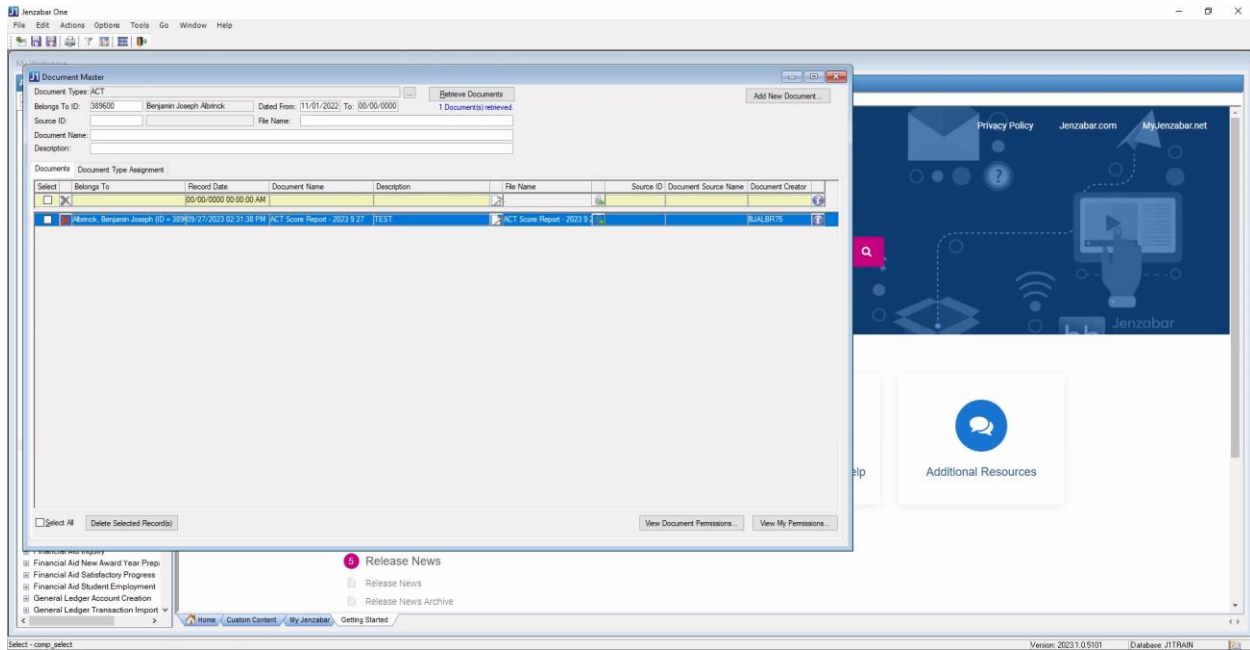1. Once logged into J1 Desktop, expand "Document Storage System" on the left.



2. Then, click on "Document Master."

3.  In the window that shows, enter in the search criteria for the document you want to view and click "Retrieve Documents." The search criteria you can use include ID, document type, and document date. A list of documents will then show.



4.  Underneath the document you want to view, click on the file name. A new window will show that displays the file.