

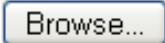
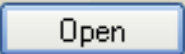
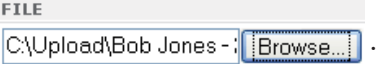
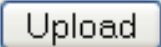







# Datawitness® *Quickstart*: Records Management

## A Step By Step Guide To Archiving & Retrieving Documents In Your Datawitness Account

### How to Archive a Document

- 1 Login to your account at [www.Datawitness.net](http://www.Datawitness.net).
- 2 Click the the *File Cabinet* icon .
- 3 Click the *Add Files* link **Add Files** below your name.
- 4 Type a descriptive title in the *Title* field  that will help you find a document later.
- 5 Click *Browse*  to pick a file you want to archive. A window will open. Find the folder containing the file you want to archive.
- 6 Select the file and click *Open* . The window will close and the path to your selected file will move to the *File* field .
- 7 Click the *Upload* button  and you've archived a file!
- 8 The Records page will reload and show the file you just uploaded 

### How to Retrieve a Document

- 1 Login to your account at [www.Datawitness.net](http://www.Datawitness.net).
- 2 Click the *File Cabinet* icon  or the *Records* tab .
- 3 Find the folder holding your file. Click the *Folder Name*  **Diploma** to view folder contents.
- 4 Click the name of the archived document in the *Filename* column .
- 5 Click the *Download* link **Download (23.5 kb)**.
- 6 A dialog box will pop up with two options for viewing the file. You can open the file immediately, then save it later in the program you use to view the file. Or you can save the file to your computer first, then open it or attach it to an email.

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