



## Print & Download

This document contains information to use Vaultview Print and Download functionality. Both of these features work in conjunction with the document search results, printing, and download operations. You have the options to Print and download as individual documents or as batches. You can even print or download with annotations.

Note: To Print and Download documents in Vaultview, users must have the proper permissions.

### To Print & Download Individual documents:

1. Select the document in which you would like to Print or Download.
2. Select Print or Download from the Vaultview toolbar.



### Batch Print & Download

Vaultview allows you to Print & Download multiple documents at once without opening each individual document.

Document Search Results										
<input type="checkbox"/>	Drawing Number	Address	Street	City	Date	Description	Property name	PageCount	FileType	Action
<input type="checkbox"/>	dddsd				01/01/1900			1	DOCX	Select Action
<input type="checkbox"/>	DanSample				01/01/1900			4	PDF	Select Action
<input type="checkbox"/>	BBB				01/01/1900			2	PDF	Select Action
<input type="checkbox"/>	26-30Z-1988				04/22/1974			1	TIF	Select Action
<input type="checkbox"/>	AP-34-3571		grghr		08/26/1997			1	TIF	Select Action
<input type="checkbox"/>	217-134786				01/27/1965			1	TIF	Select Action
<input type="checkbox"/>	A-729-02				11/04/2002	Nice Drawing E...		4	TIF	Select Action
<input type="checkbox"/>		111	hello	anywherer	01/01/1900			1	PDF	Select Action
<input checked="" type="checkbox"/>		111			01/01/1900			1	PDF	Select Action
<input type="checkbox"/>		q111	hok	in	01/01/2014	j		1	PDF	Select Action
<input type="checkbox"/>		1000	Vine Street and...	Cincinnati	12/27/1940			1	PDF	Select Action
<input type="checkbox"/>		1143	Towanda	Cincinnati	11/01/1995	Basement floodi...		5	PDF	Select Action
<input checked="" type="checkbox"/>		1148	Towanda	Cincinnati	10/16/1995	Flooding possibi...		1	PDF	Select Action
<input type="checkbox"/>			Towanda	Cincinnati	08/25/1988	request for per...		9	PDF	Select Action
<input checked="" type="checkbox"/>		1142	Towanda	Cincinnati	06/29/2009	Claim of Ms Bev...		7	PDF	Select Action
<input type="checkbox"/>			Towanda	Cincinnati	06/09/1967	alley running so...		1	PDF	Select Action
<input type="checkbox"/>		8744	Tiburon	Montgomery	12/04/1998	Drainage problem		8	PDF	Select Action
<input type="checkbox"/>		8746	Tiburon	Montgomery	11/10/1999	Emergency Sew...		1	PDF	Select Action
<input type="checkbox"/>		8744	Tiburon	Montgomery	10/19/1998	Drainage and er...		11	PDF	Select Action
<input type="checkbox"/>			Tiburon	Montgomery	09/15/2001	Work done on s...		7	PDF	Select Action
<input type="checkbox"/>		8746	Tiburon	Montgomery	09/11/2001	Sewer emergen...		1	PDF	Select Action
<input type="checkbox"/>		8744	Tiburon	Montgomery	09/11/2001	Sewer emergen...		1	PDF	Select Action
<input type="checkbox"/>		8744	Tiburon	Cincinnati	02/04/1981	Sewer Tap per...		3	PDF	Select Action
<input type="checkbox"/>			Tennyson	Cincinnati	10/20/1939	Guard of openin...		1	PDF	Select Action
<input type="checkbox"/>			Tennyson	Cincinnati	09/20/1979	Proposed Sale o...		4	PDF	Select Action
<input type="checkbox"/>			Tennyson	Cincinnati	08/07/1996	Proposed NE Kn...		1	PDF	Select Action
<input type="checkbox"/>			Tennyson	Cincinnati	07/05/1961	Incident to the		1	PDF	Select Action



Please notice the checkboxes next to each search result, and the Batch Print and Batch Download buttons in the image above. The top most checkbox will select all items on the current page.

### **Batch Download**

Using the checkboxes next to each search result, you can select one or many items, and click the Batch Download button to download multiple items. A download dialog will appear and allow you to select to download with or without annotations.

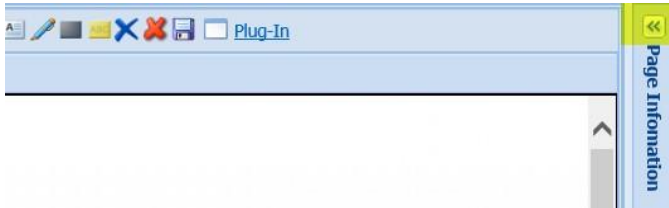
### **Batch Print**

The Batch Print works like Batch Download, but you click the Batch Print button after selecting all of the items, instead of the Batch Download button. The print dialog will appear and allow you to select to print with or without annotations.

### **Vaultview Internal Mail**

Vaultview Internal Mail is available ONLY to existing Vaultview users. Emails sent through Vaultview Internal Mail are NEVER sent outside of Vaultview.

1. Expand Page Information in the Document Viewer.



2. Select the Send Mail tab.



3. Select an existing Vaultview User from the Send To menu.
4. Enter Subject and Comments.
5. Click Send.



## Contact Information

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