

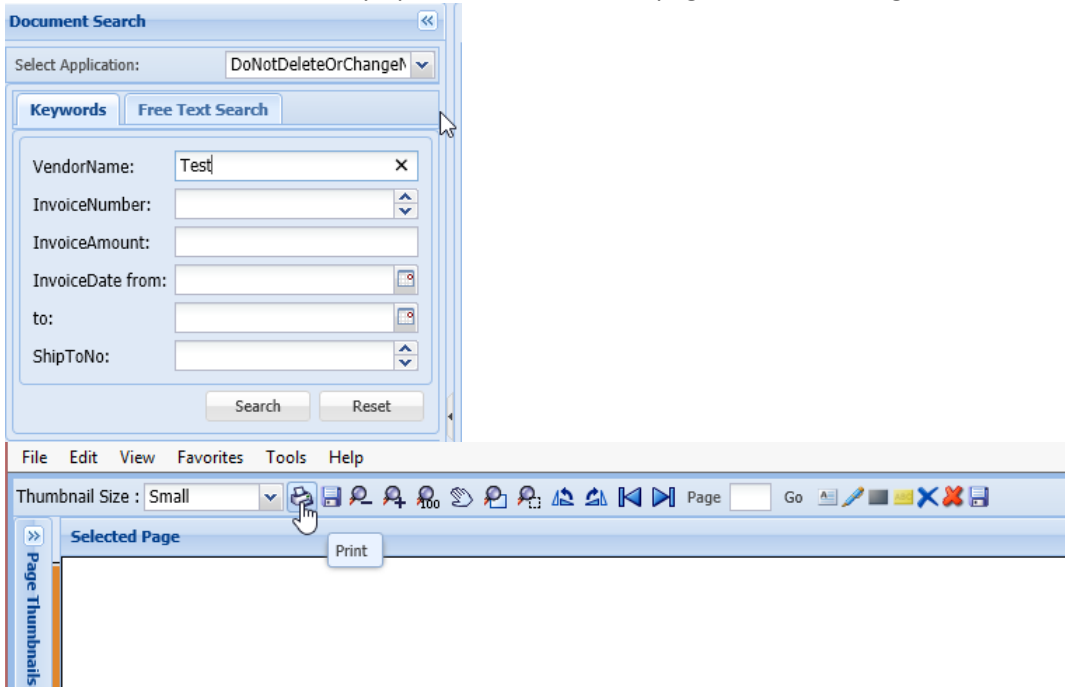


## Split a document

This document contains information to use Vaultview Document Search Results – Split a Document functionality.

### To Split Individual documents:

1. Search the document in which you would like to split and print all pages first
2. Select Action Tab on right from the Vaultview toolbar and select batch to delete (This will delete all pages within document)
3. Rescan or manually upload each individual page back in once again



Document Search Results								
<input type="checkbox"/>	VendorName	InvoiceNumber	InvoiceAmount	InvoiceDate	ShipToNo	PageCount	FileType	Action
<input type="checkbox"/>	test	1	\$2.22	05/18/2016	0	9	PDF	Select Action
<input type="checkbox"/>	test	1	\$12.00	05/11/2016	0	1	PDF	View
<input type="checkbox"/>	test	1	\$12.28	02/01/2016	1	9	PDF	Delete
<input type="checkbox"/>	test	5	\$5.55	02/04/2016	0	1	PDF	Select Action

Note: To Delete documents in Vaultview, users must have the proper permissions.

## Contact Information

Support

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