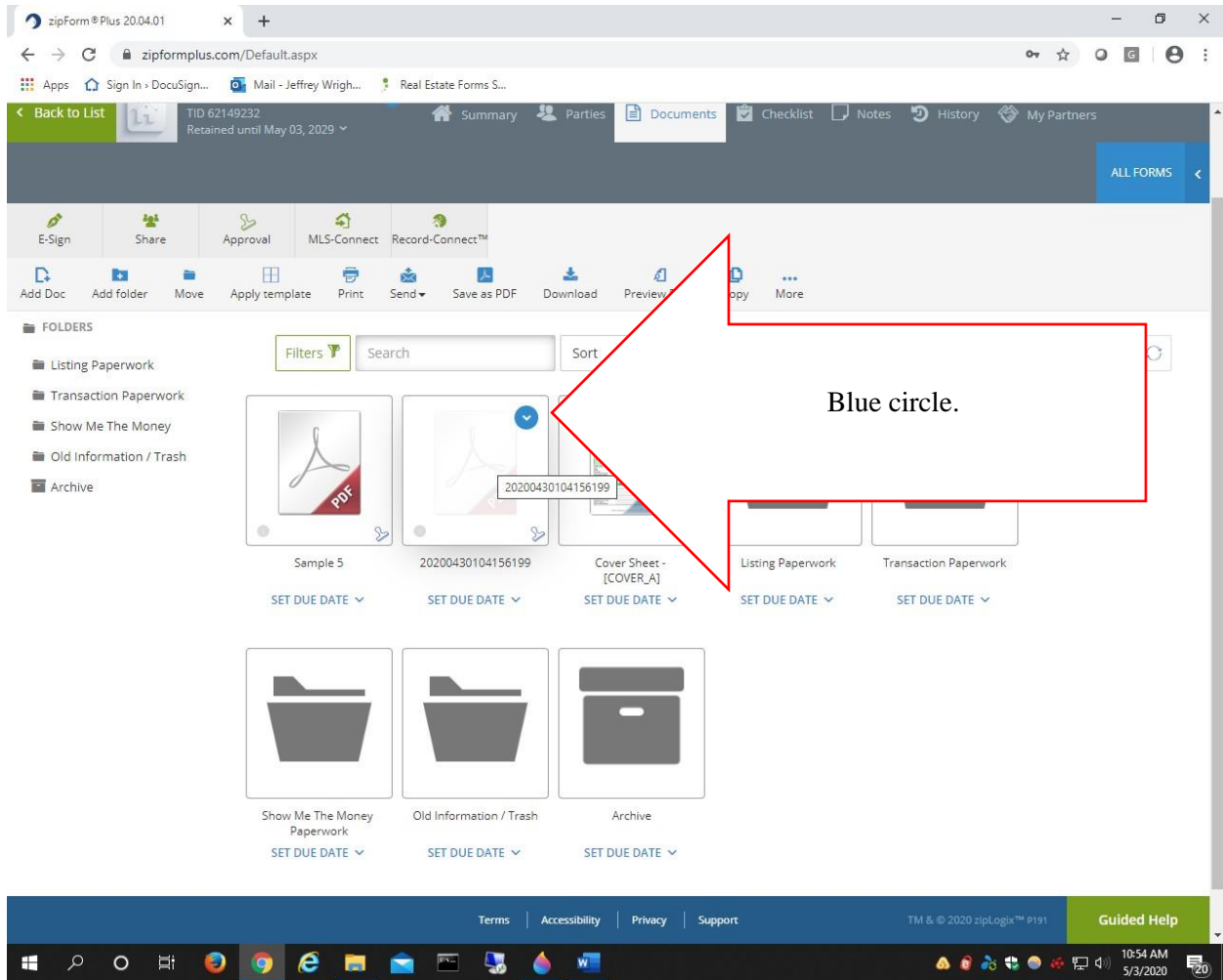


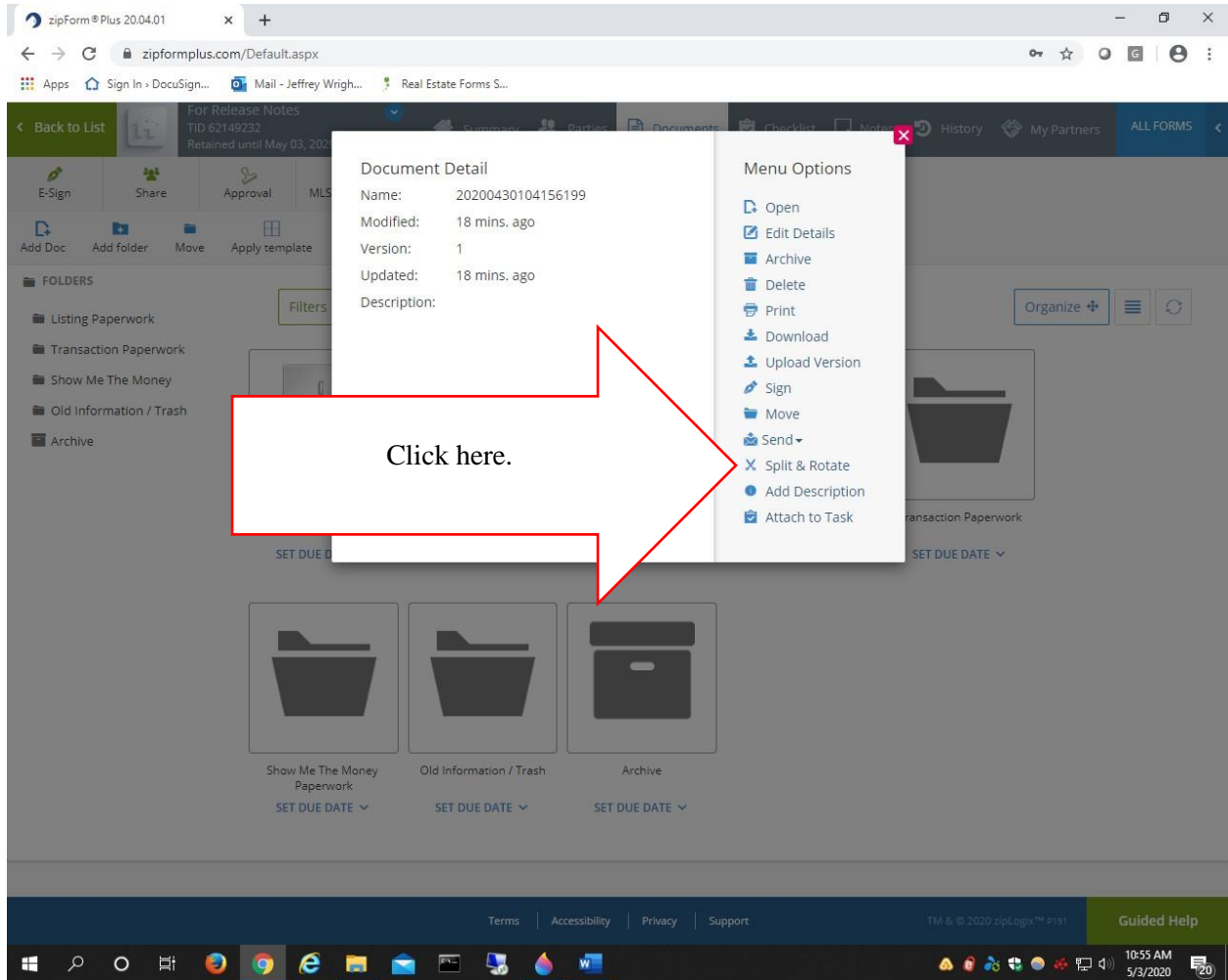
Splitting Documents

Go into the transaction that holds the document you want to split. From the transaction summary page, click on the “Documents” icon. Hold your cursor over the specific document and click the blue circle in the upper right-hand corner.



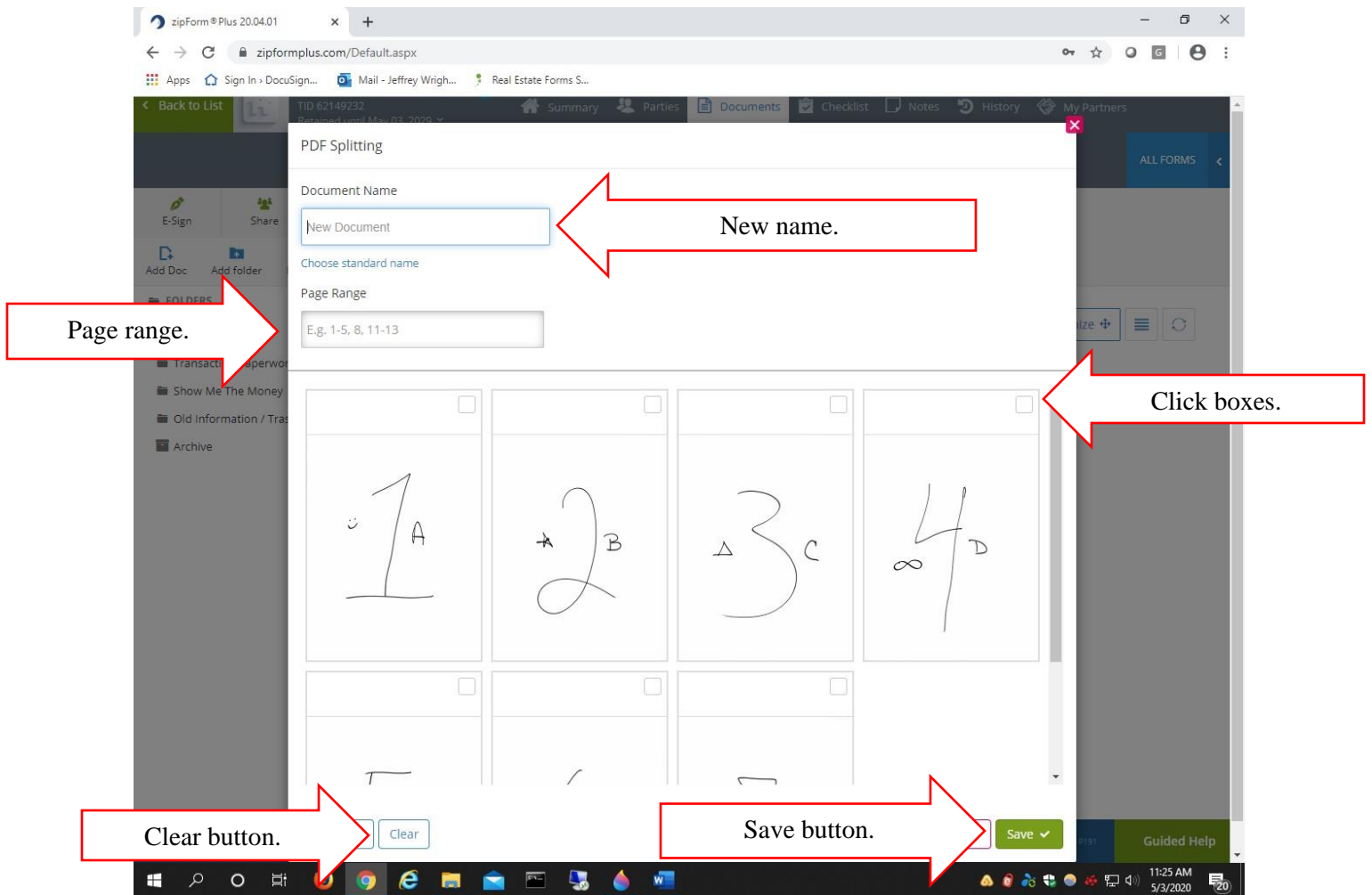
Splitting Documents

The document menu will appear, and you will choose “Split & Rotate.”



Splitting Documents

Once here, you will have the opportunity to create a new document. Create a new name, and then insert a page range or click the boxes on each individual page. Once you are all set, be sure to hit the “Save” button.



After you have saved your first document, you can click the clear button to clear the previously chosen pages. This will allow you to split another document. You will need to create a new document name and new page range. Hit the close button to indicate that you are finished.

Splitting Documents

When you have finished splitting, you will see the original unsplit document along with the new documents you have split off.

