

LOOKING FOR A SPECIFIC DOCUMENT USING ALCHEMY WEB

STEP ONE

Select the appropriate database from the column on the left using the drop down box and double clicking on the database.



STEP TWO

Select the appropriate folder from the right hand column by double clicking on the folder.

Checked Items: Add Custom Column to Items:

(None)

Finance Minutes Total of 10 Items.

	Title	Size	Date	
☐	1995	0 KB	5/18/2004	
☐	1996	0 KB	5/18/2004	
☐	1997	0 KB	5/18/2004	
☐	1998	0 KB	5/18/2004	
☐	1999	0 KB	5/18/2004	
☐	2000	0 KB	5/18/2004	
☐	2001	0 KB	5/18/2004	
☐	2002	0 KB	5/18/2004	
☐	2003	0 KB	5/18/2004	
☐	2004	0 KB	5/18/2004	

STEP THREE

Select the appropriate document from the right hand column by double clicking on the document name. You may also choose to download documents by checking the boxes.

Finance Minutes\2004 Total of 7 Items.

☐	Title	Size	Date		
☐	011504 fin mins	78 KB	1/28/2004		
☐	040104 fin mins	88 KB	4/15/2004		
☐	051304 fin mins	80 KB	5/19/2004		
☐	052704 fin mins.doc	78 KB	6/7/2004		
☐	061704 fin mins.doc	94 KB	6/18/2004		
☐	072204 fin mins.doc	84 KB	8/11/2004		
☐	081204 fins mins.doc	80 KB	8/26/2004		