Perceptive Web Interface

Log in with Network credentials

Select All documents, Quick Search, click the drop down select the appropriate option, is equal to and type in the student ID as shown as 123456 Then select Go in the right corner

To clear the screen, Click on another folder under documents and then go back to  all documents
You can double click on the document or hit the open icon

![Image of open icon]

If the document is not aligned correctly you can rotate it and do a number of other tweaks like zoom annotate email

![Image of software interface]

You can highlight the icons and it will display what they do as a tool tip. The screen cannot be maximized to see these.

When you select Print it will give you options to print the current view or with or without annotations

![Image of print options]

Whenever you do a query. You only get a max of 500 records. So if you were to select Starts with MAS...It would return students who have names like masters, masterson etc.

When done click on disconnect This is very important to Do as it will impact other users if you do not disconnect due to licensing limitations.

![Image of disconnect button]