

## Search Attachments

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# Search Attachments

### *Tools > Search Attachments*

Search attachments will display a list of attachments in the system, with the ability to export the original document that was attached. The screen allows various filter abilities at the top of the screen, as well as a Select All button at the bottom.

**View Entry:** The option to browse the transaction entry for the attachment row is highlighted.

**Download:** Option to download selected attachments. Attachments are downloaded using the form in which they were saved.

**All Attachments for Entry:** The attachments screen for the transaction highlighted will be displayed.

**Filter:** Allows various selection criteria for attachments to view or download.

**Account Filter:** This allows you to filter the attachments displayed for selected G/L account numbers.

**Refresh:** Redisplay the screen.

**Reports:** Allows you to export the list as displayed on the screen.

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