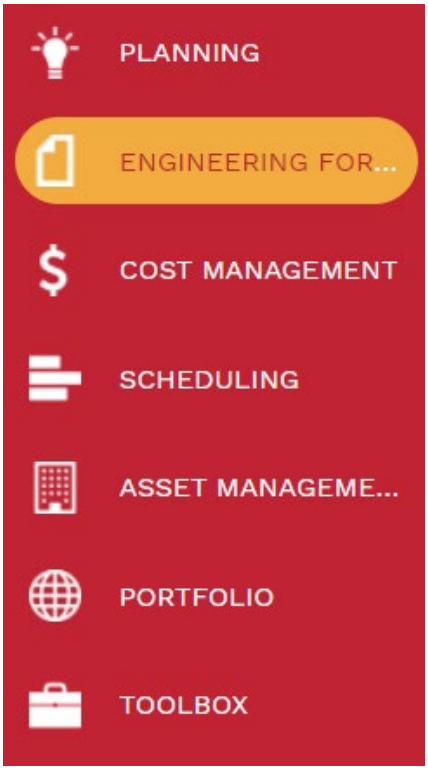
UNIVERSITY of HOUSTON
FACILITIES SERVICES

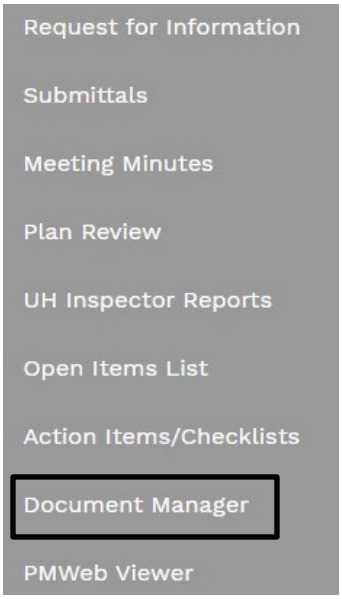
PM

How to adjust Document Manager View

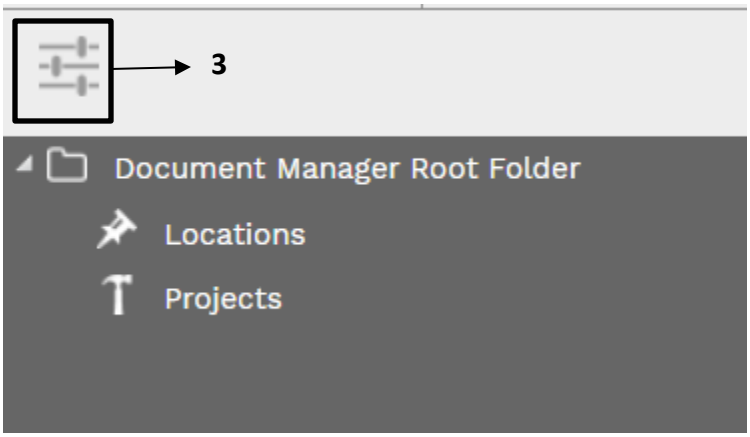
1- Click on **Engineering Forms** from the buttons on the left.



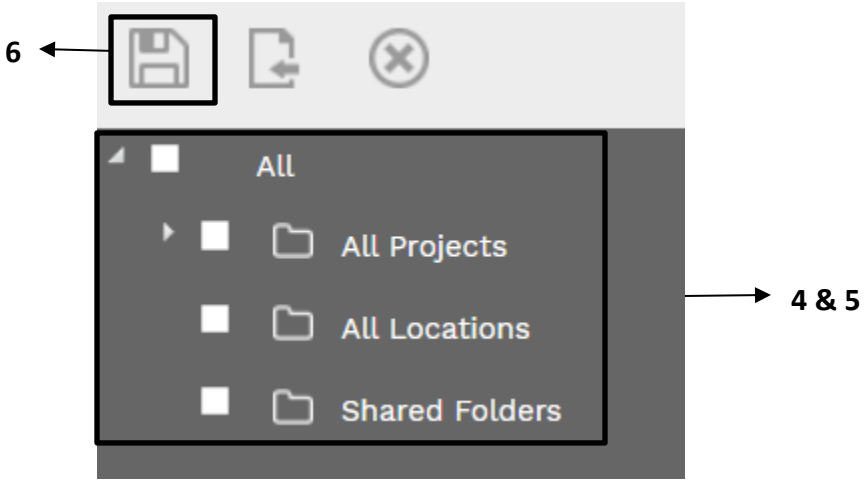
2- Click on the **Document Manager** tab.



3- Click on **Folder Tree Pane Settings.**



4- Check **All** or appropriate **Program or Project**.
5- Verify Projects and Folders.
6- Click the **Save Button.**



7- Process Complete