



Correspondence Tab

The Correspondence tab is a feature in AMANDA that allows read-only users the ability to view sent documents and attachments. Read-only users will no longer see documents and attachments in the Documents tab, as in TRACS previously.

The Document and Attachment tabs in AMANDA are available to users with permission to generate, edit, and upload documents and attachments; they can also access the Correspondence tab. The Document and Attachment tabs are not available to read-only users.

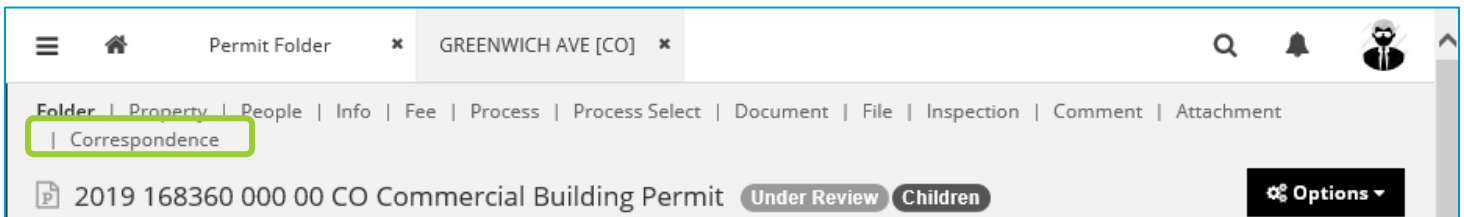
When a document has been sent or an attachment has been attached, it automatically appears in the Correspondence tab for viewing. The Correspondence tab is for viewing only.

ACCESSING THE CORRESPONDENCE TAB

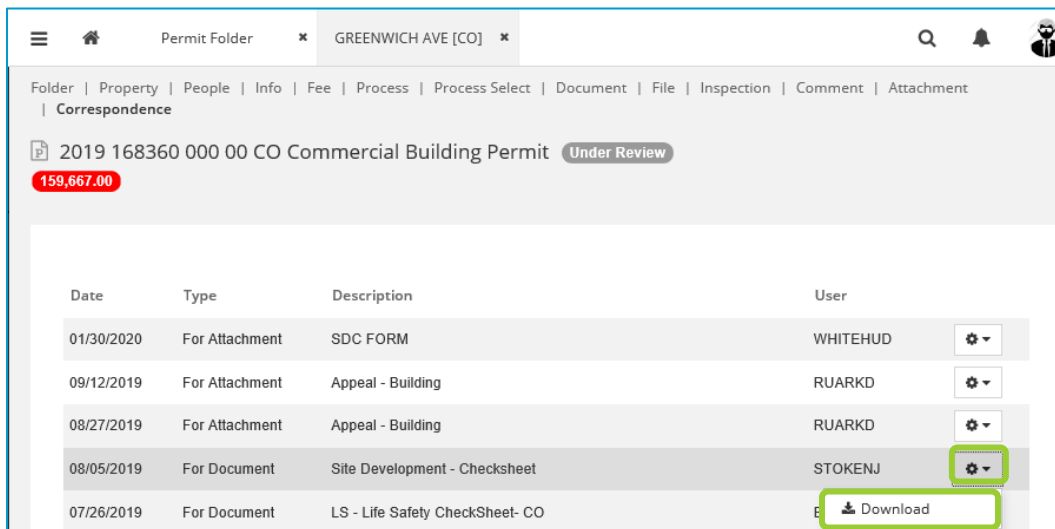
1. Login to AMANDA.
2. Search for a permit using either the Permit or My Office search modules.

Note: My Office is not available for external customers using Public Kiosks.

3. Select the permit.
4. Select the **Correspondence** tab. The Document and Attachment tabs are not available if users are a read-only user for that folder type.



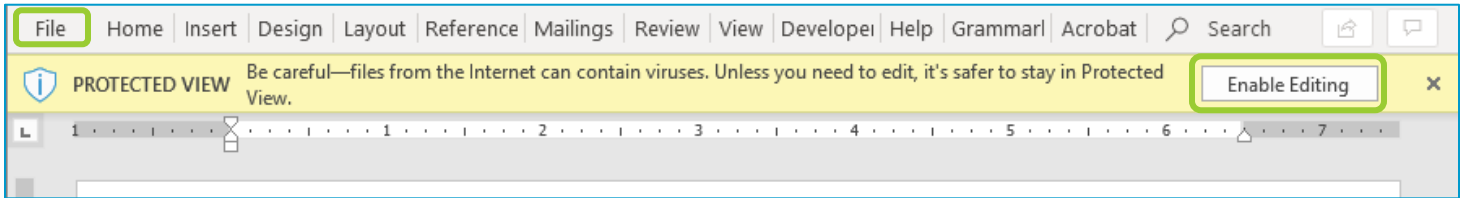
5. To view a document or attachment, click the **cog** icon.
6. Select **Download**.



7. A prompt opens at the bottom of the browser window. Click **Open**.



8. To print, click the **Enable Editing** button.



- 9. Click the **File** menu.
- 10. Click **Print**.
- 11. Choose printer settings and click the **Print** button.
- 12. Close the document.

