How to use View Document

**Note: The View Document Form allows a user to view information about a
document on the Web**

1. Access the Minerva web site at http://www.is.mcgill.ca/minerva/
2. Click on **Minerva Login**
3. Enter your **McGill ID** (*Example:* **15099999**)
4. Enter your **Pin** (If you do not know your Pin, click on the **Forgot Pin?** button,
   answer the **Authentication Question**, and enter in a new **Pin** number).
5. Click on **McGill Fund Administration Menu**

How to view a document using a document number

6. Click on **View Document.**
7. Select the **Document Type** from Drop down list
   (example: Invoice)
8. Tab to the Document Number field and enter the **Document Code**
   (example: I0000010)
9. Click on the **View document** button
10. The document will be displayed
11. Click on your browser's **BACK** button to perform another query

How to view a document without using a document number

12. Click on **View Document.**
13. Select the **Document Type** from Drop down list
    (example: Requisition)
14. Click on the **Document Number** button to perform specific search criteria
15. To improve response time, you must enter at least **ONE** of the following items:
    a. Document Number (use a wildcard search like I%)
    b. User Id - the five character Banner Client Id of the user who originated the
       document)
    c. Activity Date
    d. Transaction Date
    e. Vendor ID

16. Click on the **Execute Query** button.

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At least ONE of these fields must be entered before executing the query

You can select documents that have not been approved or even documents that have not been completed

This button allows you to exit with out executing the query

17. A list of documents meeting the search criteria will be displayed

18. Click on the **Blue hyperlink** to view the document
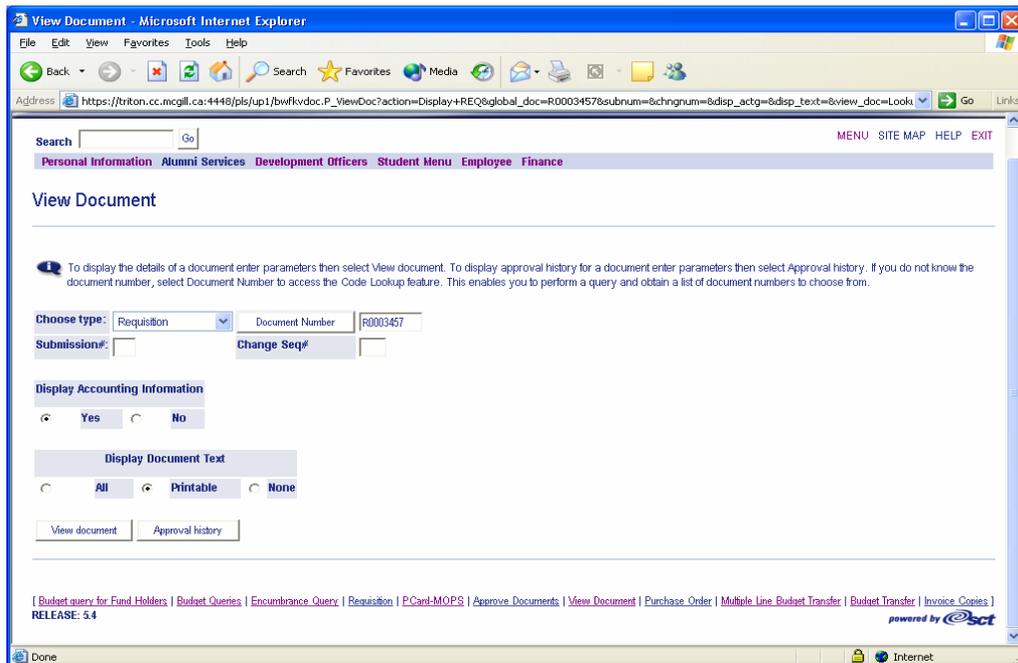
19. Click on **View Document**
20. Click on your browser's **BACK** button to perform another query or view approval history

How to view approval history of a document

21. Click on **View Document.**
22. Select the **Document Type** from Drop down list
    (example: Invoice)
23. Tab to the Document Number field and enter the **Document Code**
    (example: I0000010)
24. Click on the **Approval History** button
25. Click on your browser's **BACK** button to perform another query or **Exit Minerva.**

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