

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.

MINERVA - UP1

Search Go MENU SITE MAP HELP EXIT

Personal Information Alumni Services Development Officers Student Menu Employee Finance

* - at least one of these fields required.

Requisition Code Lookup

Document Number *

User ID *

Activity Date *

Transaction Date *

Vendor ID *

Requestor

Approved

Completed

Execute Query

Exit without Value

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

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

18 documents selected.

Requisition Lookup Results

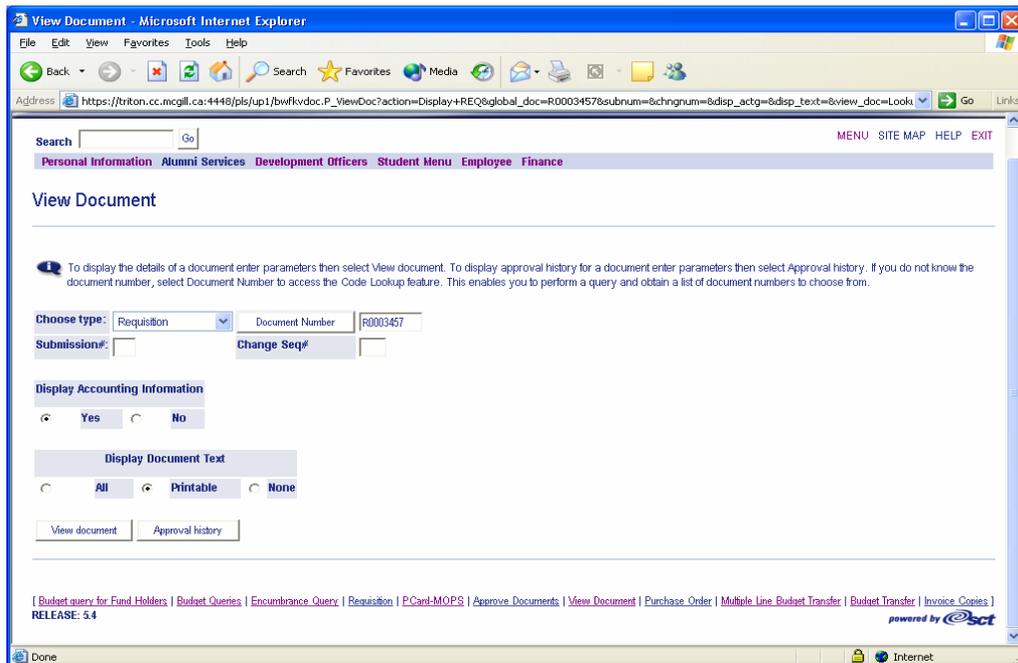
Document Number	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed
R0003457	LBELLU	Sep 07, 2000	Aug 01, 2000	260001249	IITC Inc	Terence Coderre	Yes	Yes
R0004099	LBELLU	Aug 31, 2000	Aug 21, 2000	260001448	Meubles en Gros	Marielle Paquet	Yes	Yes
R0004124	LBELLU	Aug 17, 2000	Aug 14, 2000	147004317	Schoonover Associates	Carol Clelland	Yes	Yes
R0004473	LBELLU	Aug 30, 2000	Aug 22, 2000	147000726	Cablecom Int.	Louis Richer	Yes	Yes
R0004672	LBELLU	Aug 28, 2000	Aug 26, 2000	147004317	Schoonover Associates	Carol Clelland	Yes	Yes
R0005206	LBELLU	Sep 06, 2000	Sep 06, 2000	260001448	Meubles en Gros	Marielle Paquet	Yes	Yes
R0005223	LBELLU	Sep 06, 2000	Sep 06, 2000	147000726	Cablecom Int.	Louis Richer	Yes	Yes
R0005330	LBELLU	Sep 08, 2000	Sep 07, 2000	260001774	Isolation Alerte Inc	Yseult Demers	Yes	Yes
R0005447	LBELLU	Sep 08, 2000	Sep 08, 2000	147001069	Charles River Canada	Dr. Alan Peterson	Yes	Yes
R0005452	LBELLU	Sep 13, 2000	Sep 08, 2000	147004756	Ther-A-Pedic	Ginette Legault	Yes	Yes
R0005459	LBELLU	Sep 08, 2000	Sep 08, 2000	147001069	Charles River Canada	Dr. Alan Peterson	Yes	Yes
R0005465	LBELLU	Sep 08, 2000	Sep 08, 2000	260001774	Isolation Alerte Inc	Yseult Demers	Yes	Yes
R0005691	LBELLU	Sep 22, 2000	Sep 13, 2000	147000446	Automatic Mailing & Printing	Kerry Dunphy	Yes	Yes
R0005695	LBELLU	Sep 13, 2000	Sep 13, 2000	147004756	Ther-A-Pedic	Ginette Legault	Yes	Yes
R0011675	LBELLU	Jan 08, 2001	Dec 18, 2000	260001273	Groupe Telecom (GT)	Quan Nguyen	Yes	Yes
R0013479	LBELLU	Feb 06, 2001	Feb 02, 2001	147006346	Leica Microsystems Canada Inc	Yong Rao	Yes	Yes
R0034354	LBELLU	Feb 18, 2002	Feb 14, 2002	260006535	Molecular Devices	Timothy Johns	Yes	Yes
R0025018	LBELLU	Apr 17, 2002	Apr 12, 2002	260000323	Tony P. Dimnik	Aua Agyeiwaa-Boateng	Yes	Yes

18 documents selected.

Exit without Value

Another Query

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**.

