

## Access archived documents

Click the **Document Archive** link in the top right of the portal.

Document Access - click an item to open

Current Documents

Document Archive

A new tab will open with all of your uploaded documents. Click your folder to open your file:

TeP Previous Review Cycle Documents  
GEORGE WASHINGTON (ARCHIVE - 1234501)

Below the headers, you will have a document list. You can click any of the documents in the list to open it on the right side of your screen.

If you are searching for a specific document type, you can use the search bar:

Document List

DOCUMENT NAME

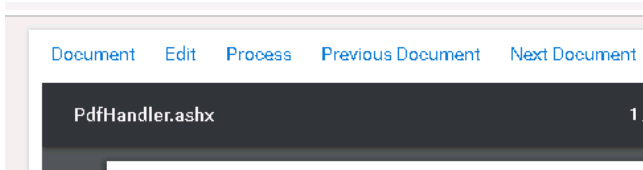
narrative

06: TeP Narrative Summaries of Accomplishments: EFFECT WASHINGTON, 1234501 stored 1/23/2019 12:06:22 PM

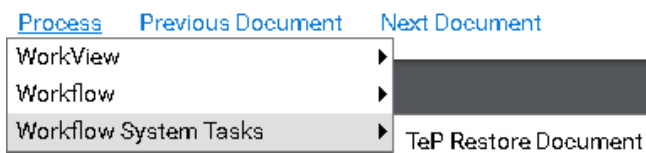
06: TeP Narrative Summaries of Accomplishments: EFFECT WASHINGTON, 1234501 stored 1/23/2019 8:10:21 AM

## Access archived documents, cont.

You have an option to restore any document to your current file. Click the document from the document list on the left that you want to restore. It will open on the right half of your screen with a header at the top.



From the top header, click **Process**. Hover your mouse over **Workflow System Tasks** and choose **TeP Restore Document**.



The system will ask you to confirm that you wish to delete the document. If you select **[Yes]**, the document will be deleted from your file. You will receive a confirmation message that your file was deleted.

You may refresh your document list using the option:



**NOTE: You may restore documents until your deadline. The day after your deadline, you will not be able to restore, but you can view documents or download them from your file.**