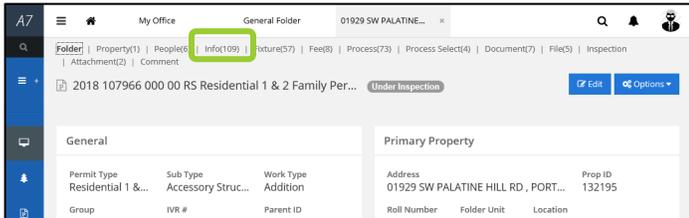# QUICK STEPS
## AMANDA

# Viewing TRIM Documents

## VIEW A TRIM DOCUMENT

A TRIM Document is generated outside of AMANDA and typically archived upon issuance. However, some larger projects may have documents archived when the project reaches Final.

These include, for example, approved construction documents, application forms, and required submittal documents.
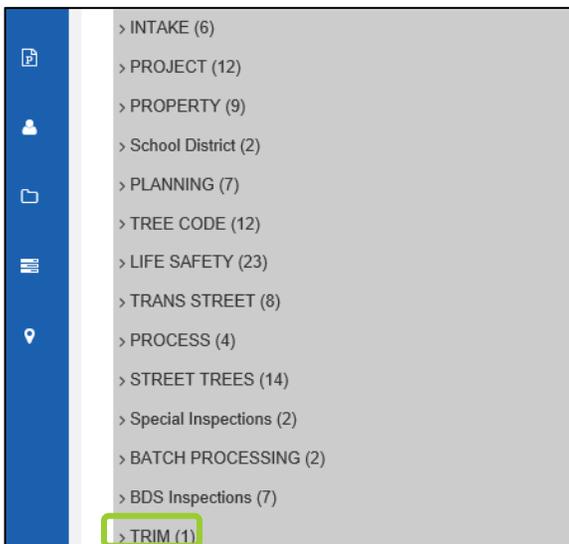
1. Beginning in the permit folder window, click the **Info** tab.



2. Click **Collapse all Sections** or scroll to the bottom of the list.
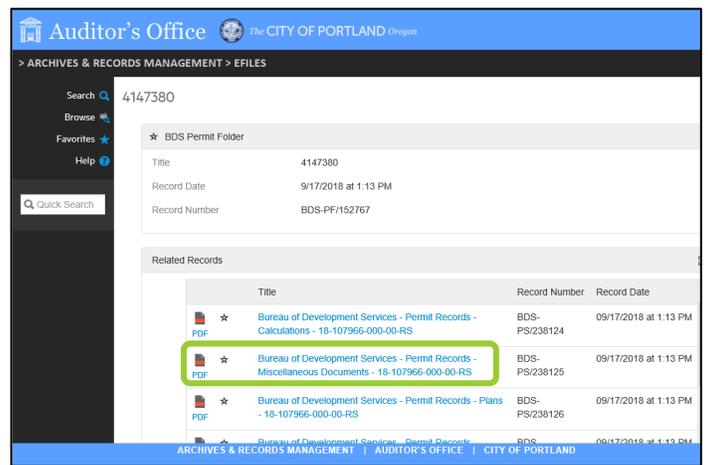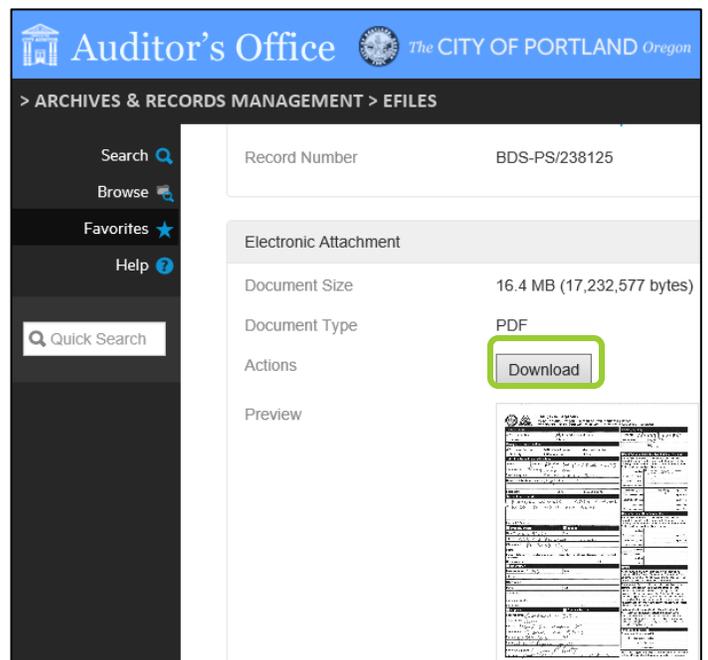


3. Click **TRIM**.



4. Double click on the **URL**



5. A browser window opens with a list of available TRIM documents. To view a document, click on the document title.



6. Click **Download**.

7. A popup window will ask if you want to save or open the document.  Click **Open**.



The document opens as a .pdf file.

8. To go back to the list of TRIM documents, click the browser **back button.**