

# Repository for Practice Administration Documents

Last Modified on 09/22/2021 1:41 pm EDT

Version 14.19

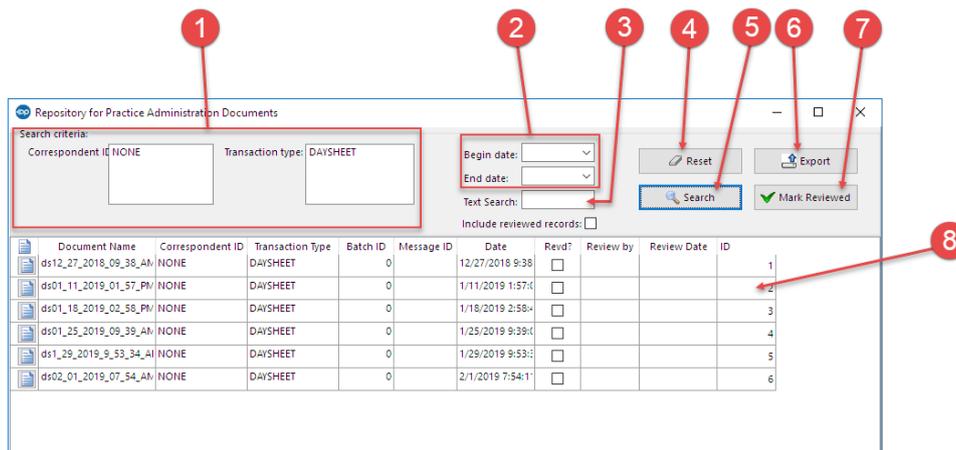


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Repository for Practice Administration Documents

### Path: Admin tab > Admin Documents

The Repository for Practice Administration Documents window is most commonly visited to access a copy of a processed daysheet, which is automatically stored for retrieval at any time. Documents can be viewed, reviewed, and exported as a PDF from here. Also housed here, are incoming billing files, such as claim acknowledgments.



## Repository for Practice Administration Documents Map

Number	Section	Description
1	Search Criteria	The Search Criteria establishes the configuration for the administrative document search. Documents searches can be based on Correspondent ID and transaction type.
2	Date Range	The Date Range determines the documents that appear based upon documents that were created within the selected date range.
3	Text search	The text search bar narrows the search by looking for text entered in the search bar.
4	Reset button	The <b>Reset</b> button resets the search criteria.
5	Search button	The <b>Search</b> button executes a search.
6	Export	The <b>Export</b> button exports the administrative document as a PDF.
7	Mark Reviewed button	The <b>Marked Reviewed</b> button marks a document as reviewed and will not appear in another search unless the Include Reviewed Records checkbox is selected.

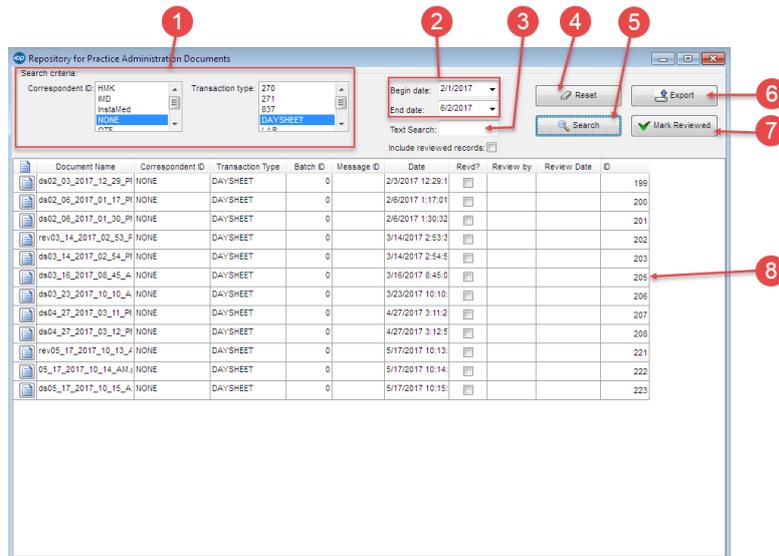
8	Document grid	The Document grid displays the document list based on the selected search criteria.
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Version 14.8

## About Repository for Practice Administration Documents

**Path: Activities Menu > Administrative Documents (Keyboard Shortcut keys: [Alt][A][A])**

A copy of each daysheet is automatically stored in your Administrative Documents, and can be retrieved at any time in the future, if necessary, by accessing the Repository for Practice Administration Documents. Documents can be viewed, reviewed, and exported as a PDF in the Repository for Practice Administration Documents window.



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