

Document Access

Overview

When reviewing multiple documents in a case on OECI, you may encounter a document error. The following steps will allow documents to be opened without receiving that error message. **Example Error:**



OECI Case Records Search

OECI

The steps to avoid the error message is slightly different based upon how you choose to view documents. Choose the correct option below:

- I use the case number hyperlink at the top of the Register of Actions screen.
- <u>I use the document hyperlinks on the Register of Actions under the Other Events and Hearings header.</u>

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Register of Actions: Case Number Hyperlink

- 1. From the Register of Actions, right-click the case number hyperlink at the top of the page.
- 2. Select Open link in new tab.
- 3. Click on the newly created tab in your browser to view a list of documents.
- 4. Use the **New** tab to move between and view documents in that case.
- 5. Use the **Original** tab to view the Register of Actions or return to the search.

Register of Actions: Document Hyperlink

- 1. From the Register of Actions, right-click the hyperlink next to the document you want to view.
- 2. Select Open link in new tab.
- 3. Click on the newly created tab in your browser to view a list of documents.
- 4. Use the **New** tab to move between and view documents in that case.
- 5. Use the **Original** tab to view the Register of Actions or return to the search.



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Traffic and Parking Case Records Refine Sec REGISTER OF ACTIONS

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Right Click

Open link in new tab

Open link in new window

Open link in InPrivate wind

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