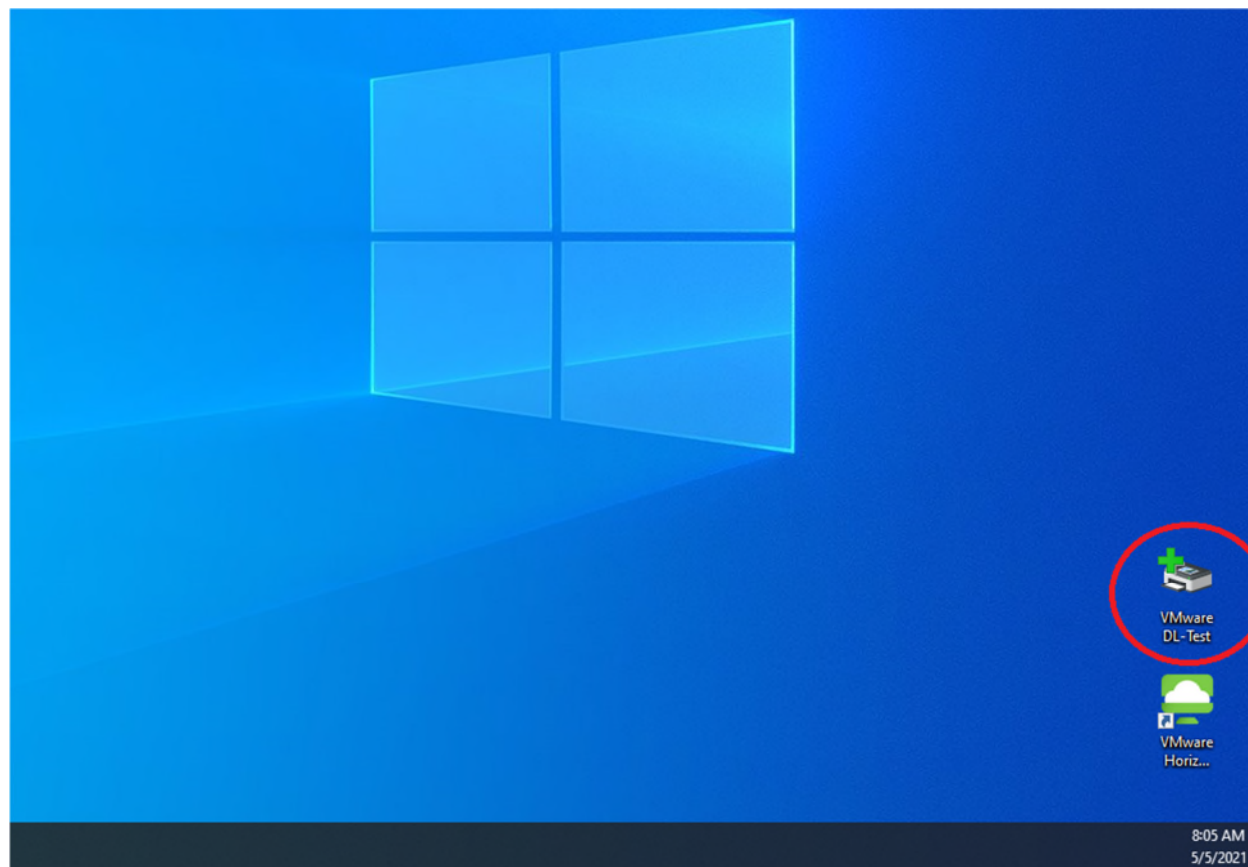


# Downloading/Printing from VMware/Onbase

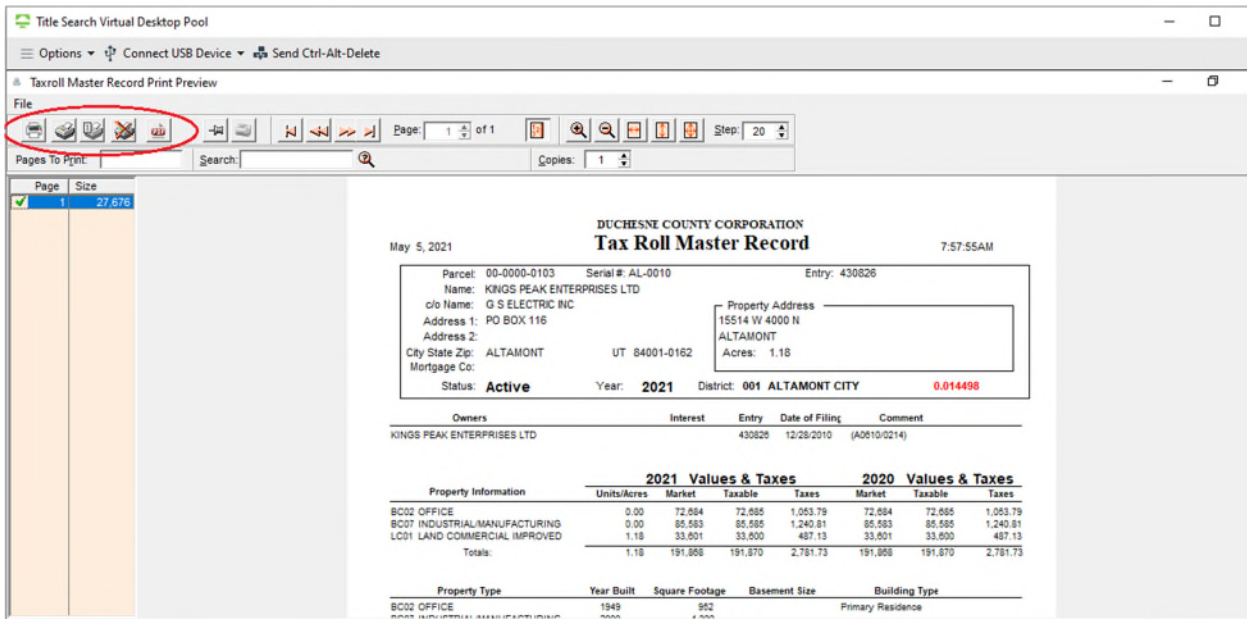


When using VMware/Onbase you will need to save the document to your computer before you are able to print. I recommend creating a folder on your desktop to easily find your downloads (you can name this whatever you want, for my purposes I have named the folder VMware DL-Test).

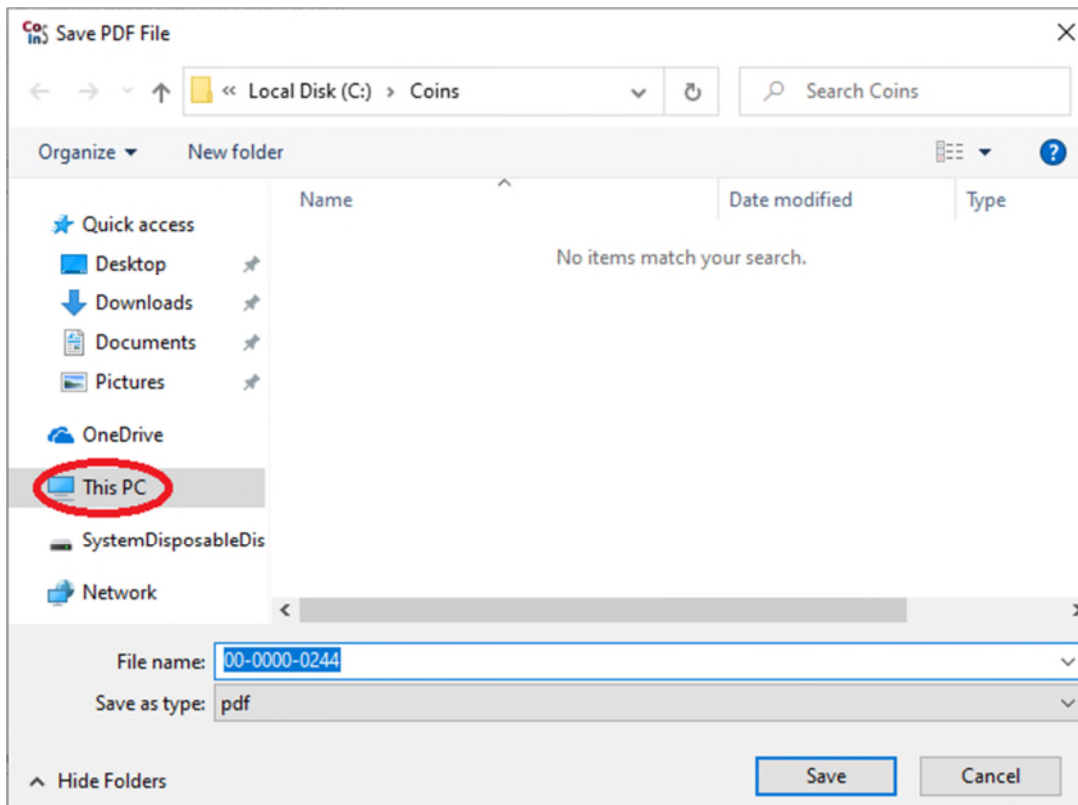
Next you will need to make sure that when you installed the program, you turned on your file sharing. Please refer to the Installation document on how to do this.

After you have confirmed your file sharing has been enabled you are ready to start printing/downloading. For this next part I will show you two different documents pulled from both Coins and Onbase.

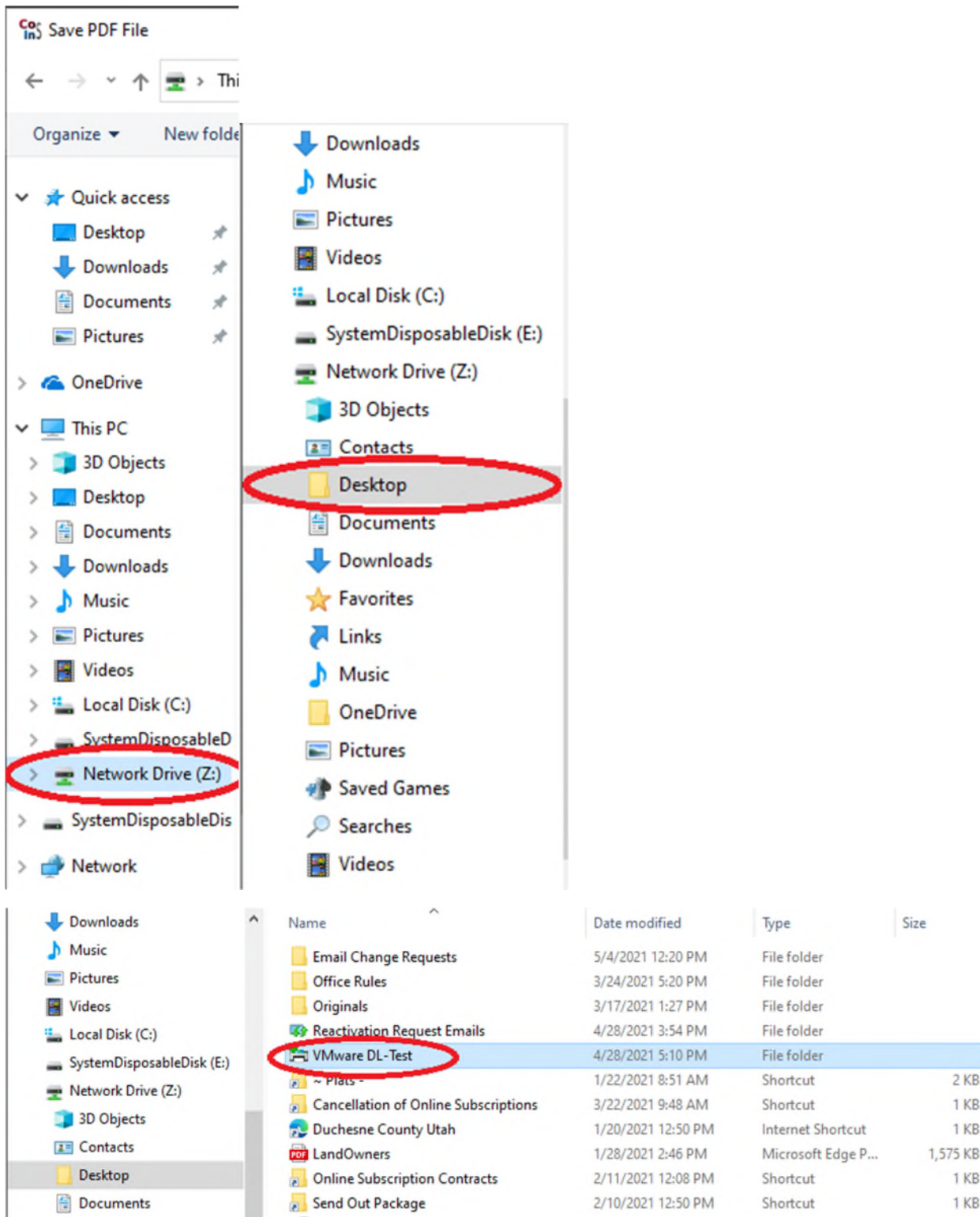
Here is a Tax Roll Master Record I pulled in Coins. After hitting the first Print/Scan icon you will come to a screen like the one shown below. At the top left of the screen there are multiple icons for printing. Choose the "PDF" icon.



It will then take you to a screen showing where you are saving the document to. From there you want to make sure the document is saving to your computer, and not to the virtual desktop. First you will want to double click on "This PC."



Next choose "Network Drive (Z:)." That is your computer on the network. Drop down that file destination and then find your Desktop. Once that is found you can double-click on your preferred destination for the download. This is why I suggested creating a folder on your desktop. I will be saving to that location.



If you are printing a document from Onbase, the only difference is that instead of clicking the print icons in the upper left side of the screen, you'll have a screen like this.

The screenshot shows a web browser window with the Onbase logo at the top. The browser address bar shows "it-onbase/AppNet/docpop/docpop.aspx". The document viewer interface includes a toolbar with a download arrow icon circled in red. The document content is as follows:

Mail Tax Notice to:

Ent: 562445 Page 1 of 2  
Date: 08-NOV-2022 1:40:38PM  
Fee: None Filed By: SMB  
SHELLEY BRENNAN, Recorder  
DUCHESE COUNTY CORPORATION  
For: DUCHESE COUNTY

## Quit Claim Deed

**Duchesne City** Grantor

of Duchesne, County of Duchesne, State of Utah, hereby **Convey and Quit Claims** to:

**Duchesne County**, a political subdivision of the State of Utah Grantor

Of Duchesne City, County of Duchesne, State of Utah, for the sum of TEN AND NO/100 DOLLARS, and valuable consideration, the following described tract of land in DUCHESE County, State of Utah:

**See Exhibit**

Together with all improvements and appurtenances thereto belonging.  
Subject to all rights-of-way and easements of record and/or enforceable in law and equity.  
Excepting therefrom all gas, oil and other minerals.

**Witness** the hand of said grantor, this 7 day of November 2022,

*Rodney Rowley*  
Duchesne City  
By: Rodney Rowley, Mayor

No Notes Found  
[Add Note](#)

Click on the download arrow, and then follow the same steps as previously listed. Additionally, you can click on the print icon, and choose "Print to PDF."