

## Accessing scanned images and reports in FORTIS

To access the scanned images of documents and reports, you will need to go to the following website:

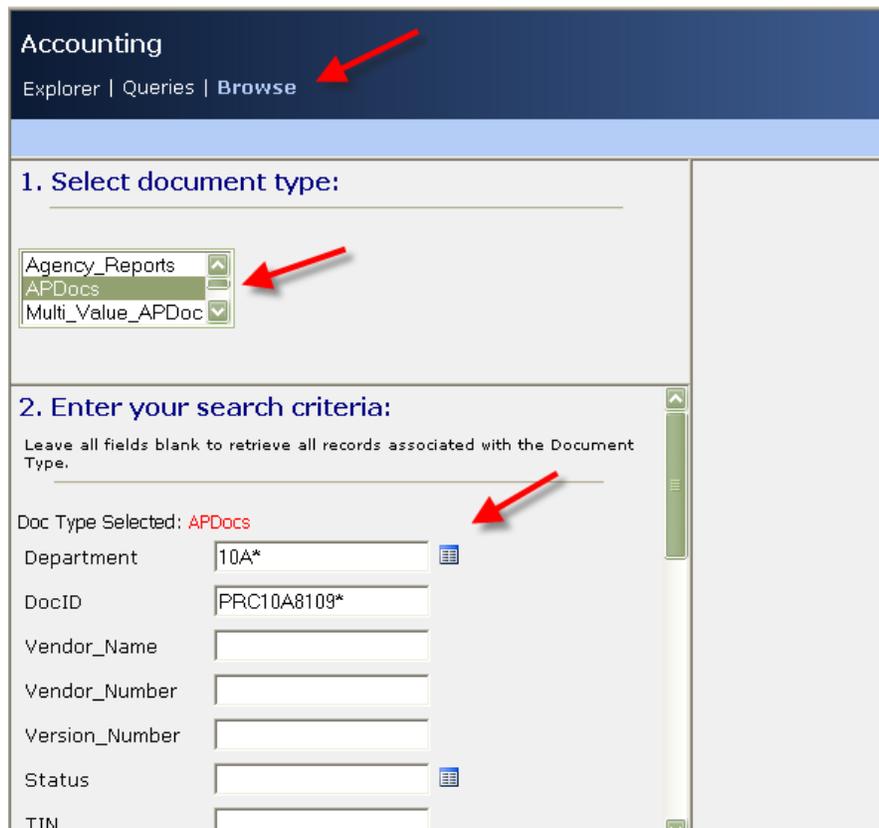
<http://fortisweb.som.w2k.state.me.us/FortisWeb/Dll/pwrwbext.dll/>

Enter your Fortis User ID and password. If you forget your password, please contact your Agency Security Coordinator.

“Browse” allows you to search on your own desired criteria. Use an asterisk (\*) as a wild card character.

- **APDocs** is to search for Journal and Payment Documents (JV, JVC, ABSJ, GAX, and PRC).
- **Agency\_Reports** is used to search for Advantage Reports.
- **Security\_Forms** and **Security\_Reports** are for Agency Security Coordinators to view forms and reports.

Enter your search criteria and select Find at the bottom of the list



The screenshot displays the 'Accounting' section of the Fortis web application. The navigation bar includes 'Explorer | Queries | Browse', with a red arrow pointing to 'Browse'. Below this, the '1. Select document type:' section features a dropdown menu with 'Agency\_Reports', 'APDocs', and 'Multi\_Value\_APDoc' options; a red arrow points to 'APDocs'. The '2. Enter your search criteria:' section includes a note: 'Leave all fields blank to retrieve all records associated with the Document Type.' Below this, the 'Doc Type Selected:' is 'APDocs'. The search criteria form contains the following fields: 'Department' (10A\*), 'DocID' (PRC10A8109\*), 'Vendor\_Name', 'Vendor\_Number', 'Version\_Number', 'Status', and 'TIN'. A red arrow points to the 'Department' field.

The scanning system requires a special program to allow users to view documents (Active X Control) If you receive a security warning, accept it and proceed to load the Active X control. You should be prompted to do this the first time you try to view a document. Click on “Yes”, follow through and finish installation.

If you experience problems accessing the website or get the message “Page cannot be displayed, please contact your Agency Security Coordinator.