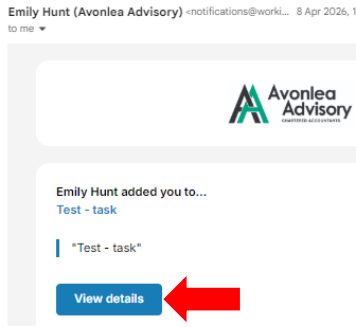
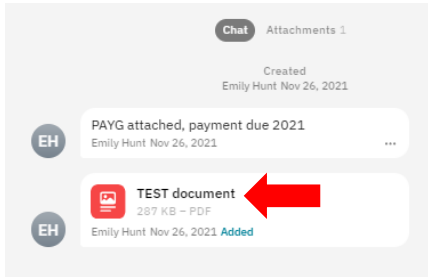


How to read and download documents using Workiro

Step 1: Click the 'View Details' button in the email received from notifications@workiro.com:



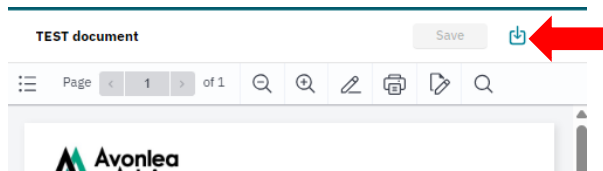
Step 2: Read the message sent by us, then **double click** the document to open it in a new window:



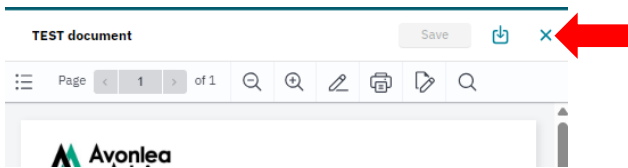
Note: You can also open the document by **single clicking** it, then clicking 'Open in Viewer':



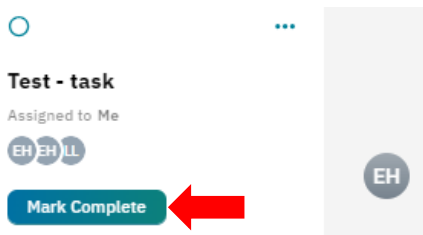
Step 3: Review the document, then click the 'Download' button in the top right corner:



Step 4: Close the document viewer window:



Step 5: Click the 'Mark Complete' button to confirm you have reviewed and downloaded the documents:



Or enter a comment if you have a query for the team.

Please call 03 8560 4377 if you require any assistance.