

# AMHRR-Document(s) Download

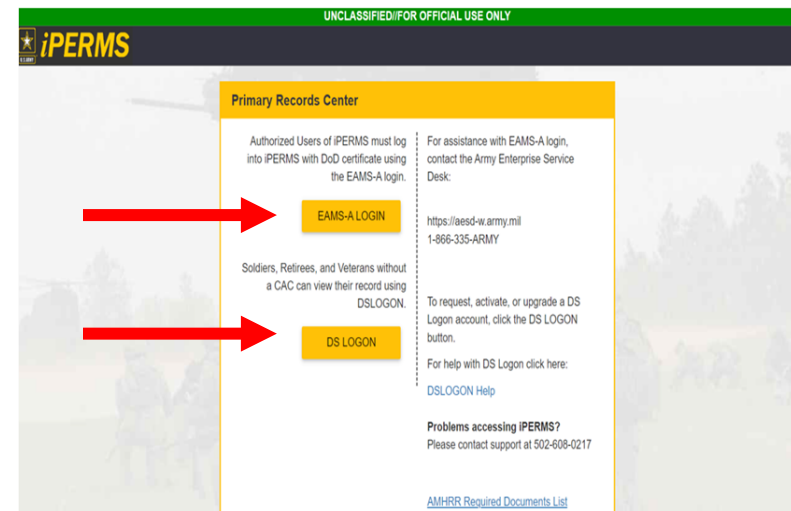
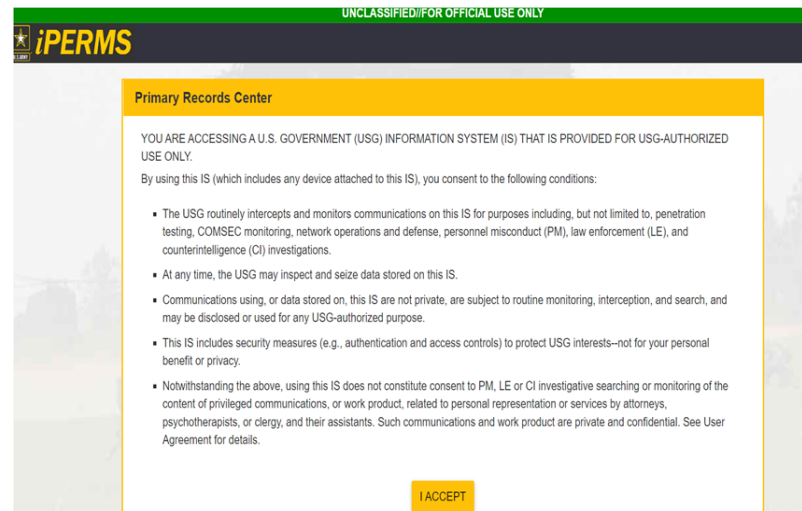


iPERMS' new feature allows users to download one or multiple documents at a time from the Army Military Human Resource Record (AMHRR).

## Step 1. Access iPERMS

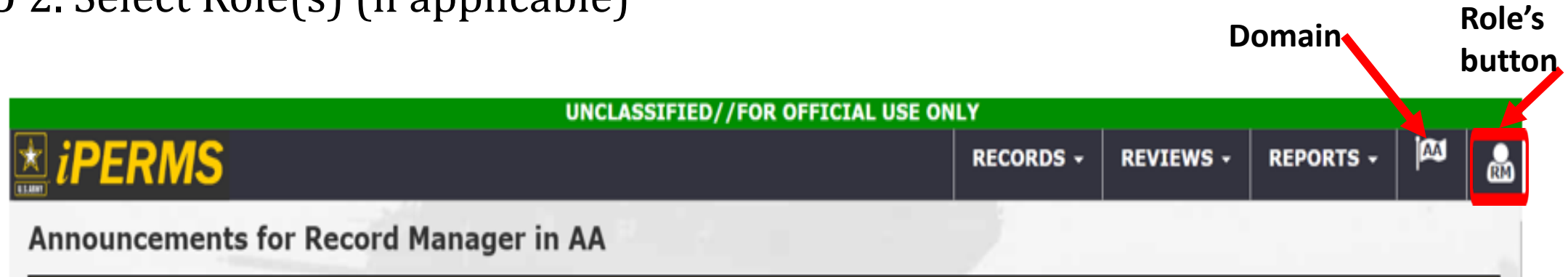
Please read to select appropriate button:

Click here



# Role's Selection

Step 2. Select Role(s) (if applicable)



**Note:** Select the correct domain (if applicable):

“Records Manager” in: AA-Active Army / AV-Reserve

“Soldier” in AV (Veterans and Retirees)

# Records Selection

Step 3. Enter DoD ID Number, if no DoD ID is available, the record can be accessed by entering the Name or SSN.

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iPERMS

RECORDS ▾ REVIEWS ▾ REPORTS ▾

AA 122856 RM

Announcements for Record Manager in AA

Use EAMS-A for Record Reviews

All record reviews must be conducted through the EAMS-A logon technique since CAC signing activities are required when co...

All Soldier Records

SSN / DoD ID / Name / La...

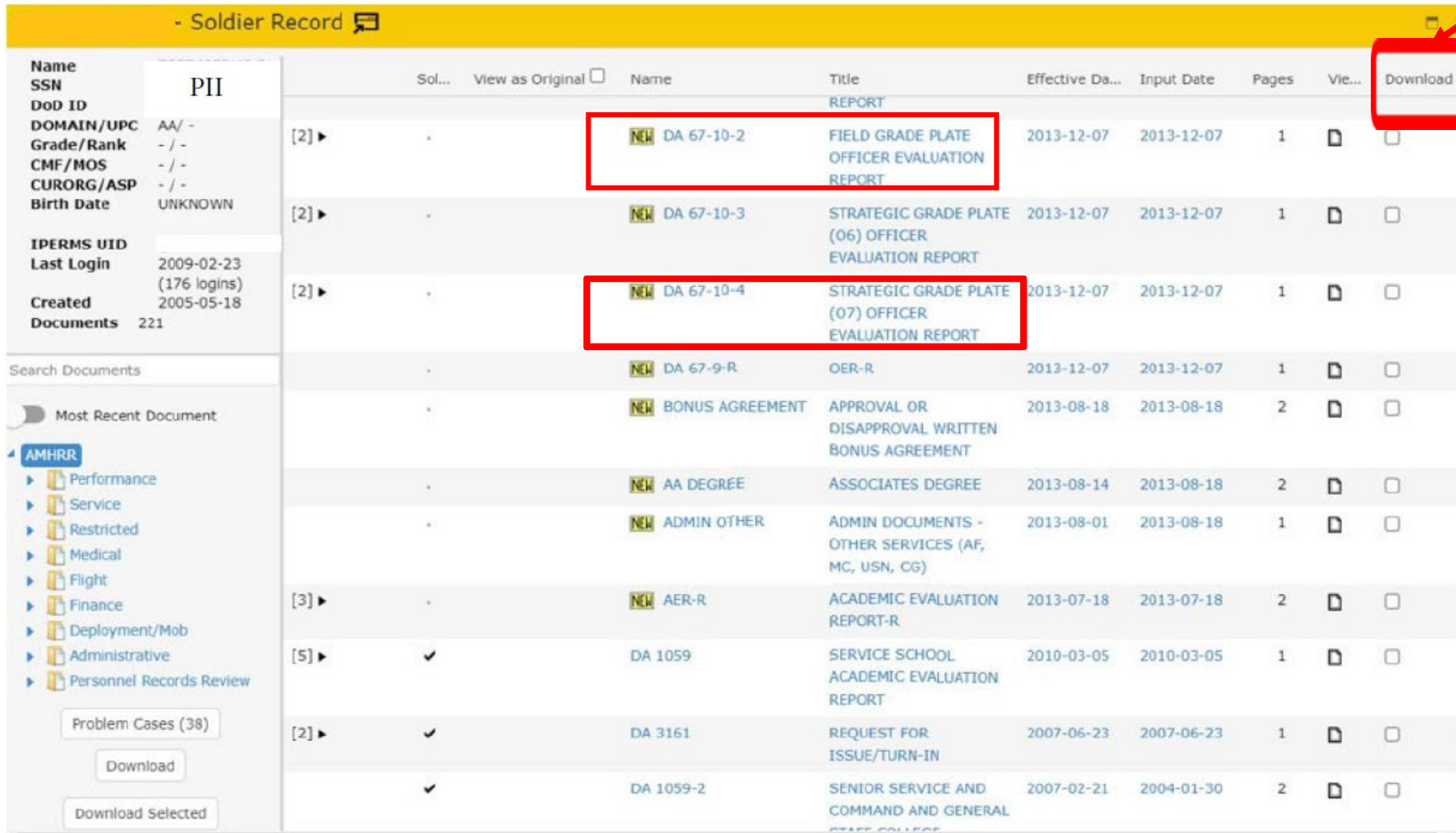
Report a Problem

**NOTE:** DoD ID Number must be entered for all Active Army, Reserve and National Guard Soldiers.

# View Documents

## Step 4. View documents for download

New Download  
Feature

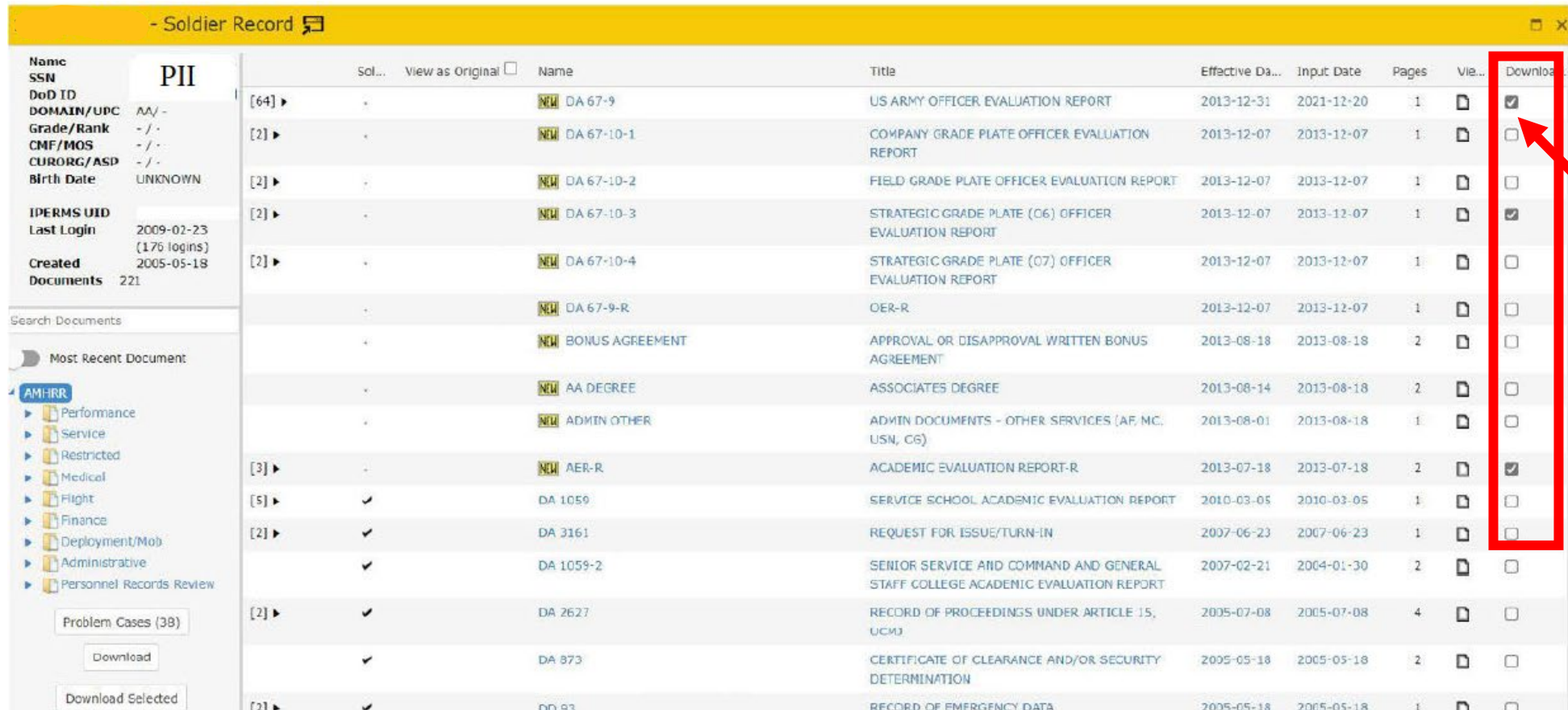


The screenshot displays the 'Soldier Record' interface. On the left, a sidebar shows personal information (Name, SSN, DoD ID, DOMAIN/UPC, Grade/Rank, CMF/MOS, CURORG/ASP, Birth Date, IPERMS UID, Last Login, Created, Documents) and a 'Search Documents' section with a 'Most Recent Document' list. The main area shows a table of documents. A red box highlights the 'Download' button in the top right corner, and another red box highlights the 'NEW' status icon next to the document titles.

Name	SSN	DoD ID	DOMAIN/UPC	Grade/Rank	CMF/MOS	CURORG/ASP	Birth Date	IPERMS UID	Last Login	Created	Documents
- Soldier Record											
[2] ▶ [NEW] DA 67-10-2 FIELD GRADE PLATE OFFICER EVALUATION REPORT 2013-12-07 2013-12-07 1 [D] [Download]											
[2] ▶ [NEW] DA 67-10-3 STRATEGIC GRADE PLATE (06) OFFICER EVALUATION REPORT 2013-12-07 2013-12-07 1 [D] [Download]											
[2] ▶ [NEW] DA 67-10-4 STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT 2013-12-07 2013-12-07 1 [D] [Download]											
[NEW] DA 67-9-R OER-R 2013-12-07 2013-12-07 1 [D] [Download]											
[NEW] BONUS AGREEMENT APPROVAL OR DISAPPROVAL WRITTEN BONUS AGREEMENT 2013-08-18 2013-08-18 2 [D] [Download]											
[NEW] AA DEGREE ASSOCIATES DEGREE 2013-08-14 2013-08-18 2 [D] [Download]											
[NEW] ADMIN OTHER ADMIN DOCUMENTS - OTHER SERVICES (AF, MC, USN, CG) 2013-08-01 2013-08-18 1 [D] [Download]											
[3] ▶ [NEW] AER-R ACADEMIC EVALUATION REPORT-R 2013-07-18 2013-07-18 2 [D] [Download]											
[5] ▶ [DA 1059] SERVICE SCHOOL ACADEMIC EVALUATION REPORT 2010-03-05 2010-03-05 1 [D] [Download]											
[2] ▶ [DA 3161] REQUEST FOR ISSUE/TURN-IN 2007-06-23 2007-06-23 1 [D] [Download]											
[DA 1059-2] SENIOR SERVICE AND COMMAND AND GENERAL STAFF COLLEGE 2007-02-21 2004-01-30 2 [D] [Download]											

# Select Document(s) to be Downloaded

Step 5. Click the download box next to the document to be downloaded



The screenshot displays the iPERMS Soldier Record interface. On the left, there is a sidebar with a 'Name' field, a 'SSN' field, and a 'PII' (Personally Identifiable Information) section. Below this, there is a 'Search Documents' section with a 'Most Recent Document' dropdown and a list of document categories: AM-HRR, Performance, Service, Restricted, Medical, Flight, Finance, Deployment/Mob, Administrative, and Personnel Records Review. At the bottom of the sidebar, there are buttons for 'Problem Cases (38)', 'Download', and 'Download Selected'.

The main area shows a table of documents. The table has columns for 'Sol...', 'View as Original', 'Name', 'Title', 'Effective Da...', 'Input Date', 'Pages', 'View...', and 'Download'. A red box highlights the 'Download' column, and a red arrow points to one of the checkboxes in this column.

Sol...	View as Original	Name	Title	Effective Da...	Input Date	Pages	View...	Download
[64] ▶	+	NEW DA 67-9	US ARMY OFFICER EVALUATION REPORT	2013-12-31	2021-12-20	1	📄	<input checked="" type="checkbox"/>
[2] ▶	+	NEW DA 67-10-1	COMPANY GRADE PLATE OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1	📄	<input type="checkbox"/>
[2] ▶	+	NEW DA 67-10-2	FIELD GRADE PLATE OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1	📄	<input type="checkbox"/>
[2] ▶	+	NEW DA 67-10-3	STRATEGIC GRADE PLATE (06) OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1	📄	<input checked="" type="checkbox"/>
[2] ▶	+	NEW DA 67-10-4	STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1	📄	<input type="checkbox"/>
+	+	NEW DA 67-9-R	OER-R	2013-12-07	2013-12-07	1	📄	<input type="checkbox"/>
+	+	NEW BONUS AGREEMENT	APPROVAL OR DISAPPROVAL WRITTEN BONUS AGREEMENT	2013-08-18	2013-08-18	2	📄	<input type="checkbox"/>
+	+	NEW AA DEGREE	ASSOCIATES DEGREE	2013-08-14	2013-08-18	2	📄	<input type="checkbox"/>
+	+	NEW ADMIN OTHER	ADMIN DOCUMENTS - OTHER SERVICES (AF, MC, USN, CG)	2013-08-01	2013-08-18	1	📄	<input type="checkbox"/>
[3] ▶	+	NEW AER-R	ACADEMIC EVALUATION REPORT-R	2013-07-18	2013-07-18	2	📄	<input checked="" type="checkbox"/>
[5] ▶	✓	DA 1059	SERVICE SCHOOL ACADEMIC EVALUATION REPORT	2010-03-05	2010-03-05	1	📄	<input type="checkbox"/>
[2] ▶	✓	DA 3161	REQUEST FOR ISSUE/TURN-IN	2007-06-23	2007-06-23	1	📄	<input type="checkbox"/>
+	✓	DA 1059-2	SENIOR SERVICE AND COMMAND AND GENERAL STAFF COLLEGE ACADEMIC EVALUATION REPORT	2007-02-21	2004-01-30	2	📄	<input type="checkbox"/>
[2] ▶	✓	DA 2627	RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	2005-07-08	2005-07-08	4	📄	<input type="checkbox"/>
+	✓	DA 873	CERTIFICATE OF CLEARANCE AND/OR SECURITY DETERMINATION	2005-05-18	2005-05-18	2	📄	<input type="checkbox"/>
[2] ▶	✓	DD 93	RECORD OF EMERGENCY DATA	2005-05-18	2005-05-18	1	📄	<input type="checkbox"/>

Click inside the download box

# Download Document(s)

Step 6. Click “Download Selected” located under Search Documents

Search  
Documents  
box

Click  
“Download  
Selected”

The screenshot displays the "Soldier Record" interface. On the left, a sidebar contains a "Search Documents" box (highlighted with a red rectangle) and a "Most Recent Document" section. Below this, a list of document categories is shown, including "AMHRR", "Performance", "Service", "Restricted", "Medical", "Flight", "Finance", "Deployment/Mob", "Administrative", and "Personnel Records Review". At the bottom of the sidebar, there is a "Problem Cases (38)" button and a "Download Selected" button (highlighted with a red rectangle). The main area of the interface shows a table of documents with columns for Name, Title, Effective Date, Input Date, Pages, View, and Download. The table lists various documents, including "US ARMY OFFICER EVALUATION REPORT", "COMPANY GRADE PLATE OFFICER EVALUATION REPORT", "FIELD GRADE PLATE OFFICER EVALUATION REPORT", "STRATEGIC GRADE PLATE (C6) OFFICER EVALUATION REPORT", "STRATEGIC GRADE PLATE (O7) OFFICER EVALUATION REPORT", "OER-R", "APPROVAL OR DISAPPROVAL WRITTEN BONUS AGREEMENT", "ASSOCIATES DEGREE", "ADMIN OTHER", "ACADEMIC EVALUATION REPORT-R", "SERVICE SCHOOL ACADEMIC EVALUATION REPORT", "REQUEST FOR ISSUE/TURN-IN", "SENIOR SERVICE AND COMMAND AND GENERAL STAFF COLLEGE ACADEMIC EVALUATION REPORT", "RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ", "CERTIFICATE OF CLEARANCE AND/OR SECURITY DETERMINATION", and "RECORD OF EMERGENCY DATA". The "Download" column for each document has a checkbox, with some checkboxes already checked.

Name	SSN	View as Original	Name	Title	Effective Da...	Input Date	Pages	View...	Download
[64] ▶	*	<input type="checkbox"/>	NEW DA 67-9	US ARMY OFFICER EVALUATION REPORT	2013-12-31	2021-12-20	1		<input checked="" type="checkbox"/>
[2] ▶	*	<input type="checkbox"/>	NEW DA 67-10-1	COMPANY GRADE PLATE OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input type="checkbox"/>
[2] ▶	*	<input type="checkbox"/>	NEW DA 67-10-2	FIELD GRADE PLATE OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input type="checkbox"/>
[2] ▶	*	<input type="checkbox"/>	NEW DA 67-10-3	STRATEGIC GRADE PLATE (C6) OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input checked="" type="checkbox"/>
[2] ▶	*	<input type="checkbox"/>	NEW DA 67-10-4	STRATEGIC GRADE PLATE (O7) OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input type="checkbox"/>
*	*	<input type="checkbox"/>	NEW DA 67-9-R	OER-R	2013-12-07	2013-12-07	1		<input type="checkbox"/>
*	*	<input type="checkbox"/>	NEW BONUS AGREEMENT	APPROVAL OR DISAPPROVAL WRITTEN BONUS AGREEMENT	2013-08-18	2013-08-18	2		<input type="checkbox"/>
*	*	<input type="checkbox"/>	NEW AA DEGREE	ASSOCIATES DEGREE	2013-08-14	2013-08-18	2		<input type="checkbox"/>
*	*	<input type="checkbox"/>	NEW ADMIN OTHER	ADMIN DOCUMENTS - OTHER SERVICES (AF, MC, USN, CG)	2013-08-01	2013-08-18	1		<input type="checkbox"/>
[3] ▶	*	<input type="checkbox"/>	NEW AER-R	ACADEMIC EVALUATION REPORT-R	2013-07-18	2013-07-18	2		<input checked="" type="checkbox"/>
[5] ▶	✓	<input type="checkbox"/>	DA 1059	SERVICE SCHOOL ACADEMIC EVALUATION REPORT	2010-03-05	2010-03-05	1		<input type="checkbox"/>
[2] ▶	✓	<input type="checkbox"/>	DA 3161	REQUEST FOR ISSUE/TURN-IN	2007-06-23	2007-06-23	1		<input type="checkbox"/>
✓	<input type="checkbox"/>	<input type="checkbox"/>	DA 1059-2	SENIOR SERVICE AND COMMAND AND GENERAL STAFF COLLEGE ACADEMIC EVALUATION REPORT	2007-02-21	2004-01-30	2		<input type="checkbox"/>
[2] ▶	✓	<input type="checkbox"/>	DA 2627	RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	2005-07-08	2005-07-08	4		<input type="checkbox"/>
✓	<input type="checkbox"/>	<input type="checkbox"/>	DA 873	CERTIFICATE OF CLEARANCE AND/OR SECURITY DETERMINATION	2005-05-18	2005-05-18	2		<input type="checkbox"/>
[2] ▶	✓	<input type="checkbox"/>	DD 93	RECORD OF EMERGENCY DATA	2005-05-18	2005-05-18	1		<input type="checkbox"/>

**NOTE:** Clicking the “Download” button, located above “Download Selected” will download the entire record.

# Document Download Confirmation

Step 7. Click “Download” and close the record to continue

The screenshot displays the iPERMS Soldier Record interface. On the left, a sidebar contains personal information (Name, SSN, DoD ID, DOMAIN/UPC, Grade/Rank, CMF/MOS, CURORG/ASD, Birth Date, IPERMS UID, Last Login, Created, Documents) and a search section with a 'Most Recent Document' list. The main area shows a table of documents with columns for Name, Title, Effective Date, Input Date, Pages, View, and Download. A modal dialog titled 'Soldiers Download' is open, asking 'Are you sure you want to download this Soldier Record for TEST IPERMS DL?'. The dialog has a blue 'Download' button and a white 'Cancel' button. The 'Download' button is highlighted with a red rectangle.

	Sol...	View as Original	Name	Title	Effective Da...	Input Date	Pages	View	Download
[64] ▶	-		NEW DA 67-9	US ARMY OFFICER EVALUATION REPORT	2013-12-31	2021-12-20	1		<input checked="" type="checkbox"/>
[2] ▶	-		NEW DA 67-10-1	COMPANY GRADE PLATE OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input type="checkbox"/>
[2] ▶	-		NEW DA 67-10-2	FIELD GRADE PLATE OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input type="checkbox"/>
[2] ▶	-		NEW DA 67-10-3	STRATEGIC GRADE PLATE (C6) OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input checked="" type="checkbox"/>
[2] ▶	-		NEW DA 67-10-4	STRATEGIC GRADE PLATE (C7) OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input type="checkbox"/>
	-		NEW DA 67-9-R	OER-R	2013-12-07	2013-12-07	1		<input type="checkbox"/>
	-		NEW BONUS AGREEMENT		2013-08-18	2013-08-18	2		<input type="checkbox"/>
	-		NEW AA DEGREE		2013-08-14	2013-08-18	2		<input type="checkbox"/>
	-		NEW ADMIN OTHER		2013-08-01	2013-08-18	1		<input type="checkbox"/>
[3] ▶	-		NEW AER-R		2013-07-18	2013-07-18	2		<input checked="" type="checkbox"/>
[5] ▶	✓		DA 1059		2010-03-05	2010-03-05	1		<input type="checkbox"/>
[2] ▶	✓		DA 3161	REQUEST FOR ISSUE/TURN-IN	2007-06-23	2007-06-23	1		<input type="checkbox"/>
	✓		DA 1059-2	SENIOR SERVICE AND COMMAND AND GENERAL STAFF COLLEGE ACADEMIC EVALUATION REPORT	2007-02-21	2004-01-30	2		<input type="checkbox"/>
[2] ▶	✓		DA 2627	RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	2005-07-08	2005-07-08	4		<input type="checkbox"/>
	✓		DA 873	CERTIFICATE OF CLEARANCE AND/OR SECURITY DETERMINATION	2005-05-18	2005-05-18	2		<input type="checkbox"/>
[2] ▶	✓		DD 93	RECORD OF EMERGENCY DATA	2005-05-18	2005-05-18	1		<input type="checkbox"/>

# Document Inboxing

Step 8. The below message box may also appear, click “Go to Inbox” and close the record to continue

- Soldier Record

Name  
SSN  
DoD ID  
DOMAIN/UPC  
Grade/Rank  
CMF/MOS  
CURORG/ASD  
Birth Date  
IPERMS UID  
Last Login  
Created  
Documents

AA/-  
-/-  
-/-  
-/-  
UNKNOWN  
2009-02-23  
(176 logins)  
2005-05-18  
221

Search Documents

Most Recent Document

AMHRR

- Performance
- Service
- Restricted
- Medical
- Flight
- Finance
- Deployment/Mob
- Administrative
- Personnel Records Review

Problem Cases (38)

Download

Download Selected

	Sol...	View as Original	Name	Title	Effective Da...	Input Date	Pages	View...	Download
[64] ▶	*		NEW DA 67-9	US ARMY OFFICER EVALUATION REPORT	2013-12-31	2021-12-20	1		<input checked="" type="checkbox"/>
[2] ▶	*		NEW DA 67-10-1	COMPANY GRADE PLATE OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input type="checkbox"/>
[2] ▶	*		NEW DA 67-10-2	FIELD GRADE PLATE OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input type="checkbox"/>
[2] ▶	*		NEW DA 67-10-3	STRATEGIC GRADE PLATE (C6) OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input checked="" type="checkbox"/>
[2] ▶	*		NEW DA 67-10-4	STRATEGIC GRADE PLATE (O7) OFFICER EVALUATION REPORT	2013-12-07	2013-12-07	1		<input type="checkbox"/>
	*		NEW DA 67-9-R		2013-12-07	2013-12-07	1		<input type="checkbox"/>
	*		NEW BONUS AC	ATTEN BONUS	2013-08-18	2013-08-18	2		<input type="checkbox"/>
	*		NEW AA DEGRE		2013-08-14	2013-08-18	2		<input type="checkbox"/>
	*		NEW ADMIN OT	RVICES (AF, MC,	2013-08-01	2013-08-18	1		<input type="checkbox"/>
[3] ▶	*		NEW AER-R	ACADEMIC EVALUATION REPORT-R	2013-07-18	2013-07-18	2		<input checked="" type="checkbox"/>
[5] ▶	✓		DA 1059	SERVICE SCHOOL ACADEMIC EVALUATION REPORT	2010-03-05	2010-03-05	1		<input type="checkbox"/>
[2] ▶	✓		DA 3161	REQUEST FOR ISSUE/TURN-IN	2007-06-23	2007-06-23	1		<input type="checkbox"/>
	✓		DA 1059-2	SENIOR SERVICE AND COMMAND AND GENERAL STAFF COLLEGE ACADEMIC EVALUATION REPORT	2007-02-21	2004-01-30	2		<input type="checkbox"/>
[2] ▶	✓		DA 2627	RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	2005-07-08	2005-07-08	4		<input type="checkbox"/>
	✓		DA 873	CERTIFICATE OF CLEARANCE AND/OR SECURITY DETERMINATION	2005-05-18	2005-05-18	2		<input type="checkbox"/>
[2] ▶	✓		DD 93	RECORD OF EMERGENCY DATA	2005-05-18	2005-05-18	1		<input type="checkbox"/>

Soldier Download Ready

You have a new ZIP file in your inbox for download!

[Go to Inbox](#) [Dismiss](#)

# iPERMS Inbox Document Delivery

Step 9. Click on the Roles button, select “Inbox” from the drop-down menu.

Role's button

The screenshot displays the iPERMS web application interface. At the top, a green banner reads "UNCLASSIFIED//FOR OFFICIAL USE ONLY". Below this is a dark navigation bar with the iPERMS logo and tabs for "RECORDS", "REVIEWS", "REPORTS", and a user profile icon. The user profile icon is highlighted with a red arrow and labeled "Role's button". A dropdown menu is open from this icon, showing the user's role as "Record Manager" and a list of roles to switch to. The "Inbox (3)" option is highlighted with a red box. The main content area on the left contains several sections: "Announcements for Record Manager in AA", "Use EAMS-A for Record Reviews", "Release Notes", "PRR and DD 93 Report Issues", and "DA Form 5960 Issues". The bottom of the page also features a green banner with "UNCLASSIFIED//FOR OFFICIAL USE ONLY".

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iPERMS

RECORDS REVIEWS REPORTS

123754

Logged in as  
Role: Record Manager  
expires in 961 days on 2025-01-17

System (2.7.0.6)

**Inbox (3)**

Select Rule(s)

Switch Role

- System Administrator
- Quality Control in AA
- Index/Validation in AA
- Record Manager in AA
- Record Manager in AV
- Authorized Official
- Soldier in AV

Preferences

Log Out

Announcements for Record Manager in AA

**Use EAMS-A for Record Reviews**

All record reviews must be conducted through the EAMS-A logon technique since CAC signing activities are required when conducting and completing record reviews.

The DS logon allows Veterans the ability to view their Army Military Human Resource Record in iPERMS. The record review tab will not be accessible from DS logon.

**Release Notes**

Release notes link: <https://iperms.hrc.army.mil/releasenotes/>

**PRR and DD 93 Report Issues**

Attention: Record Managers

PRR and DD 93/SGLV Report Issues

PRR Issues - The iPERMS has discovered an issue where the PRR status for some members are reflecting as "NONE" when in fact a completed PRR is located in the record. Also where the PRR due date is incorrect. The iPERMS technical team is aware and are working towards a solution.

DD 93s reflecting the correct date in DD 93 reports - Please allow some time for iPERMS to receive the DD 93 from the appropriate source before checking your DD 93 report.

For example: After the DD 93 is completed in eMILPO allow at least 24 hours for iPERMS to receive the DD 93 and reflect the updated date in the DD 93/SGLV report in iPERMS.

General military HR inquiries and Veteran issues can be emailed to Ask HRC: [usarmy.knox.hrc.mbx.tagd-ask-hrc@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-ask-hrc@army.mil)

HR data inquiries may include but are not limited to UIC assignment, component assignment, incorrect rank, name change issue, and member with multiple SSNs.

**DA Form 5960 Issues**

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# iPERMS Inbox Download

## Step 10. Click “Download”

UNCLASSIFIED//FOR OFFICIAL USE ONLY

iPERMS

MANAGEMENT DOCUMENTS REPORTS 117864

### Inbox

Filename	Status	Actions	Description	Deletion Date
record_download_2022-05-27_085726.zip	Ready for Download	<b>DOWNLOAD</b> DELETE		2022-06-03
record_download_2022-05-27_085905.zip	Ready for Download	DOWNLOAD DELETE		2022-06-03

No items to display

UNCLASSIFIED//FOR OFFICIAL USE ONLY

## “Download Results”

UNCLASSIFIED//FOR OFFICIAL USE ONLY

iPERMS

MANAGEMENT DOCUMENTS REPORTS 117864

### Inbox

Filename	Status	Actions	Description	Deletion Date
record_download_2022-06-03_121303.zip	Downloaded	DOWNLOAD DELETE		2022-06-03
record_download_2022-06-03_121245.zip	Ready for Download	DOWNLOAD DELETE		2022-06-10
record_download_2022-06-03_121303.zip	Ready for Download	DOWNLOAD DELETE		2022-06-10

No items to display

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Downloads

What do you want to do with record\_download\_2022-06-03\_121303.zip?

Open Save as

What do you want to do with record\_download\_2022-06-03\_121245.zip?

Open Save as

What do you want to do with record\_download\_2022-06-03\_121303.zip?

Open Save as

What do you want to do with record\_download\_2022-06-03\_121303.zip?

Open Save as

What do you want to do with record\_download\_2022-06-03\_121303.zip?

Open Save as

What do you want to do with record\_download\_2022-06-03\_121303.zip?

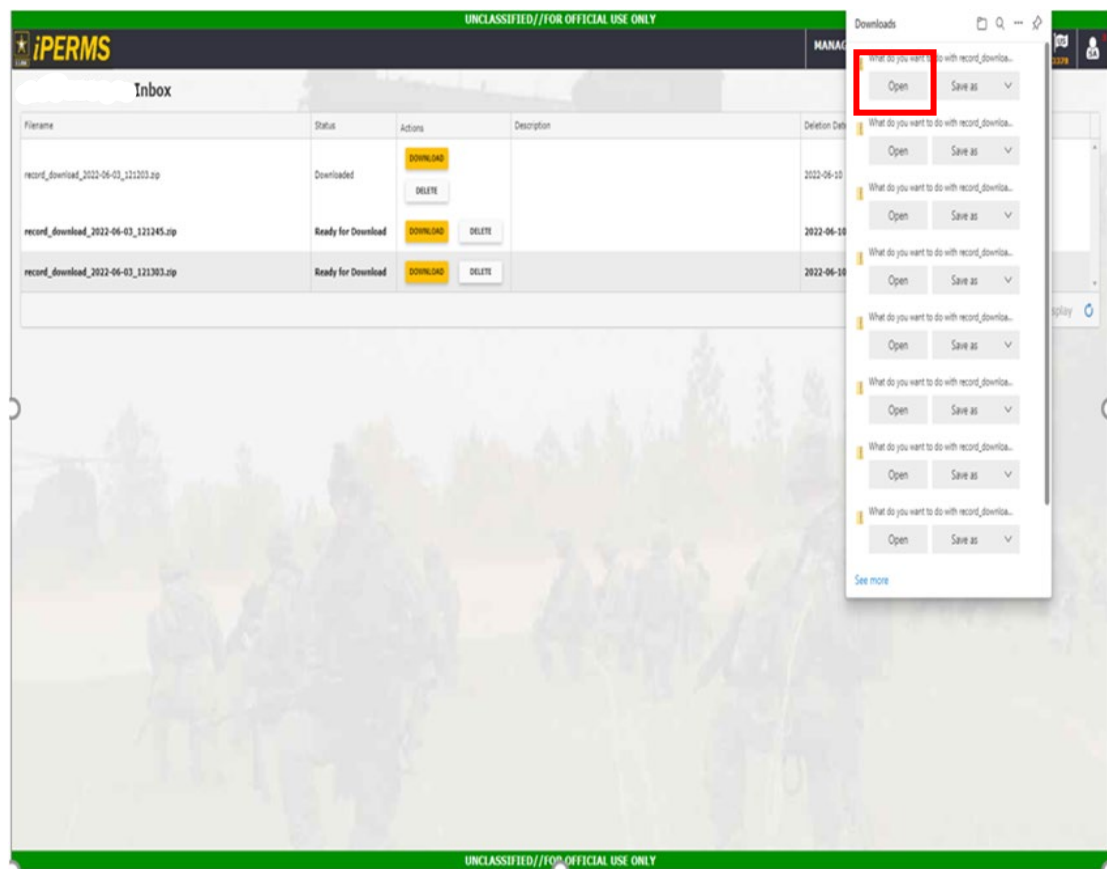
Open Save as

See more

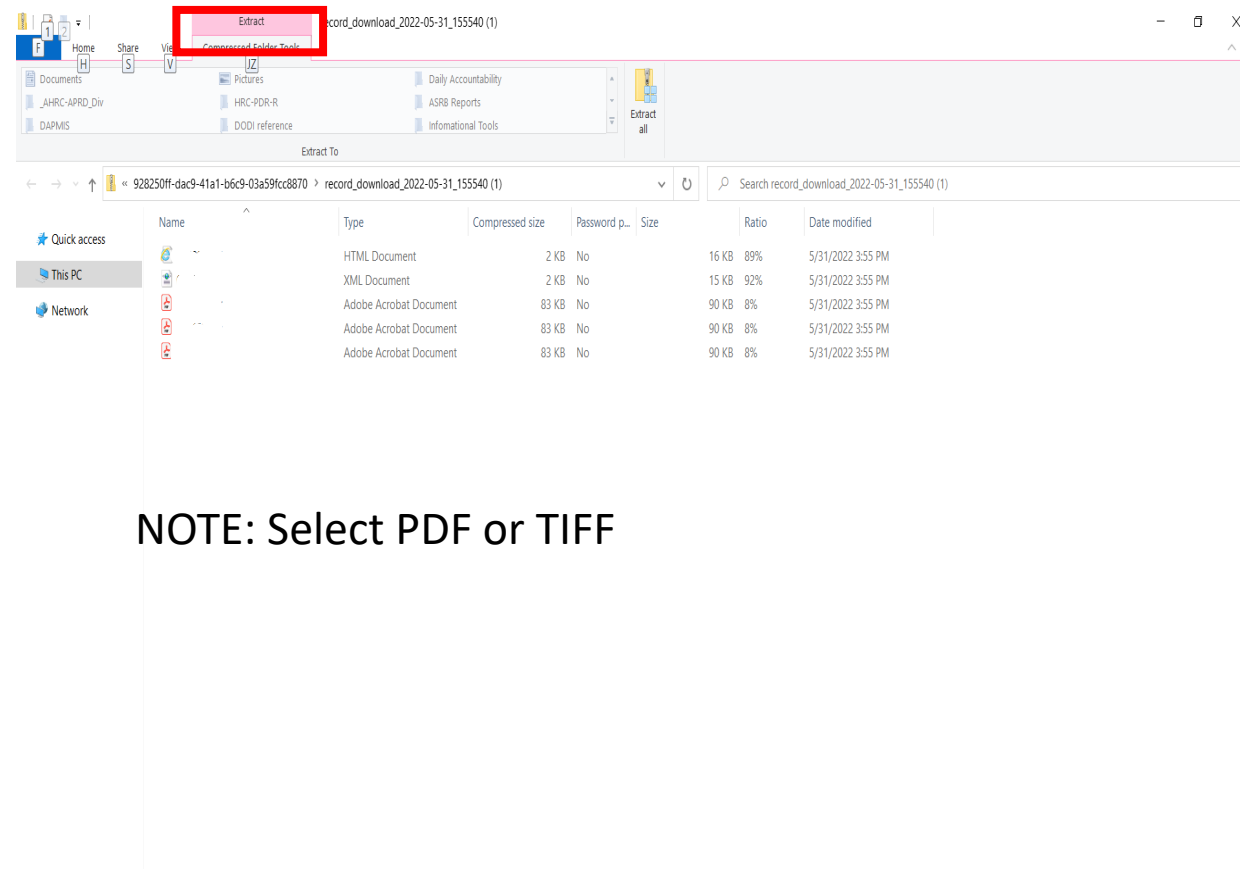
# Inbox Results (Open / Save As)

## Step 11. Download documents

Click “Open”



Clicking “Open” goes directly to file “Extract”

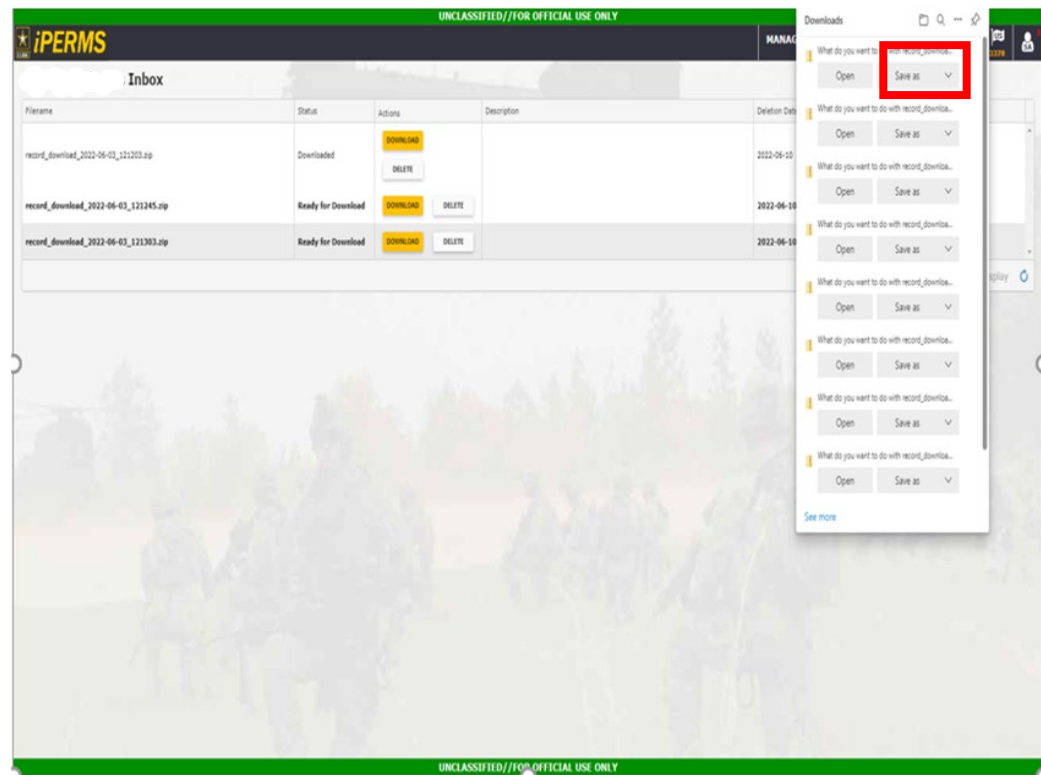


NOTE: Select PDF or TIFF

# Inbox Results (Open / Save As)

## Step 12. Download documents

Click “Save As”



Clicking “Save As” will create a file in the C: drive “File Explorer”

The 'Save as' dialog box shows the following information:

File name: record\_download\_2022-05-31\_155540 (2)

Save as type: Compressed (zipped) Folder

# ACTION COMPLETE

## AMHRR-Document Download

