

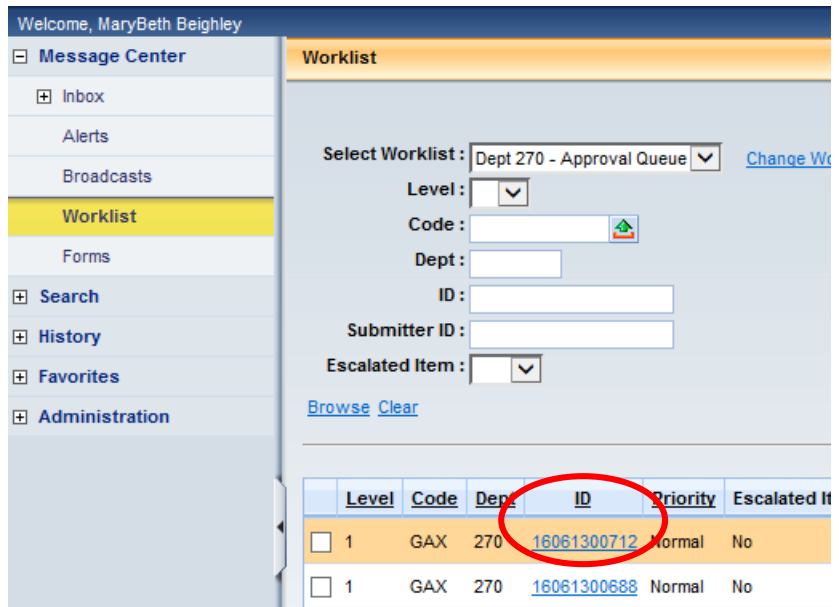
Viewing your OnBase Image in A360


Once a GAX or PRC document has been validated and submitted a link is created between A360 and OnBase so that when you are looking up a GAX or PRC in A360, you can see the corresponding invoice image from OnBase.

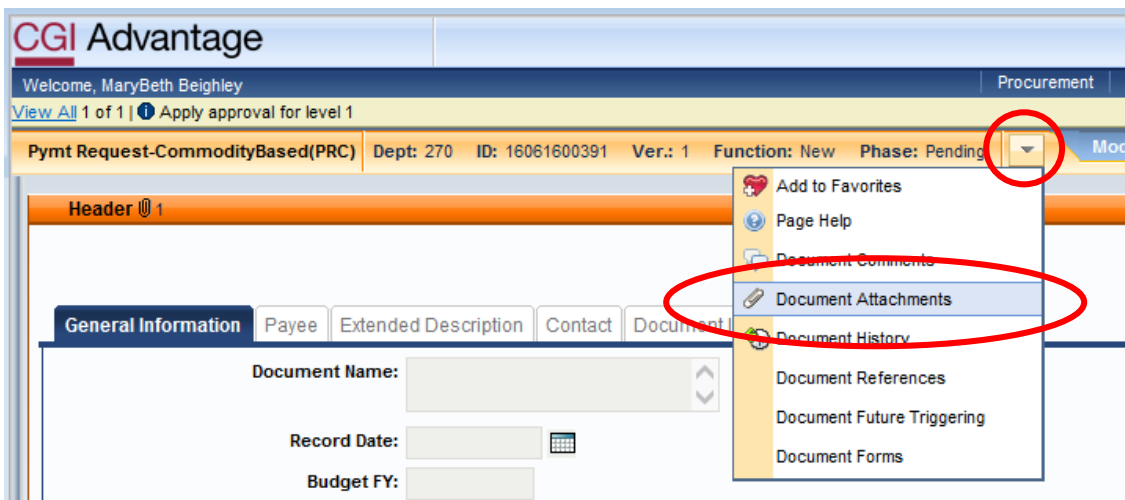
Note: this link is created through a process that runs on the top of the hour, every hour.

To view an invoice image in your worklist:

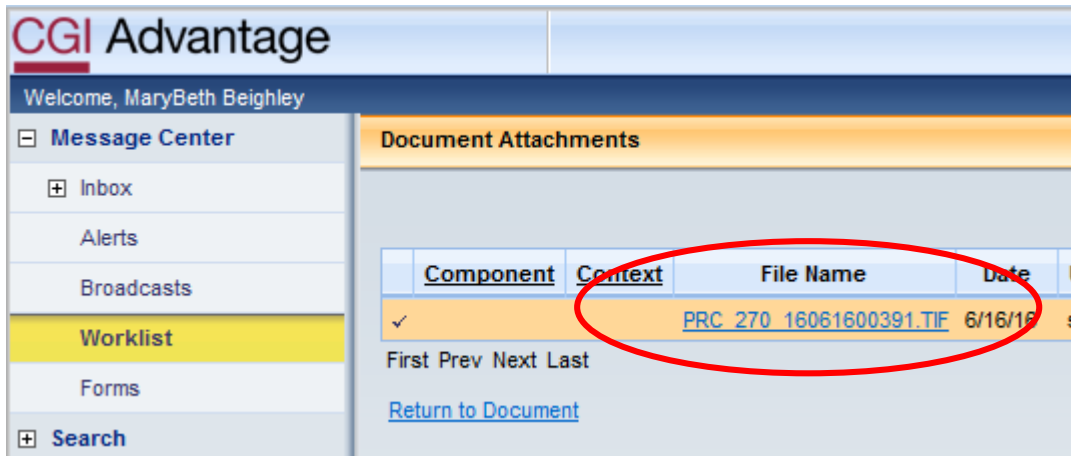
1. Go to **Message Center > Worklist**
2. Click the [ID hyperlink](#) of the document that you want to view.



3. Once in the document click on the top menu button  and select **Document Attachments**.



4. The **Document Attachments** window will open. Click on the **File Name** [hyperlink](#).

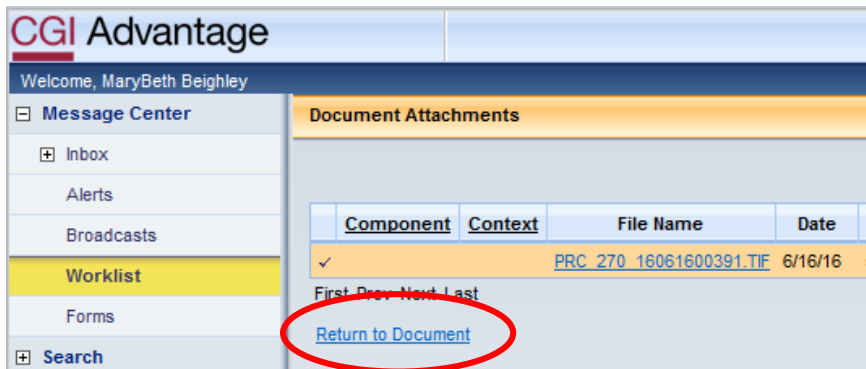


5. You will be prompted to open or save. Click **Open**.



6. This will open the file in your default photo viewer.

Once you are done reviewing the image, you can close the window and then click [Return to Document](#).



7. Then **Close** your document.

