Step 4: Download the GruntWorx Output

At the Dashboard, open the Client page (click the Client name) and click the 'Processed Files' tab. Under the "Processed" tab, the first file listed is the organized and bookmarked PDF. The second file is an Excel workbook called the Pointsheet, used to populate the tax file.

Note: Output files can be viewed from the GruntWorx "Processed File" tab but, to take advantage of the links between the Pointsheet and the Bookmarked PDF, the user must download and save the documents, to their desktop or local file system.

To review the documents, it's easiest to use two monitors: opening the PDF image in one monitor and the Pointsheet in the other.