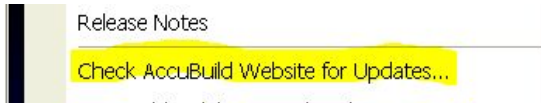
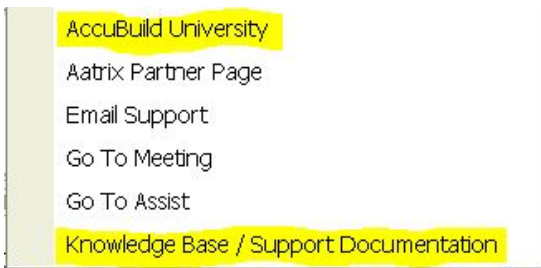


## Online Support Link Updates / New Website

- The Help and Support Menus in AccuBuild have been updated for the latest links that work in conjunction with our new AccuBuild Website. These menu options enable you to find answers to support questions, view online training videos, and check for the latest Accubuild Software Updates.
  - **Help Menu** - The Help Menu can be used to check for the latest AccuBuild Software Updates as well as the update release notes. From the Help Menu, click on the menu option entitled “*Check AccuBuild Website for Updates...*”



- **Support Menu** - the Support Menu can be used to access training videos and find answers to support questions. To review training videos, select the “*AccuBuild University*” menu option. This option requires login credentials which you can obtain by contacting Terry Middleton ( [terry@accubuild.com](mailto:terry@accubuild.com) ). To search for answers to support questions and view additional support documentation, select the “*Knowledge Base / Support Documentation*” menu option.



NOTE: All of these support resources are **free** and are included with your software update fee renewals.

## Company Inquires - Enhancement

- The Company Inquiries screen has been updated with new settings to remember the grid filters for each table so that these filters are reestablished when the table is reopened.

## Accounts Payable Invoice Approval - Bug Fix

- The 9.6.0.0 update was causing an error message to pop up when the Vendor Invoice Number was entered during the process of approving scanned documents (Tiff Files). This problem has been corrected.

## Accounts Payable Invoice Approval - Enhancement

- The Invoice Approval Screen now checks for duplicate vendor invoice numbers so that they can be discovered and corrected on this screen ahead of the invoice entry process.

## Accounts Payable Invoice Approval - Enhancement

- The Approval Settings Screen has been updated to disable the invoice field settings for vendor invoices and purchase order invoices when the invoice entries already exist. A new status bar has been added at the bottom of the screen to indicate the invoice entry count. If there are invoice entries, then the status bar will be colored in yellow to alert the user and a message in the status bar will indicate the reason for disabling the fields. **NOTE:** If you need to make changes to the invoice entry fields, then you will need to delete the associated invoice entries so that these fields can be modified.

**IMPORTANT:** The invoice entry fields will also be disabled when the Approval screen is opened for Subcontractor Online Invoices since these field settings are created automatically and should NOT be changed.

## Client List - Security Enhancement

- A new security option has been added for the User and Group Security Settings in order to be able to secure the new ACH Tab of the Client List that was introduced in the 9.6.0.0 Release of AccuBuild. Since these settings involve vendor bank accounts and routing numbers, we need to block this tab from non-authorized users. The ACH Tab settings option can be found in the Restriction Tab of the User and User Group Screens in the Clients Menu Group (+) as shown below. Check the Client ACH Tab setting to block a user from accessing that tab. **NOTE:** If the user is in the AccuBuild System when the setting is enabled, the new setting will be established for the user once they have closed and reopened the AccuBuild Program:



n\_{aZ yVaZX} jZ uMk ZI {yVwZZI y^ 35A" @AaZ anjX' b y{x| V{bnl yMz'?" >B\*?" z' b' nxXz{x'n |yZ {aZ'} 51z nu{bnl a''

- o ) njX k t @ | {Zx {aZ' W| k | bX ByZxi M k Z n\_{aZ uZxynl {aM by'xwZy Zyb ` {aZ anjXSy} Va My'M uxnfZV{ k MIMZx'nx {aZ Vnk uM t Vnl {xnjjZx^ AaZ V| xxZI { | yZx by'yz { | u My {aZ XZ\_M j { | yZx' I M k Z \_nx {aby bZ} X^

- **Invoice Entry Process** 'AaZ') 51z yZ{{b ` VM My'n UZ yZ{X| xb ` {aZ b' fnbZ ZI {xt uxnVZyy\_nx Un{a {aZ xZ | jM uM MjZ b' fnbZ ywZZI 'M X {aZ u| xVa MyZ nxXZx b' fnbZ ywZZI a' En{a n\_{aZyZ ywZZI y aMfZ M) njX <Mk ZI {t aZM Un.; abVa VM UZ | yZx {n yZ { | u nx VjZM {aZ b' fnbZ anjX^ \*\_{aZ b' fnbZ ywZZI yMz nuZI ZX\_xnk {aZ 'i' fnbZ' uuxn fVj?n| {b ` uxnVZyyS(aZI {aZ) 51z yZ{{b ` y\_xnk {aZ M uxn fVj ywZZI , b j'UZ | uXMZX'nl {aZyZ ywZZI y©

- **Regular Payable Invoice Screen:**

- **Purchase Order Invoice Screen:**

Received:	0.0000	0.00	<input checked="" type="checkbox"/> Hold Payment	Discount %		Discount Amt:	0.00
Prior Invoiced:	0.0000	0.00					
Current:	20.0000	1000.00	<input type="button" value="Enter Quantities"/>	Invoice Amounts:		Applied	Balance
Balance:	-5.0000	-250.00		Invoiced Sale Tax:		.00	.00
				Accrued Sales Tax:		.00	.00

H aZl {aZ} njX<Mk Zl {t aZM Un..by VjM ZXS(aZ) njXž bjh` ywZZl by XbyujMZX MlX'tn| VM yZ{nx' VjZM{aZ} njX'nu{bnl a\*\*\_tn| MZ yZ{b` | uMuMk Zl {\_nx'anjXS(aZl 'tn| , bjl ZZX'n'b Vj| XZ{aZ' uMk Zl {anjX'b y{x| V{bnl yUZ\_nxZ Vjnyb` {aZ ywZZl a'AaZ) njXŁł yZxl MŁ Z, bjl UZ yZ{ 'n{aZ' Vj xxZl { | yZxUt XZ\_Mj{Šan, ZfZx'tn| VM VaMl` Z{aZl MŁ Z{n'Ml' | yZxb` {aZ Xnu'Xn, l jby{a'

**Holding Details for Invoices**

Holding Instructions / Notes / Comments

Hold payment

Hold for insurance certificates

Hold By: MIKE

H aZl {aZ'anjX yZ{b` yMz | uXMZX\_xnk {aZ'b fnbZ Zl {xt ywZZl nx{aZ'u| xVaMjZ nxXZy'wZZl MlX' {aZ'b fnbZy'MZ Zl {Zxb` \_xnk {aZ'xn| {b` unVZyS(aZl Ml' VaMl` Zy{n{aZ} njX' \*\_nxk M{bnl , bjl UZ | uXMZX'b {aZ' \* uunfVj@{b` y@xZZl 'Mj, Zjj'a' \*\_n{aZx', nxXySMl') njX'5u{bnl VaMl` Zy'b {aZ' b' fnbZ Zl {xt ywZZl y, bjl UZ ytl Vaxnl bZx'UMl {aZ{aZ' \* uunfVj@{b` y'wZZl a\*\*\_ {aZ'anjX'by' VjZMZXŠ(aZ'b fnbZ, bjl UZ yZ{ 'n' \* uunfZX@M| y'b {aZ' \* uunfVj@{b` y'wZZl SMlX'b {aZ'anjX'by' yZ{Š(aZl {aZ'b fnbZ, bjl UZ, bjl yZ{ 'n' \* uunfZX') njX'b {aZ' \* uunfVj@{b` y'wZZl a'

H aZl {aZ'uMlMjZ'b fnbZy'MZ'uny{ZX{axn|` a {aZ'MVn| l {b` yty{Zk SMl' b' fnbZy'ujMZX'nl 'anjX' X| x'b` {aZ'Zl {xt unVZy', bjl UZ | uXMZX'b {aZ' 5<"3' <) 51ž {MjZ'b nxXZx'n'k MŁ {MŁ {aZ'anjX' yZ{b` b` \_nxk M{bnl a'5l VZ'b fnbZy'MZ'uny{ZXS(aZ'anjX'b \_nxk M{bnl VM UZ MWZyZX'fMlMl'n\_{aZ' {axZZ@aZx| jZ'<Mk Zl {y'wZZl y'b Vj| Xb` <Mlx' t aZM uMk Zl {yŠ' t) uMk Zl {yŠnx' nk XMM uMk Zl {y'

- Schedule Payments Process** 'AaZ) 51ž yZ{b` VM Mjyn UZ yZ{ MlX' VjZMZX' \_xnk Ml' n\_{aZ@aZx| jZ'<Mk Zl {y@xZZl y'\_nx<Mlx' t aZM yŠ' t) <Mk Zl {ySMlX' t nk XMM xZx' b' l MŁ <Mk Zl {y'a' ByZ' {aZ) njX'łł jZM) njXŁł {bnl 'nl {aZ'jn, Zx' jZ' ybX' n\_{aZ' ywZZl \_nx| uXMl'b` {aZ' uMk Zl {anjX' y{M| y'a' \_ {aZ' yZ'ZV{ZX' b' fnbZ by' VjZMl' n' l 'anjXS(aZl {aZ' U| {bnl VMl'bnl , bjl UZ VaMl` ZX' \_xnk ) njX' {n' t jZM) njX'



\* l Z, Vnj| k l 'nl {aZ@aZx| jZ'<Mk Zl {y` x'x'aMy UZZl 'MXXZ', abVa yan, y{aZ'<Mk Zl {) njX' @{b` MlX' {aby' bZjX, bjl UZ VaZM ZX'nl Ml' b' fnbZ, aZxZ {aZ'b fnbZ xZVnx' by' yZ{ \_nx) njX'

No	Equip	G/L Account	Contra Account	Source Col	Error Col	Check N	Check Da	PaymentHoldSetting	PaymentFilter
100.03		50300.00	20002.00	45	0	0	2/15/2017	<input type="checkbox"/>	0
6.00		50300.00	20002.00	43	0	0	2/15/2017	<input type="checkbox"/>	0
6.00		50300.00	20002.00	43	0	0	2/15/2017	<input checked="" type="checkbox"/>	0
6.00		50300.00	20002.00	45	0	0	2/15/2017	<input checked="" type="checkbox"/>	0
6.00		50300.00	20002.00	43	0	0	2/15/2017	<input type="checkbox"/>	0
6.00		50300.00	20002.00	43	0	0	2/15/2017	<input type="checkbox"/>	0
6.00		50300.00	20002.00	43	0	0	2/15/2017	<input type="checkbox"/>	0

Vendor Name: Coastline Construction Company Account Info:

Payment Status:

Pay All  None  Hold  Pay

Armt To Pay: \$0.00 Discount: \$0.00



\*\_tn| M{Zk u{ {n'uM 'M 'b fnbZ' {aM' by'k M' ZX'\_nx'anjXSM, M' b `yvxZi ; ,bj UZ XbyujMZX M'X'tn| , bj l ZZX' {n'xZk nFZ' {aZ'anjX'UZ'\_nxZ'tn| VM' k M' {aZ' b' fnbZ' \_nx'uM'k ZI {^

**Accounts Payable - New Invoice Total Feature for A/P Invoices**

- I Z, '1 fnbZ' An{M' bZjX'aM'y'UZZI 'b {xnX| VZX'\_nx' {aZ'' μ'' uuxnFM'@vZZI ; , ab'a VM' by' | yZX'X| xB ` {aZ' b' fnbZ' ZI {xt' uxnVZyy'\_nx'xZ' | jM'uM'MUJZ' b' fnbZ'y'' Aaby' '1 fnbZ' An{M' bZjX' by' | yZX'\_nx'Vnk u| {b ` x| I I b ` {n{M'y'nI' {aZ' b' fnbZ' ZI {xt' yvxZi' {n' VVjM| jMZ' M'X' XbyujM' {aZ' UYjM'VZ' n\_ {aZ' b' fnbZ' M' n| I { {n'UZ' ZI {ZxZX'a' Aaby' by' {aZ' yM' Z' x| I I b ` {n{M' uxnVZyy' {aM' by' V| xxZi' {t' | yZX' b' {aZ' u| xvaM'yZ' nxXZx' b' fnbZ' yvxZi' a'' AaZ' xZ' | jM'uM'MUJZ' b' fnbZ' yvxZi' aM'y'UZZI' | uXMZX' ; b'a' M' {n{M' b' fnbZ' M' n| I { bZjX' ; , ab'a' ; , bj UZ' unu| jMZX' \_nxk' {aZ' M' uxnFM'y'vxZi' ; , aZi' M' VjM'UJZ'a'' '1 M'X' b' M' S' {aZ' b' fnbZ' ZI {xt' yvxZi' VM' M'y'n' UZ' unu| jMZX' k M| M' j' \_nx' {aby' l Z, ' bZjX' M'y' ; Zjja'
- @| | u@AaZxZ' by' l n'yZ' | u'xZw' bZX' {n' | yZ' {aby' \_ZM| xZ'a'
- <xnVZyy'©'\_tn| MZ' | yb ` {aZ' b' fnbZ' M' uxnFM'y' uxnVZyyS' {aZi' 'tn| aM'FZ' {aZ' nu' {b' n' \_yZ' {b ` | u' {aby' {n{M' b' fnbZ' M' n| I { bZjX' b' ybXZ' {aZ' M' uxnFM'yZ' {b ` y' yvxZi' b' {aZ' '1 fnbZ' An{M' bZjX'a'' Aaby' by' M' nu' {b' M' bZjX'S U| {b' M' M' n| I {Z. by' by' b' {aby' bZjX'S b' ; , bj UZ' VnuZ' X' b' {n' {aZ' uM' MUJZ' b' fnbZ' yvxZi' 'nx' {aZ' u| xvaM'yZ' nxXZx' b' fnbZ' yvxZi' X| xB ` {aZ' b' fnbZ' ZI {xt' uxnVZyy'©

**AP Settings for Document Approval**

Vendor:

Invoice No:  Date:

Invoice Total:

Order Search:

Order:

Job:

Ordered By: Jack

Phase:

Job Master Lookup

Equipment:

GL Account:

Approval Status:

- Waiting for Approval
- Approved
- Approved As Noted
- Rejected
- Approved - Hold

View

Done

Approval Routing (Send To):  
Send To:   
 All User Names  Job Role User Names

Routing Instructions / Notes / Comments:

Job Info:  
 Open Jobs  Closed Jobs  All Jobs

Purchase / Sub Order Info:  
 Open Orders  Closed Orders  All Orders

Invoice Entries: 2      Invoice Entries Exist - PO Settings Cannot be Changed.

1 fnbZ " I {xt @vZZI ©SI {aZ 1 fnbZ " I {xt @vZZI S{aZ An{1f° k { \_bzjX VM UZ | yZX {n {xMVi {aZ x| I I b` ` UNYMI VZ n\_{aZ {n{MjMk n| I {NyZMwa b fnbZ Xby{xbl | bnl M n| I {byZl {ZxZX^ Aaby \_bzjX by nu{bml MjMIX, bj UZ | uXMZX \_xnk {aZ u uxnfMj @vZZI yZ{{b` y, aZl M b fnbZ byUZb` Zl {ZxZX \_xnk {aZ b fnbZ M uxnfMj uxvZyy^ y {aZ UxZMIXn, I b fnbZ bZk yMkZ Zl {ZxZX b {aZ Un{{nk n\_{aZ yWZZI S{aZ xZk N b ` UNYMI VZ n\_{aZ 1 fnbZ An{Mj, bj UZ XbyujMZX nl {aZ jn, ZxjZ\_{yXZ n\_{aZ yWZZI ^H aZl {aZ x| I I b` ` UNYMI VZ \_ZM| xZ by UZb` | yZXS{aZ @MZE | {{nl , bj 35A UZ Zl MjZX | I {b {aZ xZk N b ` UNYMI VZ by %xn^ Jn| VM nfZxtXZ {aby UNYMI VZ VaZM b` \_ZM| xZ Ut yZ{{b` {aZ An{1f° k { \_bzjX {n %xn^

° @biAn{1f° k { VaZM Un..VM UZ | yZX {n b Vj| XZ {aZ An{1f° k { \_bzjX b {aZ {M nxXZxX| xb` Zl {xt^ AaZ XZ\_Mj| yZ{{b` \_nx {aby VaZM Un..by b {aZ -VaZM ZX@y{MZ, abVa b XbMZY{aM {aZ \_bzjX by yi buuZX X| xb` ` b fnbZ Zl {xt^ AaZ -VaZM ZX@y{MZ Mjn, y {aZ yWZZI {n, nxi, ban| {y{nuub` nl {aZ An{1f° k { \_bzjX yn {aM tn} Xn 35A aMfZ {n bk ujZk Zl { {aZ {n{Mj VaZM b` \_ZM| xZ^} n, ZfZxSb\_tn| , n| jXjb Z` n| yZ {aZ {n{Mj VaZM b` \_ZM| xZStn| VM | I VaZM {aby Un..yn {aM b, bj UZVnk Z M{M y{nuub` unb` X| xb` ` b fnbZ Zl {xt {n yuZZX | u {aZ b u| {uxvZyy^ 35A^ © fZl , ba {aZ {M y{nu uxvZyy Zl MjZXStn| VM y{bj jZMfZ {aby \_bzjX yZ {n %xn b\_tn| Xn l n{, M {n VaZM {n{Mj nl {aZ Zl {xt^

### Accounts Payable Invoices

Save Cancel Close Add Edit Delete Auto Create Print Post Help

Vendor Name	Inv No	Ve
ABC Grading Co.	123456	
Big Toys Equipment Ren	20155	
Drip Drop Painting	1232145	

Items

G/L Contra: 20001  Lookup By Vendor Name + New

Vendor: ABC Grading Co. - Delete

Address: 700 9th Street  
Miami, FL 40000 Done

Acct/Memo:

Inv No: 123456 Date: 07/14/2017 Proposed Pay Date: 08/13/2017

Tot Inv Amt: 4200.00  Skip Tot Inv Amt Net 30

Description: 123456-ABC Grading Co.

Date	Invoice No	Invoice Desc	Amount	Discount	ot
07/14/2017	123456	123456-ABC Grading Co.	\$300.00	\$0.00	
07/14/2017	123456	123456-ABC Grading Co.	\$2,000.00	\$200.00	

Inv Ref Desc: 123456-ABC Grading Co.

Inv Ref No: 4338 Amount: 300.00 Units: 0.00000

Discount % Discount Amount: \$0.00

Job Phase 0.00  Job Master Lookup  Duplicate Coding

G/L Account Number: 50400.00 Equip

Gross: \$4,000.00 Balance: 200.00  
Disc: \$300.00  
Net: \$3,700.00

H aZl {aZ b fnbZ {n{M}VaZM b ` \_ZM| xZ byZI NUjZX M X'tn| {xt {n'yMfZ {aZ ZI {xZy'UZ\_nxZ {aZ Xb{xb| {ZX' M n| | y'MZ b 'UMVMVZ', bA {aZ b fnbZ {n{M}Stn| , bj xZVZbZ' M n| {n\_UMVMVZ k ZyyMZ', aZl {aZ ž nl Z k| {{nl by'VM ZX'' {aby'unb {Stn| VM' b bya {aZ xZk Mb b` ZI {xZy'n\_UMVMVZ'n| {aZ {n{M}Snx'VM yZl {aZ' An{f k {bzX{n%xn'M X'b l nxZ {aZ UMVMVZ VaZM b ` \_ZM| xZ'a

AccuBuild Construction Software

The invoice entries are not in balance with the Tot Inv Amt field. If you want to override the out of balance testing, set the Tot Inv Amt field to zero.

OK

<| xVaMjZ'5xXZx'f fnbZ '@xZZI ©AaZ b fnbZ ZI {xt ywZZI 'nx'u| xVaMjZ'nxXZx'b fnbZy'vhl {Nb y'M' f fnbZ' @ U{n{M}bzjX M| {aZ {nu'n\_{aZ ywZZI , abVa by| yZX {n Vnk uMZ {n {aZ x| l b` UMVMVZ 'nxZMwa b fnbZ' ZI {xt M X'b XbMZ', aZl {aZ ZI {xZy'MZ b 'UMVMVZ', bA {aZ' f fnbZ @ U{n{M}' H aZl 'l Z, 'u| xVaMjZ'nxXZx' b fnbZ ZI {xZy'MZ ZI {ZxZ' \_xnk {aZ' ° uuxnMj<xnVZy@xZZI S{aZ' f fnbZ An{M}M n| l { \_xnk {aZ' ° uuxnMj @{{b ` y@xZZI , bj UZ VhubZX {n {aZ' f fnbZ @ U{n{M}bzjX'a'35A' ©Aaby'nl jt'nW| xy'nx'3" H' b fnbZ ZI {xZy' \* \_tn| 'MZ ZXqb` M' b fnbZ S{aZl {aZ uxZ fbn| y'yMfZX {n{M}by XbujMZX b {aZ' f fnbZ @ U{n{M}bzjX M X' {aZ' f fnbZ An{M} \_xnk {aZ' ° uuxnMj @{{b ` y@xZZI 'by'bl nxZ'a



**Purchase Order Payable Invoices**

Save Cancel Close Add Edit Delete Help

Vend No	Order No	Invoice No
5	110	234555

Items

Vendor: XYZ Supply, Co.  Lookup By Name

Order No: 110 Inv No: 234555 Retn % 2.50

Inv Date: 05/06/2016 Proposed Pmt Date: 06/05/2016

Description: INV234555-PO110 XYZ Supply, Co.  Auto Inv Fulfillment

Invoice Subtotal: 3000.00 Shipping: 0.00

Sales Tax: 0.00 Invoice Total: 3000.00

**Approval Settings / Document Routing - New Default Fields**

- AaZ` uuxnFj@z{{b`y@vZZI`\_nx{aZ'uMfMjZ`b`fnbZ`xn|{b`\_uxnVZy'aMj'UZZI`|uXMZX', b{a|Z,`\_bZjXy`nx`XZ`Mj{j`Fj|Zy,`aZ|`Z|{Zx`xZ`|jM'uMfMjZ`b`fnbZy`AaZyZ`\_bZjXy`b`V|XZ`{aZ`Vny{`uaMjZS{aZ`Z.uZi`yZ`j`MWh|I`{SMX`{aZ`Zw`b`k`Z|`{I`|k`UZx`

**AP Settings for Document Approval**

Vendor: XYZ Supply, Co. Invoice No: 234555 Date: 5/6/2016 Invoice Total: 3000.00

Order Search: Order: Job: Twirl 'N Hurl Amusement Park Ordered By: Phase: 20.90  Job Master Lookup Equipment: 4000 GL Account: 51150.00

Approval Status:  Waiting for Approval  Approved  Approved As Noted  Rejected  Approved - Hold

Approval Routing (Send To) Send To: BUGUSER  All User Names  Job Role User Names

Routing Instructions / Notes / Comments

Job Info:  Open Jobs  Closed Jobs  All Jobs

Purchase / Sub Order Info:  Open Orders  Closed Orders  All Orders

Hold Instructions / Notes / Comments: ddd Hold By: MIKE

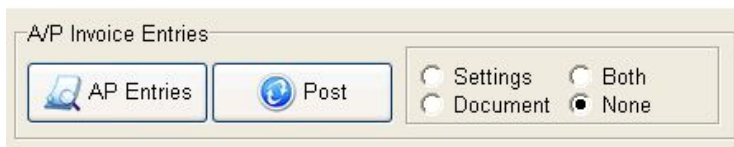
Invoice Entries: 1 Invoice Entries Exist - PO Settings Cannot be Changed.

- @{|u@ |xxZ|jt`{aZxZ`b`l`n`yZ{|u`xZw`bZX`\*`\_`{aZ`W`l`k`|bX`|yZx'aMj'NWZyy`{n`{aZ`MuxnFj{M`\_nx`S{aZ|`{aZ|,`b`j`aMfZ`NWZyy`{n`{aZ|Z,`nu{bl`uaMjZ`Mx`{1`W`h|I`{I`|k`UZx`
- <xnVZy@H`aZ|`M`f`n`\_{aZ`XZ`Mj`{`\_bZjXy`Mz`yZ`|`u`nl`{aZ`yZ`{b`\_yyvZZI`S{aZ|,`b`j`UZVnk`Z`{aZ`XZ`Mj`Z|Z|xt`\_nx`{aZ`uMfMjZ`b`fnbZ`y`vZZI`a`AaZyZ`Mz`nu{bl`Mj`\_bZjXy`Mx`Mz`nl`jt`xZw`bZX`\_nx`xZ`|jM'uMfMjZ`b`fnbZy`\*`\_`{aZ`<`f`f`fnbZ`b`xZjMz`{n`Mu`|xV`aMjZ`nxXZ`nx`y|Uvnl`{xM`{nxXZ`xS{aZ|`{aZyZ`\_bZjXy,`b`j`UZ`X`byMjZ`X`

35A" ©AaZ <MfMfJZ 'f fnbZ ZI {xt yVxZZI ' , bjj y{bjj ZI \_nxVZ {aZ MWn| I {b ` U| yb Zyyx| jZyMIX' , bjj byy| Z' , Mf b ` yMyl ZZXZ' \_nxMf b fVbX Vnk Ub Mfml 'n \_bzjXy" AaZ b fnbZ yZ{b ` yVxZZI ' XnZy' 35A ZI \_nxVZ Mf ' U| yb Zyyx| jZy \_nxMWn| I {b ` a'

### Approval Settings / Document Routing - New Invoice Entry Settings

- ° I Z, yZ{b ` byMfMfJZ n| {aZ ž nV k ZI { ?n| {b ` @xZZI \_nxnuZi b ` | uMfMfMfMf Mf yVxZZI yX| xb ` {aZ b fnbZ ZI {xt uxnVZyyb ` nxXZ' {n fZ, {aZ b fnbZ XnV| k ZI { MfXpnx{aZ MfuxnfMf yZ{b ` y'
- @f|u@ | xxZi jf{aZxZ byl n yZ{| u xZw bZX'
- <xnVZy©H aZi ZI {Zxb ` uMfMfJZ b fnbZy \_xnk {aZ" uuxnfMf @xZZI \$tn| VM l n, yZ{ {aZ xMfMf U| {nl ' \_xn| uVhl {xnj \_nxnl Z'n\_{aZ \_n| xnu{bml y©



- **Settings** 'Aaby nu{bml ' , bjj nuZi {aZ" uuxnfMf @f{b ` y @xZZI ' ZWw {tk Z {aZ" <" I {xZyE| {nl ' by VjM ZX" AaZ" uuxnfMf @f{b ` y VxZZI ' , bjj UZ unyVbml ZX n| {aZ jZ {yXZ n\_{aZ yVxZZI ' MfX' {aZ b fnbZ ZI {xt yVxZZI ' , bjj UZ unyVbml ZX {n {aZ xb a{ n\_{aZ MfuxnfMf yVxZZI ' yn {aMf Un{a yVxZZI yMfZ fVbUjZ X| xb ` {aZ b fnbZ ZI {xt uxnVZyy" Aaby Mfjn, y tn| {n fZ, ' MfX| uXMZ {aZ xn| {b ` MfuxnfMf b \_nxk Mfml ' , abZ ZI {Zxb ` {aZ uMfMfJZ b fnbZ'
- **Document** 'Aaby nu{bml ' , bjj nuZi {aZ MW{ Mf b fnbZ XnV| k ZI { ZWw {tk Z {aZ" <" I {xZyE| {nl ' by VjM ZX" \*\_{aZ XnV| k ZI {tn| MfZ fZ, b ` byl n {UZb ` fZ, ZX \_xnk {aZ" W| E| bX ž nV| k ZI {GZ, ZxS {aZi 'tn| ' , bjj ZZX {n VjnyZ {aZ XnV| k ZI {yVxZZI ' , aZi 'tn| MfZ b byaZX fZ, b ` a'
- **Both** 'Aaby nu{bml ' , bjj nuZi 'Un{a {aZ @f{b ` y @xZZI ' MfX {aZ MW{ Mf b fnbZ XnV| k ZI { ZWw {tk Z {aZ" <" I {xZyE| {nl ' by VjM ZX'
- **None** 'Aaby by {aZ XZ\_Mj{ yZ{b ` ZWw {tk Z {aZ xn| {b ` yVxZZI ' by nuZi ZX MfX b XbMfZy {aMf l n' MfMfMf Mf yVxZZI yMfZ nuZi ZX X| xb ` {aZ b fnbZ ZI {xt uxnVZyy'

### Document Routing - New Posting Update for Equipment Documents

- AaZ b fnbZ Xn| {b ` \_ZM| xZ \_nx Un{a uMfMfJZ b fnbZy MfX u| xVaMfZ n xXZ b fnbZy aMf UZZI ' | uXMZX {n j b i ' {aZ b fnbZ XnV| k ZI {y {n ZWw ubZVZ n\_Zw b k ZI { , aZi {aZ b fnbZ b fnj fZyk | j{bujZ ubZVZ y n\_Zw b k ZI { a' <xZ fml jfS {aZ b fnbZ XnV| k ZI { , Mf n| jf j b i ZX {n {aZ XZ\_Mj{ Zw b k ZI { {aMf , Mf yZ{| u n| {aZ b fnbZ Xn| {b ` yVxZZI ' a'
- @f|u@ | xxZi jf{aZxZ byl n yZ{| u xZw bZX'
- <xnVZy©AaZ uxnVZyy n\_j b i b ` Mf b fnbZ XnV| k ZI {n k | j{bujZ ubZVZ y n\_Zw b k ZI { , bjj nW| xX| xb ` {aZ uMfMfJZ b fnbZ uny{b ` uxnVZyy" I f {tk Z {aZxZ MfZ Xb {xw| bml ZI {xZy \_nx {aZ b fnbZ {aMf MfZ VaMf ZX {n'

