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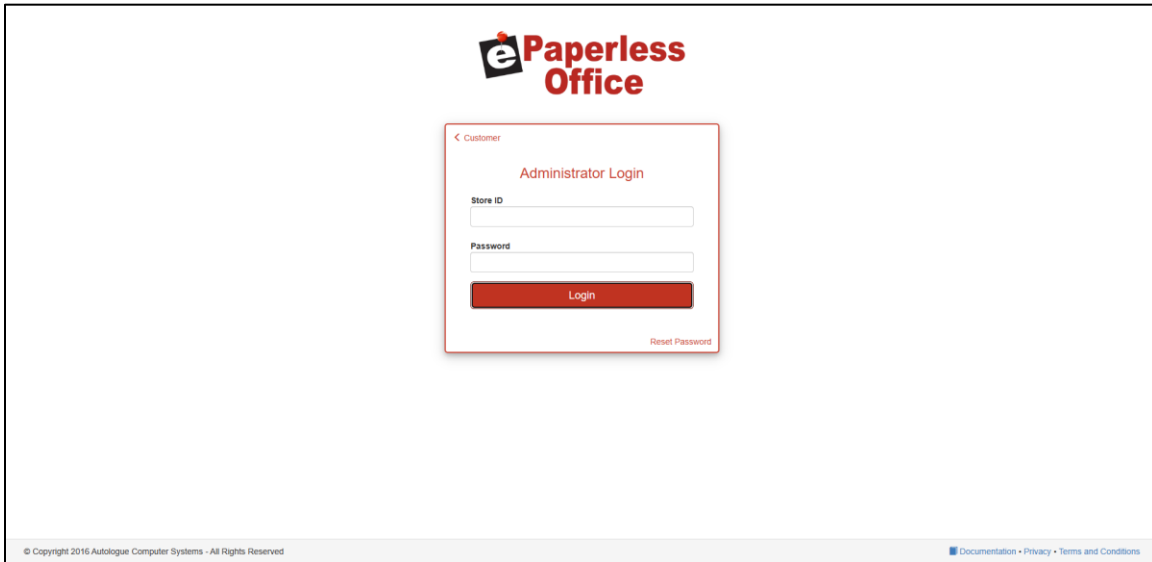
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Logging Into eOffice Administration

To login into your ePaperless Office administration account and view all invoices, payments, statements and even find out one of your customers current balance, enter the following URL within your internet browser:

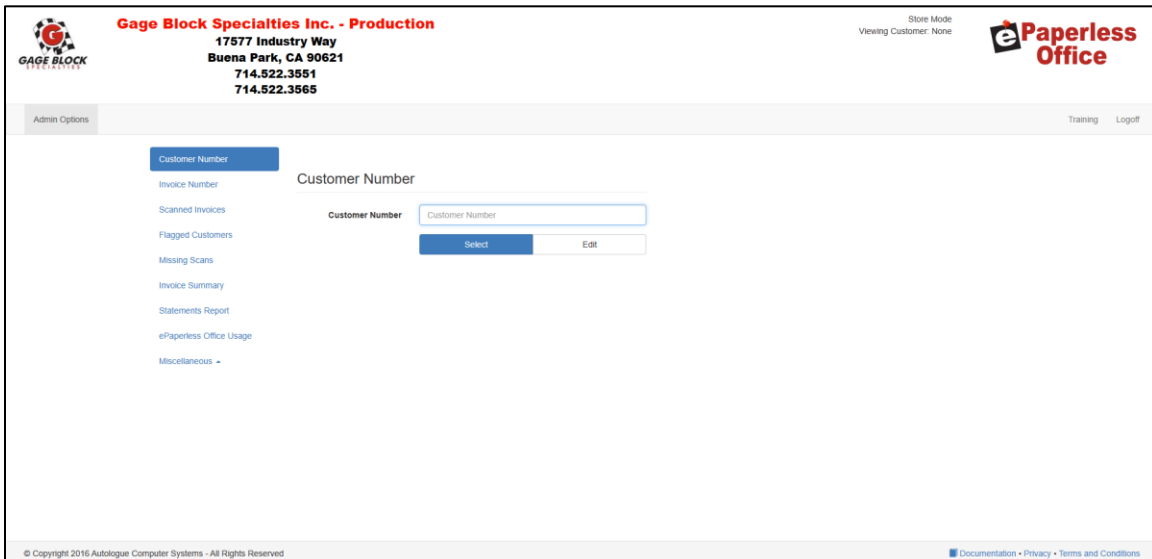
<https://eoffice.epartconnection.com/wplogin2.aspx> and the following screen will be displayed:



The screenshot shows the ePaperless Office Administrator Login page. At the top is the ePaperless Office logo. Below it is a red-bordered box containing the text "< Customer" and "Administrator Login". Inside this box are two input fields: "Store ID" and "Password". Below the "Password" field is a red "Login" button. To the right of the "Login" button is a link that says "Reset Password". At the bottom of the page, there is a copyright notice: "© Copyright 2016 Autologue Computer Systems - All Rights Reserved" and a link to "Documentation • Privacy • Terms and Conditions".

- Enter your *Store ID* and your *Password* and then left click on the red *Login* button.

The *Admin Options* tab screen will now be displayed when you have successfully logged into your store's administration account as shown:



The screenshot shows the ePaperless Office Admin Options screen. At the top, there is a header bar with the Gage Block logo on the left, the company name "Gage Block Specialties Inc. - Production" in the center, and the address "17577 Industry Way, Buena Park, CA 90621" and phone numbers "714.522.3551" and "714.522.3565" on the right. On the far right of the header bar is the ePaperless Office logo. Below the header bar is a navigation menu with "Admin Options" selected. To the right of the navigation menu is a "Customer Number" section with a "Customer Number" input field and "Select" and "Edit" buttons. At the bottom of the page, there is a copyright notice: "© Copyright 2016 Autologue Computer Systems - All Rights Reserved" and a link to "Documentation • Privacy • Terms and Conditions".

The *Customer Number* screen is the default screen shown when logging into your eOffice administration account.

Using the various blue menu links listed along the left-hand side of the screen, you can perform the following functions:

- Select a specific customer account to view (by customer number or name)
- View a specific invoice number
- View scanned invoices (by customer number and date range)
- Download flagged customers (by date range)
- View missing scanned invoices (by date range, options to exclude cash, credit, reconciled invoice types)
- View an invoice summary report (by date range)
- View a statements report (by date range)
- View an ePaperless Office usage report (by date range)
- Perform a variety of miscellaneous functions (setup statement message, setup statement/invoice emails, import/export customer email addresses, change customer numbers, delete all invoices/statements for a specific customer, send all your customers an email now, view datasheet email log (if applicable))

Customer Number

Within the *Customer Number* administration option screen, you can perform the following:

- Select a customer to view specific invoices and statements for.
- Edit a customer's email addresses (invoices/statement/SDS) and flag the customer for the flagged customer invoice signature report.

Selecting A Customer To Edit Information For

- To select a customer to edit information for, enter in the specific customer number within the *Customer Number* field and click on the white *Edit* button.

The following screen will now be displayed for the customer account you selected as shown:

Gage Block Specialties Inc. - Production
17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

Store Mode
Viewing Customer: 250
AMERICAN ACRYLIC

Admin Options Invoice Recall Statement Balance Payments eDelivery Tracking Safety Data Sheets Setup Training Logoff

Separate multiple email addresses with commas or semicolons

Statement Email
roy@autologue.com

Invoice Email
roy@autologue.com

SDS Email

☒ Flag Customer

Save

Check box to flag the customer for the Flagged Customer Invoice Signature report.

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Statement Email

- Enter a customer's statement email address within the *Statement Email* field and click on the blue *Save* button.

Invoice Email

- Enter a customer's invoice email address within the *Invoice Email* field and click on the blue *Save* button.

SDS Email

- If SDS is enabled, enter a customer's SDS (Safety DataSheets) invoice email address within the *SDS Email* field and click on the blue *Save* button.

Note: separate multiple email addresses with commas or semicolons (maximum of 150 characters).

Flagging The Customer Account

- To flag the selected customer account for the Flagged Customer Invoice Signature report, left click on the blank *Flag Customer* check box field and click on the blue *Save* button.

Selecting A Customer To View Information For

To select a specific customer to view information for, simply start entering in their customer number or name within the *Customer Number* field and a drop-down selection list of customers that have a matching number or name will be listed. Click on the desired customer number or name.

The *Invoice Recall* tab screen will now be displayed for the customer account you selected as shown:

Gage Block Specialties Inc. - Pr
17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

Store Mode
Viewing Customer: 250
AMERICAN ACRYLIC

Admin Options Invoice Recall Statement Balance Payments eDelivery Tracking Safety Data Sheets Setup Training Logoff

Search By: Invoice Date 2017 May Search

Show 10 items Filter:

Date	Invoice	Type	PO	Reference	Status	Total
2017-05-17 07:42 PM	1032	CASH				\$49.55
2017-05-17 07:33 PM	1030	CHARGE				\$15.73
2017-05-17 07:20 PM	1029	CHARGE	1928			\$11.08
2017-05-16 09:24 AM	1019	CHARGE				\$11.08
2017-05-15 11:25 AM	1015	CHARGE				\$6.26
2017-05-15 11:20 AM	1010	CHARGE				\$11.08
2017-05-12 06:47 AM	1006	CHARGE				\$13.00
2017-05-12 06:21 AM	1005	CHARGE				\$11.08
2017-05-09 10:43 AM	1004	CHARGE				\$50.00
2017-05-08 08:53 AM	998	CHARGE				\$135.36

1 - 10 of 15 items
Download original and scanned invoice images

Previous 1 2 Next

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The screen will default to showing the customers last 10 invoices in descending date order from the year and month of their last purchase.

Using the various screen tabs along the top and blue links, you can perform the following functions for the selected customer account:

- View current and past invoices
- Download original, signed, and attached invoice images (PDF format)
- View current and past statements
- View the current balance
- View current and past payments
- View eDelivery information (if the supplier has eDelivery)
- View Safety Data Sheets information (if the supplier has SDS)
- Setup the customers email addresses for receiving invoices and statements
- View online training and documentation information

Viewing Invoices

The *Invoice Recall* tab screen is the default screen shown when selecting a customer account. The screen will default to showing the customers last 10 invoices in descending date order (newest to oldest) from the year and month of their last purchase.

Viewing The Invoice Information

- To display the specific invoice information (part numbers, descriptions, quantities, etc.) and other information for a specific invoice listed on the screen, left click on the blue invoice number link.

The screen will now display the invoice data information for the specific invoice number as shown:

Gage Block Specialties Inc. - Production
17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

Store Mode
Viewing Customer: None

ePaperless Office

Admin Options Training Logout

Invoice Information
Invoice #: 891
Date: 3/15/2017 9:02:00 AM
PO #:
Reference:
Counterfeit: A/A

Customer Information
Customer #: 250
Location: DAT
Salesman: S
Payment Method: CHARGE-- (PAID OFF)

Bill To
AMERICAN ACRYLIC
1257 ORANGETHORPE AVE
LA PALMA, CA 90623
(909) 239-5999

Ship To
AMERICAN ACRYLIC
1811 W. COMMONWEALTH AVE.
FULLERTON, CA 92633
(909) 239-5999

Email Original Invoice
View Original Invoice

Product Line	Part Number	Description	Origin	Qty Ordered	Qty Shipped	Back Ordered	Type	Core Price	List Price	Your Price	Ext. Price
FRA	CA8039	AIR CONE SHAPED CONICAL		1.00	1.00	0	SALE	0.00	30.40	21.21	21.21
FRA	G8018	FUEL IN LINE GASOLINE FI		1.00	1.00	0	SALE	0.00	21.94	15.31	15.31
FRA	PH2	OIL FULL FLOW LUBE SPIN		1.00	1.00	0	SALE	0.00	13.03	9.09	9.09
GAT	36157	DRIVE ALIGN IDLER PULLEYS		1.00	1.00	0	SALE	0.00	52.68	34.13	34.13
REB	3135	REBUILT STARTER		1.00	1.00	0	SALE	21.00	31.50	15.75	36.75

Invoice Total Information.

Total Core	\$21.00
Total Tax	\$0.00
Total	\$116.49

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The top portion of the screen will display header sections of information for the Invoice, Customer, Bill To and Ship To information.

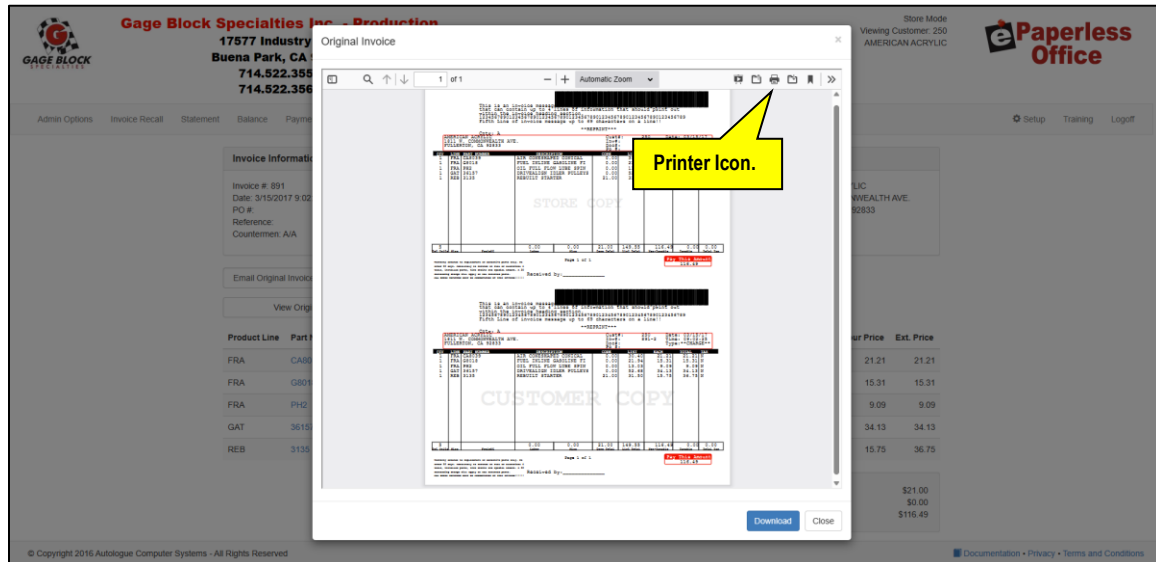
Email Invoice

- To email the current invoice being viewed, simply click on the blue *Email Invoice* button.


A drop-down selection list field is displayed to the left of the blue *Email Invoice* button. Clicking within it allows you to select from the various available invoice types (*Text Only*, *Original*, *Scanned*) when emailing.

Viewing The Original Invoice Image

If the original invoice was printed on a laser printer in a PDF format, a *View Original Invoice* button will be displayed. Clicking on this button will pop up a window displaying the original PDF formatted invoice image as shown:



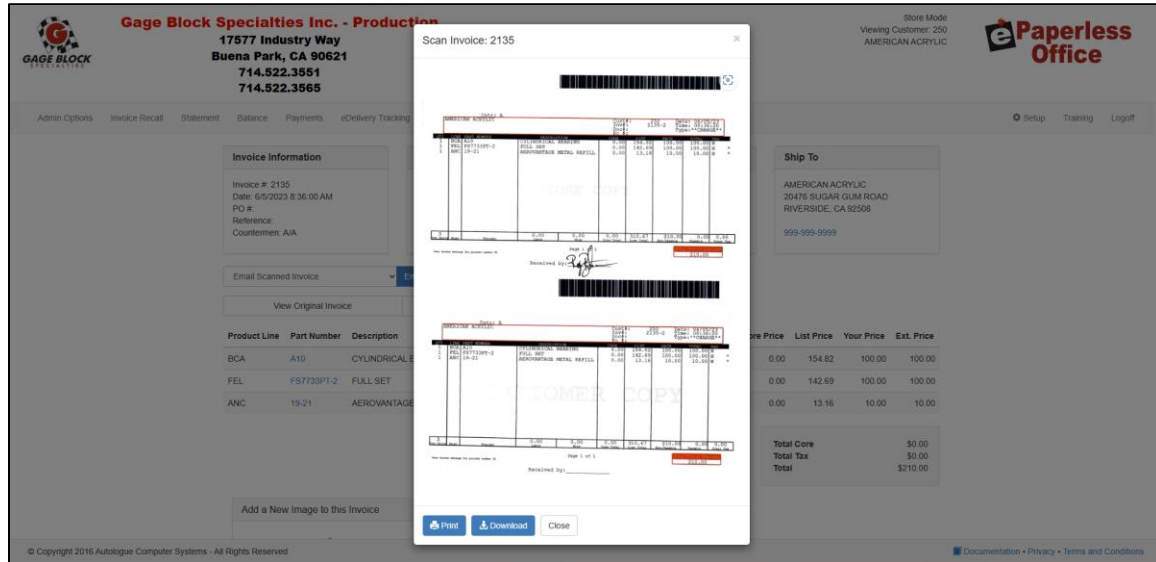
You have the option to download and save the file as a PDF formatted file by clicking on the blue *Download* button. The filename would be the invoice number with a .pdf filename extension (i.e. *891.pdf*).

You have the option to print a copy of the file being displayed by clicking on the printer () icon button that is displayed on the top right bar of the pop-up window.

- Click on the *Close* button to return to the invoice data information screen.

Viewing The Scanned Invoice Image

If the original invoice was printed on a laser printer and a signature was written on it and scanned/uploaded using the *Invoice Uploader* program, a *View Scanned Invoice* button will be displayed. Clicking on this button will pop up a window displaying the scanned invoice image as shown:



You have the option to download and save the file as a .jpg or .tif formatted file by clicking on the blue *Download* button. The filename would be the invoice number with a .jpg or .tif filename extension (i.e. 891.jpg).

You have the option to print a copy of the file being displayed by clicking on the blue *Print* button that is displayed on the bottom of the pop-up window.

- Click on the *Close* button to return to the invoice data information screen.

Viewing The Signature Image

If the original invoice was signed for by the customer on a mobile device using the *eDelivery* mobile application, a *View eDelivery Signature* button will be displayed. Clicking on this button will display an *eDelivery Signature* pop-up screen as shown:



The pop-up window could display an actual signature or a picture of the merchandise delivered if a signature was not taken. You have the option to download and save the file as a .png formatted file by clicking on the blue *Download* button. A random filename with a .png filename extension will be created (i.e. XXX.png).

You have the option to print a copy of the signature file being displayed by clicking on the blue *Print* button that is displayed on the bottom of the pop-up window.

- Click on the *Close* button to return to the invoice data information screen.

Add A New Image To The Invoice

Invoice #: 2141
Date: 6/13/2023 12:01:00 PM
PO #:
Reference:
Countermen: BIB

Customer #: 250
Location: DAT
Salesman: S
Payment Method: CHARGE Delivery
Invoice

AMERICAN ACRYLIC
20476 SUGAR GUM ROAD
RIVERSIDE, CA 92508
999-999-9999

AMERICAN ACRYLIC
20476 SUGAR GUM ROAD
RIVERSIDE, CA 92508
999-999-9999

Email Delivery Signature

Product Line	Part Number	Description	Origin	Qty Ordered	Qty Shipped	Back Ordered	Type	Core Price	List Price	Your Price	Ext. Price
FEL	FS7733PT2	FULL SET		1.00	1.00	0	SALE	0.00	142.69	100.00	100.00
DEL	1	DELIVERY INVOICE		1.00	1.00	0	SALE	0.00	1.00	1.00	1.00

Total Core \$0.00
Total Tax \$0.00
Total \$101.00

Add a New Image to this Invoice

Label for Image *

Image to Upload *

(gif, .png, .jpg, .jpeg)

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- You can attach a specific label/image (.gif, .png, .jpg, .jpeg - pictures) and to the invoice being viewed by left clicking within the *Label for Image* field and entering a label name for the image that is being attached.
- Left click on the *Choose File* button and select the specific image file (.gif, .png, .jpg, .jpeg) to be attached and click on the *Open* button. The filename will now be displayed within the *Image for Upload* field.
- Left click on the blue *Save Image to Invoice* button.

Deleting An Invoice From eOffice

- You can delete the invoice being viewed by clicking on the red *Delete Invoice from ePart Office* button.
- The *Delete Invoice!* pop-up screen will display a *Are you sure you want to Delete this invoice?* prompt. Click on the red *Yes* button.

Showing Invoice Items And Paging

If there are more than 10 invoices purchased within the year and month being displayed, the bottom right of the screen will display page number links (2, 3, 4, *Next*) to allow you to click on to see the next 10 invoices or to jump to a specific page of invoices.

To show 10, 25, 50 or all invoices for year and month currently being displayed, click within the *Show N items* drop down field and click on the desired menu selection (10, 25, 50, *All*) and the screen will redraw with the selected number of invoice items to display.

Filter

You can enter a value within the *Filter:* field and the screen will then match the entered value to any invoice that contains this information within any of the columns listed. The screen will redraw and display only the matching invoice items.

Invoice Column Information Displayed

The screen will display the following columns of information for each of the invoices listed:

- Invoice Date
- Invoice Number
- Invoice Origin (with Multiple Locations)
- Invoice Type
- PO Number
- Reference Number
- Status
- Invoice Total

Column Sorting

The invoice recall screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

Search By

The *Search By* field displayed within the upper middle portion of the screen allows you to search by the following drop-down field options:

- Invoice Date
- Invoice Number
- Part Number
- Reference Number
- PO Number
- Manufacturer Code
- Description
- Selling Price

Search By Invoice Date

- To display invoice information for a specific year and month, left click within the *Search By*: drop down field list and left click on the *Invoice Date* menu selection.
- Left click within the year drop down field list and left click on the desired year.
- Left click within the month drop down field list and left click on the desired month.

The screen will now display the invoice information (newest to oldest) for the selected year and month.

Search By Invoice Number

- To display invoice information for a specific invoice number, left click within the *Search By*: drop down field list and left click on the *Invoice Number* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific invoice number to search by and then left click on the blue *Search* button to the right of the entry field.

If the invoice number was found, the screen will now display the matching invoices information (newest to oldest).

Search By Part Number

- To display invoice information for a specific part number, left click within the *Search By*: drop down field list and left click on the *Part Number* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific part number (without mfr code) to search by and then left click on the blue *Search* button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain the entered part number.

Search By Reference Number

- To display invoices that contain a specific reference number, left click within the *Search By*: drop down field list and left click on the *Reference Number* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific reference number to search by and then left click on the blue *Search* button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain the entered reference number.

Search By PO Number

- To display invoices that contain a specific PO number, left click within the *Search By*: drop down field list and left click on the *PO Number* menu selection.

- Left click within the blank field now displayed to the right of the menu selection, enter in the specific PO number to search by and then left click on the blue *Search* button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain the entered PO number.

Search By Manufacturer Code

- To display invoice information for a manufacturer code, left click within the *Search By:* drop down field list and left click on the *Manufacturer Code* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific manufacturer code to search by and then left click on the blue *Search* button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain part numbers with the entered manufacturer code.

Search By Description

- To display invoice information for parts numbers with a specific description, left click within the *Search By:* drop down field list and left click on the *Description* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific description to search by and then left click on the blue *Search* button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain part numbers with the entered description.

Search By Selling Price

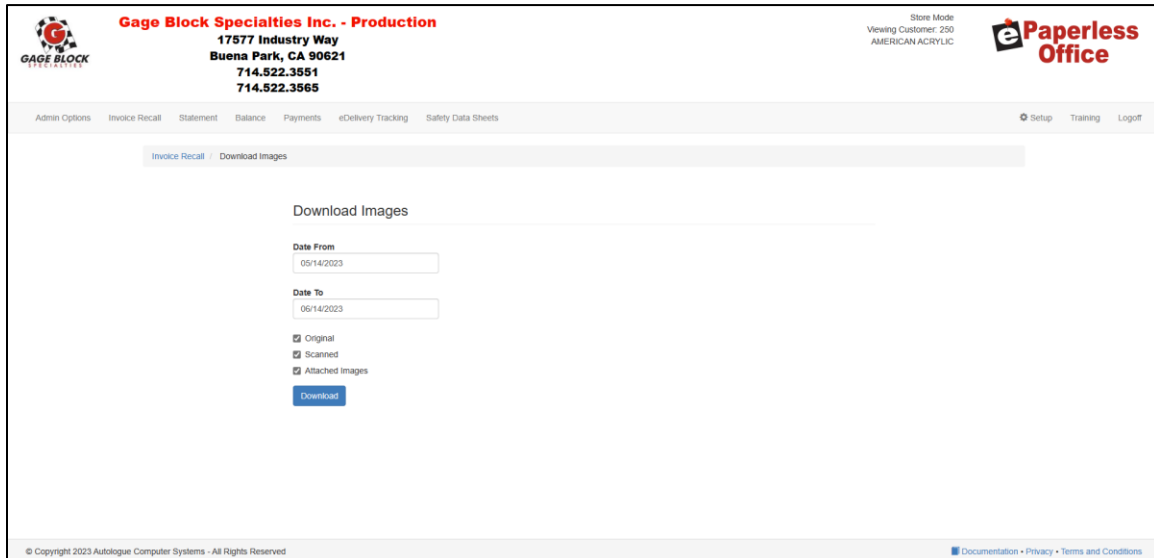
- To display invoice information for parts numbers with a specific selling price, left click within the *Search By:* drop down field list and left click on the *Selling Price* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific selling price to search by and then left click on the blue *Search* button to the right of the entry field.

The screen will now display a listing of all matching invoices (newest to oldest) that contain part numbers with the entered selling price.

Download Original And Signed Invoice Images

- You can download original (PDF), signed (scanned) and/or attached images (pictures) for a date range of invoices by left clicking on the *Download original and signed invoice images* blue link that is shown below the listing of invoice items of the *Invoice Recall* screen.

The *Download images* screen will now be displayed as shown:



The screenshot shows the 'Download Images' screen within the ePaperless Office application. The header includes the Gage Block logo, company name 'Gage Block Specialties Inc. - Production', address '17577 Industry Way, Buena Park, CA 90621', phone numbers '714.522.3551' and '714.522.3565', and store information 'Store Mode: Viewing Customer: 250 AMERICAN ACRYLIC'. A navigation bar contains links: Admin Options, Invoice Recall, Statement, Balance, Payments, eDelivery Tracking, Safety Data Sheets, Setup, Training, and Logout. Below the navigation bar, there are tabs for 'Invoice Recall' and 'Download Images'. The 'Download Images' section contains a title 'Download Images', two date range fields ('Date From' and 'Date To') both set to '05/14/2023', three checkboxes for 'Original', 'Scanned', and 'Attached Images' (all checked), and a blue 'Download' button. The footer includes copyright information '© Copyright 2023 Autologue Computer Systems - All Rights Reserved' and links for 'Documentation', 'Privacy', and 'Terms and Conditions'.

- Click within the *Date From* and *Date To* range fields to change the selected date ranges of the invoices.
- By default, all the specific types of invoices (*Original*, *Signed*, *Attached Images*) will be check marked. Check or uncheck the specific types and then click on the blue *Download* button to create a consolidated *Invoices.pdf* formatted file that you can now save.

View Statements

- To view past statements for the customer selected, click on the *Statement* tab at the top of the screen.

The screen will default to showing the customers last statement as shown:

Gage Block Specialties Inc.
17577 Industry Way
Buena Park, CA 90621
714-522-3551
714-522-3555

Store Mode
Viewing Customer: 250
AMERICAN ACRYLIC

ePaperless Office
GET IT EASY! GET IT FAST! GET IT NOW!

Admin Options Invoice Recall **Statement** Balance Payments eDelivery Tracking

Statement Date: 3/17/2017

Customer Address
AMERICAN ACRYLIC
1257 ORANGETHORPE
FULLERTON, CA 91775-2555

Customer Information
Customer Number: 250
Statement Date: 3/17/2017
Statement#: 1

☐ Hide Reconciled Items

Invoice Number	Date	Type	Location	PO	Reference	Check	Total	Balance	Reconciled
858	2/26/2017 6:18:54 PM	INVOICE	1		PRODUCTION TEST		\$22.68	22.68	<input type="checkbox"/>
860	3/1/2017 8:06:30 AM	INVOICE	1				\$45.62	45.62	<input type="checkbox"/>
864	3/1/2017 8:19:22 AM	INVOICE	1				\$14.73	14.73	<input type="checkbox"/>
865	3/1/2017 12:21:18 PM	INVOICE	1				\$5.00	5.00	<input type="checkbox"/>
866	3/1/2017 12:25:57 PM	INVOICE	1				\$47.08	47.08	<input type="checkbox"/>
872	3/1/2017 12:39:23 PM	INVOICE	1				(\$5.00)	-5.00	<input type="checkbox"/>
876	3/1/2017 12:59:37 PM	INVOICE	1				\$20.99	20.99	<input type="checkbox"/>
877	3/1/2017 1:05:22 PM	INVOICE	1				\$6.00	6.00	<input type="checkbox"/>

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The top portion of the screen will display the header sections of information for the *Customer Address* and *Customer Information*.

Selecting A Statement By Date

- To display a specific statement for a specific date, left click within the *Statement Date*: drop down field selection list and left click on any of the available statement dates listed.

The screen will now display the statement information for the selected date.

Statement Column Information Displayed

The screen will display the following columns of information for each of the invoices listed on the statement being viewed:

- Invoice Number
- (Invoice) Date
- (Invoice) Type
- Location
- PO (Number)
- Reference (Number)
- Check (Number)
- (Invoice) Total
- Balance
- Reconciled

The bottom right-hand portion of the screen will display the statement totals information.

Column Sorting

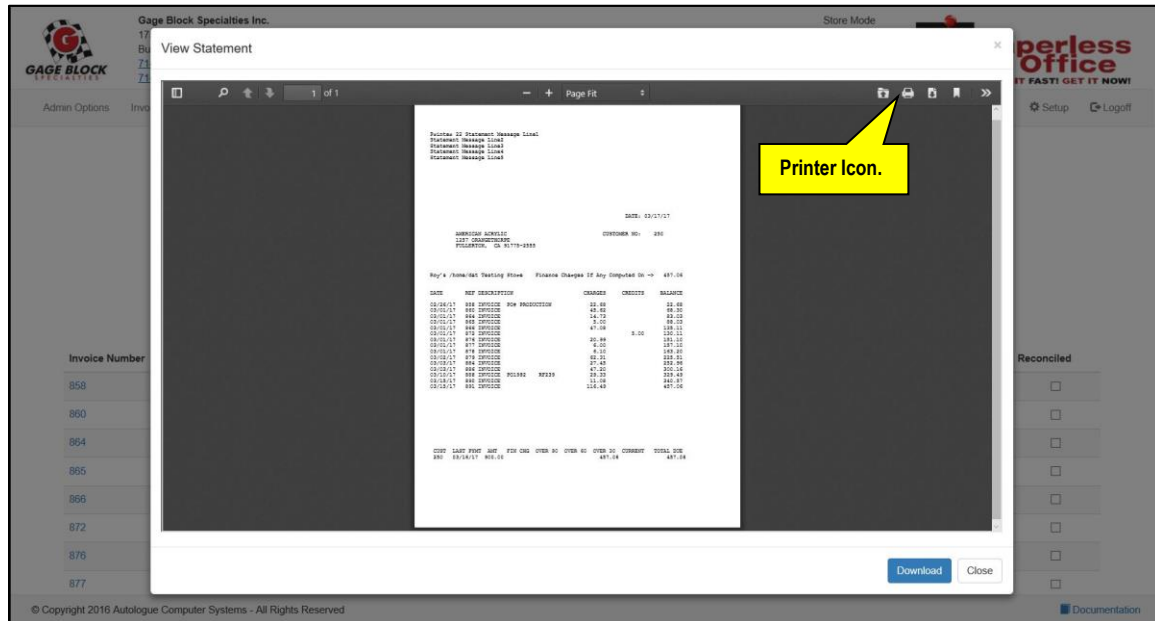
The statement screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

Send Email

- To email the current statement being viewed, simply click on the blue *Send Email* button that is displayed to the right of the *Statement Date*: drop down field.

View Statement Button

If the original statement was printed on a laser printer in a PDF format, a *View Statement* button will be displayed. Clicking on this button will pop up a window displaying the original PDF formatted statement image as shown:



You have the option to download and save the file as a PDF formatted file by clicking on the blue *Download* button. The filename would be the date of the statement with a .pdf filename extension (i.e. 3_17_2017.pdf).

You have the option to print a copy of the file being displayed by clicking on the printer (🖨️) icon button that is displayed on the top right bar of the pop-up window.

- Click on the *Close* button to return to the statement data information screen.

Save Reconciliation Changes

- You have the option to mark specific invoices as being reconciled by clicking on and check marking their respective *Reconciled* check box field and then clicking on the blue *Save Reconciliation Changes* button that is displayed below the *Customer Information* heading section of the statement. Optionally, you can have the screen redrawn and hide the invoices that have been marked and saved by clicking on the *Hide Reconciled Items* check box.

Viewing A Customer's Balance

- To view the current balance for the selected customer, click on the *Balance* tab at the top of the screen.

The screen will show a breakdown of their current balances as shown:

GAGE BLOCK SPECIALTIES INC.
17577 Industry Way
Buena Park, CA 90621
714-522-3551
714-522-3555

Store Mode
Viewing Customer: 250
AMERICAN ACRYLIC

ePaperless Office
GET IT EASY! GET IT FAST! GET IT NOW!

Admin Options Invoice Recall Statement **Balance** Payments eDelivery Tracking Setup Logoff

Customer Address

AMERICAN ACRYLIC
1257 ORANGETHORPE
FULLERTON, CA 91775-2555

Customer Information

Customer Number: 250
Current Balances

Current Balances	
Open Balance	\$1,130.72
Current	\$673.56
30 Day	\$457.06
60 Day	\$0.00
90 Day	\$0.00
Receipts	\$0.00
LAST PAYMENT (03/16/17)	\$500.00

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Most management systems will usually show open balance, current, 30 day, 60 day, 90 day, receipts and last payment date and amount. The top portion of the screen will display the header sections of information for the *Customer Address* and *Customer Information*.

Viewing Payments

- To view payments for the selected customer, click on the *Payments* tab at the top of the screen.

GAGE BLOCK SPECIALTIES INC.
17577 Industry Way
Buena Park, CA 90621
714-522-3551
714-522-3555

Store Mode
Viewing Customer: 250
AMERICAN ACRYLIC

ePaperless Office
GET IT EASY! GET IT FAST! GET IT NOW!

Admin Options Invoice Recall Statement Balance **Payments** eDelivery Tracking Setup Logoff

Payments for 2017 Mar

Show 10 items Filter:

Payment Date	Original Invoice Number	Check	Reference/ Receipt Number	Description	Payment Amount
3/16/2017 9:30:59 AM	850	8001	214	PAYMENT RECVD	\$35.26
3/16/2017 9:30:59 AM	854	8001	214	PAYMENT RECVD	\$19.51
3/16/2017 9:30:59 AM	855	8001	214	PAYMENT RECVD	\$17.01
3/16/2017 9:30:59 AM	857	8001	214	PAYMENT RECVD	\$13.00
3/16/2017 9:30:59 AM	858	8001	214	PARTIAL PAYMENT	\$64.00
3/16/2017 9:30:58 AM	810	8001	214	PAYMENT RECVD	\$14.00
3/16/2017 9:30:58 AM	811	8001	214	PAYMENT RECVD	\$19.58
3/16/2017 9:30:58 AM	812	8001	214	PAYMENT RECVD	\$6.00
3/16/2017 9:30:58 AM	813	8001	214	PAYMENT RECVD	\$47.62
3/16/2017 9:30:58 AM	819	8001	214	PAYMENT RECVD	\$4.00

1 - 10 of 38 items Previous 1 2 3 4 Next

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The screen will default to showing their last 10 paid invoices in descending date order from the year and month of their last payment.

Showing Paid Invoice Items And Paging

If there are more than 10 paid invoices within the year and month being displayed, the bottom right of the screen will display page number links (2, 3, 4, *Next*) to allow you to click on to see the next 10 paid invoices or to jump to a specific page of paid invoices.

To show 10, 25 or all paid invoices for year and month currently being displayed, click within the *Show N items* drop down field and click on the desired menu selection (10, 25, All) and the screen will redraw with the selected number of paid invoice items to display.

Filter

You can enter a value within the *Filter:* field and the screen will then match the entered value to any paid invoice that contains this information within any of the columns listed. The screen will redraw and display only the matching invoice items.

Payment Column Information Displayed

The screen will display the following columns of information for each of the paid invoices listed:

- Payment Date
- Original Invoice Number
- Check (Number)
- Reference/Receipt Number
- Description (Payment Received/Partial Paid)
- Payment Amount

Column Sorting

The payment screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

Viewing The Paid Invoice Information

- To display the specific invoice information (part numbers, descriptions, quantities, etc.) and other information for a specific paid invoice listed on the screen, left click on the blue invoice number link.

The screen will now display the invoice data information for the specific invoice number as shown:

Invoice, Customer and Bill/Ship To Information.

Invoice Detail Information.

Invoice Total Information.

Product Line	Part Number	Description	Origin	Qty Ordered	Qty Shipped	Back Ordered	Type	Core Price	List Price	Your Price	Ext. Price
FRA	CA8039	AIR CONESHAPED CONICAL		1.00	1.00	0	SALE	0.00	30.40	21.21	21.21
FRA	G8018	FUEL INLINE GASOLINE FI		1.00	1.00	0	SALE	0.00	21.94	15.31	15.31
FRA	PH2	OIL FULL FLOW LUBE SPIN		1.00	1.00	0	SALE	0.00	13.03	9.09	9.09
GAT	36157	DRIVEALIGN IDLER PULLEYS		1.00	1.00	0	SALE	0.00	52.68	34.13	34.13
REB	3135	REBUILT STARTER		1.00	1.00	0	SALE	21.00	31.50	15.75	36.75

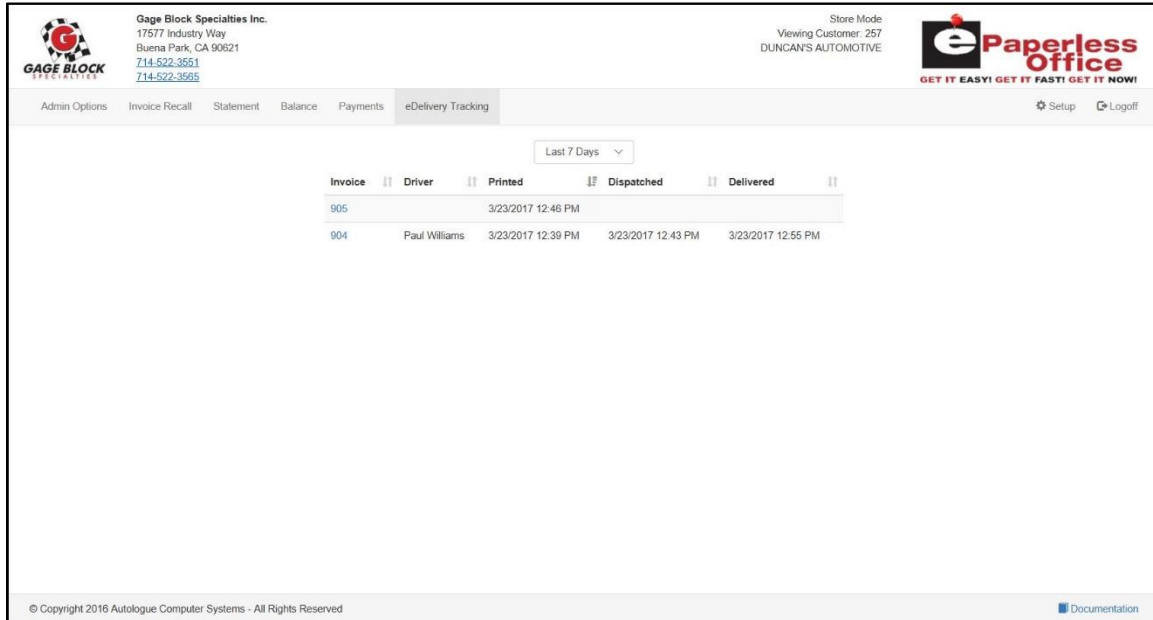
Total Core:	\$21.00
Total Tax:	\$0.00
Total:	\$116.49

The top portion of the screen will display header sections of information for the Invoice, Customer, Bill To and Ship To information.

Tracking Deliveries

- If you are using *eDelivery* and you want to track the selected customers' invoices and see whether they have been printed, assigned to an *eDelivery* dispatch and/or delivered, click on the *eDelivery Tracking* tab at the top of the screen.

The screen will now display any invoices sent up to *eDelivery* within the last 7, 30 or 365 days as shown:



Invoice	Driver	Printed	Dispatched	Delivered
905		3/23/2017 12:46 PM		
904	Paul Williams	3/23/2017 12:39 PM	3/23/2017 12:43 PM	3/23/2017 12:55 PM

eDelivery Tracking Column Information Displayed

The screen will display the following columns of information for each of the invoices listed:

- Invoice (Number)
- Driver (Name)
- Printed (Invoice Date/Time)
- Dispatched (Invoice Date/Time)
- Delivered (Invoice Date/Time)

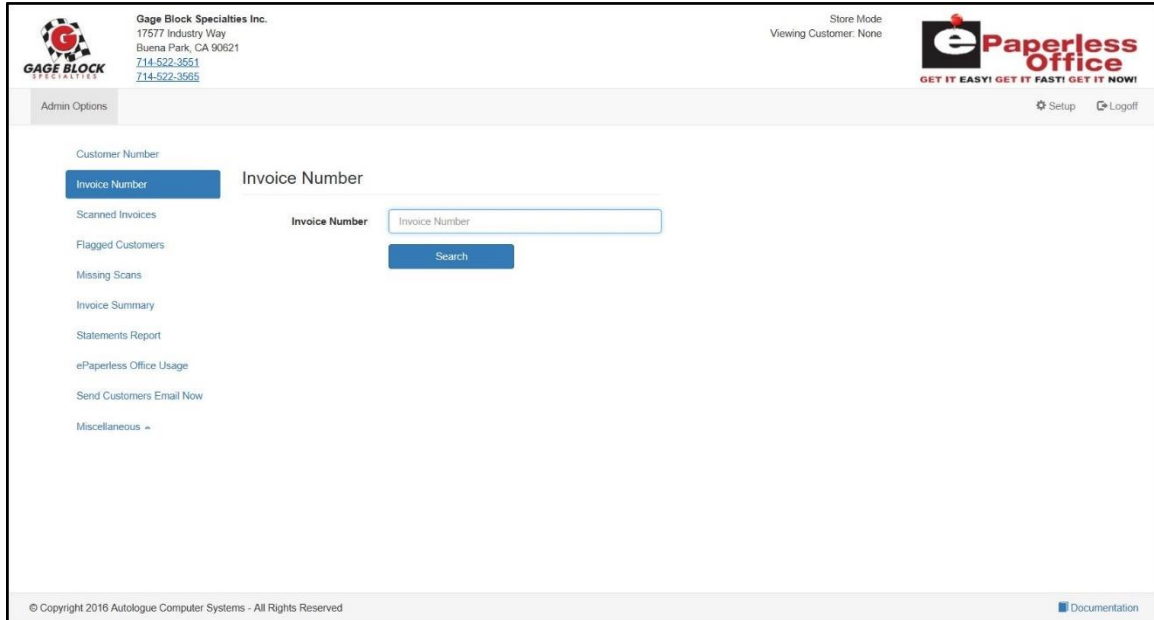
Column Sorting

The *eDelivery Tracking* screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

Searching For A Specific Invoice Number

- To view a specific invoice for any of your customers, click on the *Invoice Number* menu link on the left side of the screen.

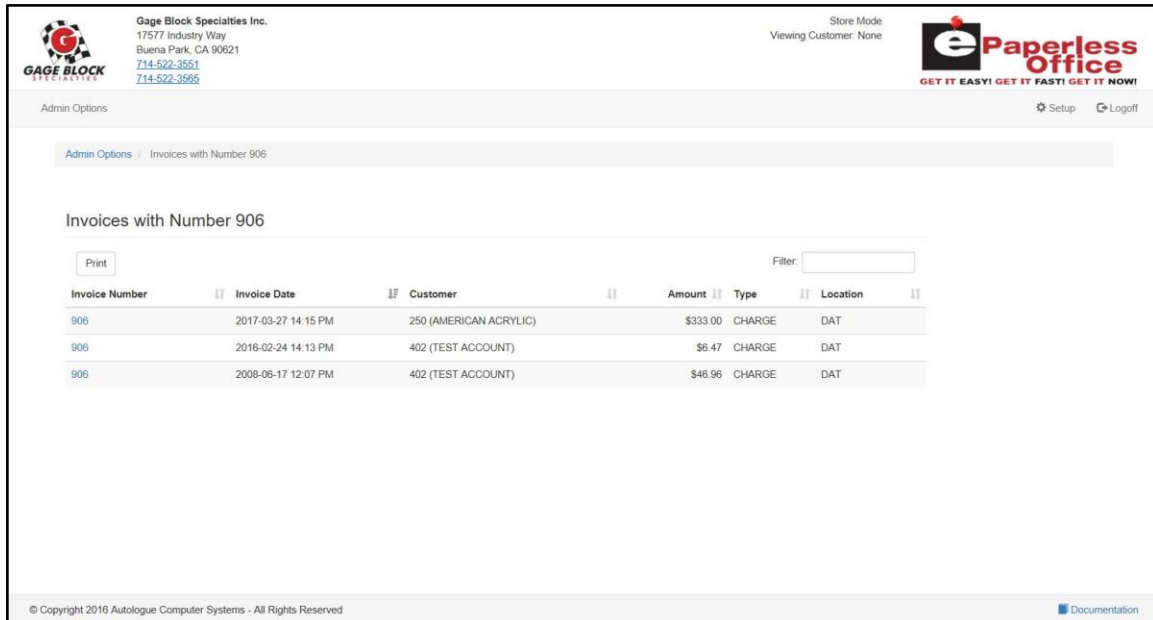
The *Invoice Number* screen will now be displayed as shown:



The screenshot displays the 'Invoice Number' screen within the ePaperless Office administration interface. The top header includes the GAGE BLOCK logo, company contact information (Gage Block Specialties Inc., 17577 Industry Way, Buena Park, CA 90621, 714-522-3551, 714-522-3555), and the user's role (Store Mode, Viewing Customer: None). The main content area features a sidebar with navigation links: Admin Options, Customer Number, Invoice Number (selected), Scanned Invoices, Flagged Customers, Missing Scans, Invoice Summary, Statements Report, ePaperless Office Usage, Send Customers Email Now, and Miscellaneous. The central panel shows the 'Invoice Number' section with a text input field labeled 'Invoice Number' and a blue 'Search' button. The footer contains the copyright notice '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and a link to 'Documentation'.

- With the cursor positioned within the *Invoice Number* field, enter in the specific invoice number to search for and then click on the blue *Search* button.

The screen will now display the invoice number search results as shown:



The screenshot displays the 'Invoices with Number 906' screen. At the top left, it shows the 'GAGE BLOCK' logo and contact information for Gage Block Specialties Inc. (17577 Industry Way, Buena Park, CA 90621, 714-522-3551, 714-522-3565). The top right shows 'Store Mode' and 'Viewing Customer: None'. Below the header, there's a navigation bar with 'Admin Options' and a breadcrumb trail 'Admin Options / Invoices with Number 906'. The main content area is titled 'Invoices with Number 906' and includes a 'Print' button and a 'Filter:' input field. A table lists three invoices with columns: Invoice Number, Invoice Date, Customer, Amount, Type, and Location.

Invoice Number	Invoice Date	Customer	Amount	Type	Location
906	2017-03-27 14:15 PM	250 (AMERICAN ACRYLIC)	\$333.00	CHARGE	DAT
906	2016-02-24 14:13 PM	402 (TEST ACCOUNT)	\$6.47	CHARGE	DAT
906	2008-06-17 12:07 PM	402 (TEST ACCOUNT)	\$46.96	CHARGE	DAT

At the bottom, there is a copyright notice: '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and a 'Documentation' link.

Invoice Column Information Displayed

The screen will display the following columns of information for each of the invoices listed:

- Invoice Number
- Invoice Date
- Customer (Number & Name)
- Amount (Invoice Total)
- Invoice Type
- Location

Column Sorting

The invoice recall screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

Filter

You can enter a value within the *Filter:* field and the screen will then match the entered value to any of the invoices that contains this information within any of the columns listed. The screen will redraw and display only the matching invoice items.

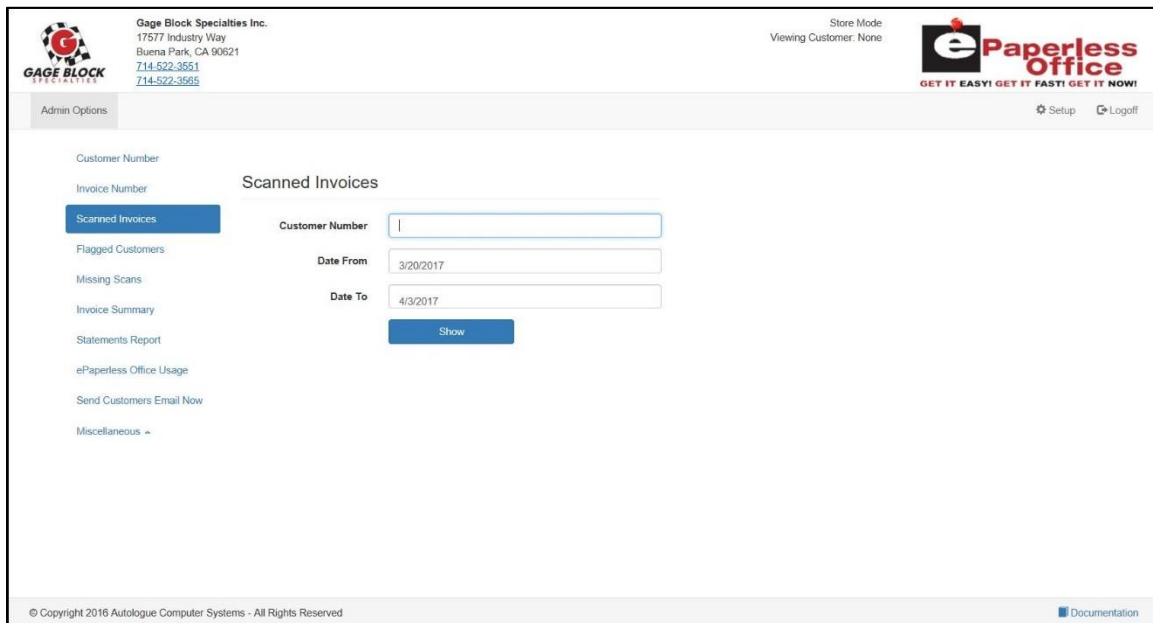
Printing

You can print the invoice information listed on the screen by clicking on the *Print* button listed above the *Invoice Number* column heading.

Show Scanned Invoices For A Customer

- To view scanned invoices for a specific customer, click on the *Scanned Invoices* menu link on the left side of the screen.


The *Scanned Invoices* screen will now be displayed as shown:



The screenshot shows the 'Scanned Invoices' screen. At the top left, there is contact information for Gage Block Specialties Inc. (17577 Industry Way, Buena Park, CA 90621, 714-522-3551, 714-522-3555). At the top right, it says 'Store Mode' and 'Viewing Customer: None'. The ePaperless Office logo is also present. On the left side, there is a sidebar with 'Admin Options' and a list of links: 'Scanned Invoices' (highlighted), 'Flagged Customers', 'Missing Scans', 'Invoice Summary', 'Statements Report', 'ePaperless Office Usage', 'Send Customers Email Now', and 'Miscellaneous <'. The main area is titled 'Scanned Invoices' and contains a 'Customer Number' input field, 'Date From' (3/20/2017), 'Date To' (4/3/2017), and a blue 'Show' button. At the bottom, there is a copyright notice: '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and a 'Documentation' link.

- With the cursor positioned within the *Customer Number* field, enter in the specific customer number to search for scanned invoices for.
- Click within the *Date From* field and click on the beginning date to search from.
- Click within the *Date To* field and click on the ending date to search to and then click on the blue *Show* button.

The screen will now display the matching scanned invoices search results as shown:




Gage Block
SPECIALTIES INC.

Gage Block Specialties Inc. - Production

17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

Store Mode
Viewing Customer: None



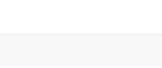

**Paperless
Office**

Admin Options

Training | Logout

Admin Options / Scanned Invoices

Scanned Invoice(s) for Customer 250 from 6/1/2023 to 6/16/2023





- Click on the blue *Admin Options* link to return to the *Scanned Invoices* screen.

Flagged Customers Invoice Download

- To create a PDF download file of original invoices for all flagged customers, click on the *Flagged Customers* menu link on the left side of the screen.

The *Flagged Customers* screen will now be displayed as shown:



GAGE BLOCK

SPECIALTIES

Gage Block Specialties Inc.

17577 Industry Way

Buena Park, CA 90621


714-522-3551

714-522-3555

Store Mode

Viewing Customer: 250

AMERICAN ACRYLIC

ePaperless Office

GET IT EASY! GET IT FAST! GET IT NOW!

Admin Options

Invoice Recall

Statement

Balance

Payments

eDelivery Tracking

Setup

Logout

Customer Number

Invoice Number

Scanned Invoices

Flagged Customers

Missing Scans

Invoice Summary

Statements Report

ePaperless Office Usage

Send Customers Email Now

Miscellaneous

Flagged Customers

Date From

3/21/2017

Date To

4/4/2017

Download

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Documentation

The screen will default the from/to dates to be from the past two weeks.

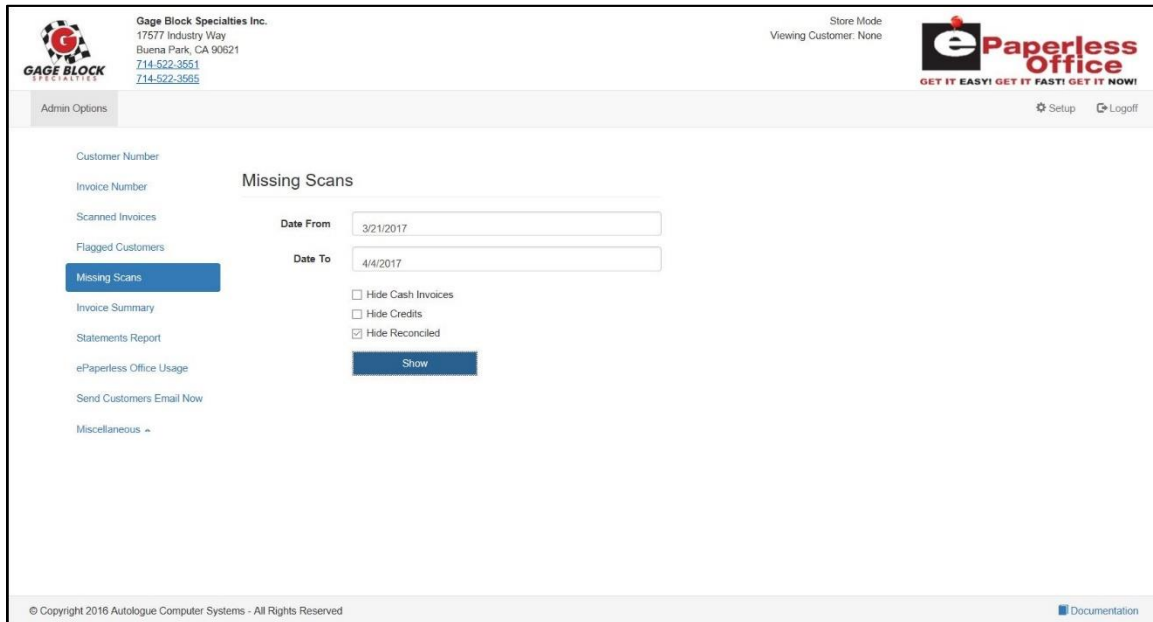
- Click within the *Date From* and *Date To* range fields to change the selected date ranges of the invoices to download.

- Click on the blue *Download* button to create a consolidated *FlaggedCustomers.pdf* formatted file that you can now save. The file will contain the original PDF invoices for all flagged customers within the date range selected.

Show Invoices Missing Scans

- To show invoices that are missing scanned copies of invoices, click on the *Missing Scans* menu link on the left side of the screen.

The *Missing Scans* screen will now be displayed as shown:

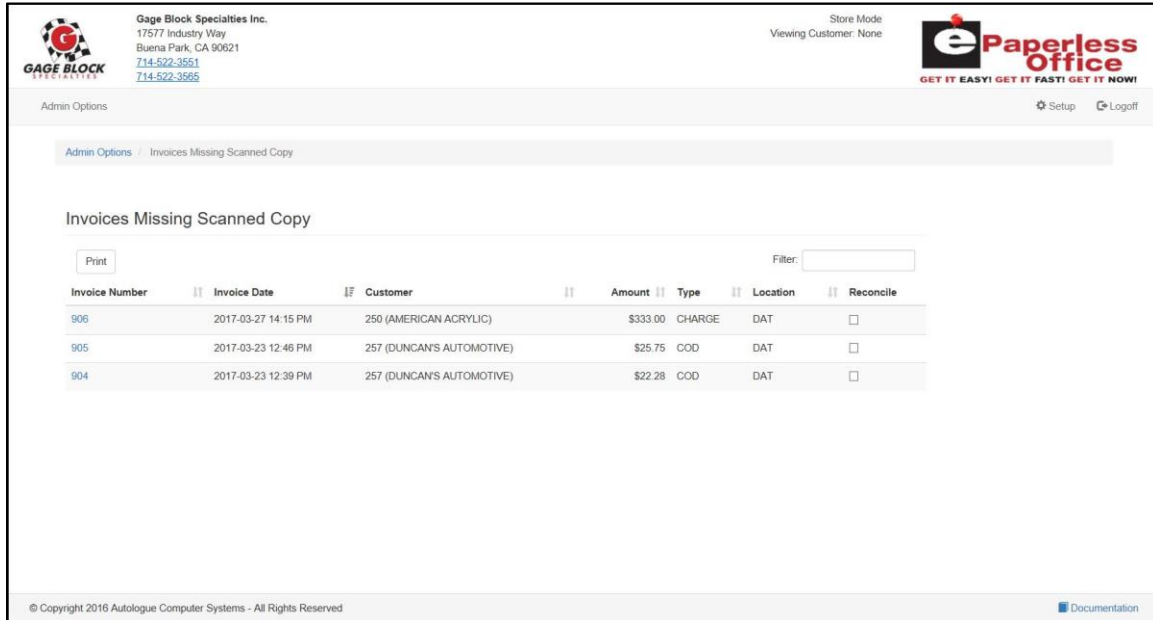


The screenshot shows the 'Missing Scans' interface. On the left is a sidebar with a menu: Admin Options, Customer Number, Invoice Number, Scanned Invoices, Flagged Customers, Missing Scans (highlighted in blue), Invoice Summary, Statements Report, ePaperless Office Usage, Send Customers Email Now, and Miscellaneous. The main area is titled 'Missing Scans' and contains two date input fields: 'Date From' with the value '3/21/2017' and 'Date To' with the value '4/4/2017'. Below these are three checkboxes: 'Hide Cash Invoices' (unchecked), 'Hide Credits' (unchecked), and 'Hide Reconciled' (checked). A blue 'Show' button is at the bottom of this section. The top of the page includes the Gage Block logo and contact information, the 'ePaperless Office' logo, and links for Setup and Logout. The footer contains copyright information and a link to Documentation.

The screen will default the from/to dates to be from the past two weeks.

- Click within the *Date From* and *Date To* range fields to change the selected date ranges of the invoices to download.
- There are check box options to hide cash invoices, credits, and reconciled invoices. Click on the respective check boxes to exclude specific invoice types and then click on the blue *Show* button.

The screen will now display the invoices that are missing a scanned copy results as shown:



Gage Block Specialties Inc.
17577 Industry Way
Buena Park, CA 90621
714-522-3551
714-522-3555

Store Mode
Viewing Customer: None

**ePaperless
Office**
GET IT EASY! GET IT FAST! GET IT NOW!

Admin Options

Admin Options / Invoices Missing Scanned Copy

Invoices Missing Scanned Copy

Print

Filter:

Invoice Number	Invoice Date	Customer	Amount	Type	Location	Reconcile
906	2017-03-27 14:15 PM	250 (AMERICAN ACRYLIC)	\$333.00	CHARGE	DAT	<input type="checkbox"/>
905	2017-03-23 12:46 PM	257 (DUNCAN'S AUTOMOTIVE)	\$25.75	COD	DAT	<input type="checkbox"/>
904	2017-03-23 12:39 PM	257 (DUNCAN'S AUTOMOTIVE)	\$22.28	COD	DAT	<input type="checkbox"/>

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Documentation

Viewing The Invoice Information

- To display the specific invoice information (part numbers, descriptions, quantities, etc.,) and other information for a specific invoice listed on the screen, left click on the blue invoice number link.

Invoice Column Information Displayed

The screen will display the following columns of information for each of the invoices listed:

- Invoice Number
- Invoice Date
- Customer (Number & Name)
- Amount (Invoice Total)
- Invoice Type
- Location
- Reconcile (Check box)

Column Sorting

The missing scans screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

Filter

You can enter a value within the *Filter:* field and the screen will then match the entered value to any of the invoices that contains this information within any of the columns listed. The screen will redraw and display only the matching invoice items.

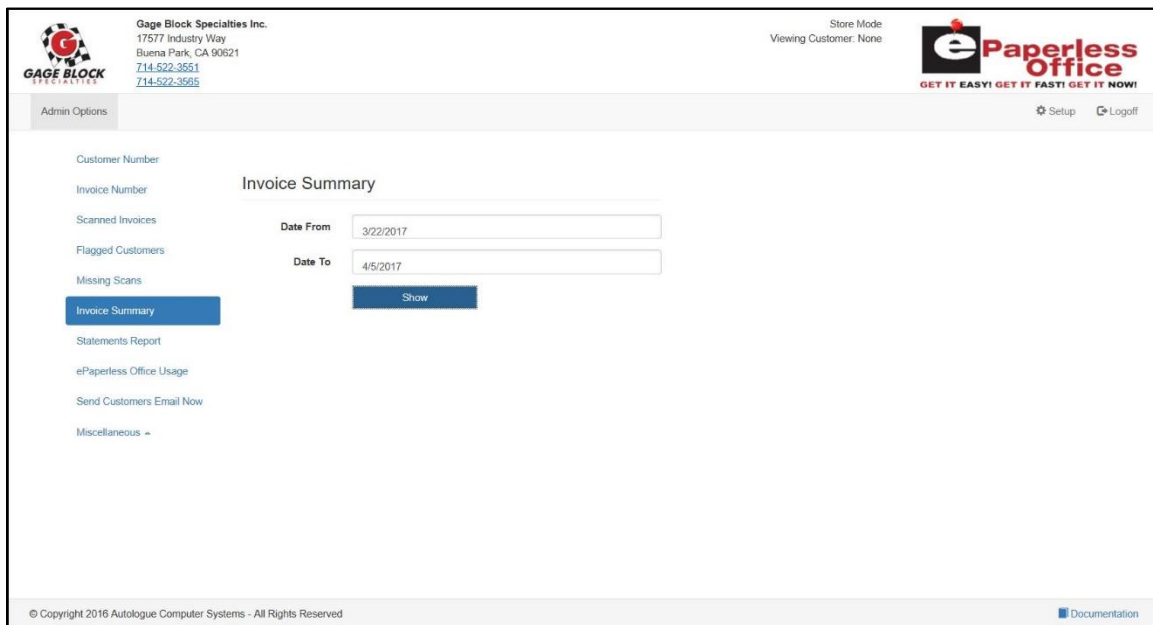
Printing

You can print the missing scans invoice information listed on the screen by clicking on the *Print* button listed above the *Invoice Number* column heading.

Invoice Summary

- To display an invoice summary for a date range, click on the *Invoice Summary* menu link on the left side of the screen.

The *Invoice Summary* screen will now be displayed as shown:



The screenshot shows the 'Invoice Summary' screen of the ePaperless Office application. The top header includes the Gage Block logo and contact information for Gage Block Specialties Inc. (17577 Industry Way, Buena Park, CA 90621, 714-522-3551, 714-522-3595). The right side of the header shows 'Store Mode' and 'Viewing Customer: None'. The ePaperless Office logo is also present in the top right. Below the header, there is a sidebar with 'Admin Options' and a list of menu items: Customer Number, Invoice Number, Scanned Invoices, Flagged Customers, Missing Scans, Invoice Summary (highlighted in blue), Statements Report, ePaperless Office Usage, Send Customers Email Now, and Miscellaneous. The main content area is titled 'Invoice Summary' and contains two date input fields: 'Date From' (3/22/2017) and 'Date To' (4/5/2017). A blue 'Show' button is located below these fields. The footer of the screen displays '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and a 'Documentation' link.

The screen will default the from/to dates to be from the past two weeks.

- Click within the *Date From* and *Date To* range fields to change the selected date ranges of the invoices to display the *Invoice Summary Report* for and then click on the blue *Show* button.

The screen will now display the *Invoice Summary Report* information results as shown:

The screenshot shows the 'Invoice Summary Report' interface. A yellow callout points to the top-left summary box, stating: 'Invoice Summary Totals display in the top left column.' Another yellow callout points to the right-hand table, stating: 'Invoice details display in the right column.'

Summary Totals (Top Left):

Invoice Summary Report 3/22/2017 - 4/5/2017
Total Invoices: 3
Total Details: 10
Total Amount: \$381.03

Invoice Details (Right Column):

Invoice: 904
Date: 3/23/2017 12:39 PM
Customer: 257
Name: DUNCAN'S AUTOMOTIVE

Mfr	Part	Description	Qty	List	Sell	Extended	Tax
FRA	G1	FUEL INLINE GASOLINE F	1	7.54	5.26	5.26	
BCA	A2	TAPER BEARING SET	1	29.12	16.02	16.02	
DEL	1	DELIVERY INVOICE	1	1.00	1.00	1.00	
Total:							\$22.28

Invoice: 905
Date: 3/23/2017 12:46 PM
Customer: 257
Name: DUNCAN'S AUTOMOTIVE

Mfr	Part	Description	Qty	List	Sell	Extended	Tax
BCA	A1	TAPER BEARING SET	1	29.84	16.41	16.41	
FRA	PH8A	OIL FULL FLOW LUBE SPIN	1	11.95	8.34	8.34	
DEL	1	DELIVERY INVOICE	1	1.00	1.00	1.00	
Total:							\$25.75

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The screen will display a summary total box in the upper left column that contains the totals for the number of invoices, number of details (line items) dollar amount of all the invoices within the selected date range. The screen also lists out the individual invoices along with part number details and the invoice total.

Statements Report

- To display a statements report for a date range, click on the *Statements Report* menu link on the left side of the screen.

The screen will now display the *Customers With Statements* results as shown:

Start/End Date fields.

Customer Information displays statement date and email address.

Count total.

Customer Number	Customer Name	Statement Date	Email Address
250	AMERICAN ACRYLIC	2017-03-17 08:36 AM	roy@autologue.com
251	CERTIFIED APPLIANCE	2017-03-17 08:36 AM	roy@autologue.com
252	CHUCK AND SAMS AUTOMOTIVE	2017-03-17 08:36 AM	rbhoopi@gmail.com
255	DATSUN CAR SERVICE	2017-03-17 08:36 AM	statement255email@autologue.com.bounced

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Documentation

The displayed results are based upon the default the start/end dates to be from the 25th from the past month. The screen will display the following information for the customers that have a statement within the date range, count (displays the total number of customers that have statements) and customer number and name, statement date and any email addresses setup.

- To change the selected date range, click within the *Start Date* and *End Date* range fields and select date range of the statements to display information for and then click on the blue *Search* button. The screen will redraw and display the new results.
- Click on the blue *Admin Options* menu link to return to the *Admin Options* screen.

ePaperless Office Usage

- To display an ePaperless Office Usage report for a date range, click on the *ePaperless Office Usage* menu link on the left side of the screen.

The screen will now display the eOffice Usage results as shown:

Start/End Date fields.

Count totals.

#	Name	Logins	Statements	Invoices	Originals	Scanned	Signatures	XMLs
250	AMERICAN ACRYLIC	123	42	51	10	7	0	0
251	CERTIFIED APPLIANCE	81	34	19	4	0	0	0
252	CHUCK AND SAMS AUTOMOTIVE	2	0	1	1	0	0	0
255	DATSUN CAR SERVICE	3	0	0	0	0	0	0
256	DIETERS V W REPAIR	13	17	0	0	0	0	0
257	DUNCAN'S AUTOMOTIVE	2	3	0	0	0	0	0
258	FORD ELECTRONICS	8	9	1	0	0	0	0
261	BETANCUR GARAGE	8	0	6	1	0	0	0
277	LONZO BALL	4	4	1	0	0	0	0
278	JACK'S REPAIR SHOP	2	2	0	0	0	0	0

The displayed results are based upon the default the start/end dates to be from the end of the previous month to the present day. Each customer, that had eOffice usage activity, will have a row that will report the following count information within the date range:

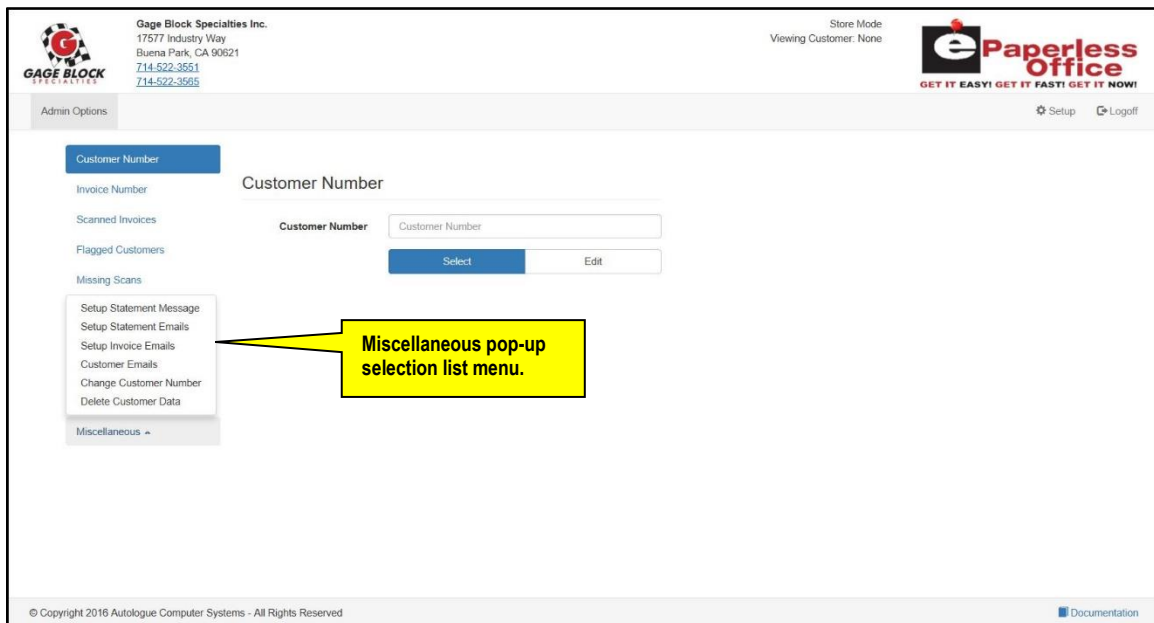
- **Logins:** number of times logged into eOffice.
 - **Statements:** number of times they viewed an actual statement.
 - **Invoices:** number of times they viewed an actual invoice.
 - **Originals:** number of times they clicked on the *View Original Invoice* button for an invoice.
 - **Scanned:** number of times they clicked on the *View Scanned Invoice* button for an invoice.
 - **Signatures:** number of times they clicked on the *View Signature* button for an invoice.
 - **XML's:** number of times they clicked on the *Download XML* button for an invoice.
- To change the selected date range, click within the *Start Date* and *End Date* range fields and select date range to display information for and then click on the blue *Search* button. The screen will redraw and display the new results.
 - To print the screens search results, click on the gold *Print* button.
 - To export the search results into a comma delimited value (CSV) file, click on the white *CSV* button. The fields of information are dependent upon what was being viewed on the screen.

- To hide or show columns of information that has values of 0, click on the green *Show/Hide Empty Columns* button. The screen will redraw with the columns hidden or showing.
- To show more than 10 customers on the screen, click on the *Show N items* drop down selection field. Select 10, 25, 50 or 100 items to view and the screen will redraw with the number of customers now showing.
- Click on the blue *Admin Options* menu link to return to the *Admin Options* screen.

Miscellaneous Functions

- There are a variety of miscellaneous administration functions that can be performed by clicking on the *Miscellaneous* menu link on the left side of the screen.

A miscellaneous pop-up selection list menu will now be displayed as shown:



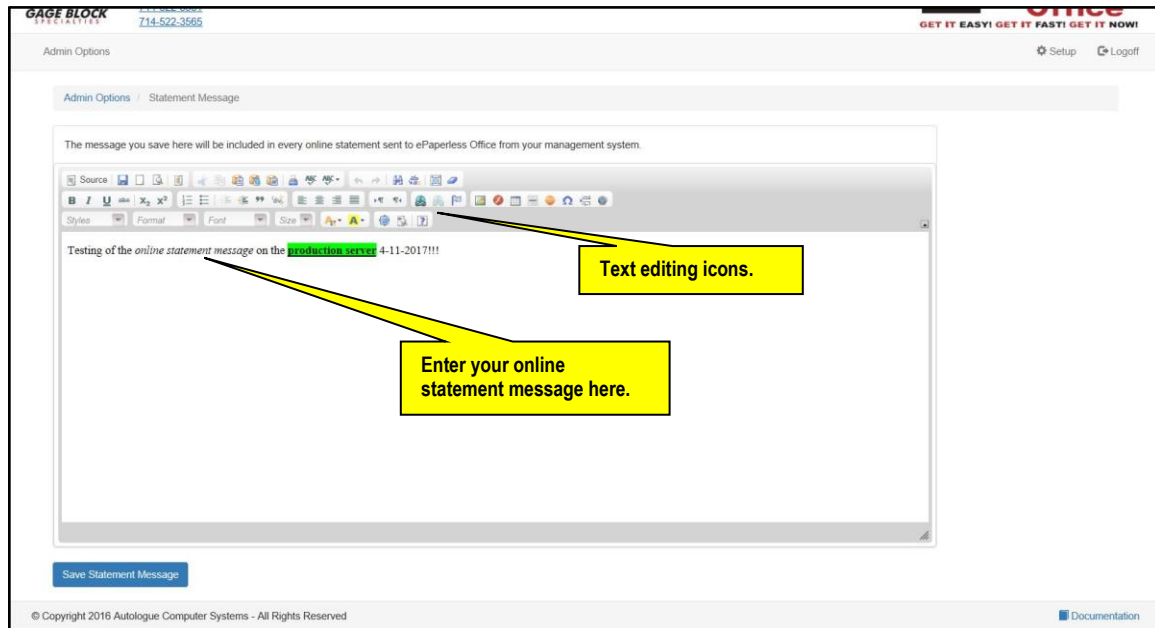
From this menu, you have option to perform the following miscellaneous functions:

- | | |
|----------------------------|--------------------------|
| • Setup Statement Message | • Setup Statement Emails |
| • Setup Invoice Emails | • Customer Emails |
| • Change Customer Number | • Delete Customer Data |
| • Send Customers Email Now | • Datasheet Email Log |

Setup Statement Message

- To setup an online statement message that will be displayed when customers view their statements via the *Statement* tab screen, click on the *Setup Statement Message* menu selection.

The screen will now be displayed as shown:

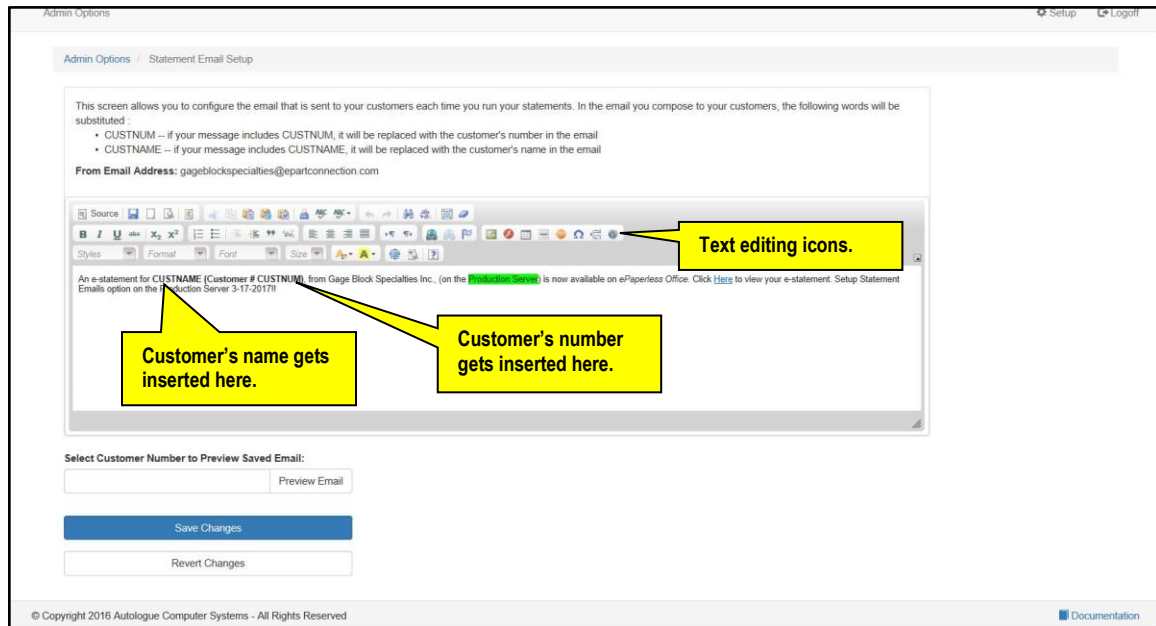


- With the cursor positioned within the body of the screen, enter the desired online statement message that will be displayed in every statement sent to the customer from the management system. There is functionality to bold, underline, and italicize specific text as well as many other functions using the icons within the email editor screen.
- When you are satisfied with the statement message, click on the blue *Save Statement Message* button to save the message.
- Click on the blue *Admin Options* menu link to return to the *Admin Options* screen.

Setup Statement Emails

- To setup your statement email message that will be sent to customers, click on the *Setup Statement Emails* menu selection.

The screen will now display the following as shown:

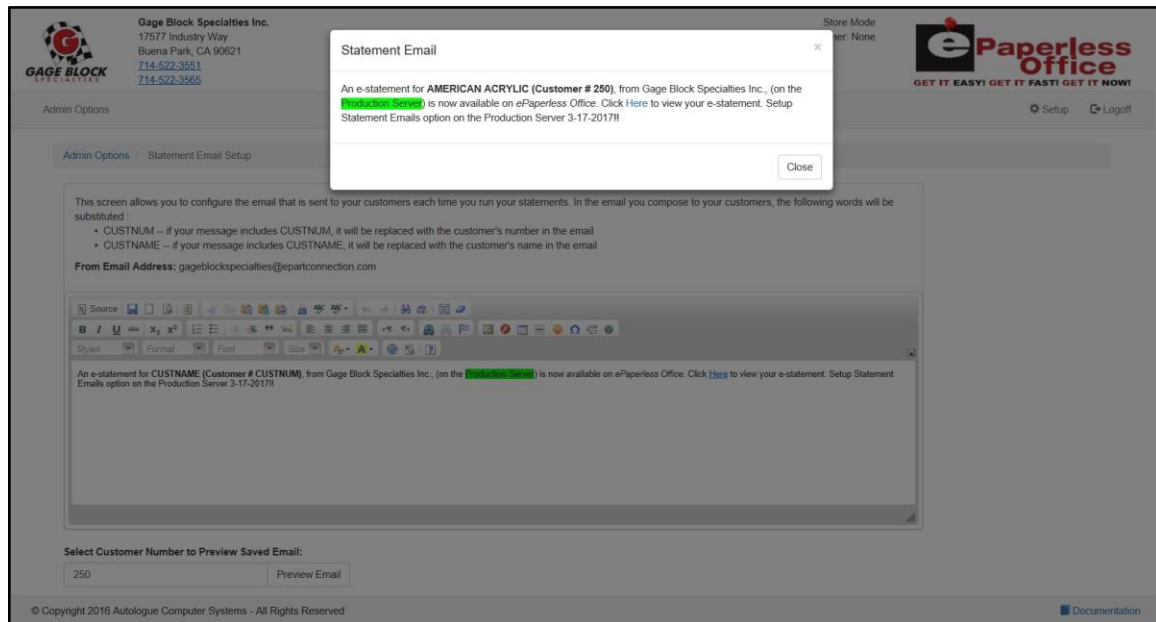


- With the cursor positioned within the body of the screen, enter the desired email statement message that will go out to all customers. The message can include CUSTNUM and CUSTNAME keywords that will be substituted with the customer's number and name within the email. There is functionality to bold, underline, and italicize specific text as well as many other functions using the icons within the email editor screen.

Previewing The Statement Email

- To preview the statement email, enter in a specific customer number under the *Select Customer Number to Preview Saved Email* heading field and then click on the *Preview Email* button.

A *Statement Email* preview pop-up window will be displayed as shown:



- To close the preview window and return to the email screen, click on the *Close* button.
- When you are satisfied with the email statement message, click on the blue *Save Changes* button to save the message.
- To revert the screen back to its original message, click on the *Revert Changes* button.
- Click on the blue *Admin Options* menu link to return to the *Admin Options* screen.

Setup Invoice Emails

- To setup your invoice email message that will be sent to customers, click on the *Setup Invoice Emails* menu selection.

The screen will now display the following as shown:

Admin Options / Invoice Email Setup

• CUSTNUM -- if your message includes CUSTNUM, it will be replaced with the customer's number in the email
• CUSTNAME -- if your message includes CUSTNAME, it will be replaced with the customer's name in the email

From Email Address: gageblockspecialties@epartconnection.com

Attached is a copy of your recent transaction for customer # CUSTNUM - CUSTNAME
Thank you for your business!

Gage Block Specialties Inc.

Select Customer Number to Preview Saved Email:

Preview Email

Save Changes

Revert Changes

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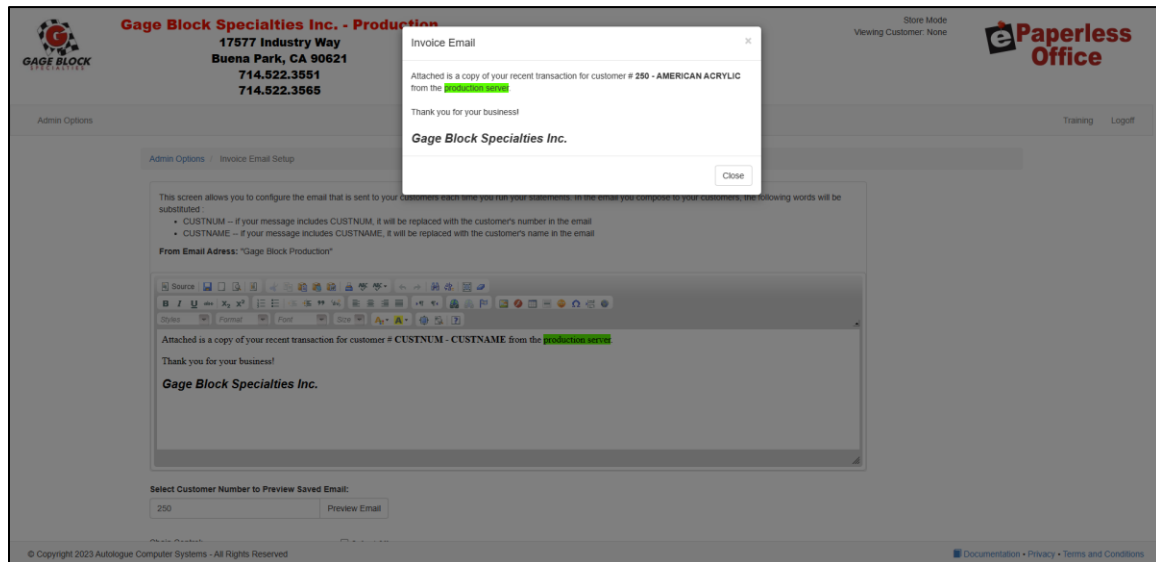
Documentation

- With the cursor positioned within the body of the screen, enter the desired email invoice message that will go out to all customers. The message can include CUSTNUM and CUSTNAME keywords that will be substituted with the customer's number and name within the email. There is functionality to bold, underline, and italicize specific text as well as many other functions using the icons within the email editor screen.

Previewing The Invoice Email

- To preview the invoice email, enter in a specific customer number under the *Select Customer Number to Preview Saved Email* heading field and then click on the *Preview Email* button.

A preview email window will be displayed as shown:

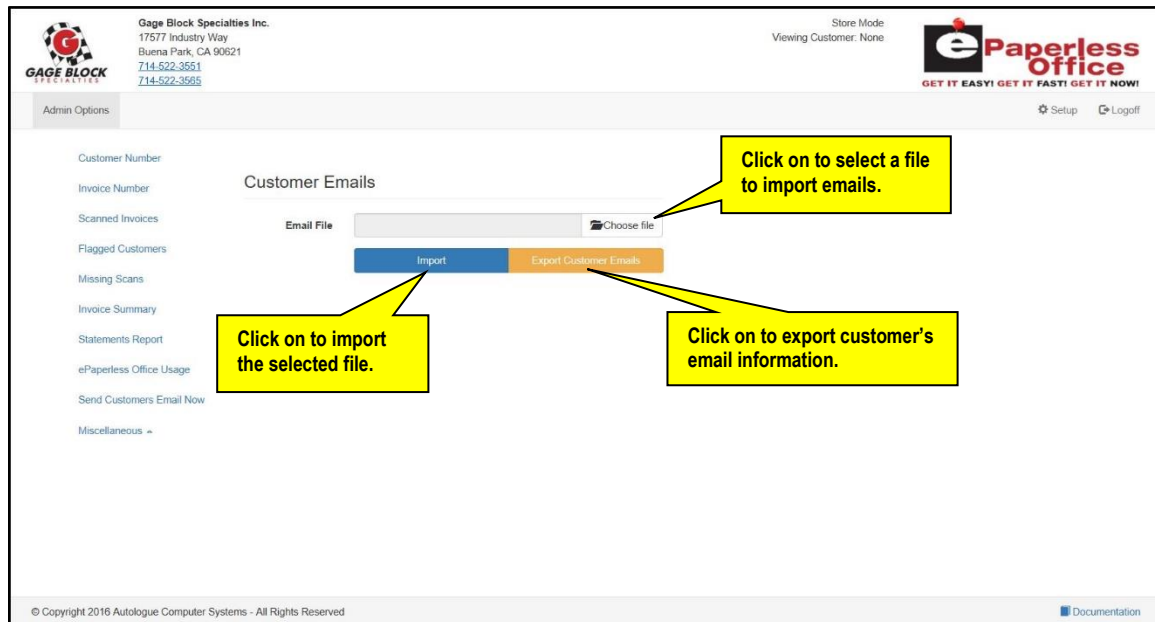


- To close the preview window and return to the email screen, click on the *Close* button.
- When you are satisfied with the email invoice message, click on the blue *Save Changes* button to save the message.
- To revert the screen back to its original message, click on the *Revert Changes* button.
- Click on the blue *Admin Options* menu link to return to the *Admin Options* screen.

Customer Emails

- To import/export email addresses for your customers, click on the *Customer Emails* menu selection.

The *Customer Emails* screen will now display the following as shown:



Export Customer Emails

- You can download a CSV (comma separated value) formatted file (*custEmails.csv*) by left clicking on the *Export Customer Emails* button.

The file will contain headings and data for customer number, statement email, and invoice email for all your customers. If there are multiple email addresses for either invoices or statements, they will be quote delimited.

Import Customer Emails

- To import customer emails, left click on the *Choose file* button. Select the CSV (comma separated value) formatted file and then left click on the blue *Import* button.

The emails information will be loaded into each customer accordingly.

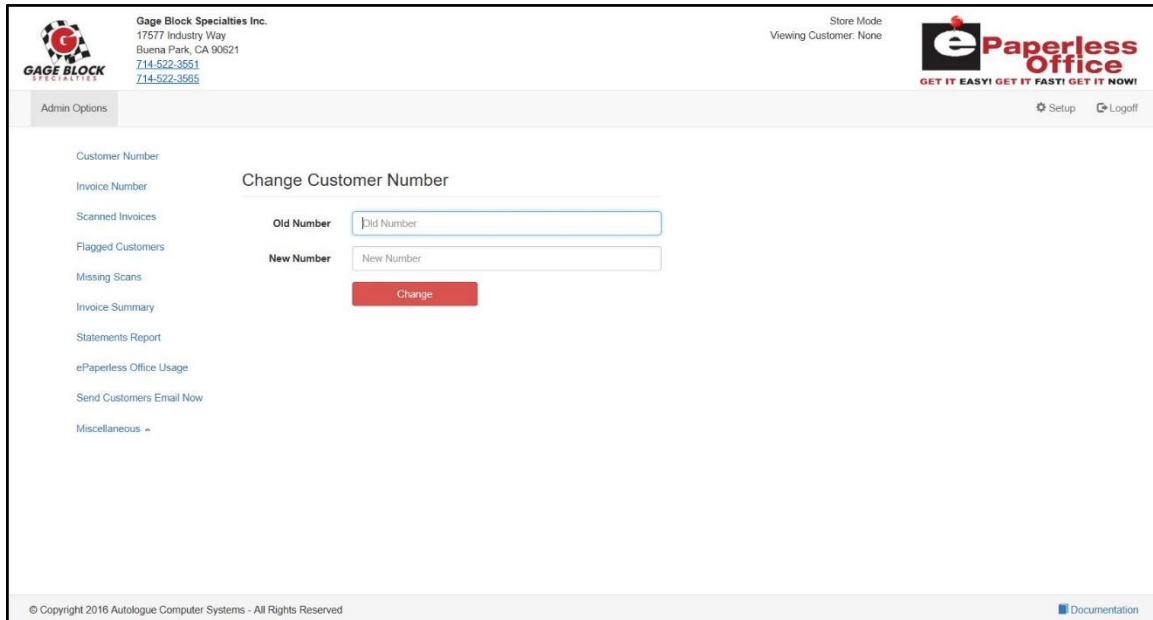
- Click on the blue *Admin Options* menu link to return to the *Admin Options* screen.

Change Customer Data

When you change a customer number within your management system, the customer number will also need to be changed within eOffice.

- To change a customer number within eOffice, click on the *Change Customer Data* menu selection.

The *Change Customer Number* screen will now be displayed as shown:



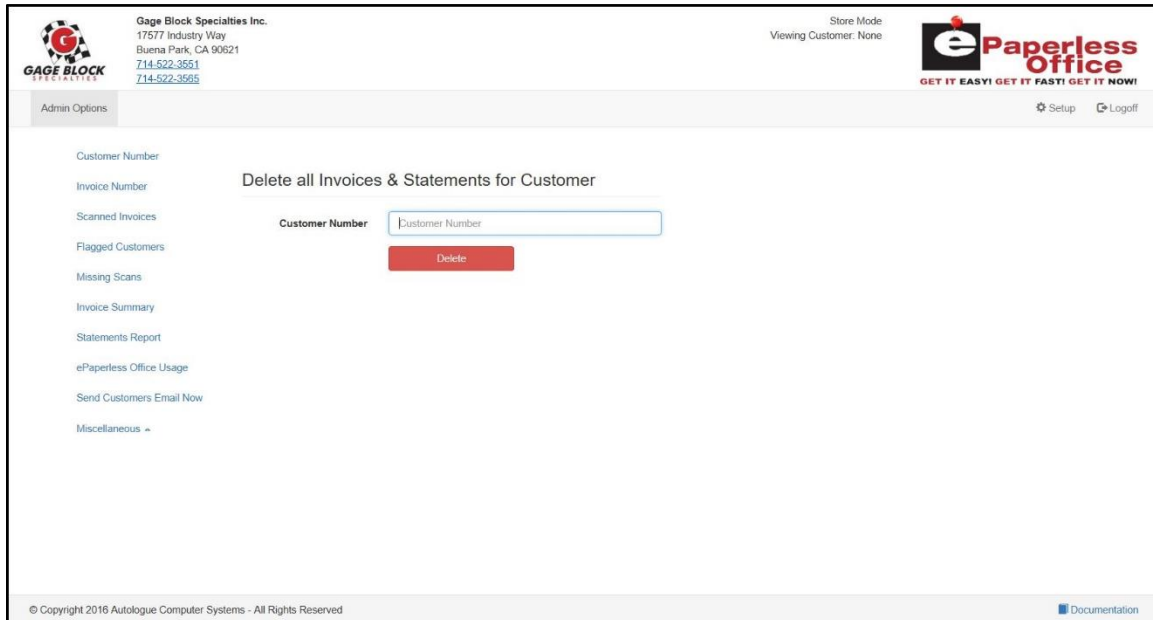
The screenshot shows the 'Change Customer Number' screen within the ePaperless Office application. The top header includes the GAGE BLOCK logo, company address (17577 Industry Way, Buena Park, CA 90621), phone numbers (714-522-3551, 714-522-3555), and the store mode (Viewing Customer: None). The left sidebar lists various administrative options: Customer Number, Invoice Number, Scanned Invoices, Flagged Customers, Missing Scans, Invoice Summary, Statements Report, ePaperless Office Usage, Send Customers Email Now, and Miscellaneous. The main content area is titled 'Change Customer Number' and contains two input fields: 'Old Number' and 'New Number'. A red 'Change' button is positioned below the 'New Number' field. The footer of the application window displays the copyright notice '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and a link to 'Documentation'.

- With the cursor positioned within the *Old Number* field, enter the customer's old number, then press the <Tab> key.
- With the cursor positioned within the *New Number* field, enter the customer's new number, then click on the red *Change* button.
- A small *Change Customer Number! – Are you sure you want to change Customer Number?* pop up window will now be displayed. Click on either the red *Yes* button to make the change or the blue *No* button.
- Click on the blue *Admin Options* menu link to return to the *Admin Options* screen.

Delete Customer Data

- To delete all invoice and statement data for a customer number within eOffice, click on the *Delete Customer Data* menu selection.

The *Delete all Invoices & Statements for Customer* screen will now be displayed as shown:



The screenshot shows the administration interface for ePaperless Office. At the top left, there is contact information for Gage Block Specialties Inc. (17577 Industry Way, Buena Park, CA 90621, 714-522-3551, 714-522-3555). The top right shows 'Store Mode' and 'Viewing Customer: None'. The main header features the ePaperless Office logo and the tagline 'GET IT EASY! GET IT FAST! GET IT NOW!'. Below the header, there is a navigation menu on the left with options like 'Admin Options', 'Customer Number', 'Invoice Number', 'Scanned Invoices', 'Flagged Customers', 'Missing Scans', 'Invoice Summary', 'Statements Report', 'ePaperless Office Usage', 'Send Customers Email Now', and 'Miscellaneous'. The main content area is titled 'Delete all Invoices & Statements for Customer'. It contains a 'Customer Number' label, a text input field with the placeholder 'Customer Number', and a red 'Delete' button. At the bottom of the page, there is a copyright notice: '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and a link to 'Documentation'.

- With the cursor positioned within the *Customer Number* field, enter the customer number and then click on the red *Delete* button.
- A small *Delete Customer Data! – Are you sure you want to Delete the Customer Data?* pop up window will now be displayed. Click on either the red *Yes* button to make the change or the blue *No* button.
- Click on the blue *Admin Options* menu link to return to the *Admin Options* screen.

Send Customers Email Now

- To create an email and have it sent to all your customers, click on the *Send Customers Email Now* menu option.

The screen will now display the following as shown:

Admin Options / Statement Email Setup

This screen allows you to configure an email that will be sent to your customers. In your email, the following words will be substituted :

- CUSTNUM -- if your message includes CUSTNUM, it will be replaced with the customer's number in the email
- CUSTNAME -- if your message includes CUSTNAME, it will be replaced with the customer's name in the email

From Email Address: gageblockspecialties@epartconnection.com

Email Subject:

An e-statement for CUSTNAME (Customer # CUSTNUM) from Gage Block Specialties Inc. (on the [Production Server](#)) is now available on ePaperless Office. Click [Here](#) to view your e-statement. Setup Statement Emails option on the Production Server 3-17-2017

Select Customer Number to Preview Saved Email:

Preview Email

Send Email to All Customers

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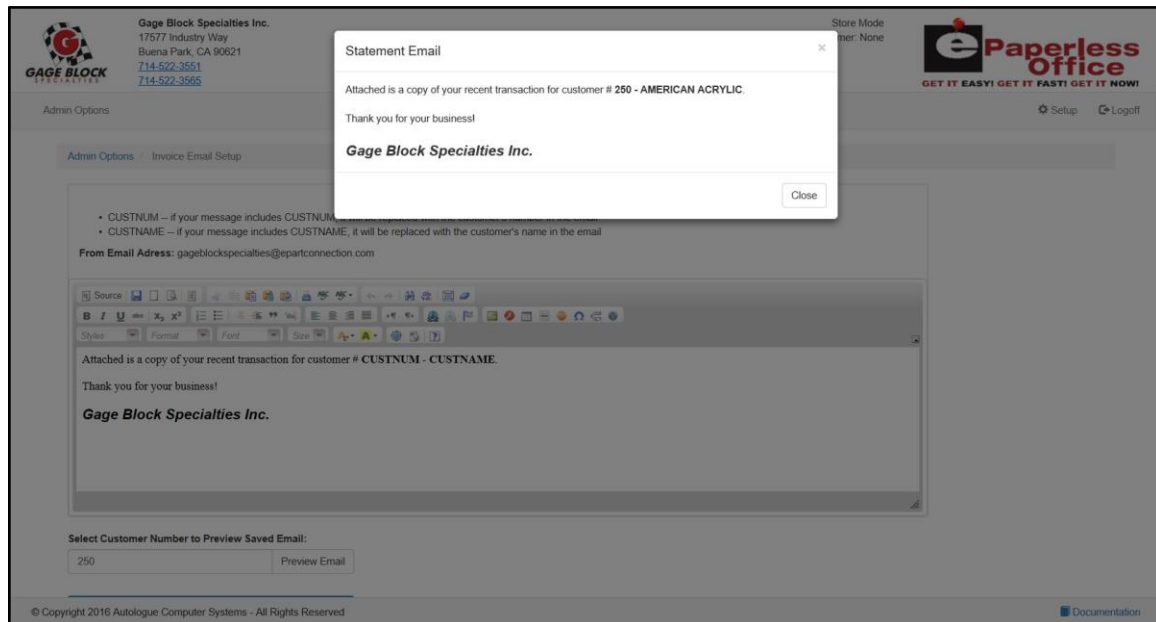
- With the cursor positioned within the *Email Subject:* field, enter the subject information and then click within the body of the screen.

Within the body of the screen, you can create a specific email message that will go out to all customers. The message can include CUSTNUM and CUSTNAME keywords that will be substituted with the customer's number and name within the email. There is functionality to bold, underline, and italicize specific text as well as many other functions using the icons within the email editor screen.

Previewing The Email

- To preview the email, enter in a specific customer number under the *Select Customer Number to Preview Saved Email* heading field and then click on the *Preview Email* button.

A preview email window will be displayed as shown:

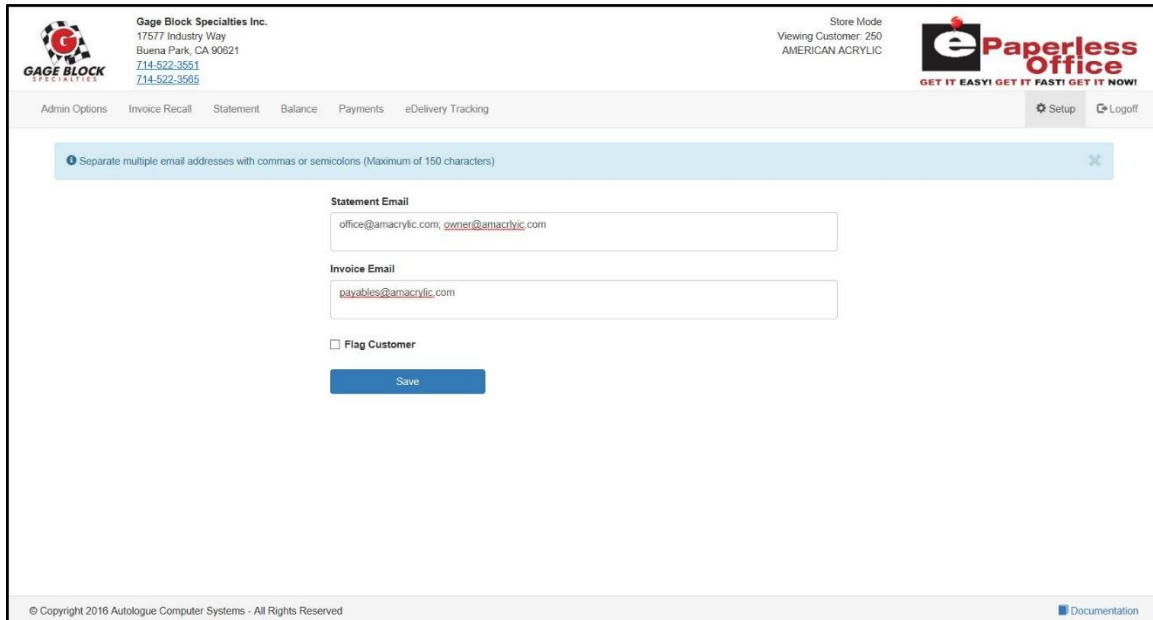


- To close the preview window and return to the email screen, click on the *Close* button.
- When you are satisfied with the email, click on the blue *Send Email to All Customers* button to send out the email to all customers that have Invoice eMail addresses setup.
- Click on the blue *Admin Options* menu link to return to the *Admin Options* screen.

Setup

- To setup specific email addresses that you want to receive invoices and/or statement notifications, click on the *Setup* tab at the top right hand side of the screen.

The following screen will now be displayed as shown:



The screenshot shows the administration interface for ePaperless Office. At the top left, there is a logo for GAGE BLOCK SPECIALTIES INC. with contact information: 17577 Industry Way, Buena Park, CA 90621, 714-522-3551, and 714-522-3555. To the right, it says 'Store Mode' and 'Viewing Customer: 250 AMERICAN ACRYLIC'. The main header area contains a navigation bar with links: Admin Options, Invoice Recall, Statement, Balance, Payments, eDelivery Tracking, Setup, and Logout. Below the navigation bar, there is a light blue box with a message: 'Separate multiple email addresses with commas or semicolons (Maximum of 150 characters)'. The main content area has two text input fields: 'Statement Email' with the value 'office@amacrylic.com; owner@amacrylic.com' and 'Invoice Email' with the value 'payables@amacrylic.com'. Below these fields is a checkbox labeled 'Flag Customer' and a 'Save' button. At the bottom of the page, there is a copyright notice: '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and a link to 'Documentation'.

Refer to the *Selecting A Customer To Edit Information* section previously described for complete details of this screen.

Logging Off Of ePaperless Office

- To log out of the ePaperless Office administration account website, click on the *Logout* tab at the top right-hand side of the screen.