

Table Of Contents


Loggin Into eOffice Administration.....	1
Customer Number.....	2
Selecting A Customer To Edit Information For.....	3
Statement Email.....	3
Invoice Email.....	3
Flagging The Customer Account.....	3
Selecting A Customer To View Information For.....	3
Viewing Invoices.....	4
Viewing The Invoice Information.....	4
Email Invoice.....	5
Viewing The Original Invoice Image.....	6
Viewing The Scanned Invoice Image.....	7
Viewing The Signature Image.....	8
Add A New Image To The Invoice.....	9
Deleting An Invoice From eOffice.....	9
Showing Invoice Items And Paging.....	9
Filter.....	9
Invoice Column Information Displayed.....	10
Column Sorting.....	10
Search By.....	10
Search By Invoice Date.....	10
Search By Invoice Number.....	11
Search By Part Number.....	11
Search By Reference Number.....	11
Search By PO Number.....	11
Search By Manufacturer Code.....	11
Search By Description.....	12
Search By Sell Price.....	12
Download Original And Signed Invoice Images.....	12
View Statements.....	13
Selecting A Statement By Date.....	14
Statement Column Information Displayed.....	15
Column Sorting.....	15
Send Email.....	15
View Statement Button.....	16
Save Reconciliation Changes.....	16
Viewing Your Balance.....	16
Viewing Payments.....	17
Showing Paid Invoice Items And Paging.....	18
Filter.....	18
Payment Column Information Displayed.....	18
Column Sorting.....	18
Viewing The Paid Invoice Information.....	18

Tracking Deliveries.....	19
eDelivery Tracking Column Information Displayed.....	20
Column Sorting.....	20
Searching For A Specific Invoice Number	20
Invoice Column Information Displayed	22
Column Sorting.....	22
Filter	22
Printing.....	22
Show Scanned Invoices For A Customer.....	22
Flagged Customers Invoice Download	24
Show Invoices Missing Scans	24
Viewing The Invoice Information	26
Invoice Column Information Displayed	26
Column Sorting.....	26
Filter	26
Printing.....	26
Invoice Summary.....	26
Statements Report	28
ePaperless Office Usage	28
Send Customers Email Now.....	30
Previewing The Email	30
Miscellaneous Functions.....	31
Setup Statement Message	32
Setup Statement Emails	33
Previewing The Statement Email	34
Setup Invoice Emails	35
Previewing The Invoice Email.....	36
Customer Emails.....	37
Export Customer Emails	38
Import Customer Emails	38
Change Customer Data.....	38
Delete Customer Data.....	39
Setup	40
Logging Off Of ePaperless Office.....	41

Login 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:

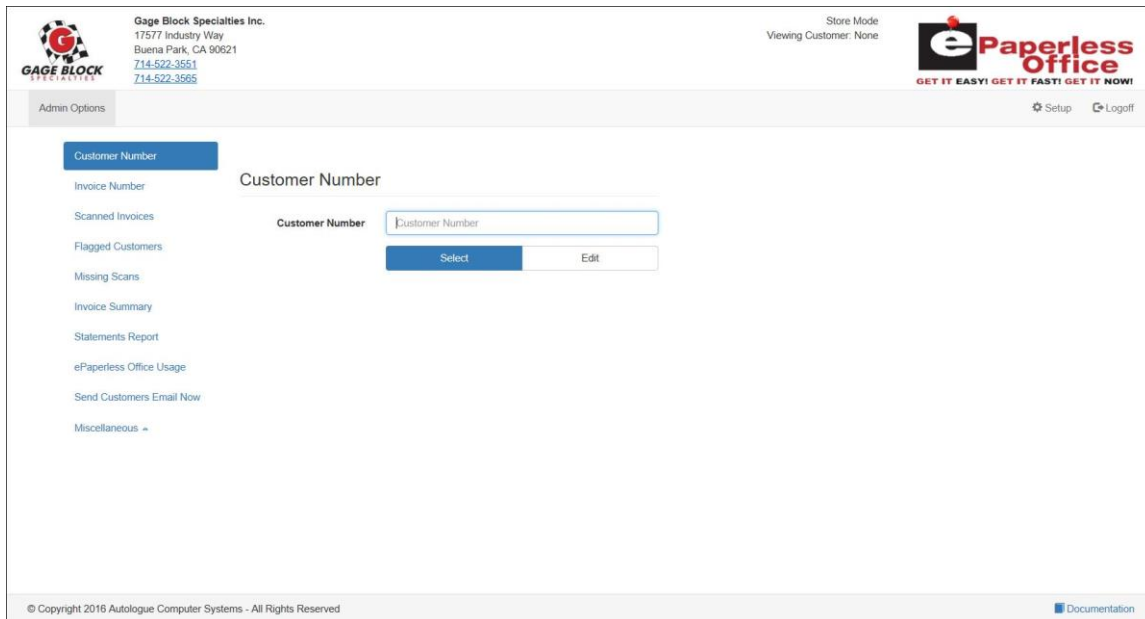
<https://eoffice.epartconnection.com/wplogin2.aspx> and the following screen will be displayed:



The screenshot shows a login form for ePaperless Office. At the top is the logo with the tagline "GET IT EASY! GET IT FAST! GET IT NOW!". Below the logo are two input fields: "Store id:" and "Password:". A blue "Login" button is positioned below the password field. At the bottom of the form, it says "Customer Login" and "© Copyright 2016 Autologue Computer Systems - All Rights Reserved".

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

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



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 have the ability to 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 a ePaperless Office usage report (by date range)
- Send all your customers an email now
- 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)

Customer Number

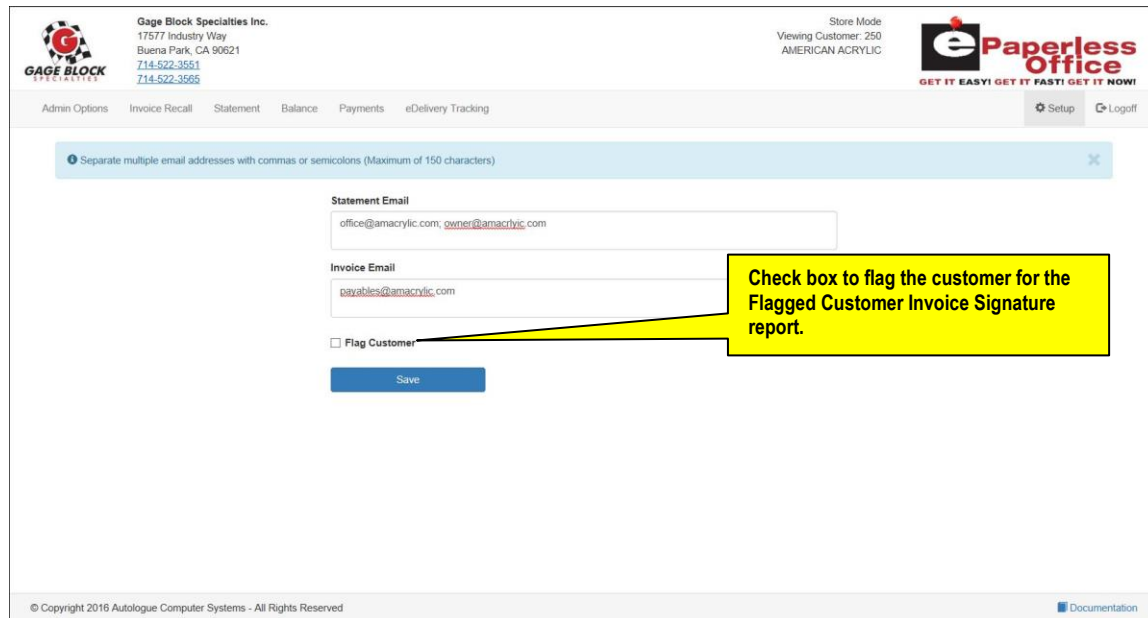
Within the *Customer Number* administration option screen, you have the ability to perform the following:

- Select a customer to view specific invoices and statements for.
- Edit a customer's email addresses 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:



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 *Statement 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

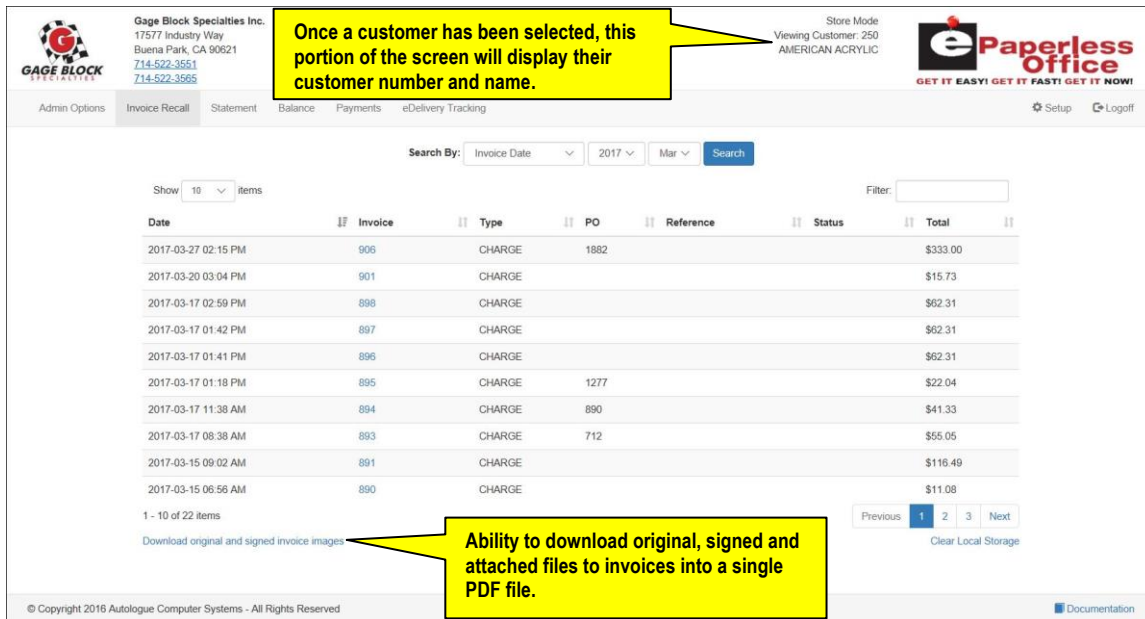
- To flag the selected customer account for the Flagged Customer Invoice Signature report, left click on the blank *Flag Customer* check box field and click on the blue *Save* button.

Selecting A Customer To View Information For

There are two ways to select a specific customer to view information for.

- The first way is to simply enter in the specific customer number within the *Customer Number* field and click on the blue *Select* button.
- The second way is to enter in a portion of the customer's name within the *Customer Number* field and a drop down selection list of customer's that have a matching name will be listed. Click on the desired customer name and then click on the blue *Select* button.

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



Once a customer has been selected, this portion of the screen will display their customer number and name.

Ability to download original, signed and attached files to invoices into a single PDF file.

Date	Invoice	Type	PO	Reference	Status	Total
2017-03-27 02:15 PM	906	CHARGE	1882			\$333.00
2017-03-20 03:04 PM	901	CHARGE				\$15.73
2017-03-17 02:59 PM	898	CHARGE				\$62.31
2017-03-17 01:42 PM	897	CHARGE				\$62.31
2017-03-17 01:41 PM	896	CHARGE				\$62.31
2017-03-17 01:18 PM	895	CHARGE	1277			\$22.04
2017-03-17 11:38 AM	894	CHARGE	890			\$41.33
2017-03-17 08:38 AM	893	CHARGE	712			\$55.05
2017-03-15 09:02 AM	891	CHARGE				\$116.49
2017-03-15 06:56 AM	890	CHARGE				\$11.08

1 - 10 of 22 items

Download original and signed invoice images

Previous 1 2 3 Next
Clear Local Storage

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Documentation

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, you have the ability to 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)
- Setup the customers email addresses for receiving invoices and statements
- View online 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 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:

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.

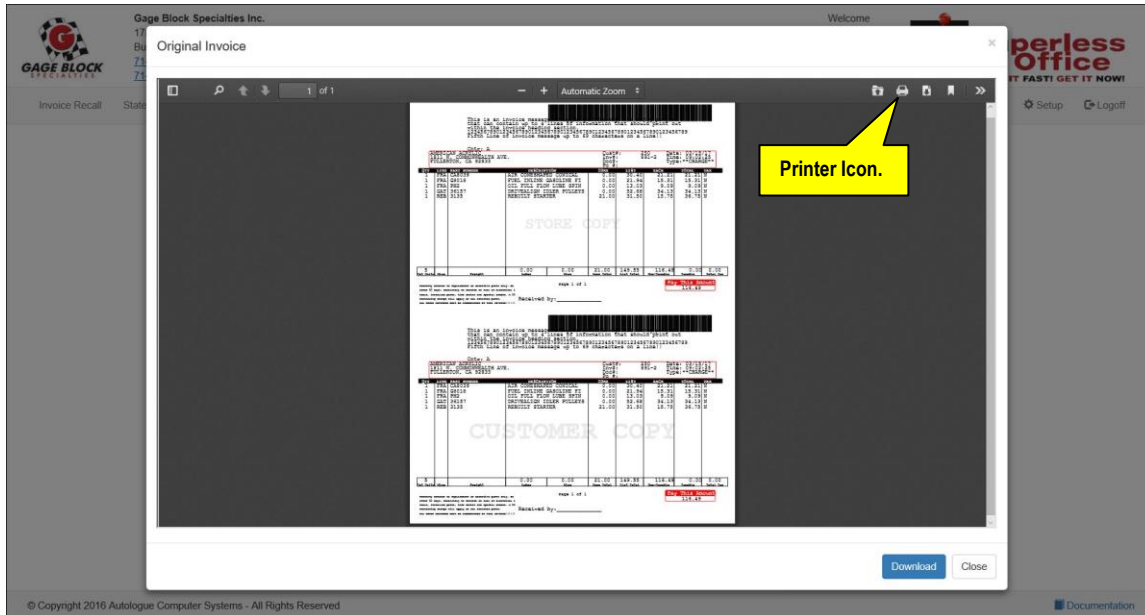
Email Invoice

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

The drop down selection list field displayed to the left of the blue *Email Invoice* button 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:



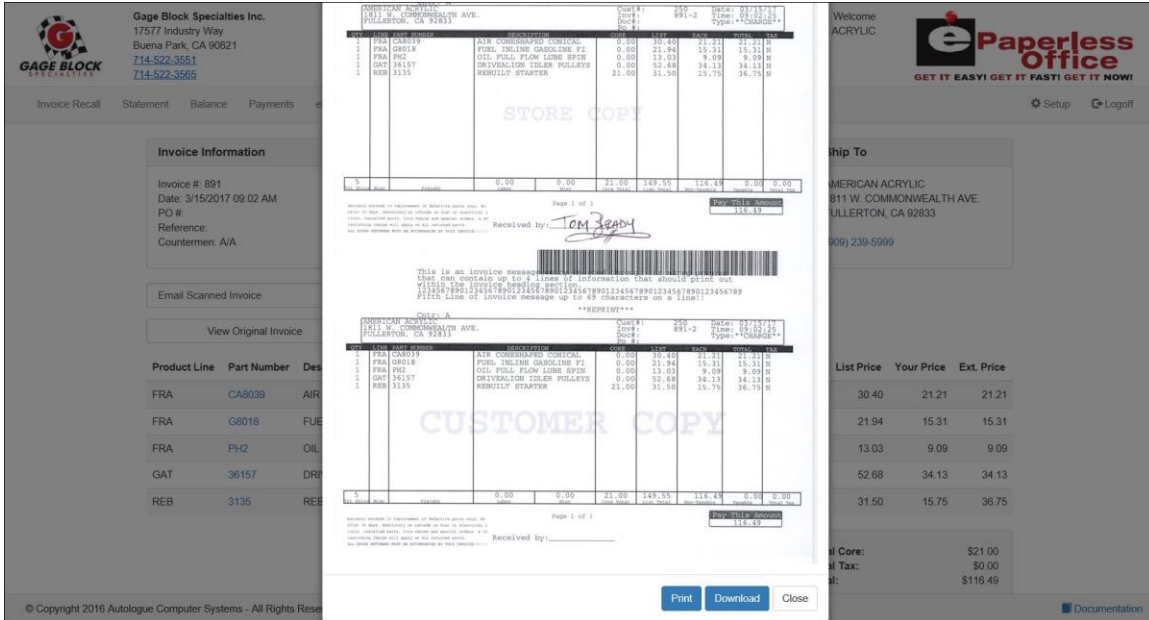
You have the option to download and save the file as a PDF formatted file by clicking on the blue *Download* button. The filename would be the invoice number with a .pdf filename extension (i.e. 891.pdf).

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 back 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:



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

Invoice # 891
Date: 3/15/2017 09:02 AM
Reference: Countermen A/A

Product Line Part Number Description

FRA	CA8039	AIR
FRA	G8018	FLU
FRA	PH2	OIL
GAT	36157	DR
REB	3135	RE

AMERICAN ACRYLIC
111 W COMMONWEALTH AVE.
FULLERTON, CA 92833

QTY	UNIT PRICE	AMOUNT	TAX	EXT. PRICE
30	40	1200		1200
15	1531	22965		22965
9	909	8181		8181
34	13	442		442
34	13	442		442
36	75	2700		2700

Received by: *Tom Brady*

Print Download Close

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 back 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 Signature* button will be displayed. Clicking on this button will display an *eDelivery Signature* screen as shown:



eDelivery Signatures

Store: ROYSTEST3 Email From:

Invoice: 894 Email To:

Date: 3/17/2017 11:49:36 AM

Signature:

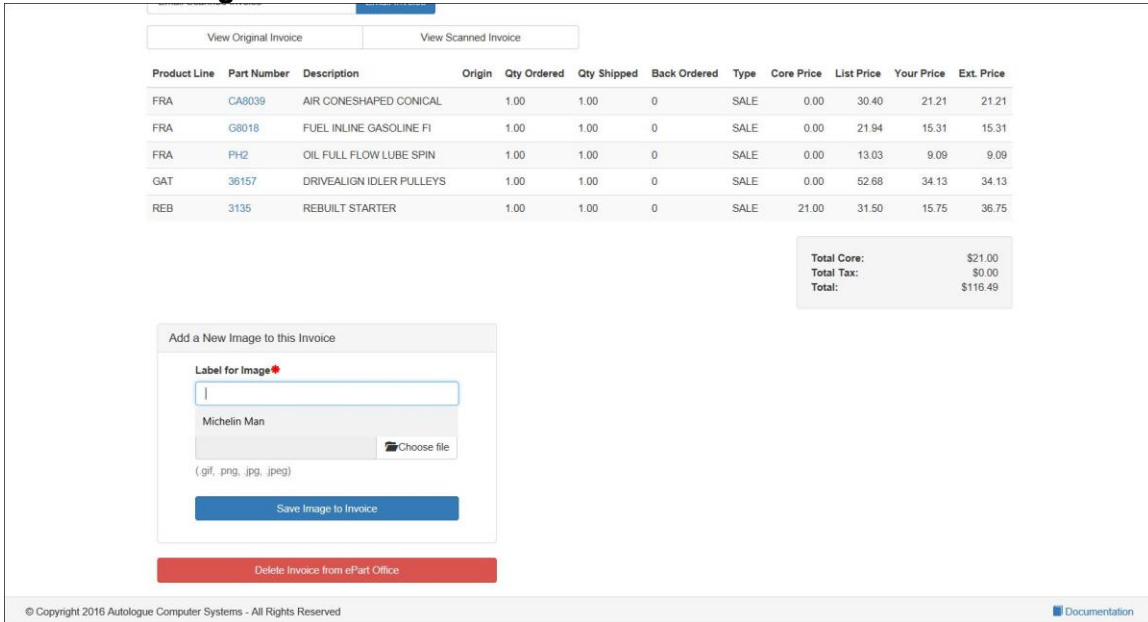
RICK PERRY

You have the option to email the displayed signature file by simply entering in email addresses within the *Email From:* and *Email To:* fields and then clicking on the grey *Email* button displayed below the signature.

You have the option to print a copy of the signature file being displayed by clicking on the grey *Print* button that is displayed below the signature.

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

Add A New Image To The Invoice



The screenshot shows a web interface for adding a new image to an invoice. At the top, there are two buttons: "View Original Invoice" and "View Scanned Invoice". Below these is a table with the following columns: Product Line, Part Number, Description, Origin, Qty Ordered, Qty Shipped, Back Ordered, Type, Core Price, List Price, Your Price, and Ext. Price. The table contains five rows of invoice items. To the right of the table is a summary box with the following information:

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

Below the table is a form titled "Add a New Image to this Invoice". The form has a "Label for Image" field with a red dot next to it, a "Choose file" button, and a "Save Image to Invoice" button. Below the form is a red button labeled "Delete Invoice from ePart Office". At the bottom of the page, there is a copyright notice: "© Copyright 2016 Autologue Computer Systems - All Rights Reserved" and a "Documentation" link.

- You have the ability to 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 have the ability to delete the invoice being viewed by clicking on the red *Delete Invoice from ePart Office* button.
- The screen will display a *Are you sure?* 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 have ability to 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 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
- Sell 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 Sell Price

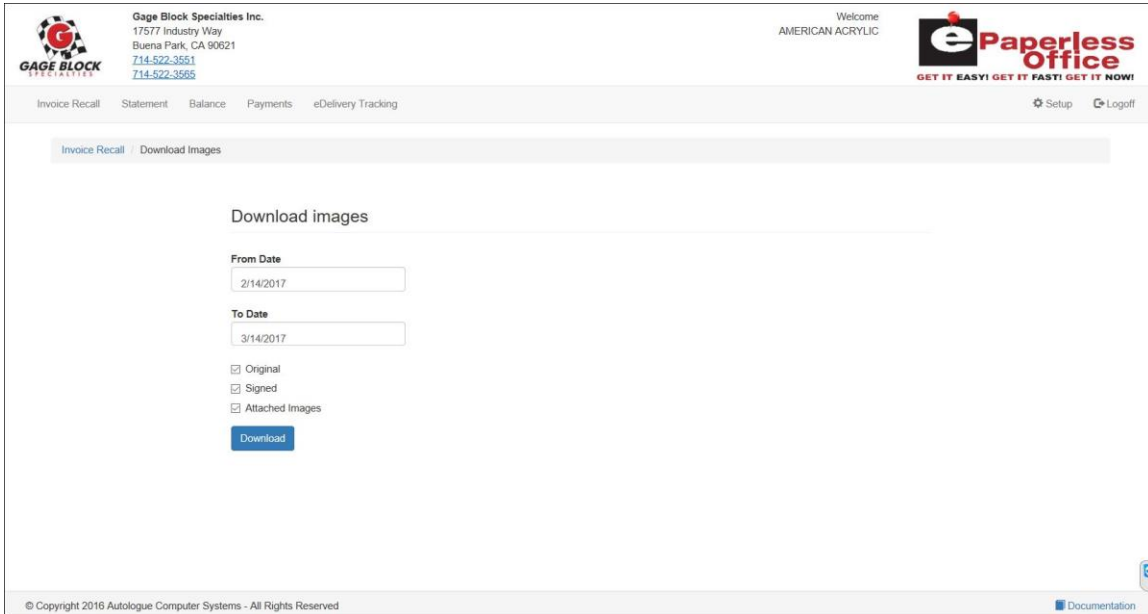
- To display invoice information for parts numbers with a specific sell price, left click within the *Search By:* drop down field list and left click on the *Sell Price* menu selection.
- Left click within the blank field now displayed to the right of the menu selection, enter in the specific sell price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

Download Original And Signed Invoice Images

- You have the ability to 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:



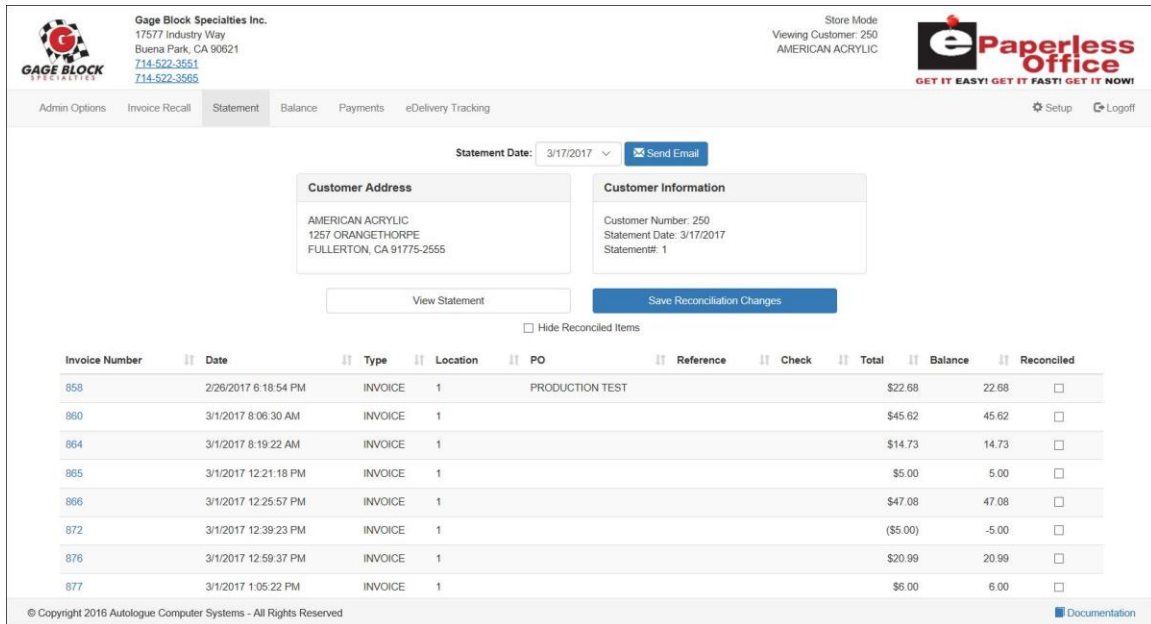
The screenshot displays the 'Download Images' interface. At the top left, the Gage Block logo is shown with contact details: Gage Block Specialties Inc., 17577 Industry Way, Buena Park, CA 90621, and phone numbers 714-522-3551 and 714-522-3555. The top right features a 'Welcome AMERICAN ACRYLIC' message and the ePaperless Office logo. A navigation bar includes 'Invoice Recall', 'Statement', 'Balance', 'Payments', and 'eDelivery Tracking'. The main content area has a 'Download images' section with 'From Date' (2/14/2017) and 'To Date' (3/14/2017) input fields. Below these are three checked checkboxes: 'Original', 'Signed', and 'Attached Images'. A blue 'Download' button is positioned at the bottom of the form. The footer contains the copyright notice '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and a 'Documentation' link.

- Click within the *From Date* and *To Date* 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:



The screenshot shows the administration interface for ePaperless Office. At the top left is the GAGE BLOCK logo and contact information for Gage Block Specialties Inc. (17577 Industry Way, Buena Park, CA 90621, 714-522-3651). At the top right, it indicates 'Store Mode' and 'Viewing Customer: 250 AMERICAN ACRYLIC'. The main navigation bar includes 'Admin Options', 'Invoice Recall', 'Statement', 'Balance', 'Payments', and 'eDelivery Tracking'. Below this, there are buttons for 'Send Email', 'View Statement', and 'Save Reconciliation Changes'. A 'Statement Date' dropdown is set to 3/17/2017. Two sections, 'Customer Address' and 'Customer Information', display details for AMERICAN ACRYLIC. Below these is a table of invoices with columns for Invoice Number, Date, Type, Location, PO, Reference, Check, Total, Balance, and Reconciled. The table lists several invoices from 2/26/2017 to 3/1/2017.

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"/>

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)
- Status
- (Invoice) Total
- Balance
- Reconciled

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

Column Sorting

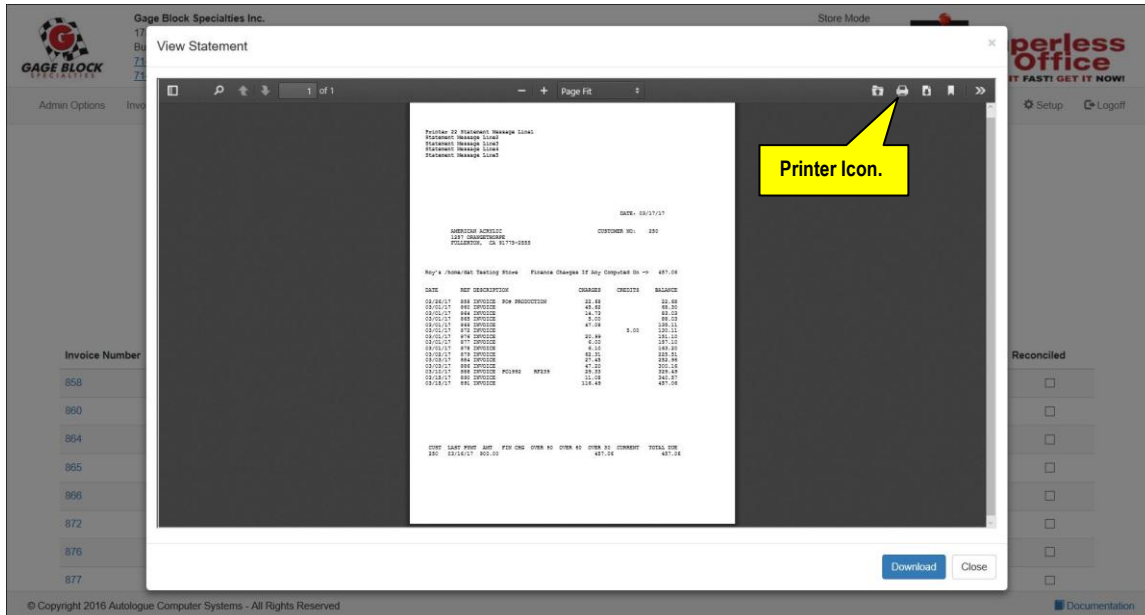
The statement screen information can be resorted by simply left clicking on any of the column headings. The information will be displayed in ascending order based upon the column clicked on. Clicking again on the same column will then display the information in descending order.

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 back to the statement data information screen.

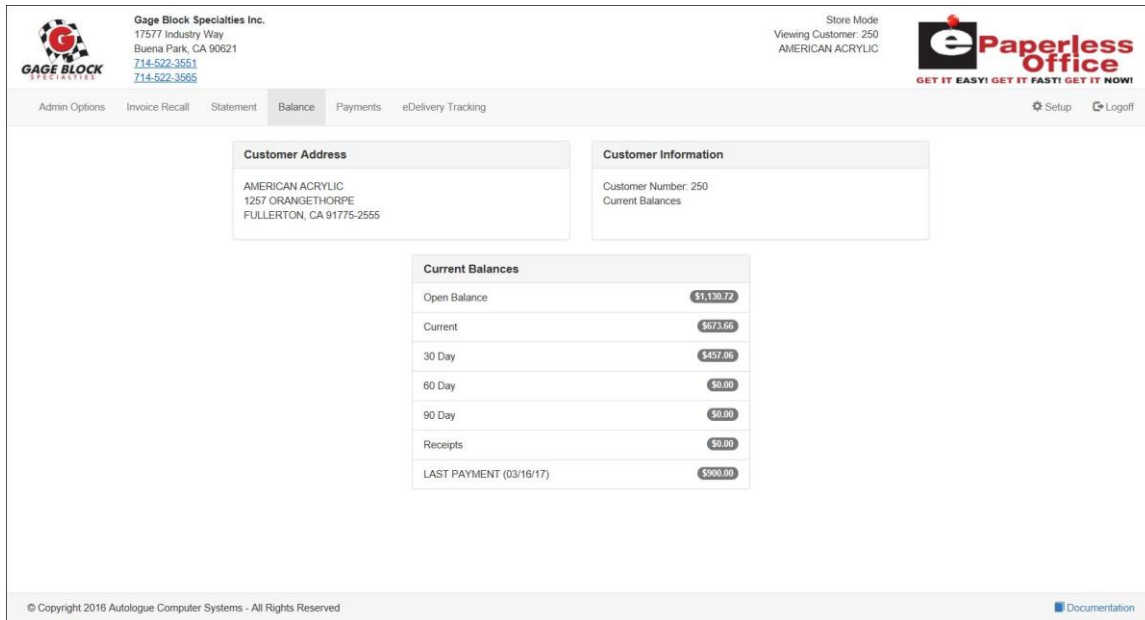
Save Reconciliation Changes

- 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 have the ability to have the screen redrawn and hide the invoices that have been marked and saved by clicking on the *Hide Reconciled Items* check box.

Viewing Your 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
714-522-3651
714-522-3665

Store Mode
Viewing Customer: 250
AMERICAN ACRYLIC

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

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

Customer Information
Customer Number: 250
Current Balances

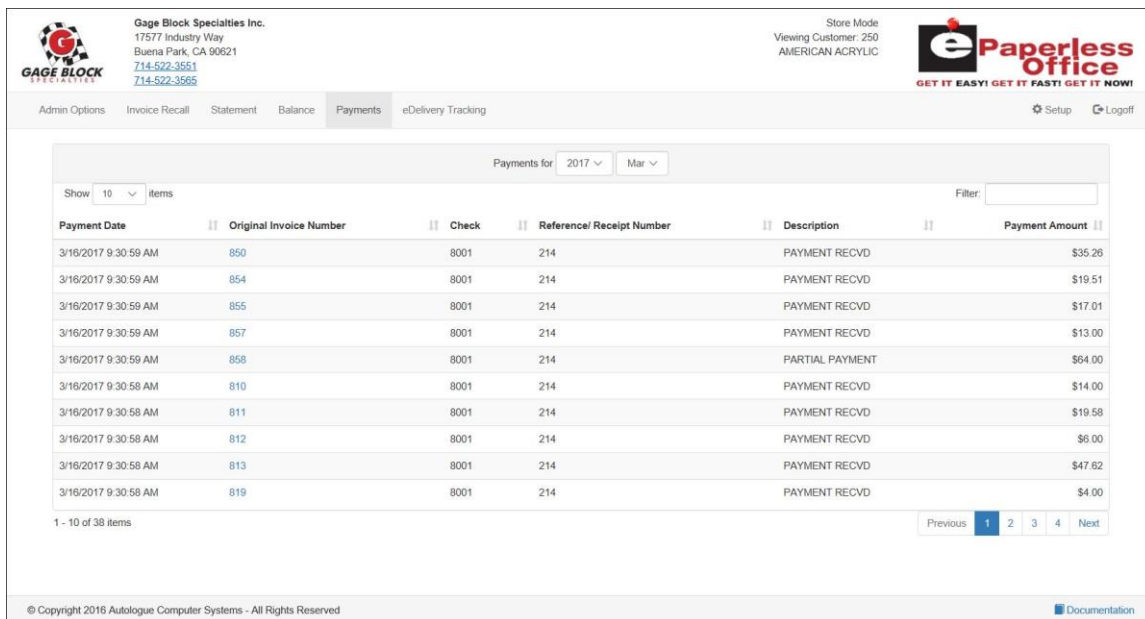
Current Balances	
Open Balance	\$1,138.72
Current	\$673.66
30 Day	\$457.06
60 Day	\$0.00
90 Day	\$0.00
Receipts	\$0.00
LAST PAYMENT (03/16/17)	\$300.00

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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
714-522-3651
714-522-3665

Store Mode
Viewing Customer: 250
AMERICAN ACRYLIC

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 have the ability to 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

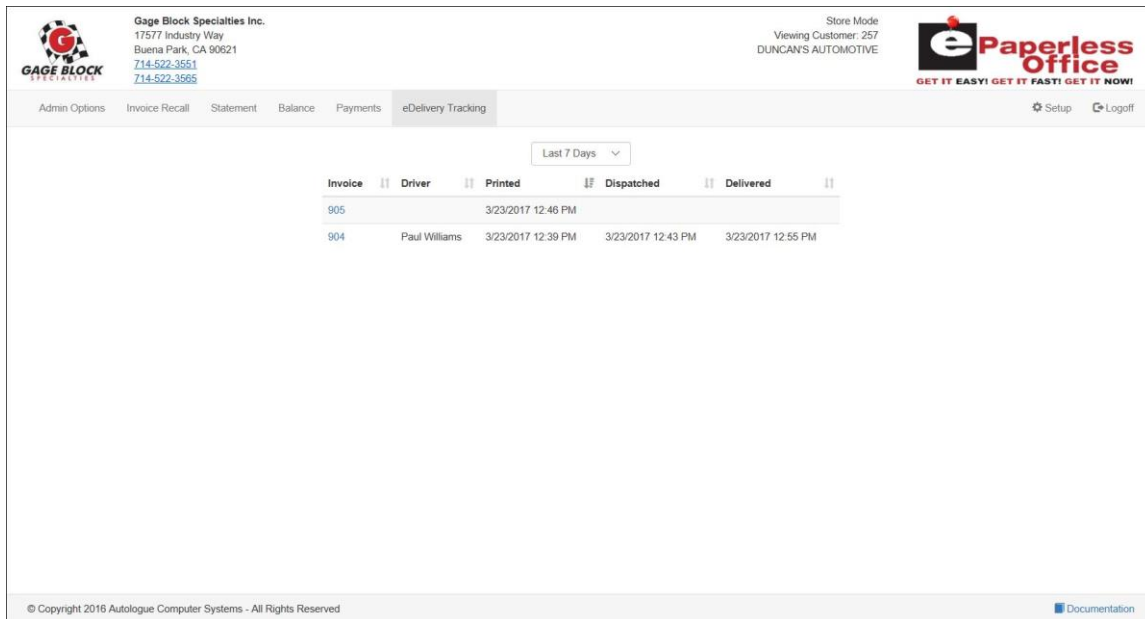
Total Core: \$21.00
Total Tax: \$0.00
Total: \$116.49

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're 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:



The screenshot shows the eDelivery Tracking interface. At the top left, it displays 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). On the top right, it shows 'Store Mode Viewing Customer: 257 DUNCAN'S AUTOMOTIVE' and the ePaperless Office logo. A navigation menu includes 'Admin Options', 'Invoice Recall', 'Statement', 'Balance', 'Payments', and 'eDelivery Tracking'. A dropdown menu is set to 'Last 7 Days'. The main content area contains a table with the following data:

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

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

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)

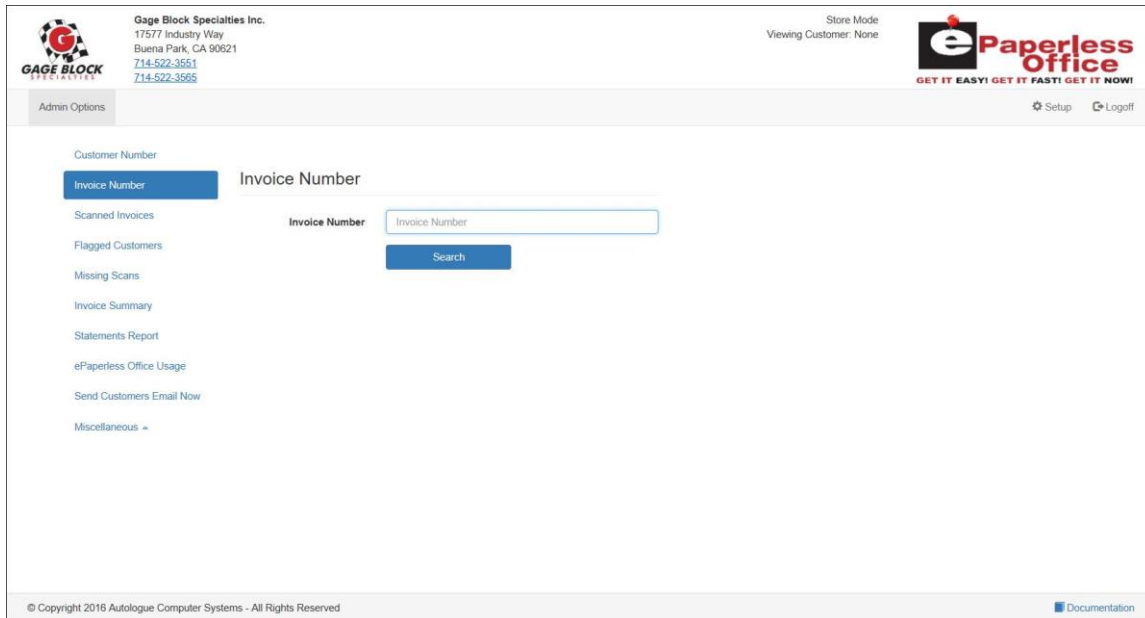
Column Sorting

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.

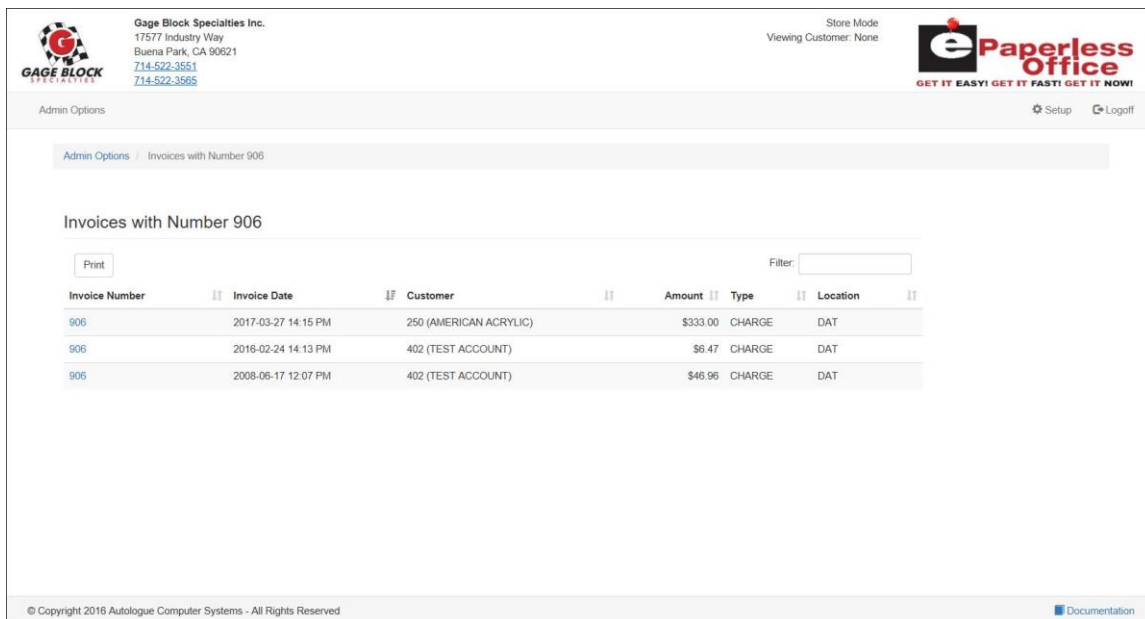
The *Invoice Number* screen will now be displayed as shown:



The screenshot shows the 'Invoice Number' search interface. On the left is a sidebar with navigation 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 main area has a search form with an 'Invoice Number' input field and a 'Search' button. The top header includes the Gage Block logo, company address (17577 Industry Way, Buena Park, CA 90621, 714-522-3551, 714-522-3565), and the ePaperless Office logo with the slogan 'GET IT EASY! GET IT FAST! GET IT NOW!'. There are also links for 'Setup' and 'Logoff'.

- 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 shows the search results for 'Invoices with Number 906'. The page title is 'Invoices with Number 906'. There is a 'Print' button and a 'Filter' input field. The results are displayed in a table with columns: Invoice Number, Invoice Date, Customer, Amount, Type, and Location. The table contains three rows of data.

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

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 have the ability to 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.

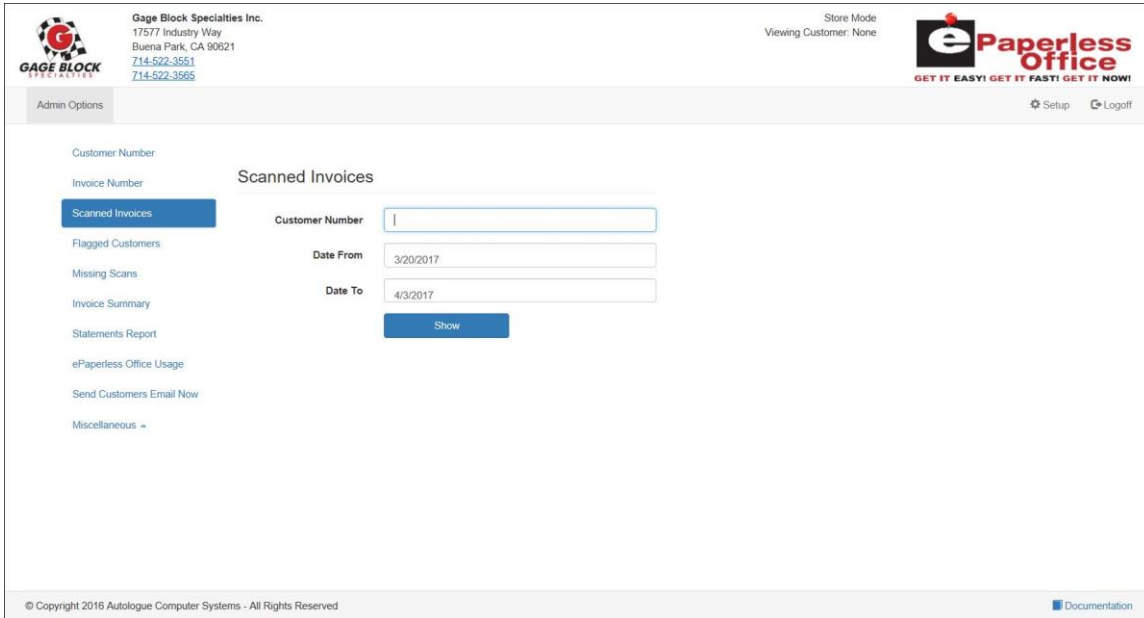
Printing

You have the ability to 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.

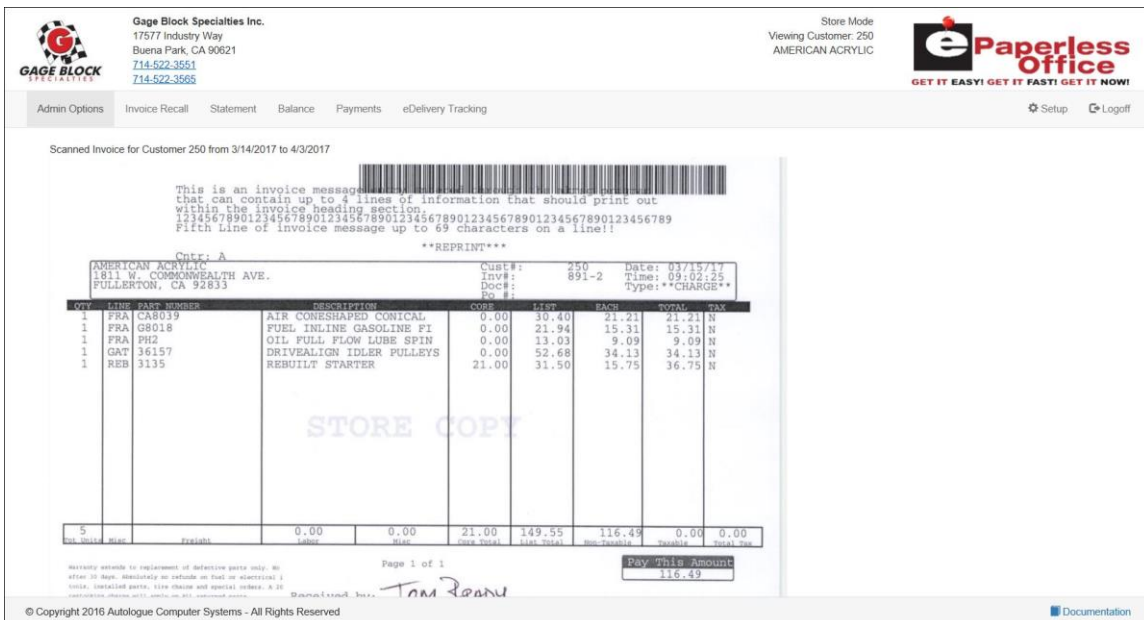
The *Scanned Invoices* screen will now be displayed as shown:



Customer Number: []
 Invoice Number: []
 Scanned Invoices []
 Customer Number: []
 Date From: 3/20/2017
 Date To: 4/3/2017
 Show []

- 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:



Scanned Invoice for Customer 250 from 3/14/2017 to 4/3/2017

This is an invoice message that can contain up to 4 lines of information that should print out within the invoice heading section.
 123456789012345678901234567890123456789012345678901234567890123456789
 Fifth Line of invoice message up to 69 characters on a line!!

AMERICAN ACRYLIC
 1811 W. COMMONWEALTH AVE.
 FULLERTON, CA 92833

QTY	LINE	PART NUMBER	DESCRIPTION	UNIT	LIST	EACH	TOTAL	TAX
1	FRA	CA8039	AIR CONESHAPED CONICAL	0.00	30.40	21.21	21.21	N
1	FRA	G8018	FUEL INLINE GASOLINE FI	0.00	21.94	15.31	15.31	N
1	FRA	FR2	OIL FULL FLOW LUBE SPIN	0.00	13.03	9.09	9.09	N
1	GAT	36157	DRIVEALIGN IDLER PULLEYS	0.00	52.68	34.13	34.13	N
1	REB	3135	REBUILT STARTER	21.00	31.50	15.75	36.75	N

Sub Total: 116.49
 Tax: 0.00
 Total: 116.49

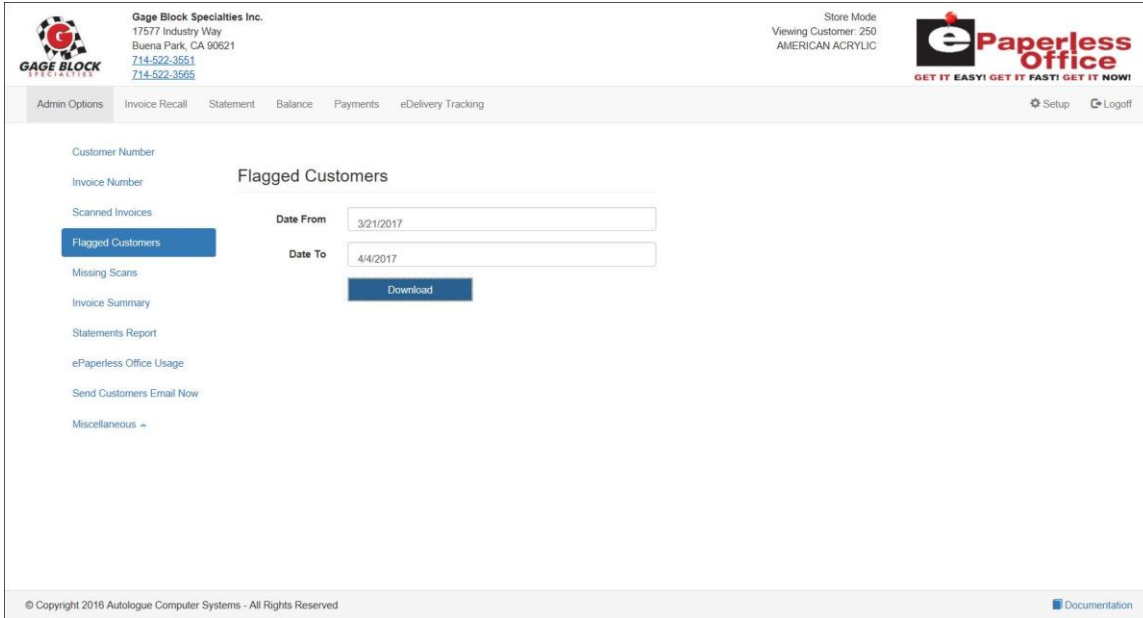
Pay This Amount: 116.49

- Click within the *Back* button 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:



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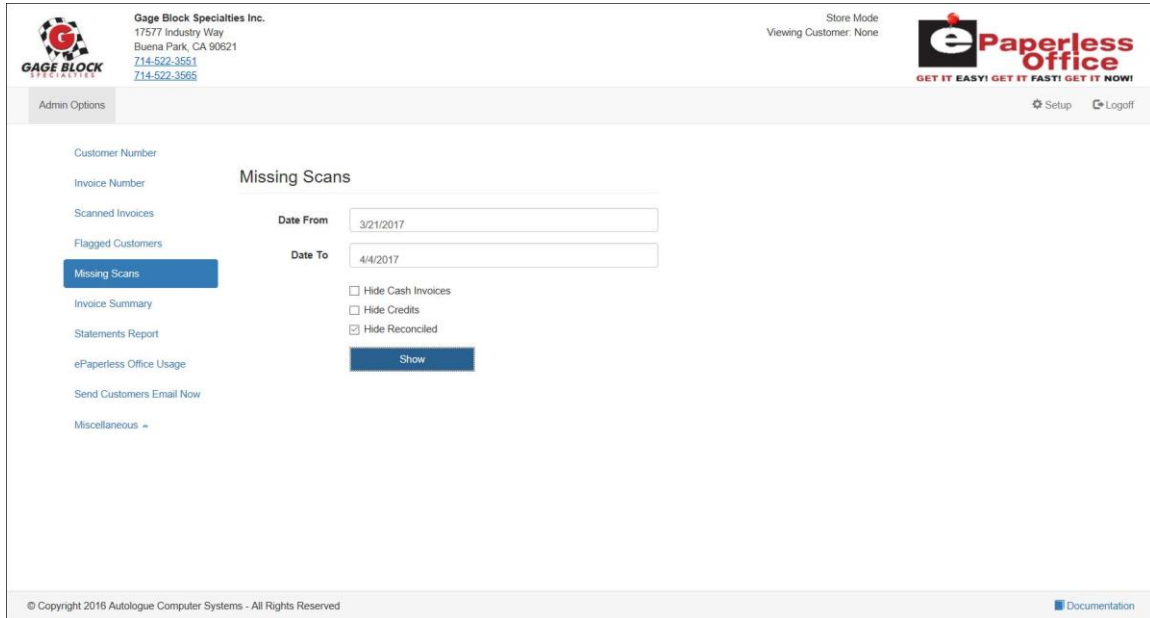
The screen will default the from/to dates to be from the past two weeks.

- Click within the *From Date* and *To Date* 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' screen. On the left is a navigation menu with 'Missing Scans' highlighted. The main area contains a form with the following fields and options:

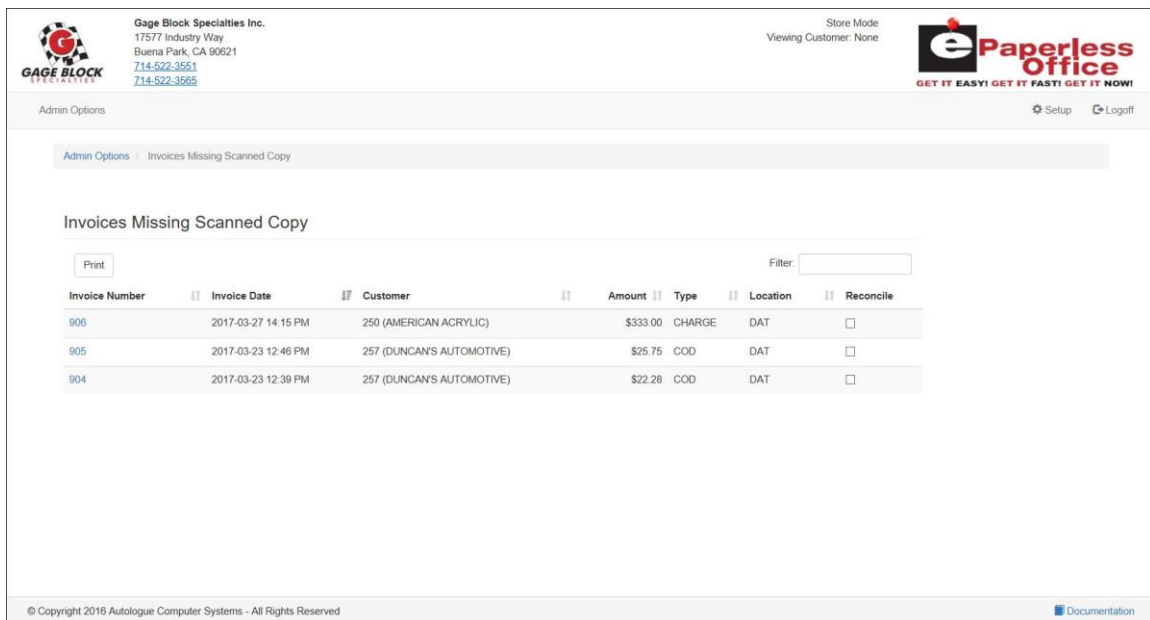
- Date From:** 3/21/2017
- Date To:** 4/4/2017
- Hide Cash Invoices
- Hide Credits
- Hide Reconciled
- Show** button

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

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

- Click within the *From Date* and *To Date* 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:



The screenshot shows the 'Invoices Missing Scanned Copy' screen. It features a table with the following data:

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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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 have the ability to 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.

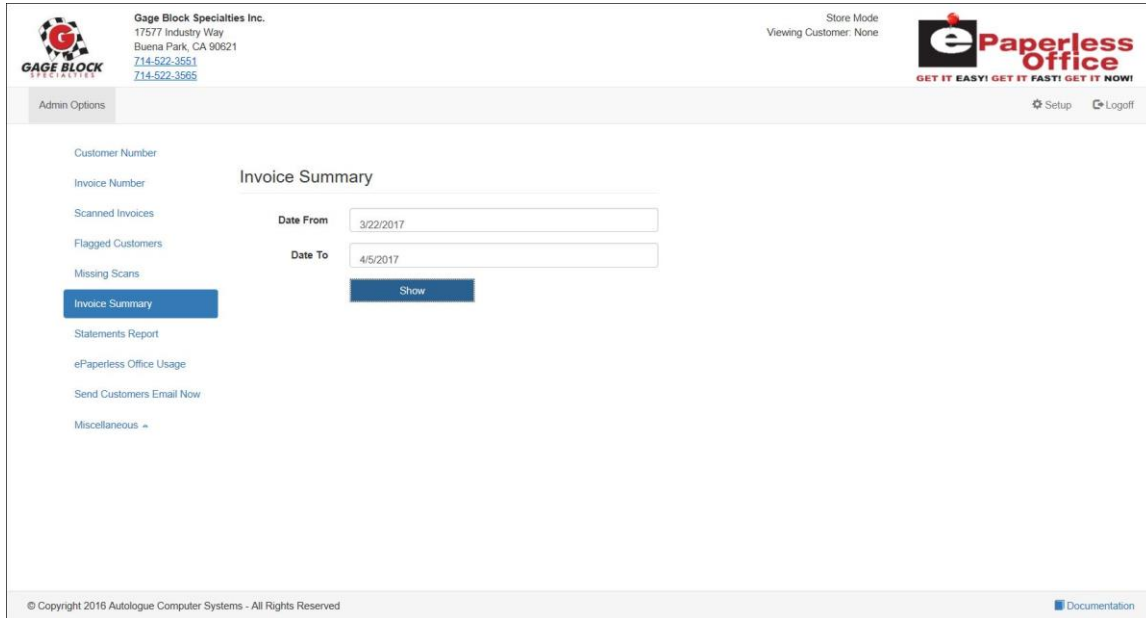
Printing

You have the ability to 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.

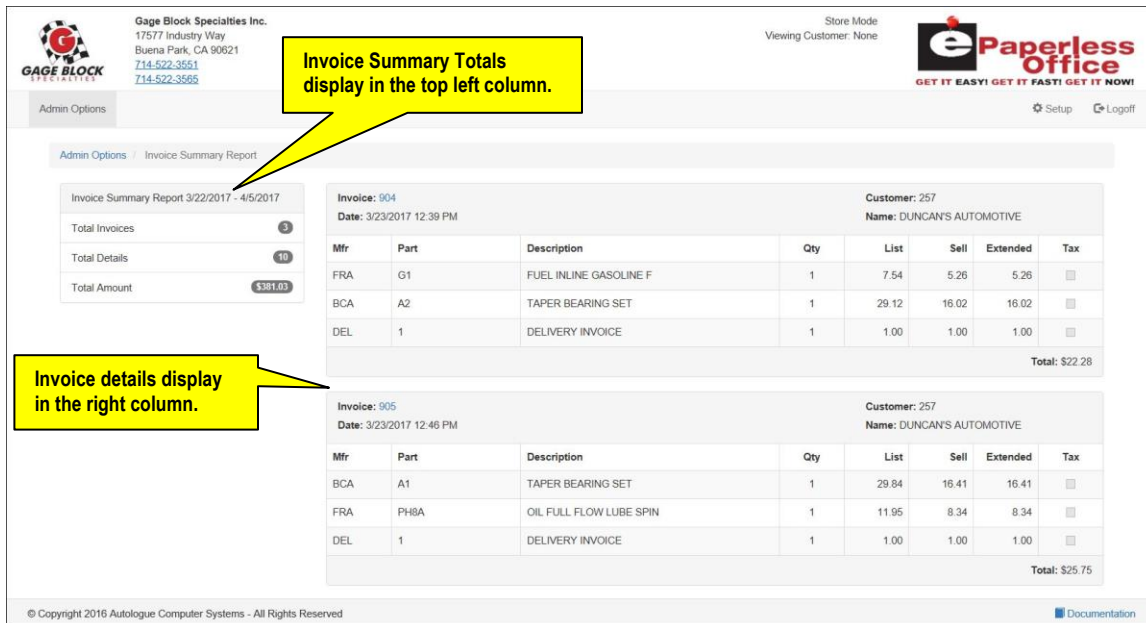
The *Invoice Summary* screen will now be displayed as shown:



The 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:



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

Invoice: 904		Customer: 257					
Date: 3/23/2017 12:39 PM		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

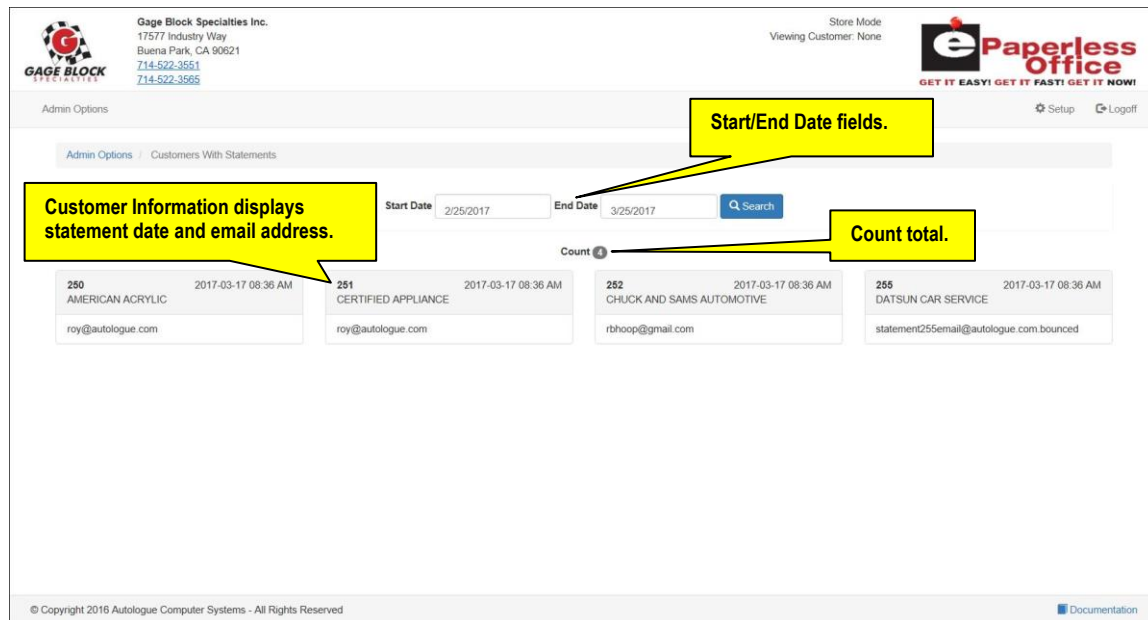
Invoice: 905		Customer: 257					
Date: 3/23/2017 12:46 PM		Name: DUNCAN'S AUTOMOTIVE					
Mfr	Part	Description	Qty	List	Sell	Extended	Tax
BCA	A1	TAPER BEARING SET	1	29.84	16.41	16.41	
FRA	PH8A	OIL FULL FLOW LUBE SPIN	1	11.95	8.34	8.34	
DEL	1	DELIVERY INVOICE	1	1.00	1.00	1.00	
Total:							\$25.75

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 ID	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	rbhoop@gmail.com
255	DATSUN CAR SERVICE	2017-03-17 08:36 AM	statement25email@autologue.com bounced

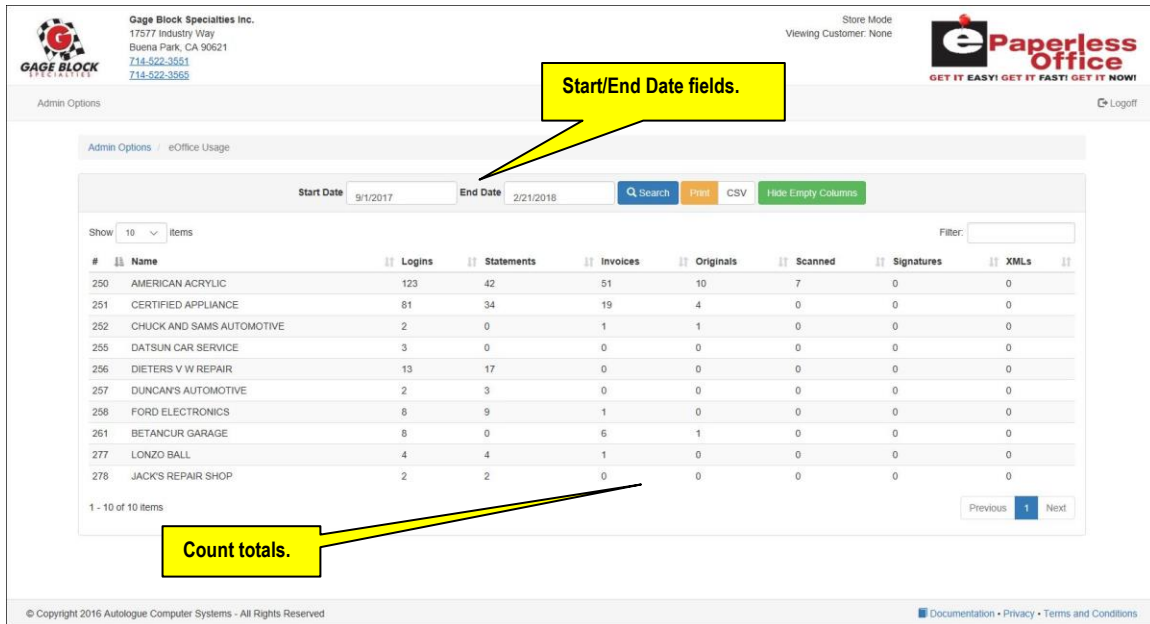
The displayed results are based upon the default the start/end dates to be from the 25th from the past month. The screen will display the following information for the customers that have a statement within the date range, count (displays the total number of customers that have statements) and customer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



The screenshot shows the 'eOffice Usage' page. At the top, there is a header with the company name 'Gage Block Specialties Inc.' and contact information. Below this, there are 'Admin Options' and 'eOffice Usage' tabs. The main content area features a search bar with 'Start Date' (9/1/2017) and 'End Date' (2/21/2018) fields. Below the search bar is a table with 10 rows of data. The table columns are: #, Name, Logins, Statements, Invoices, Originals, Scanned, Signatures, and XMLs. The data rows are as follows:

#	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

At the bottom of the table, there is a 'Count totals' callout pointing to the bottom row of the table. The page also includes a footer with copyright information and links for Documentation, Privacy, and Terms and Conditions.

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:

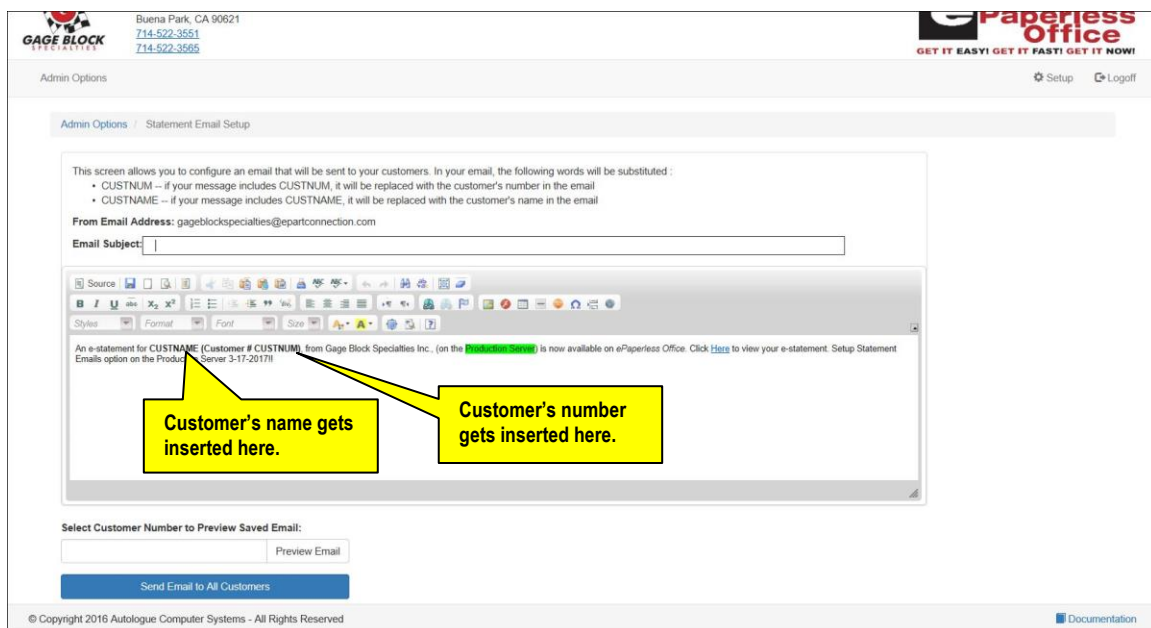
- **Logins:** number of times logged into eOffice.
- **Invoices:** number of times they viewed an actual invoice.
- **Scanned:** number of times they clicked on the *View Scanned Invoice* button for an invoice.
- **XML's:** number of times they clicked on the *Download XML* button for an invoice.
- **Statements:** number of times they viewed an actual statement.
- **Originals:** number of times they clicked on the *View Original Invoice* button for an invoice.
- **Signatures:** number of times they clicked on the *View Signature* 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.

Send Customers Email Now

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

The screen will now display the following as shown:



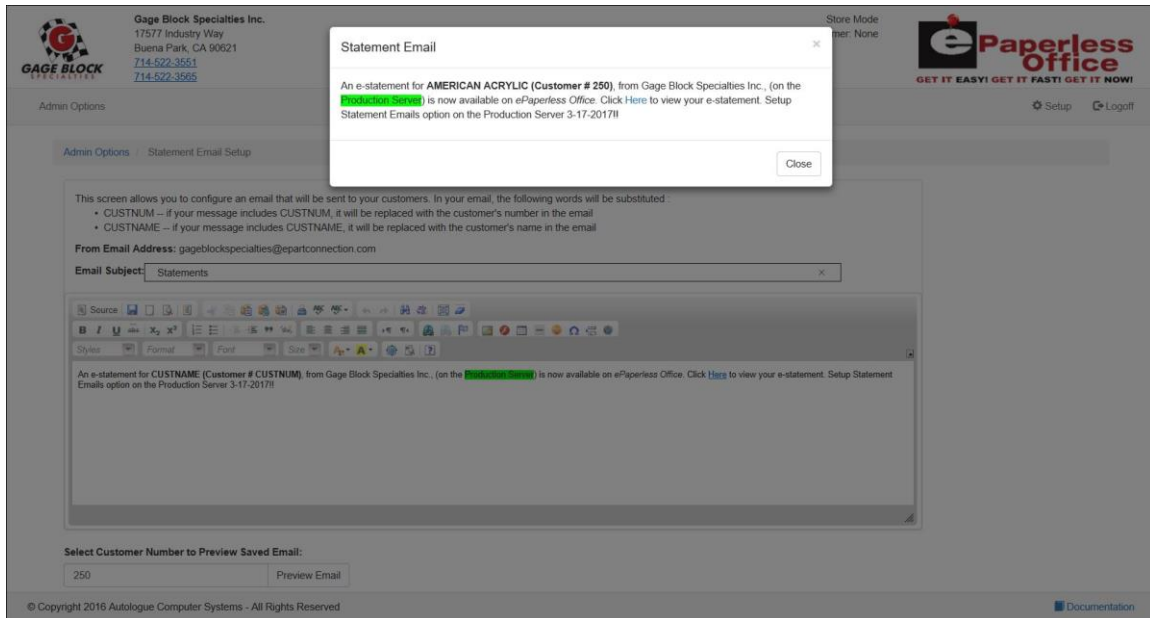
- With the cursor positioned within the *Email Subject:* field, enter the subject information and then click within the body of the screen.

Within the body of the screen you have the ability to 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:

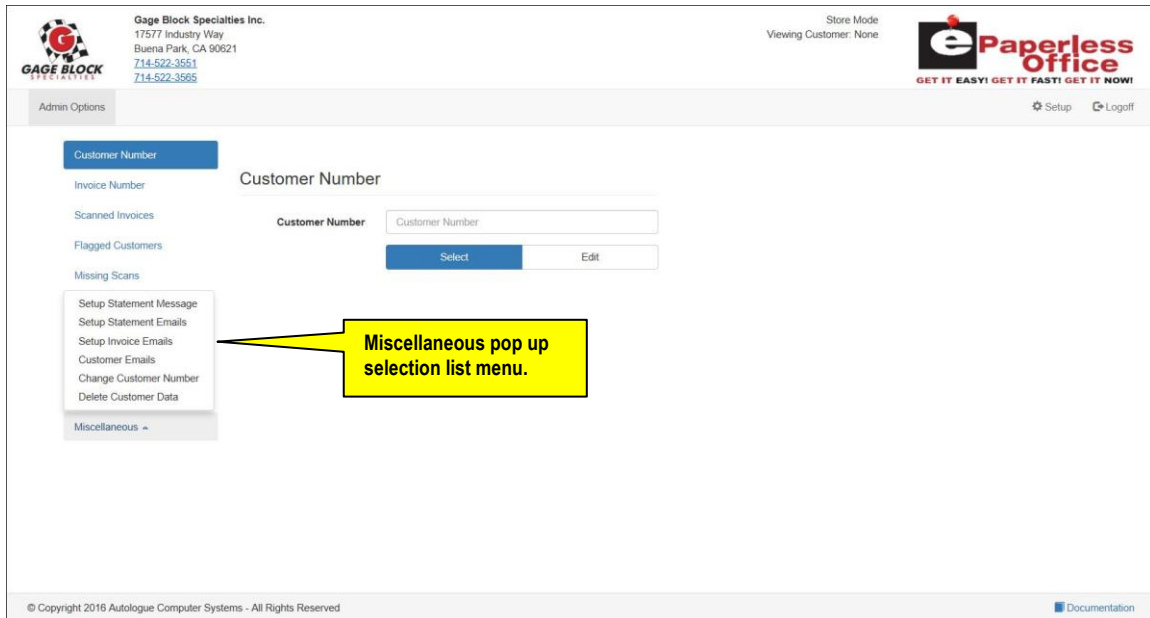


- To close the preview window and return to the email screen, click on the *Close* button.
- When you are satisfied with the email, click on the blue *Send Email to All Customers* button to actually send out the email to all customers that have Invoice eMail addresses setup.
- Click on the blue *Admin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

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:



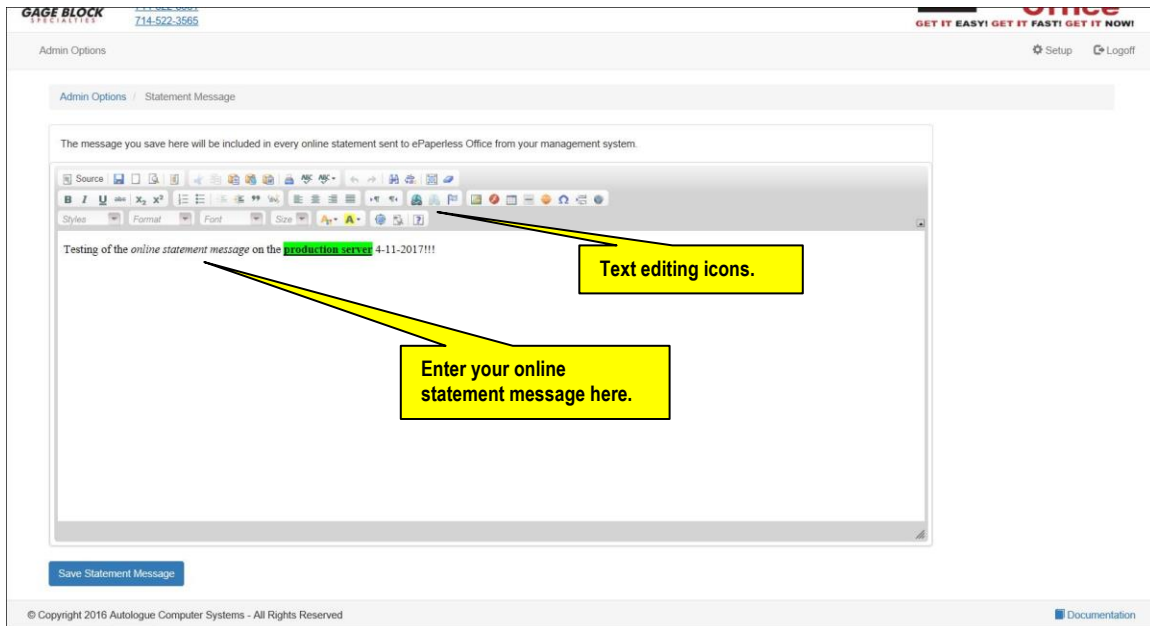
From this menu, you have option to perform the following miscellaneous functions:

- Setup Statement Message
- Setup Statement Emails
- Setup Invoice Emails
- Customer Emails
- Change Customer Number
- Delete Customer Data

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:

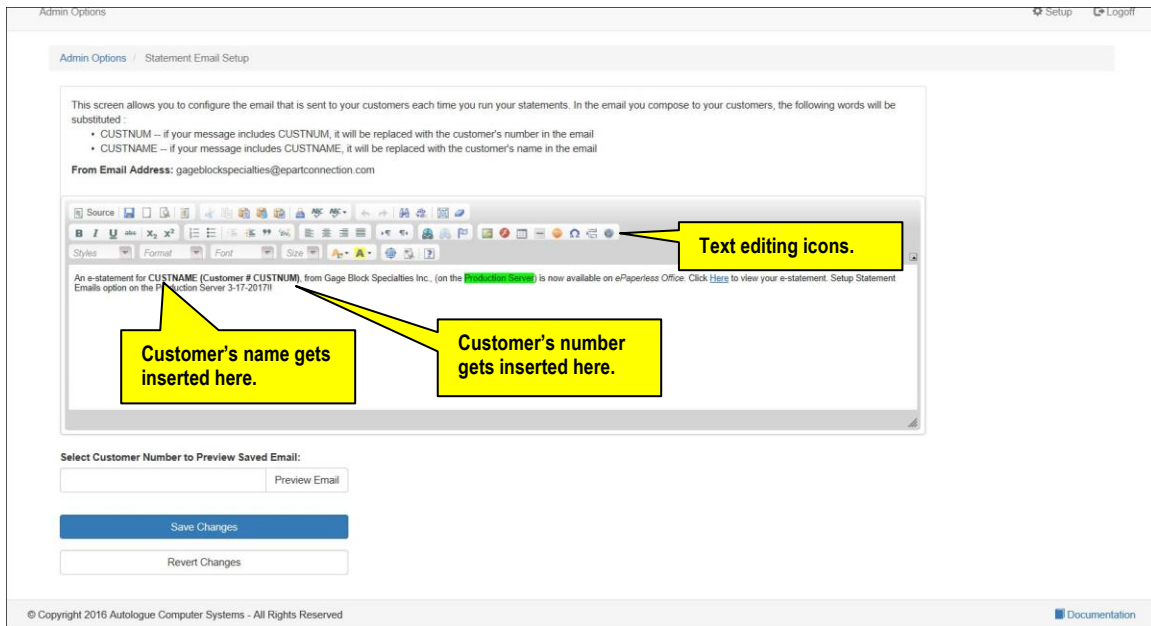


- With the cursor positioned within the body of the screen, enter the desired online statement message that will be displayed in every statement sent to the customer from the management system. There is functionality to bold, underline, and italicize specific text as well as many other functions using 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:

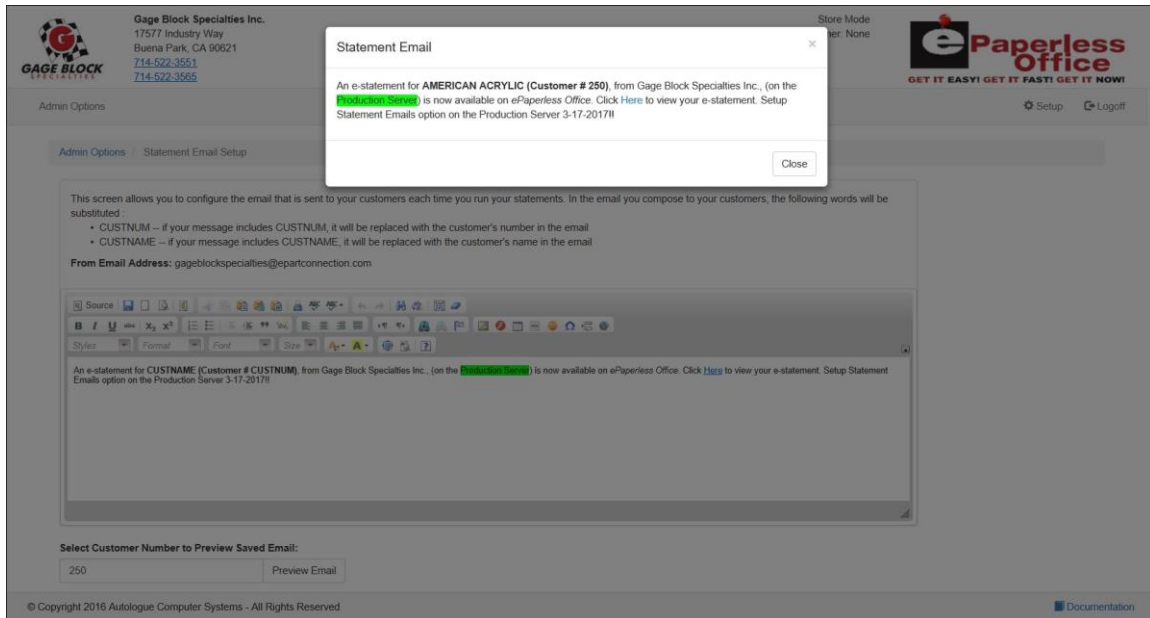


- With the cursor positioned within the body of the screen, enter the desired email statement message that will go out to all customers. The message can include CUSTNUM and CUSTNAME keywords that will be substituted with the customer's number and name within the email. There is functionality to bold, 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 preview email window will be displayed as shown:

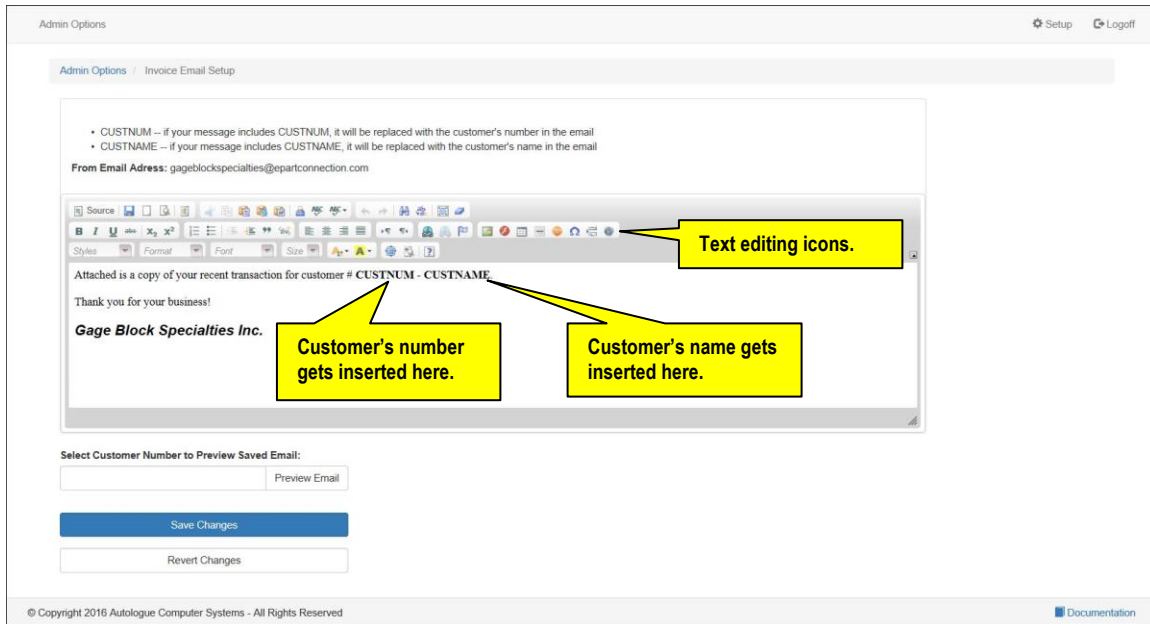


- To close the preview window and return to the email screen, click on the *Close* button.
- When you are satisfied with the email statement message, click on the blue *Save Changes* button to save the message.
- To revert the screen back to its original message, click on the *Revert Changes* button.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

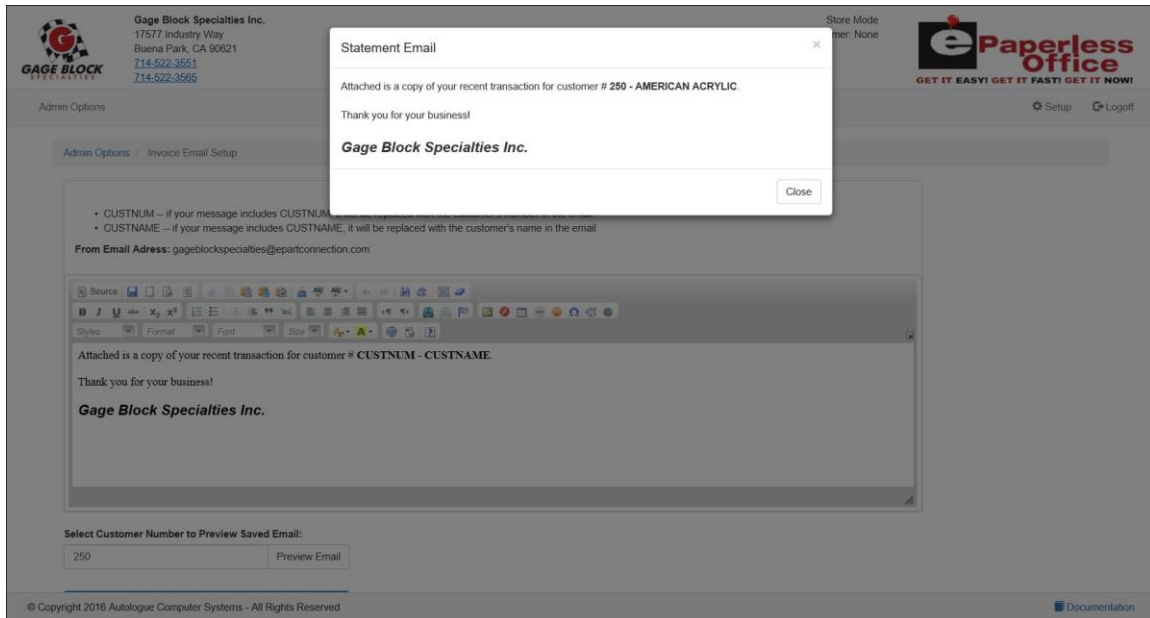


- With the cursor positioned within the body of the screen, enter the desired email invoice message that will go out to all customers. The message can include CUSTNUM and CUSTNAME keywords that will be substituted with the customer's number and name within the email. There is functionality to bold, underline, 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:

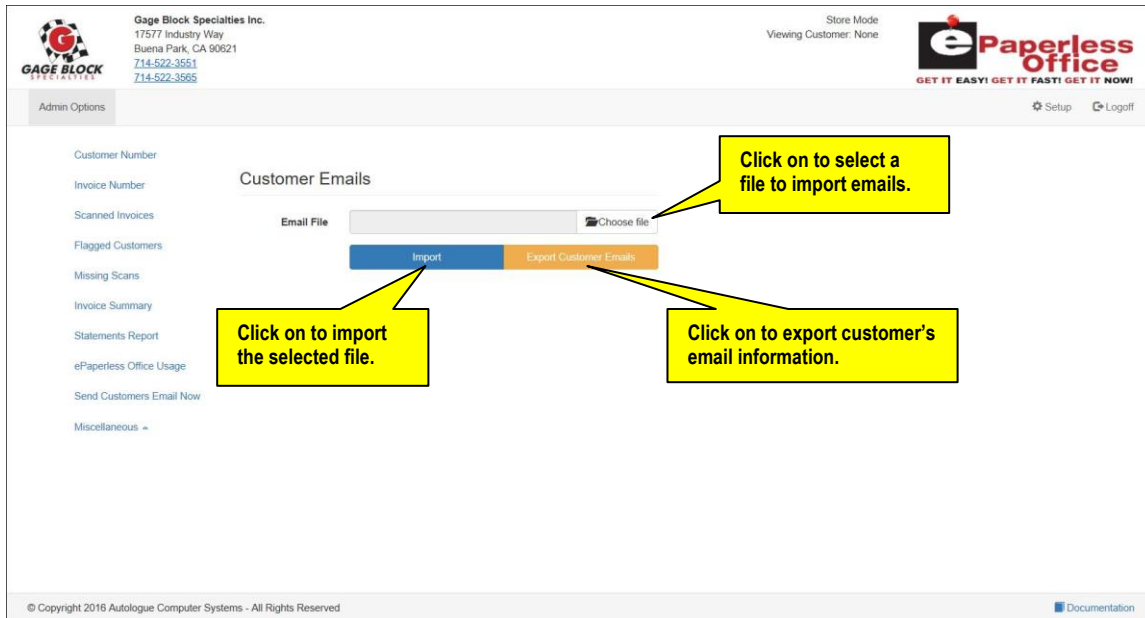


- To close the preview window and return to the email screen, click on the *Close* button.
- When you are satisfied with the email invoice message, click on the blue *Save Changes* button to save the message.
- To revert the screen back to its original message, click on the *Revert Changes* button.
- 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 have the ability to 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 of your customers. The email addresses 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.

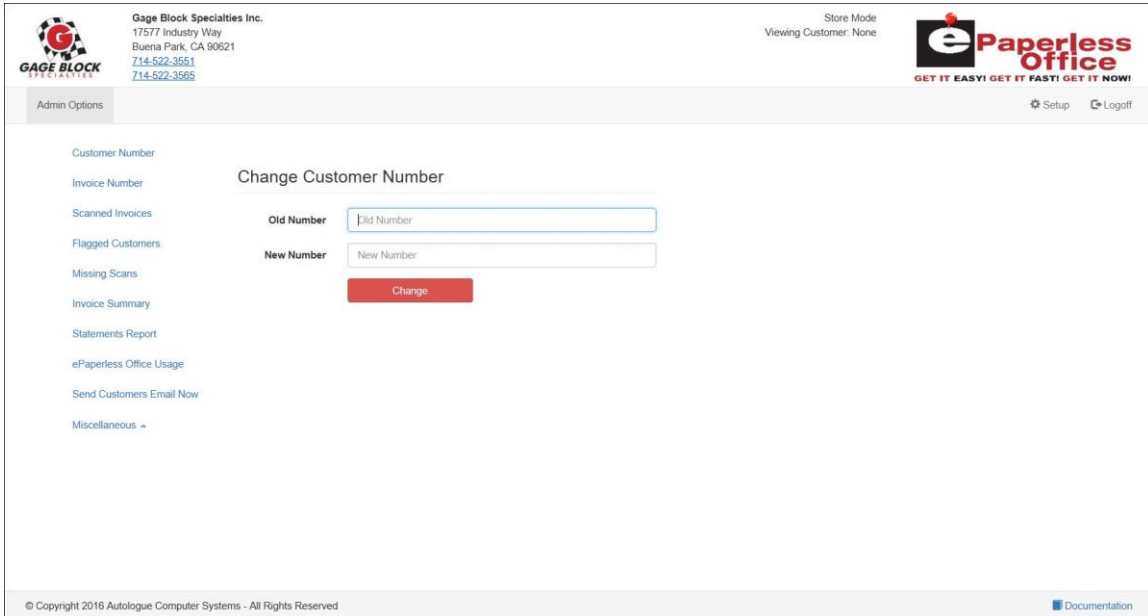
- Click on the blue *Admin Options* menu link to return to the *Admin Options* screen.

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:



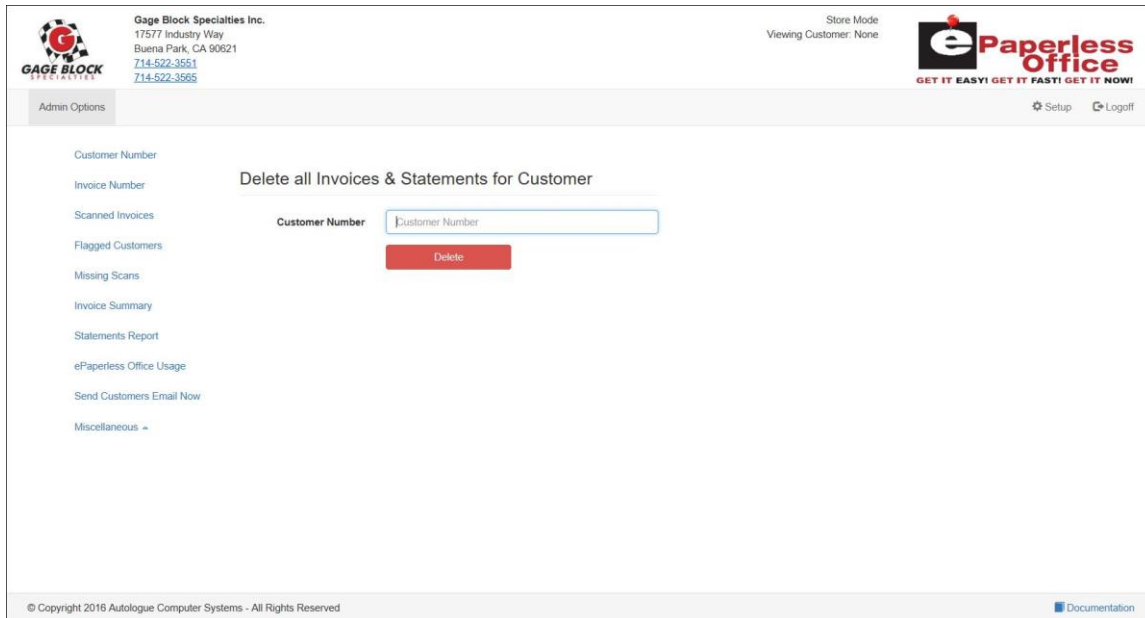
The screenshot shows the 'Change Customer Number' screen within the ePaperless Office administration interface. The page header includes the Gage Block logo and contact information for Gage Block Specialties Inc. (17577 Industry Way, Buena Park, CA 90621, 714-522-3651). The main content area features a sidebar with navigation links such as 'Customer Number', 'Invoice Number', 'Scanned Invoices', 'Flagged Customers', 'Missing Scans', 'Invoice Summary', 'Statements Report', 'ePaperless Office Usage', 'Send Customers Email Now', and 'Miscellaneous'. The central form 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 page displays the copyright notice '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and a 'Documentation' link.

- With the cursor positioned within the *Old Number* field, enter the customer's old number and then press the <Tab> key.
- With the cursor positioned within the *New Number* field, enter the customer's new number and 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:



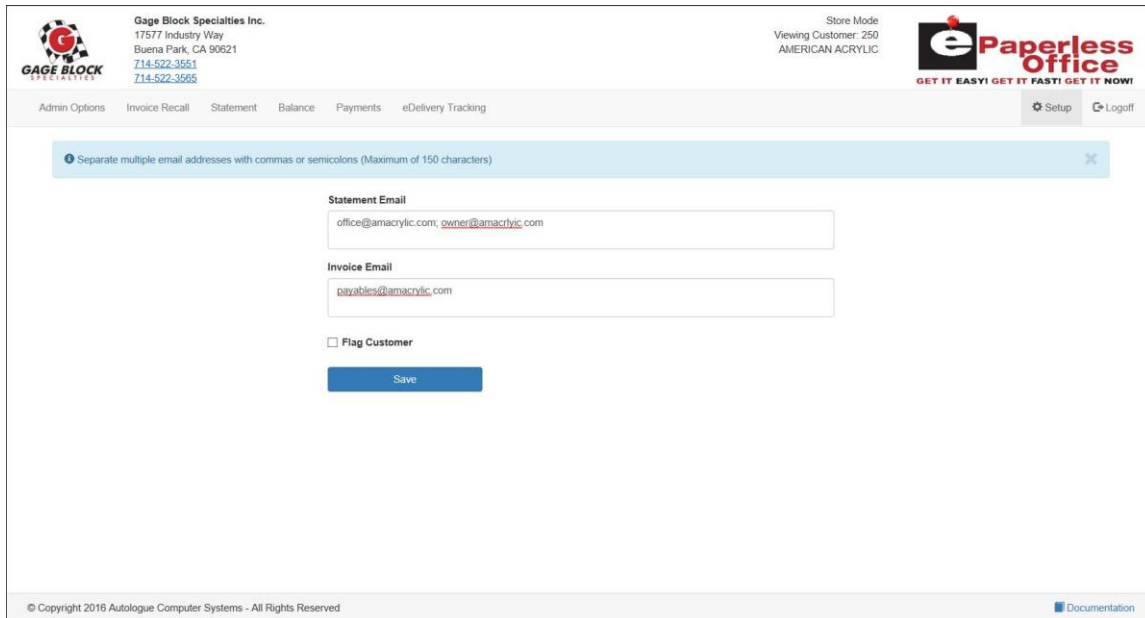
The screenshot shows the administration interface for ePaperless Office. At the top left, there is a logo for GAGE BLOCK SPECIALTIES and contact information for Gage Block Specialties Inc. (17577 Industry Way, Buena Park, CA 90621, 714-522-3651, 714-522-3665). At the top right, it shows 'Store Mode' and 'Viewing Customer: None'. The main content area is titled 'Delete all Invoices & Statements for Customer' and features a text input field labeled 'Customer Number' with a placeholder 'Customer Number' and a red 'Delete' button below it. A left sidebar contains various menu items: 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. At the bottom, there is a copyright notice for Autologue Computer Systems and a 'Documentation' link.

- 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.

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 displays the administration interface for ePaperless Office. At the top left, the GAGE BLOCK logo is shown alongside the company name and address: Gage Block Specialties Inc., 17577 Industry Way, Buena Park, CA 90621, with phone numbers 714-522-3551 and 714-522-3565. The top right corner indicates the Store Mode as 'Viewing Customer: 250 AMERICAN ACRYLIC.' and features the ePaperless Office logo with the tagline 'GET IT EASY! GET IT FAST! GET IT NOW!'. A navigation bar includes links for Admin Options, Invoice Recall, Statement, Balance, Payments, and eDelivery Tracking, along with Setup and Logoff buttons. A light blue notification box at the top states: 'Separate multiple email addresses with commas or semicolons (Maximum of 150 characters)'. The main form area contains 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' which is currently unchecked, and a blue 'Save' button. The footer of the page contains the copyright notice '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and a 'Documentation' link.

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 *Logoff* tab at the top right hand side of the screen.