

# Sage Paperless Construction

Version 2022.0



Release Notes

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Date: 6/15/2022

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## INTRODUCTION

We are pleased to announce the release of our newest Sage Paperless Construction version 2022.0.

Sage Paperless Construction version 2022.0 includes all the best of version 2021.2 and takes it to the next level. After listening to our clients, we have responded by improving existing functionality and features. The end result with version 2022.0 is improved efficiencies, better customization capabilities, and an enhanced user experience.

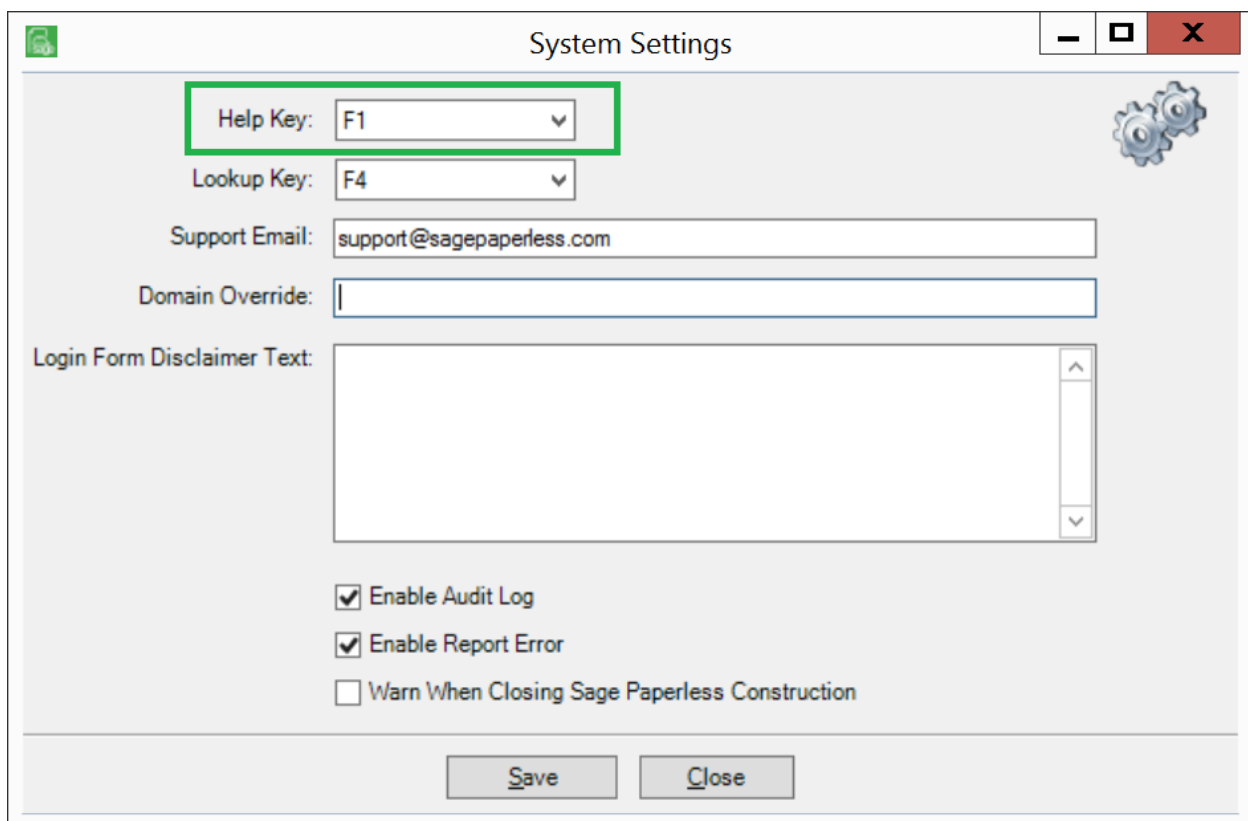
What follows is an assortment of our newest features and enhanced functionalities.

## CONTEXT SENSITIVE HELP

Help at your fingertips!

Click **F1** with your cursor on a toolbar icon, on a screen or in a window to systematically open the online help to read more about the layout, a specific feature or a particular function. You can still click **Help** in the ribbon toolbar to access the entire online help. With **F1**, you can quickly access a specific area of help when you need additional information.

System Administrators can change the default Help Key on the Administration -> System Settings screen as shown below.



The screenshot shows a window titled "System Settings" with a standard Windows title bar (minimize, maximize, close buttons). The window contains several configuration fields:

- Help Key:** A dropdown menu with "F1" selected. This field is highlighted with a green rectangular border.
- Lookup Key:** A dropdown menu with "F4" selected.
- Support Email:** A text input field containing "support@sagepaperless.com".
- Domain Override:** An empty text input field.
- Login Form Disclaimer Text:** A large text area with a vertical scrollbar, currently empty.
- Checkboxes:**
  - ☒ Enable Audit Log
  - ☒ Enable Report Error
  - ☐ Warn When Closing Sage Paperless Construction
- Buttons:** "Save" and "Close" buttons at the bottom.

A gear icon is located in the top right corner of the settings area.

## DOCUMENT INFO TRAY

Check out the new **Document Info tray** that has been added on all the main viewers in the program when you have a document open. This info tray allows you to quickly add notes or view index values same information that is listed using the **Document Info** button on the **Utilities** ribbon toolbar.

You can keep it open, enlarge it, make it smaller, close it. Sage Paperless remembers the settings so you do not have to. Move through the tabs to view information about the document you have open.

Sage Paperless Construction - [AP Invoice - 100 A-1 Electric Company - Demo - 01/04/2021]

Home Capture Retrieve Distribute APFlow DocRoute Image Annotations Administration Utilities Links Addins Help Debug

1 - Sage 300 CRE

Open Batch Search Queues Reports View Snapshots

Page: 1 / 1

**COOK'S LUMBER**

546 Pacific Hwy  
Tigard, OR 97006  
PR 503 565-6513

TIMBERLINE CONSTRUCTION  
15195 NW GREENBRIER PKWY  
BEAVERTON OR 97006

SOLD TO  
TIMBERLINE CONSTRUCTION  
15195 NW GREENBRIER PKWY  
BEAVERTON OR 97006

CUSTOMER NUMBER	INVOICE DATE	PACKING LIST NO.	INVOICE NUMBER
21310	5-6-09	214332-01	257814
BRANCH CODE	CUSTOMER ORDER NUMBER	PAGE	
5905	21345-2326	1 OF 1	

NEAR TO  
Cook's Lumber  
P.O. Box 31001-0456  
Tigard, OR 97006-0456

SHIPPING DATE AND ROUTING	FOB	SHIPPING TERMS	NO. OF INVOICES	B/L	INV. REQ.	RETURN MATERIAL WILL NOT BE ACCEPTED WITHOUT AUTHORIZATION
3-18-09 - DELIVER	F/S	DELIVER	1	Y	Y	

LINE NO.	CATALOG NUMBER AND DESCRIPTION	IDENTIFICATION NO.	QUANTITY		UNIT PRICE	UM	SELLING PRICE		EXTENSION
			SHIPPED	BALANCE DUE			DISCOUNT TRADE	CASH	
001	CALL BARRY WHEN IN: 963-3592								
002	Misc. Formwork Materials		61	0.00	4.25888	E			3,790.00
003	2x4 R.L. bulkhead	78285652016	225.00		.32				72.00
004	CS 309 Curing Compound	78285186473	34.00		5.00				170.00
005	Fasteners								1,174.50
006	Wood Framing	73618593751	10.00		455.25				4,552.50
007	Roof Sheathing 5/8"	75449381920	5,632.00		.45				2,534.40
008	Polu Vapor Barrier 6 mil	79182631047	1.00		26.50				26.50
009	Building Insulation								7,971.00
						405.82	<b>TOTAL</b>		20,290.90

All sales are expressly conditional on Buyer's agreement to standard terms and conditions on the back of the first page of this invoice.  
Seller represents that with regard to the production of articles and/or the performance of the services covered by this invoice, it has fully complied with the Fair Labor Act of 1938, as amended.

PAST DUE ACCOUNTS SUBJECT TO SERVICE CHARGE OF 1 1/2 % PER MONTH OR MAXIMUM PERMITTED BY LAW.

TERMS: YOU MAY DEDUCT IF PAID WITHIN 10 DAYS - NET 30 DAYS

Document Indexes Image Notes

Add Note

HTML Text

3/11/2021 10:19:11 AM Administrator, SPC  
Invoice: Demo (Vendor: 100, Invoice ID: 4) has been exported by User: SPC Administrator Export Batch/Date: 3/11/2021 10:18:56 AM

3/11/2021 10:18:40 AM Administrator, SPC  
SYSTEM MFSSAGF: This invoice was automatically approved by AP: SPC Administrator on 3/11/2021 10:18:40 AM

Ready Page 1 of 1 Doc ID: 8 User: spcadmin (SPC Administrator) Vault: 1 (Sage 300 CRE) 11 x 8.5 in DPI: 300 x 300

## OVERRIDE INDEX TYPE LOOKUPS

We have added the ability to override the default index type lookups on a vault by vault basis. This is helpful when a customer has multiple vaults and desires to have a different lookup from one vault to another.

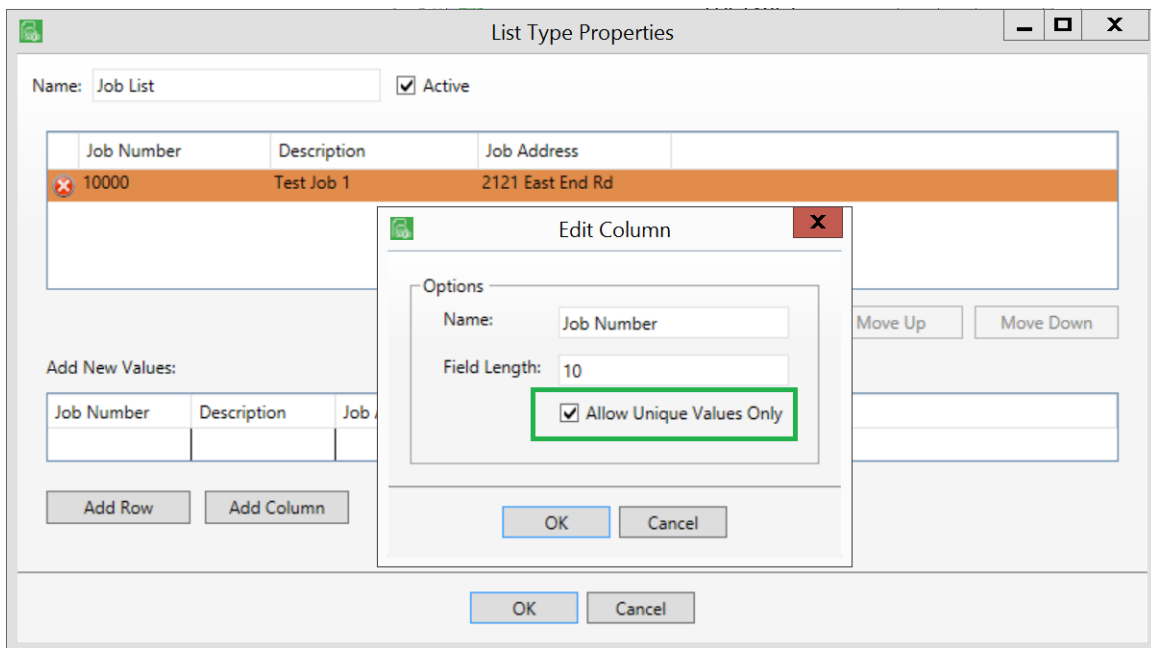
Administrators can choose another Bridged List, internal user defined list or a query list to serve as the “override” for the configured vault.

The screenshot shows the 'Index Type Properties' dialog box with the 'Document Types' tab selected. The dialog is divided into two main sections: 'Default Index Type Lookup' and 'Override Index Type Lookup (For Current Vault Only)'. The 'Default' section has fields for Name (Job Number), Description (Job Number), List Type (Bridged List), List Name (JobList), and Return Column (JobNumber). The 'Override' section, highlighted with a green border, has fields for List Type (List), List Name (Job List), and Return Column (Job Number). Below these are buttons for 'Configure List Types', 'Configure Query', 'Clear Override', and 'Preview Override Lookup'. At the bottom are 'Validate As' (Text), 'Max Length' (20), 'Alignment' (Left), and 'Padding Character' options (No Padding, Leave blank for space, Display as Currency). OK and Cancel buttons are at the very bottom.

## CUSTOM LIST ADDITIONS

We continue to enhance the Sage Paperless user defined list functionality in this newest release.

You can now restrict columns to allow unique values only to ensure data integrity.

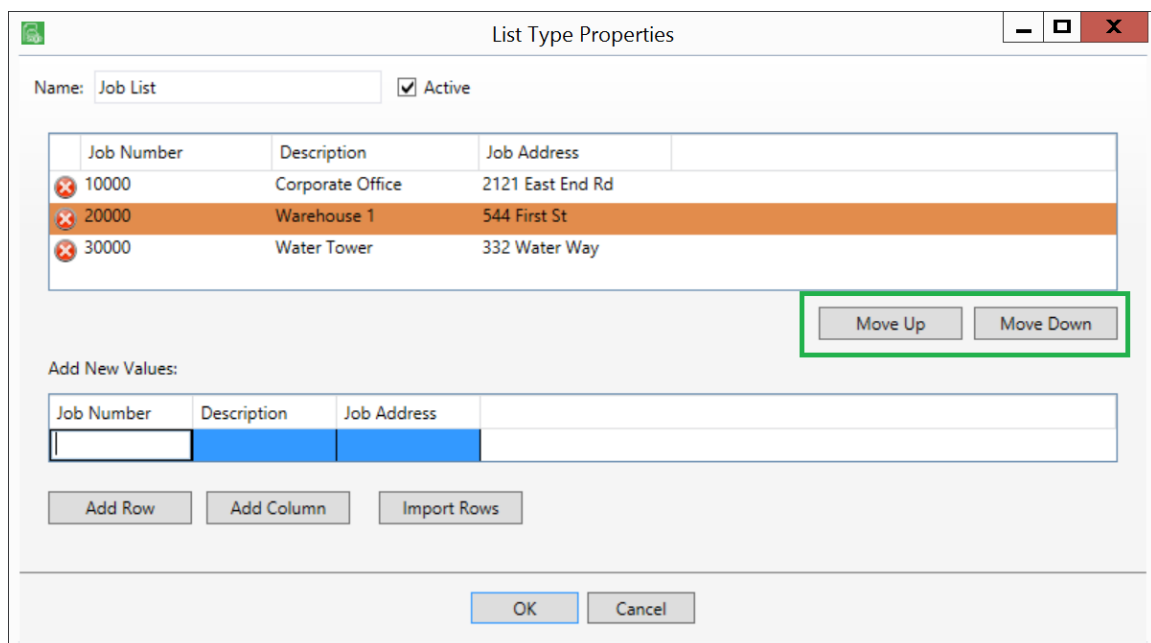


The screenshot shows the 'List Type Properties' dialog box. The 'Name' field is 'Job List' and the 'Active' checkbox is checked. A table with the following data is displayed:

Job Number	Description	Job Address
10000	Test Job 1	2121 East End Rd

The 'Add New Values' section shows a table with the same headers. Below it are 'Add Row' and 'Add Column' buttons. An 'Edit Column' sub-dialog box is open, showing the 'Options' section with the 'Name' field set to 'Job Number' and 'Field Length' set to 10. The 'Allow Unique Values Only' checkbox is checked and highlighted with a green box. The 'OK' and 'Cancel' buttons are at the bottom of the sub-dialog.

You can also organize your lists by reordering values.



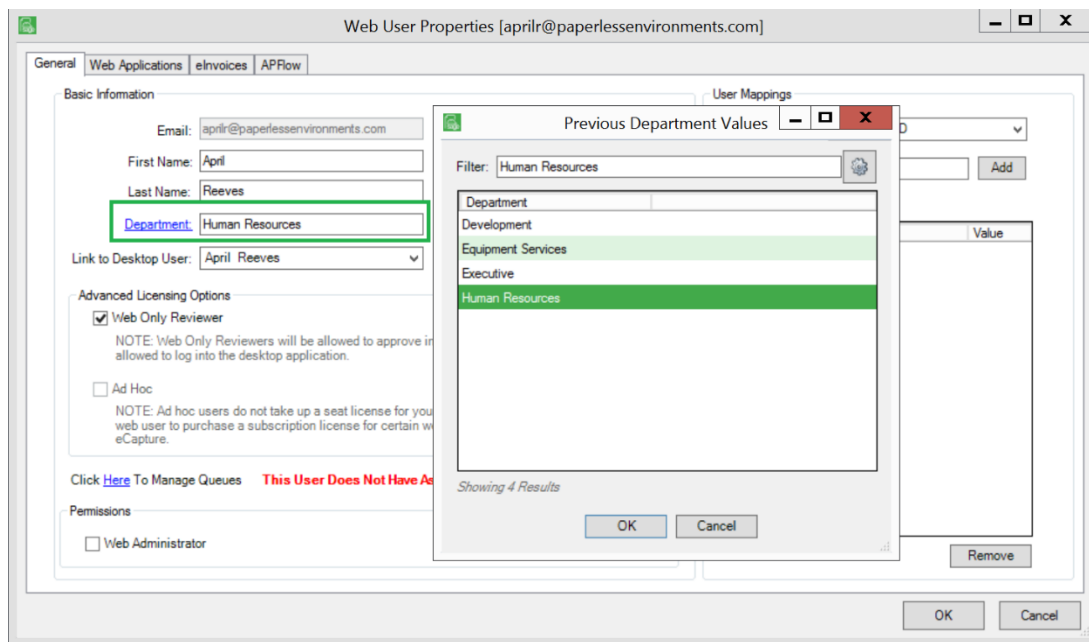
The screenshot shows the 'List Type Properties' dialog box. The 'Name' field is 'Job List' and the 'Active' checkbox is checked. A table with the following data is displayed:

Job Number	Description	Job Address
10000	Corporate Office	2121 East End Rd
20000	Warehouse 1	544 First St
30000	Water Tower	332 Water Way

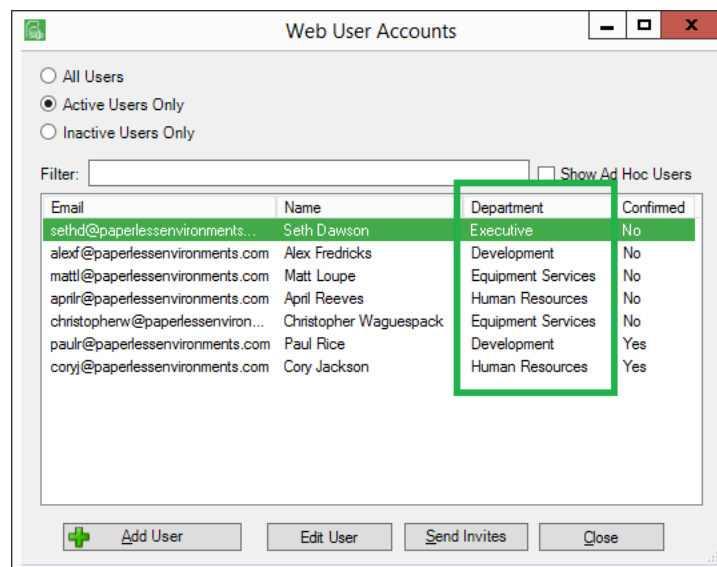
The 'Add New Values' section shows a table with the same headers. Below it are 'Add Row', 'Add Column', and 'Import Rows' buttons. The 'Move Up' and 'Move Down' buttons are highlighted with a green box.

## WEB USER DEPARTMENT FIELD

A new **Department** field has been added to the Web User Properties screen to allow you to classify your Sage Paperless web users any way you want. To add a department, enter it in the **Department** field. To check out values that were added previously, click the **Department** field label to display the **Previous Department Values** dialog box or simply click your lookup key in the **Department** field.

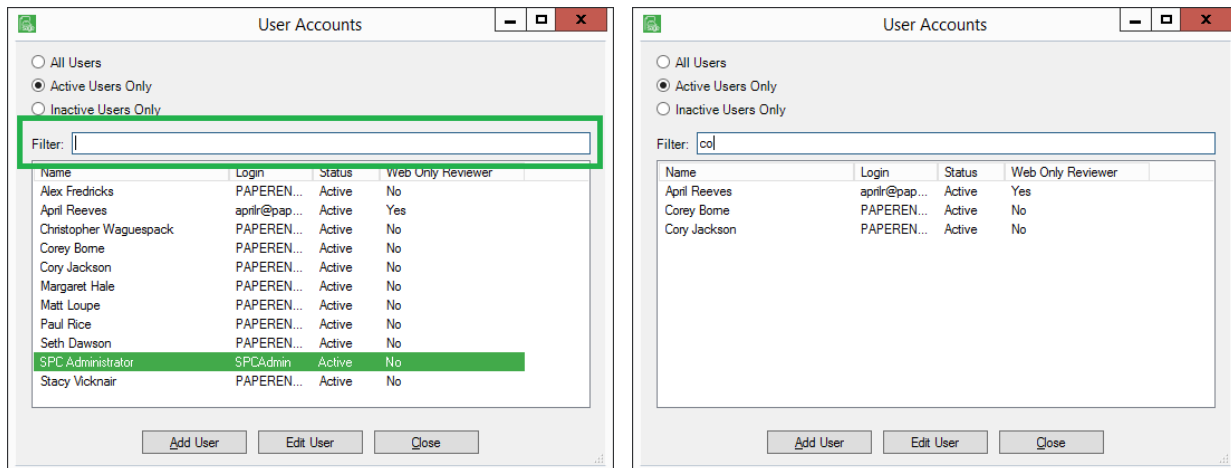


Use this field to filter your Web User lookup list as shown below.

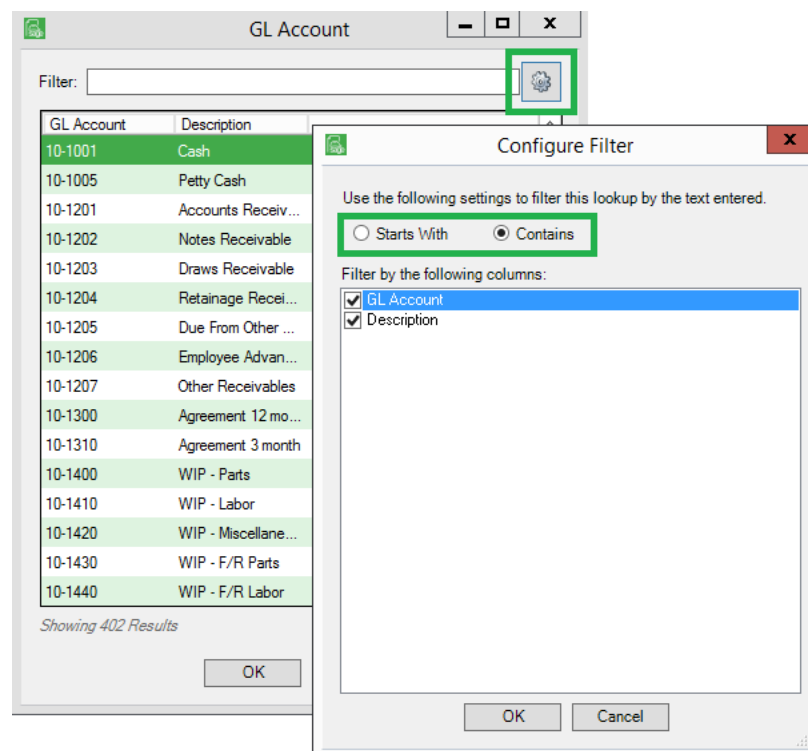


## ADMINISTRATIVE LIST FILTERING

A new **Filter** field allows you to *instantly* filter the lookup list rather than having to scroll through lengthy lists to find the value you are looking for. The filtering occurs across all columns of the list so find your value in any column.



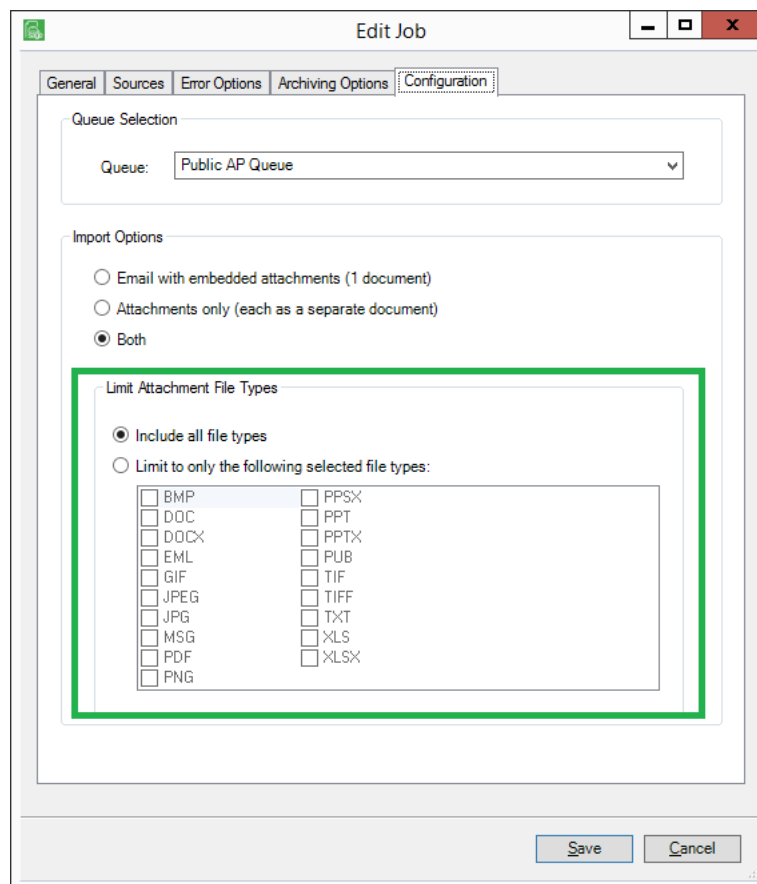
For lookup lists associated with your accounting system, users can configure which columns to include in the filtering by clicking the gear icon in the upper right hand corner of the lookup list. You can also select if the filtered results **Start With** or **Contains** the text entered.



## EMAIL IMPORTER ENHANCEMENTS

### Filter Out File Types

The Importer **Email Import** job for both Outlook and Gmail now include functionality to systematically exclude file types. This configuration will help you target the types of documents your email importer is looking for and weed out and email signatures that may also be found on any incoming emails.



### Reassign Email Accounts for Users that have left the Company

For security, email importer job configurations restrict access to configured inboxes to the job creator. By adding *Email Owners* to your import configuration, email addresses “owned” by a user who is no longer an employee can be easily reassigned to another individual or group.

## NEW APFLOW ALLOCATION RULES

We have added the ability to setup **Expense Allocation Rules** whereby % based or \$ based allocations can be applied based on entered invoice header values. This will allow you to setup allocations that are for a specific vendor or vendors. In the rule, apply one allocation, or multiple. This will save time for processors who have to remember which allocations get applied when.

**Invoice Allocation Rule Properties**

Name:  ☒ Active

Description:

Field Type	Invoice Columns	Operation	Value
Header	Vendor	=	1603

Allocations:

Move Up Move Down

Adds additional criteria for Vendor Adds alternate Invoice criteria for Vendor

Rule Text:

[Vendor] = '1603'

Green = Header Field

When entering a new invoice, processors can now choose **Apply Allocation Rules** which will apply any applicable rules to the current invoice. In this case the results will be shown to the processor immediately. For a more powerful option, the processor can choose **Apply Allocation Rules and Route**. In this case, applicable allocation rules will be applied and if the invoice is fully allocated and reviewers are assigned to the invoice, it will instantly routed to the reviewer(s) and the processor will begin entering the next invoice.

**Invoice Entry**

SPC Administrator

New Line Approve Invoice Route Invoice Document Match Export Invoice Import Invoice Vendor History

Allocations Add Vendor Manage Secondary Vendors Match Receipts

Apply Allocations Rules  
Apply Allocations Rules and Route  
Utilities Allocation

Vendor: 1603 Invoice #: w9593 Description: Pacific Electric Field PO #: Invoice Date: 5/26/2022

Discount Date: Received Date: 5/26/2022 Invoice Total: 500.00 Credit Card #: AP Match Code: Document Class:

Unallocated: \$500.00

Line	Job	Cost Code	GL Account	Units	Unit Cost	Gross	Misc	Tax Amount	Tax Liability	Retainage	Discount	Net Pay	Total	Secondary Vendor Name
------	-----	-----------	------------	-------	-----------	-------	------	------------	---------------	-----------	----------	---------	-------	-----------------------

# APFLOW EASE OF USE ENHANCEMENT

## Quickly Configure APFlow™ Users by Role

Want to give users of a particular role all available permissions? Quickly select all options by clicking the green checkmark in each available section.

The screenshot shows the 'Manage AP Flow' window with the 'General' tab selected. A note at the top states: 'Note: The APFlow settings for these users are valid only for the current Vault: 1 - Sage 300 CRE'. Below the note is a 'User Filter' field and a 'Clear' button. A table lists users and their roles with checkboxes for each role. The 'General' and 'Reviewer Role' sections are highlighted with green boxes, showing that all options are selected with green checkmarks. The 'Reviewer Approval Limit' section is also visible at the bottom.

User Name	AP Processor	AP Reviewer	AP Supervisor	AP Check Review	AP Auditor
Alex Fredricks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
April Reeves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christopher Waguespack	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corey Borne	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Options**

☒ **General:**

- ☐ Allow User Approval Alert
- ☐ Allow User Vendor History
- ☒ **Processor Role:**
  - ☐ Allow Processor Approval
  - ☐ Allow Processor Credit Card Import

☒ **Reviewer Role:**

- ☒ Allow Reviewer Multi Select
- ☒ Allow Reviewer Change Line Type
- ☒ Allow Reviewer Split Invoice Lines
- ☒ Allow Reviewer Invoice Hold
- ☒ Allow Reviewer Reroute Invoice
- ☒ Allow Reviewer Edit Invoice

**Reviewer Approval Limit**

Route to [Reviewer / Role:](#)  Sequence:  when current reviewer enters invoice total exceeding:

**Invoice Routing**

Default Sequence:

**Accounting System Mapping**

[Reviewer Mapping:](#)

Default Sequence:

## CONFIGURE INVOICE ENTRY FIELDS

Additional options for configuring entry fields has been added on the **Manage Entry Fields** screen! Administrators can now create calculations for fields, set descriptions on custom fields, and configure lookups for fields based on Paperless lists, Query Lists, and Index Types. We also allow list and Query List configuration directly on the **Configure Invoice Entry Fields** dialog.

### Set Descriptions on Fields

Select which column of a lookup list will be displayed as the description shown under the input field.

The screenshot displays the 'Configure Invoice Entry Fields' dialog. At the top, there are input fields for 'Job + Phase:', 'State:', and 'Invoice:'. The 'State:' field is highlighted with a red rectangle. Below these fields is a section titled 'Field Properties'. This section contains several configuration options: 'Display Text:' with a text box containing 'State'; 'Is Tab Stop:' with a dropdown menu set to 'Yes'; 'Display Description:' with a dropdown menu set to 'Yes' (this row is highlighted with an orange rectangle); 'Description Field:' with a dropdown menu set to 'Location' (this row is also highlighted with an orange rectangle); 'Description Expands:' with a dropdown menu set to 'Horizontally'; 'Input Width:' with a slider control; and 'Format Text To:' with a dropdown menu set to 'No Formatting'.

## Set Lookups on Fields

Quickly Add Paperless Lists, Query Lists and Index Types on the fly. Then tie directly to your newly added custom fields.

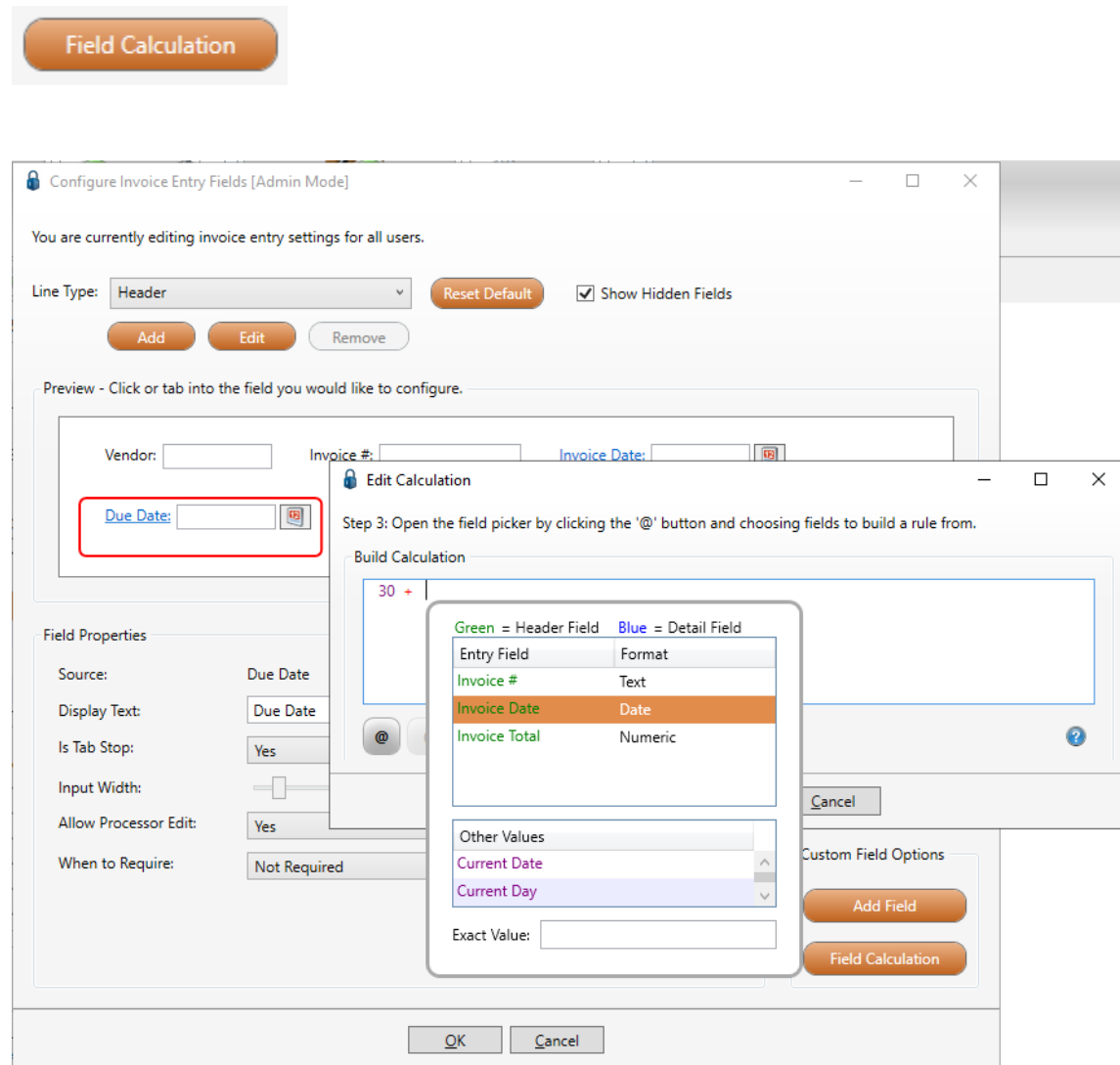
The image shows a 'Field Lookup' button at the top. Below it are two side-by-side screenshots of software interfaces. The left screenshot is the 'Configure Invoice Entry Fields [Admin Mode]' window, showing a preview of invoice fields with 'Vendor Types' highlighted in a red box. The right screenshot is the 'Configure Lookup' dialog box, showing a list of 'Vendor Types' with options to 'Add New List Type', 'Move Up', 'Move Down', and 'Add New Values'.

Once your lookups are in place you can now quickly identify which fields are tied to lookup configuration and preview lookup data directly on **Configure Invoice Entry Fields**.

The image shows a 'Lookup Info' section with three rows of information: 'List Type: List', 'List Name: States', and 'Return Column: Location'. A 'Preview Lookup Data' button is located to the right of the 'List Name' row.

## Create Calculated Fields

String, numerical, and date calculations can now be created to populate the values of your custom fields. You can also use the calculation builder to default values, and populate line values from the header.



## INVOICE SEARCH ENHANCEMENTS

The functionality of opening a document when viewing an invoice has been enhanced. Now you can view documents and/or invoices with or without opening an invoice while in Invoice Search.

If you select *Open Document*, the actual document displays in an **Image** tab window with the **Invoice Search** screen visible in the background.

If you select *Open Invoice*, the **Invoice Entry** screen displays with fields populated. The **Invoice Search** screen is visible in the background.

If you select *Open Invoice And Document*, both the invoice document displays in an **Image** tab window as well as the **Invoice Entry** screen. The order of the screen display depends on what was visible most recently.

The screenshot shows the 'Invoice Search' application window. At the top is a toolbar with icons for Search (Ctrl + S), View (Ctrl + W), Export to CSV (Ctrl + R), Save To File (Ctrl + F), Email (Ctrl + E), Print (Ctrl + P), Invoice Info (Ctrl + I), and Open in APFlow (Ctrl + O). Below the toolbar is a 'Saved Searches' section with a dropdown menu set to '<New>' and buttons for 'Save Search', 'Edit Name', and 'Remove Search'. The 'Search Criteria' section contains a table with columns for 'Entry Field', 'Operator', and 'Value'. The table lists several criteria: Invoice ID, Document ID, Document Description, Invoice Status, Processor, Reviewer, and Date Exported. A legend indicates that green text represents 'Header Field' and blue text represents 'Detail Field'. Below the table are radio buttons for 'Non Exported' (selected) and 'Exported'. At the bottom left, a 'When Viewing Items' dropdown menu is highlighted with a green box, showing 'Open Invoice And Document' selected. Other buttons include 'Search', 'Clear Search', 'Select All', 'Unselect All', and 'Done'.

Entry Field	Operator	Value
<input type="checkbox"/> Invoice ID	=	
<input type="checkbox"/> Document ID	=	
<input type="checkbox"/> Document Description	=	
<input type="checkbox"/> Invoice Status	=	
<input type="checkbox"/> Processor	=	
<input type="checkbox"/> Reviewer	=	
<input type="checkbox"/> Date Exported	=	

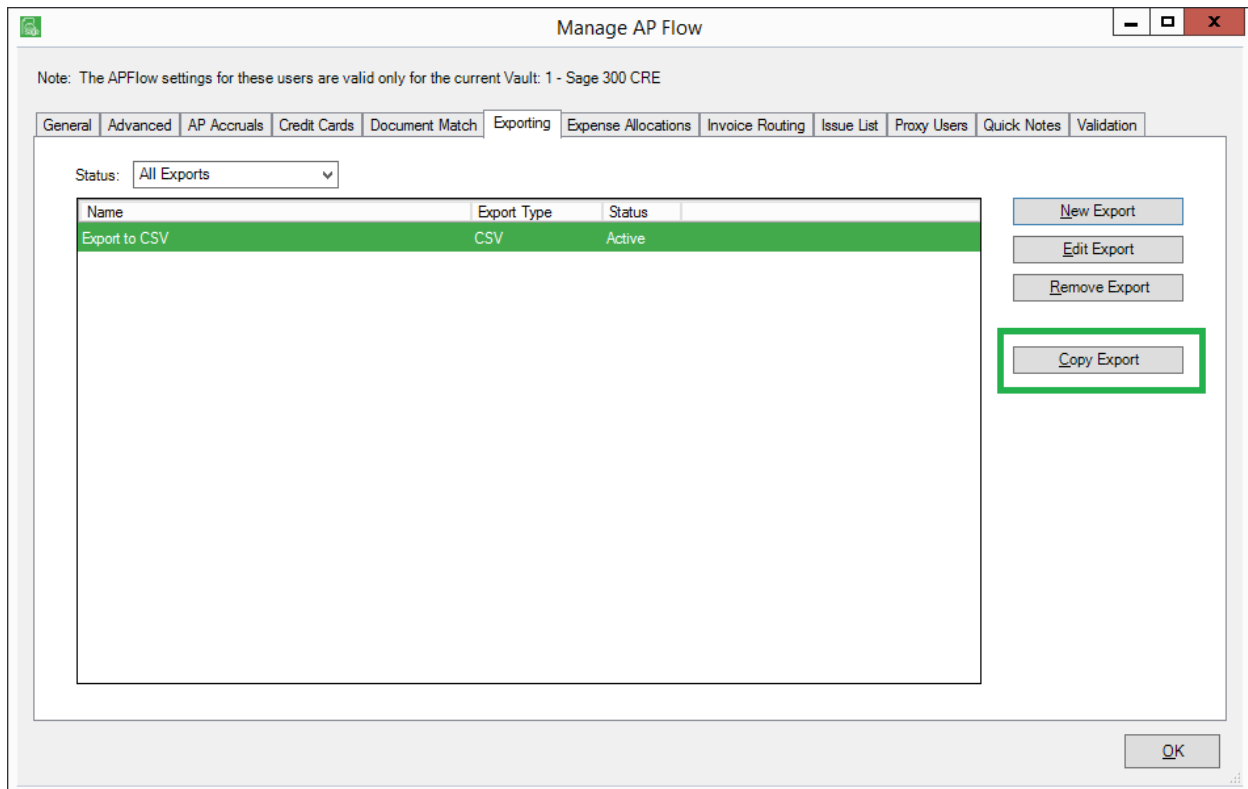
Green = Header Field   Blue = Detail Field

☒ Non Exported   ☐ Exported

When Viewing Items: **Open Invoice And Document**

## COPY CSV EXPORT CONFIGURATIONS

You can now copy a CSV export configuration from one vault to another, as long as both are bridged to the same accounting system.



## PAPERLESS OCR

We have expanded our popular OCR functionality!

- Our OCR queue now **automatically refreshes** the status of your documents so no more clicking the Refresh button to see if the document has returned.
- Our OCR Invoice Starter Pack reads the vendor, invoice number, invoice date, invoice amount and purchase order number.
- You can now configure purchase order and subcontract fields read by OCR to automatically open their respective quicklists to expedite adding commitment lines.
- Our OCR engine can now apply your allocation rules and **auto-route** the invoice.

## SAGE 100 CONTRACTOR ENHANCEMENT

Secondary payee information is now available for reviewers in our Approve Invoices module.

A link was added to the **Approve Invoices** screen so that Reviewers can see the secondary payees and totals when they are approving subcontractor invoices if a joint check payment is required.

The screenshot displays the 'Approve Invoices' window. At the top is a toolbar with icons for Save, View Document, Approve Invoice, Reset to Pending, Reject Invoice, Place On Hold, Document Match, Invoice Info, Route Invoice, Email, Print, and Refresh, each with a corresponding keyboard shortcut. Below the toolbar, a header bar shows 'Vendor: Dirt on the Move', 'Invoice: 298348', and 'Status: Pending'. The main area contains a table with columns: Hold Status, Date Entered, Processor, Vendor, Vendor Name, Invoice #, Description, and Field. A single row is visible with data for a pending invoice. To the left of the table are filters for User (SPC Administrator), Vault (2. Sage 100 SQL), and Status (Pending (1)). Below these are instructions for red and blue invoice statuses. At the bottom of the main area is a detailed form for the selected invoice line, including fields for Work Order, Job, Phase, Cost Code, Cost Type, GL Account, Sub Account, Part #, Alpha Part #, Unit, Location, Part Serial #, Description, Tax Exempt, Quantity, Price, Gross, Secondary Vendor, Trans #, Date, Card Holder, Credit Card Number, Total, and Net Pay. On the right side, there is a sidebar with sections for Alerts (Invoice Approved, Invoice Exported, Invoice Rejected), Invoice Information, Vendor Info (Dirt on the Move, 42680 Casa Rosa Dr, Ajo, AZ 85321), Invoice Notes, and Issues. A link 'View Secondary Payee Info' is highlighted in the Vendor Info section. At the bottom right of the sidebar are buttons for 'Add Note' and 'Show HTML'. At the bottom of the window are checkboxes for 'Approval Alert' and 'Auto Preview Documents', and buttons for 'Edit Invoice' and 'Copy Codes'.

Hold Status	Date Entered	Processor	Vendor	Vendor Name	Invoice #	Description	Field
	5/26/2022	SPC Administrator	100010	Dirt on the Move	298348	Dirt Hauling	

Line	Line Type	Description	Unit	Job	Phase	Cost Code	Cost Type	Part #	PO	PO Line	GL Account	Quantity	Price	Gross	Tax Code	Total	Entry Date	Equipment	EQ Cost Code
1	Job	Dirt Hauling	201								5005	1.0000	100.000000	\$100.00		\$100.00	5/26/2022 10:30:32 PM		

Your Original Line Totals: \$100.00 Your Current Line Totals: \$100.00 Your Unallocated: \$0.00

Work Order: Job: 201 Phase: Cost Code: Cost Type: GL Account: 5005  
Trappen Motel  
Sub Account: 2 Part #: Alpha Part #: Unit: Location: Part Serial #: Other Job Expense  
Nevada Office  
Description: Dirt Hauling Tax Exempt: Quantity: 1.0000 Price: 100.000000  
Gross: 100.00 Secondary Vendor: 2 Trans #: Date: Card Holder: Credit Card Number:  
Total: 100.00 Net Pay: 100.00  
Dawson's Trucking

☐ Approval Alert ☐ Auto Preview Documents

Edit Invoice Copy Codes

## EFORMS™ ENHANCEMENTS

### Question Hints

We have added the ability to add instructions or “hints” to the questions on your eForms. From the administration screen, you will see a **Question Hint** section below the **Question Text** field. Type in the hint you want to display with this question.

Question

Yes/No Multiple Choice **Text Field** Slider Date/Time Media Signature GPS Acknowledge

Question Text

Unit #

Question Hint


Type in the unit number associated with the vehicle you are inspecting.

Index Type

Unit Number

☐ Give the user the option to say this question is not applicable

☐ Save answer to question as document note

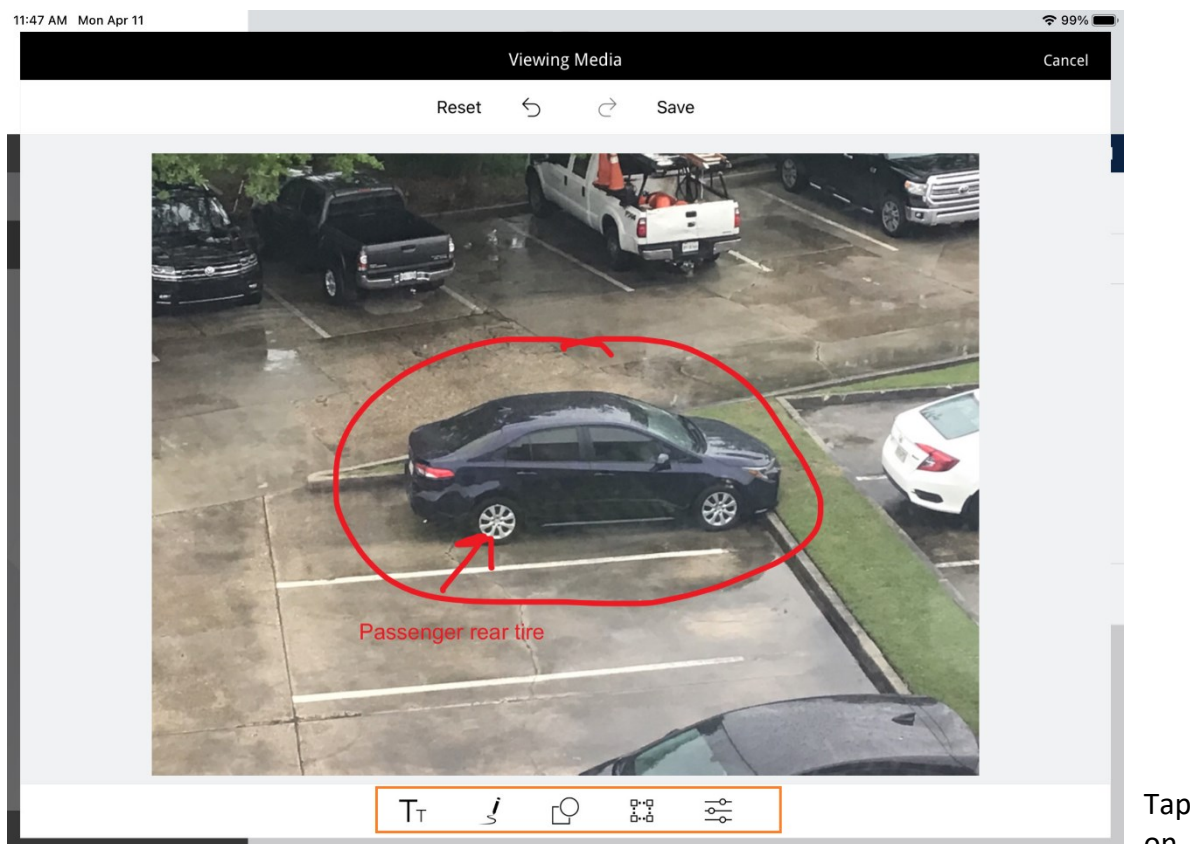
In the eForms™ app, the  icon will appear next to questions that have hints associated with them. Tapping on the icon will reveal the hint as shown below.

## Saving text field answers as Document Notes

Many customers have asked for the ability to save text questions to the document notes of the form saved in Sage Paperless. When setting up or editing a Text Field question, simply check the **Save answer to question as document note** checkbox.

## Edit Images on the Tablet App

We have added extensive editing capabilities to the media question in eForms.



T

the photo to bring up the **Viewing Media** screen. Editing tool icons are listed at the bottom of the screen.

**Text tool** – allows you to add text to the photo. Add text, select font size, color, alignment and transparency.



**Freehand tool** – use this tool to draw lines with your finger or pointing device. Select line size, color and transparency.



**Shape tool** – used to draw squares, circles or arrows on photo. Choose line size, color and transparency.



**Crop, Rotate & Flip tool** – used to crop, rotate or flip photos.



**Picture Editor tool** – change the hue, saturation, brightness, contrast, blur and sharpen aspects of the photo.

## New – Acknowledgment Question

A new **Acknowledge** question has been added to the list of question types for a form. This question is used to present text that you want the form user to “acknowledge”. Often times used for legal policy memos that must be acknowledged by the user.

The

The screenshot displays the configuration interface for an 'Acknowledge' question type. At the top, a dark blue header bar contains the word 'Question' on the left and a series of tabs on the right: 'Yes/No', 'Multiple Choice', 'Text Field', 'Slider', 'Date/Time', 'Media', 'Signature', 'GPS', and 'Acknowledge'. The 'Acknowledge' tab is highlighted with an orange border. Below this header, the 'Question Text' section features a large text area containing the placeholder text 'Policy Acknowledgement'. The 'Answer Type' section below it contains an 'Acknowledgement Memo' text area with a sample legal disclaimer. Below the memo is a table for customizing the 'Accept' and 'Decline' labels. At the bottom, an 'Options' table lists 'Accept' and 'Decline' with associated icons.

Question								
Yes/No	Multiple Choice	Text Field	Slider	Date/Time	Media	Signature	GPS	<b>Acknowledge</b>
Question Text								
Policy Acknowledgement								
Answer Type								
Acknowledgement Memo								
I acknowledge that I have received a copy of the Policy and Procedures Manual, which describes important information about Paperless, and understand that I should consult the Human Resource Department if I have questions. I have entered into employment with Paperless voluntarily and acknowledge that it is for no specified length of time. Accordingly, either I or Paperless may terminate the relationship at will, with or without cause, at any time, for any reason or no reason.								
Accept Label	Accept							
Decline Label	Decline							
Options								
Accept	☆	🚩						
Decline	☆	🚩						

**Accept** and **Decline** answer labels can be customized to whatever you want them to be.

## Daily Vehicle Inspection



Logged in as Alex Fredricks

COLLAPSE SIDEBAR

Vehicle Information



Final Inspection

## Final Inspection

0 / 5

Completed

Capture your current GPS location

Capture GPS Location

Inspection Notes

Enter text...



Inspection Photo

Add Photo



Signature

Add Signature

Policy Acknowledgement

Accept

Decline



← Vehicle Information

BACK TO DASHBOARD



The user can click the  icon of the Acknowledgement question to view the memo.

## Acknowledgement Text

I acknowledge that I have received a copy of the Policy and Procedures Manual, which describes important information about Paperless, and understand that I should consult the Human Resource Department if I have questions. I have entered into employment with Paperless voluntarily and acknowledge that it is for no specified length of time. Accordingly, either I or Paperless may terminate the relationship at will, with or without cause, at any time, for any reason or no reason.

OK