

New Accounts Payable Web Page Enhancement

In response to departmental feedback, AP has enhanced the Intranet site where the invoice images are viewed. The enhancements include:

- Ability to manipulate the images (zoom, reduce)
- Ability to control print size
- Improved image quality

The new web address is: <http://acctnt2/wuimageneu>

When accessing the page for the first time:

- Use Internet Explorer
- Use the same department number and PIN number as the old web page
- After selecting an invoice image from the hotlist, a Security Warning box will be displayed asking, "Do you want to install and run...Daeja Image System Ltd." Select the box that states "Always Trust content from Daeja Image Systems Ltd" and then select the "Yes" button
- Use the icons inside the gray square to manipulate the image (zoom, reduce, rotate, etc.)
- To print the invoice image, use the printer icon inside the gray square, NOT the printer icon located at the top of the screen. The printer icon located at the top of the screen will only print the line of text that includes the document number, etc. Note: It is not possible to print both the line of text (document number, etc.) and the invoice image on the same page.
- Please work with your PC support staff to ensure that you can access the new web page.

Currently, both the old and the new web pages are active and access the same database. But, effective February 1, 2002, the old address will forward to the new web address. If you experience any problems in accessing the new web page and your PC support staff cannot resolve them, please call Robin Williams @ 935-4687.