

Viewing Documents

- HR Manager includes documents associated with the individual employee records.
- Job Manager includes documents associated with the master job record, and also with transaction records from the job cost system.
- Equipment Manager includes documents associated with individual equipment master records as well as the transaction records in equipment cost.

Viewing Master File Documents

HR Manager Master File Documents

- Select the View function.
- Select the document to be viewed.

A PDF viewer must be installed to view documents.

Viewing Master File Documents

Job Manager Master File Documents

- Select the View function.
- Select the document to be viewed.

A PDF viewer must be installed to view documents.

INTERAC Job Manager - INTERSOFT CONSTRUCTION

Help System

Job Number: 88001 All Jobs For Code
 Phase Number: All

Image Print Forecast Reports NRACJCC NRACJCM NRACARM End

Prev Job Prev Phs Next Job Next Phs 88001: CIMMARON DEVELOPMENT

Select Document to View

Contract AIA Billings
 SubContract Weekly Job Status Report
 Bid Contractor Evaluation
 Change Orders Materials Certificate
 Schedule of Values Accident Reports

View Add Scan Close

All Phases Category	Estimated		Actual		Committed	
	Units	Amount	Units	Amount	Units	Amount
Dir Labor	2,625.00	52,500.00	1,340.00	15,076.00	0.00	0.00
Material	0.00	67,500.00	0.00	27,865.00	390.00	4,568.75
Subs	0.00	26,250.00	8.00	15,600.00	0.00	0.00
Equipment	585.00	18,750.00	731.00	27,080.56	181.00	1,695.00
Rentals	0.00	7,500.00	0.00	0.00	0.00	0.00
Burden	0.00	3,750.00	0.00	0.00	0.00	0.00
Sm. Tools	0.00	7,500.00	0.00	0.00	0.00	0.00
Other	0.00	3,750.00	0.00	0.00	0.00	0.00
Total	3,210.00	187,500.00	2,079.00	85,621.56	571.00	6,263.75

Viewing Master File Documents

Equipment Manager Master File Documents

- Select the View function.
- Select the document to be viewed.

A PDF viewer must be installed to view documents.

INTERAC Equipment Manager - INTERAC CONSTRUCTION CO.

Help System

Equipment: 10101 810 DUMP TRUCK

Reports Print NRACEQM NRACEQC NRACJCM End

Summary Identification Meter Comments Ownership Expense Maintenance PUC Images Documents

Select Document to View

Purchase / Lease Papers
 Title
 Registration
 Maintenance Work Orders
 Accident Reports

View Add Scan

10101: 810 DUMP TRUCK

Viewing Transaction File Documents

Job Manager Transaction File Documents

- Select the transaction with the document to be viewed
- Click the View Doc button to open the document.

A PDF viewer must be installed to view documents.

INTERAC Job Manager - INTERSOFT CONSTRUCTION

Help System

Job Number: 88001 All Jobs For Code
 Phase Number: All
 Prev Job Prev Phs Next Job Next Phs
 88001: CIMMARON DEVELOPMENT

Print Forecast Reports NRACJCC NRACJCM NRACARM End

Category 2: Material - Actual Amount

Job	Phase	Date	Ref	Description	Units	Amount	N	D
88001	340	06/07/2012	200	INSIDE TRIM		750.00		
88001	340	06/28/2012	200	MOLDING/NAILS/TAR PAPER		800.00		
88001	340	09/23/2012	200	MATERIALS		500.00		
88001	340	01/27/2008	3000	Materials for jobs		205.00		*
88001	350	06/28/2012	400	SHUTTERS & METAL DOORS		750.00		
88001	350	09/07/2012	400	FLOODLIGHTS		600.00	**	
88001	350	09/30/2012	400	HARDWARE FOR GATES		400.00		
88001	350	01/27/2008	4000	Electrical Supplies		1,600.00	**	*
88001	350	01/27/2008	3000	Exterior materials		460.00		*
88001	400	01/27/2008	3000	Landscaping materials		450.00		*
88001	410	09/07/2012	100	SAND		800.00		
88001	410	09/07/2012	100	DECORATIVE ROCK & STONE		2,500.00		
88001	410	09/23/2012	100	SAND & HOT MIX		800.00		
88001	420	09/07/2012	1100	SPRINKLER SYSTEM		2,500.00		
88001	510	09/23/2012	200	CLEANING SOLUTION		200.00		
88001	510	09/30/2012	200	CLEANING MATERIALS		250.00		
					0.00	27,165.00		

Notes: View Doc Add Doc Scan Doc Filter By Dates
 Add/Chg Delete Print One Print All Last Transaction Date: 09/30/2012 Export Print Close

Viewing Transaction File Documents

Equipment Manager Transaction File Documents

- Select the transaction with the document to be viewed
- Click the View Doc button to open the document.

A PDF viewer must be installed to view documents.

INTERAC Equipment Manager - INTERAC CONSTRUCTION CO.

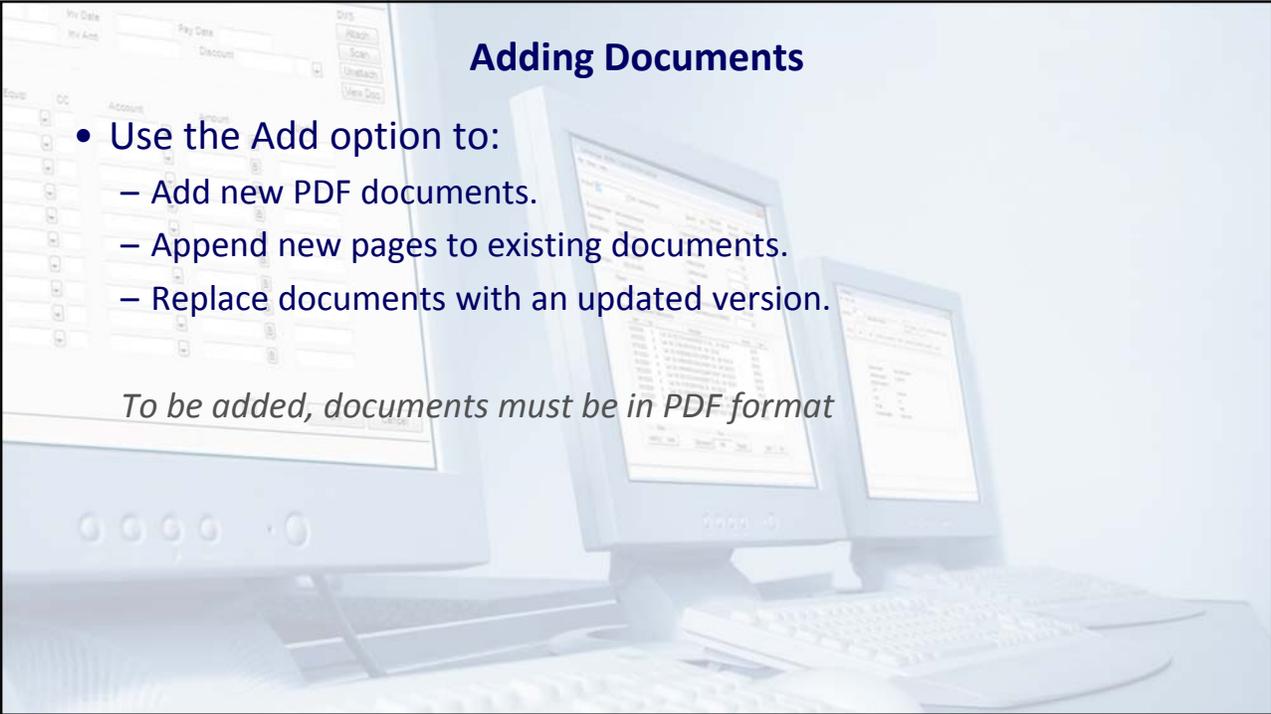
Help System

Equipment: 10101 810 DUMP TRUCK
 All
 Summary Identification Meter Comments Ownership Expense Maintenance PUC Images Documents
 Export Print NRACEQM NRACEQC NRACJCM End

Cost: Life To Date, 2- REPAIR PARTS

Equip	Date	Reference	CostCode	Description	Units	Amount	Note	Doc
10101	11/14/2012	0	2	EQUIPMENT RENT-ALL	5.00	5.60		
10101	03/07/2013	0	2	WESTERN GLASS	0.00	500.00		
10101	03/31/2013	0	2	Equipment Supply, Inc.	0.00	250.00		*
10101	05/31/2013	0	2	LES SCHAUB TIRE COMPANY	0.00	250.00		

View Doc Add Doc Scan Doc 5.00 1,005.60
 Notes Add/Chg Delete Filter by Date Latest Date 05/31/2013
 10101: 810 DUMP TRUCK



Adding a Document

Using the Add option:
If a document is already attached, the Add option will open a warning screen asking you to confirm whether you want to:

- Append new pages being added to the existing document.
- or-
- Replace the existing document with the one being added.

The Add function works the same in both master file and transaction file records.

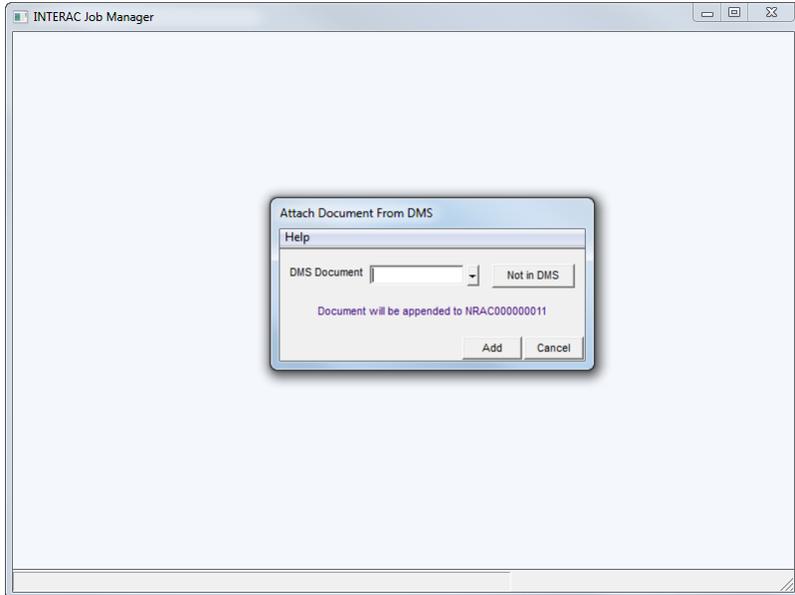
Warning
Help
Document NRAC000000011
Is Currently Attached. How should this be handled?
Append Replace Cancel

Adding a Document

Using the Add option:

Next you will select the document to be added.

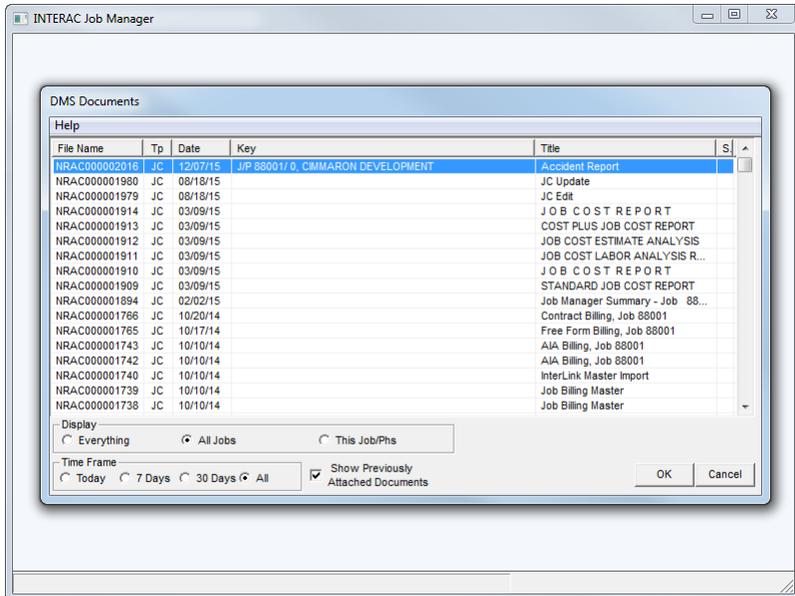
- This may be a document already in the DMS database
- or-
- A new document that is Not in DMS.



Adding a Document

Using the Add option:

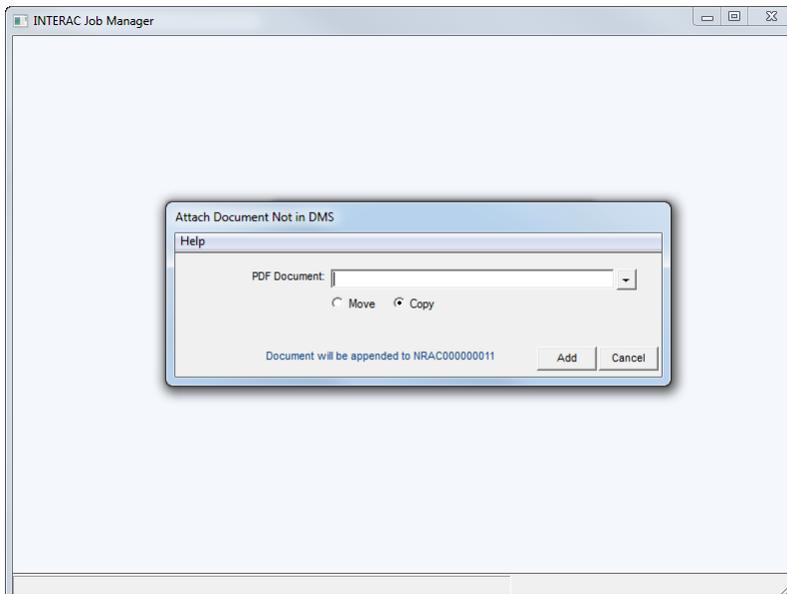
To add a document from DMS, select the document from the list and either double click on it, or click the OK button to add it.



Adding a Document

Using the Add option:

Selecting the Not in DMS option opens this window. Use the drop down selector to open a Windows browser.

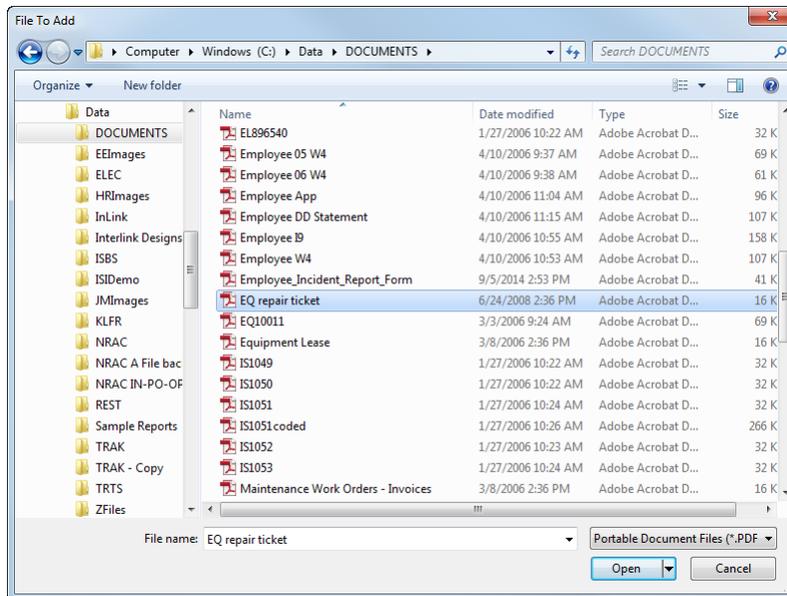


Adding a Document

Using the Add option:

Use the File To Add window to locate the document.

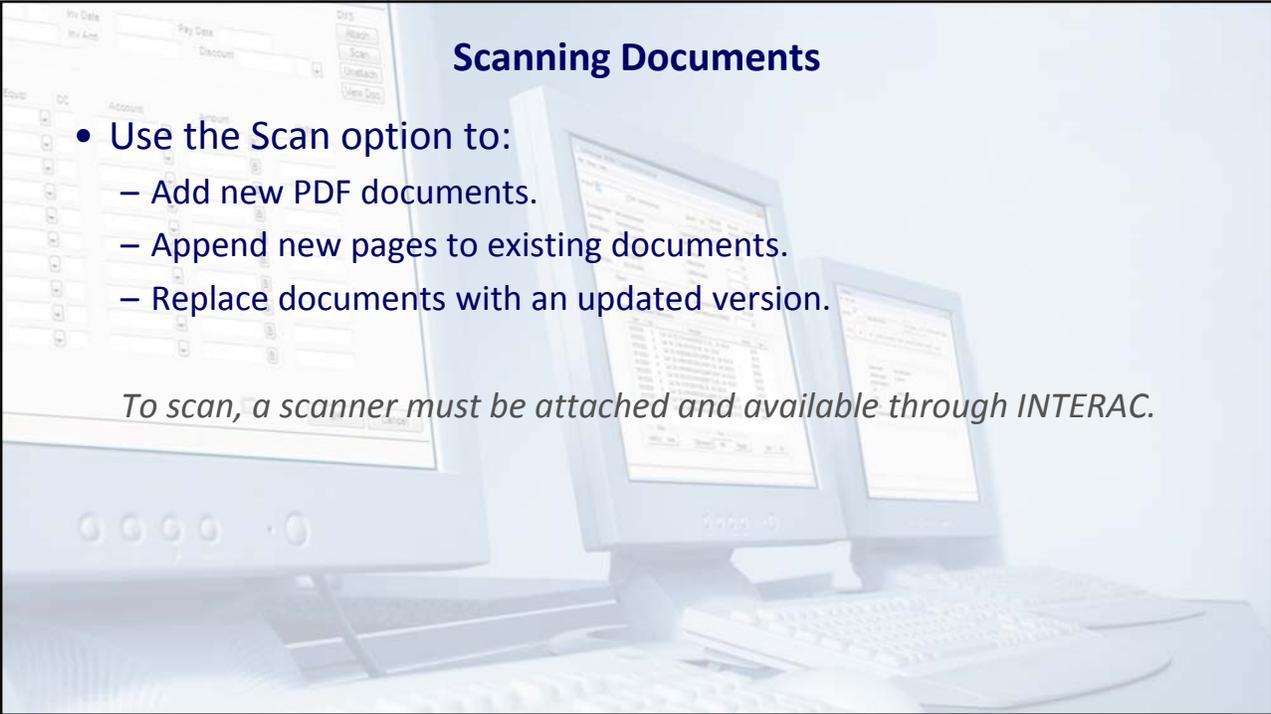
Select the document and either double click on it, or click the Open button to add it.



Scanning Documents

- Use the Scan option to:
 - Add new PDF documents.
 - Append new pages to existing documents.
 - Replace documents with an updated version.

To scan, a scanner must be attached and available through INTERAC.

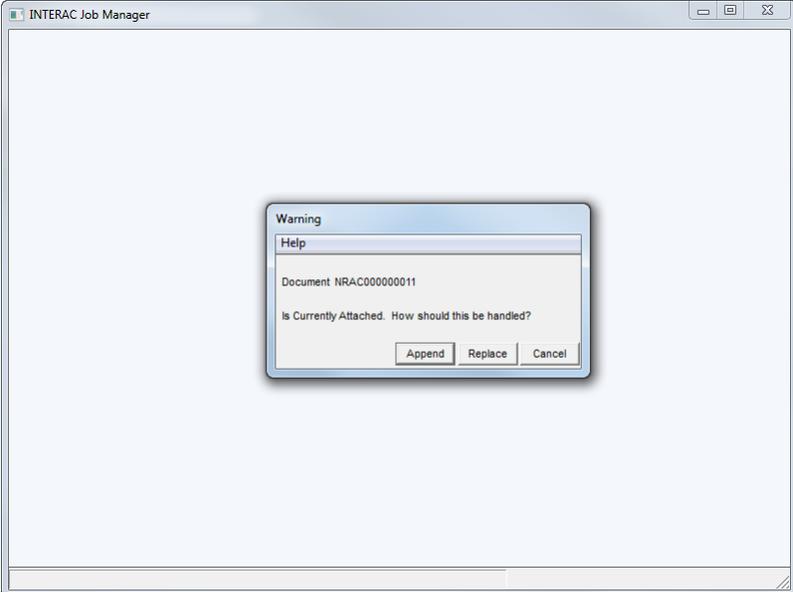


Scanning a Document

Using the Scan option:
If a document is already attached, the Scan option will open a warning screen asking you to confirm whether you want to:

- Append new pages being added to the existing document.
- or-
- Replace the existing document with the one being added.

The Scan function works the same in both master file and transaction file records.

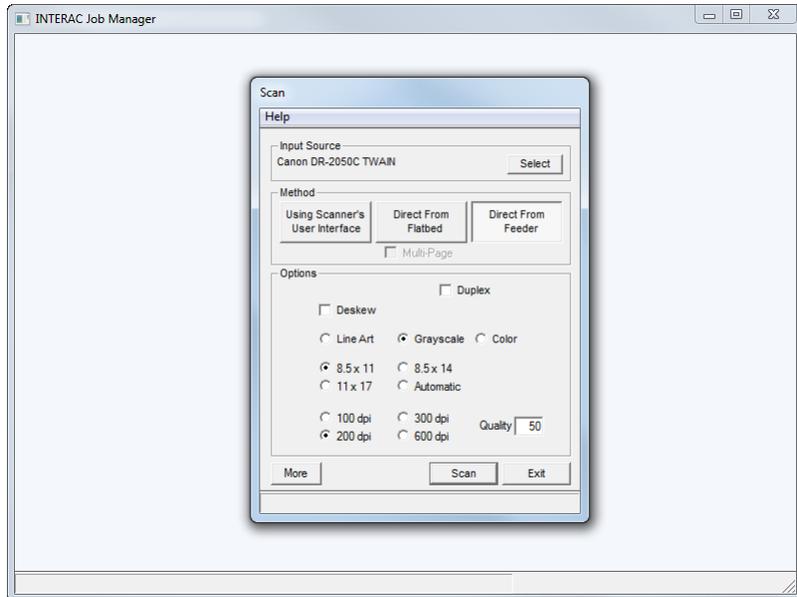


Scanning a Document

Using the Scan option:

Using the Scan control window:

- Confirm the selected default scanner, or use the select option to find the appropriate scanner.
- Confirm the appropriate scan method and options.
- Click the Scan button to execute the scan.

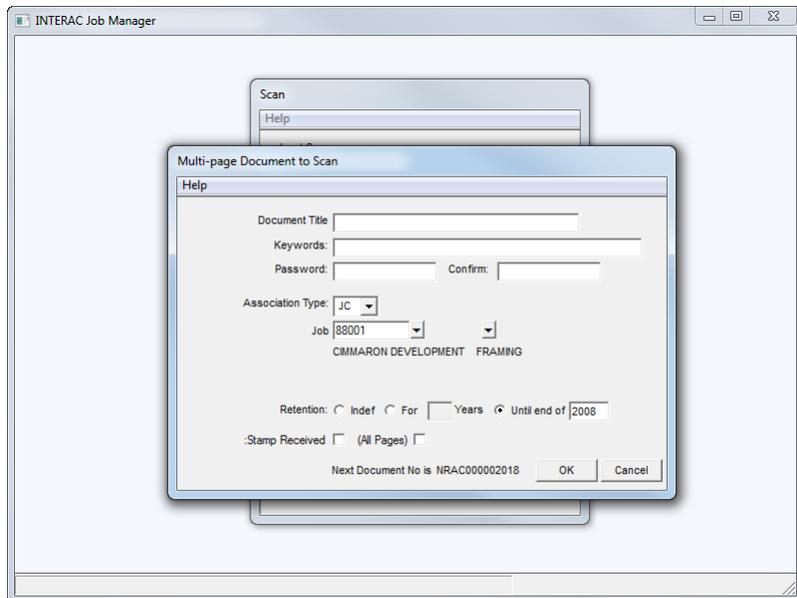


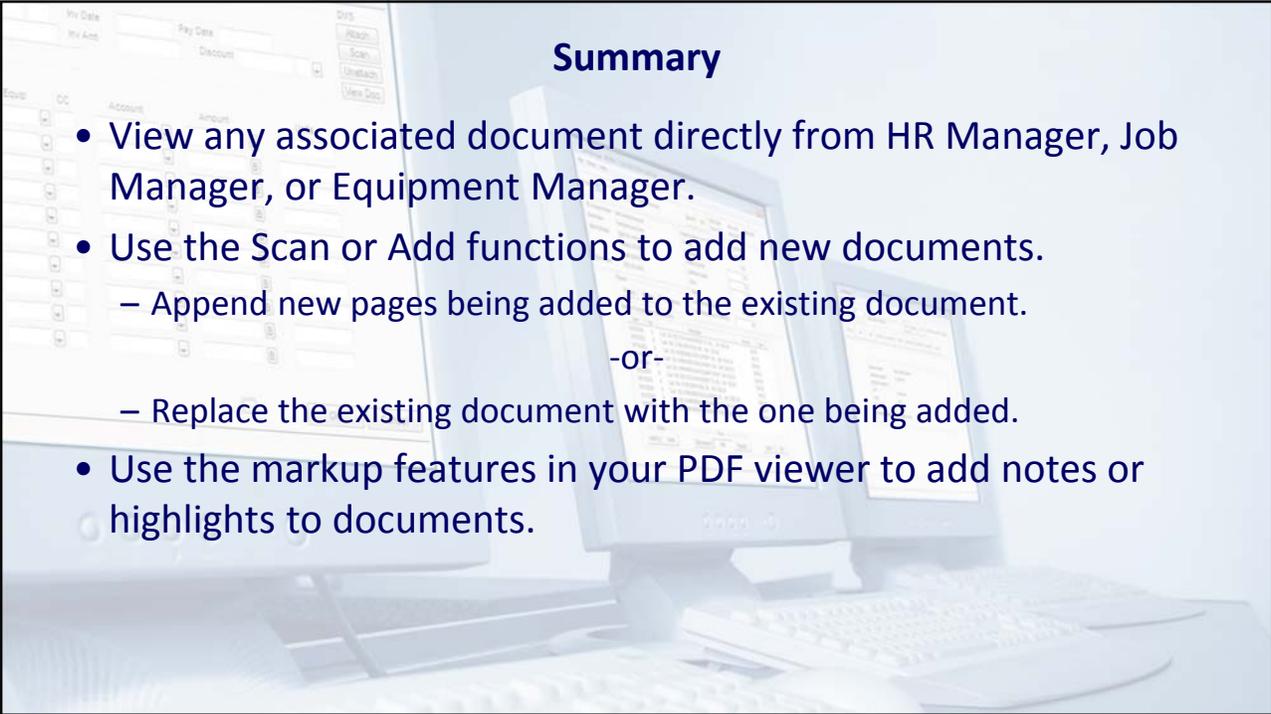
Scanning a Document

Using the Scan option:

Next you will fill in the document details:

- A Document Title must be assigned.
- Add keywords to make the document easy to locate later.
- The Association Type will be set to
 - JC (Job Cost) in Job Manager
 - PR (Payroll) in HR Manager
 - EQ (Equipment Cost) in Equipment Manager
- Documents may also be linked to:
 - Jobs in Job Manager
 - Employees in HR Manager
 - Equipment in Equipment Manager





Summary

- View any associated document directly from HR Manager, Job Manager, or Equipment Manager.
- Use the Scan or Add functions to add new documents.
 - Append new pages being added to the existing document.
 - or-
 - Replace the existing document with the one being added.
- Use the markup features in your PDF viewer to add notes or highlights to documents.