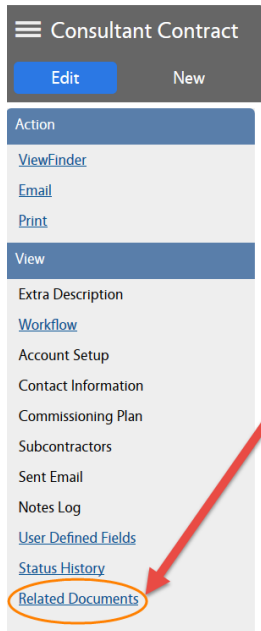


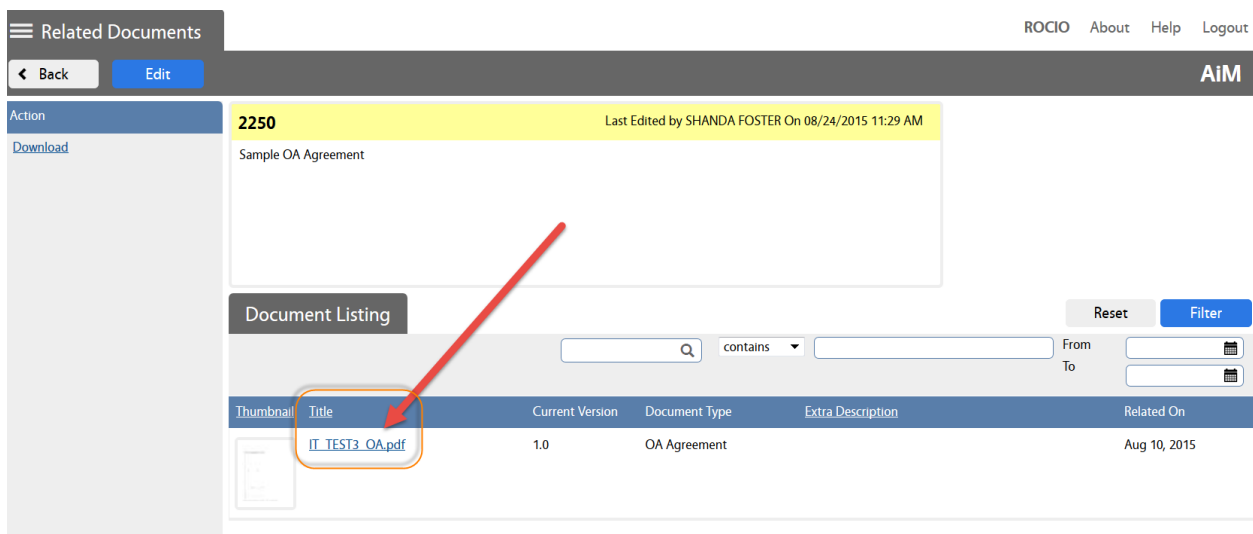
REPLACING AGREEMENTS / ATTACHMENTS

In order to attach a new version of an agreement or any attachment that needs to be replaced in the AiM system, you will have to “*check out*” the old version of the document and then “*check in*” the new version. Please follow these steps:

1. From the Consultant/Construction Contract screen, select the “**Related Documents**” option under the *View* section:



2. Click on the “**Title**” of the agreement’s file or the title of the attachment that needs to be replaced.



3. The Document Profile window will open with the details of the attachment. Click on the “**Check Out**” option under the Action section.

Document Profile

ROCIO About Help Log

Back Delete Edit New Search Browse

Action

- Check Out
- Lock Document
- Email

View

- Extra Description
- Version History
- Attributes
- State History

801619EC-74F3-441B-9534-EF524B9D370E

IT_TEST3_OA.pdf

Tags

Created By [SLF0015](#)

Date Created Aug 10, 2015 11:33 AM

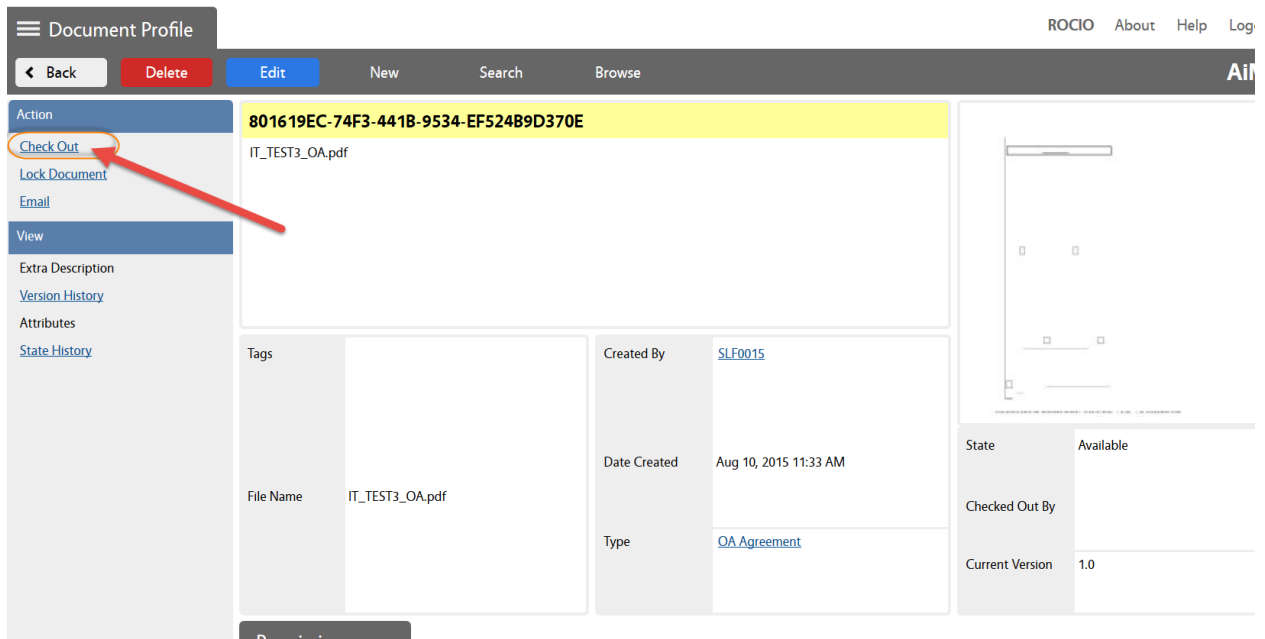
Type [OA Agreement](#)

File Name IT_TEST3_OA.pdf

State Available

Checked Out By

Current Version 1.0



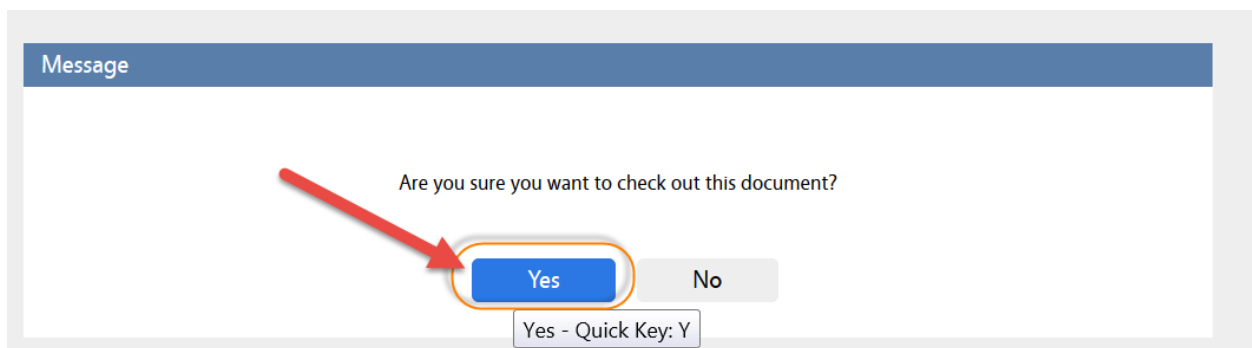
4. Click on **YES**

Message

Are you sure you want to check out this document?

Yes No

Yes - Quick Key: Y



5. Click on "Check In"

Document Profile

Back New Search Browse

Action

- Check In
- Cancel Check Out
- Email

View

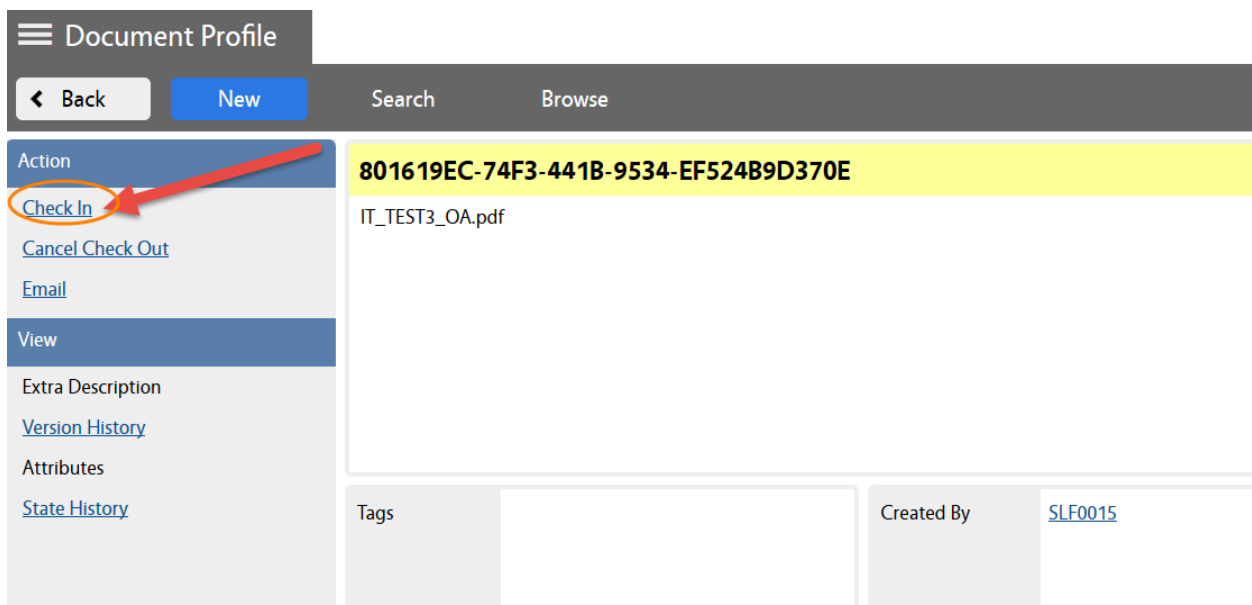
- Extra Description
- Version History
- Attributes
- State History

801619EC-74F3-441B-9534-EF524B9D370E

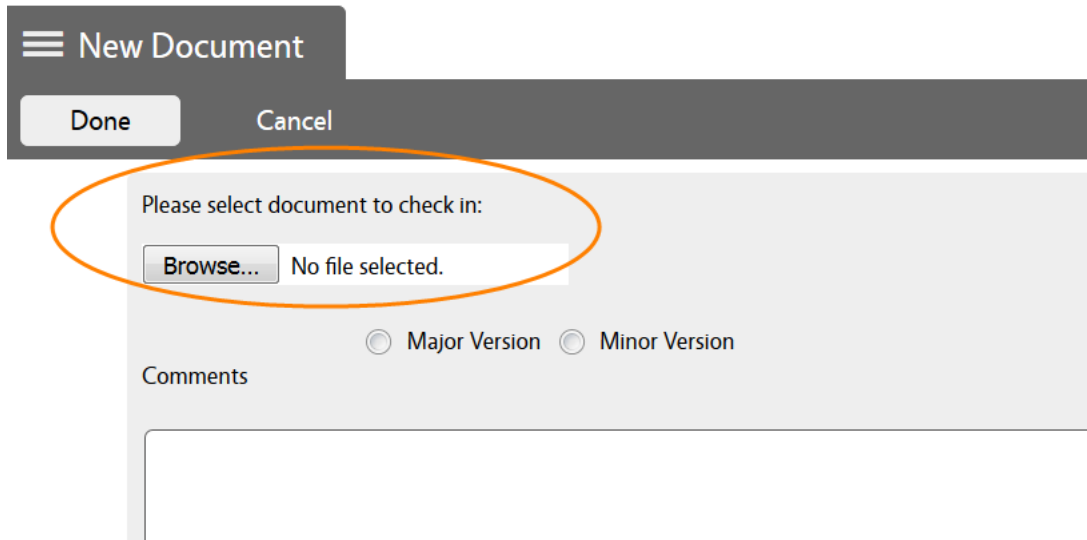
IT_TEST3_OA.pdf

Tags

Created By [SLF0015](#)

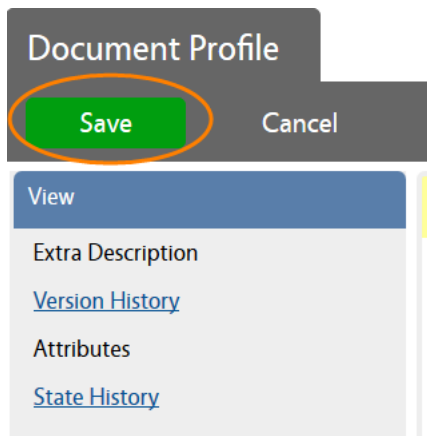


6. Click on **Browse** to retrieve the new file that you need to attach (Major Version / Minor Version and Comments are optional.)



The screenshot shows a dialog box titled "New Document". At the top, there are two buttons: "Done" and "Cancel". Below the title bar, the text "Please select document to check in:" is displayed. Underneath this text is a "Browse..." button, which is circled in orange, and the text "No file selected." to its right. Below the "Browse..." button, there are two radio buttons: "Major Version" and "Minor Version". At the bottom of the dialog, there is a section labeled "Comments" with a text input area.

7. Click on **Save**



The screenshot shows a dialog box titled "Document Profile". At the top, there are two buttons: "Save" and "Cancel". The "Save" button is circled in orange. Below the title bar, there is a "View" button. Underneath "View", there are four links: "Extra Description", "Version History", "Attributes", and "State History".