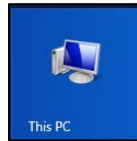


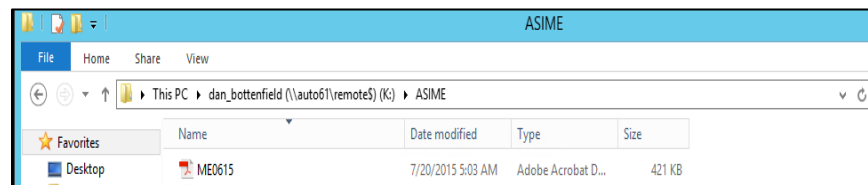
FLEX DMS Hosted Server – Stack Month End

The FLEX DMS hosted server is a remote application. It will not allow the items saved to the K drive, or the server hard drive, to be burned or directed to an external device (CD, USB flash drive, or external hard drive) through the system. To save your month-end records, follow these steps:

1. Generate the stack month as usual.
2. The file will be saved under K:\ASIME as a PDF named using the format of MEMMY. For example, the file name ME1215.pdf represents a month-end record for December 2015.
3. To access the file, click the **Windows** icon at the bottom left of your screen.
4. Click **This PC**.



5. In the address field, type “K:” and hit ENTER.
6. Open the ASIME folder, where you will see the month-end files.



7. Right-click on the file/s and click **Copy**.
8. Minimize the hosted remote screen so you are viewing your computer’s desktop. Right-click on a blank space on the desktop and click **Paste**.
9. This should place a copy of the file/s on your desktop.
10. Download copy and paste the file/s to the required drives.