



Human Resources Self Service (HRSS) Admin Guide



Human Resources Self Service (HRSS) Admin

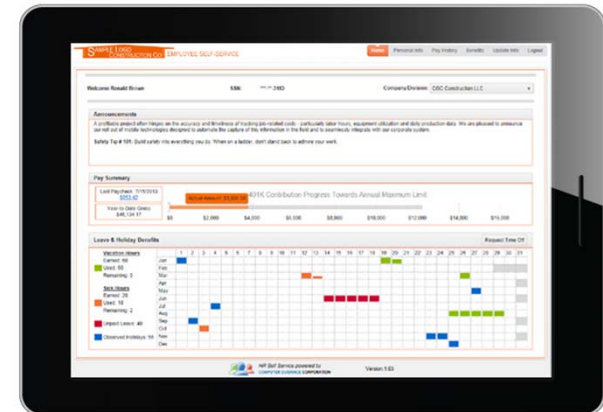
■ HRSS Overview

- HRSS has the ability to grant employees access to company information and the employee's personal company data, such as:
 - Announcements
 - Pay Summary
 - Company Calendar
 - Personal Information
 - Pay History
 - Benefits



Human Resources Self Service (HRSS) Admin

- HRSS Overview (continued)
 - In addition, an employee may be granted ability to change and update their data either directly or by email notification to the appropriate parties.



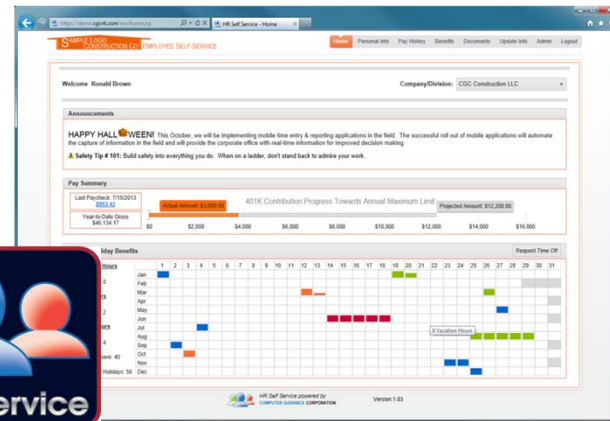
Human Resources Self Service (HRSS) eCMS Setup

- In order to use HRSS a series of Default Values and Maintenance Files will need to be setup in eCMS. We will be covering eCMS setup for the following:
 - Default Values (HR & PR)
 - Distribution Master
 - Benefit Master
 - Other Hours
 - Dependants



Human Resources Self Service (HRSS) eCMS – HR Default Value Setup

- For best results you may want to set the “Post PR Master from HR Master” to “Y” on page 1 of the HR defaults.



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Human Resources Self Service (HRSS)

eCMS – HR Default Page 1

eCMS Company/Division: 37/000-4.0 Quick Quality Builders

37 000 4.0 Application Installation SYS530

Human Resources

Post P/R Master from P/R Master	<input checked="" type="checkbox"/>	Edit Holiday Hours at P/R entry	<input type="checkbox"/>
Create Skill History from P/R	<input checked="" type="checkbox"/>	Create Salary Review from P/R Master	<input checked="" type="checkbox"/>
Update Term, Code and Date from P/R	<input checked="" type="checkbox"/>	Activate HR Audit Logging	<input checked="" type="checkbox"/>
Create Termination History Log	<input checked="" type="checkbox"/>	Vacation Method	<input type="checkbox"/>
Salary Review Listing with P/R edit	<input type="checkbox"/>	Sick Method	<input type="checkbox"/>
Print Available Vacation Hrs on P/R Check	<input checked="" type="checkbox"/>	Occupation Master	<input type="checkbox"/>
Print Available Sick Hrs on P/R Check	<input type="checkbox"/>	Update Existing Employees	<input type="checkbox"/>
Accrue Vacation/Sick on Overtime Hrs	<input checked="" type="checkbox"/>	Save History	<input checked="" type="checkbox"/>
Accrue Vacation/Sick based on	<input type="checkbox"/>	Perform Year End Functions	<input type="checkbox"/>
Print Accrued Hrs/Dtrs on Vac/Sick Register	<input type="checkbox"/>	Vacation	<input type="checkbox"/>
Event Code during Personnel Maintenance	<input type="checkbox"/>	Sick	<input type="checkbox"/>
Cost Dist Segment for Certification#	<input type="checkbox"/>	Stop BenCalc at Termination	<input type="checkbox"/>
Cobra Admin. Fee Percent (2)	<input type="checkbox"/>	Allow Negative Available Vacation	<input type="checkbox"/>
Cobra G/L Numbers		Allow Negative Available Sick	<input type="checkbox"/>
Employee Receivables	<input type="checkbox"/>	VC Payables	<input type="checkbox"/>
VC Cash Acct Co/Div	<input type="checkbox"/>	VC Receivables	<input type="checkbox"/>
Cash	<input type="checkbox"/>		
Cobra Liability	<input type="checkbox"/>		

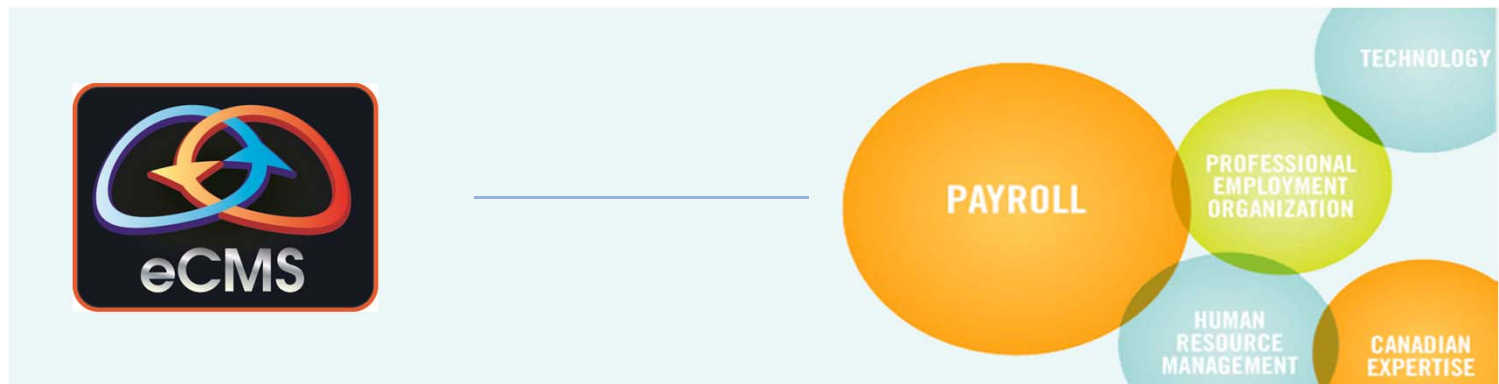


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Human Resources Self Service (HRSS) eCMS – HR Default Value Setup

- HRSS provides the ability to setup 10 user defined categories to classify your Deductions and Benefits. This can be set up on page 3 of the HR defaults.



Human Resources Self Service (HRSS)

eCMS – HR Default Page 3

eCMS Company/Division: 37/000-4.0 Quick Quality Builders

37 000 4.0 Application Installation SYS530

Human Resources

Multiple 401K Limits

401K Tax-Deferred Contribution Limit 17500
401K Group Code 1
Max Employee Salary for Contribution 255000
% of Contribution to Compensation 25
Total Contribution Limit 51000
Contribution Limit Group Code 2

Use hours worked when calculating 401K exemption for local taxes ☐

HRSS Categories

Cat 1
Cat 2
Cat 3

Human Resources Self Service (HRSS) eCMS – PR Default Value Setup

- For best results you may want to set the “Update HR Employees from PR Employees ” to “Y” on page 4 of the PR defaults.



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Human Resources Self Service (HRSS)

eCMS – PR Default Page 4

eCMS Company/Division: 37/000-4.0 Quick Quality Builders

37 000 4.0 Application Installation SYS504

Pay union employees highest rate earned per day	<input type="checkbox"/>	Post repair labor burden to equipment	<input checked="" type="checkbox"/>
Update H/R Employees from P/R Employees	<input checked="" type="checkbox"/>	Report Safe Hours Worked	<input checked="" type="checkbox"/>
Override Import Maint Editing	<input checked="" type="checkbox"/>	Update Crew/Group	<input checked="" type="checkbox"/>
Davis Bacon Pay Calculation Code	1	ACH Originator ID	1
Import Update - Assign Group# by Employee	<input checked="" type="checkbox"/>	Charge Std Cost Transactions	
Auto Assign Equipment Number For usage transactions	<input type="checkbox"/>	When rates are zero	2
Max days for inactivity for Garnishments		VC to Employee Company	<input type="checkbox"/>
Stop Ded Calc at Termination	<input type="checkbox"/>	General Ledger Labor Reclass	
		Backout Department Costs	<input type="checkbox"/>
		Hide/Override Rates	<input type="checkbox"/>
		Work with Standard Rates	<input type="checkbox"/>

GROUP CODE DESCRIPTIONS

#01		#02		#03	
#04		#05		#06	
#07		#08		#09	
#10		#11	1	#12	

Human Resources Self Service (HRSS) eCMS – Distribution Master Setup

- In order to have a distribution accessible in HRSS, the HRSS Deduction Category needs to setup for the distribution. The Following items are available for setup:
 - **HRSS Deduction Category** – This is a promptable field, but this is for information only. You will need to enter the category manually.
 - **Provider Phone Number**
 - **Provider Website**
 - **Group ID**



Human Resources Self Service (HRSS) eCMS – Distribution Master Setup

eCMS Company/Division: 37/000-4.0 Quick Quality Builders

A/P A/R Admin Archival ADP BoM Copy Co Eq Acct Eq Maint ECM G/L H/R H/R-E H/R-SS Inquiry Integration J/C Matl Req Ord Proc P/C P/S Payroll Payroll-Can

Prop Mgm Purchasing Rep Const Service T&M User Menu

Search

Payroll Distribution Maintenance Mode: Update PRP224 PRPM08 - 7

Distribution Code: M Distribution Number: 11 Deduction Type: 0

Start Date: 01/01/1981 Completion Date: 12/31/2099

Description: HEALTH INS - SM

Liability Account: 2300.00001.000

Calculation Method

Fixed Amount: 81.25 Arrears Deduction Amount: 0.00

or

Percent: 0.0 Arrears Deduction Percent: 0.00

Code: Gross Calculation Method:

or

Regular Rate: 0.000

Overtime Rate: 0.000

Other Rate: 0.000

Exempt Withholding Tax Codes

Federal Taxes: 2-Exempt FIT/FICA/FUTA

State Income Taxes: Exempt

State Disability: Exempt

State Unemployment: Exempt

Worker's Comp: Exempt

Local Income Taxes: Employee Exempt

Railroad

RR T1 FICA SS: ☐

RR T1 FICA MC: ☐

RR T2 Pension: ☐

UI: ☐

Accounts Payable

Vendor Number: 0

Vendor Location: 0

Company Number: 37

Division Number: 0

Separate Invoice: ☐

Deduction Codes

Direct Deposit: ☐

COBRA Eligible: ☒

Declining Deduction: ☐

Deduction Group: 0

Pay Advance: ☐

Arrears Deduction: ☐

Auto Create: ☐

HRSS Setup

HRSS Deduction Category: Cat 1

Provider Phone Number: 987654321

Provider Website: http://www.aetnamedicare.com

Group ID Number: 123456789

Reporting Deduction: 0

Processing Sequence: 0

Zero To-date Amount: ☐

Gross Code 7: ☐

Garnishment: ☐

Cond of Emp Deduction: ☐

Health Ins Deduction: ☒

Other 1: ☐

Other 2: ☐

Human Resources Self Service (HRSS) eCMS – Benefit Master Setup

- In order to have a benefit accessible in HRSS, the HRSS Benefit Category needs to setup for the distribution. The Following items are available for setup:
 - **HRSS Benefit Category** – This is a promptable field, but this is for information only. You will need to enter the category manually.
 - **Provider Phone Number**
 - **Provider Website**



Human Resources Self Service (HRSS) eCMS – Benefit Master Setup

eCMS Company/Division: 37/000-4.0 Quick Quality Builders

Human Resources Benefit Master Maintenance Mode: Update HRP028 HRP006 - 3

Premium Health Insurance

Reporting Benefit: 4
Benefit Type: 1-Benefits
Benefit Value: 50000.00
Value Description: Prime Value
Age to Use for Calculation: -Period End
Frequency Code: 0-Not automat taken

Unit Cost: 0.00
Unit Limit: 0
Unit of Measure: E
Match Maximum: 0.00
Employee Maximum: 0.00
Percent of Wage: 0.00
Include Commission
Rounding: 0-None

HRSS Benefit Category: Cat 1
Provider Phone Number: 5555555555
Provider Website: www.ins.com

Benefit Deduction Calculation
Fixed Amount: 87.00
Arrears Deduction Amount: 0.00
Percent Rate: 0.00
Percent Code: 1-Gross
Regular Hour Rate: 0.000
Overtime Hour Rate: 0.000
Other Hour Rate: 0.000
Gross Pay Code: 0-All Hourly Gross
Maximum Hours: 0.00
Associated Ben/Ded: 0

Arrears Deduction Percent: 0.00
Calculation Method:

Benefit Match Calculation
Match this Benefit:
Employee Deduction: 0
Matching Percent: 0.00
Pay Period Maximum: 0.00
Maximum Code:
Pay Period Minimum: 0.00

COBRA Eligible:
FSA Code:
RRSP Number:
Processing Sequence:

Taxable:
Include in Gross:
Include in Net:
Include in 401K:
Print on Check Stub:
Cost Distribution:
Cost Type:
Declining Deduction:
Union Number:
Union Code:
Table Code:
Table Qualifier:
GTL Benefit:

Benefit Group Display Table Previous Delete Exit Ok

Human Resources Self Service (HRSS) eCMS – Other Hours Setup

- To have hours available in HRSS there is a HRSS Time Off Category that needs to be completed. The categories are hard coded and are not user defined. The five designated categories are defined as follows:
 - VA – Vacation
 - S – Sick
 - PH – Paid Holiday
 - UH – Unpaid Holiday
 - CT – Comp Time



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Human Resources Self Service (HRSS) eCMS – Other Hours Setup

eCMS Company/Division: 37/000-4.0 Quick Quality Builders

Payroll Other Hours Type Maintenance Mode: Update PRP082 PRPM24 - 5

Other Hours Type Code:S

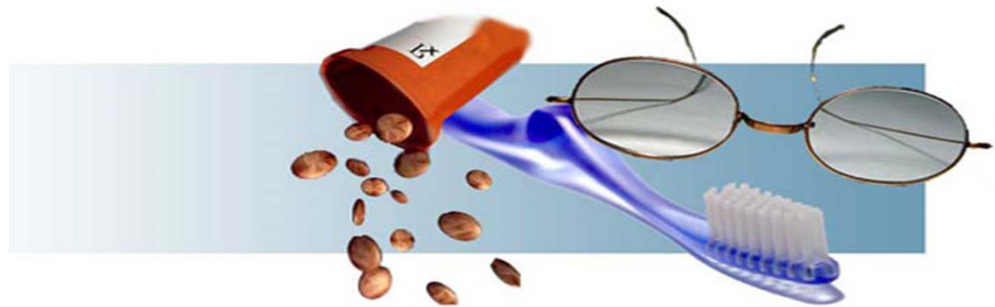
Description:	SICK PAY
Rate Multiplier:	1.000
Type of Hours:	S - Sick
HRSS Time Off Category:	S - Sick
Subsistence Adjustment:	0
Attendance Code:	100

Include In

Safe Hours:	N - No
Vacation/Sick Accrual:	<input checked="" type="checkbox"/>
Overtime Calculation:	<input type="checkbox"/>
Shift Differential:	<input type="checkbox"/>
401K Calculation:	<input checked="" type="checkbox"/>

Human Resources Self Service (HRSS) eCMS – Dependant Setup

- In HR, Maintenance, Personal Data in the Dependant tab, there are the available HRSS categories to assign to dependants as needed. Once these are assigned the dependants will be available in HRSS.



Human Resources Self Service (HRSS)

eCMS – Dependant Setup

eCMS Company/Division: 37/000-4.0 Quick Quality Builders

A/P ▼ A/R ▼ Admin ▼ Archival ▼ ADP ▼ BoM ▼ Copy Co ▼ Eq Acct ▼ Eq Maint ▼ ECM ▼ G/L ▼ H/R ▼ H/R-E ▼ H/R-SS ▼ Inquiry ▼ Integration ▼ J/C ▼ Matl Req ▼ Ord Proc ▼ P/C ▼ P/S ▼ Payroll ▼ Payroll-Can ▼
 Prop Mgm ▼ Purchasing ▼ Rep Const ▼ Service ▼ T&M ▼ User Menu ▼

Human Resources Dependent Mode: Update HRP160 HRP06 - 4

Social Security Number: 990-00-1111 Employee Name: Rich Brown

General	General 2	Attendance	Behavioral Prof	Benefit/Deducti	Benefits Select	Comment	Comp Time	Company Propert	Contact	Dependents	Education	Emp Deductions
Employment	Events	Grievance	History	Ind Specialty	Insurance	Language Skills	Medical	Memberships	Military Servic	References	Resume	Salary Review
Skill History	Skill Inventory	State/Local	Termination His	Termination Lis	Training	UDC	Vac/Sick/Comp					

Delete	Name	Relationship	Gender	Birth Date	Social Security Number	Full Time Student	Cat 1	Cat 2	Cat 3	Address 1	Address 2	Address 3
<input type="checkbox"/>	Dependant 1	1	Female	03/07/1963	123-45-6789	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23 Cyote Rd	Roadrunner	AZ, 85555
<input type="checkbox"/>	Dependant 2	3	Female	03/07/1990	987-65-4321	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23 Cyote Rd	123 Cyote Rd	123 Cyote Rd
<input type="checkbox"/>		0			000-00-0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>		0			000-00-0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



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Human Resources Self Service (HRSS)

HRSS Admin Setup

- In order to use HRSS a series of Maintenance Files will need to be setup. We will be covering HRSS setup for the following:
 - Logo
 - Calendar Colors
 - eMail Service
 - Allow Access After Termination
 - eMail Recipients
 - Create HRSS Payroll and W2 Categories



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Human Resources Self Service (HRSS)

HRSS Admin Setup

The screenshot shows the 'Admin' section of the 'CGC Construction Group Employee Self-Service Portal'. The top navigation bar includes links for Home, Personal Info, Pay History, Benefits, Update Info, Admin (selected), and Logout. Below this, a sub-navigation bar contains Users, Preferences, Docs & Links, Holidays, and Setup (selected). The main content area is titled 'Setup' and contains several configuration options:

- Change Logo:** A dropdown menu showing the current logo and a 'Select...' button.
- Choose Theme:** A dropdown menu currently set to 'Blue Opal'.
- Calendar Colors:** A row of color-coded buttons for different leave types: Vacation (yellow), Sick (orange), Comp (teal), Unpaid (red), and Holiday (blue). Each button has a small dropdown arrow.
- Save:** A button to save the changes.
- eMail Server Address:** A text input field containing '10.1.1.30' and a 'Port' input field containing '25'.
- From eMail Address:** A text input field containing 'hr-qa400@cgcnt.com'.
- Authentication:** Two checkboxes labeled 'Basic' and 'TTLS', both of which are currently unchecked.
- User Name:** A text input field.
- Password:** A text input field.

Human Resources Self Service (HRSS)

HRSS Logo Setup

- To add or change a logo on HRSS use the following steps:
 - Scan a jpeg document to a drive that is accessible to HRSS.
 - In the “Change Logo” section click on “Select”, browse to the document and select.

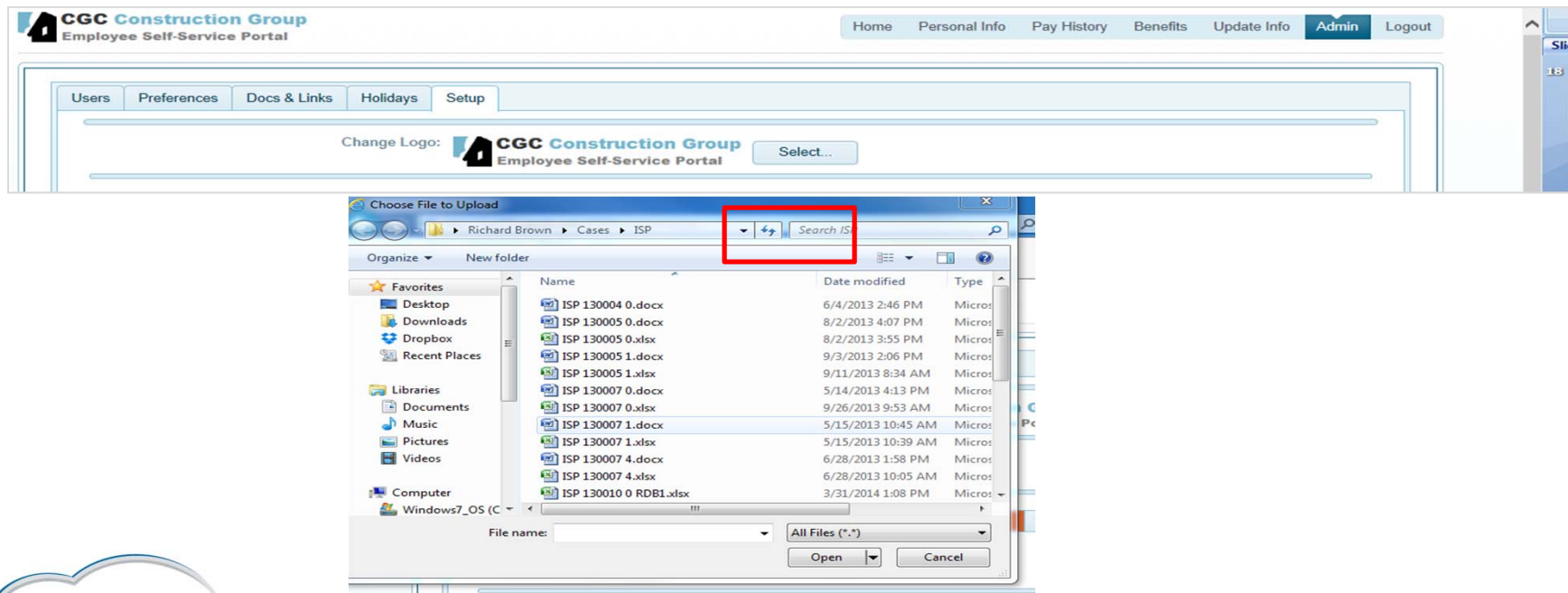


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Human Resources Self Service - (HRSS)

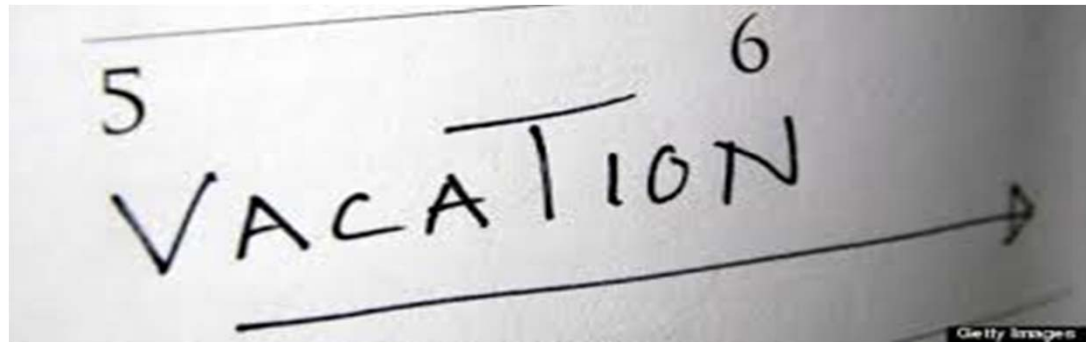
HRSS Logo Setup



Human Resources Self Service (HRSS)

HRSS Calendar Colors Setup

- The calendar offers 5 categories that can be color coded for display on the employees calendar.
 - Vacation
 - Sick
 - Comp
 - Unpaid
 - Holiday



Human Resources Self Service - (HRSS)

HRSS Calendar Colors Setup


Calendar Colors: Vacation ▼ Sick ▼ Comp ▼ Unpaid ▼ Holiday ▼

eMail Server Address:

From eMail Address:

Authentication: Basic: ☐

#ebdc06



Human Resources Self Service (HRSS)

HRSS eMail Service Setup

- The following needs to be setup for the email service:
 - Email Service IP Address and Port
 - From email address will need to exist on your email service. This may be an existing email or a unique email can be setup just for this purpose.
 - Authentication is needed if the exchange service is secured
 - Basic – Allows only Company email addresses
 - TTLS – Allows all email addresses.
 - User Name and Password (as defined per client).



Human Resources Self Service (HRSS)

HRSS – eMail Service Setup

eMail Server Address:	<input type="text" value="10.1.1.30"/>	Port:	<input type="text" value="25"/>
From eMail Address:	<input type="text" value="hr-qa400@cgcnt.com"/>		
Authentication:	Basic: <input type="checkbox"/> TLS: <input type="checkbox"/>		
User Name:	<input type="text"/>	Password:	<input type="password"/>
<input type="button" value="Save"/>			



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Human Resources Self Service (HRSS)

HRSS Allow Access After Termination Setup

- Allow Access After Termination will allow a terminated employee access for the stipulated amount of months from their termination date to their HRSS Payment History and W2 Information.
 - For example, if the Allow Access After Termination is set to 1 month and the employee was terminated on 01/04/14 then the employee will have access to their HRSS Payment History and W2 Information until 02/03/14.



Human Resources Self Service - (HRSS)

HRSS – Allow Access After Termination Setup

Allowed Access After Termination (Months):	<input type="text" value="1"/>
--	--------------------------------



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Human Resources Self Service (HRSS)

HRSS eMail Recipients Setup

- If the employee needs to make changes to their HRSS information a request will be sent via email to the appropriate party to approve or make the change in eCMS. Emails will need to be entered for the following update requests:
 - PTO
 - Personal Information – Employees will have authority to change their personal information and an email will be sent as a notice of change that has been done to the appropriate party.
 - Direct Deposit



Human Resources Self Service (HRSS)

HRSS eMail Recipients Setup

PTO Request Approver eMail Address:	<input type="text" value="rbrown@computerguidance.com"/>
Personal Info Update eMail Address:	<input type="text" value="rbrown@computerguidance.com"/>
Direct Deposit Update eMail Address:	<input type="text" value="rbrown@computerguidance.com"/>
<input type="button" value="Save"/>	



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Human Resources Self Service (HRSS)

HRSS – Create HRSS Payroll and W2 Categories

- In order for employees to see their Pay Advices and W2's in HRSS Categories need to be setup in ECM for both. This can be done by selecting the “Create” button in the Create HRSS Payroll and W2 Categories section.



Human Resources Self Service - (HRSS)

HRSS – Create HRSS Payroll and W2 Categories

Create HRSS Payroll and W2 Categories:

Create



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Human Resources Self Service (HRSS)

HRSS Admin Holiday

- In Admin the Holiday tab will allow the setup of Holidays to be viewed on the employee's calendar. This can be set up universally for all Companies and Unions or can be setup Company and Union Specific.
- To setup a Holiday, click on the date and enter a description.



Human Resources Self Service (HRSS)

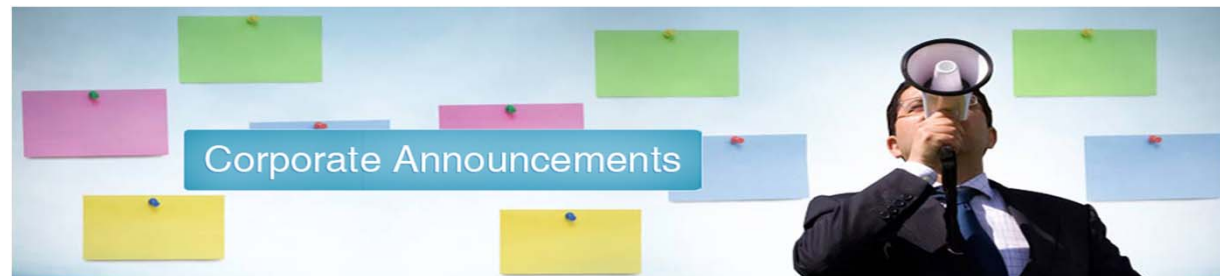
HRSS Admin Holiday

The screenshot shows the 'HRSS Admin Holiday' interface. At the top, there's a navigation bar with links: Home, Personal Info, Pay History, Benefits, Update Info, Admin (selected), and Logout. Below this, a sub-navigation bar includes Users, Preferences, Docs & Links, Holidays (selected), and Setup. The main area features two dropdown menus: 'Company/Division: All' and 'Union: All'. A calendar grid for the year 2014 is displayed, with months Jan through Dec on the left and days 1 through 31 on the top. A modal window titled 'Holiday' is open, showing a 'Description' field with the text 'New Years Day' and two buttons: 'Submit' and 'Clear'. The calendar grid shows several blue squares indicating holidays: Jan 1, Jun 4, Sep 27, and Oct 27.

Human Resources Self Service (HRSS)

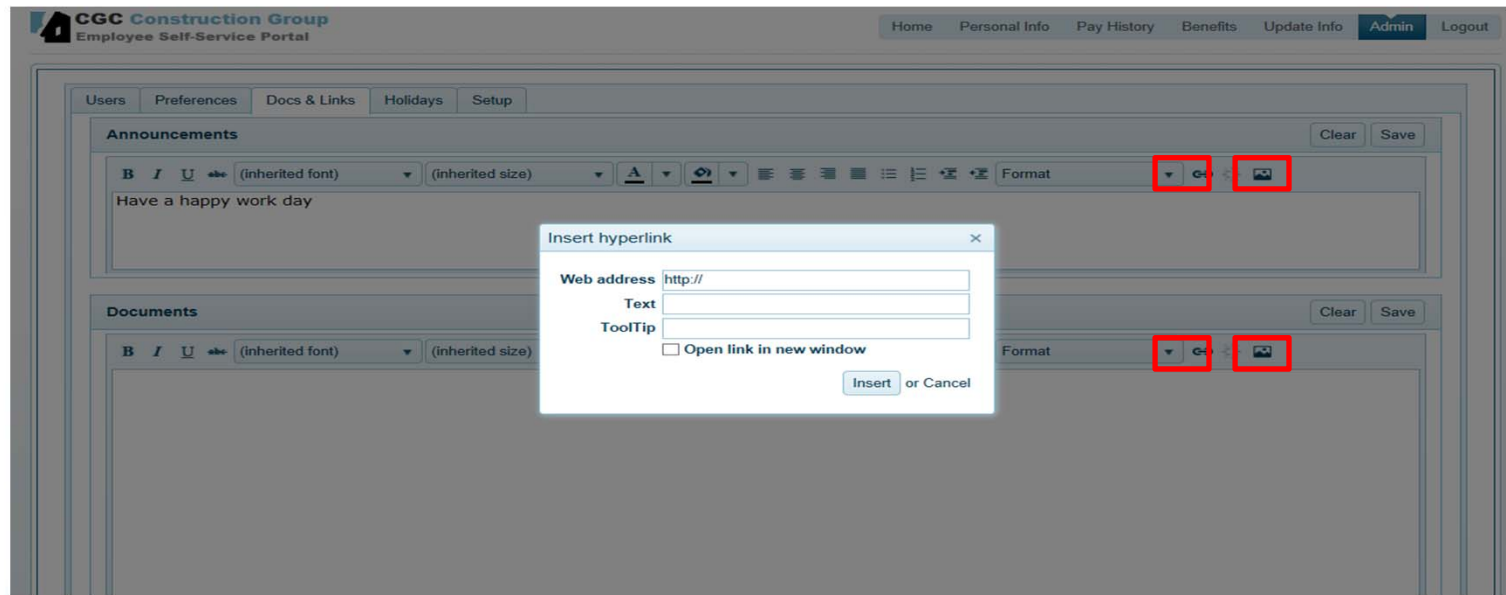
HRSS – Admin Documents & Links

- In Admin the Documents & Links tab will allow the setup Announcements, Documents and Links the employee will have access to in their HRSS.
 - Announcements can be easily entered by simply keying in the information or clicking on the hyperlink or image icon and entering the address.
 - Documents can be made accessible to the employee by clicking on the hyperlink or image icon and entering the address.



Human Resources Self Service (HRSS)

HRSS Admin Documents & Links



Human Resources Self Service (HRSS)

HRSS Admin Preferences

- Preferences allow you to control what the employee will be able to view on their Information tabs.
- This can be done by selecting with a check the information you want the employees to see. Any unchecked information will not be available in the employees HRSS.



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Human Resources Self Service (HRSS)

HRSS Admin Preferences


CGC Construction Group
Employee Self-Service Portal

Home Personal Info Pay History Benefits Update Info **Admin** Logout

Users Preferences **Docs & Links** Holidays Setup

Screen Portlet Selection Save

<u>Home</u>	<u>Personal Info</u>	<u>Benefits</u>	<u>Update Info</u>
<input checked="" type="checkbox"/> Announcements	<input checked="" type="checkbox"/> Demographics	<input checked="" type="checkbox"/> My Benefits	<input checked="" type="checkbox"/> Profile
<input checked="" type="checkbox"/> Pay Summary	<input checked="" type="checkbox"/> Emergency Contacts	<input checked="" type="checkbox"/> My Deductions	<input checked="" type="checkbox"/> Demographics
<input checked="" type="checkbox"/> Leave & Holiday Benefits	<input checked="" type="checkbox"/> Skills	<input checked="" type="checkbox"/> Insured Dependents	<input checked="" type="checkbox"/> Emergency Contacts
<input checked="" type="checkbox"/> Request Time Off			<input checked="" type="checkbox"/> Direct Deposit
<input checked="" type="checkbox"/> Vacation Time			<input checked="" type="checkbox"/> Update eCMS
<input checked="" type="checkbox"/> Sick Time			
<input checked="" type="checkbox"/> Comp Time			
<input checked="" type="checkbox"/> Unpaid Time			
<input checked="" type="checkbox"/> Holiday Time			

 HR Self Service powered by
COMPUTER GUIDANCE CORPORATION

Version: 1.1



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Human Resources Self Service (HRSS)

HRSS Admin User

- The User tab will allow the Administrator the ability to edit selected users information. The information that the Administrator may change is as follows:
 - User Name
 - Email
 - Status
 - **Active**
 - **Disabled** – An terminated employee will be disabled when date exceeds the access time beyond their termination date.
 - **Locked** – An employee will lock their account when the try to logon unsuccessfully 5 consecutive times. The Administrator can unlock the user by clicking on the unlock button to the far right of the locked user.
- Role
 - User
 - Admin



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Human Resources Self Service (HRSS)

HRSS Admin User

CGC Construction Group
Employee Self-Service Portal

Home Personal Info Pay History Benefits Update Info **Admin** Logout

Users Preferences Docs & Links Holidays Setup

First Name	Last Name	User Name	Email	Status	Last Accessed	Role	
Anthony	Pallazzono	ajp350	rbrown@computerguidance...	ACTIVE	04/09/2014	User	✓ Update Cancel
brice	nickelsen	bn350	bnickelsen@computerguida...	ACTIVE		User	Edit Unlock
Bugs	Bunny	esstest2	achoudhary@computerguid...	ACTIVE	04/09/2014	User	Edit Unlock
Clarence	Brown	rb3502	rbrown@computerguidance....	ACTIVE		User	Edit Unlock
Coco	Montoya	adeokar	adeokar@computerguidanc...	DISABLED	03/12/2013	Admin	Edit Unlock
Jim	Jones	esstest	achoudhary@computerguid...	ACTIVE	04/09/2014	User	Edit Unlock
John	Mayall	RDB350	rbrown@computerguidance....	ACTIVE	04/09/2014	User	Edit Unlock
Keb	Mo	kb350	harnett@computerguidance....	ACTIVE	04/09/2014	User	Edit Unlock
MARK	SPARKS	akshay	achoudhary@computerguid...	ACTIVE	04/09/2014	Admin	Edit Unlock
Rich	Brown	rb350	rbrown@computerguidance....	ACTIVE	04/09/2014	Admin	Edit Unlock

1 - 10 of 10 items



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