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**From:** AASIS-Communications  
**Sent:** Wednesday, April 29, 2009 2:00 PM  
**To:** AASIS All; AASIS-Agency FI-User Service Bureau; AASIS-Agency HR-User Service Bureau;  
AASIS-Agency Technical-Users Service Bureau  
**Subject:** Program Improvements Require Adobe Reader

# AASIS Upgrade Communication

Department of Finance & Administration  
Office of Information Services  
AASIS Service Center  
124 West Capitol Avenue  
Suite 1000  
Little Rock, AR  
72201-3734

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## *Program Improvements Require Adobe Reader*

Over the next several weeks, program improvements will change how some users view important on-line forms, including the following:

-  Employee Benefits Statements
-  Vendor Labels
-  Customer Invoicing
-  Treasury Deposits
-  Customer Account Statements
-  Request for Quotations (RFQ's)
-  Purchase Orders
-  Outline Agreements

Employees who need to view any of these forms must use the free Adobe Reader software. If a check of your PC indicates the absence of Adobe Reader and you do not have administrative rights on your PC, ask your agency's technical support representative to install it. If you do have administrative rights and understand the process, the Adobe Reader installation file is available for download at <http://get.adobe.com/reader/?promoid=BUIGO>.

If you have questions about this announcement or related issues, please call the AASIS Help Desk at (501)683-2255, or you can complete the Help Desk form on the AASIS web site at [http://www.arkansas.gov/dfa/aasis/aasis\\_helpdesk\\_form.html](http://www.arkansas.gov/dfa/aasis/aasis_helpdesk_form.html).

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