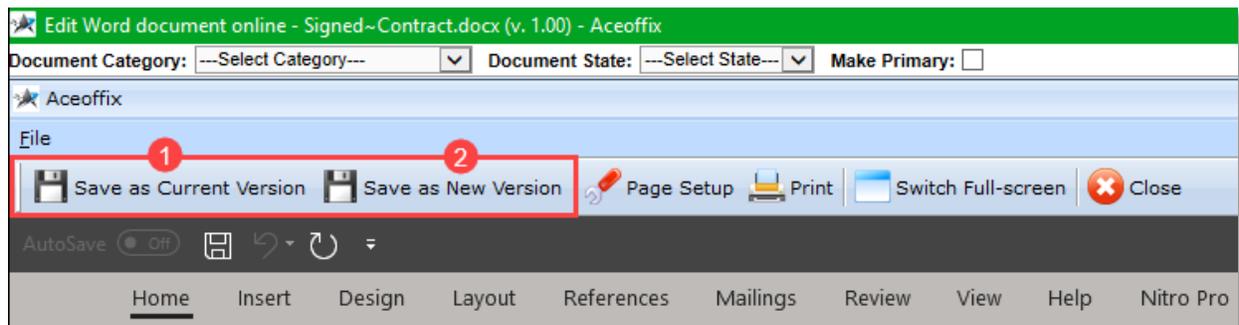


Enhancement – Edit in Cloud

Edit in Cloud is a convenient way for UCM users to make changes to attachments within the system, without having to download and re-upload their edits. If you're unfamiliar with Edit in Cloud or would like to have it added to your system, please reach out to UCMSupport@icontracts.com.

After making changes to a document in cloud, users were presented with the option to “Save as Current Version” (1) to replace the *current* document in UCM or “Save as New Version” (2) to create a new attachment.



The document can only be edited if it's the most current Word documents (.docx)

What's Changed?

- Now, administrators can remove “Save as Current Version” so users can't make unwanted changes and replace the original document. The only Save option after editing in cloud will be “Save as New Version” which will add a new document but retain the original.
- Both Edit in Cloud and “Save as Current Version” can be removed on a per-object basis, if you only want users to edit documents on one platform you can remove their ability to do so on other company objects!
 - If you're not familiar with Objects/UAP it's likely you only have one: Contract Management System!

How can I remove the option to “Save as Current Version”?

1. In Company Admin, click on  **Object Administration**
 - If you don't see Object Administration, reach out to UCMSupport@icontracts.com to have that feature activated by making you Primary Administrator!

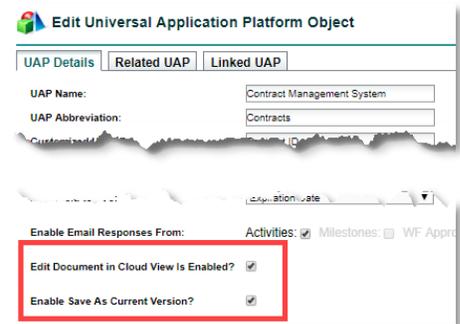
- Click on the object you'd like to make alterations to Edit in Cloud. (If you have only one object, you should only see Contract Management System)

UAPName	UAPAbbreviation	IsActive	IsDefaultUAP	Actions	CreatedBy	CreatedOn	UpdatedBy	UpdatedOn
Contract Management System	Contracts	true	<input checked="" type="radio"/>	Delete All,Copy (One Reco...	Heidi Rademacher	01/04/2018 03:32PM	Heidi Rademacher	01/08/2019 11:40AM
Vendor Database	Vendor Database	true	<input type="radio"/>	Delete All,Copy (One Reco...	Heidi Rademacher	04/23/2018 10:09AM	Heidi Rademacher	01/08/2019 11:51AM
Policies & Procedures	Policies & Procedure	true	<input type="radio"/>	Delete All,Copy (One Reco...	Heidi Rademacher	01/07/2019 04:32PM	Heidi Rademacher	01/08/2019 11:51AM

Additional Objects/UAP can be purchased for an additional fee

- Once you click on the object you're making changes to, you will see the new settings we've added for Edit in Cloud.

- **Edit Document in Cloud View is Enabled** – When marked this will allow users the ability to edit documents via the Cloud in UCM. Clear this checkbox to deactivate Cloud Editing on a per-object basis.
- **Enable Save As Current Version** – When marked this checkbox will allow users to save their redlines and revisions over the current document. When un-marked, users can only save their changes as a new attachment, preserving the original.



After **disabling** Enable Save As Current Version, the user making edits to a document will only see one Save option: Save as new Version.



- Click **Update Object** to save your changes. You may need to log-out and log in again, changes to take effect.

How do I deactivate Edit in Cloud for an Object?

As shown above, the checkbox called **Edit Document in Cloud View is Enabled** will allow users the ability to edit documents via the Cloud. To turn this off in an object, you simply un-check the box.

What happens when the Edit in Cloud feature is turned off?

- When Edit in Cloud is disabled, clicking on “Current File” will not open the document in edit mode, rather it will download the file locally to a user’s computer.
- Edits and redlines will have to be made on their computer and the document added as a new attachment via the Attachments tab.

For any questions, concerns or assistance with this enhancement, feel free to reach out to UCMSupport@icontracts.com!