

## Instructions for Updating Your FINANCIER™ User Guide

After printing the update, prepare the printout for 2-sided duplicating. Check the detail list below to be sure you have all the pages in the order listed, and that blank pages are inserted where they should be. Then duplicate using a 2-sided setting. Make a copy for each copy of the User Guide at your institution, and insert updated pages into the manuals.

A 2-sided page is designated by its front and back page numbers. For example, 1-1/1-2 refers to the page that has 1-1 on the front and 1-2 on the back.

<b>Remove page(s):</b>	<b>Insert page(s):</b>	<b>Description of Change</b>
Title page/blank	Title page/blank	Change maintenance date on title page
2-11/2-12	2-11/2-12	Update information on entering parent data to reflect change from distinguishing father and mother fields
2-49/2-50 thru 2-51/2-52	2-49/2-50 thru 2-51/2-52	Update screen image; correct typographical errors
3-7/3-8	3-7/3-8	Update Job Setup table to include 2014-15 ISIR length for ADD Import
3-19/3-20	3-19/3-20	Revise ADD Load program description of how parent data is updated