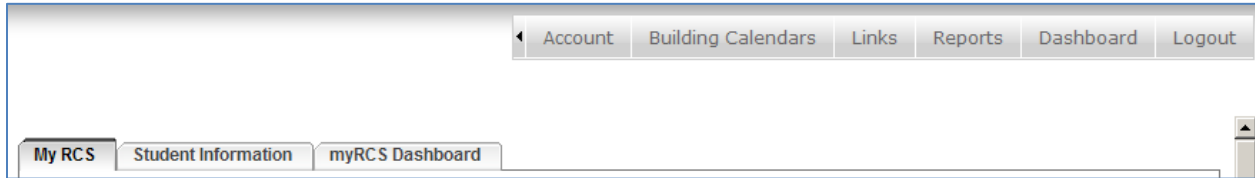


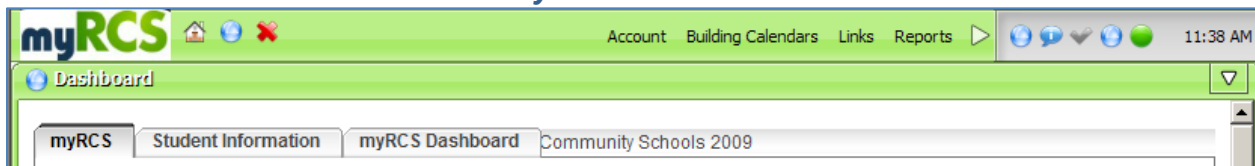
## myRCS Profile Update coming on December 5th

Starting December 5th, you will notice some changes to the layout and navigational elements of myRCS as we move forward to the newest version of the application. Updates will include a new color schema and icon based links. Described below is a brief overview of the updates:

### Header from the current version of myRCS





### Header from the NEW version of myRCS



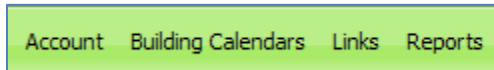
### Shortcuts



There are some new shortcuts at the top of the screen that act as follows:

- **myRCS** - by clicking on the “myRCS” icon, you can view a clickable list of recently accessed myRCS items, as well as Settings to update the color schema of your myRCS profile.
-  - by clicking on the blue “Dashboard” icon, your “Dashboard” window will be refreshed. This will replace the Dashboard option that previously appeared in the menu bar.
-  - by clicking on the red “X” icon, you will be logged out of myRCS. This will replace the logout option that previously appeared in the menu bar.

### Menu Bar



The menu bar that contains links for Account, Building Calendars, Links, and Reports will function the same as it has previously. The Dashboard and Logout options have been removed and replaced by the shortcuts listed above.

### Recent Items



The shortcuts that appear in the upper right corner of the screen allow you to access recently viewed items. By hovering your cursor over each of the icons, you can see specifically which report/calendar items you will be directed to upon clicking on them.