

CCH Access™ Document

Welcome to CCH Access Document 2022-5.0

This bulletin provides important information about the 2022-5.0 release of Document. Please review this bulletin carefully. If you have any questions, additional information is available on CCH [Support Online](#).

New in this Release

Distributed Storage Platform

With this release, an update is required for any Distributed Storage Platform server(s) you have enabled. Log into the machine(s) where Distributed Storage Platform is enabled. Click Install and Update Manager > Redirect to Update Tab > Check the Distributed Storage Platform checkbox > Click the Update button.

64-bit Adobe® Acrobat® Standard, Professional

The CCH Access™ suite now supports 64-bit Adobe® Acrobat® Standard, Professional. If using the CCH Access™ Adobe® Plug-ins, Adobe® Acrobat® Standard, Professional version 2019 or 2020 is required. If you are on an unsupported version of Adobe® an uninstall of the CCH Access™ Plug-ins is required.

Checked Out Files Tab

Now, when you have checked out files, the Checked out files tab text will display in red with a number indicating how many files are checked out. The text will appear black when you don't have files checked-out.

Entity ID Column

A new Entity ID column has been added by default to the Expiration date, Class and subclass, Check in date, Checked out files, Over due file, Published files, Routing Slips and Folder reports.

File Export Utility

You can now choose to export All, Current, 2, 3, 4, or 5 versions of a file when scheduling a file export.

Folder Report

A new Folder report is now available under Document reports. The report will list all file(s) within a folder(s) based on the criteria you select.

Year Folder

Starting February 1, 2024, the following Year folder will be created automatically on February 1. On February 1, 2024, the system will automatically add the 2025 Year folder. If you need to create a year folder prior, you can find instructions here: [Knowledge Base Solution - How do I add a new Year and Year Folder in CCH Access™ Document?](#)