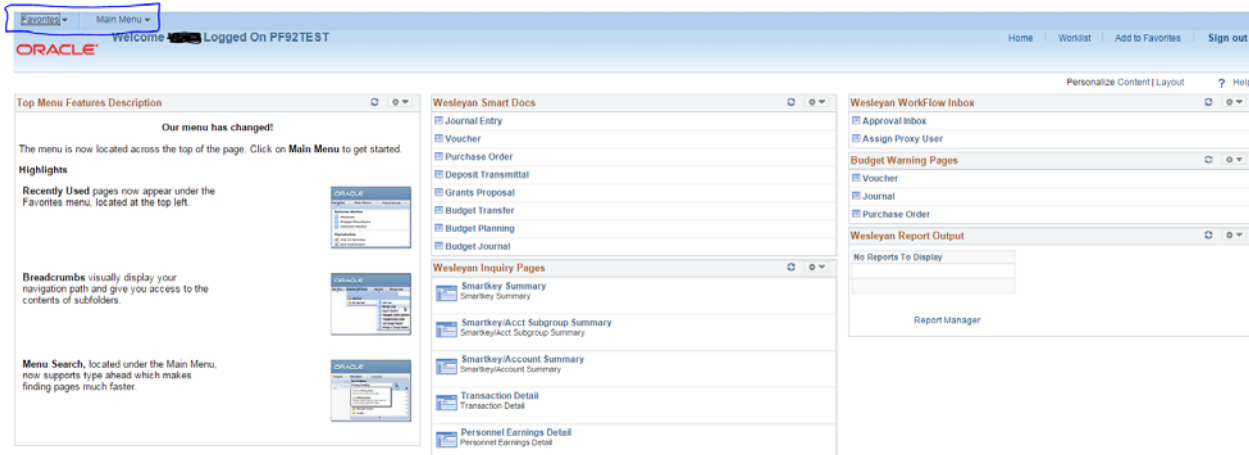


## WFS v9.2 – Sandbox

A “sandbox” database is a database of the upgraded WFS (from version 9.0 to 9.2) that allows users to experience the new look and feel of the system without impacting real data. This version is as of October 20, 2015 and has lots of testing data so users may encounter numbers that are not realistic.

### New Features

The system will look different. Most users, when they pull it up for the first time, will see the following page:



The primary reason for the upgrade is related to security. Therefore, there are only a few new features to be aware of:

1. The box “Top Menu Features Description” is there to highlight some of the new features. You can get rid of this box by clicking the dropdown arrow in the upper right corner and clicking “remove”.
2. The Main Menu is no longer on the left of the screen. It appears on the top and cascades horizontally as menu items are chosen. In addition, the menu path, or breadcrumbs, remains displayed along the top.
3. Vendors are now called “Suppliers”. This is just a name change. There is no change in functionality.
4. The smartdoc fields of Vendor, Smartkey and Account now support the “type ahead” feature that lists valid options based on what one is typing. [\*\*\*The Finance Office is soliciting user feedback on the use of this feature in the Smartkey and Account field.\*\*\*](#) Please let us know if you like it or do not like it by sending an email to [wfshelp@wesleyan.edu](mailto:wfshelp@wesleyan.edu). This feature is also used in Inquiry under any field that is a “lookup” field, meaning fields with the magnifying glass to the right of it.

### Reporting Problems.

If you need to report a problem, or want to comment on the use of “type ahead” in Smartkey and Account as noted in #4 above, please send an email to [WFShelp@wesleyan.edu](mailto:WFShelp@wesleyan.edu) with the word “UPGRADE” in the Subject line.