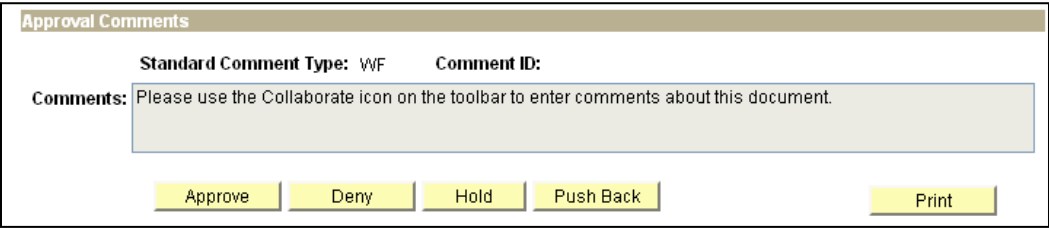
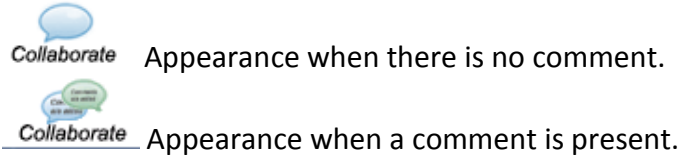
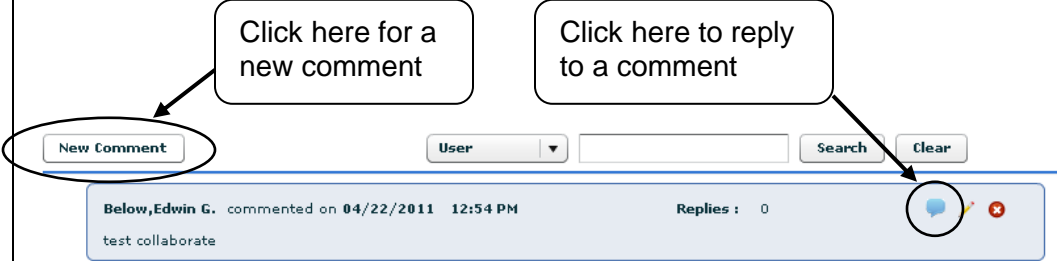
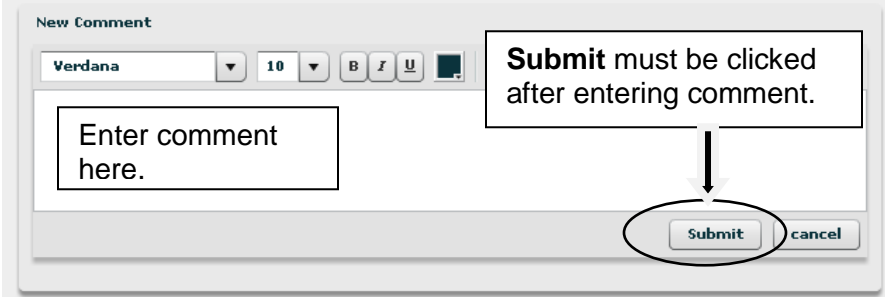



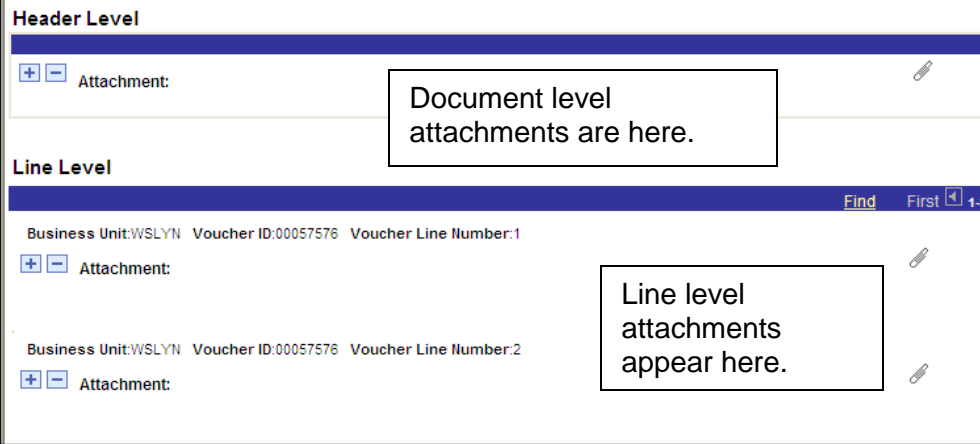
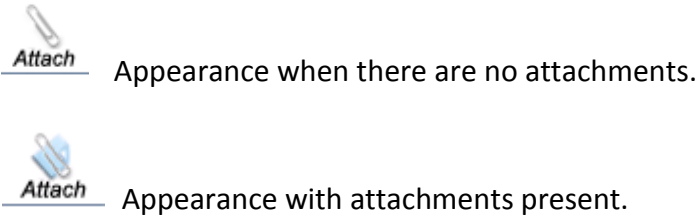
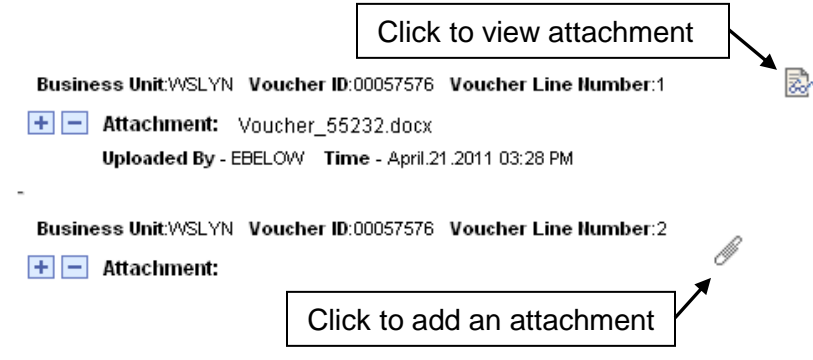
WFS Wesleyan Financial System

Smart Doc Toolbar Guide for Approvers



The Toolbar appears at the top of all Smart Doc approver pages. The Toolbar enhances some of the functionality on the approver page.

<p><u>COLLABORATE</u></p>	<p>The Collaborate functionality <u>REPLACES</u> the comment section at the bottom of the page for approvers.</p>
<p>The comment section at the bottom of the page appears in “view only” mode with a message to use the Collaborate icon to enter comments. You must still enter a comment using the Collaborate icon if the document will be denied.</p>	
<p>The appearance of the Collaborate icon will be different if there is a comment that has been entered:</p>	
<p>If a comment is already present you will have the choice of replying to the comment or creating a new comment by clicking the icon or button as shown below:</p>	
<p>Comments are entered in the text box. <u>You must click the “Submit” button at the bottom of the comment box</u> for the comment to be saved.</p>	
<p>After clicking “Submit” your comment will appear at the top of the page. Click the OK icon to return to the document.</p>	

<p>ATTACH</p>	<p>The Attach functionality REPLACES the attachment section on all Smart Docs.</p>
<p>All documents with line detail can have attachments associated with either the overall document (header level) or for each individual line on the document.</p>	
<p>Approvers can attach files to a document if desired. The appearance of the Attach icon changes when there are attachments present.</p>	
<p>To attach a document, click the “paperclip” icon. To view the attachments, click the “paper” icon.</p>	
<p>PRINT</p>	
<p>The Print icon will print the Smart Doc in the same manner as the Print button at the bottom of the page.</p>	