March 14, 2014

To: Mark, Clair and John

Fr: Leo and John

Re: User Guide – POC for Regulatory Vendor Management

As we discussed, Green Status Pro has created a Proof of Concept work space for you to use.

You will be granted the privileges typically provided to an IBM Reviewer. However, the POC work space does not include the full functionality of the system or the administrative functions reserved for the SuperAdmin.

When you have questions, and everyone has issues when mastering a new software-based process, please do not hesitate to contact Leo (leonardo.denevi@greenstatuspro.com / 617.817.9166) or John (john.logan@greenstatuspro.com /781.640.4183).

The objective of this POC is for you to better understand how Green Status Pro's software service and regulatory compliance management process works today. With this understanding, we can work more effectively as a team to specify the functionality required for IBM's Regulatory Supplier Management Program.

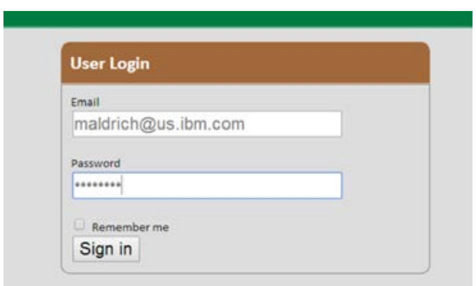
Login

Go t0: https://gsp-app.greenstatuspro.com/users/sign_in.

Your user logins are:

- Mark Aldrich: maldrich@us.ibm.com
- Clair Bauman: clairba@us.ibm.com
- John Cassimatis: jgcass@us.ibm.com

Your common password is: *abcd1234*



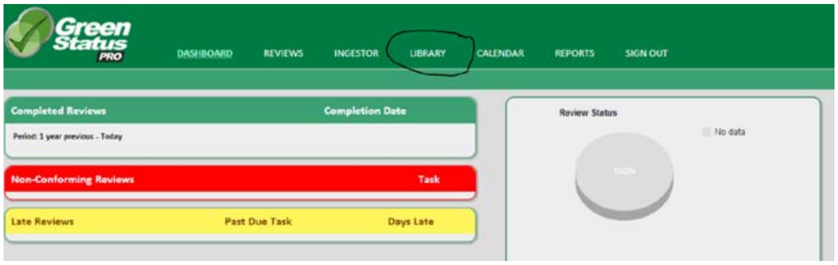
The first screen you will see is the management dashboard.

However, the first one in will see no Reviews, 2 Conflict Minerals Library templates and the example we will build below. Yes, it will feel like opening MS Word the first time and staring at a blank screen.

Go to the Library

Setting up the Templates is the first task.

Click on the Library tab.



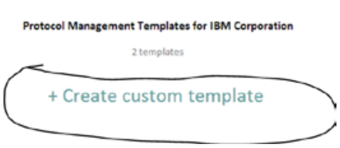
Now you can either work with the examples or create a new Template.

If you work with an existing template, you may "Edit" it and/or "Deploy Review."

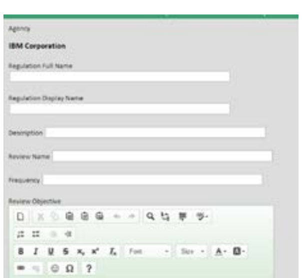
For this guide, I am going to move over a POC template we set up for Wednesday.

Create a Template

Click on Create custom template.

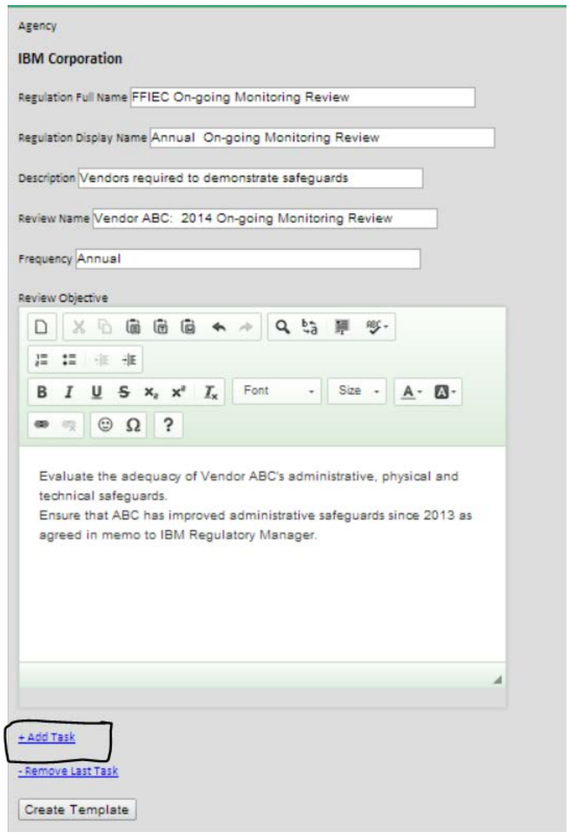


And this screen will appear:

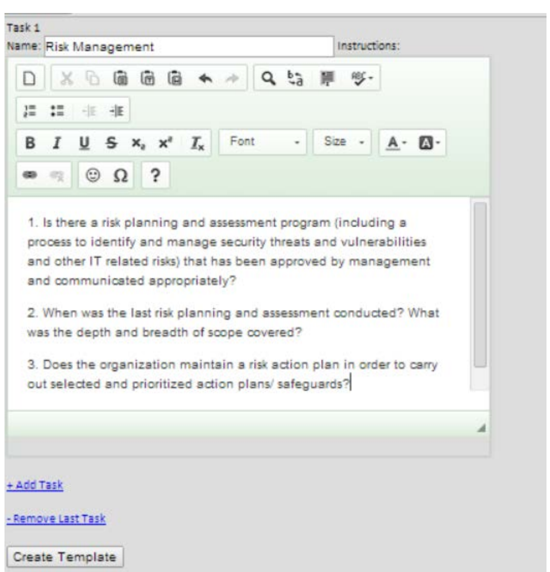


Fill in the blanks for a Vendor. (Note: Only the SuperAdmin can create Master Templates.)

When done, click on Add a Task.

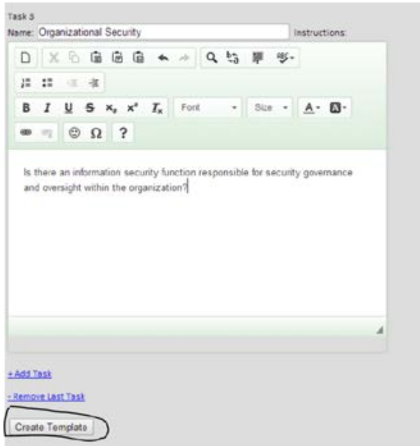


And fill out the Task Form. (Note that copying and pasting is much faster than typing.)



Continue to add Tasks until done.

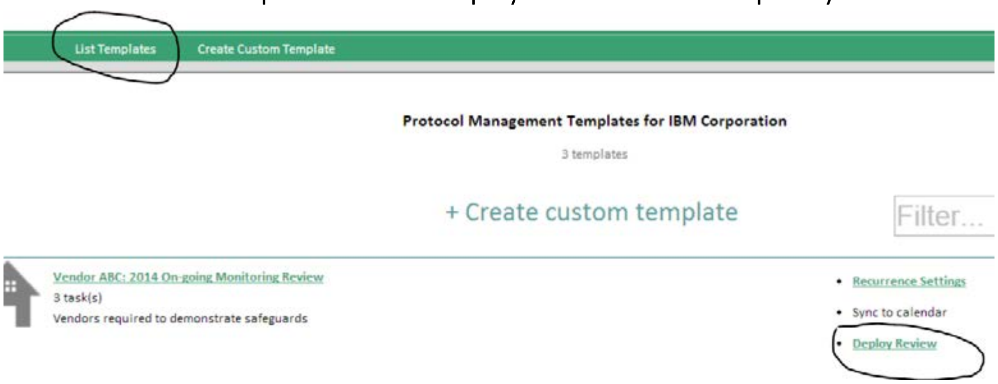
When you are done, click “Create Template.”



You will now have a Template in the Library!

<u>Deploy Review</u>

Now click on List Templates and the Deploy Review for the template you want to Deploy as a Review.



Now you can set dates and delegate reviews. Use the arrows to move between Tasks, When you are done, click on “Deploy Review” and the Review goes live! You will find it under the “Reviews” tab.

Now start exploring!