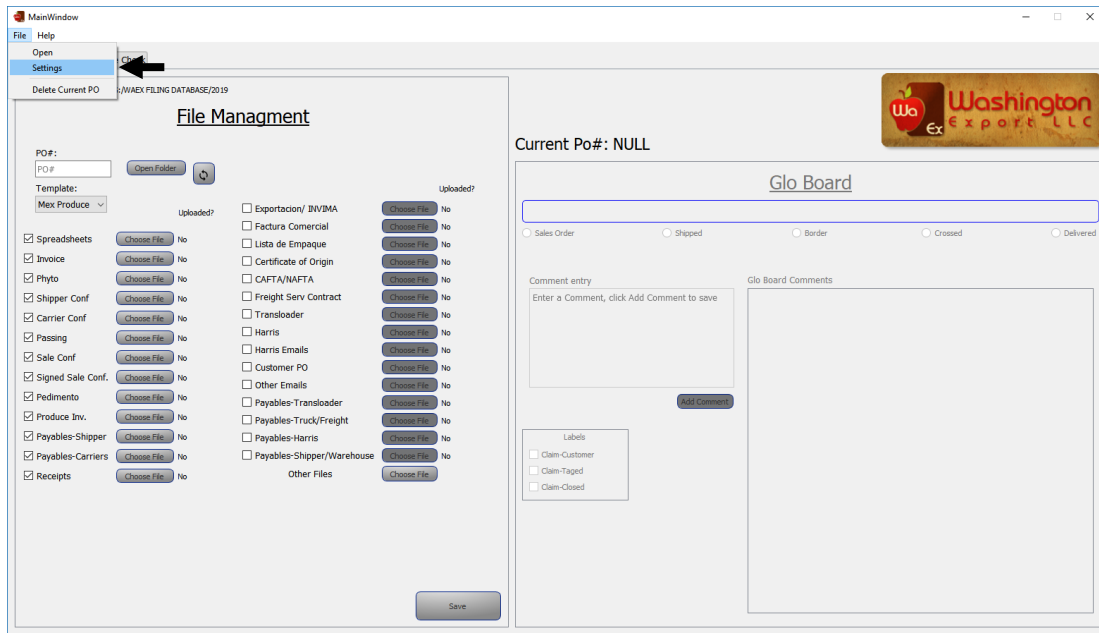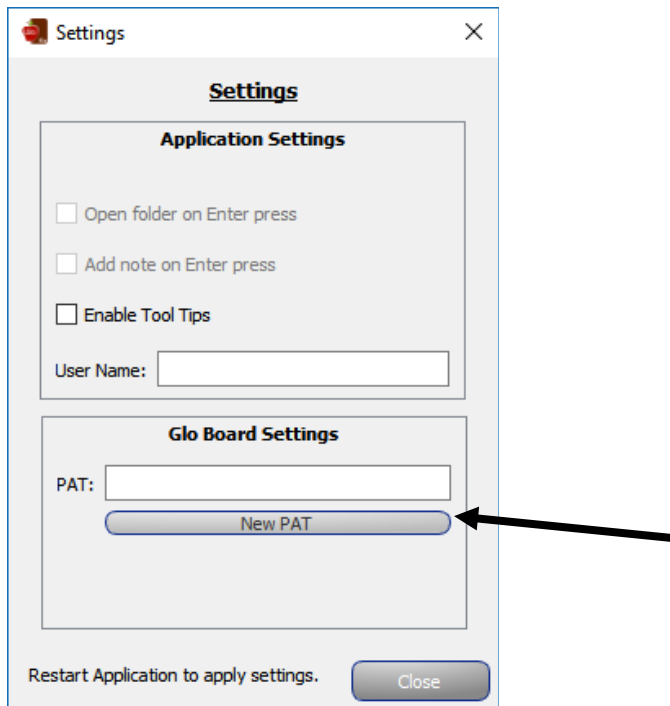# WAEX Filing Program- Initial Setup
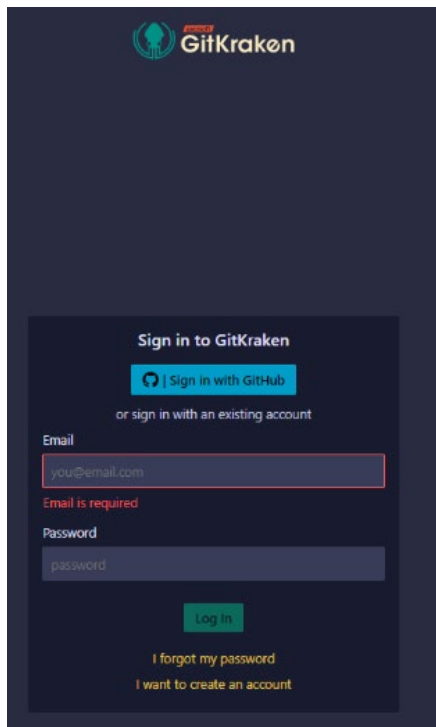
1.Navigate to Settings

2. Click "New PAT"

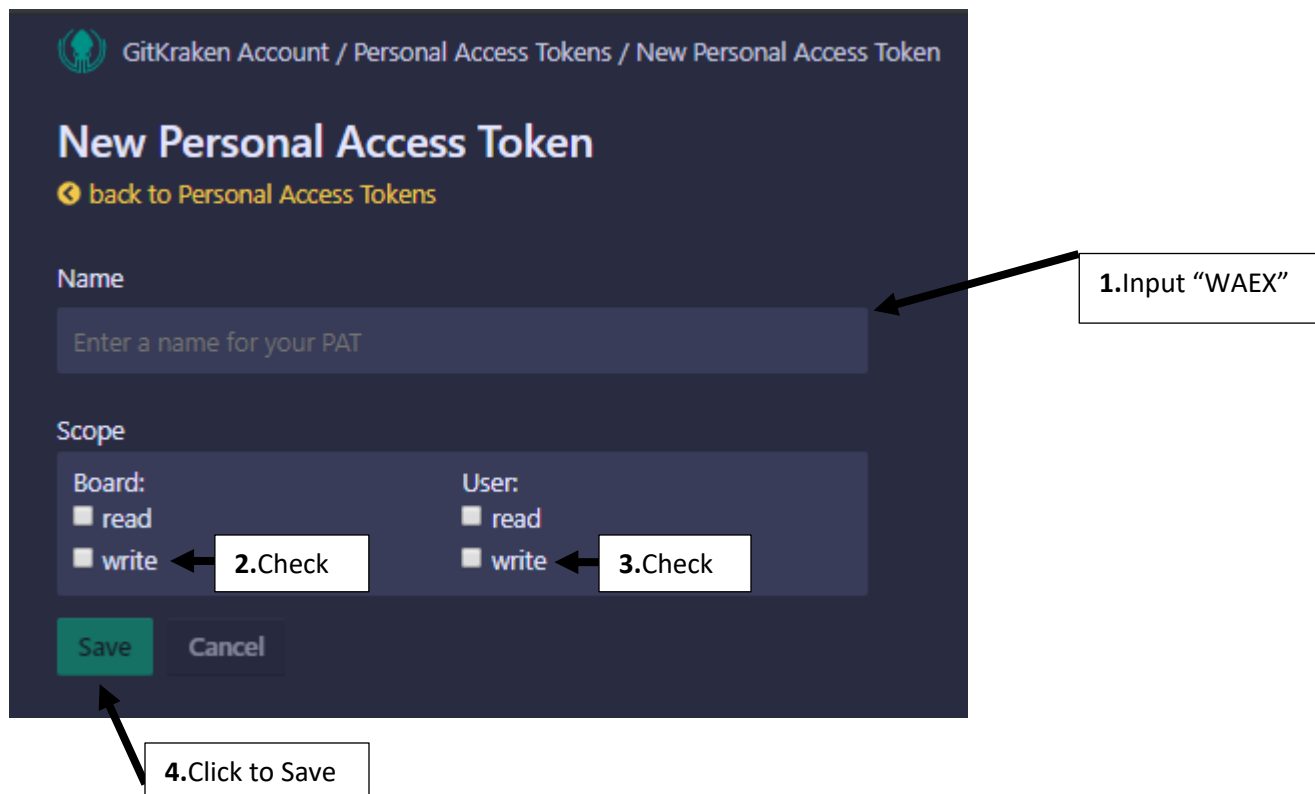### 3. Create a GitKraken Account or login

4. Create the new PAT

GitKraken Account / Personal Access Tokens / New Personal Access Token

New Personal Access Token

ᐸ back to Personal Access Tokens

Name

Enter a name for your PAT

1.Input "WAEX"

Scope

Board:
☐ read
☐ write

2.Check

User:
☐ read
☐ write

3.Check

Save   Cancel

4.Click to Save

5.Copy PAT and paste into PAT box in the program

Name

WAEX

Access Token

pb3134d34b973954885bea23c7174846c2f755cc5

Make sure you save this token - you won't be able to see it again

1.Copy

Scope

Board: User:
☑ read   ☑ read
☑ write   ☑ write

Save   Cancel

Revoke   **2.**Click Save

6.Paste PAT into Settings

Settings   ✕

Settings

Application Settings

☐ Open folder on Enter press

☐ Add note on Enter press

☐ Enable Tool Tips

User Name: John   **1.**Input First Name

Glo Board Settings

PAT: 973954885bea23c7174846c2f755cc5   **2.**Paste PAT

New PAT

3.Click Close

Restart Application to apply settings.   Close

7. **Restart the application to apply the setting.**

      Close the application then open it.

8. Choose the Working directory

Navigate to the "WAEX FILING DATABASE" folder on the G Drive: G:\WAEX FILING DATABASE\

WAEX Filing Program- Input New PO#

1.

Annotations on the screenshot:

1. Input PO#
2. Press enter

3. Select template

4. Change any required files if necessary

5. Upload files

6. Click Save

WAEX Filing Program-Using Glo Board

View and change postition

Add comments, click "Add Comment" to save

Open Glo Board in browser

View and change current lables

View comments