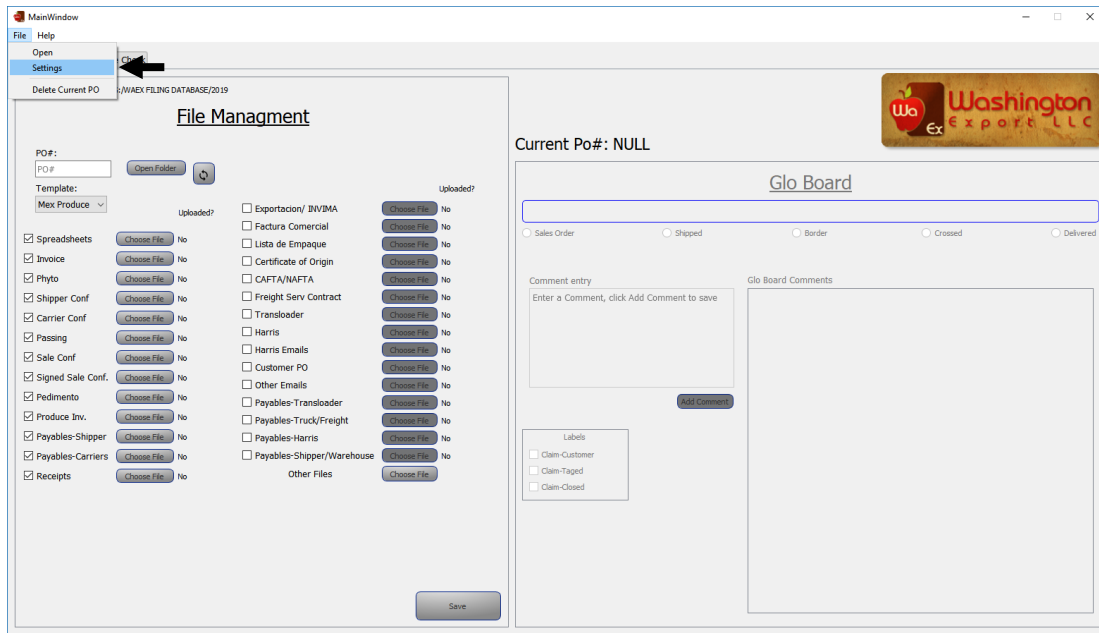
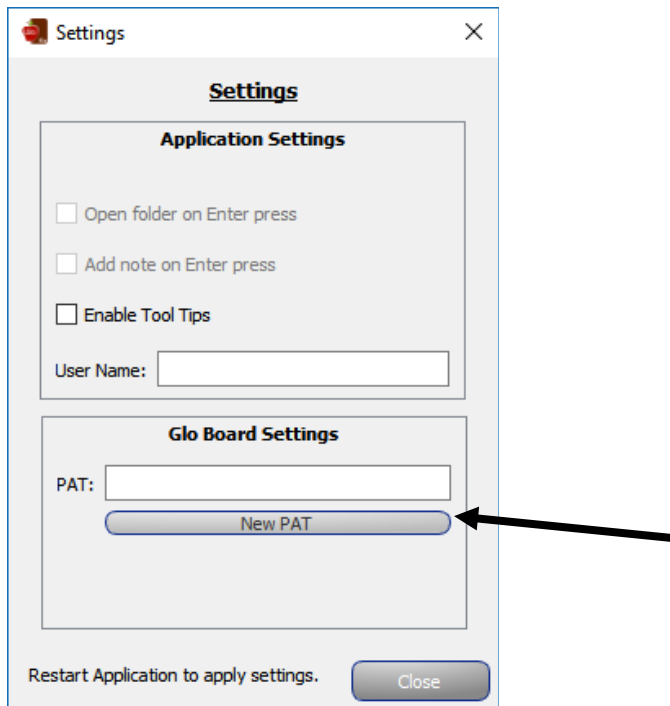


# WAEX Filing Program- Initial Setup

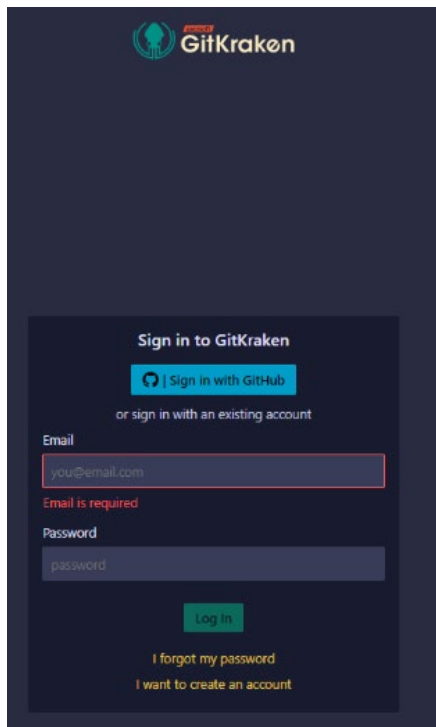
## 1.Navigate to Settings



## 2. Click "New PAT"

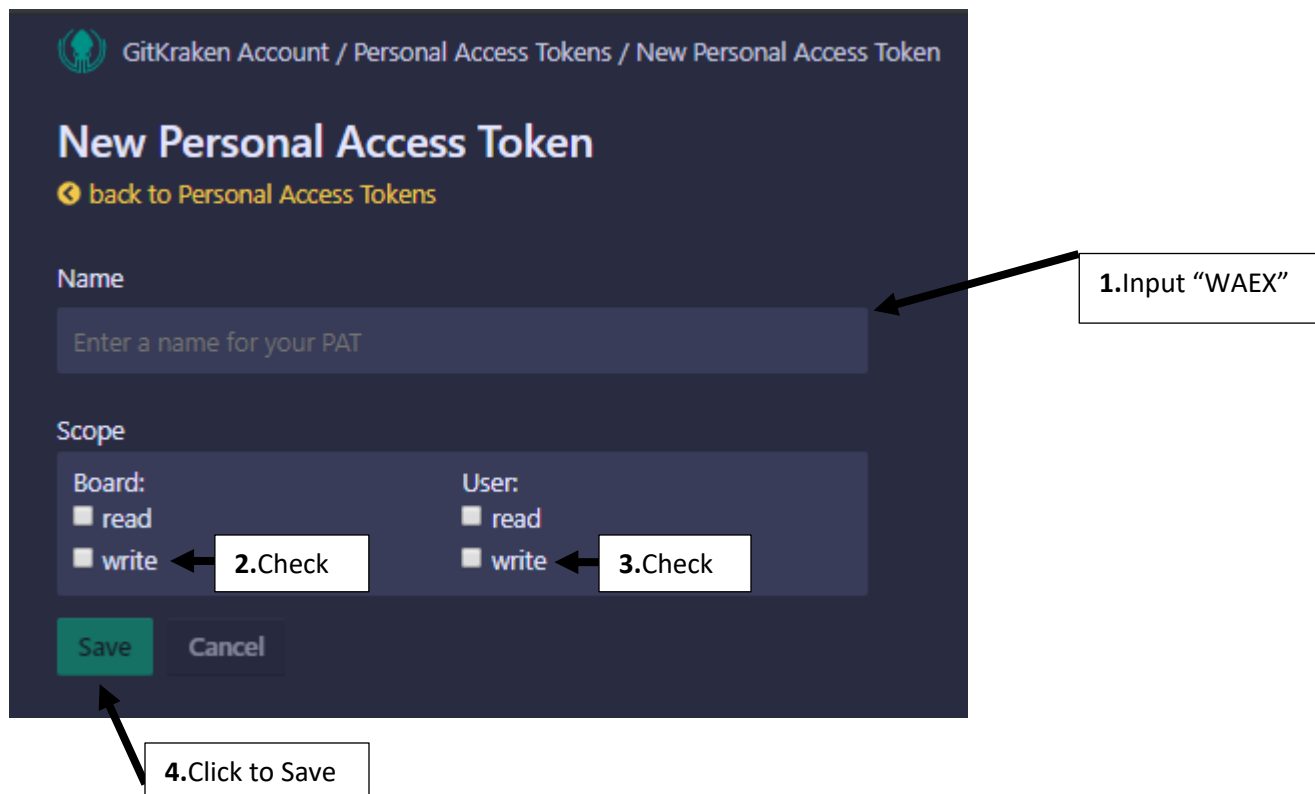


### 3. Create a GitKraken Account or login



The image shows the GitKraken login page. At the top is the GitKraken logo. Below it is a 'Sign in to GitKraken' section. There is a 'Sign in with GitHub' button. Below that, it says 'or sign in with an existing account'. There are input fields for 'Email' (containing 'you@email.com') and 'Password' (containing 'password'). A red error message 'Email is required' is shown below the email field. There is a 'Log in' button. At the bottom, there are links for 'I forgot my password' and 'I want to create an account'.

### 4. Create the new PAT



The image shows the 'New Personal Access Token' page in GitKraken. The breadcrumb is 'GitKraken Account / Personal Access Tokens / New Personal Access Token'. The title is 'New Personal Access Token'. There is a 'back to Personal Access Tokens' link. The 'Name' field is labeled 'Name' and has a placeholder 'Enter a name for your PAT'. An arrow points to this field with the label '1.Input "WAEX"'. The 'Scope' section has two columns: 'Board' and 'User'. Each column has 'read' and 'write' options with checkboxes. Arrows point to the 'write' checkboxes with labels '2.Check' and '3.Check'. At the bottom, there are 'Save' and 'Cancel' buttons. An arrow points to the 'Save' button with the label '4.Click to Save'.

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

The screenshot shows an OAuth2 authorization interface. At the top, the 'Name' field contains 'WAEX'. Below it, the 'Access Token' field displays a long alphanumeric string: 'pb3134d34b973954885bea23c7174846c2f755cc5'. To the right of this field are two icons: a blue copy icon and a red refresh icon. A black arrow points from a white box labeled '1.Copy' to the copy icon. Below the token field, a warning message reads: 'Make sure you save this token - you won't be able to see it again'. The 'Scope' section shows two columns of permissions: 'Board' with 'read' and 'write' checked, and 'User' with 'read' and 'write' checked. At the bottom, there are three buttons: a green 'Save' button, a grey 'Cancel' button, and a red 'Revoke' button. A black arrow points from a white box labeled '2.Click Save' to the 'Save' button.

6.Paste PAT into Settings

The screenshot shows a 'Settings' dialog box with a title bar and a close button. The dialog is divided into two sections: 'Application Settings' and 'Glo Board Settings'. In the 'Application Settings' section, there are three unchecked checkboxes: 'Open folder on Enter press', 'Add note on Enter press', and 'Enable Tool Tips'. Below these is a 'User Name' field containing the text 'John'. A black arrow points from a white box labeled '1.Input First Name' to this field. In the 'Glo Board Settings' section, there is a 'PAT' field containing the same alphanumeric string as in the previous screenshot. A black arrow points from a white box labeled '2.Paste PAT' to this field. Below the 'PAT' field is a 'New PAT' button. At the bottom of the dialog, there is a text label 'Restart Application to apply settings.' and a 'Close' button. A black arrow points from a white box labeled '3.Click Close' to the 'Close' button.

7. Restart the application to apply the setting.

Close the application then open it.

The screenshot shows the 'MainWindow' application interface. The 'File' menu is open, displaying options: 'Open', 'Settings', and 'Delete Current PO'. An arrow points to the 'Open' option. Below the menu, there's a 'Check' button and a path '/WAEX FILING DATABASE/2019'. The main area is titled 'File Management' and contains a form with fields for 'PO#:', 'Template:' (set to 'Mex Produce'), and a list of items with checkboxes and 'Choose File' buttons. The items are: Spreadsheets, Invoice, Phyto, Shipper Conf, Exportacion/ INVIMA, Factura Comercial, Lista de Empaque, Certificate of Origin, CAFTA/NAFTA, and Freight Serv Contract.

1. Select "WAEX FILING DATABASE"

1. Click "Select Folder"

# WAEX Filing Program- Input New PO#

1.

The screenshot shows the 'Main Window' of the WAEX Filing Program. The 'Working Directory' is 'G:\WAEX FILING DATABASE'. The 'File Management' section on the left includes a 'PO#' field, a 'Template' dropdown menu (currently set to 'Mex Produce'), and a list of checkboxes for various document types. The 'Uploaded?' column shows 'No' for all items. The 'Glo Board' section on the right shows 'Current Po#: NULL' and a 'Glo Board' tab. The 'Comment entry' field is empty, and the 'Glo Board Comments' section is also empty. The 'Labels' section has three checkboxes: 'Claim-Customer', 'Claim-Tagged', and 'Claim-Closed', all of which are unchecked. The 'Save' button is located at the bottom center of the window.

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

MainWindow

File Help

Create File Run Archive Check

Working Directory:

## File Managment

PO#: 2015

Template: Mex Produce

Uploaded?

<input checked="" type="checkbox"/> Spreadsheets	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Export	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Invoice	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Fact	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Phyto	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Lista	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Shipper Conf	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Cert	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Carrier Conf	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> CAFTA/NAFTA	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Passing	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Freight Serv Contract	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Sale Conf	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Transloader	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Signed Sale Conf.	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Harris	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Pedimento	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Harris	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Produce Inv.	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Cust	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Payables-Shipper	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Other	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Payables-Carriers	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Paye	<input type="button" value="Choose File"/>	No
<input checked="" type="checkbox"/> Receipts	<input type="button" value="Choose File"/>	No	<input type="checkbox"/> Payables-Harris	<input type="button" value="Choose File"/>	No
			<input type="checkbox"/> Payables-Shipper/Warehouse	<input type="button" value="Choose File"/>	No
			Other Files	<input type="button" value="Choose File"/>	

Current Po#: 2015

## Glo Board

☒ Sales Order ☐ Shipped ☐ Border ☐ Crossed ☐ Delivered

Comment entry

Enter a Comment, click Add Comment to save

Labels

☐ Claim-Customer  
☐ Claim-Tagged  
☐ Claim-Closed

View and change position

Add comments, click "Add Comment" to save

View and change current lables

Open Glo Board in browser

View comments