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Doc ID	Document Name	Chapter Name	Proj
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Documents Add E-Sign Share this Document

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List of Documents

Doc ID	Document Name
00953	Coronavirus protocol sanitization

First Name (Optional)

Last Name (Optional)

Enter Email ID

Company Name (Optional)

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PREVIEW

Coronavirus protocols sanitization checklist

Instructions: This checklist must be completed each day and the sanitization areas/times documented for record. This inspection checklist must be kept on file for reference. This schedule should be followed from 6:00 AM – 10:00 PM

Sanitation / Disinfection Area	Time
Lobby / Front Desk	
Public space door handles	
Public space desks, tables, chairs	
Public space phones	
Hand rails	
Push plates	
Vending / ice machines	
Elevator controls and inside walls / doors	
Counters / hard surfaces that can be touched	
Pens used by guests	
Luggage carts	
Sanitation / Disinfection Area	Time
Public Restrooms	
Door handles	
Sinks, faucets and toilet handles	
Towel dispenser handle	
Soap dispenser push plates	
Baby changing station	
Trash receptacle touch points	
Sanitation / Disinfection Area	Time
Restauran and back of the house	
Door handles and push plates	
Handles of all equipment doors and operation push pads	

Next

javascript:WebForm\_DoPostBackWithOptions(new WebForm\_PostBackOptions("ct00\$signuptab", "", true, "", "", false, true))

Ultra Document

Ultra Workflow

localhost:8080/rbd/UltraWorkflow.js?emailid=u5GV@gmail.com&hand\_shake\_key=e5d97Aa1c5UIWwC

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E Mail ID	Name

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Send this document to one reviewer at a time

Send this document to all reviewers at once

Send Reminders

Send reminder after \_\_\_\_\_ days

Send \_\_\_\_\_ reminders, with \_\_\_\_\_ day(s) interval

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Selected Workflow: WF945

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**Document Status**

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PREVIEW

Sanitation checklist

must be completed each day and the sanitation areas/times documented for cleaning must be kept on file for reference. This schedule should be followed from 7 doors to be touched.

Area	Time
Public Restrooms	
Door handles	
Sinks, faucets and toilet handles	
Towel dispenser handle	
Soap dispenser push plates	
Baby changing station	
Trash receptacle touch points	
Sanitation / Disinfection Area	
Restaurant and back of the house	
Door handles and push plates	
Handles of all equipment doors and operation push plates	

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Choose a logo for your organization

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PREVIEW

Sanitation checklist

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Restaurant and back of the house	
Door handles and push plates	
Handles of all equipment doors and operation push plates	

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**Selected Workflow: WF945**

Field Security Start Sharing Cancel Sharing View Logs Reset W

**Document Status**

joji@cygnussoftwares.com YTS Comments

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 Password: kwe7ZmIQ  
 Use this credentials to login and track this document.

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An email is sent to your registered email id with this details.

**Sanitation checklist**

Completed each day and the sanitation areas/times documented for will be kept on the reference. This schedule should be followed from

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**choose**

**Sanitation checklist**

It must be completed each day and the sanitation areas/times documented for will be kept on the reference. This schedule should be followed from

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ES_93015	09/10/2018	raj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
BP_82562	09/10/2018	Resume R...	Create(park@cygnussoftwares.co)	YTS	NA	1	0	0	1	100%	0	NA	
BP_85355	09/10/2018												

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BP_93015	09/14/2020 09:49:41	krishnaraj@cygnussoftwares.co	NA	NA	NA	1	1	0	0	0%	0	NA	
BP_82466	09/14/2020 09:48:12	krishnaraj@cygnussoftwares.co	Createpark@cygnussoftwares.co	YTS	NA	1	0	0	1	100%	0	NA	
BP_82488													

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"Created Date" Less Than \*\* in.

"WF End Date" Less Than \*\*

"Total No of Docs" Equals "1"

"Total No of Docs" Equals "0"

"Total No of Docs" Equals "a"

"Document Name" Contains \*\*\*

"Document Name" Contains "6"

"WF End Date" Less Than "2020-09-...."

"Created Date" Less Than "2020-09-...." ares.co

"Created Date" Less Than "2020-09-...."

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Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
BP_93015	09/14/2020 09:49:41	krishnaraj@cygnussoftwares.co	NA	NA	NA	1	1	0	0	0%	0	NA	
BP_82466	09/14/2020 09:48:12	krishnaraj@cygnussoftwares.co	Createpark@cygnussoftwares.co	YTS	NA	1	0	0	1	100%	0	NA	
BP_82488													

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Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
E_S_93015	09/14/2020 09:49:41	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
E_S_82562	09/14/2020 09:48:12	krishnaraj@cygnussoftwares.co	Create@park@cygnussoftwares.co	YTS	NA	1	0	0	1	100%	0	NA	

Search

Created Date: Less Than mm / dd / yyyy

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File Structure:

- BP\_23304
- ModemTest
- ES\_30015
- Renamed
- BP\_47735
- BP\_52006
- BP\_52656
- BP\_53322
- BP\_53602
- BP\_61309
- BP\_63319
- BP\_75796
- BP\_86668
- BP\_98914
- Shared
- Test
- BP\_37371
- BP\_51033
- BP\_72299
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Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
E_S_93015	09/14/2020 09:49:41	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
E_S_82562	09/14/2020 09:48:12	krishnaraj@cygnussoftwares.co	Create@park@cygnussoftwares.co	YTS	NA	1	0	0	1	100%	0	NA	

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User Id:

Enter the Smartsheet User ID and click on Authenticate button. This ID should be a valid smartsheet ID that exists already.

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Choose your PDF file

Choose the type file

Choose Smartsheet Account

File Structure:

- BP\_23304
- ModemTest
- ES\_30015
- Renamed
- BP\_47735
- BP\_52006
- BP\_52656
- BP\_53322
- BP\_53602
- BP\_61309
- BP\_63319
- BP\_75796
- BP\_86668
- BP\_98914
- Shared
- Test
- BP\_37371
- BP\_51033
- BP\_72299
- BP\_75921

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User Maintenance for krishnaraj@cygnussoftwares.com

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Here you can maintain the userdetails like add edit remove users and also set the preferences for the users.

**User Maintenance**   **Preferences**   **Track User**

S No	UserNo	FirstName	LastName	UserID	Status	Role	Edit	Delete
1	0	Krishnaraj	R	krishnaraj@cygnussoftwares.com	Active	Admin		
2	1	vishnu	s	vishnu.s@cygnussoftwares.com	Active	User		
3	2				Disable	User		
4	3				Disable	User		
5	4				Disable	User		
6	5				Disable	User		
7	6				Disable	User		
8	7				Disable	User		

Controls

Warning Docs without Warning

NA

NA

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Users can generate incomplete documents.

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Warning Docs without Warning

NA

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Search [User Name]

User Operation Time Details

krishnaraj@cygnussoftwares.com	Sign In	8/16/2019 2:58:43 PM	
krishnaraj@cygnussoftwares.com	Sign Out	8/16/2019 2:59:04 PM	
krishnaraj@cygnussoftwares.com	Session TimeOut	8/16/2019 2:59:10 PM	
krishnaraj@cygnussoftwares.com	Sign In	8/16/2019 3:01:20 PM	
krishnaraj@cygnussoftwares.com	Tab Closed	8/16/2019 3:01:32 PM	
krishnaraj@cygnussoftwares.com	Sign In	8/16/2019 3:02:09 PM	
krishnaraj@cygnussoftwares.com	Sign Out	8/16/2019 3:02:21 PM	
krishnaraj@cygnussoftwares.com	Session TimeOut	8/16/2019 3:02:27 PM	
krishnaraj@cygnussoftwares.com	Sign In	8/16/2019 3:05:08 PM	
krishnaraj@cygnussoftwares.com	Sign Out	8/16/2019 3:08:18 PM	
krishnaraj@cygnussoftwares.com	Sign In	8/16/2019 3:08:31 PM	
krishnaraj@cygnussoftwares.com	Session TimeOut	8/16/2019 3:09:11 PM	
krishnaraj@cygnussoftwares.com	Session TimeOut	8/16/2019 3:09:11 PM	
krishnaraj@cygnussoftwares.com	Sign In	8/16/2019 3:09:54 PM	
krishnaraj@cygnussoftwares.com	Session TimeOut	8/16/2019 3:10:26 PM	
krishnaraj@cygnussoftwares.com	Session TimeOut	8/16/2019 3:10:26 PM	
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krishnaraj@cygnussoftwares.com	Sign In	8/16/2019 3:12:32 PM	

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localhost:38391/Default4.aspx + localhost:38391/Default4.aspx

Ultra Documents™ Admin Dashboard (User Tracking)

Search [User Name]

User Operation Time Details

krishnaraj@cygnussoftwares.com	Sign In	8/16/2019 2:58:43 PM	
krishnaraj@cygnussoftwares.com	Sign Out	8/16/2019 2:59:04 PM	
krishnaraj@cygnussoftwares.com	Session TimeOut	8/16/2019 2:59:10 PM	
krishnaraj@cygnussoftwares.com	Sign In	8/16/2019 3:01:20 PM	
krishnaraj@cygnussoftwares.com	Tab Closed	8/16/2019 3:01:32 PM	

**More Information**

Data	Details
User	krishnaraj@cygnussoftwares.com
Type	Sign In
Time	8/16/2019 3:01:20 PM
IP Address	NA
OS	NA
City	NA
Zip	NA
Region Name	NA
Time Zone	NA
Country Name	NA

krishnaraj@cygnussoftwares.com Sign In 8/16/2019 3:11:54 PM  
krishnaraj@cygnussoftwares.com Sign Out 8/16/2019 3:12:09 PM  
krishnaraj@cygnussoftwares.com Session TimeOut 8/16/2019 3:12:15 PM  
krishnaraj@cygnussoftwares.com Sign In 8/16/2019 3:12:32 PM

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Search    Sort    View

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Document

Name	Created Date	Created By
ES_93015	09/14/2020 09:49:41	krishnaraj@cygnussoftwares.com
BP_52562	09/14/2020 09:48:12	krishnaraj@cygnussoftwares.com

Account Information (USER DETAILS)

User Details    Subscription    License Info    Transaction    Preferences

E Mail ID : krishnaraj@cygnussoftwares.com  
First Name : Krishnaraj  
Last Name : R  
Payer ID :

Reset Password

Controls

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Search    Sort    View

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BP_52562	09/14/2020 09:48:12	krishnaraj@cygnussoftwares.com

Account Information (USER DETAILS)

User Details    Subscription    License Info    Transaction    Preferences

Subscription ID :  
No Of License : 50 users  
Price :

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NA

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Search    Sort    View

Created Date    Less Than

Document

Name	Created Date	Created By
ES_93015	09/14/2020 09:49:41	krishnaraj@cyl
ES_82562	09/14/2020 09:48:12	krishnaraj@cyl

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User Details    Subscription    License Info    Transaction    Preferences

License Type : Premium  
Product Name : Ultra Documents with Custom Forms and Workflow  
Started Date :

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Created Date    Less Than

Document

Name	Created Date	Created By
ES_93015	09/14/2020 09:49:41	krishnaraj@cyl
ES_82562	09/14/2020 09:48:12	krishnaraj@cyl

Account Information (USER DETAILS)

User Details    Subscription    License Info    Transaction    Preferences

Transaction ID :  
Transaction Date :

Controls

Docs without Warning
NA
NA

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Account Information (USER DETAILS)

Name    Created Date    Created By

E_93015	09/14/2020 09:49:41	krishnaraj@cygnussoftwares.com
E_82562	09/14/2020 09:48:12	krishnaraj@cygnussoftwares.com

User Details    Subscription    License Info    Transaction    Preferences

Preferences

Show Welcome Popup

Controls

Docs without Warning

NA	NA
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Renamed

- BP\_47735
- BP\_52006
- BP\_52656
- BP\_53322
- BP\_53602
- BP\_61309
- BP\_63319
- BP\_75796
- BP\_86668
- BP\_98914

Shared

- Test
- BP\_37371
- BP\_51033
- BP\_72299
- BP\_75921

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Document    Workflow    Status

Created Date    mm / dd / yyyy    Less Than    Created Date    Stage    Document Progress    End Date    Total No of Docs    YTS    WIP    Completed Docs    % Completed

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed
E_93015	09/14/2020 09:49:41	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%
E_82562	09/14/2020 09:48:12	krishnaraj@cygnussoftwares.com	Create(park@cygnussoftwares.co)	YTS	NA	1	0	0	1	100%

Welcome Krishnaraj R  
krishnaraj@cygnussoftwares.com

Sign Out

Renamed

- BP\_47735
- BP\_52006
- BP\_52656
- BP\_53322
- BP\_53602
- BP\_61309
- BP\_63319
- BP\_75796
- BP\_86668
- BP\_98914

Shared

- Test
- BP\_37371
- BP\_51033
- BP\_72299
- BP\_75921

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Search Add Folder

Created Date Less Than

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View

Folder name :

Workflow

Status

Document Progress End Date Total No of Docs YTS WIP Completed Docs % Completed Warning Docs without Warning

Document Name Created Date Created By Stage

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning
Resume Release Form_758	09/13/2020 23:56:00	krishnaraj@cygnussoftwares.com	Stage_001	krishnaraj@cygnussoftwares.com	YTS	NA	1	1	0	0%	0	NA
BP_93884	09/01/2020 22:40:36	krishnaraj@cygnussoftwares.com	NA		NA	NA	1	1	0	0%	0	NA

Controls

Documents

- aaa
  - BP\_60572
  - BP\_2571
  - BP\_79138
  - BP\_2646
  - ES\_30729
  - ES\_39476
  - FormTemplateSample
  - Templateform
  - templateuse(j)
  - dit test alert
    - BP\_8335
    - Template
    - Use this test
  - elisha testing
    - BP\_23304
  - ModernUITest
    - BP\_2562
    - ES\_33015
  - Renamed
    - BP\_47735
    - BP\_52006
    - BP\_52656

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Search

Created Date Less Than mm / dd / yyyy

Sort

View

Created Date

Workflow

Status

Document Progress End Date Total No of Docs YTS WIP Completed Docs % Completed Warning Docs without Warning

Document Name Created Date Created By Stage

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning
Resume Release Form_758	09/13/2020 23:56:00	krishnaraj@cygnussoftwares.com	Stage_001	krishnaraj@cygnussoftwares.com	YTS	NA	1	1	0	0%	0	NA
BP_93884	09/01/2020 22:40:36	krishnaraj@cygnussoftwares.com	NA		NA	NA	1	1	0	0%	0	NA

Controls

Documents

- aaa
  - BP\_60572
  - BP\_2571
  - BP\_79138
  - BP\_2646
  - ES\_30729
  - ES\_39476
  - FormTemplateSample
  - Templateform
  - templateuse(j)
  - dit test alert
    - BP\_8335
    - Template
    - Use this test
  - elisha testing
    - BP\_23304
  - ModernUITest
    - BP\_2562
    - ES\_33015
  - Renamed
    - BP\_47735
    - BP\_52006
    - BP\_52656

Do you want to delete all the folders and documents under the selected folder? Press Ok to Continue or Press Cancel.

OK Cancel

javascript:WebForm\_DoPostBackWithOptions(new WebForm\_PostBackOptions("ctl00\$removefolder", "", true, "", false, true))

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Created Date Less Than mm / dd / yyyy View

Created Date ↓ A ↓ Z

Size 10

View

Document Workflow Status Controls

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls	
Resume Release Form_758	09/13/2020 23:56:00	krishnaraj@cygnussoftwares.com	Stage_001(krishnaraj@cygnussoft)	YTS	NA	1	1	0	0	0%	0	NA		
BP_93884	09/01/2020 22:40:36	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA		

Documents

- aaa
  - BP\_60572
  - BP\_62571
  - BP\_79138
  - BP\_A2646
  - ES\_30729
  - ES\_39476
  - FormTemplateSample
  - Templateform
  - templateusejobj
  - dit test alert
    - BP\_8335
    - Template
    - Use this test
  - elisha testing
    - BP\_23304
  - ModernUITest
    - BP\_K2562
    - ES\_393015
  - Renamed
    - BP\_47735
    - BP\_52006
    - BP\_52656
    - BP\_53322
    - BP\_53602
    - BP\_61309
    - BP\_65319

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File/Folder is deleted successfully.

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Size 10

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Document Workflow Status Controls

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls	
Resume Release Form_758	09/13/2020 23:56:00	krishnaraj@cygnussoftwares.com	Stage_001(krishnaraj@cygnussoft)	YTS	NA	1	1	0	0	0%	0	NA		
BP_93884	09/01/2020 22:40:36	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA		

Documents

- aaa
  - BP\_60572
  - BP\_62571
  - BP\_79138
  - BP\_A2646
  - ES\_30729
  - ES\_39476
  - FormTemplateSample
  - Templateform
  - templateusejobj
  - dit test alert
    - BP\_8335
    - Template
    - Use this test
  - elisha testing
    - BP\_23304
  - ModernUITest
    - BP\_K2562
    - ES\_393015
  - Renamed
    - BP\_47735
    - BP\_52006
    - BP\_52656
    - BP\_53322
    - BP\_53602
    - BP\_61309
    - BP\_65319

javascript:WebForm\_DoPostBackWithOptions(new WebForm\_PostBackOptions("ct00\$removefolder", "", true, "", false, true))

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**Root folder cannot be renamed**

Created Date: Less Than mm / dd / yyyy | View | Size 10

Document Workflow Status Controls

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
Resume Release Form_758	09/13/2020 23:56:00	krishnaraj@cygnussoftwares.com	Stage_001 krishnaraj@cygnussoftwares.com	YTS	NA	1	1	0	0	0%	0	NA	<input type="button" value="Edit"/>
SP_93884	09/01/2020 22:40:36	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	<input type="button" value="Edit"/>

Documents

- aaa
  - BP\_60572
  - BP\_62571
  - BP\_79138
  - BP\_82646
  - ES\_30729
  - ES\_39476
  - FormTemplateSample
  - Templateform
  - templateuse(j)
- alpha testing
  - BP\_23304
- ModernUITest
  - BP\_82562
  - ES\_39015
- Renamed
  - BP\_47735
  - BP\_82006
  - BP\_82656
  - BP\_83322
  - BP\_53602
  - BP\_81309
  - BP\_85319

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**Rename File/Folder**

Enter the New Folder Name and click [Rename].

Enter the File/Folder name:

Sort: View | Size 10

Document Status Controls

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
BP_79138	09/14/2020 09:20:08	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	<input type="button" value="Edit"/>
BP_62571	09/14/2020 09:16:31	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	4	0	0	0%	0	NA	<input type="button" value="Edit"/>
ES_39476	09/09/2020 05:49:06	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	4	0	0%	4	0	<input type="button" value="Edit"/>
ES_30729	09/09/2020 05:48:21	krishnaraj@cygnussoftwares.com	NA	NA	NA	0	0	0	0	0%	0	NA	<input type="button" value="Edit"/>
BP_60572	09/08/2020 02:20:14	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	<input type="button" value="Edit"/>
templateuse(j)	09/07/2020 09:14:42	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	3	0	0%	4	0	<input type="button" value="Edit"/>
Templateform	09/07/2020 09:13:07	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	<input type="button" value="Edit"/>
BP_82646	09/07/2020 08:55:10	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	0	2	0	0%	0	NA	<input type="button" value="Edit"/>
FormTemplateSample	09/01/2020 06:48:01	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	<input type="button" value="Edit"/>

Documents

- aaa
  - BP\_60572
  - BP\_62571
  - BP\_79138
  - BP\_82646
  - ES\_30729
  - ES\_39476
  - FormTemplateSample
  - Templateform
  - templateuse(j)
- alpha testing
  - BP\_23304
- ModernUITest
  - BP\_82562
  - ES\_39015
- Renamed
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  - BP\_82006
  - BP\_82656
  - BP\_83322
  - BP\_53602
  - BP\_81309
  - BP\_85319

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Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
BP_79138	09/14/2020 09:20:01	krishnara		NA	NA	1	1	0	0	0%	0	NA	
BP_62571	09/14/2020 09:16:53	krishnara		NA	NA	4	4	0	0	0%	0	NA	
ES_39476	09/09/2020 05:49:08	krishnara		NA	NA	4	0	4	0	0%	4	0	
ES_30729	09/09/2020 05:48:21	krishnara		NA	NA	0	0	0	0	0%	0	NA	
BP_60572	09/08/2020 02:50:14	krishnara@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
templateusej0j	09/07/2020 09:14:42	krishnara@cygnussoftwares.com	NA	NA	NA	4	0	3	0	0%	4	0	
Templateform	09/07/2020 09:13:07	krishnara@cygnussoftwares.com	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	
BP_82646	09/07/2020 08:55:10	krishnara@cygnussoftwares.com	NA	NA	NA	2	0	2	0	0%	0	NA	
FormTemplateSample	09/01/2020 06:48:01	krishnara@cygnussoftwares.com	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	

This will export all data in the table you want to continue? Press Ok or Press Cancel and select the data to export using the checkbox.

OK Cancel

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Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
BP_79138	09/14/2020 09:20:01	krishnara@cygnussoftwares.com	Stage_001(krishnara@cygnussoft	YTS	NA	1	1	0	0	0%	0	NA	
BP_62571	09/14/2020 09:16:53	krishnara@cygnussoftwares.com	NA	NA	NA	4	4	0	0	0%	0	NA	
ES_39476	09/09/2020 05:49:08	krishnara@cygnussoftwares.com	NA	NA	NA	4	0	4	0	0%	4	0	
ES_30729	09/09/2020 05:48:21	krishnara@cygnussoftwares.com	NA	NA	NA	0	0	0	0	0%	0	NA	
BP_60572	09/08/2020 02:50:14	krishnara@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
templateusej0j	09/07/2020 09:14:42	krishnara@cygnussoftwares.com	NA	NA	NA	4	0	3	0	0%	4	0	
Templateform	09/07/2020 09:13:07	krishnara@cygnussoftwares.com	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	
BP_82646	09/07/2020 08:55:10	krishnara@cygnussoftwares.com	NA	NA	NA	2	0	2	0	0%	0	NA	
FormTemplateSample	09/01/2020 06:48:01	krishnara@cygnussoftwares.com	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	

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Export to PDF Export to Excel

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Created Date Z A View

View Size 10

Documents

- BP\_60572
- BP\_62571
- BP\_79138
- BP\_82646
- ES\_30729
- ES\_39476
- FormTemplateSample
- Templateform
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- ModernUITest
- BP\_82562
- ES\_93015
- Renamed
- BP\_47735
- BP\_S2006
- BP\_S2656
- BP\_S3322
- BP\_53602
- BP\_E1309
- BP\_65319

Document		Workflow				Status						Controls	
Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	
BP_79138	09/14/2020 09:20:08	krishnaraj@cygnussoftwares.com	Stage_001(krishnaraj@cygnussoft	YTS	NA	1	1	0	0	0%	0	NA	
BP_62571	09/14/2020 09:16:37	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	4	0	0	0%	0	NA	
ES_39476	09/09/2020 05:49:06	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	4	0	0%	4	0	
ES_30729	09/09/2020 05:48:21	krishnaraj@cygnussoftwares.com	NA	NA	NA	0	0	0	0	0%	0	NA	
BP_60572	09/08/2020 02:00:14	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
templateusejoi	09/07/2020 09:14:42	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	3	0	0%	4	0	
Templateform	09/07/2020 09:13:07	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	
BP_82646	09/07/2020 08:55:10	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	0	2	0	0%	0	NA	
FormTemplateSample	09/01/2020 06:48:01	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	

javascript:WebForm\_DoPostBackWithOptions(new WebForm\_PostBackOptions("ctl00\$Export\_to\_excel", "", true, "", false, true))

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Documents	Workflow	Status																
2	Name	Created D	Created B	Stage	Document	End Date	Total No c	YTS	WIP	Complete %	Comple	Warning	Docs without	Warning					
3	BP_79138	#####	#####	krishnaraj	Stage_001	YTS	NA	1	1	0	0	0%	0	NA					
4	BP_62571	#####	#####	krishnaraj	NA	NA	4	4	0	0	0%	0	NA						
5	ES_39476	#####	#####	krishnaraj	NA	NA	4	0	4	0	0%	4	0						
6	ES_30729	#####	#####	krishnaraj	NA	NA	0	0	0	0	0%	0	NA						
7	BP_60572	#####	#####	krishnaraj	NA	NA	1	1	0	0	0%	0	NA						
8	templateusejoi	#####	#####	krishnaraj	NA	NA	4	0	3	0	0%	4	0						
9	Templateform	#####	#####	krishnaraj	NA	NA	2	NA	NA	NA	NA	NA	NA						
10	BP_82646	#####	#####	krishnaraj	NA	NA	2	0	2	0	0%	0	NA						
11	FormTemplateSample	#####	#####	krishnaraj	NA														
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Excel saved successfully.

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
BP_79138	09/14/2020 09:20:08	krishnaraj@cygnussoftwares.com	Stage_001(krishnaraj@cygnussoft)	YTS	NA	1	1	0	0	0%	0	NA	
BP_62571	09/14/2020 09:16:31	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	4	0	0	0%	0	NA	
ES_30476	09/09/2020 05:49:06	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	4	0	0%	4	0	
ES_30729	09/09/2020 05:48:21	krishnaraj@cygnussoftwares.com	NA	NA	NA	0	0	0	0	0%	0	NA	
BP_60572	09/08/2020 02:00:14	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
templateuse(jo)	09/07/2020 09:14:42	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	3	0	0%	4	0	
Templateform	09/07/2020 09:13:07	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	
BP_82646	09/07/2020 08:55:10	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	0	2	0	0%	0	NA	
FormTemplateSample	09/01/2020 06:48:01	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	

View

Created Date Less Than mm / dd / yyyy

Workflow

Status

Controls

Documents

- BP\_60572
- BP\_62571
- BP\_79138
- BP\_82646
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- FormTemplateSample
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- BP\_23304
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- BP\_47735
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- BP\_52656
- BP\_53322
- BP\_53602
- BP\_61309
- BP\_65319

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Sort [2]

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Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
BP_79138	09/14/2020 09:20:08	krishnaraj@cygnussoftwares.com	Stage_001(krishnaraj@cygnussoft)	YTS	NA	1	1	0	0	0%	0	NA	
BP_62571	09/14/2020 09:16:31	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	4	0	0	0%	0	NA	
ES_30476	09/09/2020 05:49:06	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	4	0	0%	4	0	
ES_30729	09/09/2020 05:48:21	krishnaraj@cygnussoftwares.com	NA	NA	NA	0	0	0	0	0%	0	NA	
BP_60572	09/08/2020 02:00:14	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
templateuse(jo)	09/07/2020 09:14:42	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	3	0	0%	4	0	
Templateform	09/07/2020 09:13:07	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	
BP_82646	09/07/2020 08:55:10	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	0	2	0	0%	0	NA	
FormTemplateSample	09/01/2020 06:48:01	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	

Search

Sort

View

Created Date Less Than mm / dd / yyyy

Workflow

Status

Controls

Documents

- BP\_60572
- BP\_62571
- BP\_79138
- BP\_82646
- ES\_30476
- FormTemplateSample
- Templateform
- templateuse(jo)
- Alisa testing
- BP\_23304
- ModernUITest
- BP\_82562
- ES\_30105
- Renamed
- BP\_47735
- BP\_52006
- BP\_52656
- BP\_53322
- BP\_53602
- BP\_61309
- BP\_65319

You are trying to delete BP\_79138, BP\_62571, ES\_30476, ES\_30729, BP\_60572, templateuse(jo), Templateform, BP\_82646, FormTemplateSample. Do you want to continue? Press OK to delete or Press Cancel.

OK Cancel

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Version 3.2.3

Ultra Documents - Home

Merge Documents & Images | Create Business Plans, Proposals, Presentation | Share Documents, Request Approval & E-Sign.

Please select the Ultra Documents to be deleted (using the checkbox).

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
BP_79138	09/14/2020 09:20:08	krishnaraj@cygnussoftwares.com	Stage_001(krishnaraj@cygnussoft)	YTS	NA	1	1	0	0	0%	0	NA	
BP_62571	09/14/2020 09:16:31	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	4	0	0	0%	0	NA	
ES_30476	09/09/2020 05:49:06	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	4	0	0%	4	0	
ES_30729	09/09/2020 05:48:21	krishnaraj@cygnussoftwares.com	NA	NA	NA	0	0	0	0	0%	0	NA	
BP_60572	09/08/2020 02:00:14	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
templateuse:poj	09/07/2020 09:14:42	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	3	0	0%	4	0	
Templateform	09/07/2020 09:13:07	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	
BP_82646	09/07/2020 08:55:10	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	0	2	0	0%	0	NA	
FormTemplateSample	09/01/2020 06:48:01	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	

View

Created Date Less Than mm / dd / yyyy

Workflow

Status

Controls

Documents

- BP\_60572
- BP\_62571
- BP\_79138
- BP\_82646
- ES\_30476
- ES\_30729
- FormTemplateSample
- Templateform
- templateuse:poj
- Alisa testing
- BP\_23304
- ModernUITest
- BP\_82562
- ES\_30105
- Renamed
- BP\_47735
- BP\_S2006
- BP\_S2056
- BP\_S3322
- BP\_53602
- BP\_61309
- BP\_65319

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Ultra Documents - Home

Merge Documents & Images | Create Business Plans, Proposals, Presentation | Share Documents, Request Approval & E-Sign.

Please select the Ultra Documents to be deleted (using the checkbox).

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
BP_79138	09/14/2020 09:20:08	krishnaraj@cygnussoftwares.com	Stage_001(krishnaraj@cygnussoft)	YTS	NA	1	1	0	0	0%	0	NA	
BP_62571	09/14/2020 09:16:31	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	4	0	0	0%	0	NA	
ES_30476	09/09/2020 05:49:06	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	4	0	0%	4	0	
ES_30729	09/09/2020 05:48:21	krishnaraj@cygnussoftwares.com	NA	NA	NA	0	0	0	0	0%	0	NA	
BP_60572	09/08/2020 02:00:14	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
templateuse:poj	09/07/2020 09:14:42	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	3	0	0%	4	0	
Templateform	09/07/2020 09:13:07	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	
BP_82646	09/07/2020 08:55:10	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	0	2	0	0%	0	NA	
FormTemplateSample	09/01/2020 06:48:01	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	

View

Created Date Less Than mm / dd / yyyy

Workflow

Status

Controls

Documents

- BP\_60572
- BP\_62571
- BP\_79138
- BP\_82646
- ES\_30476
- ES\_30729
- FormTemplateSample
- Templateform
- templateuse:poj
- Alisa testing
- BP\_23304
- ModernUITest
- BP\_82562
- ES\_30105
- Renamed
- BP\_47735
- BP\_S2006
- BP\_S2056
- BP\_S3322
- BP\_53602
- BP\_61309
- BP\_65319

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Ultra Documents - Home

Merge Documents & Images | Create Business Plans, Proposals, Presentation | Share Documents, Request Approval & E-Sign.

Recent Documents | Frequently Used | Recent Searches | Video tutorial | User Guide | Import PDF | User Maintenance | Premium | My Account | Krishnaraj R

Search: Created Date Less Than mm / dd / yyyy Sort: Created Date A Z View: Size 5

Documents

- BP\_60572
- BP\_62571
- BP\_79138
- BP\_A2646
- ES\_30729
- ES\_39476
- FormTemplateSample
- Templateform
- Templateuse(jo)
- elisha testing
- BP\_23304
- ModernUITest
- BP\_42562
- ES\_53015
- Renamed
- BP\_47735
- BP\_S2006
- BP\_S2656
- BP\_S3322
- BP\_53602
- BP\_E1309
- BP\_63319

Document Workflow Status Controls

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls	
BP_79138	09/14/2020 09:20:01	krishnaraj@cygnussoftwares.com	Stage_001 krishnaraj@cygnussoft	YTS	NA	1	1	0	0	0%	0	NA		
BP_62571	09/14/2020 09:16:32	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	4	0	0	0%	0	NA		
ES_39476	09/09/2020 05:49:06	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	4	0	0%	4	0		
ES_30729	09/09/2020 05:48:21	krishnaraj@cygnussoftwares.com	NA	NA	NA	0	0	0	0	0%	0	NA		
BP_60572	09/08/2020 02:00:14	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA		

1 2

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Ultra Documents - Home

Merge Documents & Images | Create Business Plans, Proposals, Presentation | Share Documents, Request Approval & E-Sign.

Recent Documents | Frequently Used | Recent Searches | Video tutorial | User Guide | Import PDF | User Maintenance | Premium | My Account | Krishnaraj R

Version 3.2.3

No documents to show with current filter.

View: Size 5

Documents

- BP\_60572
- BP\_62571
- BP\_79138
- BP\_A2646
- ES\_30729
- ES\_39476
- FormTemplateSample
- Templateform
- Templateuse(jo)
- elisha testing
- BP\_23304
- ModernUITest
- BP\_42562
- ES\_53015
- Renamed
- BP\_47735
- BP\_S2006
- BP\_S2656
- BP\_S3322
- BP\_53602
- BP\_E1309
- BP\_63319

Document Workflow Status Controls

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
------	--------------	------------	-------	-------------------	----------	------------------	-----	-----	----------------	-------------	---------	----------------------	----------

Choose an Ultra Document from the Documents tree (in the left panel).

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Ultra Documents - Home

Merge Documents & Images | Create Business Plans, Proposals, Presentation | Share Documents, Request Approval & E-Sign.

Recent Documents | Frequently Used | Recent Searches | Video tutorial | User Guide | Import PDF | User Maintenance | Premium | My Account | Krishnaraj R

Search: Created Date: Greater Than mm / dd / yyyy Sort: Created Date: A-Z View: Size: 5

Documents:

- BP\_60572
- BP\_62571
- BP\_79138
- BP\_2464
- ES\_30729
- ES\_39476
- FormTemplateSample
- BP\_82646
- Templateform
- templateuse\$oj
- FormTemplateSample
- Templateform
- templateuse\$oj
- alpha testing
- BP\_23304
- ModernUITest
- BP\_82562
- ES\_93015
- Renamed
- BP\_47735
- BP\_52006
- BP\_52656
- BP\_53322
- BP\_53602
- BP\_61309
- BP\_65319

FormTemp late\$ample

Templatefo rm

templateu se\$oj

BP\_60572

ES\_30729

ES\_39476

BP\_82571

BP\_79138

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Ultra Documents - Home

New Ultra Document (BP\_38839)

Recent Documents | Frequently Used | Recent Searches | Video tutorial | User Guide | Import PDF | User Maintenance | Premium | My Account | Krishnaraj R

Version 3.2.3

Documents | Add E-Sign | Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive. You may also create custom Forms. Further, you can uniformly format these documents and merge into an Ultra Document.

Add files from one of the following data sources

Add Local Files | Dropbox | Smartsheet | OneDrive | Google Drive | Custom Forms | E-Sign Templates

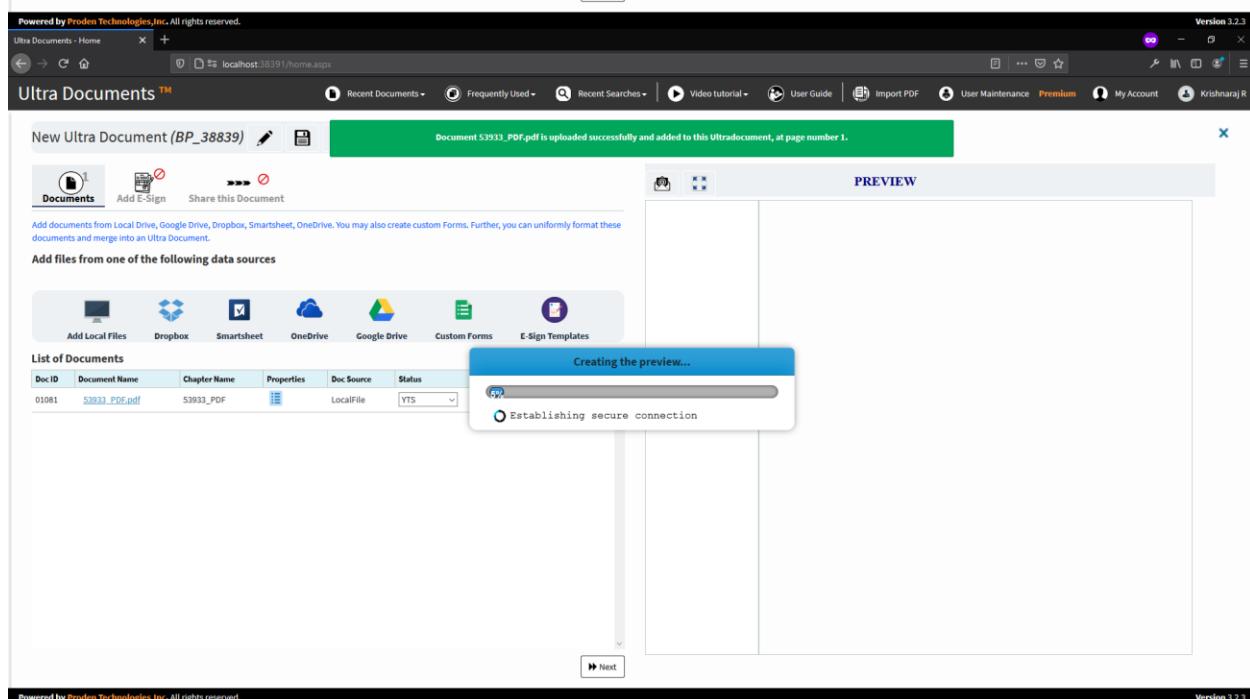
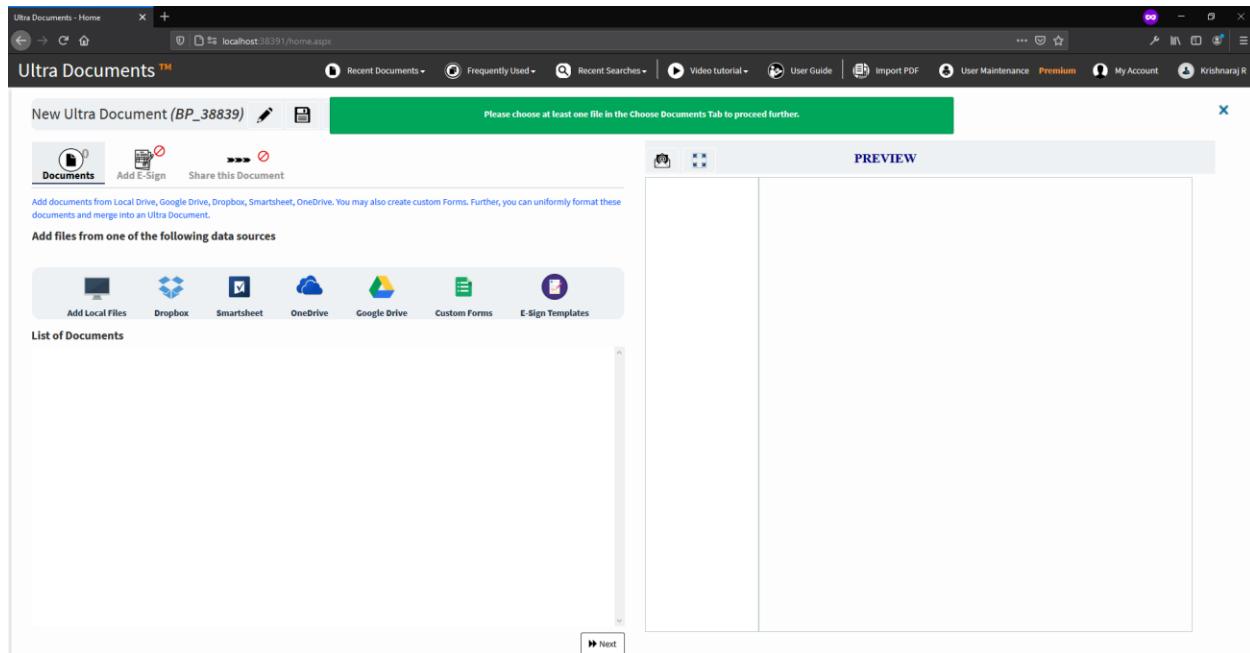
List of Documents

PREVIEW

Next

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Version 3.2.3



Ultra Documents - Home

New Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive, You may also create custom Forms. Further, you can uniformly format these documents and merge into an Ultra Document.

Add files from one of the following data sources

Add Local Files Dropbox Smartsheet OneDrive Google Drive Custom Forms E-Sign Templates

List of Documents

Doc ID	Document Name	Chapter Name	Properties	Doc Source	Status
01081	S3933_PDF.pdf	S3933_PDF		LocalFile	YTS

PREVIEW

Next

This screenshot shows the Ultra Documents interface. On the left, there's a sidebar with options like 'Documents', 'Add E-Sign', and 'Share this Document'. Below it is a section for adding files from various sources: 'Add Local Files', 'Dropbox', 'Smartsheet', 'OneDrive', 'Google Drive', 'Custom Forms', and 'E-Sign Templates'. A 'List of Documents' table is displayed, showing a single entry: Doc ID 01081, Document Name S3933\_PDF.pdf, Chapter Name S3933\_PDF, Properties empty, Doc Source LocalFile, and Status YTS. To the right is a 'PREVIEW' window showing a grid of data. At the bottom, there's a 'Next' button.

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Ultra Documents - Home

New Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive, You may also create custom Forms. Further, you can uniformly format these documents and merge into an Ultra Document.

Add files from Create a new Connection

This screen allows you to choose documents from Dropbox. Please click [+] button to create a connection for your Dropbox account. Please click [Open Dropbox] button to list all the documents from your account.

Data Source Name: Dropbox

Existing Connection:

[Authenticate] [Open Dropbox]

Drag & drop the document from tree to [List of Documents] table.

Connection Name: This can be any descriptive name to identify this connection.

User Id: Enter the Dropbox User ID and click on 'Authenticate' button. This ID should be a valid Dropbox ID that exists already.

[Authenticate] [Close]

Choose Documents - Dropbox

Next

This screenshot shows the Ultra Documents interface with a 'Create a new Connection' dialog open. It asks the user to create a connection for Dropbox, providing fields for 'Connection Name' and 'User Id', and buttons for 'Authenticate' and 'Close'. To the right, a 'Choose Documents - Dropbox' dialog is open, prompting the user to click the '+' button to create a connection and the 'Open Dropbox' button to list documents. Both dialogs have a 'Next' button at the bottom.

Ultra Documents - Home

New Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive. You may also create custom Forms. Further, you can documents and merge into an Ultra Document.

Add files from Create a new Connection

You do not have a connection created for Smartsheet yet. Use this screen to create a new connection and start adding documents from Smartsheet.

Note: You should have a valid Smartsheet ID that exists already.

Connection Name:  This can be any descriptive name to identify this connection.

User Id:  Enter the Smartsheet User ID and click on Authenticate button. This ID should be a valid Smartsheet ID that exists already.

Authenticate Close

Choose Documents - Smartsheet

This screen allows you to choose documents from Smartsheet. Please click [+] button to create a connection for your Smartsheet account. Please click [Open Smartsheet] button to list all the documents from your account.

Data Source Name: Smartsheet Existing Connection: SS

Drag & drop the document from tree to [List of Documents] table.

Select

Next

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Ultra Documents - Home

New Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive. You may also create custom Forms. Further, you can documents and merge into an Ultra Document.

Add files from one of the following data sources

Add Local Files Dropbox Smartsheet OneDrive Google Drive Custom Forms

List of Documents

Doc ID	Document Name	Chapter Name	Properties	Doc Source	Status
01081	S38833_PDF.pdf	S38833_PDF	<input type="button" value="Edit"/>	LocalFile	VTS

Choose Documents - Smartsheet

This screen allows you to choose documents from Smartsheet. Please click [+] button to create a connection for your Smartsheet account. Please click [Open Smartsheet] button to list all the documents from your account.

Please create a Smartsheet connection to proceed further.

OK Open Smartsheet Select

Drag & drop the document from tree to [List of Documents] table.

Next

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Version 3.2.3

Ultra Document x ultradocuments.com/Document/v1 +

localhost:8391/home.aspx

Ultra Documents™

New Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive, You may also create custom Forms. Further, you can documents and merge into an Ultra Document.

Add files from one of the following data sources

List of Documents

Doc ID	Document Name	Chapter Name	Properties	Doc Source	Status
01081	S3933_PDF.pdf	S3933_PDF		LocalFile	YTS

Choose Documents - Smartsheet

This screen allows you to choose documents from Smartsheet. Please click [+] button to create a connection for your Smartsheet account. Please click [Open Smartsheet] button to list all the documents from your account.

Data Source Name: Smartsheet Existing Connection: eduSt

Drag & drop the document from tree to [List of Documents] table.

Next

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Ultra Document x ultradocuments.com/Document/v1 +

localhost:8391/home.aspx

Ultra Documents™

New Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive, You may also create custom Forms. Further, you can documents and merge into an Ultra Document.

Add files from one of the following data sources

List of Documents

Doc ID	Document Name	Chapter Name	Properties	Doc Source	Status
01081	S3933_PDF.pdf	S3933_PDF		LocalFile	YTS

You cannot add a folder here. Please choose a Sheet.

Choose Documents - Smartsheet

This screen allows you to choose documents from Smartsheet. Please click [+] button to create a connection for your Smartsheet account. Please click [Open Smartsheet] button to list all the documents from your account.

Data Source Name: Smartsheet Existing Connection: eduSt

Drag & drop the document from tree to [List of Documents] table.

Lake Tahoe   
 ACCOUNTING  
 Banquet Menu Tracking  
 Due Diligence Checklist  
 ENGINEERING  
 FOOD & BEVERAGE  
 FRONT OFFICE  
 GENERAL MANAGER  
 HUMAN RESOURCES  
 Inn at Middletown Social Catering Pace Report  
 LOCF Annual Meeting  
 Middletown 2010 Online Marketing Action Plan  
 Middletown 2020 Catering Pace Report

Next

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Ultra Document x ultradocuments.com/Document/v1 +

localhost:3391/home.aspx

**Ultra Documents™**

New Ultra Document (BP\_38839)

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive, You may also create custom Forms. Further, you can documents and merge into an Ultra Document.

Add files from one of the following data sources

List of Documents

Doc ID	Document Name	Chapter Name	Properties	Doc Source	Status
01081	S3933_PDF.pdf	S3933_PDF		LocalFile	YTS

Choose Documents - Smartsheet

This screen allows you to choose documents from Smartsheet. Please click the + button to create a connection to list all the documents.

Data Source Name: Existing Connection

Handling Form

- Choose [Handle as Sheet] if you need to show all records in a Tabular format.
- Choose [Handle as Form] if you need to show one or more records in a Form-like format.

Handle as Sheet  Handle as Form

Select Records

Select Forms

Sheets

- Lake Tahoe
  - Middlefallow
  - Westerly
  - ACCOUNTING
  - Banquet M
  - Dine Diliger
  - ENGINEERI
  - FOOD & BE
  - FRONT OFF
  - GENERAL
  - HUMAN RE
  - INVENTORY
  - LOGISTICS
  - Middlefallow
  - Middlefallow 2020 Catering Pace Report

Inn at Middlefallow Social Catering Pace Report\_Report\_1\_24381.docx

Inn at Middlefallow Social Catering Pace Report\_Report\_2\_24382.docx

Inn at Middlefallow Social Catering Pace Report\_Report\_3\_24383.docx

Inn at Middlefallow Social Catering Pace Report\_Report\_4\_24384.docx

Inn at Middlefallow Social Catering Pace Report\_Report\_5\_24385.docx

**Next**

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Ultra Document x ultradocuments.com/Document/v1 +

localhost:3391/home.aspx

**Ultra Documents™**

New Ultra Document (BP\_38839)

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive, You may also create custom Forms. Further, you can documents and merge into an Ultra Document.

Add files from one of the following data sources

List of Documents

Doc ID	Document Name	Chapter Name	Properties	Doc Source	Status
01081	S3933_PDF.pdf	S3933_PDF		LocalFile	YTS

Choose Documents - Smartsheet

This screen allows you to choose documents from Smartsheet. Please click the + button to create a connection to list all the documents.

Handling Form

You have chosen to open: ... at Middlefallow Social Catering Pace Report\_Report\_1\_18741.docx which is a Microsoft Word Document (12.7 KB) from: http://localhost:3391

What should Firefox Developer Edition do with this file?

Open with Microsoft Word (default)

Save File

Do this automatically for files like this from now on.

**OK** **Cancel**

Select Records

Select Forms

Sheets

- Lake Tahoe
  - Middlefallow
  - Westerly
  - ACCOUNTING
  - Banquet M
  - Dine Diliger
  - ENGINEERI
  - FOOD & BE
  - FRONT OFF
  - GENERAL
  - HUMAN RE
  - INVENTORY
  - LOGISTICS
  - Middlefallow
  - Middlefallow 2020 Catering Pace Report

**Next**

**Ultra Document** | [ultradocuments.com/DocumentView](#) | +

localhost:8391/home.aspx

### Ultra Documents™

New Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive, You may also create custom Forms. Further, you can documents and merge into an Ultra Document.

Add files from one of the following data sources

List of Documents

Doc ID	Document Name	Chapter Name	Properties	Doc Source	Status
01081	53933_PDF.pdf	53933_PDF		LocalFile	YTS

Choose Documents - Smartsheet

This screen allows you to choose documents from Smartsheet. Please click [+ ] button to create a connection to list all the documents.

Data Source Name: Existing Connection

Handling Form

- Choose [Handle as Sheet] if you need to show all records in a Tabular format.
- Choose [Handle as Form] if you need to show one or more records in a Form-like format.

Handle as Sheet  Handle as Form

Drag & drop the document from tree to [List of Documents] table.

Automatic Zoom

Next

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**Ultra Document** | [ultradocuments.com/DocumentView](#) | +

localhost:8391/home.aspx

### Ultra Documents™

New Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive, You may also create custom Forms. Further, you can documents and merge into an Ultra Document.

Add files from Create a new Connection

You do not have a connection created for OneDrive yet. Use this screen to create a new connection and start adding documents from OneDrive.

Note: You should have a valid OneDrive ID that exists already.

Connection Name:  This can be any descriptive name to identify this connection.

User Id:  Enter the OneDrive User ID and click on 'Authenticate' button. This ID should be a valid OneDrive ID that exists already.

Authenticate Close

Choose Documents - OneDrive

This screen allows you to choose documents from OneDrive. Please click [+ ] button to create a connection for your OneDrive account. Please click [Open OneDrive] button to list all the documents from your account.

Data Source Name: OneDrive Existing Connection:

Automatic Zoom

Drag & drop the document from tree to [List of Documents] table.

Next

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Version 3.2.3

**Ultra Document** | [ultradocuments.com/DocumentView](#) | +

localhost:8391/home.aspx

**Ultra Documents™**

New Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive. You may also create custom Forms. Further, you can documents and merge into an Ultra Document.

Add files from Create a new Connection

You do not have a connection created for Google Drive yet. Use this screen to create a new connection and start adding documents from Google Drive.

Note: You should have a valid Google Drive ID that exists already.

Connection Name:  This can be any descriptive name to identify this connection.

User Id:  Enter the Google Drive User ID and click on 'Authenticate' button. This ID should be a valid Google Drive ID that exists already.

**Choose Documents - Google Drive**

This screen allows you to choose documents from Google Drive. Please click [+ ] button to create a connection for your Google Drive account. Please click [Open Google Drive] button to list all the documents from your account.

Data Source Name: Google Drive Existing Connection:

Drag & drop the document from tree to [List of Documents] table.

**Next**

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**Ultra Document** | [ultradocuments.com/DocumentView](#) | +

localhost:8391/home.aspx

**Ultra Documents™**

New Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Add documents from Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive. You may also create custom Forms. Further, you can documents and merge into an Ultra Document.

Add files from one of the following data sources

Add Local Files

**List of Documents**

Doc ID	Document Name	Chapter Name	Doc Source	Status
01081	53933_PDF.pdf	53933_PDF	LocalFile	YTS
01082	Inn at Middletown Social Catering Pace Report	Inn at Middletown Social Catering Pace Report	Smartsheet	YTS

**Choose Documents - Custom Forms**

This screen allows you to choose custom forms. To create a new form please click [+ Create a New Form] button. Add Forms to the Ultra Document. Later, use [ Properties] button to transform form data into a professional document/sheet.

Manage Forms  New Form

Drag and drop a form from the list below into the List of Documents table.

**Forms**

- LC TEST
- hgyd
- weds

**Next**

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Version 3.2.3

localhost:38391/master2.aspx    ultradocuments.com/Documents/  +    localhost:38391/master2.aspx

**Ultra Documents™** Premium Krishnaraj R

List of Forms

Search Form Name  Sort Form Name A Z

Form Name	Created By	Created Date	Modified By	Modified Date	Edit	View	Delete
hgfdy	krishnaraj@cygnussoftwares.com	08/21/2020 06:57:30	krishnaraj@cygnussoftwares.com	08/29/2020 02:24:01			
wwds	krishnaraj@cygnussoftwares.com	08/29/2020 02:24:40	krishnaraj@cygnussoftwares.com	09/05/2020 01:05:52			
LC TEST							

Forms  
LC TEST  
hgfdy  
wwds  
ASHWORTH  
Manchester

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localhost:38391/FromDataTable.aspx    ultradocuments.com/Documents/  +    localhost:38391/FromDataTable.aspx

**Ultra Documents™** Premium Krishnaraj R

hgfdy - List

The table below lists all records of the Form (hgfdy). To create a new record, please click Add New Record button.

Show my records  Show all records Copy URL (Form) Add New Record Refresh

Number	MultiLine	MultiLine	MultiLine

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hgfdy      ultradocuments.com/Documents/

localhost:8080/tbd/formoperation/form/wkoZ/FORM40353?dataname=&templatename=BP\_38839

**hgfdy**

kgjt

---

MultiLine

MultiLine

MultiLine

Submit    Cancel

localhost:38391/FromDataTable.aspx      ultradocuments.com/Documents/

localhost:38391/FromDataTable.aspx

**Ultra Documents™**

Premium    Krishnaraj R

hgfdy - List

The table below lists all records of the Form (hgfdy). To create a new record, please click Add New Record button.

	Number	MultiLine	MultiLine	MultiLine
	1	dgvs	fdccbhd	xdffgd

Show my records  Show all records  Copy URL (Form) Add New Record Refresh

localhost:38391/FromDataTable.aspx x ultradocuments.com/Documents/x +

Ultra Documents™

hgfdy - List

The table below lists all records of the Form (hgfdy). To create a new record, please click Add New Record button.

Show my records  Show all records Copy URL (Form) Add New Record Refresh

	Number	MultiLine	MultiLine
		1	dgys fdcbhd xdffgd

**Copy URL**

<http://localhost:38391/FromDataTable.aspx?formid=FORM40353&customerkey=jwkoZ&parentid=&formname=hgfdy>

[Close](#) [Copy to Clipboard](#)

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localhost:38391/master2.aspx x ultradocuments.com/Documents/x +

Ultra Documents™

List of Forms

Search Form Name Enter the Folder name

Form Name	Created By	Date Created	Modified Date	Edit	View	Delete
hgfdy	krishnaraj@cygnussoftwares.com	08/21/2020 06:57:30	08/29/2020 02:24:01			
wwds	krishnaraj@cygnussoftwares.com	08/29/2020 02:24:40	09/05/2020 01:05:52			
LC TEST						

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javascript:\_doPostBack('ctl00\$body\$newfoldln','')

Version 3.2.3

localhost:3839/formgen.aspx    ultradocuments.com/Documents/  +

localhost:3839/formgen.aspx    Krishnaraj R

**Ultra Documents™**

**Form Builder**

**BASIC FIELDS**

SingleLine	MultiLine
RadioButton	Dropdown
Date	Time
Section Break	E-Mail
CheckBox	MultiChoice

**hgfdy**  
kgt

Multiline

Multiline

Multiline

**FORM PROPERTIES**

Form Title: hgfdy  
Description: kgt  
Label Alignment: Top Left Right

Save Save as Preview

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localhost:3839/formgen.aspx    ultradocuments.com/Documents/  +

localhost:3839/formgen.aspx    Krishnaraj R

**Ultra Documents™**

**Form Builder**

**BASIC FIELDS**

SingleLine	MultiLine
RadioButton	Dropdown
Date	Time
Section Break	E-Mail
CheckBox	MultiChoice

**hgfdy**  
kgt

Multiline

Multiline

Multiline

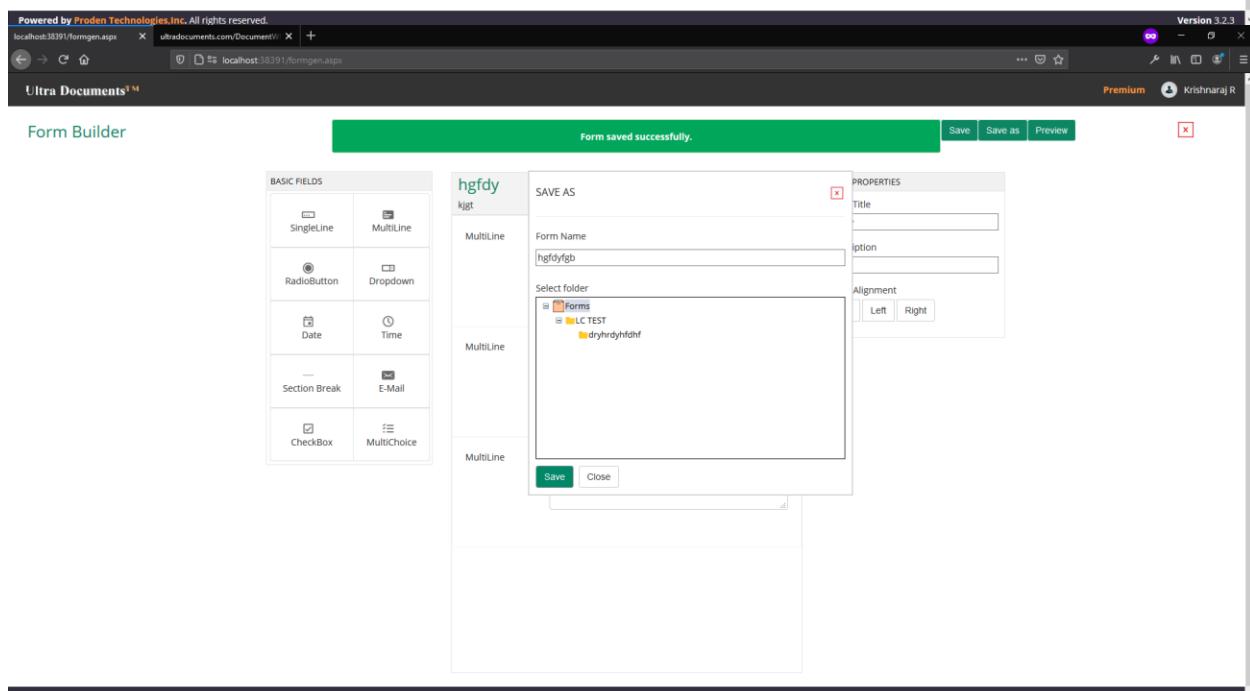
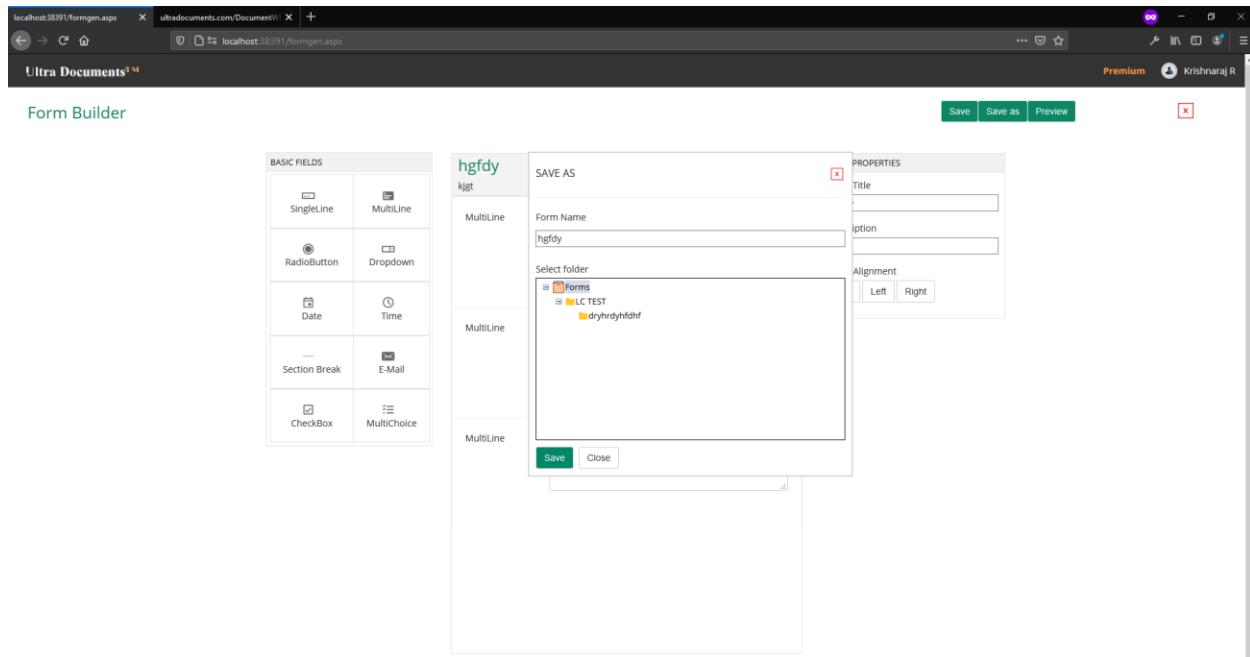
**FORM PROPERTIES**

Form Title: hgfdy  
Description: kgt  
Label Alignment: Top Left Right

Save Save as Preview

Version 3.2.3

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Screenshot of the Ultra Documents application showing the 'List of Forms' page. A modal dialog box is displayed, asking for confirmation to delete multiple forms: 'hgfdy', 'hgfdgfb', 'wweds', and 'LC TEST'. The dialog includes 'OK' and 'Cancel' buttons.

Form Name	Created By	Created Date	Modified By	Modified Date	Edit	View	Delete
hgfdy	krishnaraj@cygnussoftwares.com	08/21/2020 06:57:30	krishnaraj@cygnussoftwares.com	09/14/2020 21:23:04			
hgfdgfb	krishnaraj@cygnussoftwares.com	09/14/2020 21:23:22	krishnaraj@cygnussoftwares.com	09/14/2020 21:23:22			
wweds	krishnaraj@cygnussoftwares.com			09/05/2020 01:05:52			
LC TEST							

Create New Form

Enter the Form Name \*

Enter the Form Description

Screenshot of the Ultra Documents Form Builder interface showing two windows.

The top window shows a modal dialog box with the message "Form name must be filled out." and an "OK" button. Below it, the main form creation screen has fields for "Enter the Form Name" (with placeholder "Enter Form Name \*") and "Enter the Form Description".

The bottom window shows the "Form Builder" interface with the following components:

- BASIC FIELDS** panel:
  - SingleLine
  - MultiLine
  - RadioButton
  - Dropdown
  - Date
  - Time
  - Section Break
  - E-Mail
  - CheckBox
  - MultiChoice
- FORM PROPERTIES** panel:
  - Form Title: dsg
  - Description: dfhg
  - Label Alignment: Left
- Buttons at the top right: Save, Save as, Preview, and a close button.

Page footer: Powered by Proden Technologies Inc. All rights reserved. Microsoft Store. Version 3.2.3.

localhost:38391/E-signature2.aspx    ultradocuments.com/Documents/    +

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### Add E-Signature

Add E-Signature fields or other form fields to this document.

Page 1 of 7

**Signature Elements**

--	--

**Other Elements**


**Edit this document**

--	--	--

**Edit Paragraph**

1.	2.	3.
----	----	----

**Reset this document**

localhost:38391/E-signature2.aspx    ultradocuments.com/Documents/    +

Ultra Documents™ Premium Krishnaraj R

### Edit E-Signature

Edit E-Signature fields or other form fields to this document.

Page 1 of 7

**Signature Elements**

--	--

**Other Elements**


**Edit this document**

--	--	--

**Edit Paragraph**

1.	2.	3.
----	----	----

**Reset this document**

localhost:38391/E-signature2.aspx    ultradocuments.com/Documents/    +

Ultra Documents™ Premium Krishnaraj R

### Edit E-Signature

Edit E-Signature fields or other form fields to this document.

Page 1 of 7

**Signature Elements**

--	--

**Other Elements**


**Edit this document**

--	--	--

**Edit Paragraph**

1.	2.	3.
----	----	----

**Reset this document**

Ultra Documents - Home | ultradocuments.com/DocumentView | +

localhost:38391/home.aspx

### Ultra Documents™

Edit Ultra Document (BP\_38839)   

 Add E-Sign  Share this Document

Edit your Ultra Document. Add or remove documents, change document properties etc.

Add files from one of the following data source

Custom Templates System Templates

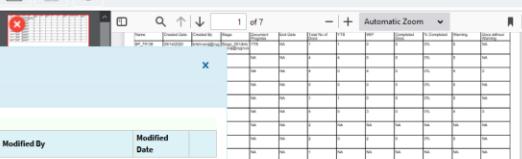
E-SIGN DOCUMENTS

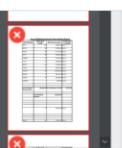
ID	Name	Enable Esign	Workflow Name	Created By	Created Date	Modified By	Modified Date
Ensign_35000	BP_85168	false	-	krishnaraj@cygnussoftwares.com	08/30/2020 19:28:52	krishnaraj@cygnussoftwares.com	08/30/2020 19:28:52

List of Documents

Doc ID	Document Name
01081	53933_PDF.pdf
01082	Inn at Middletown Social Catering Page Report

**PREVIEW**





**Next**

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localhost:38391/E-signature2.aspx | ultradocuments.com/DocumentView | +

localhost:38391/E-signature2.aspx

### Ultra Documents™

Edit E-Signature

Edit E-Signature fields or other form fields to this document.

Page 1 of 7 Page No:    

**Signature Elements**

 Signature	 Initial
---	---

**Other Elements**

 Label	 Text
 Checkbox	 Comments
 Number	 Date
 Char Group	 Multiline

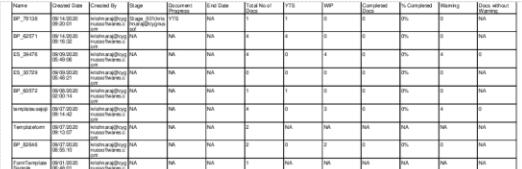
**Edit this document**

 Eraser	 Highlight	 Blackout
--	---	--

**Edit Paragraph**

 Select	 Delete	 Insert Text
--	--	---

**Reset this document**



localhost:38391/E-signature2.aspx | ultradocuments.com/Document1 | +

Ultra Documents™ Premium Krishnaraj R

### Edit E-Signature

Edit E-Signature fields or other form fields to this document.

Page 1 of 7

**Signature Elements**

- Signature
- Initial

**Other Elements**

- Label
- Text
- Checkbox
- Comments
- Number
- Date
- Char Group
- Multiline

**Edit this document**

- Eraser
- Highlight
- Blackout

**Edit Paragraph**

- Select
- Delete
- Insert Text

Reset this document

Properties [Label]

Read Only  Read Only

Help text to display

Font Size 12px **A+** **A-**

Font Family Arial

Font Color Black

Font Style **B** *I* U

Enter Label Text

Index Value 2

localhost:38391/E-signature2.aspx | BP\_38839\_CtMm.pdf | ultradocuments.com/Document1 | +

Ultra Documents™ Premium Krishnaraj R

### Edit E-Signature

Edit E-Signature fields or other form fields to this document.

E Sign design saved successfully. Next, click on [Share document] button.

Page 1 of 7

**Signature Elements**

- Signature
- Initial

**Other Elements**

- Label
- Text
- Checkbox
- Comments
- Number
- Date
- Char Group
- Multiline

**Edit this document**

- Eraser
- Highlight
- Blackout

**Edit Paragraph**

- Select
- Delete
- Insert Text

Reset this document

Properties [Label]

Read Only  Read Only

Help text to display

Font Size 12px **A+** **A-**

Font Family Arial

Font Color Black

Font Style **B** *I* U

Enter Label Text

Index Value 2

localhost:3839/E-signature2.aspx BP\_38839\_CtMm.pdf ultradocuments.com/Documents/ + Krishnaraj R Premium

### Edit E-Signature

Edit E-Signature fields or other form fields to this document.

Signature Elements

Other Elements

Edit this document

Edit Paragraph

Reset this document

Save As Template

E Sign design saved successfully. Next, click on [Share document] button.

Template Name : BP\_38839

Save Close

Properties [Label]

Read Only  Read Only

Help text to display

Font Size 12px A+ A-

Font Family Arial

Font Color  

Font Style **B** *I* U

Enter Label Text

Index Value 2

Name	Created Date	Created By	Stage	Document Status	End Date	Total No of YTD	WIP	% Considered	% Warning	% Rejected
BP_79108	09/14/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	1	0%	0%	0%
BP_8021	09/14/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38476	09/14/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38199	09/14/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38712	09/14/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38695	09/17/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
Translatom	09/17/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	2	NA	NA	NA
BP_38644	09/17/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38768	09/17/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38839	09/17/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%

localhost:3839/E-signature2.aspx BP\_38839\_CtMm.pdf ultradocuments.com/Documents/ + Krishnaraj R Premium

### Edit E-Signature

Edit E-Signature fields or other form fields to this document.

Signature Elements

Other Elements

Edit this document

Edit Paragraph

Reset this document

Share This Document

Choose or Create a Workflow to share this document.

Share this Document Just enter e mail ids to share this document with.

Advanced Workflow Creates multiple teams and rules to share this document with.

Choose a Workflow

Properties [Label]

Read Only  Read Only

Help text to display

Font Size 12px A+ A-

Font Family Arial

Font Color  

Font Style **B** *I* U

Enter Label Text

Index Value 2

Name	Created Date	Created By	Stage	Document Status	End Date	Total No of YTD	WIP	% Considered	% Warning	% Rejected
BP_79108	09/14/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	1	0%	0%	0%
BP_8021	09/14/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38476	09/14/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38199	09/14/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38712	09/14/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38695	09/17/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
Translatom	09/17/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	2	NA	NA	NA
BP_38644	09/17/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38768	09/17/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%
BP_38839	09/17/2015	krishnaraj@ultradocuments.com	1	Not Started	N/A	0	0	0%	0%	0%

Ultra Documents - Home    BP\_38839\_CtMm.pdf    ultradocuments.com/Document(s)    +

localhost:8391/home.aspx

Ultra Documents™

Edit Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Assign a workflow to this Ultra Document. Click [ Share this Document ] button to create a workflow or click [Choose Workflow] button to choose an existing workflow.

Share (via E Mail) share with Approvals Share this Session Choose Workflow Create workflow

Selected Workflow:

Field Security Start Workflow Cancel Workflow View Logs Reset Workflow

PREVIEW

Choose Workflow

Assign a workflow for this document. click [+] button to create new.

Search sort ↗ ↘ ↙ ↘

Workflow Name

Name	Description	Created Date	Last Modified	Owner	Comments
adv_wk		2023-09-11 10:30:00	2023-09-11 10:30:00	krishna	Test Workflow
Advanced Workflow		2023-09-11 10:30:00	2023-09-11 10:30:00	krishna	Test Advanced Workflow
mhgqv		2023-09-11 10:30:00	2023-09-11 10:30:00	krishna	Test mgqv
pmhadvch		2023-09-11 10:30:00	2023-09-11 10:30:00	krishna	Test pmhadvch
ssi		2023-09-11 10:30:00	2023-09-11 10:30:00	krishna	Test ssi
testadv		2023-09-11 10:30:00	2023-09-11 10:30:00	krishna	Test testadv

Field Security Start Workflow Cancel Workflow View Logs Reset Workflow

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Ultra Documents - Home    BP\_38839\_CtMm.pdf    ultradocuments.com/Document(s)    +

localhost:8391/home.aspx

Ultra Documents™

Edit Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Assign a workflow to this Ultra Document. Click [ Share this Document ] button to create a workflow or click [Choose Workflow] button to choose an existing workflow.

Share (via E Mail) share with Approvals Share this Session Choose Workflow

Selected Workflow:

Field Security Start Workflow Cancel Workflow View Logs Reset Workflow

PREVIEW

Share Document

E Mail the Output / Generated document.

Email ID :

Choose a User

Add a new user/Choose from existing user  Generate before sharing

Email ID	Delete
----------	--------

Click ( Sign Button to add Email ID's

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Version 3.2.3

Ultra Document    Ultra Workflow    BP\_38839\_C4Mm.pdf    ultradocuments.com/DocumentW...    +

localhost:8080/tbd/UltraWorkflow.jsf?emailid=krishnaraj@cygnussoftwares.com&hand\_shake\_key=Iz2Ff198MBbtp5U

**Ultra Documents™**

## Share this Document

Add users to share the document with. And, click [Share Now] if you like to share the document immediately. Or, click [Save] to save this now and share at a later time.

Workflow Name: WF946

Enter E Mail IDs to share this document

E Mail ID	Name	Remove

Distribution method

Send this document to one reviewer at a time

Send this document to all reviewers at once

Send Reminders

Send reminder after  days

Send  reminders, with  day(s) interval

**Save for Later**   **Share Now**   **Close**

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Ultra Document    Ultra Workflow    BP\_38839\_C4Mm.pdf    ultradocuments.com/DocumentW...    +

localhost:8080/tbd/home.aspx

**Ultra Documents™**

Edit Ultra Document (BP\_38839)

Documents    Add E-Sign    **Share this Document**

Assign a workflow to this Ultra Document. Click [Share this Document] button to create a workflow or click [Choose Workflow] button to choose an existing workflow.

**Selected Workflow:**

Share (via E Mail)   share with Approvals   Share this Session   Choose Workflow

Field Security   Start Workflow   Cancel Workflow   View Logs   Reset

**PREVIEW**

**Share this Session**

Share this Session, so the User can access, run this Session. Also, you may assign Edit, View only privileges.

Email ID:    **Editor with share**

Add a new user/Choose from existing user

Email ID	Share Type	Delete
Click () Sign Button to add Email ID's		

**Click () Sign Button to add Email ID's**

**Ok**   **Cancel**

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**Workflow**

Workflow Name:

New Stage  
Stage Name:  Ok

Default Stages:  
 public:   
 Admin:

Stages: 3

Save Close

**Ultra Documents™**

Edit Ultra Document (BP\_38839)

Documents Add E-Sign Share this Document

Assign a workflow to this Ultra Document. Click [Share this Document] button to create a workflow or click [Choose Workflow] button to choose an existing workflow.

Share (via E Mail) share with Approvals Share this Session Choose Workflow Create workflow

Selected Workflow:

Field Security Start Workflow Cancel Workflow View Logs Reset Workflow

**PREVIEW**

Assign Timeline

Assign a Timeline for this Workflow.

Assign Timeline  For each team

Team	Start Date	End Date	Effective Start Date	Effective End Date
Create				
Review				
Approve				

Send alerts  day before deadline  
 Send alerts After deadline. Send  alert at  Day intervals  
 Send alerts to subsequent teams also if they are overdue as well.

Ok

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Ultra Document   Hierarchy Workflow   Ultra Workflow   BP\_38839\_C4Mm.pdf   ultradocuments.com/Document/

**Ultra Documents™**

Edit Ultra Document (BP\_38839) You have selected Advanced Workflow. Next, click on the [Start Workflow] button.

Recent Documents | Frequently Used | Recent Searches | Video tutorial | User Guide | Import PDF | User Maintenance | Premium | My Account | Krishnaraj R

Documents Add E-Sign Share this Document

Assign a workflow to this Ultra Document. Click [Create Simple Workflow] to create a workflow or click [Choose Workflow] button to choose an existing workflow.

Share (via Email) share with Approvals Share this Session Change Workflow Create workflow

Selected Workflow: Advanced Workflow

Field Security Start Workflow Cancel Workflow View Logs Reset Workflow

**Create**

park@cygnussoftwares.com	YTS	Comments	harry@cygnussoftwares.com	YTS	Comments
--------------------------	-----	----------	---------------------------	-----	----------

**Review**

paul@cygnussoftwares.com	YTS	Comments	leo@cygnussoftwares.com	YTS	Comments
--------------------------	-----	----------	-------------------------	-----	----------

mark@cygnussoftwares.com	YTS	Comments
--------------------------	-----	----------

**PREVIEW**

Automatic Zoom

Name	Created Date	Last Modified	Document	File Size	Type	Comments	Workflow	Owner	Modified	% Complete	Sharing	Checkoff
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	park@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	harry@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	leo@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	mark@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	park@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	harry@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	leo@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	mark@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None

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Ultra Document   Hierarchy Workflow   Ultra Workflow   BP\_38839\_C4Mm.pdf   ultradocuments.com/Document/

**Ultra Documents™**

Edit Ultra Document (BP\_38839)

Recent Documents | Frequently Used | Recent Searches | Video tutorial | User Guide | Import PDF | User Maintenance | Premium | My Account | Krishnaraj R

Documents Add E-Sign Share this Document

Assign a workflow to this Ultra Document. Click [Create Simple Workflow] to create a workflow or click [Choose Workflow] button to choose an existing workflow.

Share (via Email) share with Approvals

Selected Workflow: Advanced Workflow

Field Security Start Workflow Cancel

**Start Workflow**

Choose a logo for your organization

This logo is used in the emails sent to the recipients of your documents. Ensure this logo's dimensions are 250 pixel length and 55 pixel height. Image formats supported: .jpg, .png, .avif, .bmp

Ultra Documents™

Use this option to assign users with permissions to e-sign / fill only certain fields.

Workflow Revision

Online Revision Offline Revision

**Create**

park@cygnussoftwares.com	YTS	Comments	harry@cygnussoftwares.com	YTS	Comments
--------------------------	-----	----------	---------------------------	-----	----------

**Review**

paul@cygnussoftwares.com	YTS	Comments	leo@cygnussoftwares.com	YTS	Comments
--------------------------	-----	----------	-------------------------	-----	----------

mark@cygnussoftwares.com	YTS	Comments
--------------------------	-----	----------

**PREVIEW**

Automatic Zoom

Name	Created Date	Last Modified	Document	File Size	Type	Comments	Workflow	Owner	Modified	% Complete	Sharing	Checkoff
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	park@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	harry@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	leo@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	mark@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	park@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	harry@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	leo@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None
BP_38839_C4Mm.pdf	2023-09-18 10:23:59	2023-09-18 10:23:59	BP_38839_C4Mm.pdf	1.2 MB	PDF	0	0	mark@cygnussoftwares.com	2023-09-18 10:23:59	0%	None	None

Ultra Document   Hierarchy Workflow   Ultra Workflow   BP\_38839\_C4Mfm.pdf   ultradocuments.com/Document/

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Edit Ultra Document (BP\_38839)

Workflow started successfully. This document is forwarded to Create (park@cygnussoftwares.com).

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Share (via E Mail) share with Approvals Share this Session Choose Workflow Create workflow

Selected Workflow: Advanced Workflow

Field Security Start Workflow Cancel Workflow View Logs Reset Workflow Workflow started successfully.

Create   Review   Preview

park@cygnussoftwares.com ➔ harry@cygnussoftwares.com  
YTS      YTS  
Comments      Comments

paul@cygnussoftwares.com  
YTS  
Comments

mark@cygnussoftwares.com  
YTS  
Comments

leo@cygnussoftwares.com  
YTS  
Comments

PREVIEW

1 of 7

Name	Created On	Step	Comments	End Date	Total Step	YTS	WF	Completed	In Progress	Waiting	Delayed
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	1		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	2		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	3		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	4		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	5		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	6		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	7		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y

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Audit Log

Event Date Event Name Performed On Performed By Details

09/14/2020 21:50:55 Workflow Started Create krishnaraj@cygnussoftwares.com

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Selected Workflow: Advanced Workflow

Field Security Start Workflow Cancel Workflow View Logs Reset Workflow Workflow started successfully.

Create

park@cygnussoftwares.com ➔ h  
YTS  
Comments

PREVIEW

1 of 7

Name	Created On	Step	Comments	End Date	Total Step	YTS	WF	Completed	In Progress	Waiting	Delayed
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	1		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	2		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	3		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	4		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	5		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	6		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y
BP_38839_C4Mfm.pdf	09/14/2020 21:50:55	7		09/14/2020 21:50:55	1	YTS	YTS	Y	Y	Y	Y

The screenshot displays the Ultra Documents interface. At the top, a navigation bar shows tabs for 'Ultra Document', 'Hierarchy Workflow', 'Ultra Workflow', 'BP\_38839\_C4Mm.pdf', and 'ultradocuments.com/DocumentW...'. The main title 'Ultra Documents™' is at the top left, with a 'Premium' badge. The top right corner shows 'Version 3.2.3' and user information for 'Krishnaraj R'.

The central area has a toolbar with icons for 'Documents', 'Add E-Sign', and 'Share this Document'. A message box says: 'Assign a workflow to this Ultra Document. Click [Create Simple Workflow] button to create a workflow or click [Choose Workflow] button to choose an existing workflow.' Below this are five workflow sharing options: 'Share (via E Mail)', 'share with Approvals', 'Share this Session', 'Choose Workflow', and 'Create workflow'. A modal window titled 'Do you want to cancel this Workflow?' has two buttons: 'Cancel this Workflow' (red) and 'Do not cancel this Workflow' (green). To the right, a 'Workflow started successfully.' message is shown above a timeline diagram. The timeline starts with 'Selected Workflow: Advanced Workflow' and shows a sequence of events: 'Field Security' (blue square), 'Start Workflow' (green square), and 'Workflow started successfully.' (grey square). The 'Review' step is highlighted in blue, showing email addresses: 'park@cygnussoftwares.com' (YTS, Comments) and 'harry@cygnussoftwares.com' (YTS, Comments). The 'Review' step also lists 'paul@cygnussoftwares.com' (YTS, Comments) and 'mark@cygnussoftwares.com' (YTS, Comments). To the right, a 'PREVIEW' section shows a grid of document thumbnails, each with a red circle containing a white number (1 through 7).

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Edit Ultra Document (BP\_38839)

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Assign a workflow to this Ultra Document. Click [Create Simple Workflow] button to create a workflow or click [Choose Workflow] button to choose an existing workflow.

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This will cancel and reset the Workflow. Do you want to continue? Press OK to Continue or Press Cancel.

OK Cancel

Selected Workflow: Advanced Workflow

Field Security Start Workflow Cancel Workflow View Logs Reset Workflow Workflow started successfully.

Create Review

park@cygnussoftwares.com → harry@cygnussoftwares.com  
YTS YTS  
Comments Comments

paul@cygnussoftwares.com  
YTS Comments

mark@cygnussoftwares.com  
YTS Comments

leo@cygnussoftwares.com  
YTS Comments

PREVIEW

1 of 7

Name	Created Date	Modified Date	Document	End Date	Total Work	WF	WF Step	Completed	In Progress	Waiting	Due
BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	2023-09-11 10:30:00	BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	0	0	0	0	0	0	0
BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	2023-09-11 10:30:00	BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	0	0	0	0	0	0	0
BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	2023-09-11 10:30:00	BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	0	0	0	0	0	0	0
BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	2023-09-11 10:30:00	BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	0	0	0	0	0	0	0
BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	2023-09-11 10:30:00	BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	0	0	0	0	0	0	0
BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	2023-09-11 10:30:00	BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	0	0	0	0	0	0	0
BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	2023-09-11 10:30:00	BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	0	0	0	0	0	0	0
BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	2023-09-11 10:30:00	BP_38839_C4Mfm.pdf	2023-09-11 10:30:00	0	0	0	0	0	0	0

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Documents Add E-Sign Share this Document

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Share (via E Mail) share with Approvals Share this Session Change Workflow

Selected Workflow: WF941

Field Security Start Sharing Cancel Sharing View Logs Reset Workflow

Document Status

joji@cygnussoftwares.com  
YTS  
Comments

Template Properties

Use this pop up to save this Business plan as a template.

Template Name:

Template options

Enforce this template  Do not enforce, use this as a guideline only

Properties to enforce

- File Name
- File Types
- Sort Order
- Data sources
  - Data sources - Any
  - Enforce data source for each document
  - Template enforces Source and login credentials
  - Template enforces Source only and user need to provide login credentials

Clear Warnings

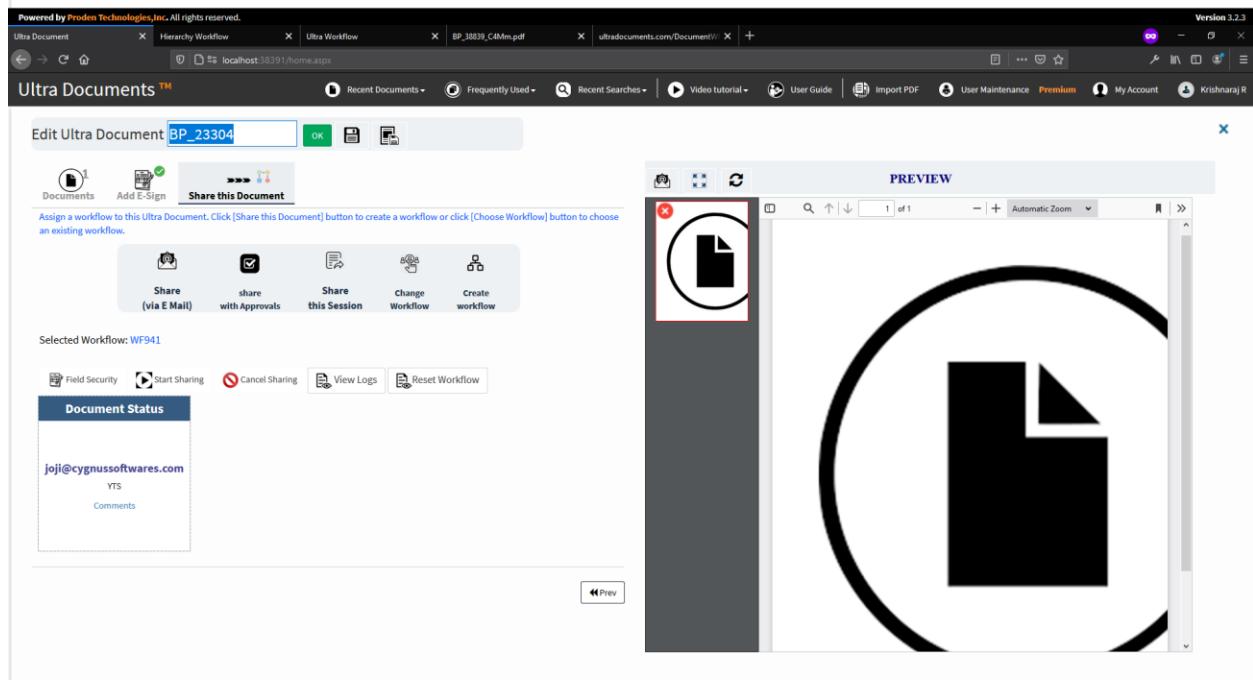
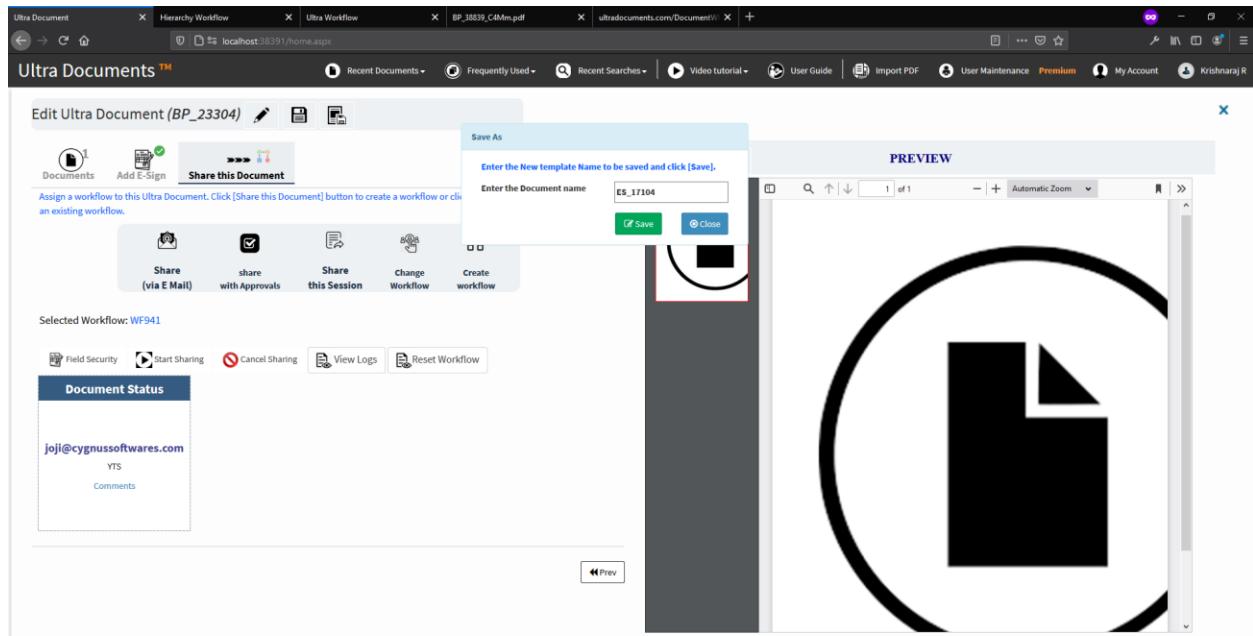
User can clear the Warnings.

Workflow

Enforce Workflow

Save Close

Version 3.2.3



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  - ES\_39476
  - FormTemplateSample
  - Templateform
  - templateuse(j)
- Bhish testing
  - BP\_23304
  - BP\_38839
- ModernUITest
  - BP\_82562
  - ES\_93015
- Renamed
  - BP\_47735
  - BP\_52006
  - BP\_52658
  - BP\_53322
  - BP\_53602
  - BP\_61309

Workflow name : Advanced Workflow

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
BP_38839	09/14/2020 21:11:44	krishnaraj@cygnussoftwares.com	Create(park@cygnussoftwares.co	YTS	NA	2	2	0	0	0%	0	NA	
BP_23304	09/01/2020 23:49:50	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	

**Create**

park@cygnussoftwares.com → harry@cygnussoftwares.com

Comments

**Review**

paul@cygnussoftwares.com

Comments

mark@cygnussoftwares.com

Comments

Version 3.2.3