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Doc ID	Document Name	Chapter Name	Proj
00953	Coronavirus protocols sanitation checklist.docx	Coronavirus protocols sanitation checklist	

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Doc ID	Document Name
00953	Coronavirus protocol sanitization

First 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
Reception 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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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: WF945

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E Mail ID	Name

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Send _____ reminders, with _____ day(s) interval

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Document Status

joji@cygnussoftwares.com YTS Comments

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Online Revision Offline Revision

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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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Workflow Revision

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PREVIEW

Sanitation checklist

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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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Last Name (Optional):

Company Name (Optional):

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Your Registration details:

Web URL: http://localhost:3891/esignature.aspx
Login ID: joji@gmail.com
Password: kwe7ZmIQ
Use this credentials to login and track this document.

You may also create and share additional documents in future.

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

Sanitation checklist

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BP_23304 * Just Approval & E-Sign.

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BP_82562 09/14/2020 09:48:12 krishnar *

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Document

Name	Created Date	Created By
BP_23304	09/14/2020 09:49:41	krishnar
BP_93015	09/14/2020 09:49:41	krishnar
BP_82562	09/14/2020 09:48:12	krishnar
BP_81248		

Workflow

Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed	Warning	Docs without Warning	Controls
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Create/park@cygnussoftwares.co	YTS	NA	1	0	0	1	100%	0	NA	*

Status

Renamed

- BP_47735
- BP_52006
- BP_22656
- BP_53322
- BP_53602
- BP_61309
- BP_65319
- BP_75796
- BP_86668
- BP_98914

Shared

Test

- BP_37371
- BP_10133
- BP_72299
- BP_75921

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Workflow

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BP_93562	09/14/2020 09:48:12	krishnaraj@cygnussoft	ares.co	YTS	1	0	0	1	100%	0	NA

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

Renamed

- BP_47735
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- BP_52656
- BP_53322
- BP_53609
- BP_53199
- BP_57596
- BP_86668
- BP_89914

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Merge Documents

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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
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BP_82562	09/14/2020 09:48:12	krishnaraj@cygnussoftwares.com	Createpark@cygnussoftwares.co	YTS	NA	1	0	0	1	100%	0	NA

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User Maintenance for krishnaraj@cygnussoftwares.com

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		
1	0	Krishnaraj	R	krishnaraj@cygnussoftwares.com	Active	Admin	Edit	Delete
2	1	vishnu	s	vishnu.s@cygnussoftwares.com	Active	User	Edit	Delete
3	2				Disable	User	Edit	Delete
4	3				Disable	User	Edit	Delete
5	4				Disable	User	Edit	Delete
6	5				Disable	User	Edit	Delete
7	6				Disable	User	Edit	Delete
8	7				Disable	User	Edit	Delete

Controls

Warning Docs without Warning NA

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User Maintenance for krishnaraj@cygnussoftwares.com

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

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

Users can generate incomplete documents.

Controls

Warning Docs without Warning NA

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Document WF LIVE - Document WF/src/quartz.properties - Eclipse

Version 3.2.3

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	
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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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Created Date Less Than

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

Doc without Warning
NA
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@cygnussoftwares.com
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 :

Controls

Doc without Warning
NA
NA

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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

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

Controls

Docs without Warning
NA
NA

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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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Search Sort View

Document

Name Created Date Created By

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

File New Open Save Print Refresh

Document Tree:

- Template
- Use this test
- Alisha testing
 - BP_23304
 - BP_42562
 - BP_30015
- ModernUI Test
 - BP_47735
 - BP_52006
 - BP_52656
 - BP_53322
 - BP_53602
 - BP_61309
 - BP_63319
 - BP_57996
 - BP_66668
 - BP_98914
- Renamed
 - BP_37371
 - BP_51033
 - BP_72299
 - BP_75921
- Shared
- Test
 - BP_37371
 - BP_51033
 - BP_72299
 - BP_75921

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Search Sort View

Document

Name Created Date Created By

Name	Created Date	Created By	Stage	Document Progress	End Date	Total No of Docs	YTS	WIP	Completed Docs	% Completed
ES_93015	09/14/2020 09:49:41	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%
ES_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

File New Open Save Print Refresh

Document Tree:

- Template
- Use this test
- Alisha testing
 - BP_23304
 - BP_42562
 - BP_30015
- ModernUI Test
 - BP_47735
 - BP_52006
 - BP_52656
 - BP_53322
 - BP_53602
 - BP_61309
 - BP_63319
 - BP_57996
 - BP_66668
 - BP_98914
- Renamed
 - BP_37371
 - BP_51033
 - BP_72299
 - BP_75921
- Shared
- Test
 - BP_37371
 - BP_51033
 - BP_72299
 - BP_75921

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Search Add Folder

Created Date Less Than

Sort

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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Cannot delete Root/Shared folder, please select any other folder you want to delete

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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
 - templateuse(j)
 - dit test alert
 - BP_8335
 - Template
 - Use this test
 - elisha testing
 - BP_23304
 - ModernUITest
 - BP_K2562
 - ES_33015
 - Renamed
 - BP_47735
 - BP_52006
 - BP_52656

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File/Folder is deleted successfully.

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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
 - templateuse(j)
 - dit test alert
 - BP_8335
 - Template
 - Use this test
 - elisha testing
 - BP_23304
 - ModernUITest
 - BP_K2562
 - ES_33015
 - Renamed
 - BP_47735
 - BP_52006
 - BP_52656
 - BP_S3322
 - BP_53602
 - BP_E1309
 - BP_E5319

javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("ctl00\$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	
SP_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_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 09:20:05	krishnaraj@cygnussoftwares.com	NA	NA	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_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 02:20:14	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	
templateuse(j)	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	

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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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	

Save data in Pdf or Excel form

Export to PDF Export to Excel

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PDF saved successfully C:\Users\System\Downloads\177445.PDF.pdf.

Created Date Less Than mm / dd / yyyy View

Created Date Z A View

Documents

- BP_60572
- BP_62571
- BP_79138
- BP_82646
- ES_30729
- ES_39476
- FormTemplateSample
- Templateform
- templateusejoi
- elisha testing
- BP_23304
- 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 Date	Created By	Stage	Document Progress	End Date	Total No of Docs	c YTS	WIP	Complete	% Complete	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	NA	4	4	0	0	0%	0	NA							
5	ES_39476	krishnaraj	NA	NA	NA	4	0	4	0	0%	4	0							
6	ES_30729	krishnaraj	NA	NA	NA	0	0	0	0	0%	0	NA							
7	BP_60572	krishnaraj	NA	NA	NA	1	1	0	0	0%	0	NA							
8	templateusejoi	krishnaraj	NA	NA	NA	4	0	3	0	0%	4	0							
9	Templateform	krishnaraj	NA	NA	NA	2	NA	NA	NA	NA	NA	NA							
10	BP_82646	krishnaraj	NA	NA	NA	2	0	2	0	0%	0	NA							
11	FormTemplateSample	krishnaraj	NA	NA	NA														
12																			
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14																			
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17																			
18																			
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24																			
25																			

Exported from gridview

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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
- ES_30476
- ES_30729
- 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

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Ultra Documents - Home

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

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

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	
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	

Sort

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(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

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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	Edit
BP_62571	09/14/2020 09:16:31	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	4	0	0	0%	0	NA	Edit
ES_39476	09/09/2020 05:49:06	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	4	0	0%	4	0	Edit
ES_30729	09/09/2020 05:48:21	krishnaraj@cygnussoftwares.com	NA	NA	NA	0	0	0	0	0%	0	NA	Edit
BP_60572	09/08/2020 02:00:14	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	Edit
templateuse:poj	09/07/2020 09:14:42	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	3	0	0%	4	0	Edit
Templateform	09/07/2020 09:13:07	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	Edit
BP_82646	09/07/2020 08:55:10	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	0	2	0	0%	0	NA	Edit
FormTemplateSample	09/01/2020 06:48:01	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	Edit

View

Created Date Less Than mm / dd / yyyy

Workflow

Status

Controls

Documents

- BP_60572
- BP_62571
- BP_79138
- BP_82646
- ES_30729
- ES_39476
- FormTemplateSample
- Templateform
- templateuse:poj
- Alisa testing
- BP_23304
- ModernUITest
- BP_82562
- ES_39015
- Renamed
- BP_47735
- BP_S2006
- BP_S2656
- 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	Edit
BP_62571	09/14/2020 09:16:31	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	4	0	0	0%	0	NA	Edit
ES_39476	09/09/2020 05:49:06	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	4	0	0%	4	0	Edit
ES_30729	09/09/2020 05:48:21	krishnaraj@cygnussoftwares.com	NA	NA	NA	0	0	0	0	0%	0	NA	Edit
BP_60572	09/08/2020 02:00:14	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	1	0	0	0%	0	NA	Edit
templateuse:poj	09/07/2020 09:14:42	krishnaraj@cygnussoftwares.com	NA	NA	NA	4	0	3	0	0%	4	0	Edit
Templateform	09/07/2020 09:13:07	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	NA	NA	NA	NA	NA	NA	Edit
BP_82646	09/07/2020 08:55:10	krishnaraj@cygnussoftwares.com	NA	NA	NA	2	0	2	0	0%	0	NA	Edit
FormTemplateSample	09/01/2020 06:48:01	krishnaraj@cygnussoftwares.com	NA	NA	NA	1	NA	NA	NA	NA	NA	NA	Edit

View

Created Date Less Than mm / dd / yyyy

Workflow

Status

Controls

Documents

- BP_60572
- BP_62571
- BP_79138
- BP_82646
- ES_30729
- ES_39476
- FormTemplateSample
- Templateform
- templateuse:poj
- Alisa testing
- BP_23304
- ModernUITest
- BP_82562
- ES_39015
- Renamed
- BP_47735
- BP_S2006
- BP_S2656
- 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_52006
- BP_52656
- BP_53322
- BP_53602
- BP_61309
- 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	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.

Created Date Greater Than 09 / 15 / 2020 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_52006
- BP_52656
- BP_53322
- BP_53602
- BP_61309
- 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	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
- templateusejoi
- FormTemplateSample
- Templateform
- templateusejoi
- 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 lateSample

Templatefo rm

templateusejoi

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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Ultra Documents - Home + localhost:8391/home.aspx

Ultra Documents™

New Ultra Document (BP_38839) Please choose at least one file in the Choose Documents Tab to proceed further.

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

Next

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Version 3.2.3

This screenshot shows the initial step of creating a new Ultra Document. A green banner at the top right prompts the user to choose at least one file. Below this, there are buttons for 'Documents', 'Add E-Sign', and 'Share this Document'. A note below the buttons specifies supported cloud storage providers: Local Drive, Google Drive, Dropbox, Smartsheet, OneDrive, and the option to create custom forms. A section titled 'Add files from one of the following data sources' includes icons for 'Add Local Files', 'Dropbox', 'Smartsheet', 'OneDrive', 'Google Drive', 'Custom Forms', and 'E-Sign Templates'. On the right, a 'PREVIEW' panel is visible but currently empty. At the bottom left, a 'List of Documents' table shows one entry: Doc ID 01081, Document Name S3933_PDF.pdf, Chapter Name S3933_PDF, Properties LocalFile, Doc Source YTS, and Status Pending. A progress bar in the preview area indicates 'Creating the preview...' and 'Establishing secure connection'.

Ultra Documents - Home + localhost:8391/home.aspx

Ultra Documents™

New Ultra Document (BP_38839) Document S3933_PDF.pdf is uploaded successfully and added to this Ultradocument, at page number 1.

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	Pending

Creating the preview...
Establishing secure connection

Next

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Version 3.2.3

This screenshot shows the document has been successfully uploaded and added to the Ultra Document. A green banner at the top right confirms the upload and provides the page number (1). The 'List of Documents' table now shows the uploaded file. A progress bar in the preview area indicates 'Creating the preview...' and 'Establishing secure connection'.

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/Documents/ +

localhost:3391/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 Dropbox Smartsheet OneDrive Google Drive Custom Forms

List of Documents

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

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.

Drag & drop the document here

Select Records

Select Forms View data

Sheets

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

Apply

Next

Automatic Zoom

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Ultra Document x ultradocuments.com/Documents/ +

localhost:3391/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 Dropbox Smartsheet OneDrive Google Drive Custom Forms

List of Documents

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

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 Middletown Social Catering Pace Report_Report_Row_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

View data

Sheets

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

Apply

Next

Automatic Zoom

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 x ultradocuments.com/DocumentView x +

localhost:38391/master2.aspx

Ultra Documents™

List of Forms

Search Form Name Sort Form Name

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

hgfdy

wwds

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

localhost:38391/FromDataTable.aspx

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) Refresh

Number	MultiLine	MultiLine	MultiLine
--------	-----------	-----------	-----------

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hgfdy x ultradocuments.com/Documents/+
localhost:8080/tbd/formoperation/form/wkoZ/FORM40353?dataname=&templatename=BP_38839

hgfdy
kjgt

MultiLine

MultiLine

MultiLine

Submit **Cancel**

localhost:38391/FromDataTable.aspx x 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

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

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

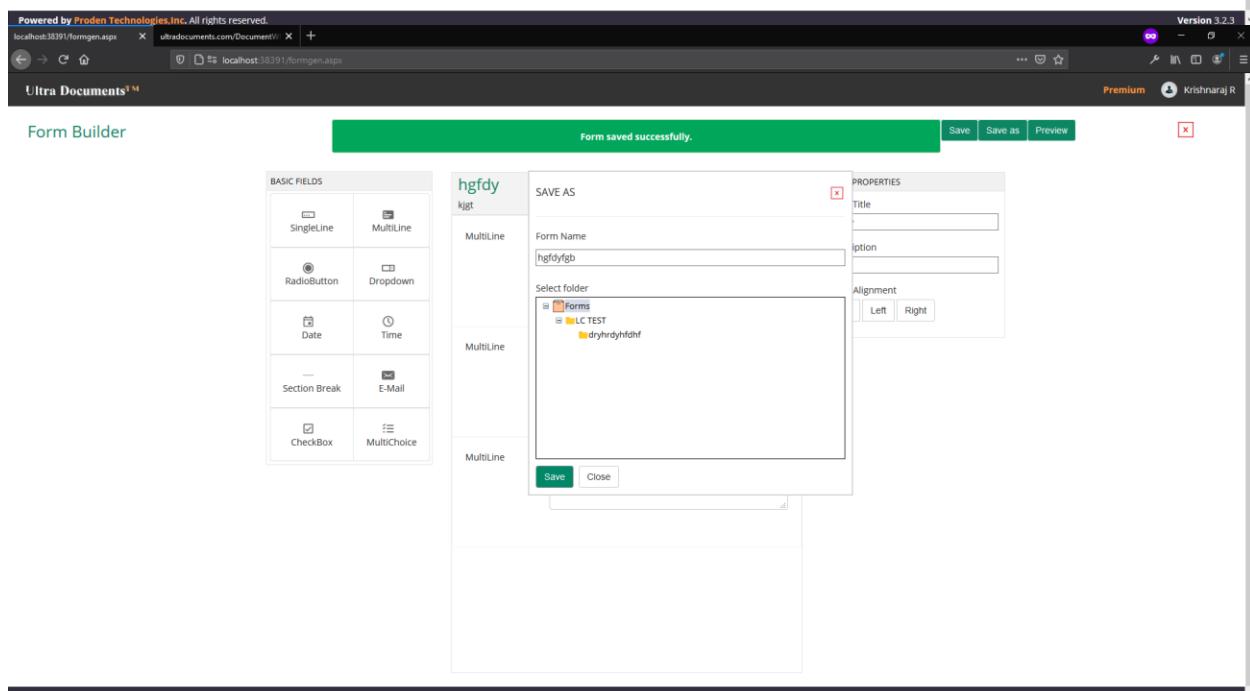
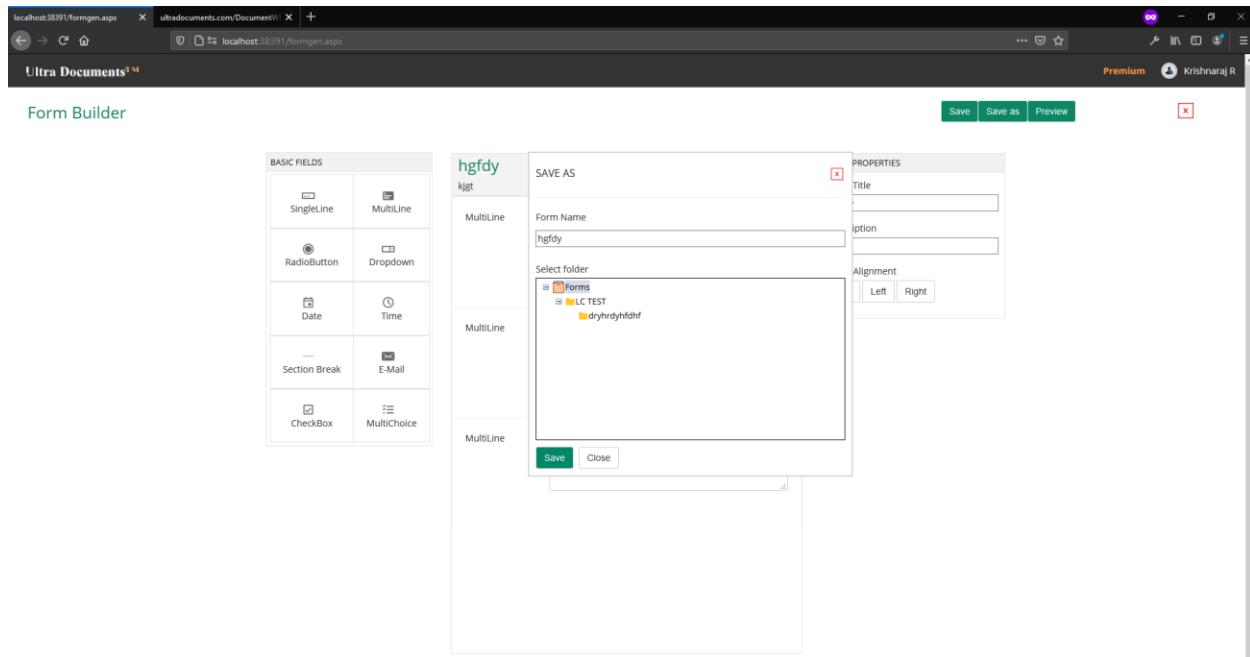
Form Title: hgfdy
Description: kgt
Label Alignment: Top Left Right

Save Save as Preview

Form saved successfully.

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Version 3.2.3



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 window has fields for "Enter the Form Name" (with placeholder "Enter Form Name *") and "Enter the Form Description". It includes "Create" and "Close" buttons.

The bottom window shows the "Form Builder" interface. On the left is a "BASIC FIELDS" toolbar with icons for SingleLine, MultiLine, RadioButton, Dropdown, Date, Time, Section Break, E-Mail, CheckBox, and MultiChoice. In the center, there is a workspace containing a form titled "dsg" with the subtitle "dfhg". On the right is a "FORM PROPERTIES" panel with fields for "Form Title" (set to "dsg"), "Description" (set to "dfhg"), and "Label Alignment" (set to "Left").

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

Ultra Documents™ Premium Krishnaraj R

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

Page No.

Name	Created Date	Created By	Stage	Document	End Date	Total No of Signatures	YTD	WIP	Completed	% Completed	Warning	Last update
SP_79108	09/14/2020	krishnaraj@ultradocuments.com	Initial	SP_79108	N/A	1	0	0	0%	0	0	N/A
SP_80211	09/14/2020	krishnaraj@ultradocuments.com	Initial	SP_80211	N/A	1	0	0	0%	0	0	N/A
SP_79416	09/14/2020	krishnaraj@ultradocuments.com	Initial	SP_79416	N/A	1	0	0	0%	0	0	N/A
SP_80109	09/09/2020	krishnaraj@ultradocuments.com	Initial	SP_80109	N/A	1	0	0	0%	0	0	N/A
SP_80172	09/09/2020	krishnaraj@ultradocuments.com	Initial	SP_80172	N/A	1	0	0	0%	0	0	N/A
SP_80169	09/17/2020	krishnaraj@ultradocuments.com	Initial	SP_80169	N/A	1	0	0	0%	0	0	N/A
SP_80170	09/17/2020	krishnaraj@ultradocuments.com	Initial	SP_80170	N/A	1	0	0	0%	0	0	N/A
SP_80166	09/17/2020	krishnaraj@ultradocuments.com	Initial	SP_80166	N/A	1	0	0	0%	0	0	N/A
SP_80165	09/11/2020	krishnaraj@ultradocuments.com	Initial	SP_80165	N/A	1	0	0	0%	0	0	N/A

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

Page No.

Name	Created Date	Created By	Stage	Document	End Date	Total No of Signatures	YTD	WIP	Completed	% Completed	Warning	Last update
SP_79108	09/14/2020	krishnaraj@ultradocuments.com	Initial	SP_79108	N/A	1	0	0	0%	0	0	N/A
SP_80211	09/14/2020	krishnaraj@ultradocuments.com	Initial	SP_80211	N/A	1	0	0	0%	0	0	N/A
SP_79416	09/14/2020	krishnaraj@ultradocuments.com	Initial	SP_79416	N/A	1	0	0	0%	0	0	N/A
SP_80109	09/09/2020	krishnaraj@ultradocuments.com	Initial	SP_80109	N/A	1	0	0	0%	0	0	N/A
SP_80172	09/09/2020	krishnaraj@ultradocuments.com	Initial	SP_80172	N/A	1	0	0	0%	0	0	N/A
SP_80169	09/17/2020	krishnaraj@ultradocuments.com	Initial	SP_80169	N/A	1	0	0	0%	0	0	N/A
SP_80170	09/17/2020	krishnaraj@ultradocuments.com	Initial	SP_80170	N/A	1	0	0	0%	0	0	N/A
SP_80166	09/17/2020	krishnaraj@ultradocuments.com	Initial	SP_80166	N/A	1	0	0	0%	0	0	N/A
SP_80165	09/11/2020	krishnaraj@ultradocuments.com	Initial	SP_80165	N/A	1	0	0	0%	0	0	N/A

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

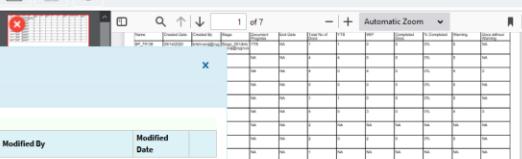
E-SIGN DOCUMENTS

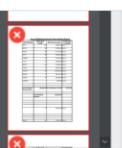
ID	Name	Enable Esign	Workflow Name	Created By	Created Date	Modified By	Modified Date
Ensign_35000	BP_85168	false	-	krishnaraj@cygnussoftwares.com	08/30/2020 19:28:52	krishnaraj@cygnussoftwares.com	08/30/2020 19:28:52

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

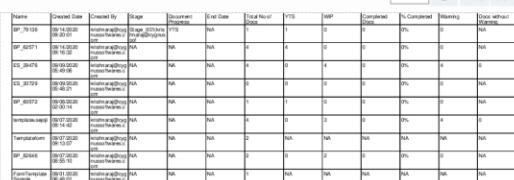
Edit this document

 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.

Page 1 of 7

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

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

The screenshot shows the Ultra Documents editor interface. On the left, there's a sidebar with sections for 'Signature Elements' (Signature, Initial), 'Other Elements' (Label, Text, Checkbox, Comments, Number, Date, Char Group, Multiline), and tools for 'Edit this document' (Eraser, Highlight, Blackout) and 'Edit Paragraph' (Select, Delete, Insert Text). The main workspace shows a document page with several text fields. A central modal dialog box is open, titled 'Save As Template', with the message 'E-Sign design saved successfully. Next, click on [Share document] button.' It contains a table with columns 'Name' and 'Created'. The table has 10 rows, each representing a template entry. Below the table are 'Save' and 'Close' buttons. To the right of the workspace is a 'Properties [Label]' panel with tabs for 'Label' (selected), 'Text', 'Image', and 'Image (Advanced)'. The 'Label' tab includes settings for 'Read Only' (checkbox), 'Help text to display' (text input), 'Font Size' (dropdown with 12px selected), 'Font Family' (dropdown with Arial selected), 'Font Color' (color picker), 'Font Style' (bold, italic, underline buttons), and 'Enter Label Text' (text input with '2' entered). An 'Index Value' dropdown is also present.

The screenshot shows the Ultra Documents interface with several open windows:

- Signature Elements**: A panel on the left containing icons for Signature (blue checkmark) and Initial (A).
- Other Elements**: A panel below it containing icons for Label (person), Text (T), Checkbox, Comments, Number, Date, Char Group, and Multiline.
- Edit this document**: A panel with icons for Eraser, Highlight, and Blackout.
- Edit Paragraph**: A panel with icons for Select, Delete, and Insert Text.
- Reset this document**: A button at the bottom left.
- Properties [Label]**: A panel on the right for setting document properties like Read Only, Help text, font size, family, style, and color.
- Share this Document**: A modal window asking to choose or create a workflow.
- Document List**: A table showing document details like Name, Created By, Stage, Document Status, End Date, Total No. of Pages, YTD, Computed Date, In Consideration, Pending, and Due without Status.
- Page Navigation**: Buttons for Page No., Back, Forward, and Last.

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	Edit	Preview	Delete
adv_wk	edit	preview	delete
Advanced Workflow	edit	preview	delete
mhgiv	edit	preview	delete
pmhadvch	edit	preview	delete
ssi	edit	preview	delete
testadv	edit	preview	delete

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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

Ok Cancel

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Ultra Document Ultra Workflow BP_38839_C4Mm.pdf ultradocuments.com/Document/

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

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/Document/

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:

Field Security Start Workflow Cancel Workflow View Logs Reset

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

Share this Session

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

Email ID: Choose a User

Add a new user/Choose from existing user

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

Ok **Cancel**

Workflow

Workflow Name:

New Stage
Stage Name: Ok

Default Stages:
 public
 Admin

Stages: 3
 Create
 Review
 Approve

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)

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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
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Review

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

The screenshot shows the Ultra Documents interface with a workflow started successfully message. The workflow details pane indicates it's forwarded to Create (park@cygnussoftwares.com). The workflow creation section shows options like Share (via E Mail), share with Approvals, Share this Session, Choose Workflow, and Create workflow. A preview of the workflow steps is shown on the right, listing tasks for users park, mark, and leo. The bottom section displays the current workflow step between park and mark.

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

Selected Workflow: Advanced Workflow

Workflow started successfully.

Create

Review

park@cygnussoftwares.com → harry@cygnussoftwares.com

YTS

Comments

harry@cygnussoftwares.com

YTS

Comments

mark@cygnussoftwares.com

YTS

Comments

leo@cygnussoftwares.com

YTS

Comments

PREVIEW

Name	Created Date	Due Date	Title	Task No.	YTS	Completed	% Complete	Warning	Deadline
BP_38839	2023-09-18 10:15:00	2023-09-18 10:15:00	BP_38839_C4Mm.pdf	1	Y	Y	100%	N	2023-09-18
BP_38839	2023-09-18 10:15:00	2023-09-18 10:15:00	BP_38839_C4Mm.pdf	2	Y	Y	100%	N	2023-09-18
BP_38839	2023-09-18 10:15:00	2023-09-18 10:15:00	BP_38839_C4Mm.pdf	3	Y	Y	100%	N	2023-09-18
BP_38839	2023-09-18 10:15:00	2023-09-18 10:15:00	BP_38839_C4Mm.pdf	4	Y	Y	100%	N	2023-09-18
BP_38839	2023-09-18 10:15:00	2023-09-18 10:15:00	BP_38839_C4Mm.pdf	5	Y	Y	100%	N	2023-09-18
BP_38839	2023-09-18 10:15:00	2023-09-18 10:15:00	BP_38839_C4Mm.pdf	6	Y	Y	100%	N	2023-09-18
BP_38839	2023-09-18 10:15:00	2023-09-18 10:15:00	BP_38839_C4Mm.pdf	7	Y	Y	100%	N	2023-09-18

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Ultra Document Hierarchy Workflow Ultra Workflow BP_38839_C4Mm.pdf ultradocuments.com/DocumentW... +

localhost:3839/home.aspx

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

Edit Ultra Document (BP_38839)

Audit Log

Event Date	Event Name	Performed On	Performed By	Details
09/14/2020 21:50:55	Workflow Started	Create	krishnaraj@cynussoftwares.com	

Assign a workflow to this Ultra Document. Click choose an existing workflow.

Share this Share (via E Mail) w

Selected Workflow: Advanced Workflow

Field Security Start Workflow

successfully.

Create

park@cynussoftwares.com ➔ h
YTS
Comments

PREVIEW

1 of 7	-	+	Automatic Zoom	...
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100

The screenshot displays the Ultra Documents interface. At the top, a navigation bar includes links 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. On the right, there are account-related icons for 'My Account' and 'Krishnaraj R'.

The central area shows a document editor titled 'Edit Ultra Document (BP_38839)'. It features a toolbar with icons for 'Documents', 'Add E-Sign', and 'Share this Document'. A message box prompts the user to '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 is open, asking 'Do you want to cancel this Workflow?' with 'Cancel this Workflow' and 'Do not cancel this Workflow' buttons. To the right, a 'Workflow started successfully.' message is displayed above a timeline diagram showing the 'Advanced Workflow' starting from 'Field Security' and leading to 'Start Workflow'.

On the right side, a 'PREVIEW' section shows a grid of document thumbnails. Each thumbnail has a red circle with a white number indicating the count of pending actions: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 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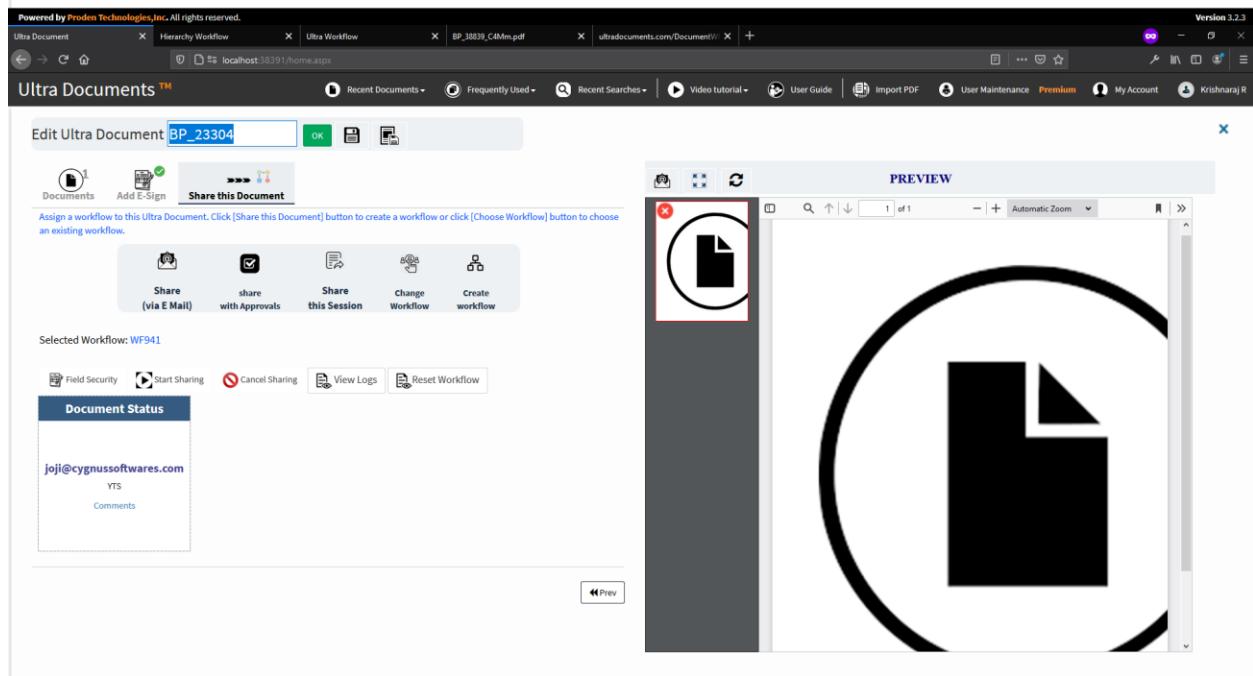
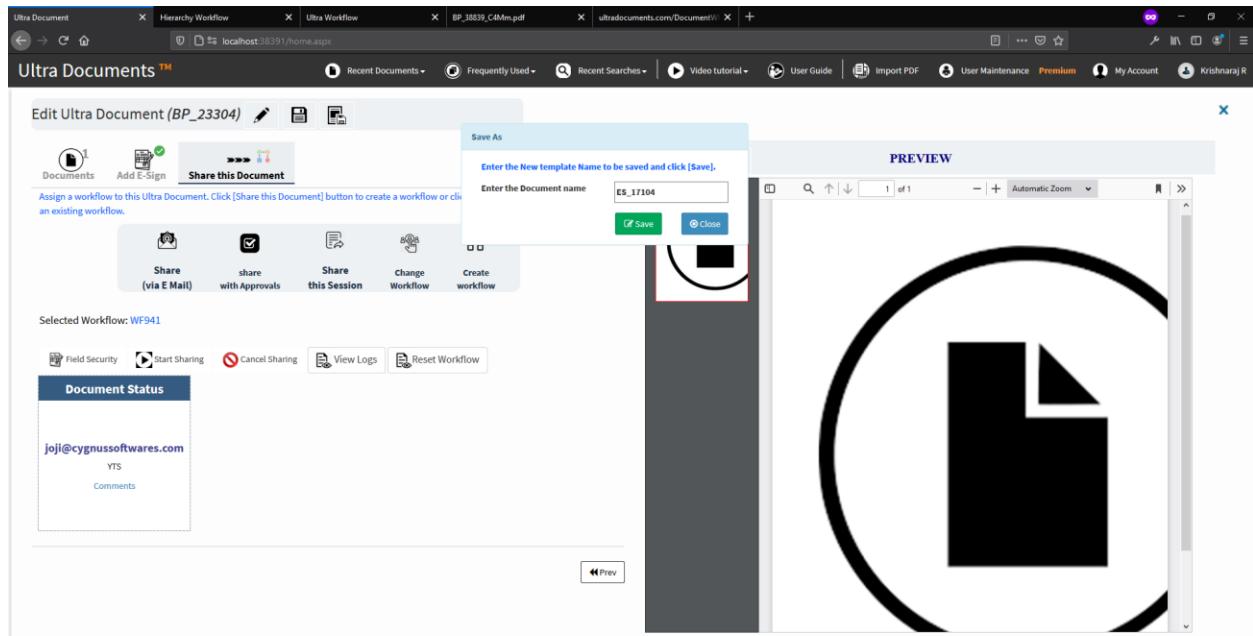
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