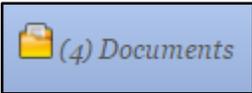
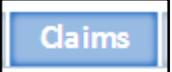


WINS Buttons Glossary

Icon	Name	Location	Purpose
	Sponsor Profile	Main page of sponsor profile-first thing you see when logging in. Farthest left tab.	Edit Sponsor information: users, addresses, phone numbers, etc.
	Documents	Top bar , right below Sponsor name. Can be accessed from other pages.	Upload required documents here, usually during renewal process.
	Edit	Most pages and applications have an edit button in the upper right hand corner of the relative section.	Edit current information that was previously entered.
	Add	Most pages and applications have an add button in the upper right hand corner of the relative section.	Add new information to existing applications, calendars, Sponsor info, etc.
	Applications	Main page of sponsor profile-first thing you see when logging in. Second tab over from left.	Access main Sponsor application for current and past years.
	View	All applications and calendars have a 'view' button to the left of the respective item.	View applications, calendars or other items. Will not grant access to edit anything.
	Revise (Sponsor level)	All <i>approved</i> applications and calendars will have a 'revise' button to the left of the respective item.	Revise applications and calendars. <i>Will automatically reverse approval, will grant access to edit the item.</i>
	History	All applications and calendars will have a 'history' button to the left of the respective item.	View historical data for each item (approval date, number of revisions, etc.).
	Sites	Main page of sponsor profile-first thing you see when logging in. Third tab over from left.	Takes users to location of all Site applications and calendars.
	Select Site	All site applications will have a 'checkmark' select button to the left of the respective application.	Takes users to location of the <i>specific</i> Site application and calendar.
	Site Profile	Main page of site profile-first thing you see when selecting site. First tab on the left.	Edit Site information: staff, addresses, phone numbers, etc.

	Site Applications	Main page of site profile-first thing you see when selecting site. Second tab over from left.	Access specific Site application for current and past years.
	Site Calendars	Main page of site profile-first thing you see when selecting site. Third tab over from left.	Access specific Site calendar for current and past years.
	Edit	All <i>unapproved</i> applications and calendars will have an 'edit' button to the left of the respective item.	Edit specific Site application or calendar.
	Delete	All <i>unapproved</i> applications and calendars will have a 'delete' button to the left of the respective item.	Delete specific Site application or calendar.
	Submit	All <i>unapproved</i> applications and calendars will have a 'submit' button to the left of the respective item.	Last step: Submit the specific application or calendar for approval.
	Revise (Site level)	All <i>approved</i> applications and calendars will have a 'revise' button to the left of the respective item.	Revise Site applications and calendars. <i>Will automatically reverse approval, will grant access to edit the item.</i>
	Shared Calendar	Main page of sponsor profile-first thing you see when logging in. Fourth tab over from left.	Access Shared Calendar for current and past years.
	Claims	Main page of sponsor profile-first thing you see when logging in. Second tab over from right.	Access all claims data for entry and viewing.
	Errors	Each month's claim will have an 'errors' button to the left of the respective month.	Identifies errors present in claim that may delay processing.
	Notepad	Within specific month's claim, bottom left corner of claim.	Used to enter data necessary for overriding claims errors.
	Return to Sponsor Profile	On any page other than Sponsor Profile, upper right corner of page.	Use to return to Main page of Sponsor Profile.