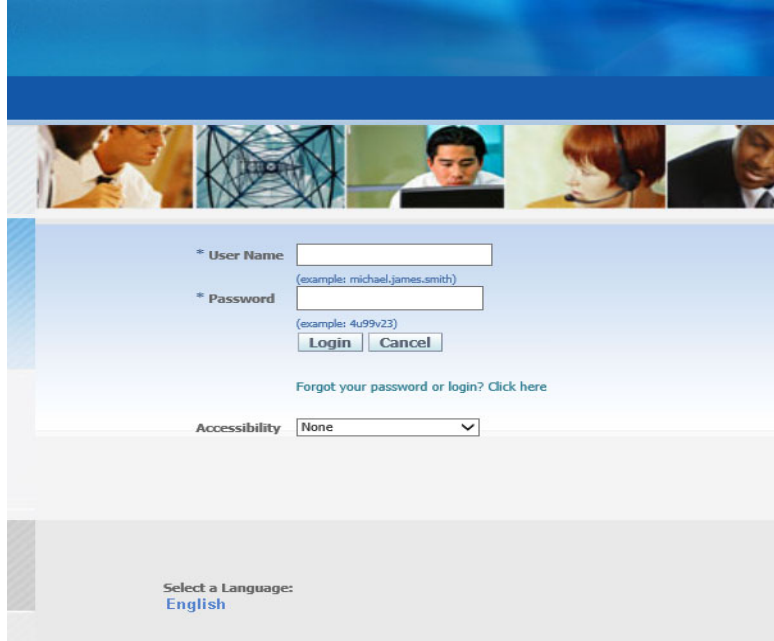


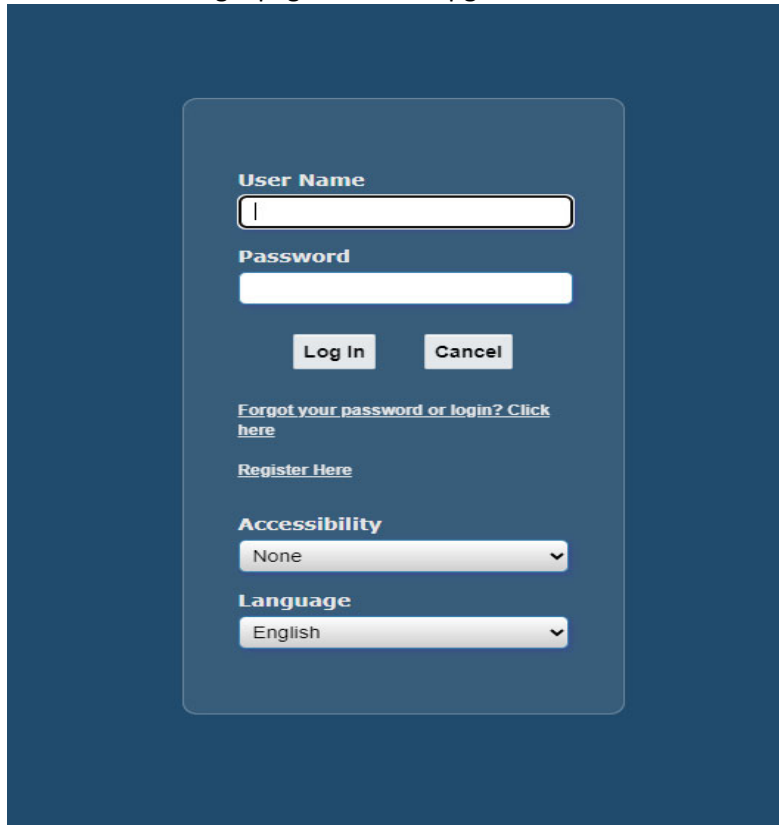
New Login Page

The look of the login page prior to the upgrade.



The screenshot shows a login page with a blue header and a row of five small images: a man in a white shirt, a server rack, a man at a laptop, a woman with a headset, and a man in a suit. Below the images is a light blue login form. It contains a 'User Name' field with an example 'michael.james.smith', a 'Password' field with an example '4u99v23', and 'Login' and 'Cancel' buttons. A link for 'Forgot your password or login? Click here' is below the buttons. At the bottom of the form is an 'Accessibility' dropdown menu set to 'None'. Below the form is a 'Select a Language: English' link.

The look of the login page after the upgrade.



The screenshot shows a modern login page with a dark blue background. The login form is a white rounded rectangle. It has a 'User Name' label and a text input field. Below it is a 'Password' label and a password input field. There are 'Log In' and 'Cancel' buttons. Below the buttons are links for 'Forgot your password or login? Click here', 'Register Here', 'Accessibility' (dropdown menu set to 'None'), and 'Language' (dropdown menu set to 'English').

New Home Screen

The look of the home screen before the upgrade.

State of Rhode Island-RIFANS

Logout Preferences Help

Enterprise Search All [] Go Search Results Display Preference Standard []

Oracle Applications Home Page Logged In As LANDERSON

Main Menu Personalize

- 068B-Invoice Approver
- 068B-Invoice Initiator

Worklist Full List

Switch User

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Favorites Personalize

- Worklist (RI-GL Agency User)
- Invoices (Invoices Entry)
- Payment Overview (Payments Inquiry)
- Suppliers (068B-Invoice Initiator)
- Run (Other - Requests)
- Purchase Order Summary (068B-Invoice Initiator)
- Journal (Inquiry)
- Account (Inquiry)
- Standard (Reports - Request)
- Supplier Search (Supplier Profile Administrator)

The look of the home screen after the upgrade.

State of Rhode Island-RIFANS

Logged In As SMORGAN

Home

Worklist Full List (3)

From	Subject	Sent
Invoice DJO-test-VC1 from CARDI CORPORATION (100 USD) requires your approval		23-Jun-2023
Fiscal Year and Account Validation Failed for Batch FA-TEST		25-May-2023
Fiscal Year and Account Validation Failed for Batch FA_TEST A		25-May-2023

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.

Favorites Manage Favorites

- Modified
- Assets
- Full Accrual
- GL Super User
- Invoices

Navigator Personalize

- 068B-Invoice Approver

Please select a responsibility.

Returning to home screen

If you have navigated away from the home screen (for example, to view the full worklist) and want to return to the home screen, the home button is now a house icon and no longer the word home.

Home >
Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close

From	Type	Subject	Sent	Due
	Journal Batch	Pascale, Dorothy approved your journal batch TEST APPROVALS.	03-May-2023	
	Journal Batch	Mello, Tara approved your journal batch TEST INTERFUND LINES 03-MAY-2023 13:34:46.	03-May-2023	
	Journal Batch	Casale, Kenneth approved your journal batch TEST BUDGET CONTROL 03-MAY-2023 10:49:32.	03-May-2023	
	Journal Batch	Casale, Kenneth approved your journal batch TEST ADI ADI A 1317159 57737042.	03-May-2023	
	Journal Batch	Casale, Kenneth approved your journal batch Reverses "TEST BUDGET CONTROL"03-MAY-23 11:34:07 - 57736654.	03-May-2023	
	AP Invoice Approval	Invoice TEST ROW 88 from W W GRAINGER (1000 USD) requires your approval	16-Mar-2023	21-Mar-2023
	AP Invoice Approval	Invoice CM_TEST ROW 88 from W W GRAINGER (-500 USD) requires your approval	16-Mar-2023	21-Mar-2023

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Worklist

After the upgrade, the worklist is now the first view listed on the home screen.

Home

Worklist

Full List (7)

Rows 1 to 7

From	Subject	Sent
	Pascale, Dorothy approved your journal batch TEST APPROVALS.	03-May-2023
	Mello, Tara approved your journal batch TEST INTERFUND LINES 03-MAY-2023 13:34:46.	03-May-2023
	Casale, Kenneth approved your journal batch TEST BUDGET CONTROL 03-MAY-2023 10:49:32.	03-May-2023
	Casale, Kenneth approved your journal batch TEST ADI ADI A 1317159 57737042.	03-May-2023
	Casale, Kenneth approved your journal batch Reverses "TEST BUDGET CONTROL"03-MAY-23 11:34:07 - 57736654.	03-May-2023

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

- You can still click **'Full List'** to view your entire worklist.
- **'Vacation Rules'** are directly under your worklist.

Proxy worklists (aka worklist access)

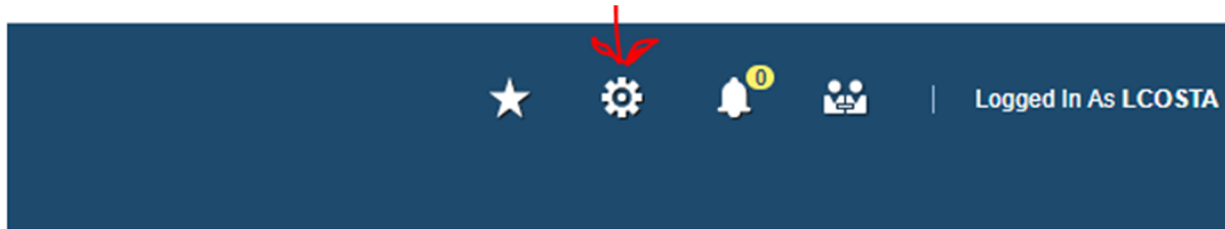
Giving another user proxy access:

Prior to the upgrade, to give someone access to your worklist, you would click on the Worklist Access link beneath your worklist.

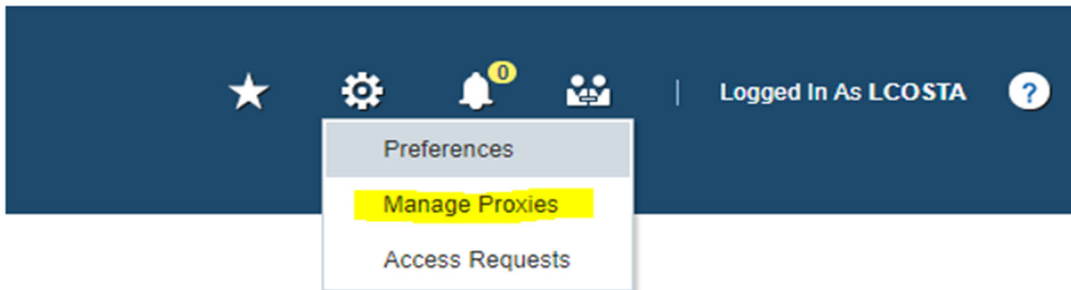
Oracle Applications Home Page

The screenshot shows the Oracle Applications Home Page. On the left is the 'Main Menu' with a 'Personalize' button and a list of folders: 068B-Invoice Initiator, Payables Inquiry, RI Cent Audit Reviewer, RI Financial Inquiry, RI General Ledger Reports, RI Payables Manager, RI Payables Reports, and RI Purchasing Reports. On the right is the 'Worklist' section with a 'Full List' button and a 'Switch User' button. Below these is a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. The table contains two rows: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.' The 'Worklist Access' link is highlighted with a red box.

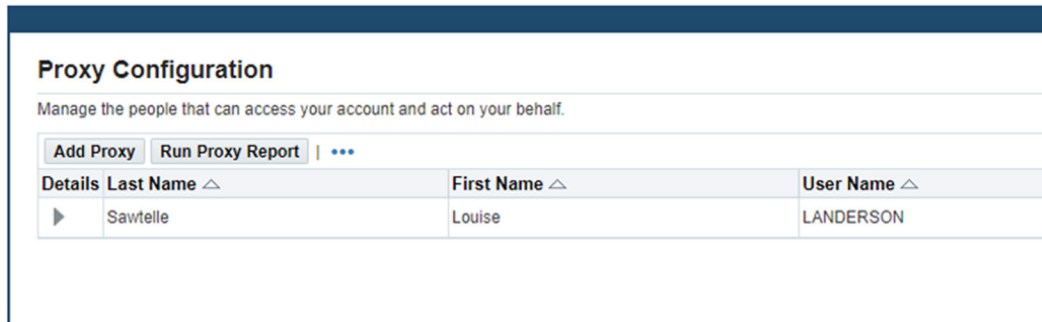
After the upgrade, to give someone access to your worklist, click on the cog symbol (settings) on the top blue bar.



Choose 'Manage Proxies' from the drop-down list.



This will take you to the Proxy Configuration screen where there is a list of users you have given worklist access to. You can add another person by clicking the 'Add Proxy' button:

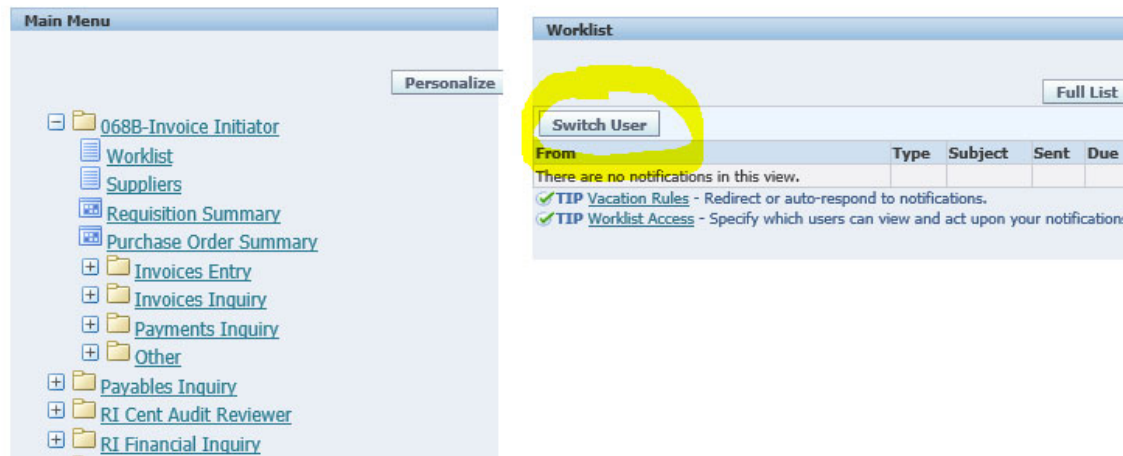


Proxy policy reminder – you can only allow proxy access to your worklist in the following cases.

1. The proxy has the same or equal approval limit than yourself.
2. The proxy has the same responsibility required to process the transaction. For example, if you have requisition approval authority, you cannot give proxy access to someone who does not have a Requisition responsibility.

Viewing another user's worklist as their proxy:

Prior to the upgrade, to access a worklist that you have been given proxy to, the "Switch User" button was available on the home screen.



After the upgrade, if you have been given proxy access, this icon will appear at the top of your home screen.



After clicking the icon, a list of users for which you have proxy access will appear. Click on the icon to left of name you wish to choose.

Switch User

Select a user and act as their proxy

Switch	Last Name [△]	First Name [△]	User Name [△]
	Larios	Brunilda	BLARIOS
	BatchProc	*	BATCHPROC
	Initiator	Invoice	INVOICE01
	Kelley	Maureen	MKELLEY
	Nieves	Carmen	CNIEVES
	Danella	Chantha	CDANELLA
	Silvia	Patricia	PSILVIA
	Baldassare	Susan	SBALDASSARE
	Mandeville	Donna	DMANDEVILLE
	Orr	Kimberly	KORR

In this example, Maureen Kelley was chosen from the list of users and the screen below appears. The proxy user can now act on Maureen's behalf.

Home

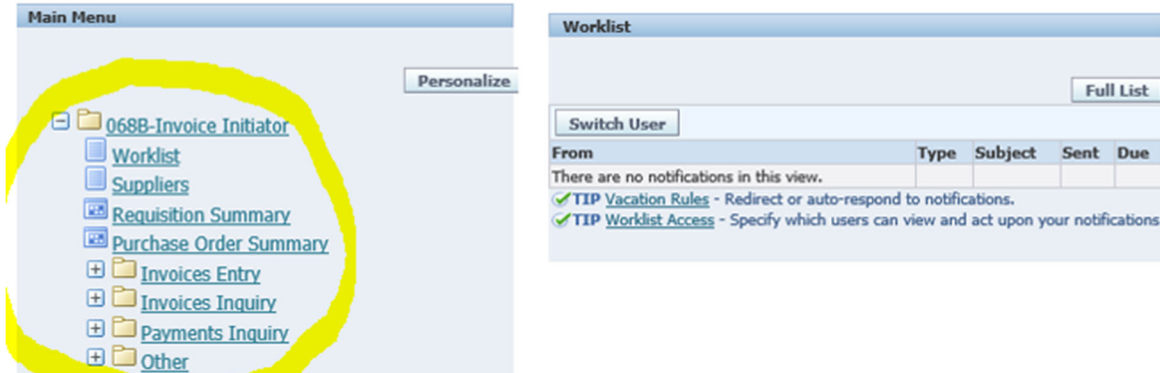
Worklist

Full List (28) Rows 1 to 15

	From	Subject [△]	Sent [▼]
	Invoice 66183 from ARDEN ENGINEERING CONSTRUCTORS LLC (1398.11 USD) requires your approval		26-Apr-2023
	Invoice 17817 from C & K ELECTRIC CO INC (2501.81 USD) requires your approval		26-Apr-2023
	Invoice 17848 from C & K ELECTRIC CO INC (2332 USD) requires your approval		26-Apr-2023
	Invoice 17812 from C & K ELECTRIC CO INC (636 USD) requires your approval		26-Apr-2023
	Invoice 17828 from C & K ELECTRIC CO INC (954 USD) requires your approval		26-Apr-2023

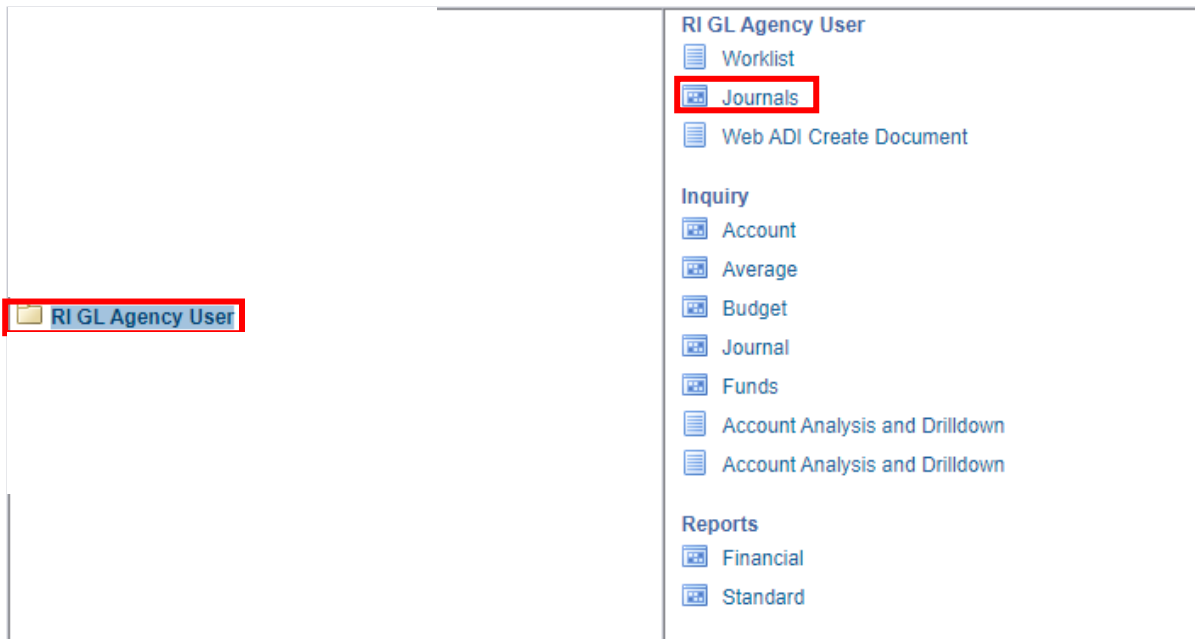
Navigator (Responsibilities)

This is now the second section on the home screen. Previously, to choose a responsibility or a navigation path, there would be a drop-down of sub-folders or activities.



After the upgrade, when you click on a responsibility or navigation path, a list of activities that you can perform will appear on the right-hand side. For example, if you wanted to enter a journal you would navigate to the RI GL Agency User folder on the left-hand side, and on the right-hand side choose Journals.

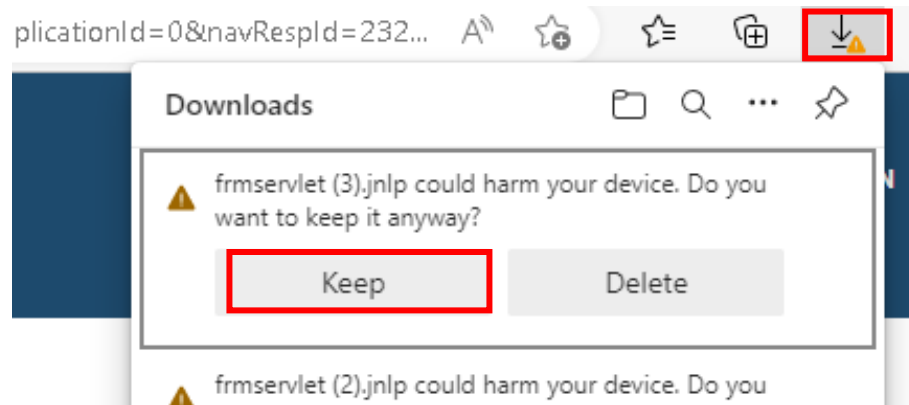
Navigator



Opening Java based forms for responsibilities/activities such as Invoice inquiry and GL journals.

When opening the forms for any responsibility or activity that requires Java, a pop-up now appears. For example, from the home screen you select RI GL Agency user and click Journals, the web browser will open RIFANS forms in Java on a second screen and a pop-up appears.

- The pop up will appear in the download icon on Edge (the arrow down icon)
- Click 'Keep' to continue.



- After you click 'Keep', a new item from your downloads will pop up,
- Click 'Open file' to open the RIFANS forms (aka Java).



ADI

When you choose WEB ADI Create Document, you are directed to Edge web browser to choose your settings – those parameters are all on one screen:

* Integrator

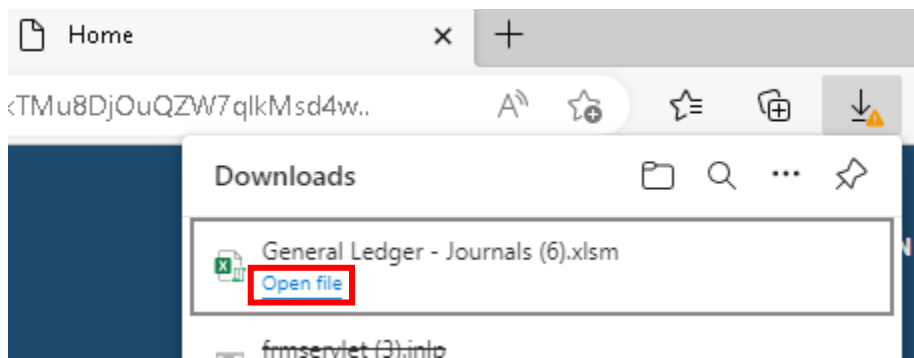
* Viewer

Reporting Flag

* Layout

* Content

Once you click 'Create', a download notification will pop up from your web downloads. Click 'Open file'.



After completing your ADI template in Excel, the location of the icon to upload the file has changed:

