WHAT'S NEW IN WAND FOR SUPPLIERS

ProUnlimited is pleased to introduce WAND updates.

Use this document to get familiar with WAND's new features and improved functionality.

For detailed instructions on using WAND features, refer to the *WAND Supplier User's Guide.*

Unified Look and Feel

As you navigate WAND you'll notice significant changes in its look and feel.

Highlights

The following will familiarize you with WAND's new features.

Revised Terminology

There are several terminology changes in WAND. These changes are described in the following table.

This term...	Is now this...
CSC	Managed Service Provider (MSP)
Manager	Client
Order/Assignment	Requisition
Time and Expense	Billing
Timecard ID	Line #
Contractor	Worker

WAND Home Page

WAND’s home page includes a task bar with links to sections to which you have access.

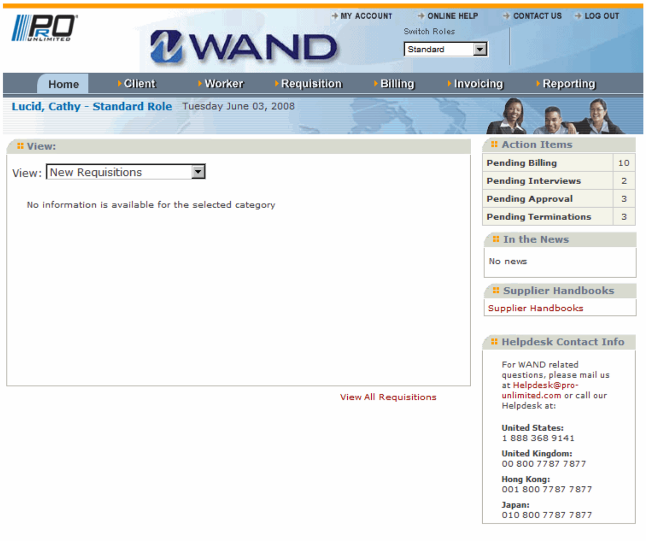

Figure 1-1 **Example of WAND Supplier Home Page**

Common Access Links

WAND’s home page includes links that allow you to open your account page, view online help, retrieve Help Desk contact information, and log out access.

Figure 1-2 **Access to My Account-Online Help-Contact Us-Log Out**

Common access links are available from any page. They are described in the table that follows.

Table 1-1 **Description of Common Access Links**

Link	Description, Usage
My Account	As a WAND user you can view, edit, and maintain account information, update your password, change the language preference, assign delegates to respond to action items on your behalf, and add security questions to your user profile.
Online Help	The **Online Help** link will open WAND's Help Center which includes WAND User Guides, Quick Reference Guides (QRGs), and other WAND product documentation. Documentation can be viewed online or printed.
Contact Us	Contact Us includes contact information for PrO Unlimited's corporate office, your PrO representative, and details on contacting WAND's help desk.
Log Out	Click the **Log Out** link whenever you need to exit WAND. You can log out of WAND from any page.

Role-based Access

WAND is now role-based.

A *role* is a pre-defined set of tasks assigned to a user type such as *supplier*.

The activities or tasks that you are allowed to perform within a role are called *permissions*.

Permissions control the tasks (activities) that are associated with a specific role, as well as other WAND features to which you have access.

The following table describes Supplier-specific roles(s) and how they are used.

Role	What you can do....
Standard	Supplier personnel use the Standard role to update information on the workers they supply to clients, view requisitions for personnel, and review bills and invoices. Some report generation functions are also provided.
Admin	The **Admin** role allows you to set up and maintain your information, as well as view supplier documentation, learn about supplier benefits, and supplier custom fields.

Switching Roles

If you have multiple roles, you can “switch” at any time while logged into WAND. You do not need to log out and then log back into WAND to switch roles.

To switch roles:

1 Click the **Switch Roles** drop-down list from any screen.

2 Select a different role.

Figure 1-3 **Example of Switch Roles Drop-Down list**

After a few seconds the screen changes and gives you access to page and product features that are specific to the new role.

WAND Task Bar

WAND Task bar contains links to each component (section) that you may need to access.

Figure 1-4 **Example of Supplier Task Bar**

- **Client** allows you to view or edit user information in YourSource.
- **Worker** is a database of PrO workers. You can search for a worker, add a worker to the database, or worker information.
- **Requisition** allows you to search for and view requisitions to which you have access.
- **Billing** maintains timecards and expenses. You can search for and create timecards, expenses and other billing entries. You can also export billing from PrO Unlimited and confirm any expenses incurred by your workers.
- **Invoicing** maintains invoices incurred by your company. You can search for a specific invoice or list all of your company’s invoices.
- **Reporting** allows you to create a list of frequently used reports that are run at designated dates and/or times. Refer to the *WAND Supplier User’s Guide* for more details about WAND reports.

Additional Features

Expanded Searching

When you click a menu bar tab, the screen typically defaults to a Search page, as shown below.

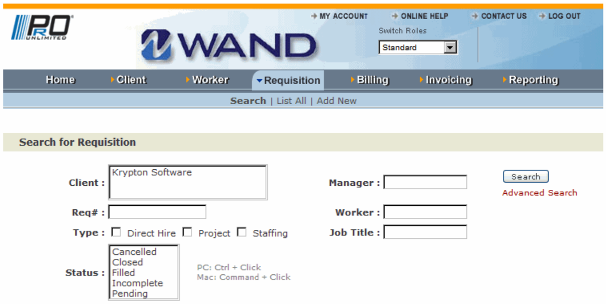

Figure 1-5 **Example of Supplier Search Page**

List All Feature, Information Button

All of the links on the task bar, with the exception of YourSource and Reporting, include the option to **List All**. When **List All** is clicked, all items for that task will be listed, regardless of status as shown in the following example.

For example, in the **Requisition** section, all requisitions will be listed.

Figure 1-6 **Example of List All Feature and Information (Info) Button**

The **Info** button is located in the right column of each item. When selected, a short summary of the item is displayed.

To close the item, click the **Info** button again.

Pop-Up Calendar

WAND now includes pop-up calendars.

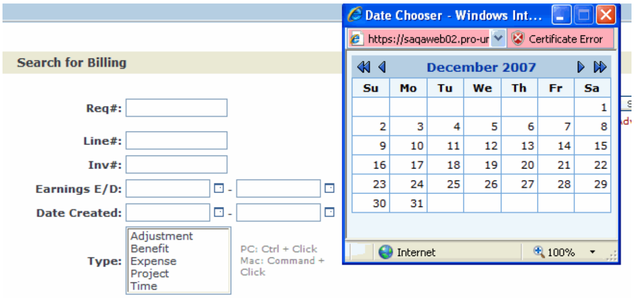

Figure 1-7 **Pop-Up Calendar**

The calendar is available by clicking the icon next to any field in WAND, associated with a date. The pop-up calendar allows you to select a specific date or date range. You can also enter date(s) manually.

Creating or Modifying Requisitions

WAND supports the following requisitions: Staffing Recruited, Staffing Referred, Project, and Direct Hire. Requisitions are selected from the **Requisition Type Selection** page.

The following table will help you get familiar with the WAND's requisitions.

Table 1-2 **Requisition Types and Usage**

Requisition Type	Definition, Usage
Staffing Recruited	A requisition that solicits suppliers to identify candidates (workers) for a client/manager's need.
Staffing Referred	A requisition that is filled by a candidate (worker) that was referred by the client/manager.
Project	A sole proprietor, business or agency that provides invoices based on milestones, materials or positions established by a contractual agreement between the client and the business entity.
Direct Hire	Full-time employees of a client.

WAND Reports

WAND now includes an expanded reports section that lets you control many aspects of report generation with date range controls, selectable columns, multiple output formats, and the ability to email the report as an attachment.

The **Reporting** tab contains a navigation system that will help you locate the desired report.

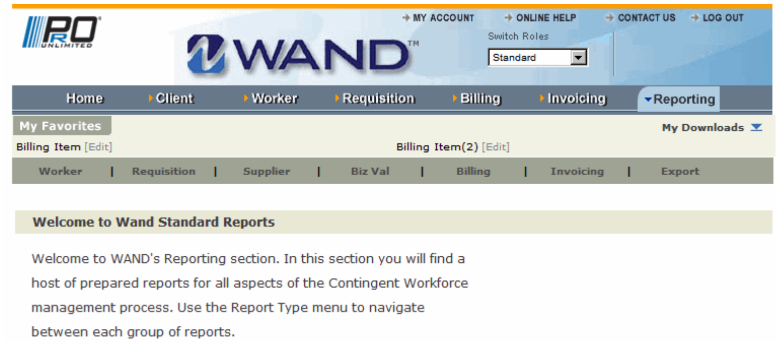

Figure 1-8 **Example of Reports Home Page**

Selecting a Client

After locating and selecting a report, select the client for whom you'd like to run the report, as shown in Figure 1-9.

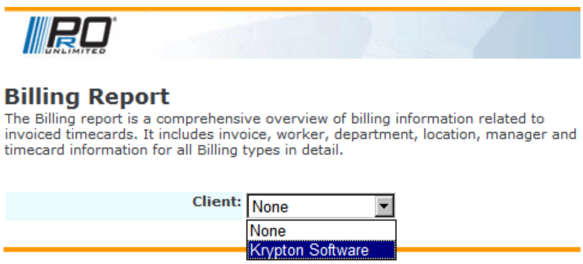

Figure 1-9 **Report and Client Selection**

My Favorites

The reports home page includes a **My Favorites** area (above the report categories) to store frequently used search criteria page options that you run frequently.

Configurable Columns

The reports are designed to include certain columns on the report output by default.

Some Report Search pages contain a list box allowing you to select additional columns to include on the report output, if desired.

In addition to specifying individual columns in the Select Columns list box, you can in some cases select categories of columns when the **Optional Output** checkbox list is also available.

This control can be used in conjunction with the **Select Columns** list to specify the optional columns on the report output.

Display and Distribution Formats

Reports can be displayed or distributed in the following formats:

- Excel
- PDF
- Web Page/HTML

Summarize By

The **Summarize By** list box on a Report Search page allows you to select a subject that you want to use as the basis for the report organization.

Emailing Reports

When **Send a copy of report by email** is selected, the email report area of the search page expands for you to specify the email recipients and the subject of the email.