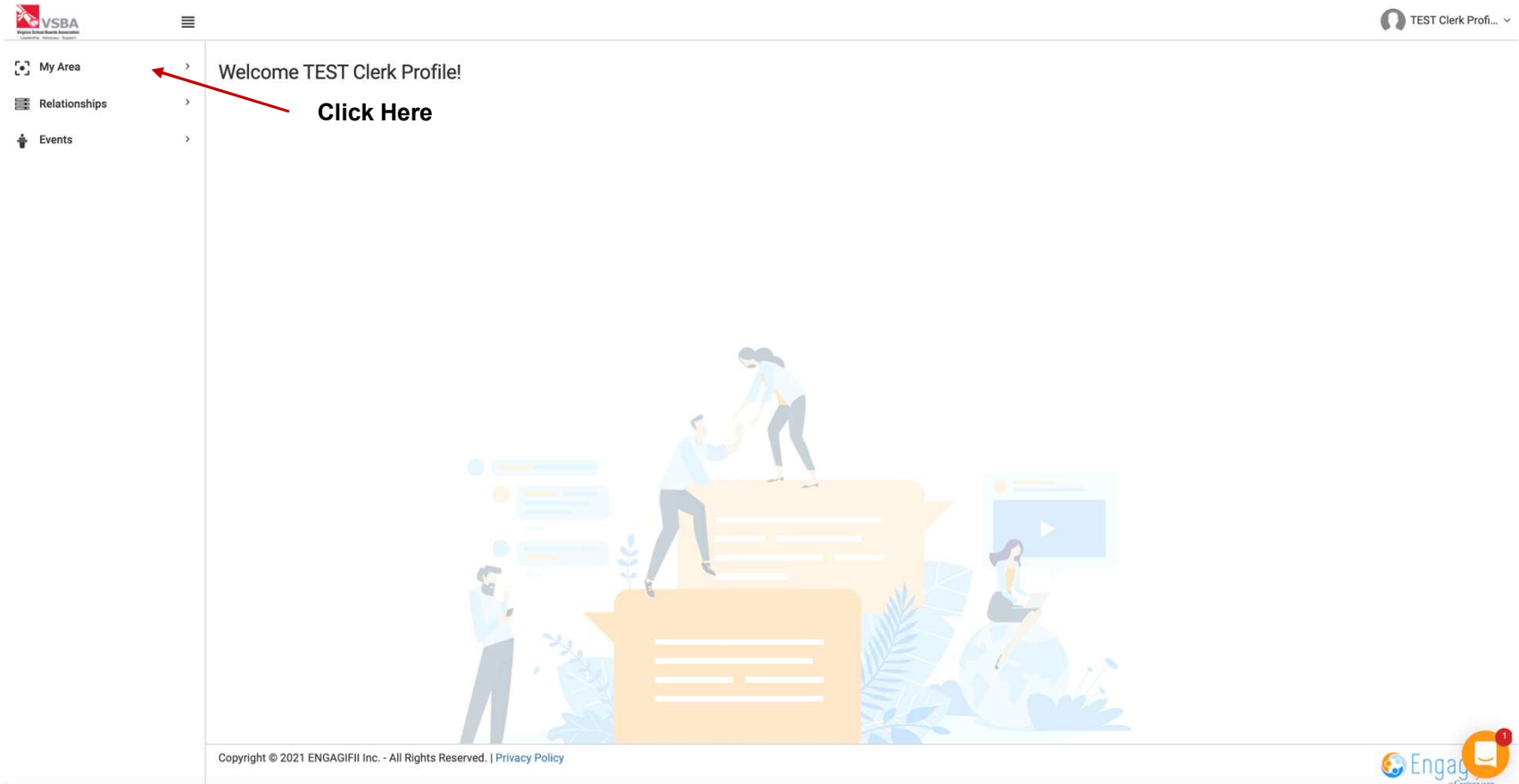


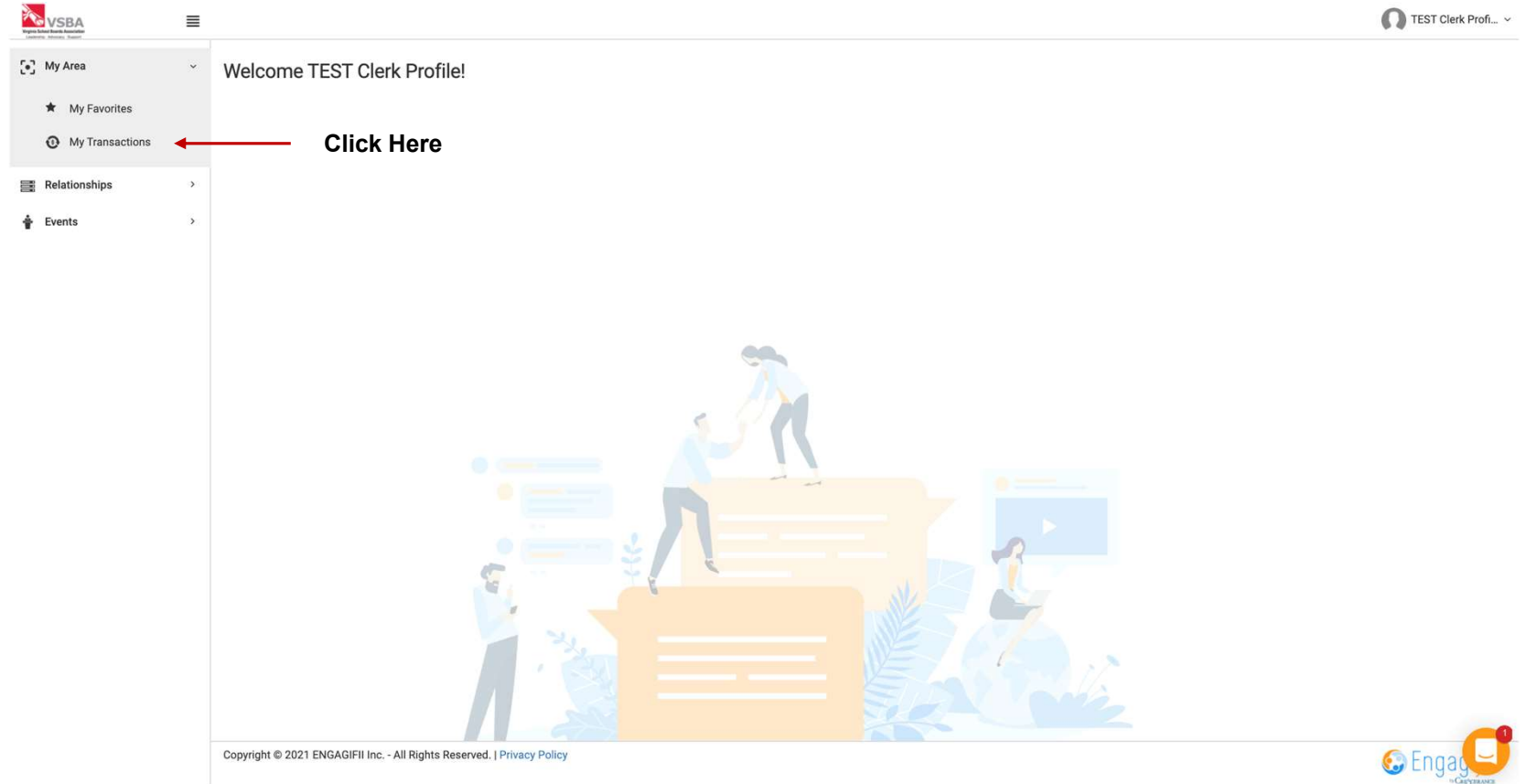
VSBA DATABASE: How To Access or Find An Invoice

First Step: Log into the Database, once you are logged in this is how the screen will appear. Once you log in, please select on the “My Area” tab.



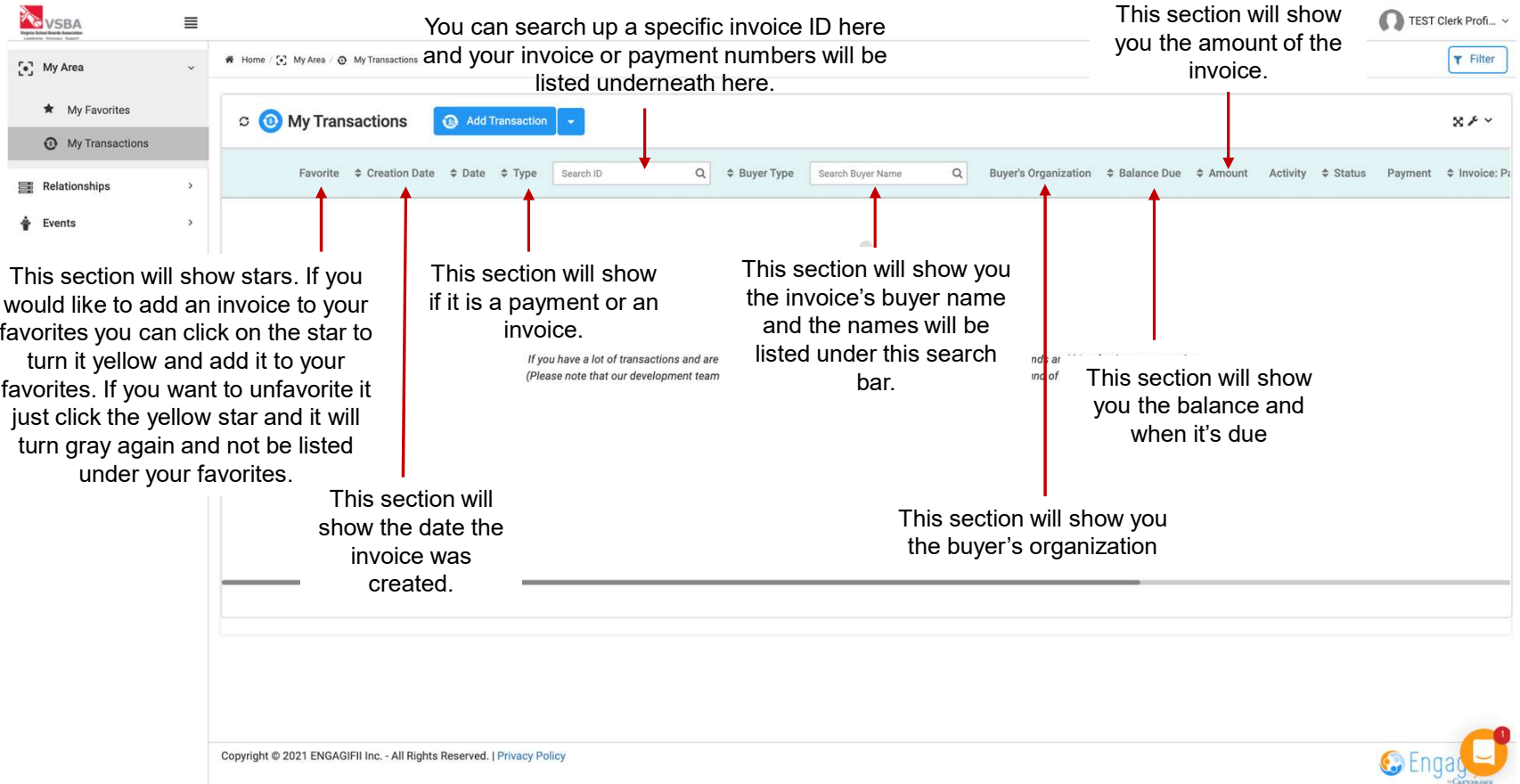
The screenshot shows a web application interface. At the top left is the VSBA logo. At the top right is a user profile icon labeled "TEST Clerk Profi...". A navigation menu on the left contains three items: "My Area" with a right-pointing arrow, "Relationships" with a right-pointing arrow, and "Events" with a right-pointing arrow. A red arrow points from the text "Click Here" to the "My Area" tab. The main content area displays "Welcome TEST Clerk Profile!". Below this is a large illustration of people interacting with large speech bubbles and a video player. At the bottom left of the illustration area, it says "Copyright © 2021 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy". At the bottom right, there is an "Engage" logo with a notification badge showing the number "1".

Once you have click on the “My Area” tab it will open to two sections, select the “My transactions” tab.



The screenshot shows the VSBA user interface. At the top left is the VSBA logo. In the top right corner, there is a user profile icon labeled "TEST Clerk Profi...". A navigation menu on the left side contains the following items: "My Area" (with a dropdown arrow), "My Favorites" (with a star icon), "My Transactions" (with a circular arrow icon, highlighted by a red arrow and the text "Click Here"), "Relationships" (with a list icon and a right-pointing arrow), and "Events" (with a calendar icon and a right-pointing arrow). The main content area displays "Welcome TEST Clerk Profile!". Below this is a large illustration of people interacting with digital content. At the bottom left, there is a copyright notice: "Copyright © 2021 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy". At the bottom right, there is the Engage logo.

This is how the screen will appear. For this account, they do not have any transactions, but we will explain the different features below on where your transactions will live.



The screenshot shows the 'My Transactions' page in the VSBA system. The interface includes a sidebar with 'My Area', 'My Favorites', 'My Transactions', 'Relationships', and 'Events'. The main content area has a header with 'My Transactions' and an 'Add Transaction' button. Below the header is a table with columns: Favorite, Creation Date, Date, Type, Search ID, Buyer Type, Search Buyer Name, Buyer's Organization, Balance Due, Amount, Activity, Status, Payment, and Invoice: Pr. Red arrows point from text annotations to specific parts of the interface.

You can search up a specific invoice ID here and your invoice or payment numbers will be listed underneath here. (Annotation pointing to the Search ID field)

This section will show you the amount of the invoice. (Annotation pointing to the Amount column)

This section will show stars. If you would like to add an invoice to your favorites you can click on the star to turn it yellow and add it to your favorites. If you want to unfavorite it just click the yellow star and it will turn gray again and not be listed under your favorites. (Annotation pointing to the Favorite column)

This section will show if it is a payment or an invoice. (Annotation pointing to the Type column)

If you have a lot of transactions and are (Please note that our development team


This section will show you the invoice's buyer name and the names will be listed under this search bar. (Annotation pointing to the Search Buyer Name field)

This section will show you the balance and when it's due (Annotation pointing to the Balance Due column)

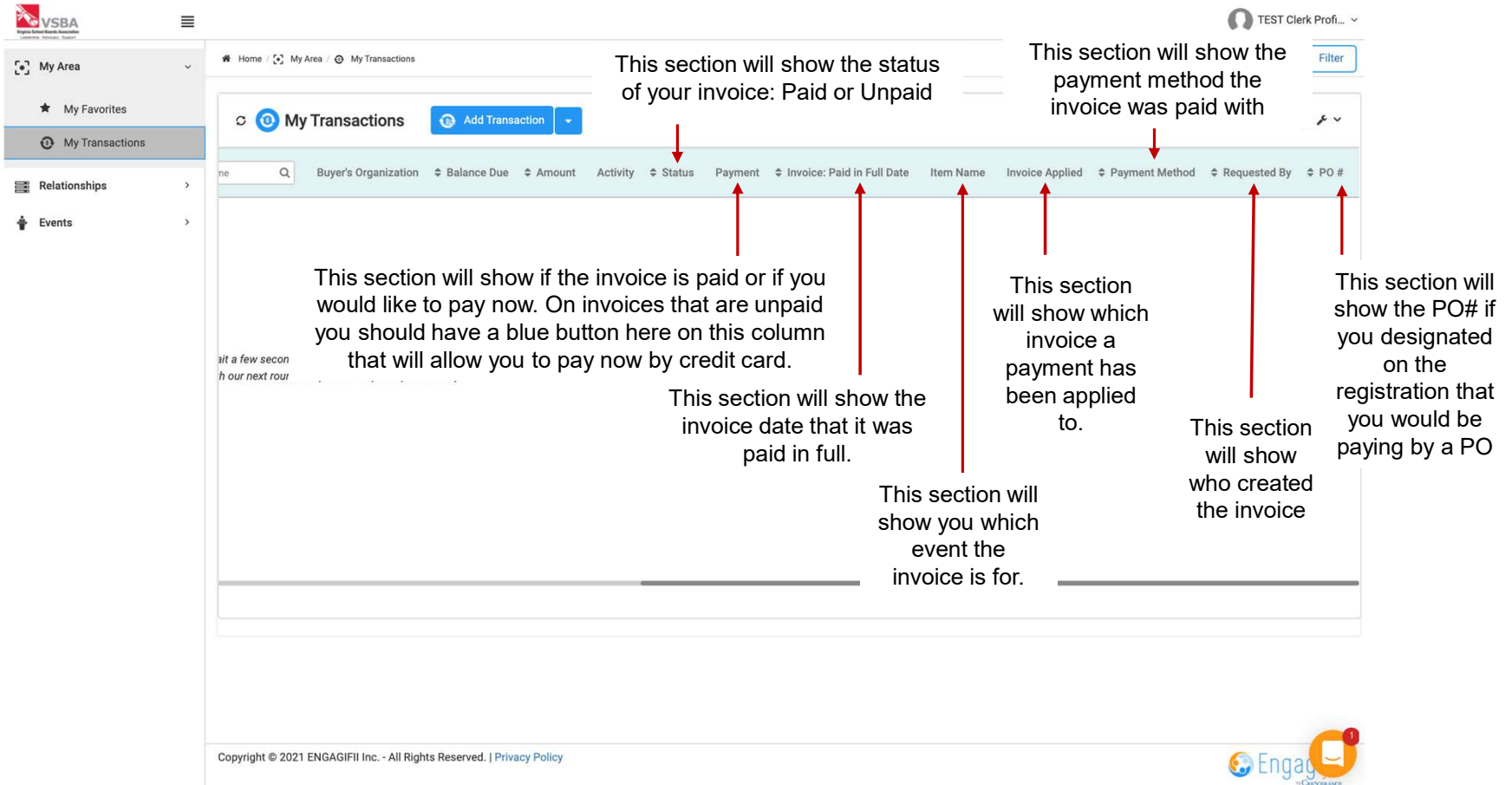
This section will show the date the invoice was created. (Annotation pointing to the Date column)

This section will show you the buyer's organization (Annotation pointing to the Buyer's Organization column)

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My transactions screen continued explanation: There is a scroll bar at the bottom of your screen that you can move from side to side to display more options on your transactions area.




The screenshot shows the 'My Transactions' interface. At the top, there is a navigation bar with 'Home / My Area / My Transactions' and a user profile 'TEST Clerk Profi...'. Below this is a search bar and an 'Add Transaction' button. The main area contains a table with the following columns: Buyer's Organization, Balance Due, Amount, Activity, Status, Payment, Invoice: Paid in Full Date, Item Name, Invoice Applied, Payment Method, Requested By, and PO #. A scroll bar is visible at the bottom of the table area.

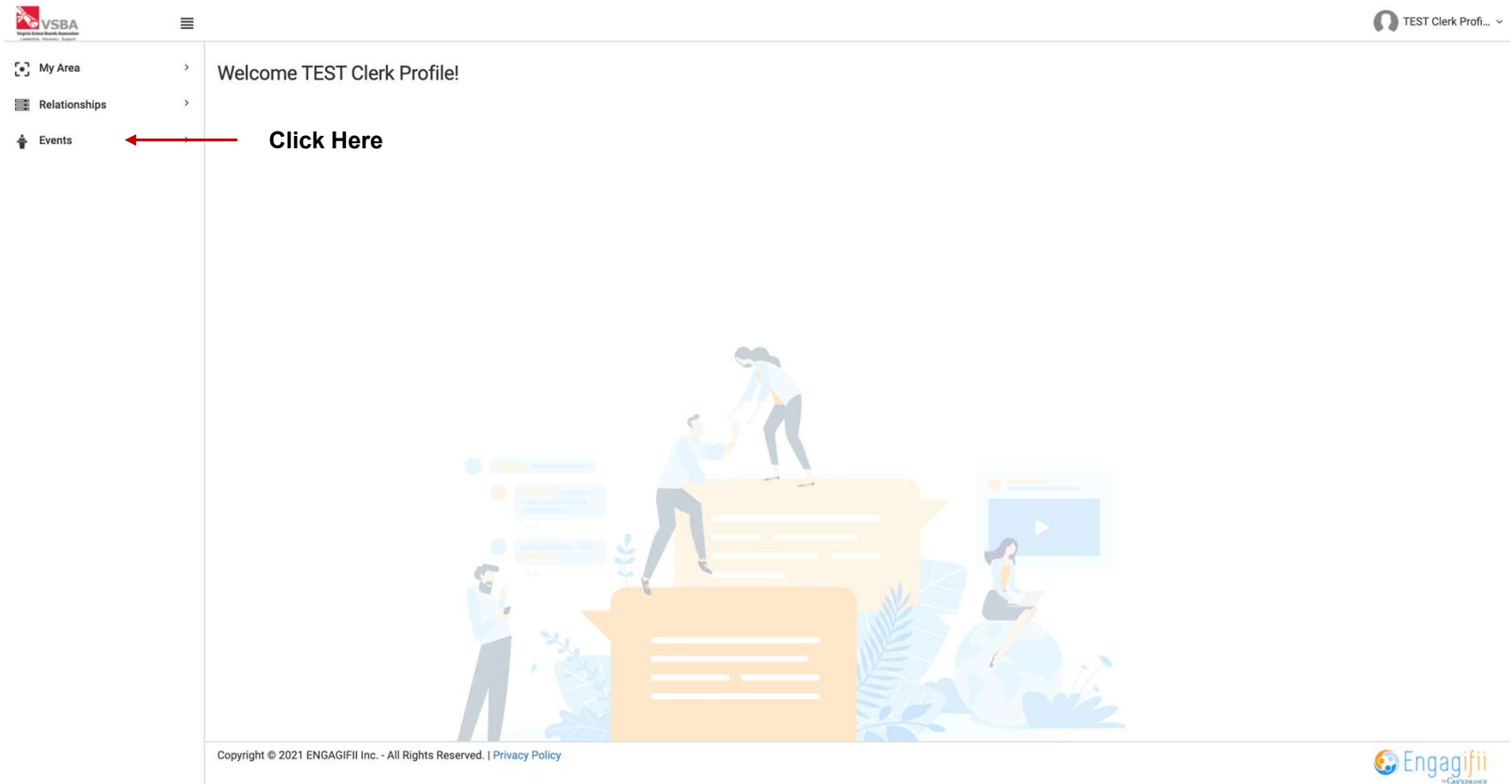
Annotations with red arrows pointing to specific parts of the interface:

- Top Center:** This section will show the status of your invoice: Paid or Unpaid (points to the Status column header).
- Top Right:** This section will show the payment method the invoice was paid with (points to the Payment Method column header).
- Bottom Left:** This section will show if the invoice is paid or if you would like to pay now. On invoices that are unpaid you should have a blue button here on this column that will allow you to pay now by credit card. (points to the Payment column header).
- Bottom Center-Left:** This section will show the invoice date that it was paid in full. (points to the Invoice: Paid in Full Date column header).
- Bottom Center-Right:** This section will show you which event the invoice is for. (points to the Item Name column header).
- Bottom Right:** This section will show which invoice a payment has been applied to. (points to the Invoice Applied column header).
- Far Bottom Right:** This section will show who created the invoice (points to the Requested By column header).
- Far Far Right:** This section will show the PO# if you designated on the registration that you would be paying by a PO (points to the PO # column header).

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You can also look up an invoice through the “Events” tab.



The screenshot shows the VSBA user interface. On the left is a navigation menu with three items: 'My Area', 'Relationships', and 'Events'. A red arrow points from the text 'Click Here' to the 'Events' menu item. The main content area displays 'Welcome TEST Clerk Profile!'. At the bottom of the page, there is a large illustration of people interacting with digital content, and a footer with copyright information and the Engagifii logo.

VSBA
Virginia School Boards Association
Leadership · Advocacy · Support

TEST Clerk Profi... ▾

My Area >

Relationships >

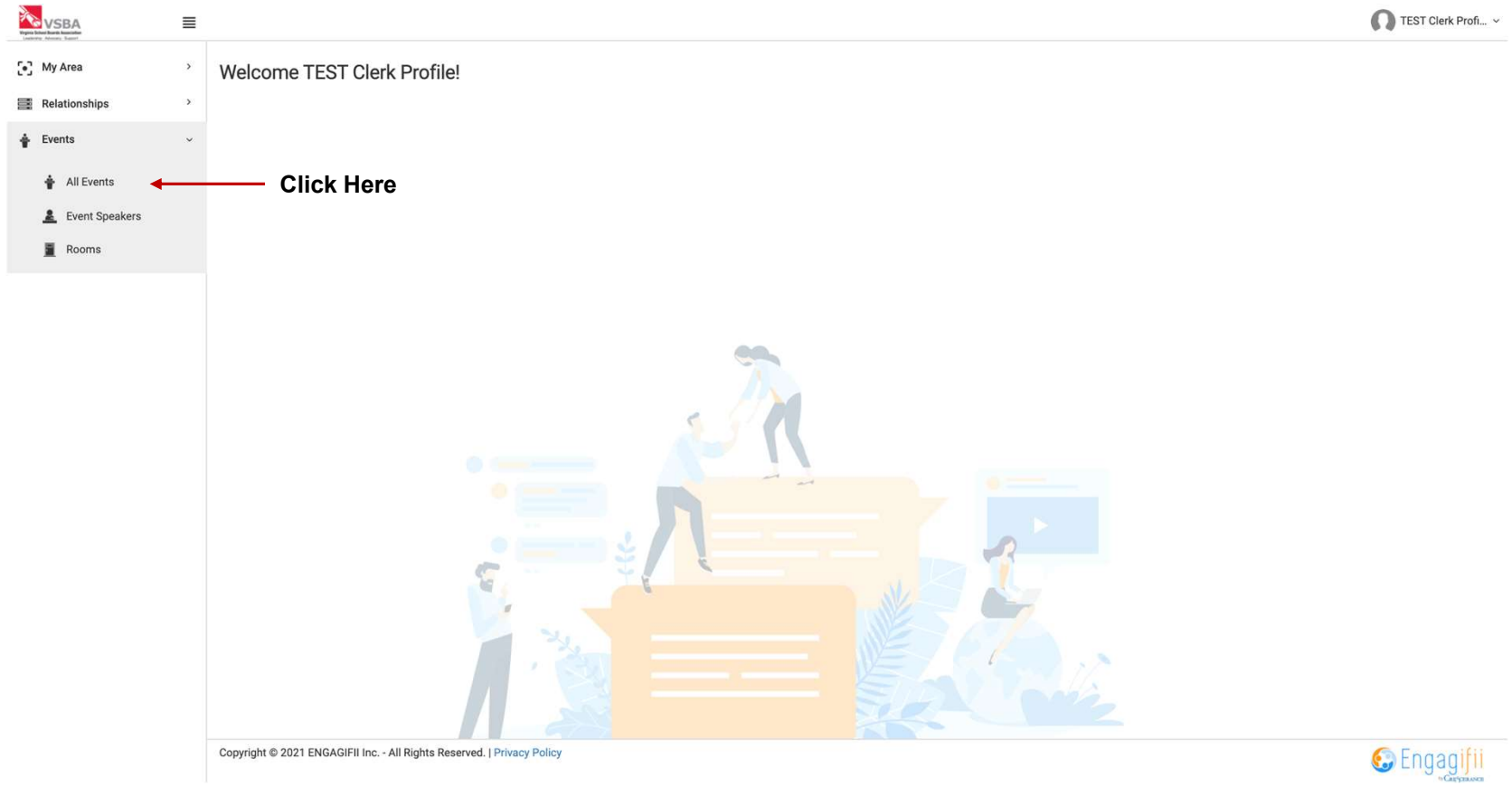
Events ← **Click Here**

Welcome TEST Clerk Profile!

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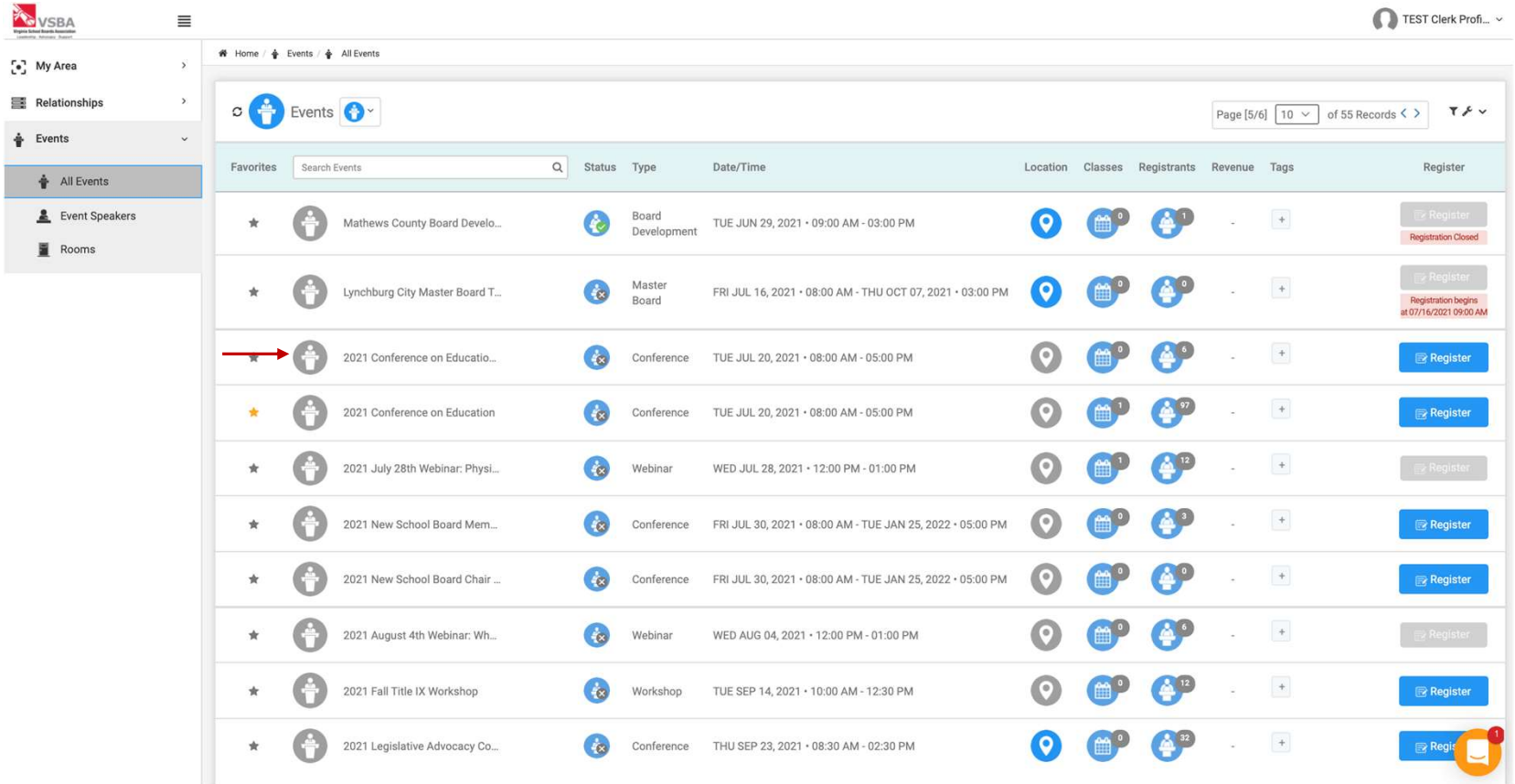
Engagifii
by Capgemini

After you have clicked on the “Events” tab, it will open to three sections.
Please select the “All Events” tab.



The screenshot shows the VSBA website interface. In the top left corner, there is a VSBA logo and a hamburger menu icon. The top right corner displays a user profile icon labeled "TEST Clerk Profi...". The main navigation menu on the left includes "My Area", "Relationships", "Events", "All Events", "Event Speakers", and "Rooms". The "Events" section is expanded, and the "All Events" option is highlighted with a red arrow and the text "Click Here". The main content area displays a welcome message: "Welcome TEST Clerk Profile!". Below the navigation menu, there is a large illustration of people interacting with digital content. At the bottom of the page, there is a copyright notice: "Copyright © 2021 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy" and the Engagifii logo.

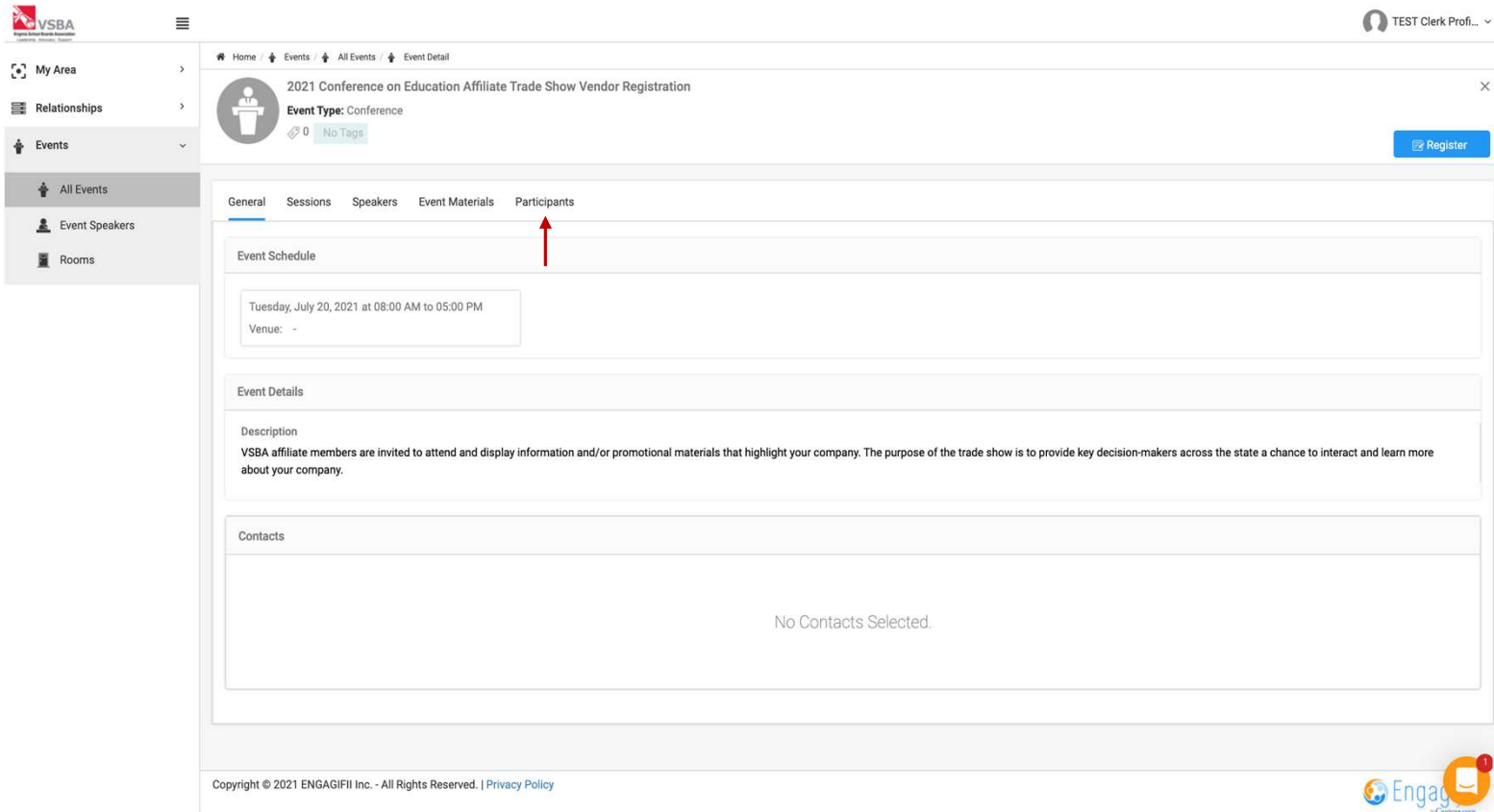
This is how the screen should appear. Select the event you would like to access or find an invoice under by clicking on the event name.



The screenshot shows the VSBA Events page. On the left is a navigation sidebar with options: My Area, Relationships, Events (selected), All Events, Event Speakers, and Rooms. The main content area displays a table of events. A red arrow points to the event '2021 Conference on Education'.

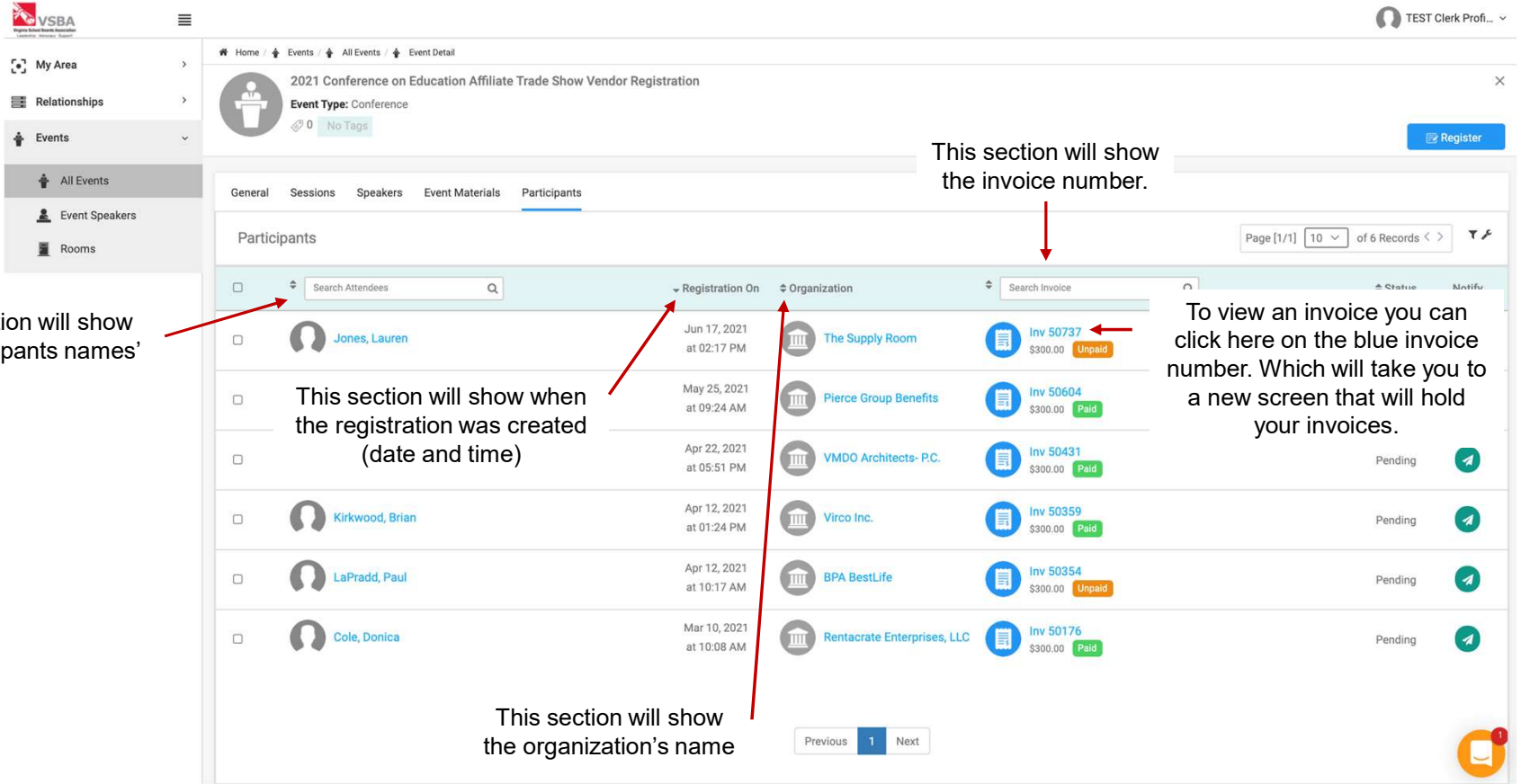
Favorites	Search Events	Status	Type	Date/Time	Location	Classes	Registrants	Revenue	Tags	Register
★			Board Development	TUE JUN 29, 2021 · 09:00 AM - 03:00 PM				-	+	Register Registration Closed
★			Master Board	FRI JUL 16, 2021 · 08:00 AM - THU OCT 07, 2021 · 03:00 PM				-	+	Register Registration begins at 07/16/2021 09:00 AM
★			Conference	TUE JUL 20, 2021 · 08:00 AM - 05:00 PM				-	+	Register
★			Conference	TUE JUL 20, 2021 · 08:00 AM - 05:00 PM				-	+	Register
★			Webinar	WED JUL 28, 2021 · 12:00 PM - 01:00 PM				-	+	Register
★			Conference	FRI JUL 30, 2021 · 08:00 AM - TUE JAN 25, 2022 · 05:00 PM				-	+	Register
★			Conference	FRI JUL 30, 2021 · 08:00 AM - TUE JAN 25, 2022 · 05:00 PM				-	+	Register
★			Webinar	WED AUG 04, 2021 · 12:00 PM - 01:00 PM				-	+	Register
★			Workshop	TUE SEP 14, 2021 · 10:00 AM - 12:30 PM				-	+	Register
★			Conference	THU SEP 23, 2021 · 08:30 AM - 02:30 PM				-	+	Register

This is how the event's page should look like. Select the "Participants" tab.



The screenshot shows the VSBA website interface. On the left is a navigation menu with options: My Area, Relationships, Events (selected), All Events, Event Speakers, and Rooms. The main content area displays the event details for "2021 Conference on Education Affiliate Trade Show Vendor Registration". The event type is "Conference" and it has "No Tags". A "Register" button is visible in the top right. Below the event title are tabs for "General", "Sessions", "Speakers", "Event Materials", and "Participants". A red arrow points to the "Participants" tab. The "Event Schedule" section shows the date "Tuesday, July 20, 2021 at 08:00 AM to 05:00 PM" and the venue as "-". The "Event Details" section contains a description: "VSBA affiliate members are invited to attend and display information and/or promotional materials that highlight your company. The purpose of the trade show is to provide key decision-makers across the state a chance to interact and learn more about your company." The "Contacts" section is empty, displaying "No Contacts Selected." At the bottom, there is a copyright notice: "Copyright © 2021 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy" and an Engage logo.

The participants section will show you the event's invoice – with its number, amount, and if it's paid or unpaid. See information below.



Home / Events / All Events / Event Detail

2021 Conference on Education Affiliate Trade Show Vendor Registration
Event Type: Conference
No Tags

Register

General Sessions Speakers Event Materials Participants

Participants

Page [1/1] 10 of 6 Records

	Search Attendees	Registration On	Organization	Search Invoice	Status	Notify
<input type="checkbox"/>	Jones, Lauren	Jun 17, 2021 at 02:17 PM	The Supply Room	Inv 50737 \$300.00 Unpaid		
<input type="checkbox"/>	This section will show when the registration was created (date and time)		Pierce Group Benefits	Inv 50604 \$300.00 Paid		
<input type="checkbox"/>		Apr 22, 2021 at 05:51 PM	VMDO Architects- P.C.	Inv 50431 \$300.00 Paid	Pending	
<input type="checkbox"/>	Kirkwood, Brian	Apr 12, 2021 at 01:24 PM	Virco Inc.	Inv 50359 \$300.00 Paid	Pending	
<input type="checkbox"/>	LaPradd, Paul	Apr 12, 2021 at 10:17 AM	BPA BestLife	Inv 50354 \$300.00 Unpaid	Pending	
<input type="checkbox"/>	Cole, Donica	Mar 10, 2021 at 10:08 AM	Rentacrate Enterprises, LLC	Inv 50176 \$300.00 Paid	Pending	

Previous 1 Next

This section will show the participants names'

This section will show when the registration was created (date and time)

This section will show the organization's name

This section will show the invoice number.

To view an invoice you can click here on the blue invoice number. Which will take you to a new screen that will hold your invoices.