

Good Morning Cardholders and Reviewers,

We're excited to share details of the new Works User Interface (UI) with you. The new user interface gives Works a new look and feel with a focus on simplified usability for program administrators, accountants, and cardholders and managers.

### **New Works UI (User Interface)**

The new UI is built with several key points in mind for our Works users, including:

- Enhanced usability for every user type
- Streamlined workflows and presentation of data
- Additional search and filter features
- More efficient navigation

On October 1, 2013 current Works end-users, BOTH SPCC AND UMW FINANCE CARD users, will be allowed to start using the new UI. The Following Training/Demo classes will be offered to facilitate a smooth transition and allow end users the opportunity to see live demonstrations using the new UI, ask questions, and provide feedback regarding the use of the new UI.

#### **\*Attendance is encouraged.**

- October 22, 2013 10:00 - 11:00 am, Lee Hall Rm 412
- December 3, 2013 10:00 - 11:00 am, Lee Hall Rm 412
- February 4, 2014 10:00 – 11:00 am, Lee Hall Rm 412

Also at the Fall BUG meeting we will be discussing and answering questions/concerns regarding the new WORKS look, so please take a look at the new WORKS as soon as possible and familiarize yourself with it.

It's important to remember that there is no system or database conversion associated with the new UI launch. Any changes you make to data in the new UI will affect the data in the current UI. You will be able to access both the current UI and the new UI until February 2014. The dual access is meant to ease transition concerns and allow our end-users time to get use to the new UI.

### **Questions and Concerns**

**UMW SPCC Card – Contact Melissa Myers x 1057**

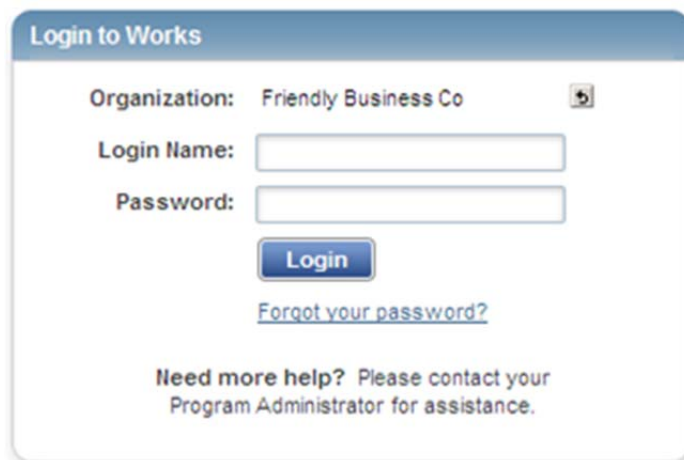
**UMW Finance Card – Contact Vicki Eppes-Ward x 1224**

### **New UI Access Instructions**

Any existing Works user can access the new UI by following these easy steps. All you need on hand is your current Works User ID and Password to get started.

### **Login to Works**

- Go to the following web address: <http://www.bankofamerica.com/worksonline>.
  - Bookmark the login screen once it appears on your desktop, for ease of access in the future.
  - If you have a previous login stored in your browser (using “cookies”) you will see the Organization field pre-populated with the name of your most recently logged in Company Name. (Note that Works requires cookies to be enabled.) If not, enter the email address associated with your “Login Name” and “Password” in order to access Works.
    - Complete the Login Name and Password fields with your current login/password to login
- OR -
- If you have multiple instances of Works, use the icon to remove the listed “Organization”. The “Email Address” field will appear; enter the correct “Email Address”, “Login Name” and “Password” in order to access Works.



We hope you enjoy the new experience with Works!

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