PORTAL 3.0

Version 2.1

16 August 2017

USER EXPERIENCE

TABLE OF CONTENTS

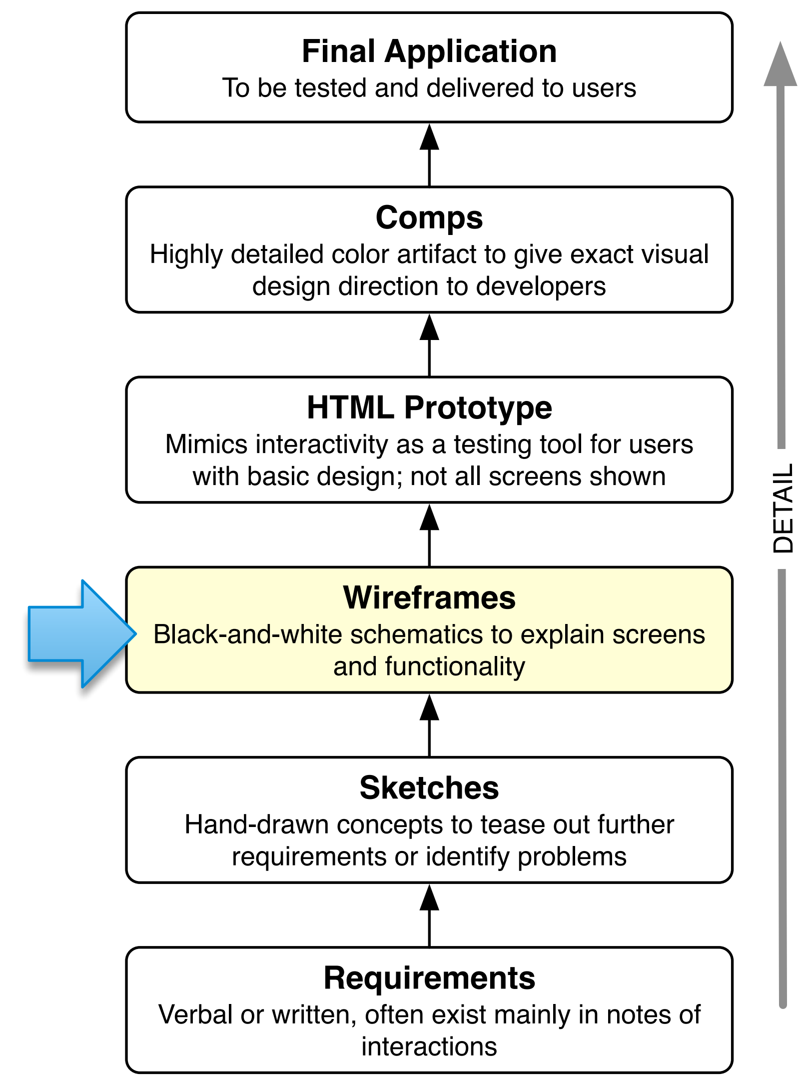
CHANGE LOG

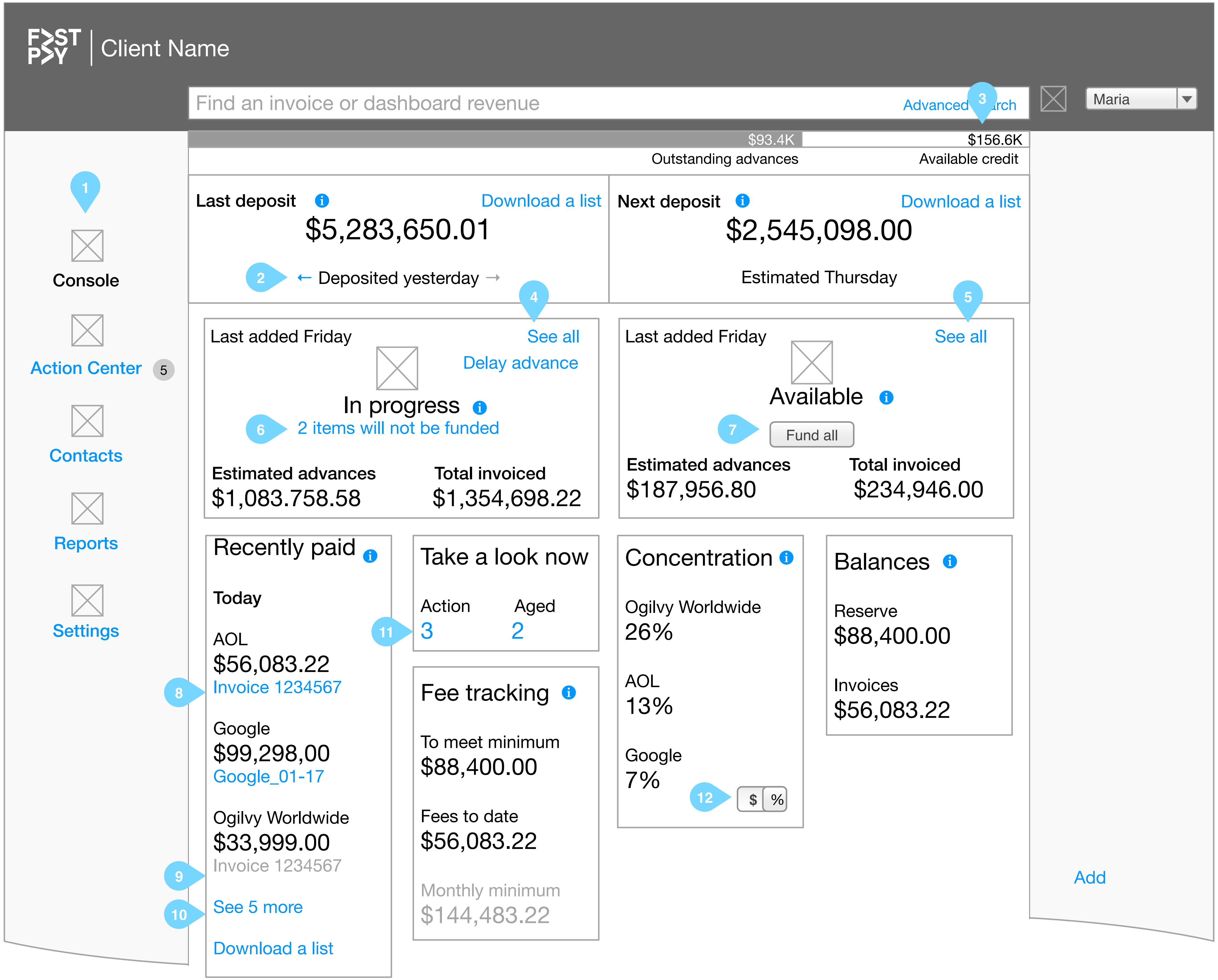
Date	Change	Author	Version
25 July 2017	Initial client portal feature set	Eric Stoltz	1.0
1 August 2017	Add ops revisions, incorporate additional stakeholder input.	Eric Stoltz	1.5
15 August 2017	Complete revision, new IA	Eric Stoltz	2.0
16 August 2017	Integrate search in header, add Contacts to menu	Eric Stoltz	2.1

About Wireframes

Wireframes are rough, low-fidelity artifacts. They are not meant to establish a final visual design for an application. Rather, they are meant to provide directions for a project as far as relative positioning, flow and how various elements of the application relate to each other. As such, wireframes are intended to explain functionality rather than visual design.

The final look of the product, that is, fonts, colors, sizing, weight, dimensions, positions, and so forth are delineated in a series of artifacts, commonly called *comps,* or as components detailed in the *style guide.*

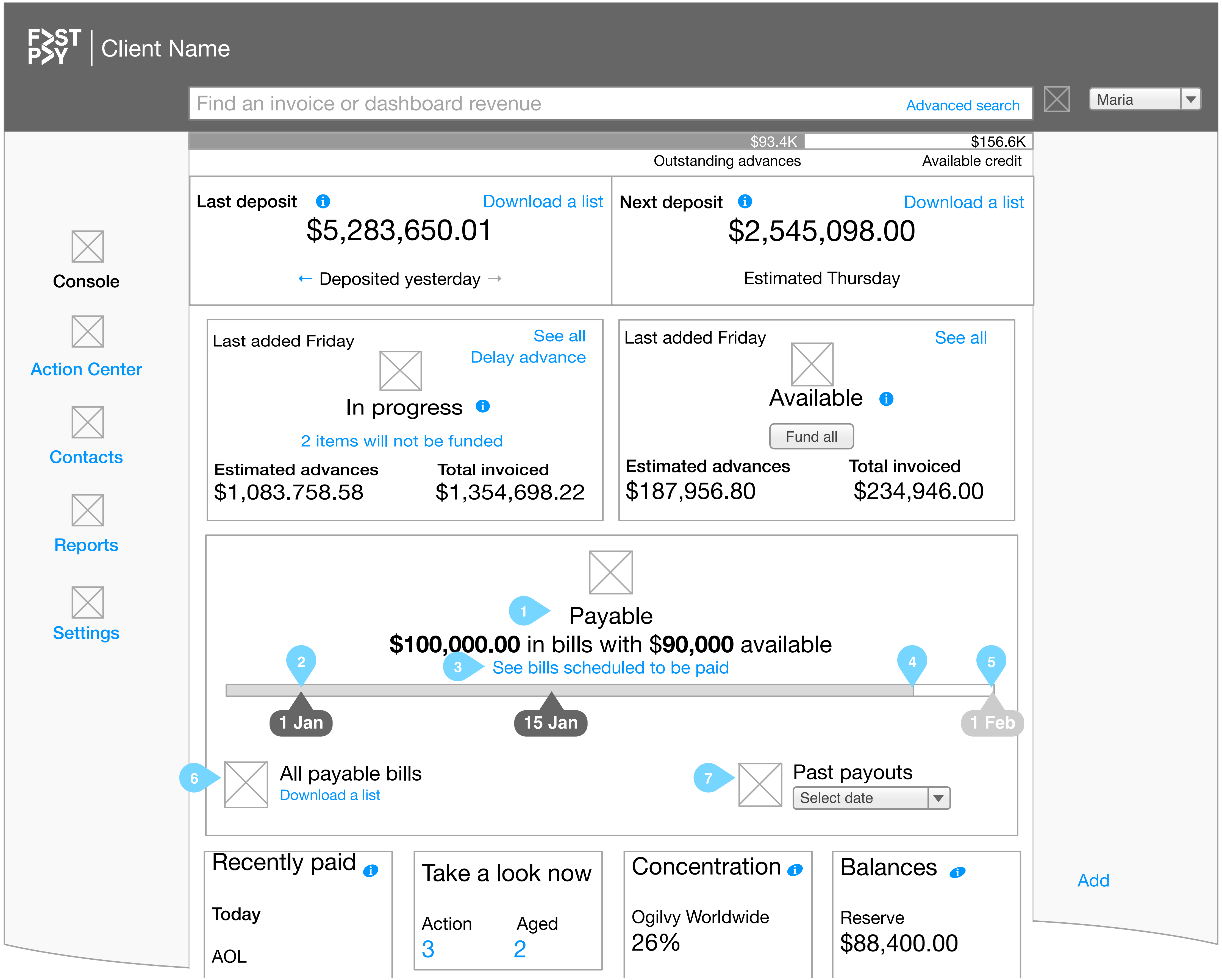




ANNOTATIONS

1.0.0 Console

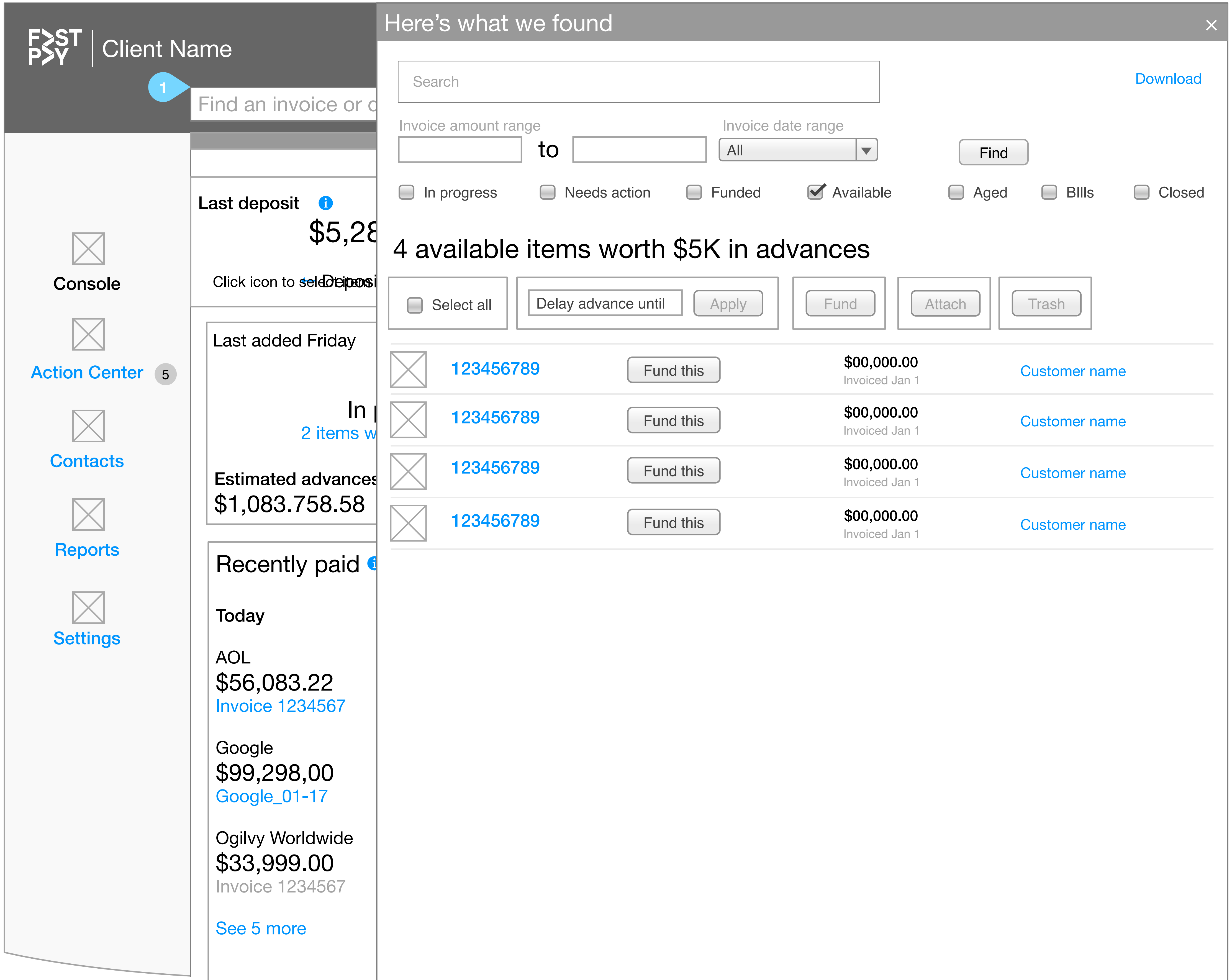
1. Revised IA focuses on workflow rather than lists of invoices in particular state.
2. User can use arrow to go to past 5 deposits, same as existing functionality. User can download an Excel spreadsheet to see deposit breakout.
3. Available credit is total credit line minus outstanding advances.
4. User can delay an arbitrary amount until a particular date. Clicking this link presents a modal for that function.
5. Search overlay drawer slides out with results for all unfunded imported items.
6. Search overlay drawer slides out to show unfunded invoices.
7. On clicking, all imported items are added to In Progress; fade out amounts on this tile and increment In Progress amounts with animation.
8. If payments are for funded invoices, user can click to see invoice detail as in current implementation.
9. If invoice is available for non-factored, show it; if no invoice number, leave blank.
10. List last X payments (TBD). Take user to transactions report in Reporting section.
11. Link takes user to Action Center to complete tasks for Needs Action items.
12. User can toggle between dollar amount and percentage.



ANNOTATIONS

1.1.0 Console with Bill Pay

1. If client uses Bill Pay, an additional tile is presented in the console.
2. Scheduled bill dates are indicated and whether funds have been set aside for that payment. In this case, the 1 January payment date has been set aside, i.e., funds will not be advanced.
3. Search overlay drawer slides out with parameters already set for bills scheduled for payment at next date.
4. Bar indicates whether there is enough money advanced already to fund all scheduled payments.
5. Payments for Feb 1 are not yet reserved. User can click to open a modal to allow funds to be held until after that payment date and to change payment date.
6. User can download Excel file with all bills scheduled for payment.
7. User can download Excel file for past payment; shown as options with date and amount.



ANNOTATIONS

1.2.0 Console, search overlay drawer

1 Any applicable terms or filters are prechecked, allowing user to modify results. In this case, user has clicked on link to show all available invoices from the console. When user clicks close icon, FP logo or Console navigation link, overlay drawer slides out.

Client Name

Find an invoice or dashboard revenue Advanced search

Maria

Console

Action Center

Contacts

Reports

Settings

1

Action is needed on your part to process $00.000.00 in advances.

Please address these issues so we can move forward on these items.

Contract

3

8 invoices worth $00.000.00 require a current contract before they can be funded. Please provide contracts for these invoices:

Customer name
- Invoice number
- Invoice number

Drag and drop or browse.

4

Done

Invoice document

4 invoices worth $00.000.00 require an invoice document to be attached.

Invoice _Number.pdf ×

Drag and drop or browse.

2

Customer name
- Invoice number
- Invoice number

Customer name
- Invoice number
- Invoice number

Done

5

You have $00,000.00 at risk

Add

Customer name

3 invoices worth $00.000.00

See these invoices

This customer has 3 invoices that are approaching the time when it it unlikely they would be paid. We suggest you contact this customer to expedite payment.

ANNOTATIONS

2.0.0 Action Center

1. Action center has tiles arranged by what the user needs to do: Action needed, Aged items, Recently declined/ unfunded.
2. Invoices needing action are grouped by document needed and debtor. So in this case all these invoices require a invoice PDFs to be attached. User can click on item to view item detail, as currently implemented. Invoice number extracted from PDF, verified with file name
3. In this example, a contract would need to be matched to an invoice. See next page.
4. Button is disabled until item has been uploaded. Once button is pressed, tile fades away, items are moved out of Needs Action status.
5. Aged items provide action by text, i.e., to follow up on invoices.

Client Name

Find an invoice or dashboard revenue Advanced search

Maria

Console

Action Center

Contacts

Reports

Settings

Action is needed on your part to process $00.000.00 in advances.

Please address these issues so we can move forward on these items.

Contract

8 invoices worth $00.000.00 require a current contract before they can be funded. Please provide contracts for these invoices:

Customer name
- Invoice number
- Invoice number

Customer name
- Invoice number
- Invoice number

Contract number ×

Customer_contract.PDF ×

Drag and drop or browse.

1 2 3

Customer name

Customer name

Invoice number

Invoice number

Done

Invoice document

4 invoices worth $00.000.00 require an invoice document to be attached.

Customer name
- Invoice number
- Invoice number

Customer name
- Invoice number
- Invoice number

Invoice _Number.pdf ×

Drag and drop or browse.

Done

Add

ANNOTATIONS

2.1.0 Action Center, match contracts

1. As soon as at least one file has been uploaded, matching section drops down (unless there is only one file needed, in which case the system matches it and closes).
2. Curated list of debtors is shown, limited to debtors listed on this tile.
3. When user selects a debtor then a list of invoices associated with that debtor and listed on this tile are shown for matching.

Client Name

Find an invoice or dashboard revenue Advanced search

Maria

Console

Action Center

Contacts

Reports

Settings

Action is needed on your part to process $00.000.00 in advances.

Please address these issues so we can move forward on these items.

Dashboard credentials

Please provide username and password for these dashboards so we can verify revenue:

- Dashboard name
- Dashboard name

1 Go to settings

2 Receipt acknowledgement

4 invoices worth $00.000.00 require an acknowledgement from your customer that they received the invoice in order to be processed.

Customer name

- Invoice number
- Invoice number

Customer name

- Invoice number
- Invoice number

receipt acknowledgment.pdf

Drag and drop or browse.

Done

Notice of assignment

In order to free up X invoices totaling $00,000.00 in advances, please forward to us the emails indicating you sent the notice of assignment to these customers and their response verifying receipt.

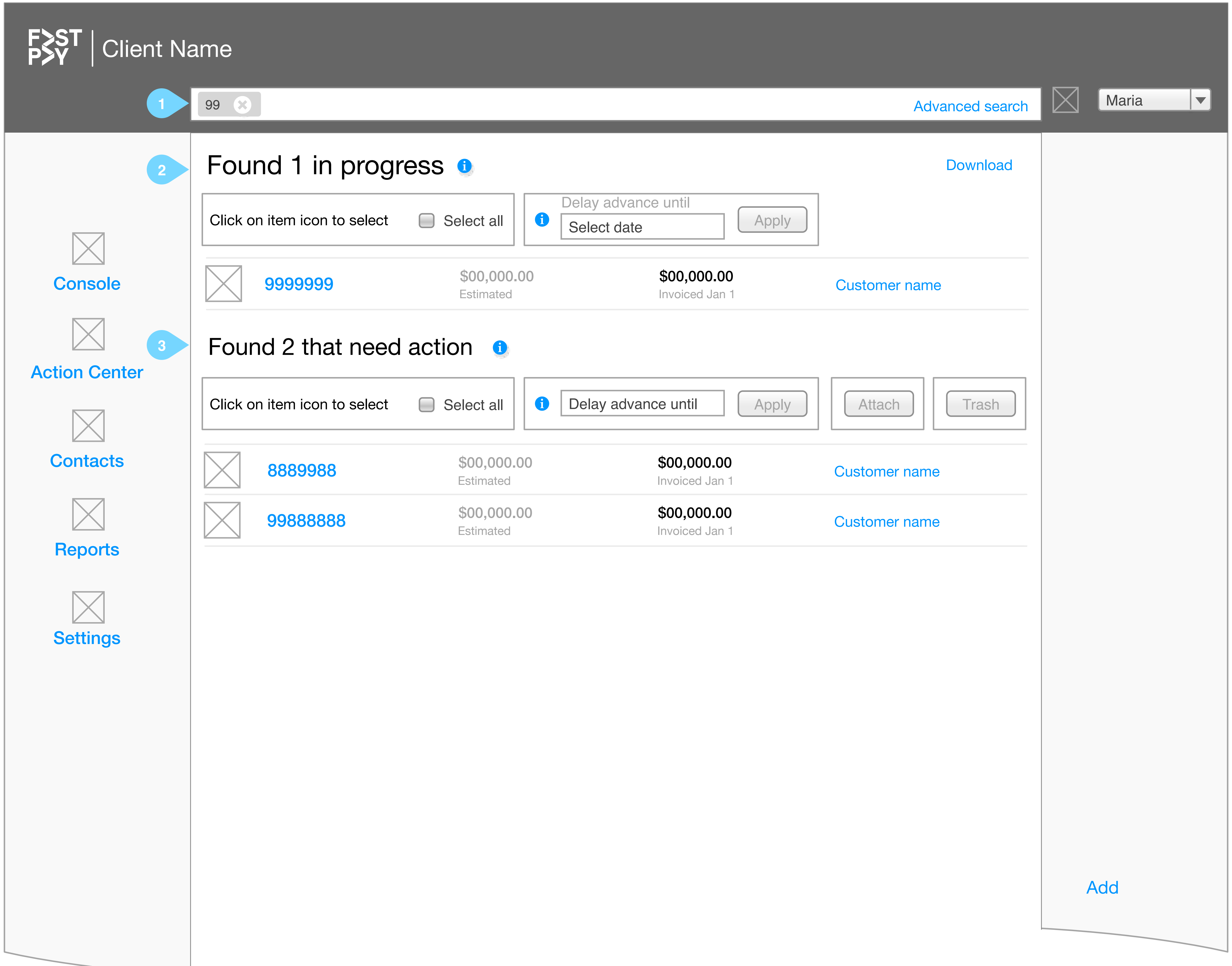
- Customer name
- Customer name
- Customer name

Add

ANNOTATIONS

2.2.0 Action Center, additional tiles

1. Deep link to dashboards tab in settings.
2. Same functionality as contracts.



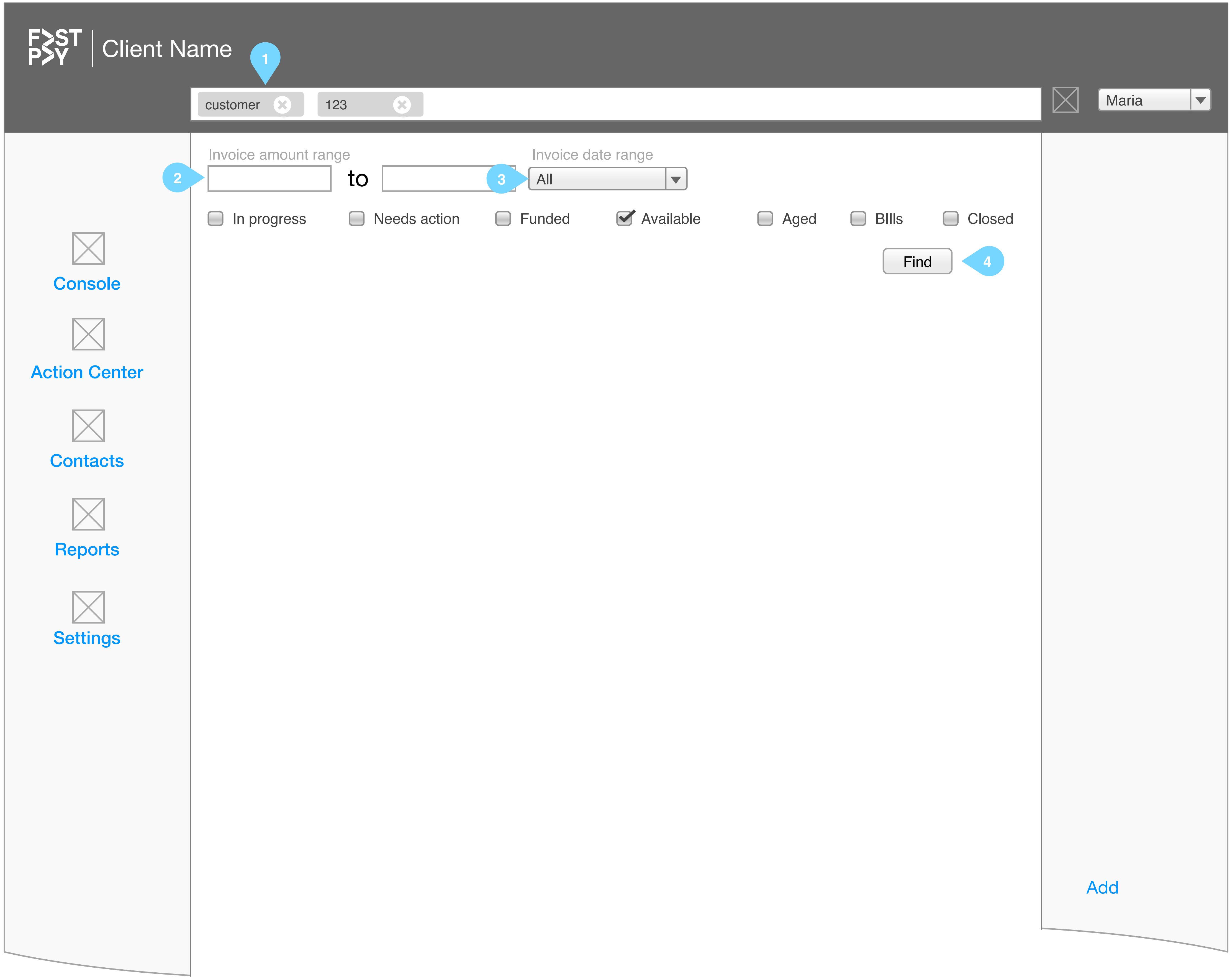
ANNOTATIONS

3.0.0 Search results page

1. User can search by invoice number, debtor name, contract number, invoice amount or date.

2. Live search results appear as user types. Retain icon and status color. Remove QBO icon.

3. Maintain section:
   - In progress
   - Available
   - Needs action
   - Funded
   - Aged
   - Closed
   - Trash



ANNOTATIONS

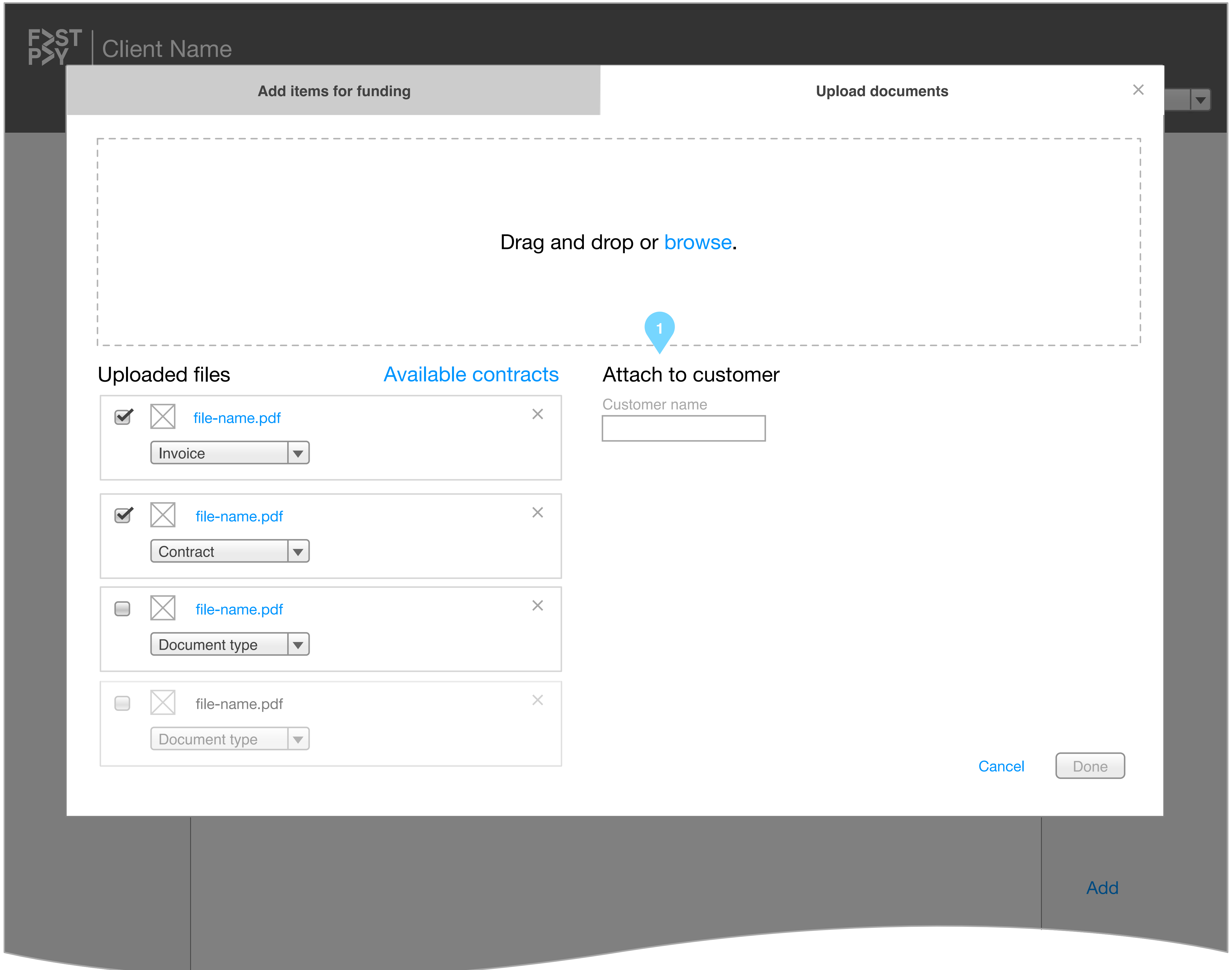
3.1.0 Advanced search

1. On click advanced search user is taken to a blank search results page with advanced options shown.

2. Typeahead as user begins entering search term. On selecting from list and hitting enter, user can enter another term.

3. Date range options:
   - This week
   - Last week
   - This month
   - Last month
   - More than 1 month old

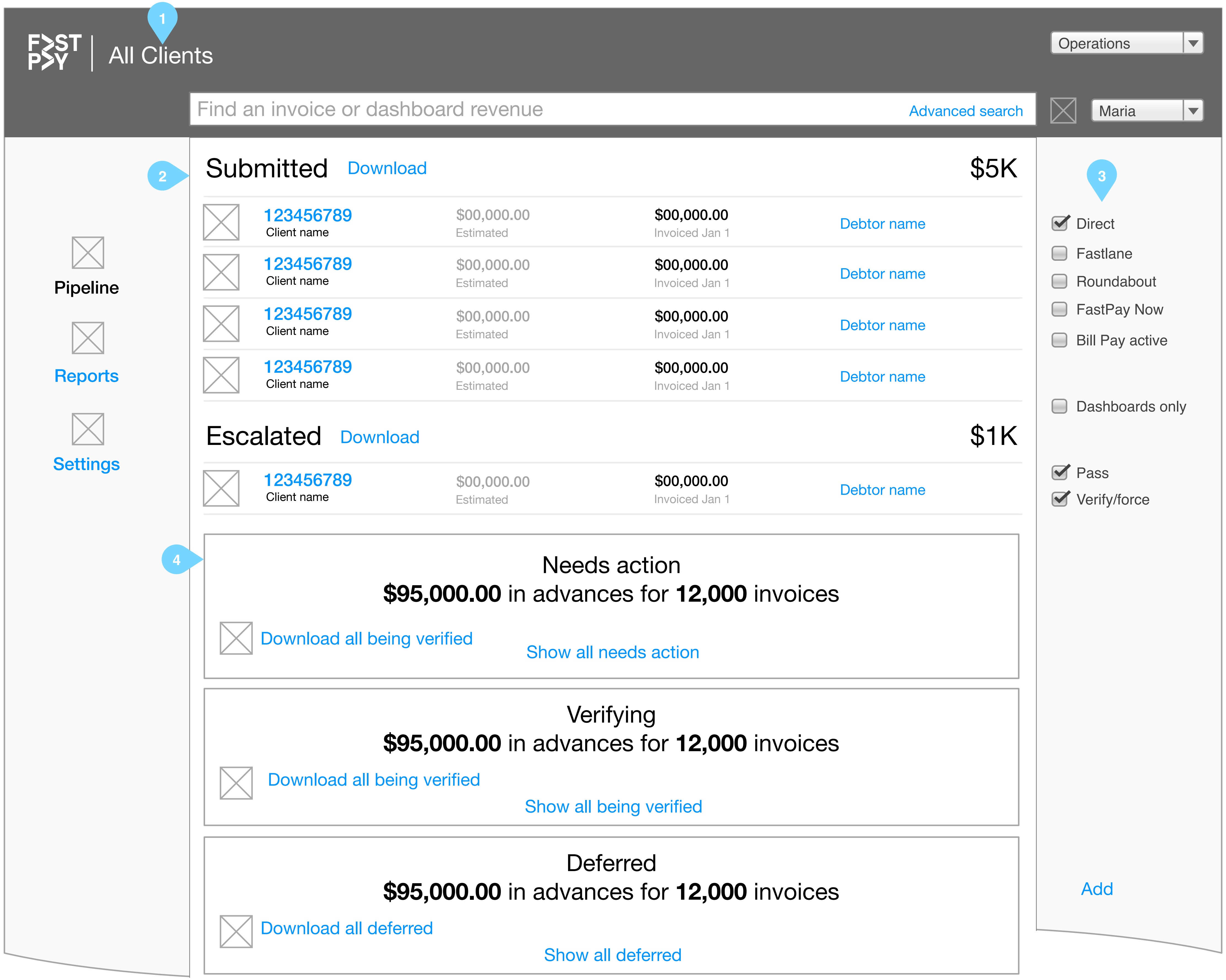
4. Disabled until at least one field is completed.



ANNOTATIONS

4.0.0 Add items

1. Generic “Add items” modal accessed from the FAB, where we do not have a curated list of debtors/invoices as we do in “Needs action;” user can begin typing debtor name and a list of suggestions is displayed. When user selects debtor, a list of invoices for that debtor is displayed as shown in the Attach modal.



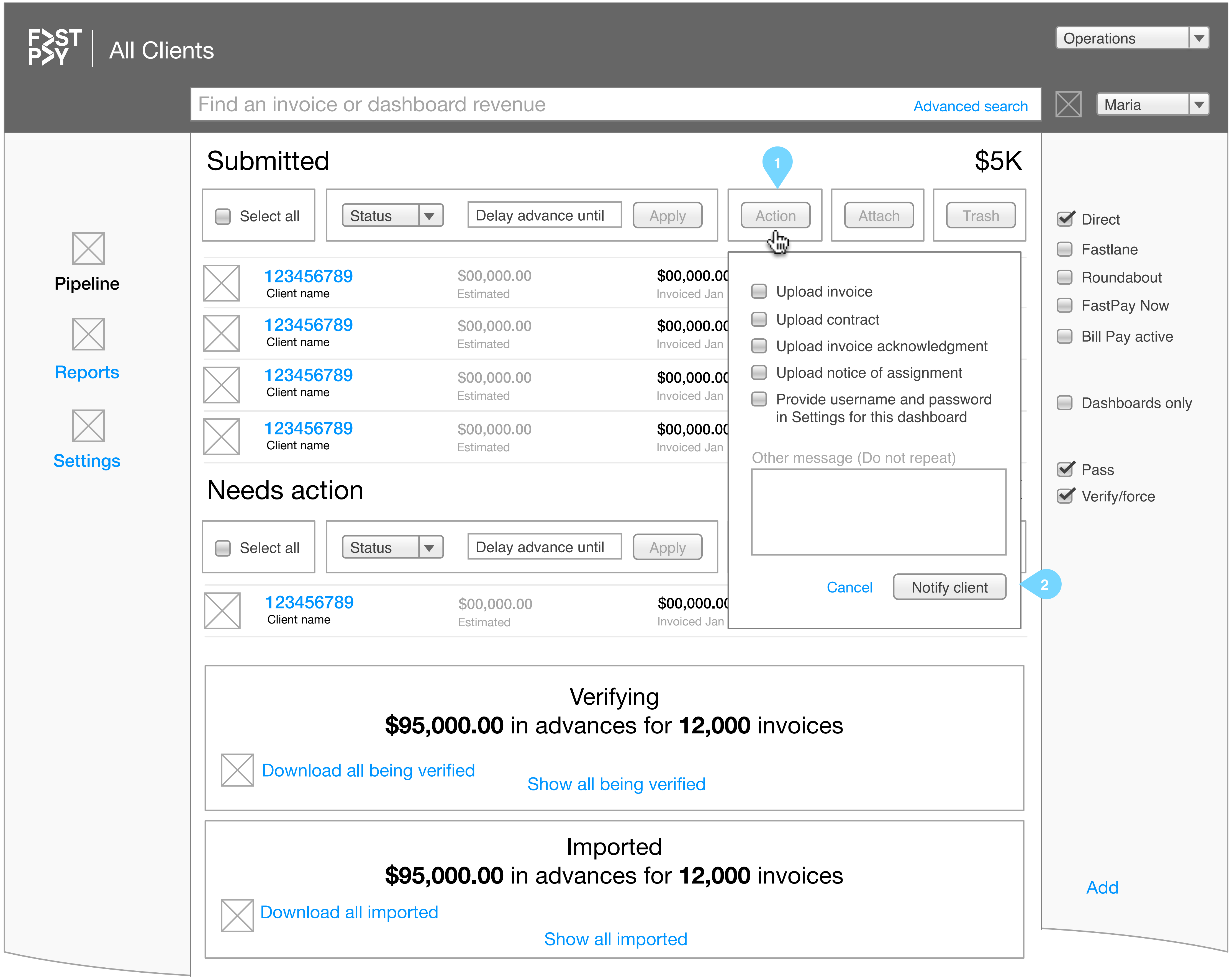
ANNOTATIONS

5.0.0 Ops pipeline

1. To go to a client view, user focuses on header, changes to search field with tyepeahead, limited to client names. Hitting enter takes them to that client view.
2. Submitted and Escalated are expanded by default. All other statuses are collapsed as groups.
3. User can choose multiple filters to limit number of items shown.
4. Separate tile for each status. Do not display batch actions not available for a status. Do not display invoices with status of Imported.

Tile order:

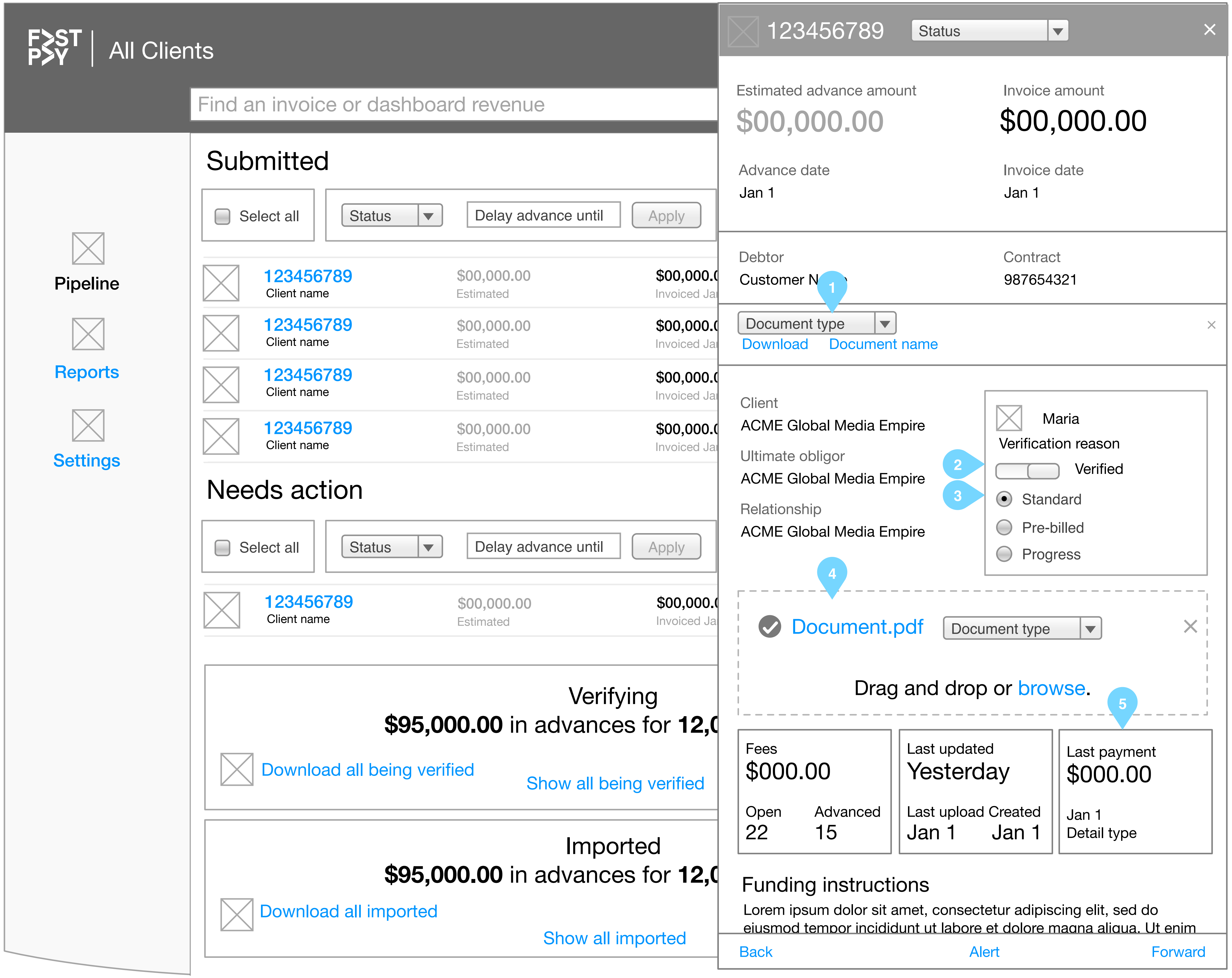
- Needs action
- Verifying
- Deferred
- Pending



ANNOTATIONS

5.1.0 Ops pipeline, batch "Needs action"

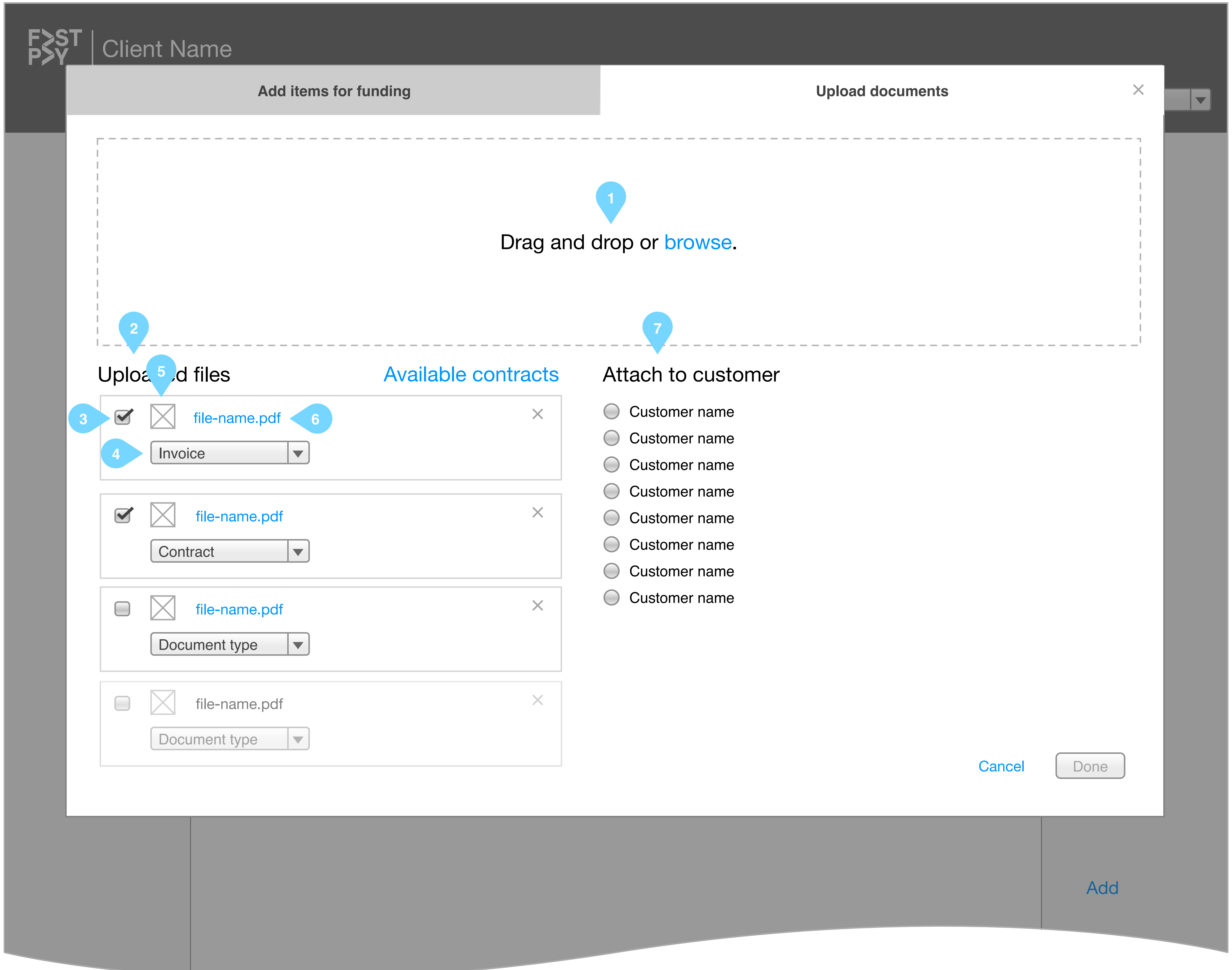
1. "Needs action" button opens client message options to permit multiple items to be brought to client's attention. Note new set of options to be reflected also in invoice detail.
2. On clicking button, panel closes, message displayed in client portal.



ANNOTATIONS

5.2.0 Ops pipeline, invoice detail

1. User can change document type if incorrectly uploaded. Do not display in terminal state.
2. User can check to indicate document was reviewed if necessary or to indicate the correct file if there are more than one of that document type.
3. System now alerts wether NOA is required, user can see if NOA, receipt verification, and contract are provided. If everything required is present, user can toggle switch to indicate verification completed. Show only if triage requires verification.
4. Use same drop zone design/functionality as single invoice upload (client invoice detail also). Do not display in terminal state.
5. Include tile only if data exists. Do not display "N/A." Spell out detail type (P, NF, IP & AR).



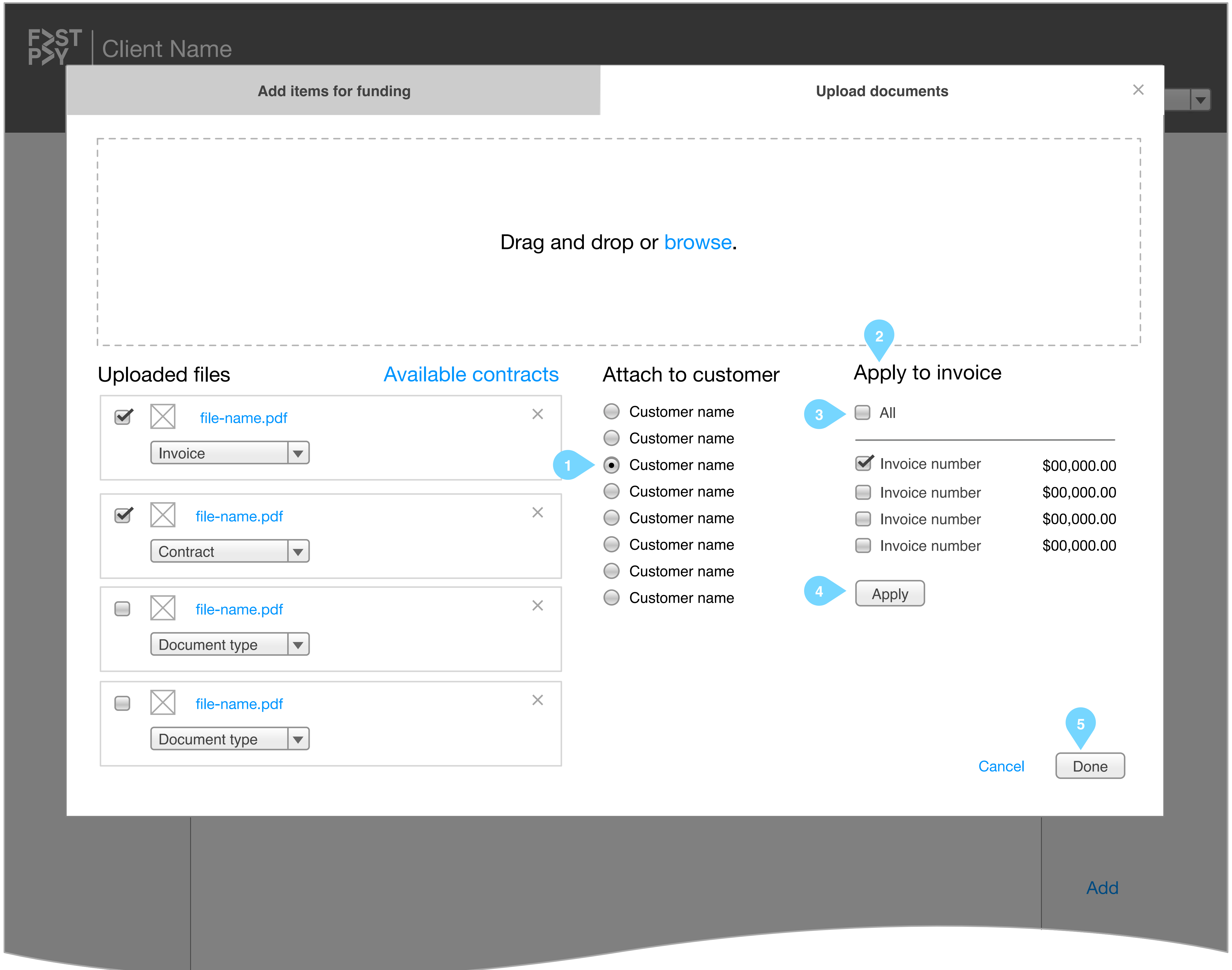
ANNOTATIONS

6.0.0 Attach items

1. User can add as many files as she wants.
2. As files are processed they fade in below. Files not fully processed show at 50% opacity.
3. User can select one or more files.
4. Drop-down allows user to specify type of document.

   Options:
   - Invoice
   - Contract
   - Notice of assignment
   - Invoice acknowledgement
   - NOA confirmation
5. Icon shows file type:
   - PDF
   - Word doc
   - Excel
   - Image
6. User can preview uploaded file.
7. Debtor list populated only with debtors associated with invoices selected for random checking and having status of “Needs action.”

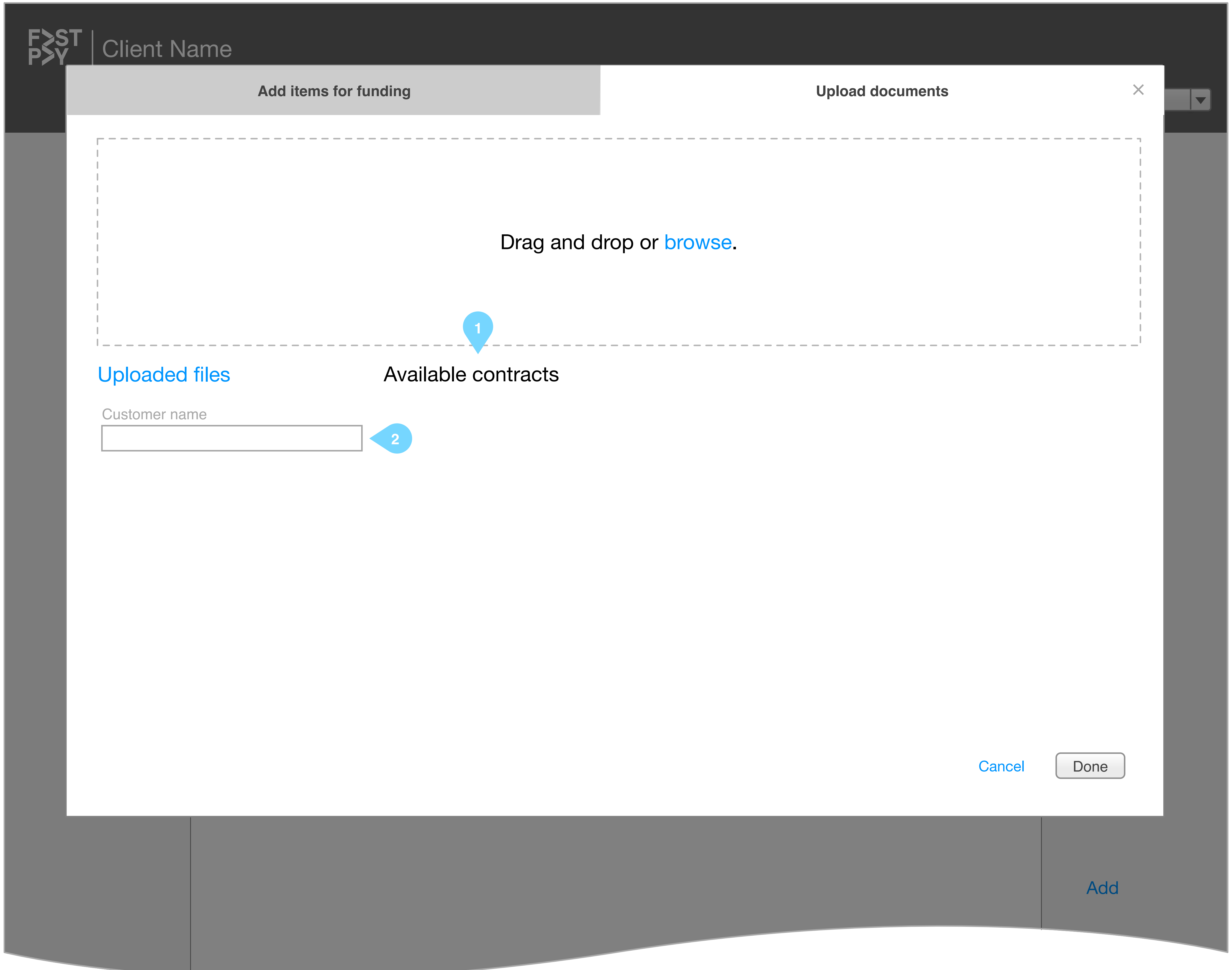
   If this modal was not accessed through the “Attach” batch item for “Needs action,” i.e., through the “Add” FAB, display an input field with typeahead for the user to select any debtor rather than the auto-curated list with radio buttons.



ANNOTATIONS

6.1.0 Attach items cont.

1. User selects debtor to associate selected document(s) with.
2. When debtor is selected, list of invoices fades in. These are invoices associated with the selected debtor and with the status of “Needs action” and are those displayed according to random check.
3. User may select all invoices. If this box is checked, all boxes below it are displayed as checked. If it is unchecked, all those below are displayed as unchecked.
4. If not all files have been selected, this button displays. If at least one invoice is selected, this button is enabled. On click, the selected files which have been assigned a debtor and invoice fade out and any remaining slide up so the user can begin the association process again, i.e., show uploaded files and debtor list. When last file is associated and user clicks this button, close modal.
5. If user clicks Done before all files have been associated, close modal and display same list of files and customers on subsequent visits.

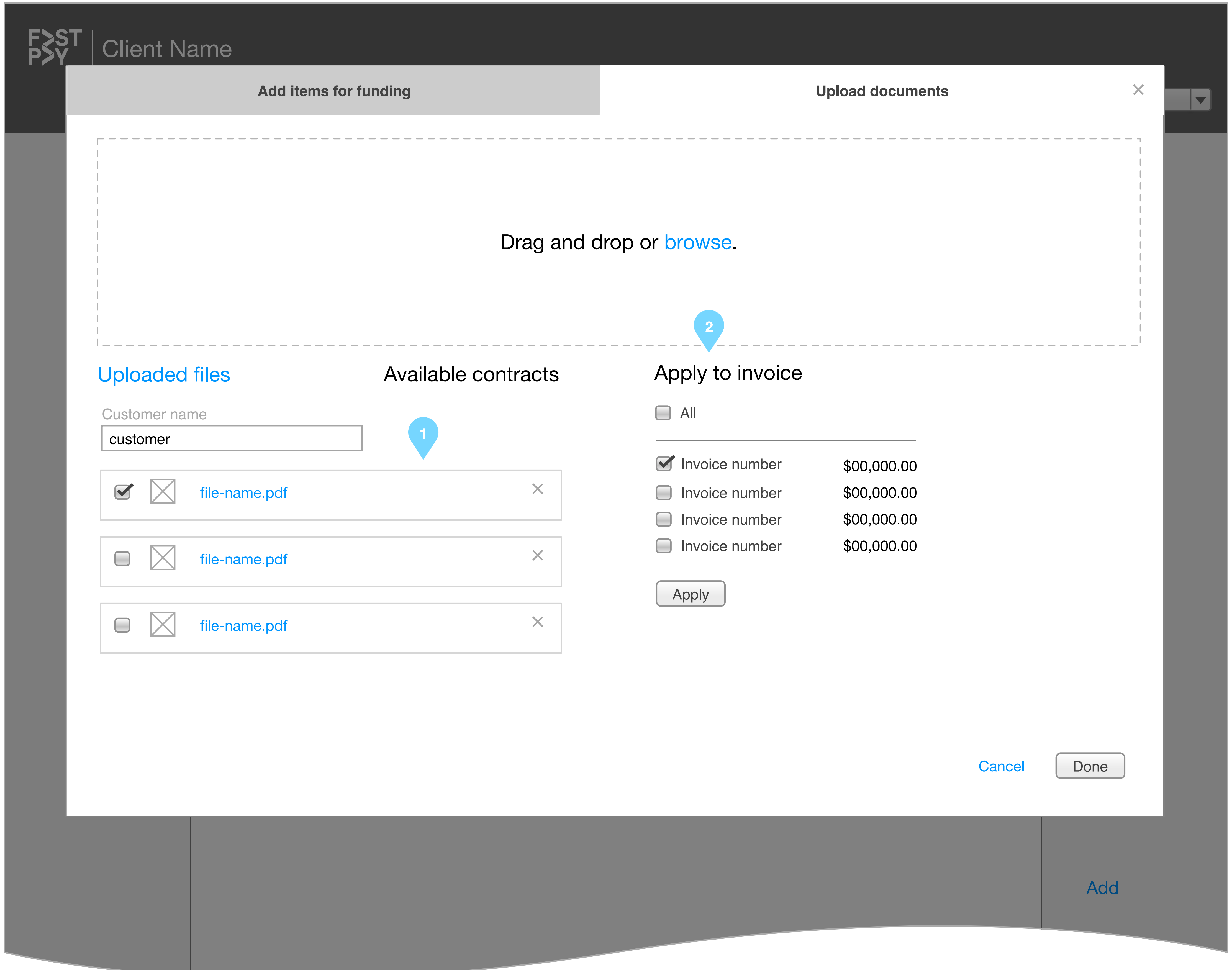


ANNOTATIONS

6.2.0 Attach items, existing contracts

1. User can access existing contracts uploaded within the past 90 days by toggling the view from uploaded files. existing customer selection radio buttons fade out on toggle.

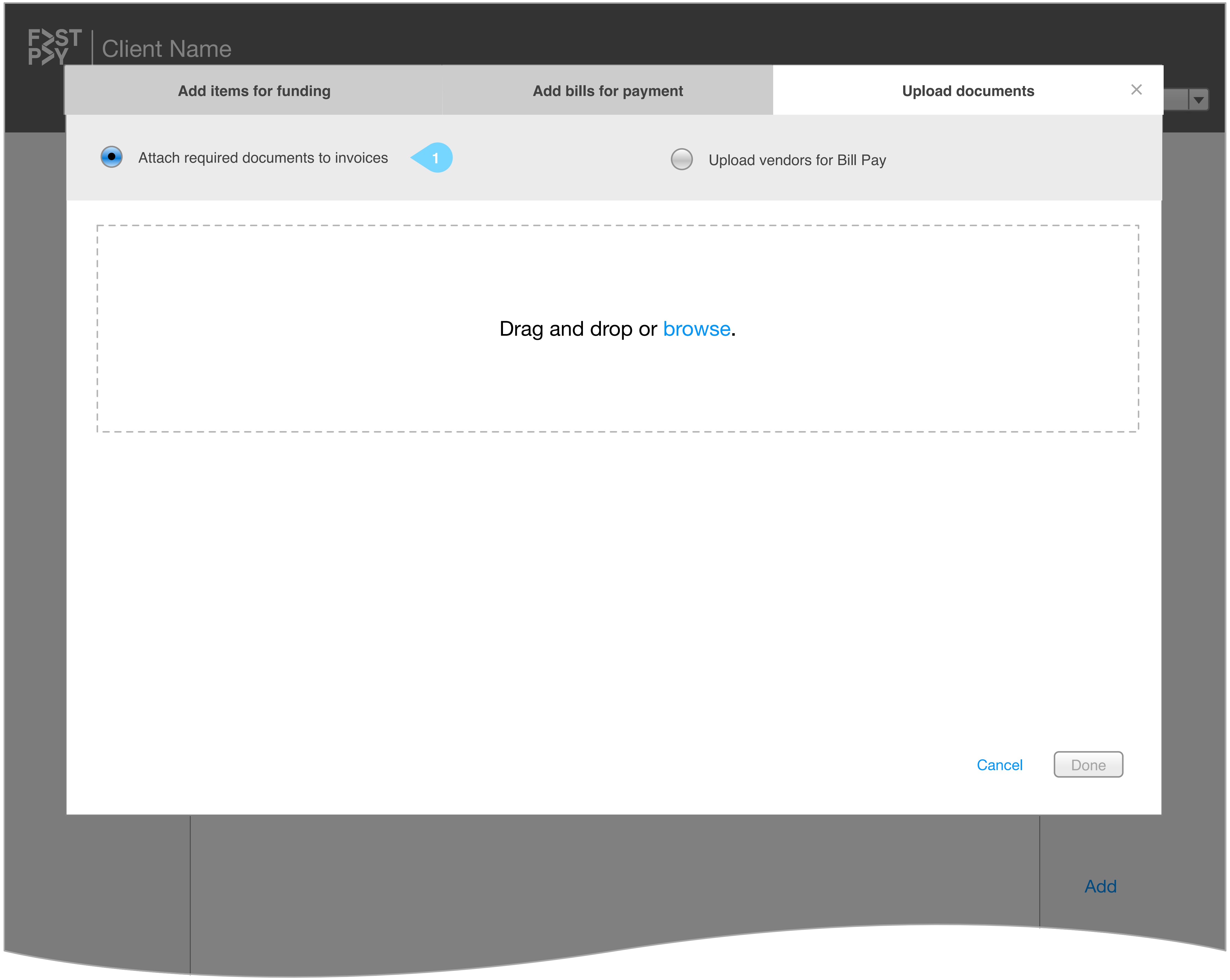
2. First the user begins typing the debtor name and selects a suggestion.



ANNOTATIONS

6.3.0 Attach items, existing contracts cont.

1. On selecting debtor qualifying contracts fade in below.
2. List of qualifying invoices fades in.



ANNOTATIONS

6.4.0 Attach items, Bill Pay

1. For Bill Pay clients (i.e., those who have three tabs on the Add modal), default option is to attach documents to invoices.