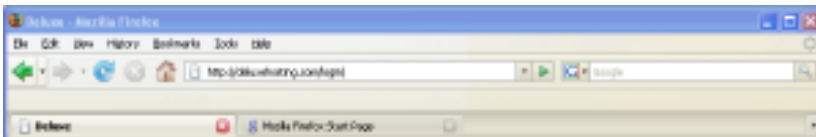
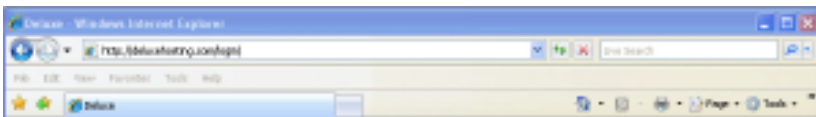


Website Project Center User Guide

Project Center - How To Login

On your computer, locate and open a web browser program such as **Firefox** or **Internet Explorer**.



In the address bar at the top of your opened web browser program, type in the location of your Project Center at:

<http://webdesign.aplus.net/login/>

You will be prompted to login using **“Your contact email”**, as well as **“Your Password”**. The password was provided to you in the Welcome email. If you have changed it, then type the one you chose.

Sign In

Log in here to access your Website Project Center

Your contact email:

Your password:

Website Project Center User Guide

Project Center Welcome

The left side of the Welcome page welcomes you to the Aplus Web Services and provides information about the Website design package you have purchased.



The screenshot shows the 'Website Project Center' interface. At the top, there are navigation tabs: 'Welcome', 'Creative Brief', 'Templates', 'Site Content', and 'Contact Us'. Below the tabs is a 'Welcome...' section with introductory text. To the right is a 'Website Specification Summary' form with four steps: 'STEP 1 REQUIRED: Select Your Website Template', 'STEP 2 REQUIRED: Complete Your Creative Brief', 'STEP 3 REQUIRED: Select Desktop Website Page Titles', and 'STEP 4 RECOMMENDED: Provide Additional Text and/or Image Files'. At the bottom, there is an 'I AGREE' checkbox and a 'Submit' button.




Welcome...

Your website design can begin immediately with your input! You will be receiving a consultation call from your Website Design Consultant within one business day. If your bundle involves a Mobile website, we can begin building your mobile site once your website is complete.

Please complete the **Website Specification Summary** within one business day. This provides us with valuable information to help create the best possible online presence for your business. Please try to complete this prior to your Website Design Consultant call.

Questions? Call 1-866-993-0379, Option 5

What's included in your..... Standard 5-page Website Design

Description and Features

Up to 5 pages professionally designed website based on one of our thousands of advanced template designs

- Basic Copywriting with up to 500 words per page.
- Up to 3 quality stock images per page and up to 20 of your own additional images
- Contact form and map
- Search Engine Optimization:
 - keywords, titles and description metatags in your Website
 - your website is submitted to Google™, Bing® and Yahoo®
 - monthly OneList directory submissions to dozens of top business directories
- 30 day warranty period for up to 3 revision rounds

Also includes:

- domain URL
- hosting with 200 GB storage and 2000 GB monthly transfer limit
- 8 Business email boxes, at 2 GB each

• Ongoing website support with 45 min of by the minute maintenance for updates and changes per month after your website is complete & 24-hour technical support

Click through the different tabs for more information about your product:



Package Description and Features



Project Timelines



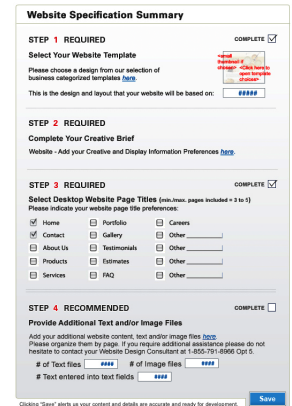
FAQ
(Frequently Asked Questions)

Website Project Center User Guide

Website Specification Summary

The right side of the Welcome page contains the Website Specification Summary (WSS) where you will enter and verify your company's details, text and image content, as well as your design and development preferences.

The "COMPLETE" box in each section will appear checked as you progress through each step.



STEP 1 REQUIRED

Select Your Website Template

Please choose a design from our selection of business categorized templates [here](#).

This is the design and layout that your website will be based on: #####

COMPLETE



Step 1 - Your Template:

Click the template box or "here" link to go to the template page to select your template.

Once selected your template thumbnail and number will appear here.

Step 2 - Creative Brief:

Click the "here" link to go to the creative brief page to edit your company's business details and information, as well as your creative preferences, for your Website.

STEP 2 REQUIRED

Complete Your Creative Brief

Website - Add your Creative and Display Information Preferences [here](#).

STEP 3 REQUIRED

Select Desktop Website Page Titles (min./max. pages included = 3 to 5)

Please indicate your website page title preferences:

- | | | |
|---|---------------------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> Home | <input type="checkbox"/> Portfolio | <input type="checkbox"/> Careers |
| <input checked="" type="checkbox"/> Contact | <input type="checkbox"/> Gallery | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> About Us | <input type="checkbox"/> Testimonials | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Products | <input type="checkbox"/> Estimates | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Services | <input type="checkbox"/> FAQ | <input type="checkbox"/> Other _____ |

COMPLETE

Step 3 - Page Titles:

Select your pages from a preselected list of frequent choices or enter your own page titles.

The pages you select here will be mirrored on your Website Content page.

Step 4 - Provide Additional Text and/or Image Files:

Click the "here" link to go to the Website Content page to type or upload your company's text and upload images that you would like on your Website.

STEP 4 RECOMMENDED

Provide Additional Text and/or Image Files

Add your additional website content, text and/or image files [here](#). Please organize them by page. If you require additional assistance please do not hesitate to contact your Website Design Consultant at 1-855-791-8966 Opt 5.

of Text files # of Image files

Text entered into text fields

COMPLETE

I AGREE I agree that I have read and accept the [Terms of Service](#). (Click to read and review) I understand that I am bound by the terms and conditions therein. I agree that I shall not challenge the validity, enforceability, or admissibility of the Terms on the grounds that it was electronically transmitted or authorized. In addition, I acknowledge that I have had the opportunity to print the Terms.

Submit 

After you have completed the above steps, please read the text at the bottom of the page and click the box to the left of the "I AGREE" text. Then click the "SUBMIT" button to verify you would like the information and images you've provided to be used in creating your Website.

Website Project Center User Guide Website Templates

From this page you can browse & select the template you would like to have us build your site from.



Categories: To see templates developed for a specific category, select a category from the drop-down. Note that you have the option to select a template that is from different category than the one your business is in.

Keywords: Enter a keyword to search for a match to your company's services or products.

Keywords

Click the **Preview** button under any template to see a larger image of the template.



Select a template for your Website by clicking the **Use Layout** button on the search.

After you have chosen a template and have either clicked Use Layout or Use this template, click the **"SUBMIT"** button to notify your consultant of your choice.



Or



After you have chosen a template you can click the **Next>>** button over the top right corner to go to the next step for submitting your content.

Template #

Template #: If you already have the template number through prior searching, or at the suggestion of one of our representatives, enter it here to find that template.

Website Project Center User Guide

Creative Brief

On this Creative Brief, you can add information to suit your Websites needs and preferences. Information on this page will be used in building your Website.

Business Information: These are the basic contact and identity details you would like to communicate on your Website.

Business Overview: Provide your general information regarding what kind of business you are in, your hours of operation, news and positive reviews.

Business Details: Include the products and services you provide, your overall service area, and special details about your business.

Company Information: Add testimonials from people who have used your services and products, specific information about your target audience that you would like to communicate to, and add lists of products and services you would like to specifically include on your Website.

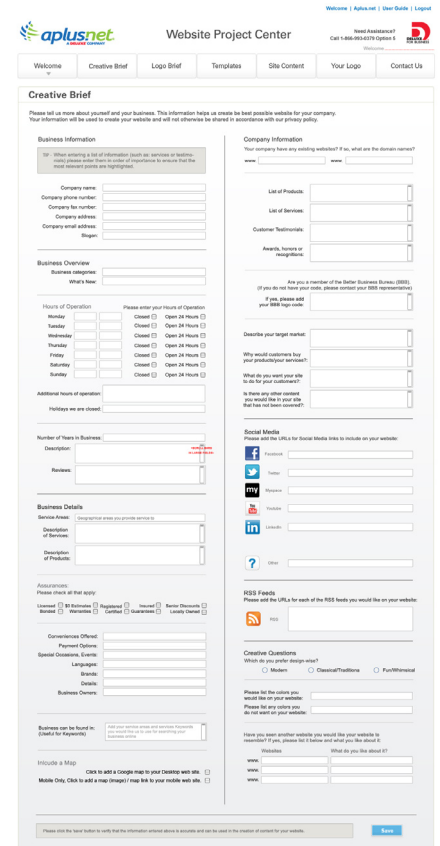
Social Media: Provide Social Media Profile Information that you would like integrated to your website.

Creative Questions: Entering your creative preferences ensures accurate content and design choices are made and that style preferences are adhered to.

Choose Websites that you like the way they look and note what you like about them to help us assist you in your design choices.

Your entries are saved as you go from one tab to another.

When you have finished entering your information, click the **“SAVE”** button to let us know that your information is accurate and can be used in the creation of content for your Website.



The screenshot shows the 'Creative Brief' form in the Website Project Center. The form is divided into several sections: Business Information, Business Overview, Business Details, Company Information, Social Media, and Creative Questions. Each section contains various input fields, checkboxes, and dropdown menus for users to provide detailed information about their business and website preferences.



Website Project Center User Guide

Logo Brief

On this form, you have the chance to provide your input in prevision to your Logo Design. The Logo Design team will use this information for your concepts. It is mandatory to complete the Logo Brief to initiate the process.

Exact company name for logo design:

Make sure to write the exact text including capitalized letters, punctuation, etc.

Brief description about your company:

This will assist the logo design team to see the target market.

Images / ideas coming to mind when you think of your logo?

Help our designers to develop a solid creative direction for your new logos.

How will you be using your logo design?

Even if the obvious usage for your logo will be website oriented, specify if you have in mind of using this new logo on other media.

Layout

Choose if you prefer to have the icon of the logo on the left side, on top or to the right side of the company name.

Color Selection

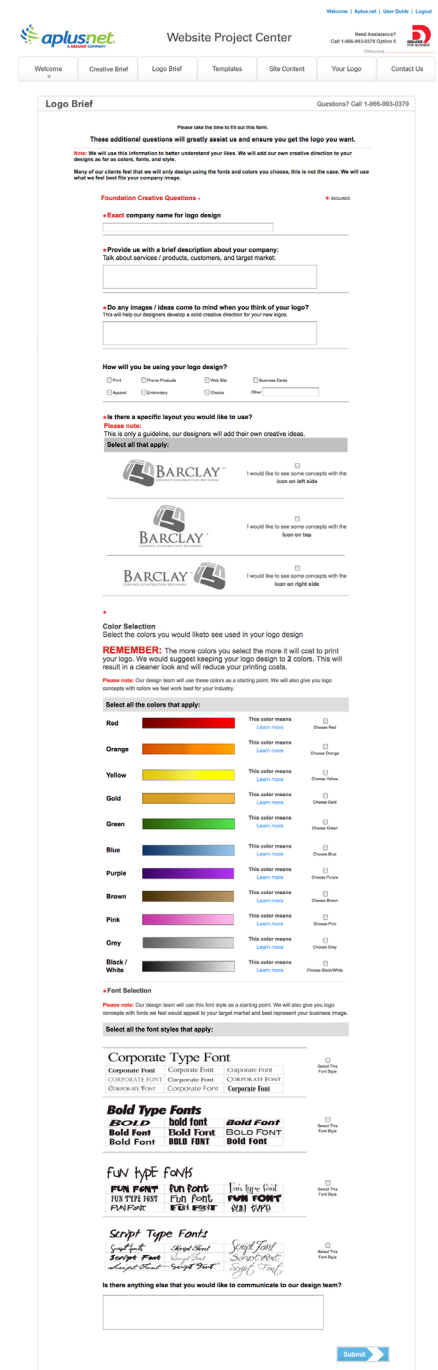
Select all colors palettes your would like the designers to consider during your logo design. We would suggest keeping your logo design to 2 colors. This will result in a cleaner look.

Font Selection

Select all the font styles that you would like the designers to use. We will also give you logo concepts with fonts we feel would appeal to your target market and best represent your business image.

Comments

If there anything else that your would like the logo design team to know, please use the last box of that form to do so.



The screenshot shows the 'Logo Brief' form in the Website Project Center. The form includes sections for:

- Foundation Creative Questions:**
 - Exact company name for logo design (text input)
 - Provide us with a brief description about your company: Talk about services / products, customers, and target market. (text input)
 - Do any images / ideas come to mind when you think of your logo? (text input)
- How will you be using your logo design?** (checkboxes for Print, Web, Social, etc.)
- Is there a specific layout you would like to use?** (radio buttons for icon on left, top, or right)
- Color Selection:** A color palette with options for Red, Orange, Yellow, Gold, Green, Blue, Purple, Brown, Pink, Black/White, each with a 'Learn More' link.
- Font Selection:** A list of font styles categorized into Corporate Type Font, Bold Type Fonts, Fun Type Fonts, and Script Type Fonts.
- Comments:** A text area at the bottom for additional input.

 A 'Submit' button is located at the bottom right of the form.





Once all the information is entered, press the **“Submit”** button.



Website Project Center User Guide

Logo Concepts

Once the first four (4) Concepts will be ready for you to review, you will have the ability to select which Concept you would like them to work on more.

<p>Logo Design 1</p> 	<p>Logo Design 2</p> 	<p>Logo Preview Feedback Form</p> <p>What is your logo design choice?</p> <p><input type="radio"/> Logo Design 1</p> <p><input type="radio"/> Logo Design 2</p> <p><input type="radio"/> Logo Design 3</p> <p><input type="radio"/> Logo Design 4</p> <p>What do you like about this design?</p> <input type="text"/>
<p>Logo Design 3</p>  <p>The Chinese character represents the word "Face", this is used as the icon. It's a simple and modern way of introducing the character into the logo.</p>	<p>Logo Design 4</p> 	
		<p>Please provide any other instructions here:</p> <input type="text"/>

You can click on each Logo Design to see the larger version. After review:

What is your logo design choice?

- Logo Design 1
- Logo Design 2
- Logo Design 3
- Logo Design 4

Select which concept your would like the logo design team to work further on. Then, provide information such as:

What do you like about this design?

Elaborate on the reason for you to select this logo from the others.

What do you want to change, if anything, about this design?

Do you want the color to be replaced? The graphic to be oriented another way? Just let us know!

Please provide any other instructions here:

If there any other details you want to provide us, please do so.

Once all the information is entered, press the “**Submit**” button.



Website Project Center User Guide Logo Concepts - Your Logo

After all revisions are completed on the Logo and that you have approved it, you will have access to the final Logo.

Our design team will then use this Logo in your Website Design.


Logo Concepts

Questions?
Please don't hesitate to call your Coordinator at 1-866-993-0379, opt. 5

Congratulations, your custom Logo Design Concept designed by our professional graphic designers, based on the information and creative preferences provided, is now complete.


Below you can view your final design or download your logo files by clicking on the link below.

Approved Logo Design Preview



click to enlarge

Approved Logo Design File



Download your logo package

Your logo package includes:

File Type	Use	Size (Approx.)
- EPS	Print (Resizable)	500-1000KB
- AI (Illustrator)	Print (Resizable)	500-1000KB
- CDR Vector	Print	500-1000KB
- JPEG	Web (High Quality)	500-1000KB
- PNG	Web (High Quality)	500-1000KB
- GIF	Web	500-1000KB
- BMP	Web	500-1000KB
- TIFF	Web (High Quality)	500-1000KB
- PSD	Web (High Quality)	500-1000KB
- PCX	Web	500-1000KB

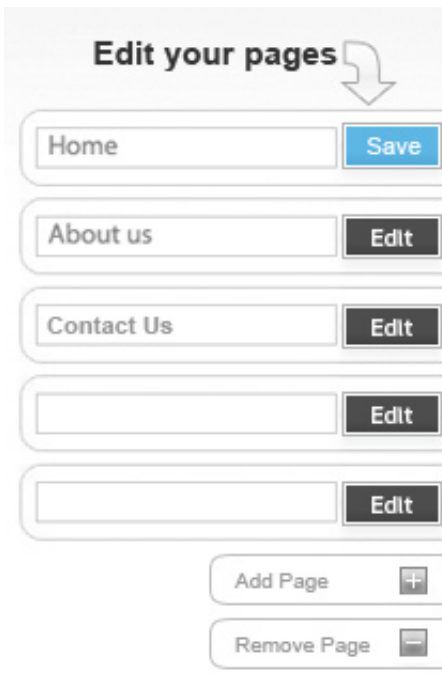
You can click on the actual logo to see a larger view.

On the right side, you can download the actual "Logo Package" in a .Zip package. The Logo Package include all the different formats (Web/Print) of your logo. This will also be accessible by your Website Coordinator to access and use towards your website.

Website Project Center User Guide

Website Content - Part 1

From this tab you can submit the text and images you want to use on your site, and any notes you may have for your designer regarding those contents.



Edit your pages

Home

About us

Contact Us

Edit your pages: Name your pages in the order you want them to appear.

Edit buttons: Click the **Edit** Button to upload or manually enter content for that particular page.

Save buttons: After you click an **Edit** button, the option to save is visible. After you either finish uploading or typing content, and/or making a note for your designer, click the **Save** button. Your designer is automatically notified so that they may gather your content and check for new messages.

+ & - buttons: You can add or remove pages by clicking the + and - buttons.

Add your text files:

Browse: Click **Browse** to open a window where you can search for your text files on your own computer so that they can be uploaded and sent to us.

File Address Box: When you have found the file you want to upload and have selected it, the location of it on your computer will be visible in the address bar just above the **Browse** and **Upload** buttons. Changing this file address will change where your file will be searched for when uploading.

Upload: After the file is selected, click the **Upload** button and the icon above will change from a N/A or not available file to showing a file in the placeholder and the **Remove** button will become accessible. The file is now uploaded and a designer can use in your Website.

Remove: If you have uploaded the wrong file or change your mind, you can click the **Remove** button to delete the file.

You can repeat the process if your content is split over two different documents.



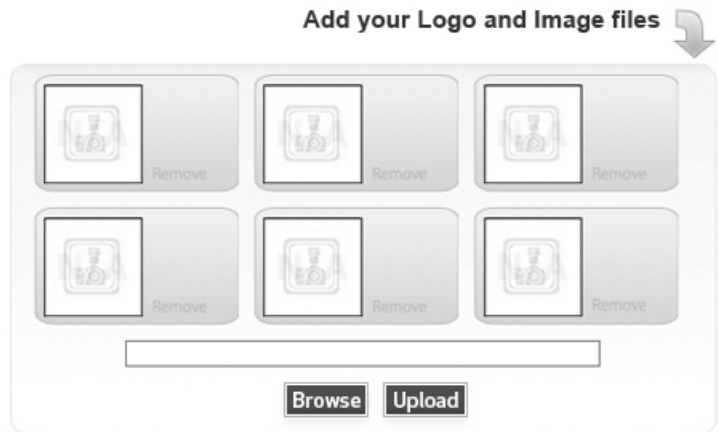
Add your text files

Website Project Center User Guide

Website Content - Part 2

Add your image files:

Browse: Click **Browse** to open a dialog box where you can find image files on your own computer to upload and send to us.



File Address Box: When you have found the file you want to upload and have selected it, the location of it on your computer will be visible in the address bar just above the **Browse** and **Upload** buttons.

Upload: After the file is selected, click the **Upload** button and the icon above will change from a N/A or not available file to showing a file in the placeholder and the **Remove** button will become accessible. The file is now uploaded and a designer can use in your Website.


Remove: If you have uploaded the wrong file or change your mind, you can click the **Remove** button to delete the file.

You can repeat the process until each of the images you want for your page are uploaded. You can have up to 20 on your own images across the entire site.

Type or copy-and-paste your text 

After you have selected a page to edit, if you prefer, you can type or copy-and-paste your text here instead of uploading text files. Click the **Save** button to the left for the page selected.

Enter any special instructions regarding layout, color scheme or anything else you would like your designer to consider when building your Website.

Special instructions go here 
Such as: color changes, specific fonts, styles, image order, or general notes.

Website Project Center User Guide

Store Brief - Rates (Shipping / Tax)

If you have purchased an Online Store, the Store Brief section will be used by you to submit the Shopping Cart setup information such as:

Shipping Rates, Tax Details and Payment Gateway.

Store Brief Information

Please take a brief moment to enter the following Billing Information:
Before we start development, the following steps and requirements information must be made available to develop an online store

Rates

Please provide your shipping and Tax details

Shipping Rates: Indicate either flat rate or table rate by 'quantity, price or weight'

Flat Rate

Table Rate : Quantity Price Weight

Other: (Shipping Module: USPS, UPS, Fedex, or Canada Post)
Required information to be provided to your website coordinator accordingly depending on the type of the shipping module selected.

Tax Rate


Note - Table Rate: The shipping cost is based on the total cost, weight or quantity of items.

Formula:
The first number is either the Quantity of products, or the Order Price, or the Weight of the order.
The Second Number after the colon (:) is what the Shipping Cost is based on the first number.

Example - Quantity:
Up to 25 products costs \$8.50 in shipping costs, enter - 25:8.50
From there (26) to 50 products equals \$5.50 in shipping costs, enter - 25:8.50, 50:5.50
From there (51) to 200 products equals \$2.00 in shipping costs, enter - 25:8.50, 50:5.50, 200:2.00

Payment Gateway

- Required information to be provided to your website coordinator upon completion of project.
- Depending on the Payment gateway selection, required information may vary accordingly.
- Required information will be plugged into the system during a walkthrough before the final launch of your new online store.
- You can select your payment gateway from a wide list of gateways provided to you:



Once we receive all the above information, we will proceed with designing the store (based on a template design to match the content site) and develop the store within a 15 business days turnaround time. Once complete, we will update the content site by adding a stock 'Shop now' image which would link to the newly built store.

Press the Proceed button below once you have submitted all of the required information. **Thank you!**



Rates

Please provide your shipping and Tax details

Shipping Rates: Indicate either flat rate or table rate by 'quantity, price or weight'

Flat Rate

Table Rate : Quantity Price Weight

Other: (Shipping Module: USPS, UPS, Fedex, or Canada Post)
Required information to be provided to your website coordinator accordingly depending on the type of the shipping module selected.

Tax Rate

Note - Table Rate: The shipping cost is based on the total cost, weight or quantity of items.

Formula:
The first number is either the Quantity of products, or the Order Price, or the Weight of the order.
The Second Number after the colon (:) is what the Shipping Cost is based on the first number.

Example - Quantity:
Up to 25 products costs \$8.50 in shipping costs, enter - 25:8.50
From there (26) to 50 products equals \$5.50 in shipping costs, enter - 25:8.50, 50:5.50
From there (51) to 200 products equals \$2.00 in shipping costs, enter - 25:8.50, 50:5.50, 200:2.00

Rates Options

Flat Rate: This option should be selected if you are offering one Shipping Cost for each purchase.

Table Rate: Table rate allow you to manage the rate dynamically based on a variable: **Quantity, Price or Weight**. This is done using a Formula**.

**How the Formula Work?

The first number is either the Quantity of products, or the Order Price, or the Weight of the order.
The Second Number after the colon (:) is what the Shipping Cost is based on the first number.

Example - Quantity:

Up to 25 products costs \$8.50 in shipping costs, enter - 25:8.50
From there (26) to 50 products equals \$5.50 in shipping costs, enter - 25:8.50, 50:5.50
From there (51) to 200 products equals \$2.00 in shipping costs, enter - 25:8.50, 50:5.50, 200:2.00

Other: This last rate option allow you to use a Shipping Module such as: **USPS, UPS, Fedex or Canada Post**. In order to use one of those modules, you need to be registered with one of the providers. Also, the information that you will need to supply to your Website Coordinator to connect to the Shipping Module may vary from one module to another.

Tax Rate: You have one single tax rate to manage for your shopping cart, you can enter the details here.

Tax Rate

Example - for 11%, enter 11 (if you have different needs for your tax rate, please inform your Website Coordinator).

Website Project Center User Guide

Store Brief - Payment Gateway

Payment Gateway

This section is presenting you with a list of different Payment Gateway provider that you can attach to your Online Store. The Payment Gateway is the method that is used to accept the payments from the buyer making a purchase from your website.

For security purposes, this step will be completed last once the rest of your Online Store has been built. You will be walked through the setting with your consultant just before your site go live.

Payment Gateway

- Required information to be provided to your website coordinator upon completion of project.
- Depending on the Payment gateway selection, required information may vary accordingly.
- Required information will be plugged into the system during a walkthrough before the final launch of your new online store.
- You can select your payment gateway from a wide list of gateways provided to you:



You can most certainly get all the necessary information from the Payment Gateway provided ahead of time in prevision to the final setup of your Online Store. Some providers require a certain period of time in order to setup the necessary account (1-2 weeks).

Depending on the Payment Gateway selection, the required information may vary accordingly.

Once all the information for the Rates has been provided, you can save the information by clicking the “**Proceed**” button. This will also notify your Website Coordinator of your choice.



Please note that if you need to go back to this page to review the information again, you can certainly do so.

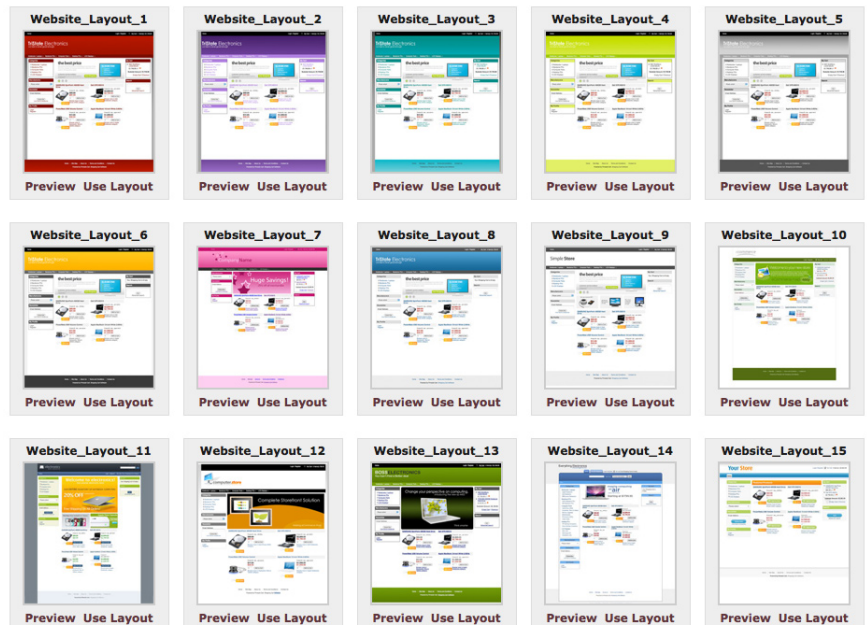
Website Project Center User Guide

Online Store Template Selection

If you have purchased an Online Store, the Template Selection that will be available for you will be for your store design. Please note that these templates can be modified to fit your corporate identity in aspect of colors, layout and images.

You can see a larger version of the Layout by clicking on the thumbnail or the **“Preview”** button just below the image. **Preview**

Review the different layouts available and once you find the one you would like to be used, click on **“Use Layout”** to inform your Website Coordinator of your choice. **Use Layout**



Website Project Center User Guide

Product Submission

In order to complete the information for your Online Store, one important piece of information we require is the details of each product you wish to sell.

The Product Submission page allows you to enter the details for your products: **Product Name, Category, Product Code, Attributes, Description Detail, Price, Weight, Product image and more.**

If you have your products' information in a csv format file, you also have the ability to upload it through this page.

Product 1 Fields

Product Name: Write the name exactly like you want it to be displayed.

Category: Name the Main Category this product should be listed under.

Sub Category: *If necessary*, put in the Sub Category this product should be listed under.

Price: Enter the Net Price for this product before Taxes (E.g. 100.00).

Product Code: Used if your product as a code applied to it within your inventory.

Attributes 1: Used if you have a set of attribute to apply (E.g. Size - s,m,l,xl).

Attributes 2: Used if you have a different set of attribute to apply (E.g. Color - black,white).

Weight: Enter the unit weight.

Description Detail: The information entered here will show as being the description.

This is your sale's pitch for that product.

Product Keywords: You can apply keywords for each product of your store. Enter a few words relevant to the product that you think your visitor might search for if they are looking for that kind of product.

Product Image: This option will allow you to browse your computer to select the image you want us to use for this product on your store.

How? Click **Browse** to open a dialog box where you can find the image file on your own computer to upload and send to us.

The image will be updated once this product information set is Saved.

Please note that you need to press **"SAVE"** after the details of Product 1 are entered before filling the information for Product 2.

Once the information is entered for all the products, go back to the top of the page and press the **"PROCEED"** button to send the details to your Website Coordinator.

Product Submission

Questions? Call 1-866-993-0379

Please take a brief moment to enter the following product information:

Before we start development, the following steps and required information must be made available to develop an online store using os-commerce:

If you have your products' information in a csv format file, please upload it using the following:

Add your product information below.

What are you selling on your online store? Please add all the information for your products below to let us know. Specify a list of Category(ies) (a minimum of one category is mandatory) Sub-category(ies): (optional) Up to 10 products. Note: Price differences for options require a new product entry.

Click save beside each products you would like to submit. Once all your product information and images are entered please click "Submit" to notify your Designer the products are ready to be included in your store.

Product Name	Category	Sub Category	Price
Product Code	Attributes 1 <small>Optional</small> <small>(Name and Values ie: Size - s,M,L,X)</small>	Attributes 2 <small>Optional</small> <small>(Colour, or weight, or style, etc.)</small>	Weight <small>Optional</small>
Description Detail		Add the image for this product	
Product Keywords		Upload File: File: <input type="text"/> <input type="button" value="Browse..."/> <small>Supported formats include: jpeg, gif, tiff, png, bmp</small> <input type="button" value="Remove"/>	
<small>Once you have entered your product information and uploaded the accompanying photo click here to save your product information progress. When you have entered all of the details and images for your products please click Submit at the top to notify your designer your products are ready to be added to your store.</small> <input type="button" value="Save"/>			

Add the image for this product

Upload File:

File: Supported formats include: jpeg, gif, tiff, png, bmp



Website Project Center User Guide Contact and Messaging

Use the Contact Us Tab to communicate with your Website Coordinator. Your consultant will respond to messages and inquires that you submit here.

Contact Us Questions? Call 1-866-993-0379

Leave a message for your Website Design Coordinator below
You can also email us at designsupport@webdesign.aplus.net or call 1-866-993-0379, Option 5

07-09-2010 (13:12:15) jstewart:
Hello I would like to speak with my Website Consultant.

07-09-2010 (13:13:48) jstewart:
Of course, when would be a good time range within standard business hours to do so that you would be available?

Enter your message here.

Enter your message for your Website Coordinator in the “Enter your message here” text box and then click the **Submit** button.

Enter your message here.

Communications between you and your Website Coordinator are displayed in the upper box.

07-09-2010 (13:12:15) jstewart:
Hello I would like to speak with my Website Consultant.

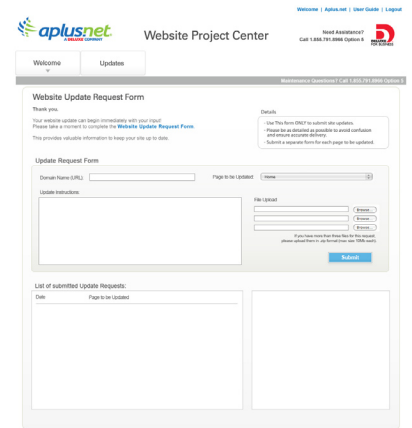
07-09-2010 (13:13:48) jstewart:
Of course, when would be a good time range within standard business hours to do so that you would be available?

Website Project Center User Guide

Website Update Request Form

Use the Website Update Request form to request changes to your Website after its initial launch.

Submit a separate request for each page.



Domain Name (URL):

Domain Name (URL): Enter your Websites Domain name.

Page to be Updated:

Page to be Updated: Select the page you want to change.

Update Instructions: Enter the details about the updates you would like for your Website.

Update Instructions:

File Upload: Select and upload files from your computer for the development team to use in making your updates.

Browse: Click **Browse** to open a dialog box where you can find text and/or image files on your own computer to upload and send to us.

File Upload

If you have more than three files for this request, please upload them in .zip format (max size 10Mb each).

File Address Box: Once you have found the file you want to upload and have selected it, the location of it on your computer will be visible in the address bar just to the left of the **Browse** buttons. Changing this file address will change where your file will be searched for when uploading.



Once you have completed your uploads and entries, click the **Submit** button to notify your consultant of your request.

List of submitted Update Requests:

This box shows the history of all of the change requests you have submitted.

List of submitted Update Requests:

Date	Page to be Updated