

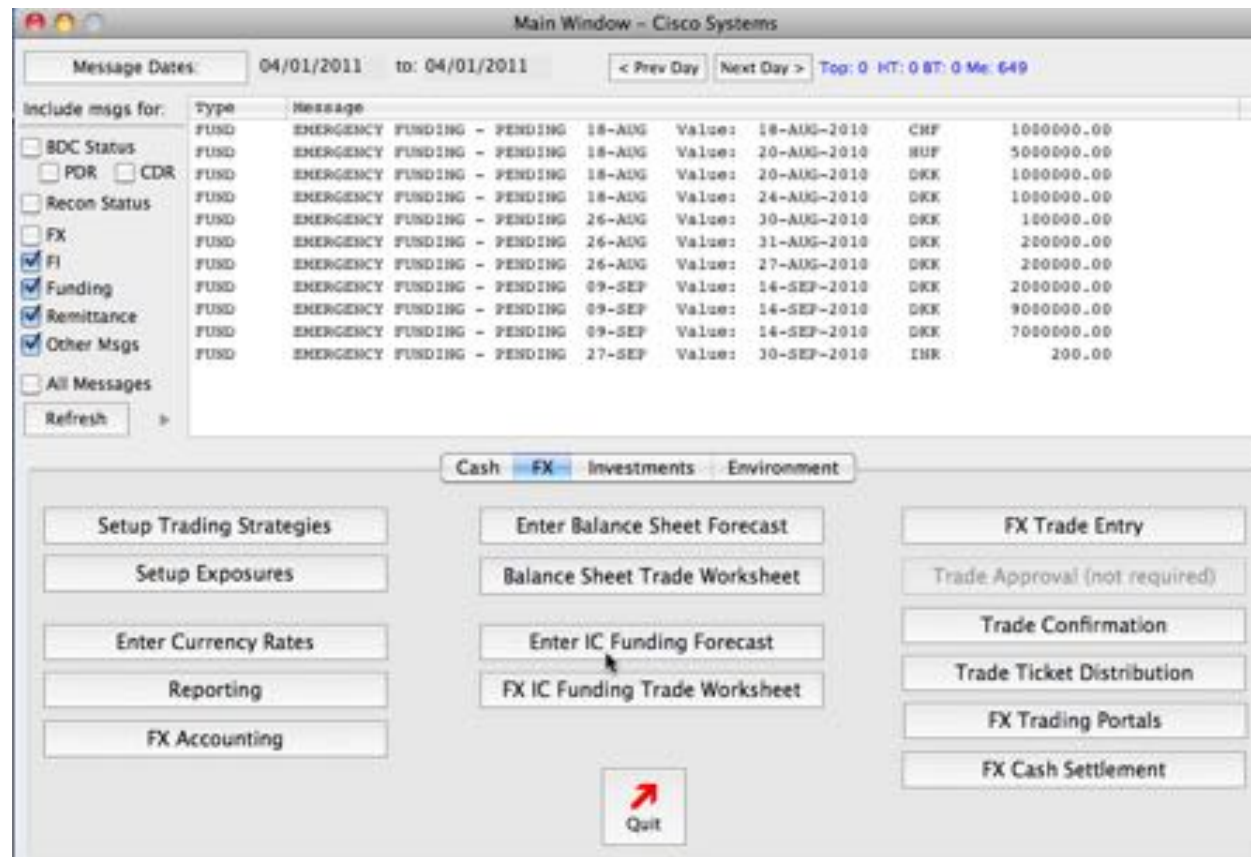
Orbit

Setting up For IC Cash Funding

Inter-co Funding

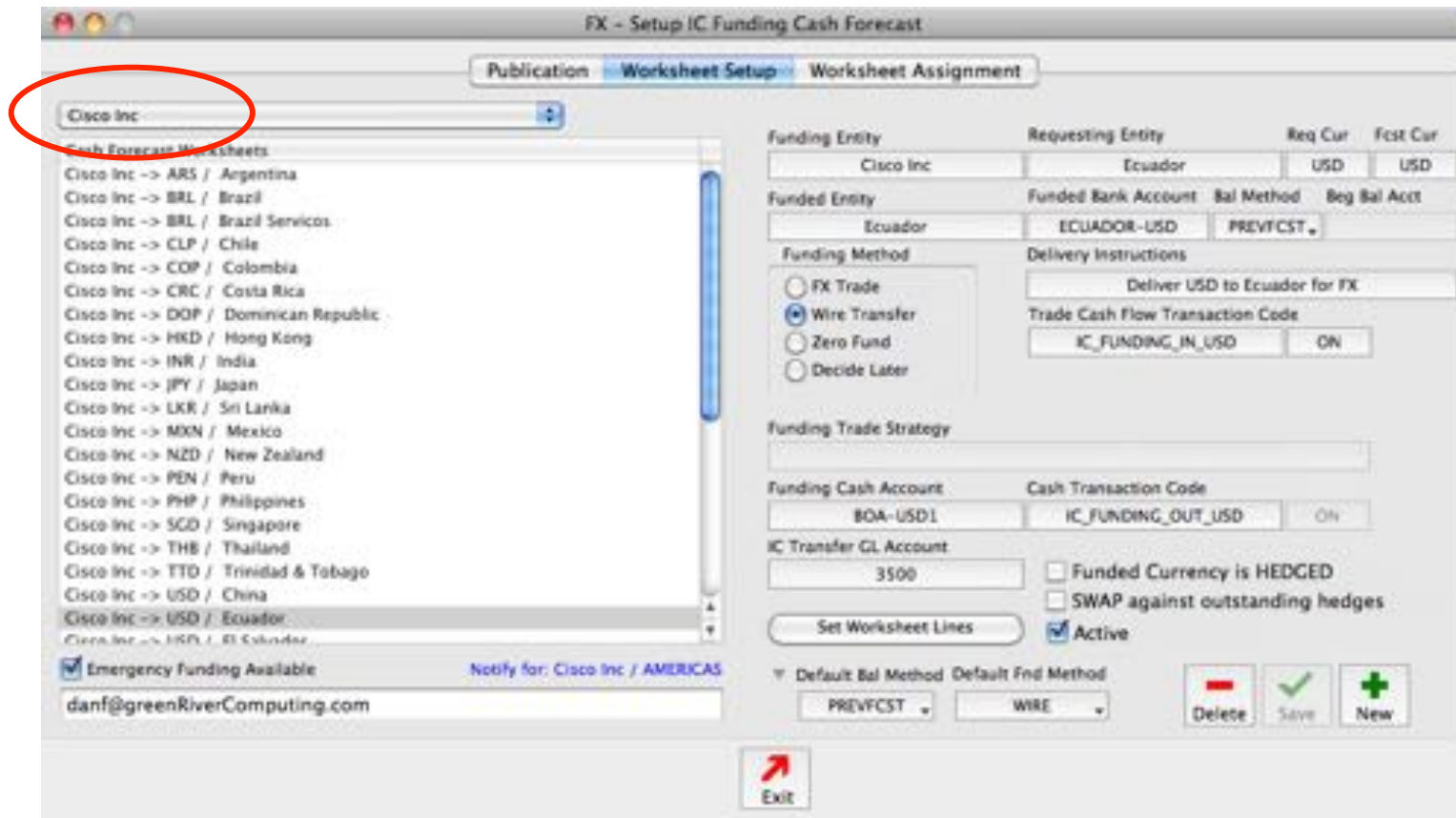
- The enterprise may have entities who do not have sufficient revenues to operate on their own
- In this case, the parent entity provides funding. Funding may be delivered through an FX spot trade or through a wire transfer
- 3 step process
 - Collect cash forecast from entities who need cash
 - Analyze forecasts and schedule funding
 - Confirm funding schedule by generating FX Trades and/or wire transfers
- Setting up in Orbit means defining IC Funding relationships
 - The requesting entity (the entity that needs the cash)
 - The required currency (usually the requesting entities functional currency)
 - The funding entity (the entity that will be providing the cash)
 - The funding method – FX Trade or Wire
 - Transaction Codes to identify the cash flows in Orbit
 - cash-out from funding entity
 - Cash-in to requesting entity
 - Requesting entity delivery instructions
 - General Ledger Inter-company transfer account

Inter-co Cash Funding - Setup



- Select the “FX” tab on the main menu window
- Click the “Enter IC Funding Forecast” button
- You may also select “Setup IC Cash Funding Forecast” from the “FX” menu on the menu bar

Funding Relationships



- Select the “Worksheet Setup” tab
- The drop down menu at the top allows you to select “Funding” entities
- In the example we have selected “Cisco Inc.”
- Orbit lists the entities “Cisco Inc.” currently funds
- Select an entity and Orbit displays to details of that funding relationship

Set the Relationship

FX - Setup IC Funding Cash Forecast

Publication Worksheet Setup Worksheet Assignment

Cisco Inc

Cash Forecast Worksheets

- Cisco Inc -> ARS / Argentina
- Cisco Inc -> BRL / Brazil
- Cisco Inc -> BRL / Brazil Services
- Cisco Inc -> CLP / Chile
- Cisco Inc -> COP / Colombia
- Cisco Inc -> CRC / Costa Rica
- Cisco Inc -> DOP / Dominican Republic
- Cisco Inc -> HKD / Hong Kong
- Cisco Inc -> INR / India
- Cisco Inc -> JPY / Japan
- Cisco Inc -> LKR / Sri Lanka
- Cisco Inc -> MXN / Mexico
- Cisco Inc -> NZD / New Zealand
- Cisco Inc -> PEN / Peru
- Cisco Inc -> PHP / Philippines
- Cisco Inc -> SGD / Singapore
- Cisco Inc -> THB / Thailand
- Cisco Inc -> TTD / Trinidad & Tobago
- Cisco Inc -> USD / China
- Cisco Inc -> USD / Ecuador
- Cisco Inc -> HKD / El Ecuador

Emergency Funding Available Notify for: Cisco Inc / AMERICAS

danf@greenRiverComputing.com

Funding Entity	Requesting Entity	Req Cur	Fcst Cur
Cisco Inc	Ecuador	USD	USD

Funding Method

FX Trade

Wire Transfer

Zero Fund

Decide Later

Funding Trade Strategy

Funding Cash Account: BOA-USD1 Cash Transaction Code: IC_FUNDING_OUT_USD ON

IC Transfer GL Account: 3500

Funded Currency is HEDGED

SWAP against outstanding hedges

Active

Set Worksheet Lines

Default Bal Method: PREVFCST Default Fnd Method: WIRE

Delete Save New

Exit

- The relationship identifies the “Funding Entity” and the “Requesting Entity”
 - Funding Entity = the entity that will be providing the cash
 - Requesting Entity = the entity that needs the cash (also referred to as the “Funded” entity)
- You may also set the Required Currency (Req Cur) and Forecast Currency (Fcst Cur)
 - The Required Currency is normally the requesting entity’s local currency
 - Forecast Currency identifies the currency that will be used in entity cash requirements forecast worksheets. Normally these currencies are the same, but they can be different

The Funded Entity

FX - Setup IC Funding Cash Forecast

Publication Worksheet Setup Worksheet Assignment

Cisco Inc

Cash Forecast Worksheets

- Cisco Inc -> ARS / Argentina
- Cisco Inc -> BRL / Brazil
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- Cisco Inc -> CLP / Chile
- Cisco Inc -> COP / Colombia
- Cisco Inc -> CRC / Costa Rica
- Cisco Inc -> DOP / Dominican Republic
- Cisco Inc -> HKD / Hong Kong
- Cisco Inc -> INR / India
- Cisco Inc -> JPY / Japan
- Cisco Inc -> LKR / Sri Lanka
- Cisco Inc -> MXN / Mexico
- Cisco Inc -> NZD / New Zealand
- Cisco Inc -> PEN / Peru
- Cisco Inc -> PHP / Philippines
- Cisco Inc -> SGD / Singapore
- Cisco Inc -> THB / Thailand
- Cisco Inc -> TTD / Trinidad & Tobago
- Cisco Inc -> USD / China
- Cisco Inc -> USD / Ecuador
- Cisco Inc -> HKD / El Ecuador

Emergency Funding Available Notify for: Cisco Inc / AMERICAS danf@greenRiverComputing.com

Funding Entity	Requesting Entity	Req Cur	Fct Cur
Cisco Inc	Ecuador	USD	USD

Funded Entity	Funded Bank Account	Bal Method	Beg Bal Acct
Ecuador	ECUADOR-USD	PREVFCST	

Funding Method

FX Trade Wire Transfer Zero Fund Decide Later

Delivery Instructions

Deliver USD to Ecuador for FX

Trade Cash Flow Transaction Code

IC_FUNDING_IN_USD ON

Funding Trade Strategy

Funding Cash Account

BOA-USD1

Cash Transaction Code

IC_FUNDING_OUT_USD ON

IC Transfer GL Account

3500

Funded Currency is HEDGED

SWAP against outstanding hedges

Active

Set Worksheet Lines

Default Bal Method: PREVFCST Default Fnd Method: WIRE

Delete Save New

Exit

- By default, the “Funded” entity will equal whatever you set in the “Requesting” entity
- If the “Funded” entity is different from the “Requesting” entity, the funding relationship is identified as a “Pool” relationship. Pools are discussed later in the presentation
- With the “Funded” entity selected, proceed to set the “Funded Bank Account”. This is the bank account the “Funding” entity will send cash to
- “Bal Method” and “Beg Bal Acct” tell Orbit where to get the beginning balance shown on the cash forecast worksheets. The “PREVFCST” setting tells Orbit to get the beginning balance for the current forecast from the ending balance of the previous months forecast

Delivery Instructions and TxnCode

FX - Setup IC Funding Cash Forecast

Publication Worksheet Setup Worksheet Assignment

Cisco Inc

Cash Forecast Worksheets

- Cisco Inc -> ARS / Argentina
- Cisco Inc -> BRL / Brazil
- Cisco Inc -> BRL / Brazil Services
- Cisco Inc -> CLP / Chile
- Cisco Inc -> COP / Colombia
- Cisco Inc -> CRC / Costa Rica
- Cisco Inc -> DOP / Dominican Republic
- Cisco Inc -> HKD / Hong Kong
- Cisco Inc -> INR / India
- Cisco Inc -> JPY / Japan
- Cisco Inc -> LKR / Sri Lanka
- Cisco Inc -> MXN / Mexico
- Cisco Inc -> NZD / New Zealand
- Cisco Inc -> PEN / Peru
- Cisco Inc -> PHP / Philippines
- Cisco Inc -> SGD / Singapore
- Cisco Inc -> THB / Thailand
- Cisco Inc -> TTD / Trinidad & Tobago
- Cisco Inc -> USD / China
- Cisco Inc -> USD / Ecuador
- Cisco Inc -> HKD / El Ecuador

Emergency Funding Available Notify for: Cisco Inc / AMERICAS danf@greenRiverComputing.com

Funding Entity	Requesting Entity	Req Cur	Fct Cur
Cisco Inc	Ecuador	USD	USD

Funded Entity	Funded Bank Account	Bal Method	Req Bal Acct
Ecuador	Ecuador-USD	PREVFCST	

Funding Method

FX Trade
 Wire Transfer
 Zero Fund
 Decide Later

Funding Trade Strategy

Funding Cash Account: BOA-USD1 Cash Transaction Code: IC_FUNDING_OUT_USD ON

IC Transfer GL Account: 3500

Funded Currency is HEDGED
 SWAP against outstanding hedges
 Active

Set Worksheet Lines

Default Bal Method: PREVFCST Default Fnd Method: WIRE

Delete Save New

Exit

- After identifying the funded bank account, set the funded entity's delivery instructions. To set delivery instructions, press the button. To visit the form where instructions are entered for the selected instruction, hold down the ALT key while pressing the button
- You must also set the "Trade Cash Flow Transaction Code". This transaction code will be assigned to the Cash Ledger entry that is created to represent the cash flow INTO the funded bank account
- If you don't want this cash flow represented in Orbit, click the button labeled "ON" and it will toggle to "OFF". In that state, Orbit will not create the cash flow into the funded entity's bank account

Funding Method

FX - Setup IC Funding Cash Forecast

Publication Worksheet Setup Worksheet Assignment

Cisco Inc

Cash Forecast Worksheets

- Cisco Inc -> ARS / Argentina
- Cisco Inc -> BRL / Brazil
- Cisco Inc -> BRL / Brazil Services
- Cisco Inc -> CLP / Chile
- Cisco Inc -> COP / Colombia
- Cisco Inc -> CRC / Costa Rica
- Cisco Inc -> DOP / Dominican Republic
- Cisco Inc -> HKD / Hong Kong
- Cisco Inc -> INR / India
- Cisco Inc -> JPY / Japan
- Cisco Inc -> LKR / Sri Lanka
- Cisco Inc -> MXN / Mexico
- Cisco Inc -> NZD / New Zealand
- Cisco Inc -> PEN / Peru
- Cisco Inc -> PHP / Philippines
- Cisco Inc -> SGD / Singapore
- Cisco Inc -> THB / Thailand
- Cisco Inc -> TTD / Trinidad & Tobago
- Cisco Inc -> USD / China
- Cisco Inc -> USD / Ecuador
- Cisco Inc -> HKD / El Ecuador

Emergency Funding Available Notify for: Cisco Inc / AMERICAS danf@greenRiverComputing.com

Funding Entity	Requesting Entity	Req Cur	Fct Cur
Cisco Inc	Ecuador	USD	USD

Funded Entity	Funded Bank Account	Bal Method	Beg Bal Acct
Ecuador	Ecuador-USD	PREVFCST	

Funding Method

- FX Trade
- Wire Transfer
- Zero Fund
- Decide Later

Delivery Instructions

Deliver USD to Ecuador for FX

Trade Cash Flow Transaction Code

IC_FUNDING_IN_USD ON

Funding Cash Account

BOA-USD1

Cash Transaction Code

IC_FUNDING_OUT_USD ON

IC Transfer GL Account

3500

Funded Currency is HEDGED

SWAP against outstanding hedges

Active

Set Worksheet Lines

Default Bal Method: PREVFCST Default Fnd Method: WIRE

Delete Save New

Exit

- Tell Orbit how the funding will occur
 - FX Trade – delivery currency from the settlement of an FX Trade (for example the funding entity will buy EUR spot for delivery to the requesting entity that requires EUR funding). This results in the creation of one or more FX trades in Orbit
 - Wire Transfer – the funding entity will wire funds to the requesting entity. This results in the creation of one or more Cash Ledger entries in Orbit

Funding Trade Strategy

FX - Setup IC Funding Cash Forecast

Publication Worksheet Setup Worksheet Assignment

Cisco Inc

Cash Forecast Worksheets

- Cisco Inc -> ARS / Argentina
- Cisco Inc -> BRL / Brazil
- Cisco Inc -> BRL / Brazil Services
- Cisco Inc -> CLP / Chile
- Cisco Inc -> COP / Colombia
- Cisco Inc -> CRC / Costa Rica
- Cisco Inc -> DOP / Dominican Republic
- Cisco Inc -> HKD / Hong Kong
- Cisco Inc -> INR / India
- Cisco Inc -> JPY / Japan
- Cisco Inc -> LKR / Sri Lanka
- Cisco Inc -> MXN / Mexico
- Cisco Inc -> NZD / New Zealand
- Cisco Inc -> PEN / Peru
- Cisco Inc -> PHP / Philippines
- Cisco Inc -> SGD / Singapore
- Cisco Inc -> THB / Thailand
- Cisco Inc -> TTD / Trinidad & Tobago
- Cisco Inc -> USD / China
- Cisco Inc -> USD / Ecuador
- Cisco Inc -> HKD / FI Ecuador

Emergency Funding Available Notify for: Cisco Inc / AMERICAS danf@greenRiverComputing.com

Funding Entity	Requesting Entity	Req Cur	Fctd Cur
Cisco Inc	Ecuador	USD	USD

Funded Entity	Funded Bank Account	Bal Method	Beg Bal Acct
Ecuador	ECUADOR-USD	PREVFCST	

Funding Method

FX Trade
 Wire Transfer
 Zero Fund
 Decide Later

Delivery Instructions

Deliver USD to Ecuador for FX

Trade Cash Flow Transaction Code

IC_FUNDING_IN_USD ON

Funding Trade Strategy

Funding Cash Account Cash Transaction Code

BOA-USD1 IC_FUNDING_OUT_USD ON

IC Transfer GL Account

3500

Funded Currency is HEDGED
 SWAP against outstanding hedges
 Active

Set Worksheet Lines

Default Bal Method Default Fnd Method

PREVFCST WIRE

Delete Save New

Exit

- If the “Funding Method” is “FX Trade”, you must provide the FX Trade Purpose/Strategy that will be assigned to that trade. This value is not required when the funding method is “Wire Transfer”

Debit Account and Transaction Code

FX - Setup IC Funding Cash Forecast

Publication Worksheet Setup Worksheet Assignment

Cisco Inc

Cash Forecast Worksheets

- Cisco Inc -> ARS / Argentina
- Cisco Inc -> BRL / Brazil
- Cisco Inc -> BRL / Brazil Services
- Cisco Inc -> CLP / Chile
- Cisco Inc -> COP / Colombia
- Cisco Inc -> CRC / Costa Rica
- Cisco Inc -> DOP / Dominican Republic
- Cisco Inc -> HKD / Hong Kong
- Cisco Inc -> INR / India
- Cisco Inc -> JPY / Japan
- Cisco Inc -> LKR / Sri Lanka
- Cisco Inc -> MXN / Mexico
- Cisco Inc -> NZD / New Zealand
- Cisco Inc -> PEN / Peru
- Cisco Inc -> PHP / Philippines
- Cisco Inc -> SGD / Singapore
- Cisco Inc -> THB / Thailand
- Cisco Inc -> TTD / Trinidad & Tobago
- Cisco Inc -> USD / China
- Cisco Inc -> USD / Ecuador
- Cisco Inc -> HKD / Ecuador

Emergency Funding Available Notify for: Cisco Inc / AMERICAS danf@greenRiverComputing.com

Funding Entity	Requesting Entity	Req Cur	Fst Cur
Cisco Inc	Ecuador	USD	USD

Funded Entity	Funded Bank Account	Bal Method	Beg Bal Acct
Ecuador	ECUADOR-USD	PREVCST	

Funding Method

FX Trade
 Wire Transfer
 Zero Fund
 Decide Later

Funding Trade Strategy

Funding Cash Account: BOA-USD1 Cash Transaction Code: IC_FUNDING_OUT_USD ON

Transfer GL Account: 3500

Set Worksheet Lines

Funded Currency is HEDGED
 SWAP against outstanding hedges
 Active

Default Bal Method: PREVCST Default Fnd Method: WIRE

Delete Save New

Exit

- If the “Funding Method” is “Wire Transfer”, you must provide the bank account and transaction code for the “Funding” entity.
- When an funding occurs, cash will flow from the “Funding Cash Account” to the “Funded Bank Account”
- A Cash Ledger entry is create representing cash out from the “Funding Cash Account”. The CL item will be assigned the transaction code identified here

Inter-company Accounting

FX - Setup IC Funding Cash Forecast

Publication Worksheet Setup Worksheet Assignment

Cisco Inc

Cash Forecast Worksheets

- Cisco Inc -> ARS / Argentina
- Cisco Inc -> BRL / Brazil
- Cisco Inc -> BRL / Brazil Services
- Cisco Inc -> CLP / Chile
- Cisco Inc -> COP / Colombia
- Cisco Inc -> CRC / Costa Rica
- Cisco Inc -> DOP / Dominican Republic
- Cisco Inc -> HKD / Hong Kong
- Cisco Inc -> INR / India
- Cisco Inc -> JPY / Japan
- Cisco Inc -> LKR / Sri Lanka
- Cisco Inc -> MXN / Mexico
- Cisco Inc -> NZD / New Zealand
- Cisco Inc -> PEN / Peru
- Cisco Inc -> PHP / Philippines
- Cisco Inc -> SGD / Singapore
- Cisco Inc -> THB / Thailand
- Cisco Inc -> TTD / Trinidad & Tobago
- Cisco Inc -> USD / China
- Cisco Inc -> USD / Ecuador
- Cisco Inc -> HKD / El Ecuador

Emergency Funding Available Notify for: Cisco Inc / AMERICAS danf@greenRiverComputing.com

Funding Entity	Requesting Entity	Req Cur	Fctd Cur
Cisco Inc	Ecuador	USD	USD

Funded Entity	Funded Bank Account	Bal Method	Beg Bal Acct
Ecuador	ECUADOR-USD	PREVFCST	

Funding Method

FX Trade
 Wire Transfer
 Zero Fund
 Decide Later

Delivery Instructions

Deliver USD to Ecuador for FX

Trade Cash Flow Transaction Code

IC_FUNDING_IN_USD ON

Funding Trade Strategy

Funding Cash Account BOA-USD1 Cash Transaction Code IC_FUNDING_OUT_USD ON

IC Transfer GL Account 3500

Funded Currency is HEDGED
 SWAP against outstanding hedges

Set Worksheet Dates Active

Default Bal Method: PREVFCST Default Fnd Method: WIRE

Delete Save New

Exit

- Identify the General Ledger Inter-company Transfer account. Orbit can then use this value to generate appropriate accounting entries if that is one of Orbit's roles in your Treasury

Inter-company Accounting

The screenshot shows the 'FX - Setup IC Funding Cash Forecast' window. The 'Worksheet Setup' tab is selected. On the left, a list of 'Cash Forecast Worksheets' is shown, with 'Cisco Inc -> USD / Ecuador' selected. The right side of the window contains several fields and controls:

- Funding Entity:** Cisco Inc
- Requesting Entity:** Ecuador
- Req Cur:** USD
- Fst Cur:** USD
- Funded Entity:** Ecuador
- Funded Bank Account:** ECUADOR-USD
- Bal Method:** PREVFCST
- Beg Bal Acct:** (empty)
- Funding Method:** Wire Transfer (selected)
- Delivery Instructions:** Deliver USD to Ecuador for FX
- Trade Cash Flow Transaction Code:** IC_FUNDING_IN_USD
- Funding Trade Strategy:** (empty)
- Funding Cash Account:** BOA-USD1
- Cash Transaction Code:** IC_FUNDING_OUT_USD
- IC Transfer GL Account:** 3500
- Funded Currency is HEDGED:** (circled in red)
- SWAP against outstanding hedges:** (circled in red)
- Active:** (circled in red)
- Default Bal Method:** PREVFCST
- Default Fnd Method:** WIRE
- Buttons:** Delete, Save, New
- Exit:** (red arrow button)

- If the funding method were “FX Trade”, you might set the “Funded Currency is HEDGED” and “SWAP against outstanding hedges” properties
- These settings tell Orbit if it should adjust the outstanding inter-co balance sheet hedge when a funding trade occurs

Forecast Worksheet Rows

FX - Setup IC Funding Cash Forecast

Publication Worksheet Setup Worksheet Assignment

Cisco Inc

Cash Forecast Worksheets

- Cisco Inc -> ARS / Argentina
- Cisco Inc -> BRL / Brazil
- Cisco Inc -> BRL / Brazil Services
- Cisco Inc -> CLP / Chile
- Cisco Inc -> COP / Colombia
- Cisco Inc -> CRC / Costa Rica
- Cisco Inc -> DOP / Dominican Republic
- Cisco Inc -> HKD / Hong Kong
- Cisco Inc -> INR / India
- Cisco Inc -> JPY / Japan
- Cisco Inc -> LKR / Sri Lanka
- Cisco Inc -> MXN / Mexico
- Cisco Inc -> NZD / New Zealand
- Cisco Inc -> PEN / Peru
- Cisco Inc -> PHP / Philippines
- Cisco Inc -> SGD / Singapore
- Cisco Inc -> THB / Thailand
- Cisco Inc -> TTD / Trinidad & Tobago
- Cisco Inc -> USD / China
- Cisco Inc -> USD / Ecuador
- Cisco Inc -> HKD / El Ecuador

Emergency Funding Available Notify for: Cisco Inc / AMERICAS danf@greenRiverComputing.com

Funding Entity	Requesting Entity	Req Cur	Fct Cur
Cisco Inc	Ecuador	USD	USD

Funded Entity	Funded Bank Account	Bal Method	Beg Bal Acct
Ecuador	ECUADOR-USD	PREVFCST	

Funding Method

FX Trade
 Wire Transfer
 Zero Fund
 Decide Later

Delivery Instructions

Deliver USD to Ecuador for FX

Trade Cash Flow Transaction Code

IC_FUNDING_IN_USD ON

Funding Trade Strategy

Funding Cash Account

BOA-USD1

Cash Transaction Code

IC_FUNDING_OUT_USD ON

IC Transfer GL Account

3500

Funded Currency is HEDGED
 SWAP against outstanding hedges
 Active

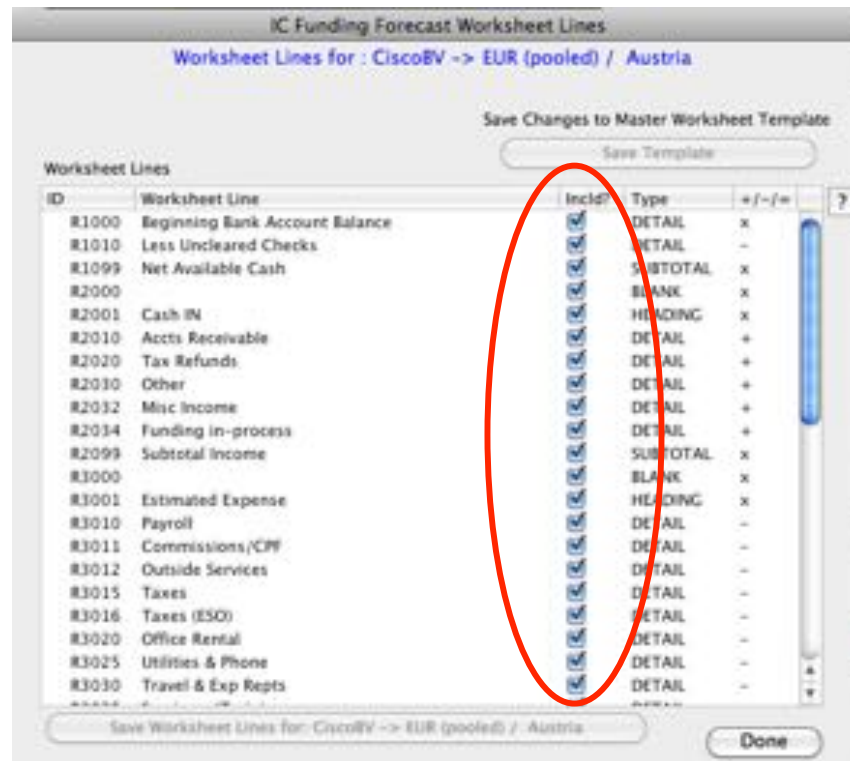
Default Bal Method: PREVFCST Default Fnd Method: WIRE

Delete Save New

Exit

- Each funding relationship generates forecast worksheets for the requesting entities
- You may customize the forecast worksheet for each entity
- Click the “Set Worksheet Lines” button to include/exclude lines on this entity’s forecast worksheet

Forecast Worksheet Rows



- A window appears that allows you to include or exclude lines from the master worksheet template (check or un-check the “Includ?” checkbox)
- These selections apply to the current worksheet only

Creating a New Funding Relationship

FX - Setup IC Funding Cash Forecast

Publication Worksheet Setup Worksheet Assignment

Cisco Inc

Cash Forecast Worksheets

- Cisco Inc -> ARS / Argentina
- Cisco Inc -> BRL / Brazil
- Cisco Inc -> BRL / Brazil Services
- Cisco Inc -> CLP / Chile
- Cisco Inc -> COP / Colombia
- Cisco Inc -> CRC / Costa Rica
- Cisco Inc -> DOP / Dominican Republic
- Cisco Inc -> HKD / Hong Kong
- Cisco Inc -> INR / India
- Cisco Inc -> JPY / Japan
- Cisco Inc -> LKR / Sri Lanka
- Cisco Inc -> MXN / Mexico
- Cisco Inc -> NZD / New Zealand
- Cisco Inc -> PEN / Peru
- Cisco Inc -> PHP / Philippines
- Cisco Inc -> SGD / Singapore
- Cisco Inc -> THB / Thailand
- Cisco Inc -> TTD / Trinidad & Tobago
- Cisco Inc -> USD / China
- Cisco Inc -> USD / Ecuador
- Cisco Inc -> USD / El Salvador

Emergency Funding Available

Funding Entity: Cisco Inc

Requesting Entity:

Req Cur:

Fst Cur:

Funded Entity:

Funded Bank Account:

Bal Method: PREVCST

Beg Bal Acct:

Funding Method: FX Trade Wire Transfer Zero Fund Decide Later

Delivery Instructions:

Trade Cash Flow Transaction Code: ON

Funding Trade Strategy:

Funding Cash Account:

Cash Transaction Code: ON

IC Transfer GL Account:

Funded Currency is HEDGED

SWAP against outstanding hedges

Active

Set Worksheet Lines

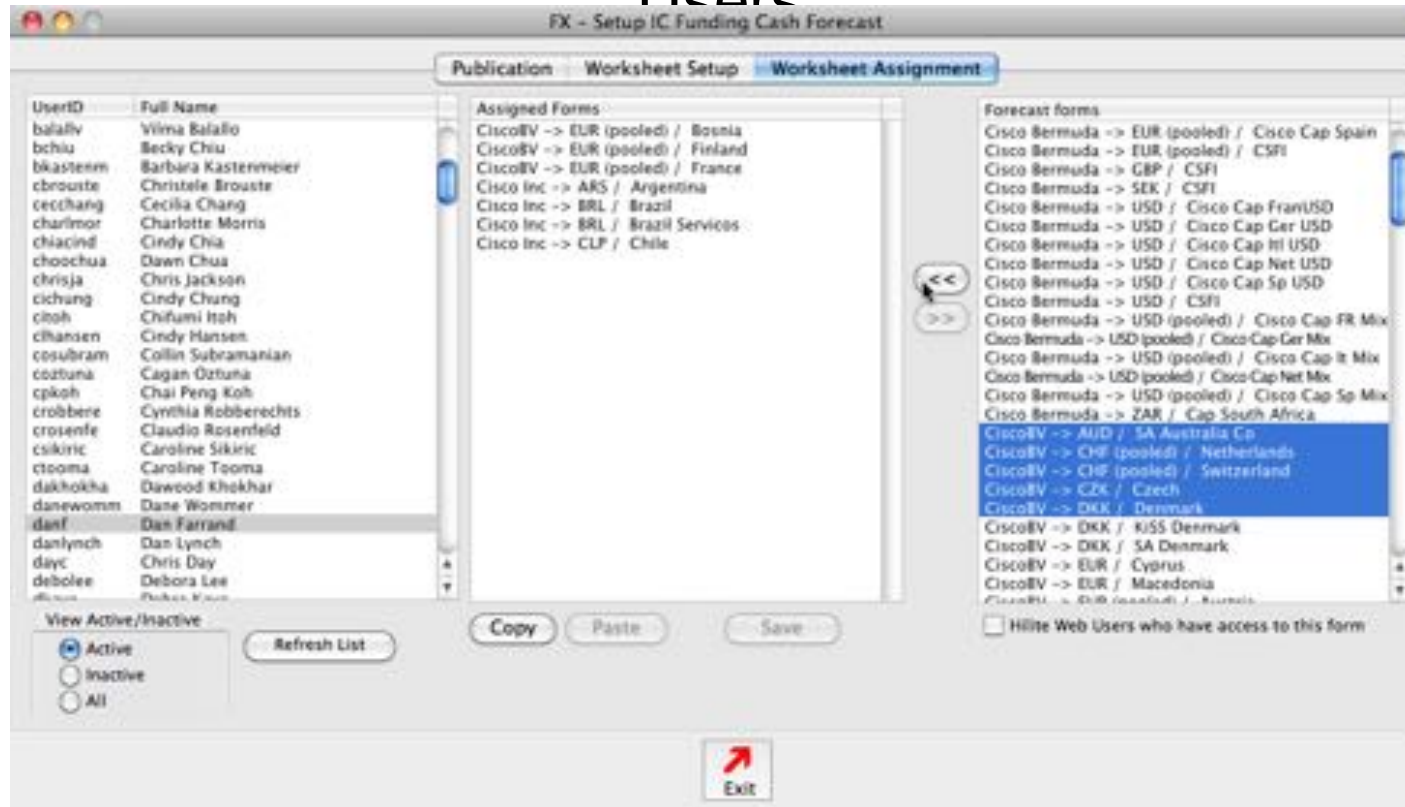
Default Bal Method: PREVCST Default Fnd Method: WIRE

Delete Save New

Exit

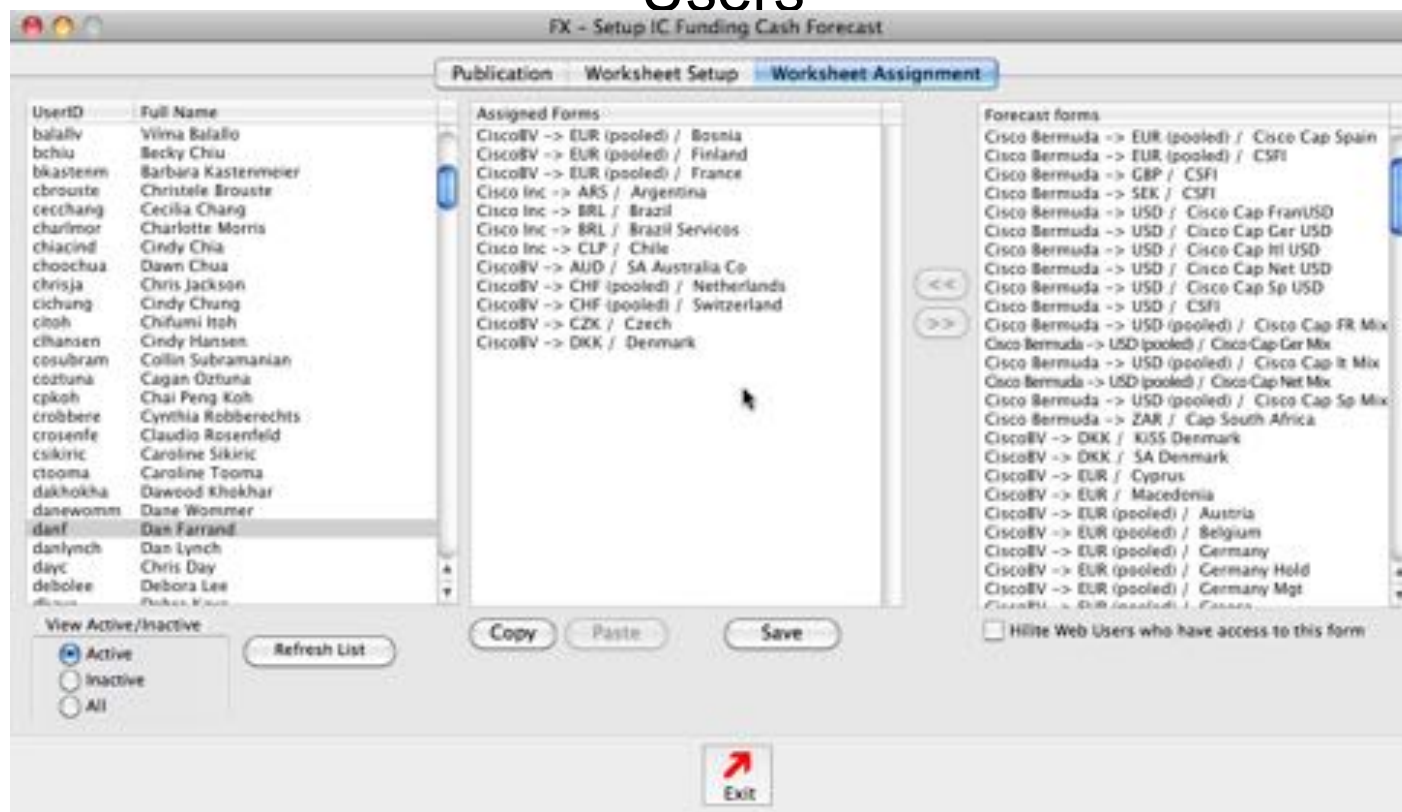
- Click the “New” button
- Orbit will create a new blank entry form
- If you have a “Funding Entity” selected prior to clicking “New”, “Funding Entity” will be set to that value
- Proceed to set the values required to define the relationship and funding method
- Use the “Save Worksheet Lines” button to customize the entity’s forecast entry worksheet
- Be sure to click “Save” when you are done

Making Cash Funding Forecasts Available to Web Portal Users



- The final setup step is to assign “IC Funding Cash Forecast” data entry forms to one or more persons who will be responsible for entering the forecast
- Click the “Worksheet Assignment” tab
- Available Web Portal users are listed on the left
- Available Funding Forecast entry forms are listed on the right
- Select a user (Dan Farrand in this case)
- Select the forms you want to give to Dan
- Press the << button to assign those forms to Dan
- Press “Save”

Making Cash Funding Forecasts Available to Web Portal Users



- When forms are assigned, they appear in the middle
- To remove a form, double-click it
- Press the “Copy” button to copy selected forms assigned to a user
- You can then select a different user and press the “Paste” button to add the copied forms to the new user

Setting up new Web Portal Users

- See the presentation entitled, “Web Portal Setup and Usage” to learn how to setup Web Portal users