## INTRODUCTION TO WELCOME SCREEN

The house icon can be used throughout the application to return to the home screen.

- **1.** The Welcome/Home screen will display the last deposit made, as well as the deposit's date and time.
- 2. The deposit tool is located on the right hand side of the screen and is labeled Create Deposit.
- **3.** The Deposits section is located at the bottom of the page and contains three tabs: <u>Open</u>, <u>Pending</u>, and <u>Recent</u>.

**Open**: This tab includes deposits that have not yet been completed.

Pending: This tab will not be utilized.

**Recent:** This tab contains the 20 most recent deposits with the most recent deposit at the top of the list. This tab will also display tracking numbers associated with each deposit. To view any of these deposits, double click the line item and it will open the research tab with the deposit.

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	Deposits							
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	Created	Submitted	Tracking #	Location A	Account Name	Item Count	Deposit Total	