

Access and Organize WI Collateral Documents in Dropbox

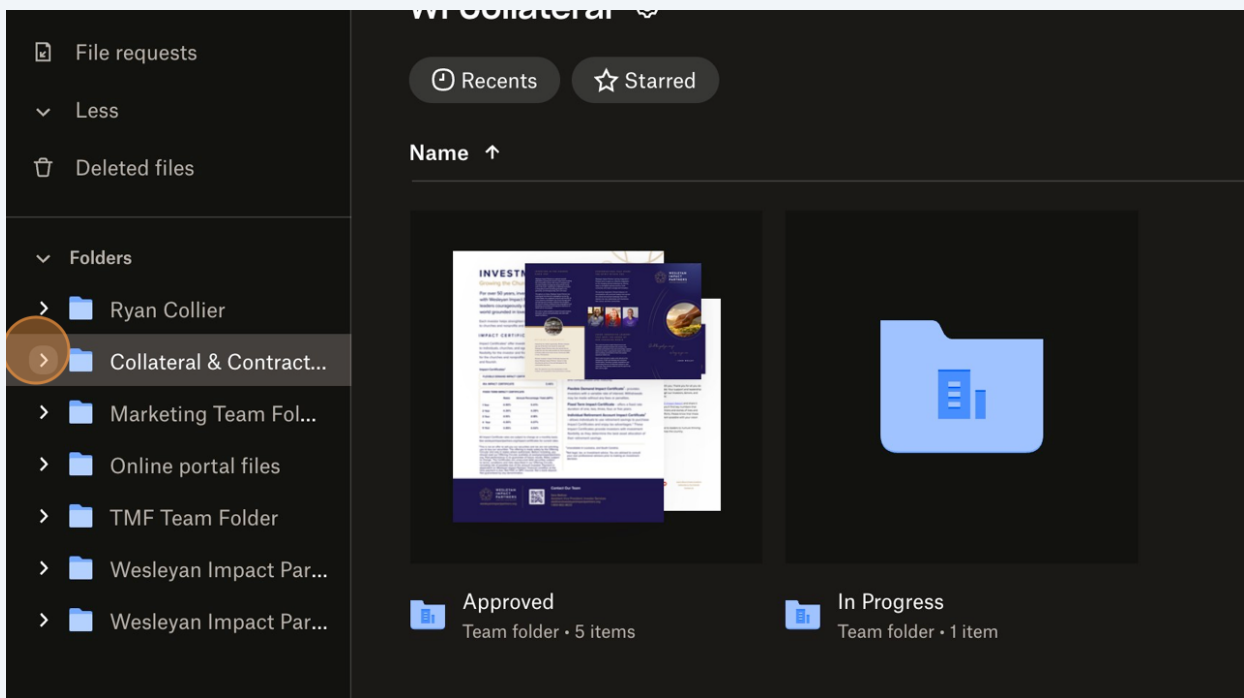
How To View In Progress and Approved WI Collateral

1

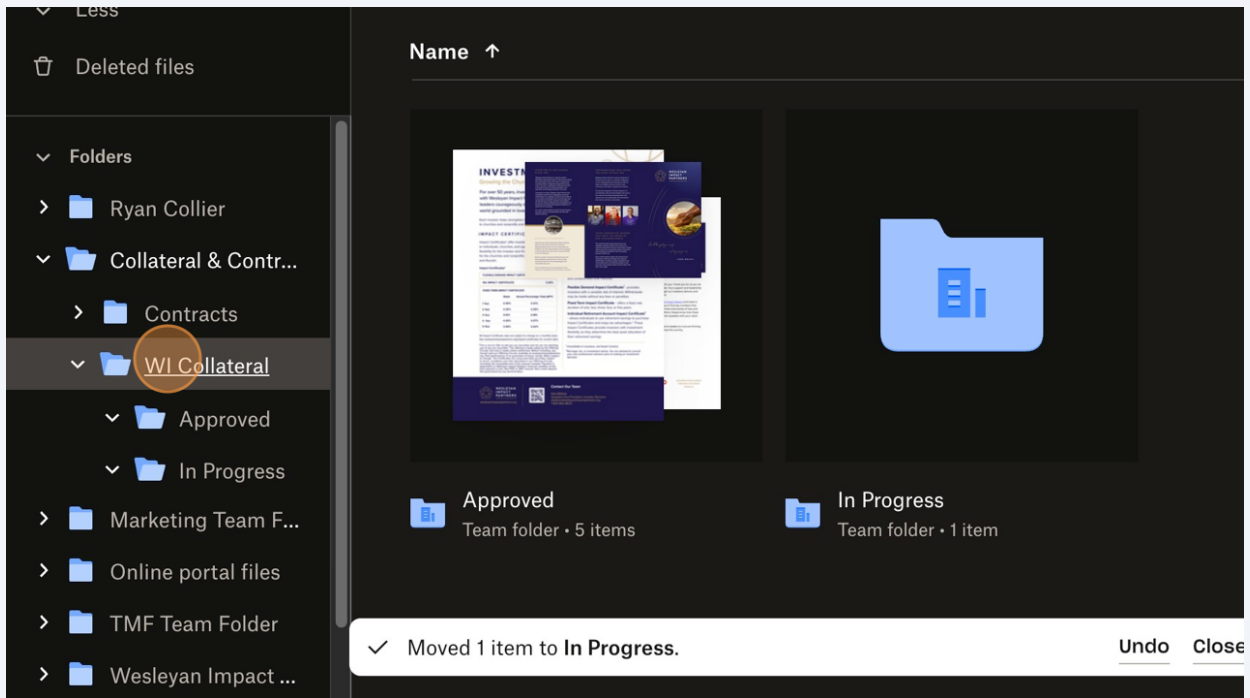
Navigate to https://www.dropbox.com/home/Collateral%20%26%20Contract%20Management/WI%20Collateral?di=left_nav_browse

2

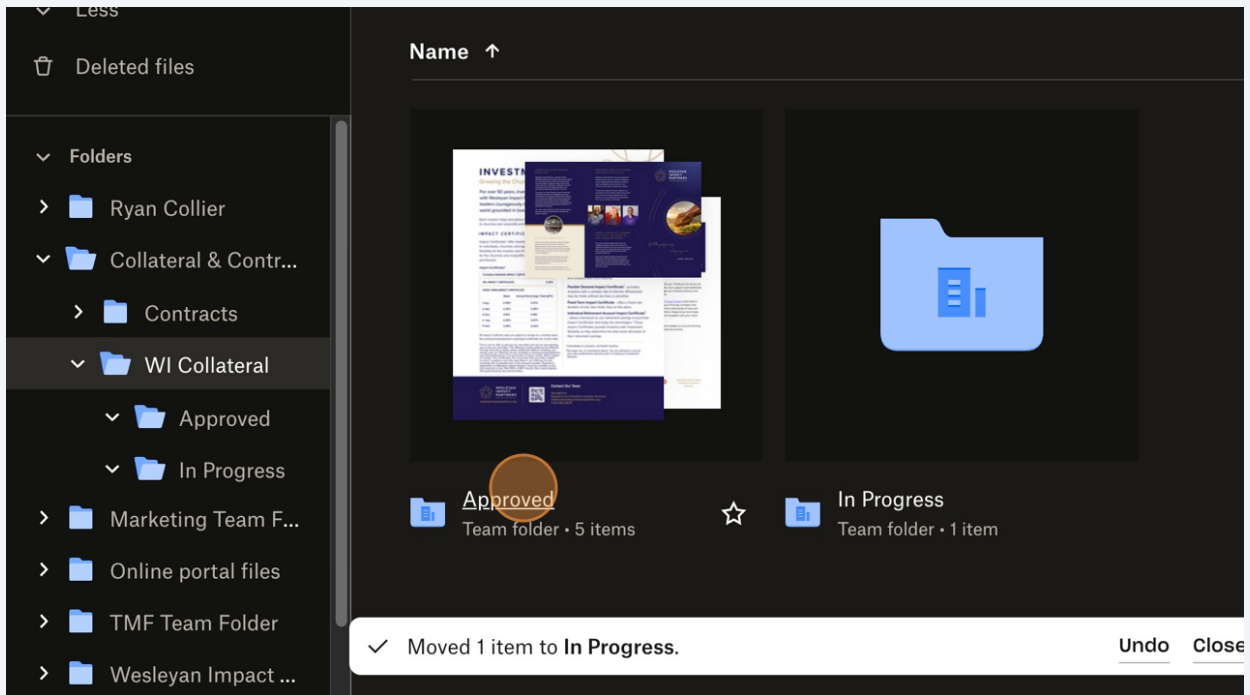
Click this icon on the "Collateral & Contracts" folder.



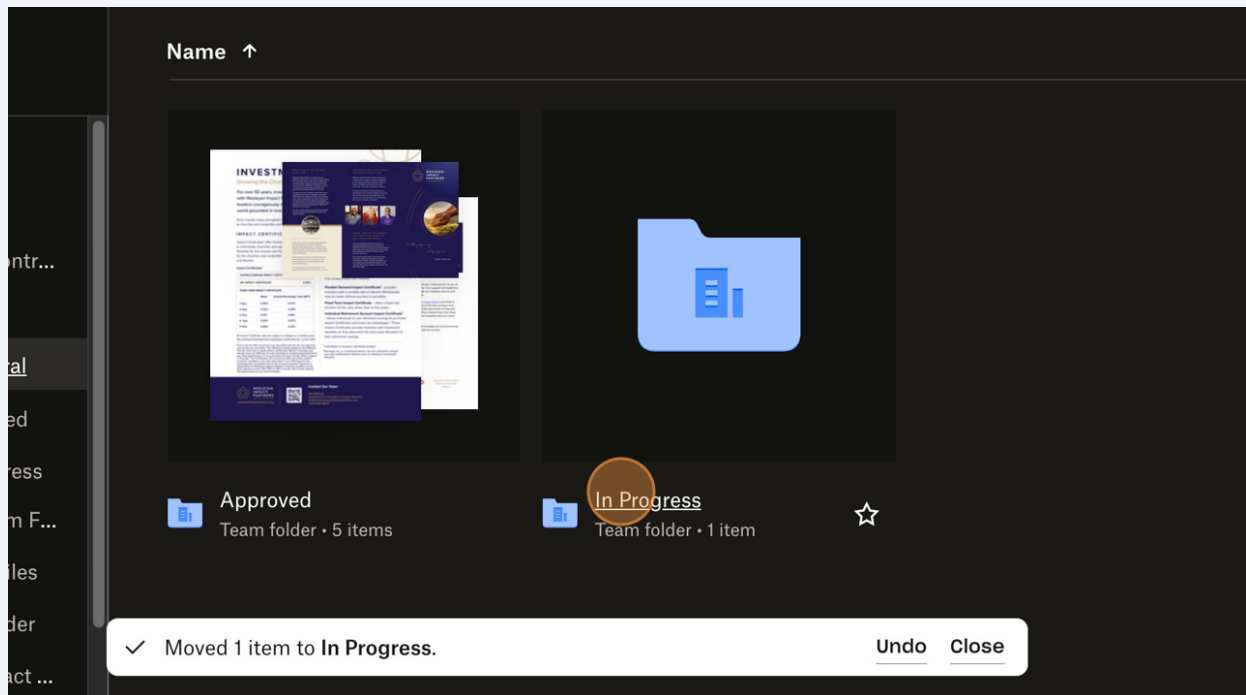
3 Click "WI Collateral" folder




4 To view collateral in progress click "Approved" folder



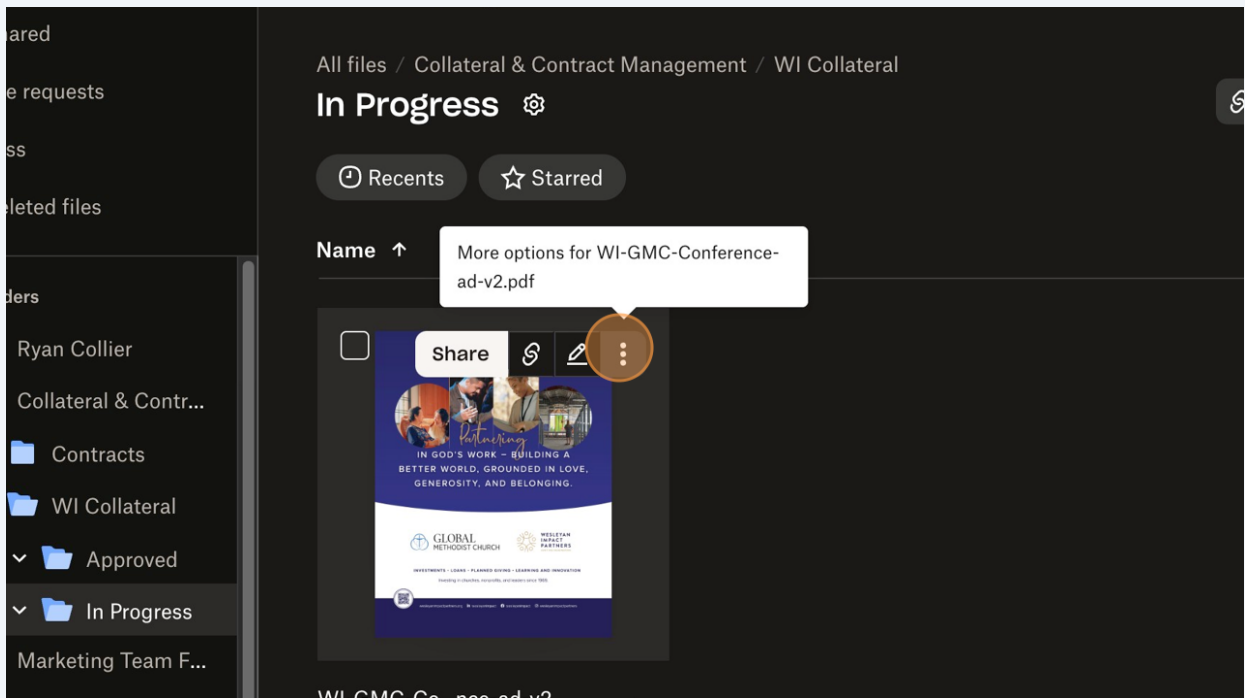
5 To view collateral in progress click "In Progress" folder



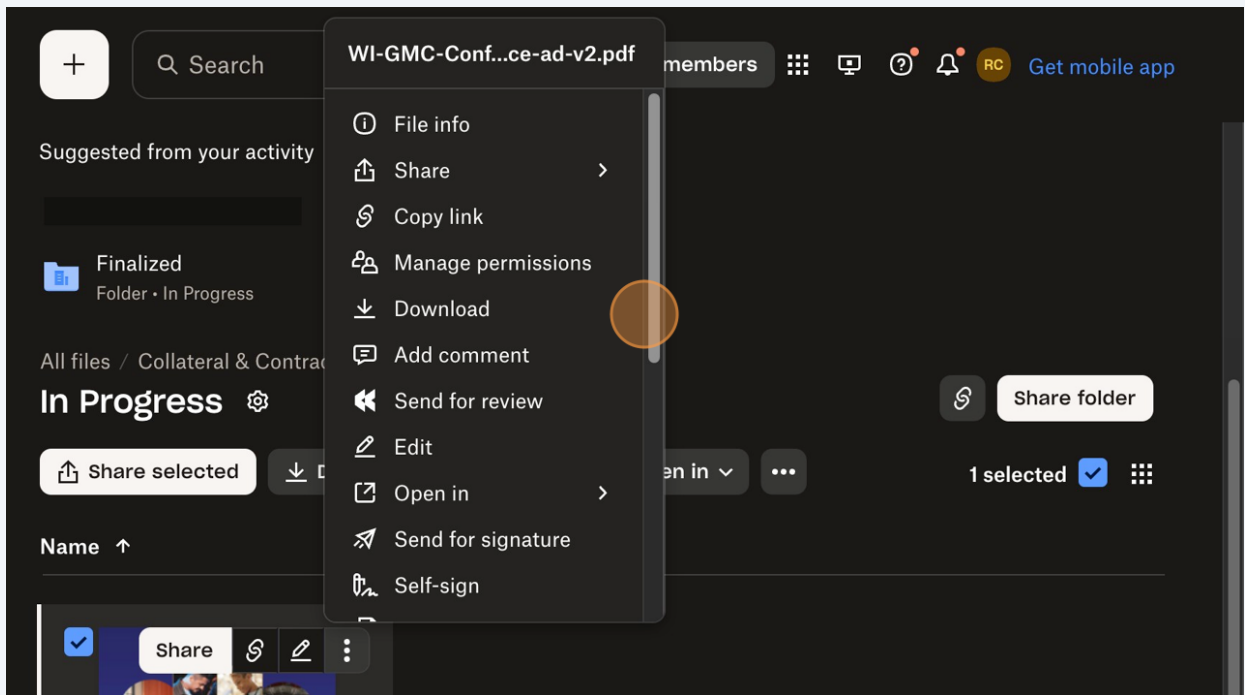
How to move In Progress collateral into the Approved folder

 Make sure you are in the In Progress folder

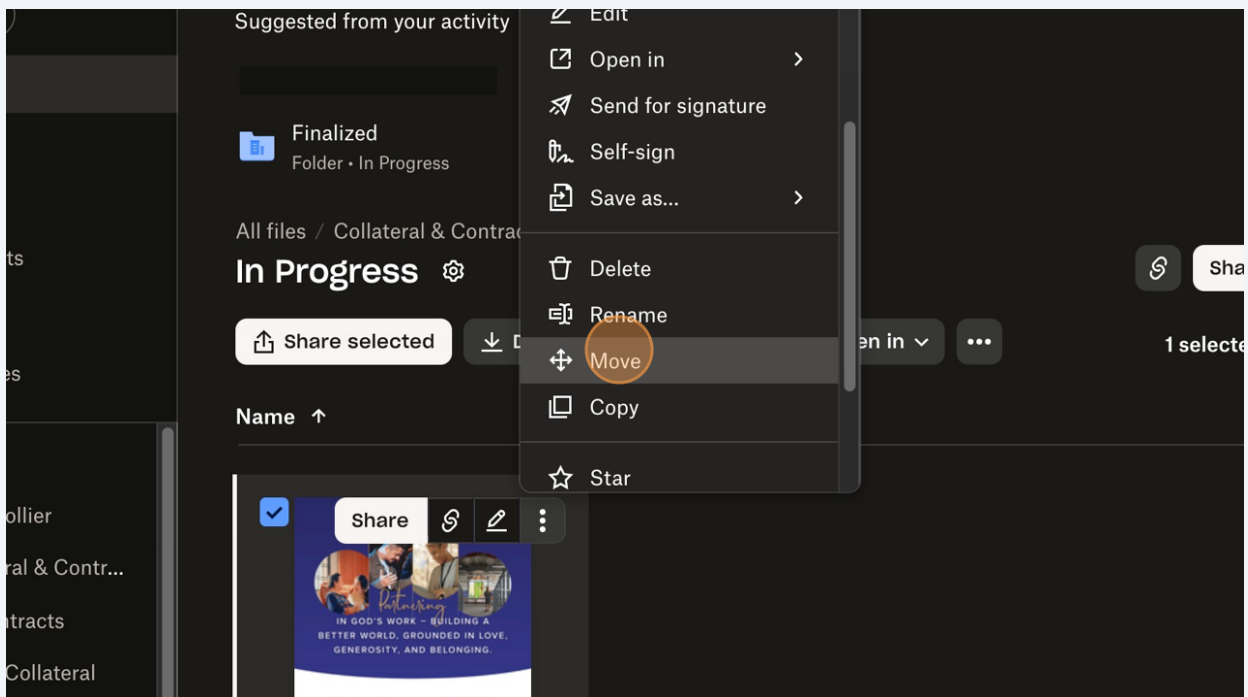
6 Click the 3 dots on the collateral file



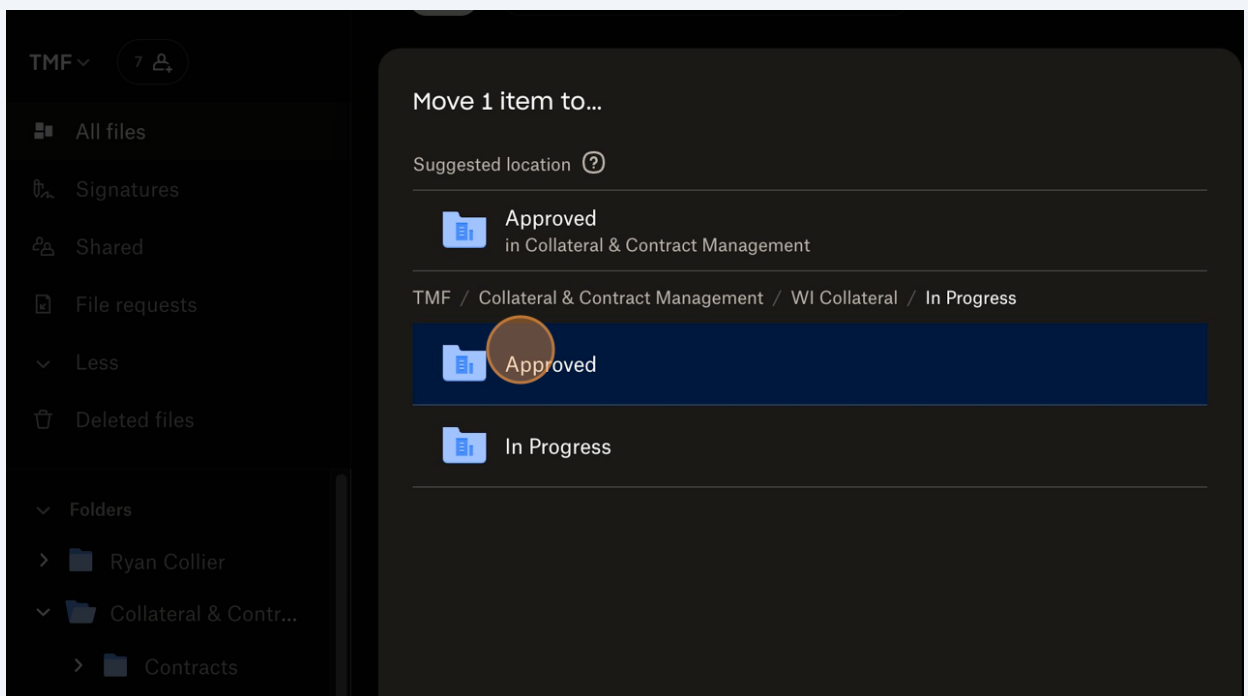
7 Scroll down.



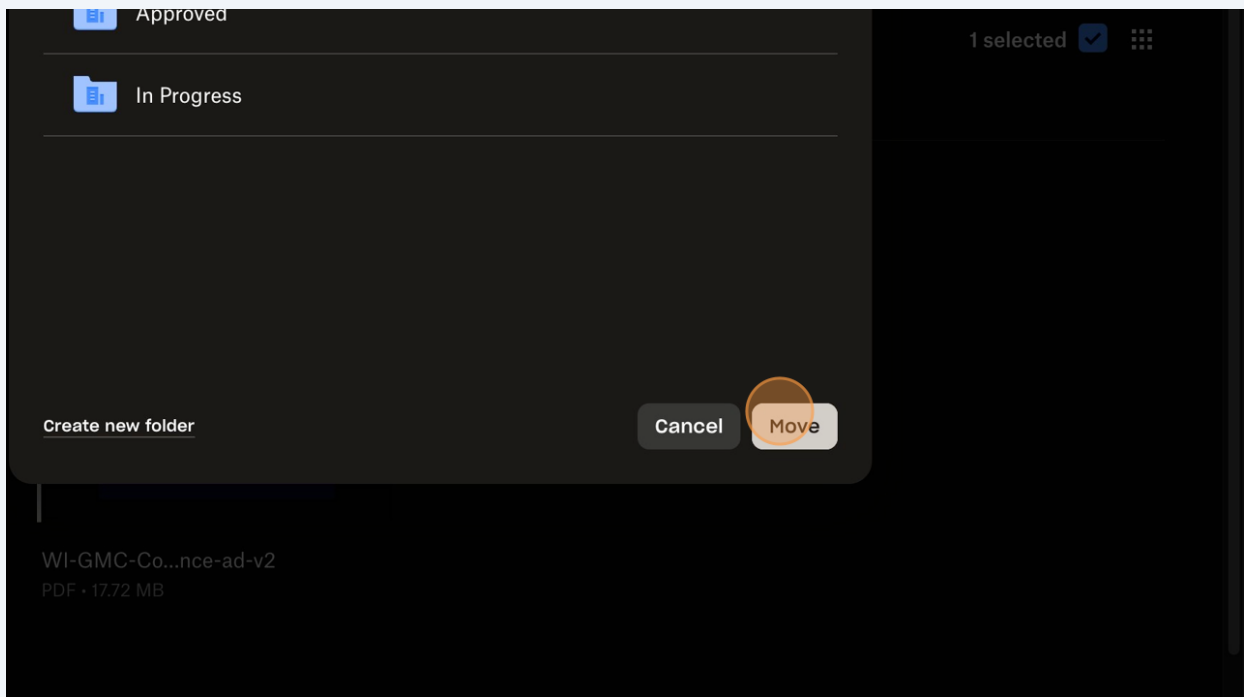
8 Click "Move"



9 Select the "Approved" folder



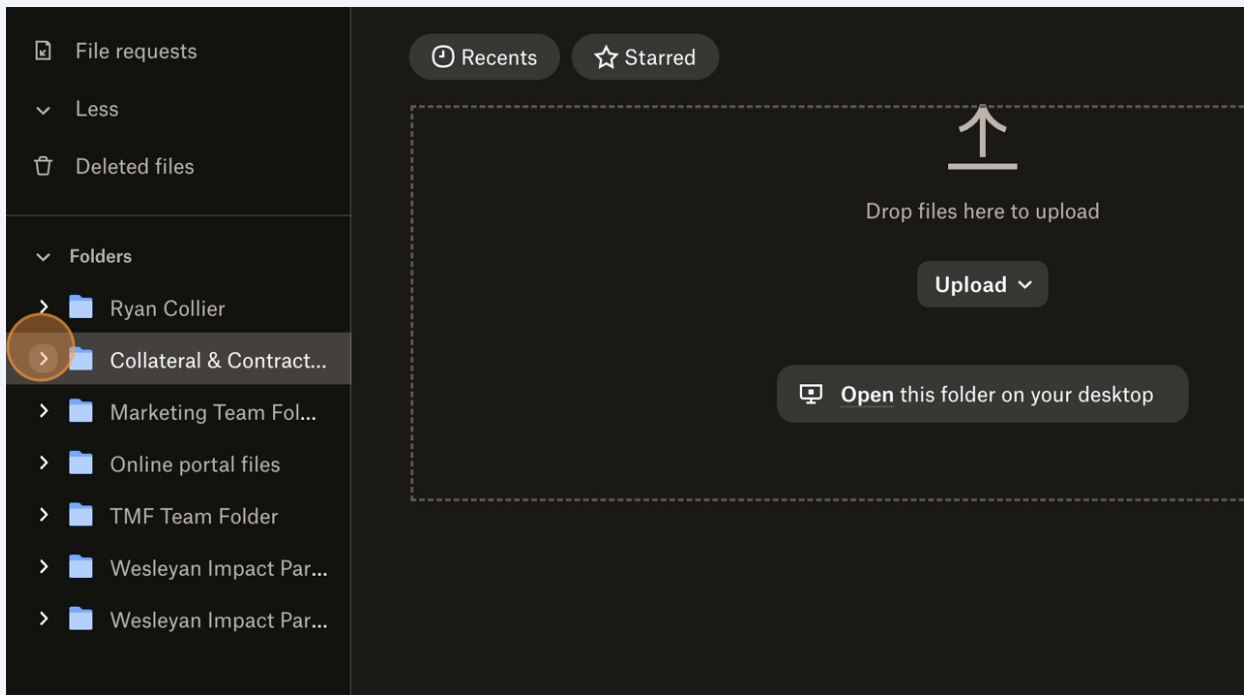
10 Click "Move"



How to view Contracts

11 Navigate to <https://www.dropbox.com/home/Collateral%20%26%20Contract%20Management/WI%20Collateral/In%20Progress>

12 Click the "Collateral & Contracts" folder.



13 Click "Contracts"

