

# Access and Organize WI Collateral Documents in Dropbox

## How To View In Progress and Approved WI Collateral



#### Click "WI Collateral" folder

3



#### 4 To view collateral in progress click "Approved" folder





## How to move In Progress collateral into the Approved folder





### Scroll down.

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#### 8 Click "Move"



### **9** Select the "Approved" folder

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☑ File requests	TMF / Collateral & Contract Management / WI Collateral / In Progress
∽ Less	Approved
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> 📄 Ryan Collier	
✓	
> Contracts	

### 10 Click "Move"

Approved		1 selected 🔽  🏭
In Progress		
Create new folder	Cancel	
WI-GMC-Conce-ad-v2 PDF • 17.72 MB		

## How to view Contracts

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

#### **12** Click the "Collateral & Contracts" folder.



#### 13 Click "Contracts"

