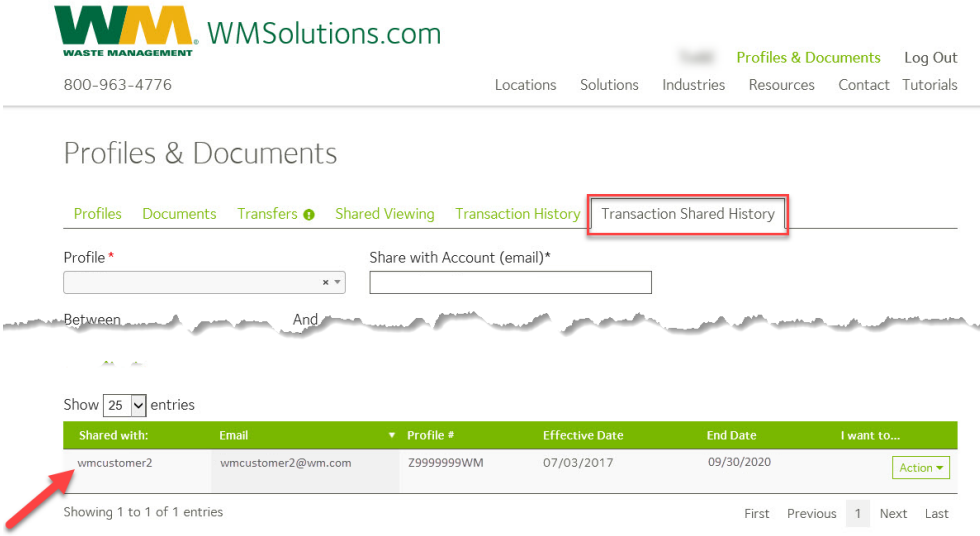
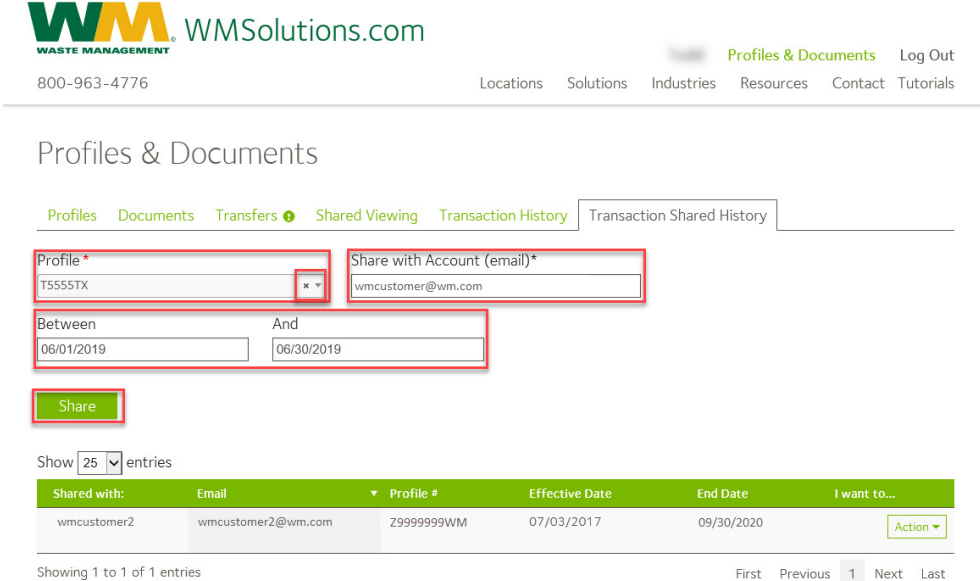
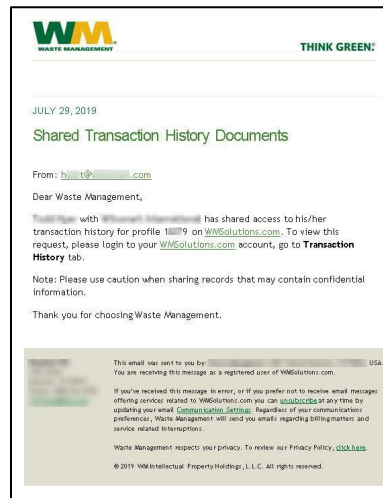


WMSolutions – Manage Transaction Shared History (for Profiles)

Use these instructions: 1. (For Profile Owners) to share profile data with other WMSolutions accounts (for example Profile Account owner to share Profile data with Generator). 2. (For Recipients) to view shared data.

Action	Screen Image								
<p>As the Owner of the Data... starting from your WMSolutions account homepage</p> <ol style="list-style-type: none"> Click the Transaction Shared History tab. The selection options display. <p>Note: Previously created shared transactions display in the table at the bottom of the page.</p>									
<ol style="list-style-type: none"> Click the Profile drop-down arrow to select the desired profile. Enter a valid email address in the “Share with Account (email)” field. <p>Note: The email must be valid and associated with a WMSolutions account.</p> <ol style="list-style-type: none"> If preferred, enter a date range in the “Between/And” fields to limit the shared transactions within a specific timeframe. (see table) Click the “Share” button. The Share Created notification dialog box displays and the profile is added to the list of shared profiles in the table located at the bottom of the page. 	 <p>Note: The Between/And fields function as follows:</p> <table border="1" data-bbox="537 1627 1450 1822"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Both the fields are left blank</td> <td>All transactions are shared with no end date</td> </tr> <tr> <td>Only a date is entered in the Between field</td> <td>Beginning on the date entered, all transactions are shared with no end date</td> </tr> <tr> <td>Dates are entered in both fields</td> <td>Only the transactions made on or after the date in the Between field and before or on the date in the And field are shared</td> </tr> </tbody> </table>	If	Then	Both the fields are left blank	All transactions are shared with no end date	Only a date is entered in the Between field	Beginning on the date entered, all transactions are shared with no end date	Dates are entered in both fields	Only the transactions made on or after the date in the Between field and before or on the date in the And field are shared
If	Then								
Both the fields are left blank	All transactions are shared with no end date								
Only a date is entered in the Between field	Beginning on the date entered, all transactions are shared with no end date								
Dates are entered in both fields	Only the transactions made on or after the date in the Between field and before or on the date in the And field are shared								

An email notification is sent to the recipient via the address entered in the Share with Account (email) field.



To Edit a Shared Transaction...

1. Click the "Action" drop-down arrow, located in the last column of the transaction row you wish to edit. The Action sub-menu displays.
2. Select "Edit". The selection option fields, located above the table, populate with the exiting details.

WM WMSolutions.com
800-963-4776

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Profiles & Documents

Profiles Documents Transfers Shared Viewing Transaction History Transaction Shared History

Profile * Share with Account (email)*
Please enter a valid WM Solutions account email

Between And

Share

Show 25 entries

Shared with:	Email	Profile #	Effective Date	End Date	I want to...
wmcustomer2	wmcustomer2@wm.com	Z9999999WM	07/03/2017	09/30/2020	Action
wmcustomer	wmcustomer@wm.com	T5555TX	06/01/2019	06/30/2019	Sharing Remove Share Edit

Showing 1 to 2 of 2 entries

3. Modify the fields as applicable.
4. Click the "Update" button. The updated shared transaction details display in the table below and the recipient is notified of the change via email.

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Profiles & Documents

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Profile * Share with Account (email)*
Z9999999WM wmcustomer2@wm.com

Between 07/03/2017 And

Update

Show 25 entries

Shared with:	Email	Profile #	Effective Date	End Date	I want to...
wmcustomer2	wmcustomer2@wm.com	Z9999999WM	07/03/2017	09/30/2020	Action
wmcustomer	wmcustomer@wm.com	T5555TX	06/01/2019	06/30/2019	Action

Showing 1 to 2 of 2 entries

To Remove a Shared Transaction...

1. Click the **Action** drop-down arrow, located in the last column of the transaction row you wish to remove. The Action sub-menu displays.
2. Select **Remove Share**. The Share Removed dialog box displays and the shared transaction row is deleted from the table.

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Profile * Share with Account (email)*

Between And

Share

Show 25 entries

Shared with:	Email	Profile #	Effective Date	End Date	I want to...
wmcustomer2	wmcustomer2@wm.com	Z999999WM	07/03/2017	N/A	Action
wmcustomer	wmcustomer@wm.com	T5555TX	06/01/2019	06/30/2019	Remove Share

Showing 1 to 2 of 2 entries

As the recipient of the shared transaction data...

Upon receipt of the email notification, to view the shared data, starting from your WMSolutions account homepage:

1. Click the **Transaction History** tab. The selection options display.

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Profiles & Documents

Profiles Documents Transfers Shared Viewing Transaction History Transaction Shared History

Profile * Manifest # or Ticket # Create a profile

Between and Last Calendar Month

2. Click the **Profile** drop-down arrow. The sub-list displays.
3. Click the shared transaction you wish to view. The transaction(s) that meet the account owner's share criteria, displays in the table at the bottom of the screen.

Note: All Profiles you have access to display in the list. My Profile is a list of Profiles created by you. The shared Profiles will display under the email header from which it was shared.

Profiles & Documents

Profiles Documents Transfers Shared Viewing Transaction History Transaction Shared History

Profile * Manifest # or Ticket # Create a profile

Between and Custom

Waste Summary for Profile# T5555TX

Number of Manifests: 1
 Number of Tickets: 1
 Total Tons:
 Average Tons:

Show 25 entries

Date	Manifest #	Ticket #	Material	Facility	Carrier	Vehicle	Tons/Tonnes	Mat. Quantity	Mat. Unit
06/25/2019	1100	01380	Solids - Class 2	Austin Community RCF					

Viewing 1 to 1 of 1 Transactions

Information presented here may not reflect the most recent transactions due to timing of data movement, adjustments, error corrections, or other issues arising from automatically displaying daily ticket data online. This is for informational purpose only.