



User Interface Changes

- **User Interface Refresh.** Visa has been working on a refresh of the Visa IntelliLink Spend Management user interface (UI). The goal of this effort is to provide improved site navigation and menu structure, as well as updating the overall look-and-feel of the platform to provide a more modern, intuitive user-experience.

Some of the key features of the refreshed UI include:

- Modern, panel-based landing page allowing users to take action quickly without requiring multi-click navigation and drill-in
- Top-level menu navigation with ability to “pin” favorite items
- Responsive design, providing a usable platform regardless of the device a user is accessing from

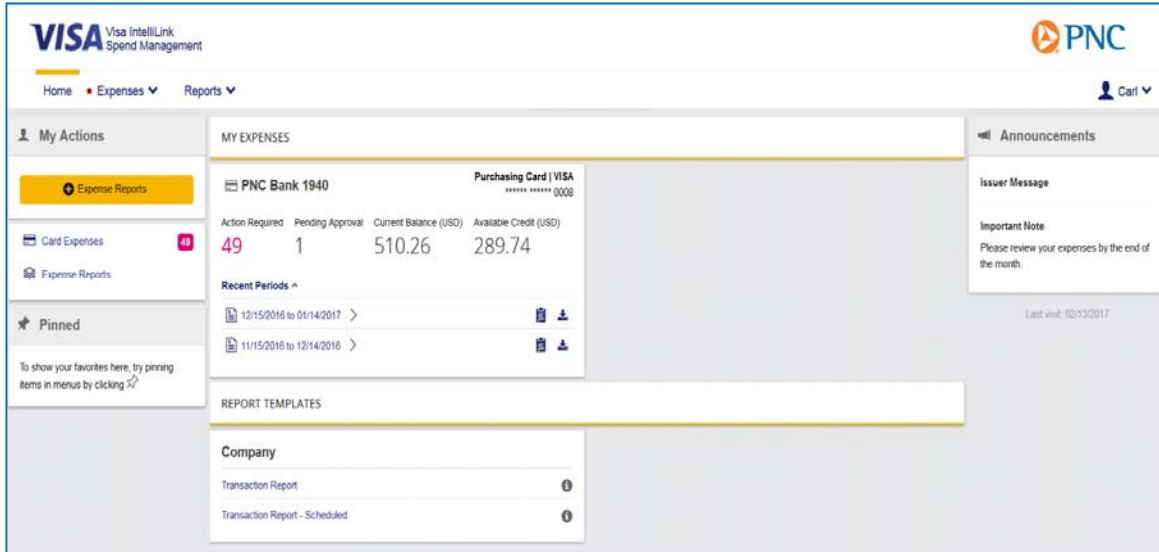
Note: This UI refresh will not impact/change the underlying functionality of the platform (e.g. viewing statements, viewing/coding transactions, creating expense reports/cash expenses, approving expenses, etc.). Users will still be able to do all the things they do in the application today. Additionally, the UI changes are focused on the Home page and navigation menus. The other screens will remain largely unchanged.

Visa IntelliLink Spend Management User Interface Refresh Guide



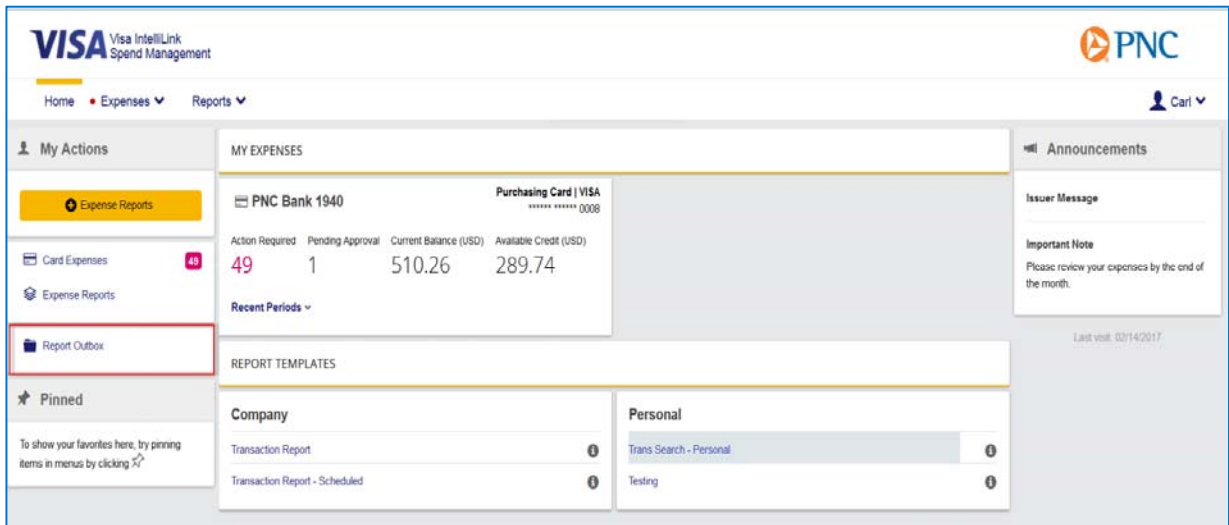
New Home page

A modern, panel-based Home page that allows users to take action quickly without requiring multi-click navigation:



'Report Outbox' Link

For recipients of scheduled reports, a link to the 'Report Outbox' will appear on the Home screen when there is a report available for download. The same link also appears on the Reports > Scheduled Reports menu.





Company-Shared and Personal Report Templates Panel

Report templates allow users to save the report search criteria they use regularly, making it quicker and easier to run similar reports in the future (*[Report Name] > Search Criteria window > Save Template*). There is no limit on the number of templates a user can create and save.

We have introduced a *Report Templates* panel on the Home screen of the new UI that provides users direct access to their personal and company-shared report templates.

MY EXPENSES						
DEF Financial Corporate Card VISA ***** 0004				Cash Expenses		
Action Required	Pending Approval	Current Balance (USD)	Available Credit (USD)	Action Required	Pending Approval	Current Balance (USD)
8	10	3,362.12	-2,662.12	3	4	1,211.19
Recent Periods ▾						
DELEGATED ACCOUNTS						
DEF Financial 4 Delegations						
Attention Required >						
REPORT TEMPLATES						
Company				Personal		
Quarterly Supplier Report - Test ⓘ				Account Delinquency - 0006 ⓘ		
MH TEST ⓘ				Report Email ⓘ		
Air tix over USD 400 ⓘ						

Note: In order to view Company-shared report templates, users must be included in the Report Group that the shared Report belongs to.



View Statement and Download Statement Icons

We have added hyperlinked icons to the Home screen in the new UI to allow users to quickly access and view their account statement(s) and/or download a printable copy of their account statement(s) without having to navigate to a different page.

Action Required	Pending Approval	Current Balance (USD)	Available Credit (USD)
3	15	7,033.21	-4,233.21

Recent Periods ^

12/15/2015 to 01/14/2016 >	📄 ⬇️
11/15/2015 to 12/14/2015 >	📄 ⬇️

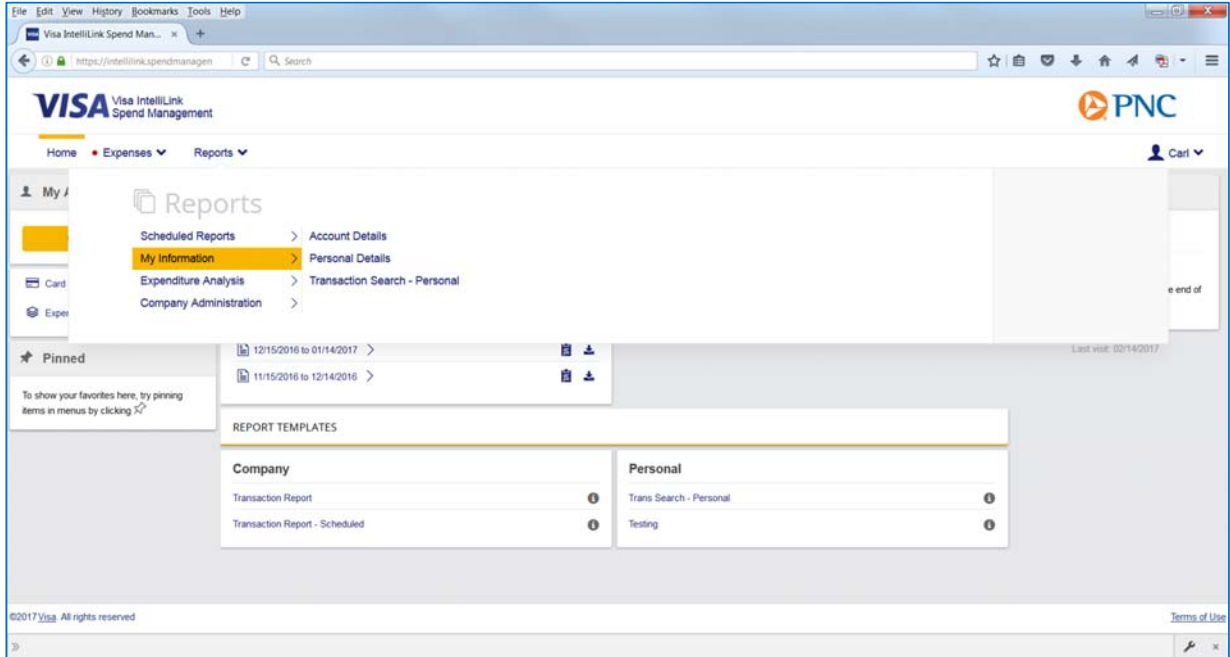
Note: Users may need to click on the *Recent Periods* toggle (^) in order to display the statements. This section may be collapsed by default.

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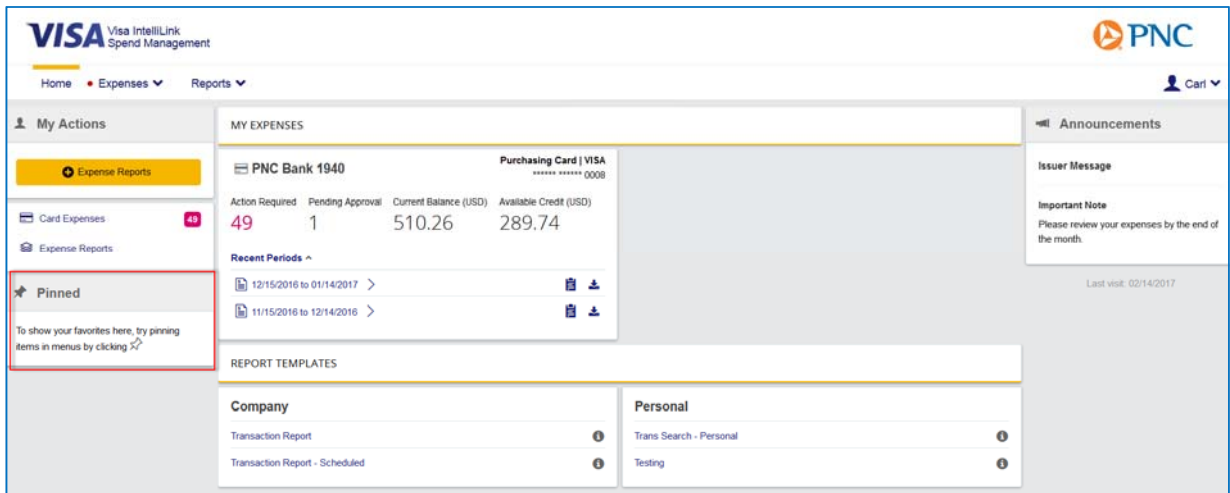
New menus

A new top-level menu design with the ability to “pin” favorite items:



'Pinned Items' Panel

This Pinned panel serves as a container for a user's 'favorites' (e.g. favorite reports, favorite pages within the platform, etc.) and allows a user to access those favorites with a single-click after first 'pinning' them from the main navigation menu.

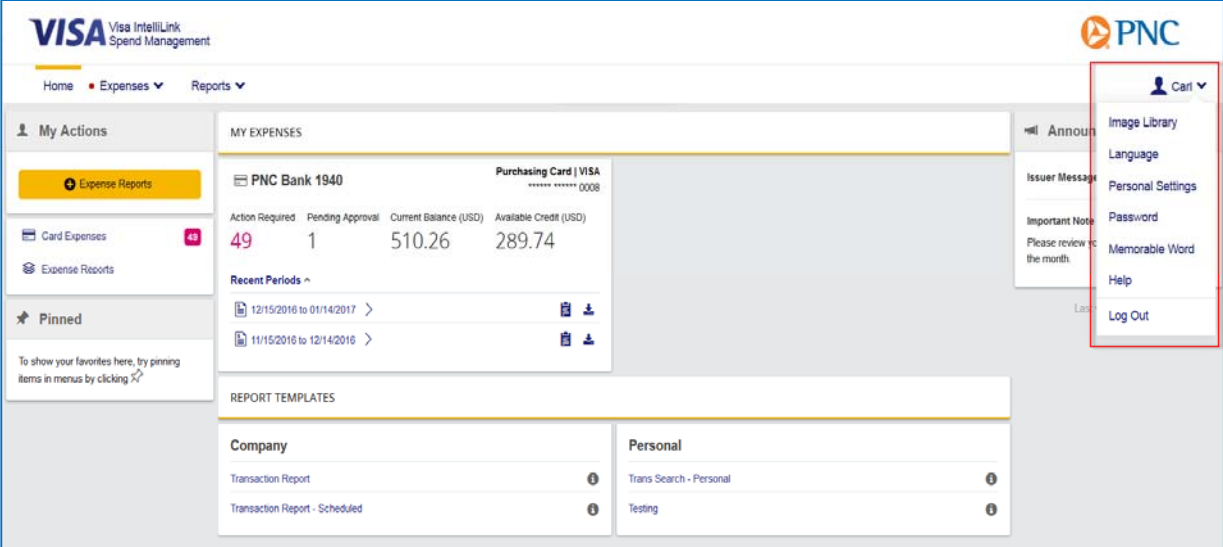


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Settings Menu

Access to Settings screens including Image Library (for clients who store receipts in IntelliLink) Language preferences, Personal Settings, Password, Memorable Word, Help, and Log Out have been moved to a Settings menu on the right, labeled with the user's first name.

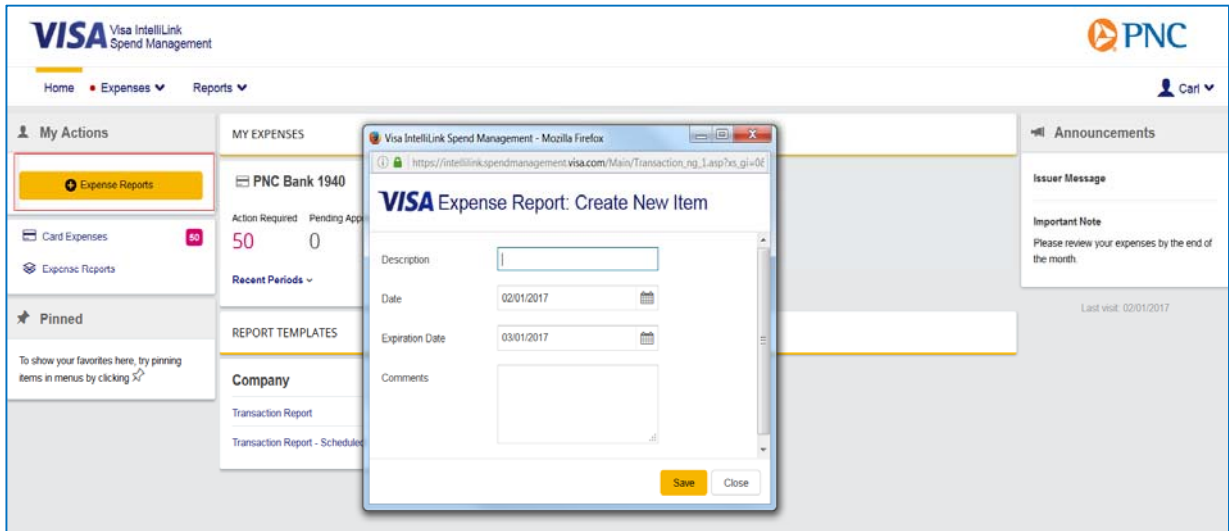


Home Screen Enhancements for Expense Reports

For companies using an Expense Report workflow, we have made two enhancements to streamline the creation of, and access to Expense Reports:

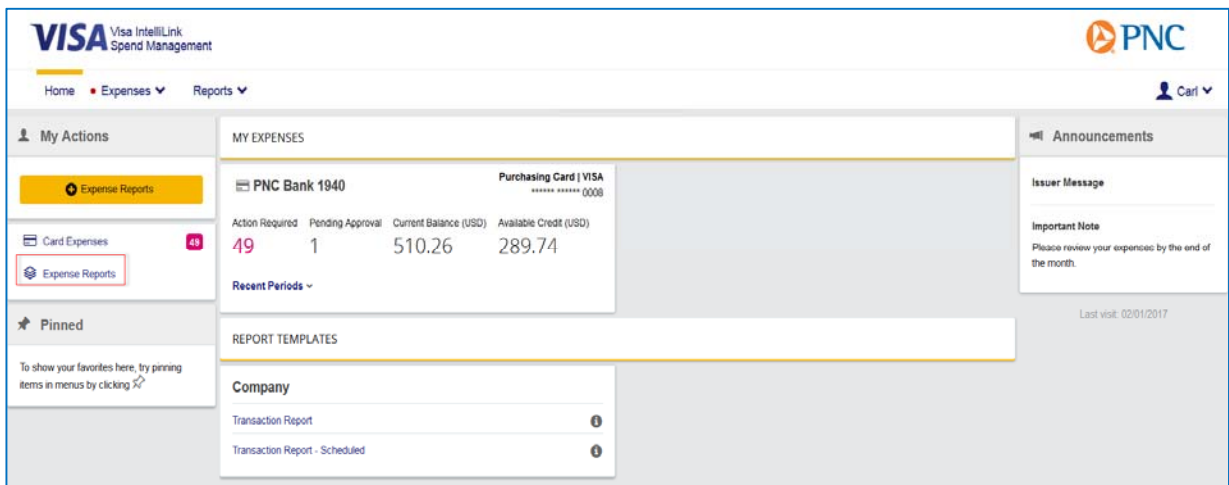
Single-click Expense Report Creation

A new button on the Home screen initiates the creation of an Expense Report. The pop-up window allows a user to name the Expense Report, make comments, and begin compiling their expense report. This streamlines the process by reducing the number of clicks required to begin creating an Expense Report.



Single-click Expense Report Summary

Again, for companies using Expense Report workflow, there is a new link on the Home screen that takes a user directly to their Expense Report Summary page:

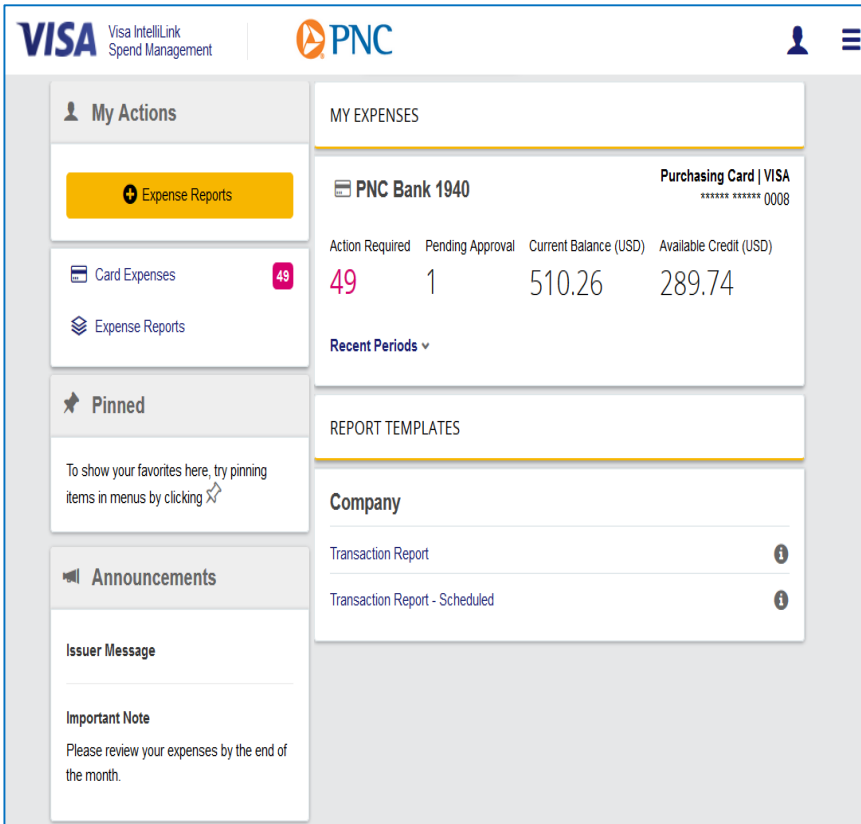


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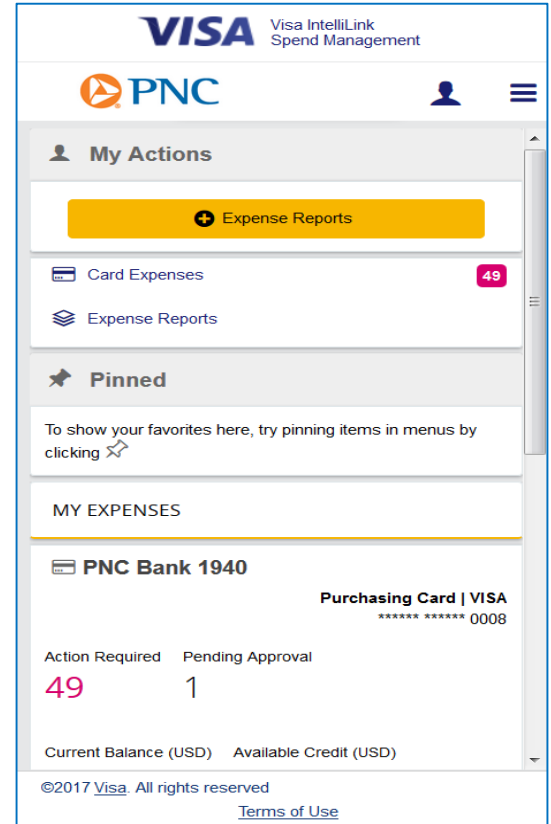


Responsive design

A new responsive design that provides a consistent experience regardless of device used to access the application.



Tablet View



Phone View