



5 April 2017

Print Preview and Selection Options Now Available in MyWTA

As a result of customer feedback, two new features have been added to MyWTA to improve the user experience *when making changes to certificates*. The new functionality allows users to:

- Preview changes before completing certificates; and
- Select only those certificates that are required to print when multiple certificates are available.

Note: These functions are only available on Scoured Wool Test Certificates and Combination Certificates.

PREVIEW functionality

When you are in **Change Details on Certificate**, there is a new button named "Preview Changes" at the bottom of the screen (next to the Cancel & Return and Submit buttons). After making the changes to the certificates, if you click on the Preview button it will "popup" (open) a new window showing what the certificate would look like if the changes were submitted. Previewing certificates makes a new issue of the test and the effect is the test is marked incomplete until final changes are Submitted.

Cancel & Return

Submit

Preview Changes

Note: The first time you use Preview Changes button you may get a warning about "Popups blocked" and you should choose the Always Allow option so you don't get the warning each time.

Once you close the popup Preview screen you can hit the Submit button to complete the amended certificates and receive the full documents or hit Cancel & Return to leave this for another time.

If a lot has been "Previewed" but the changes are not submitted, you will see the lot showing as Incomplete (pink) in the List All Tests screen and marked ****PREVIEW**** in the Date Complete column. At any later time you can go back into the Change Details screen and make further changes.

	W8706B	1143955.1	47	15/07/2016	**PREVIEW**
TEST LIST	K1180C	1142860.4	47	07/07/2016	
	W8766	1142828.1	47	05/07/2016	**PREVIEW**
	K1182	1142799.4	24	05/07/2016	**PREVIEW**
	K1181	1142796.0	24	04/07/2016	
	W8677D	1139447.5	47	06/06/2016	**PREVIEW**

Selecting Individual Certificates to Print When Multiple Certificates are Available.

Cert Type - YMC - 3-1142555.W0 Print YMC Certificate

Cert Type - LAC - 3-1142555.U0 Print LAC Certificate

When multiple certificates are available for a delivery and you are in **Change Details on Certificate**, there are now tick boxes on each Certificate header line so you can control which certificates will be printed and received when the changes are submitted.

When you un-tick a certificate, the Additional Text input fields will minimize on the screen so nothing can be changed on a certificate not being printed. If the Preview button is used this certificate will not display and when the changes are submitted this certificate will not be printed and there will be no charges for this certificate.

To learn more about any of the features of MyWTA that you could benefit from, please contact your local NZWTA representative.