



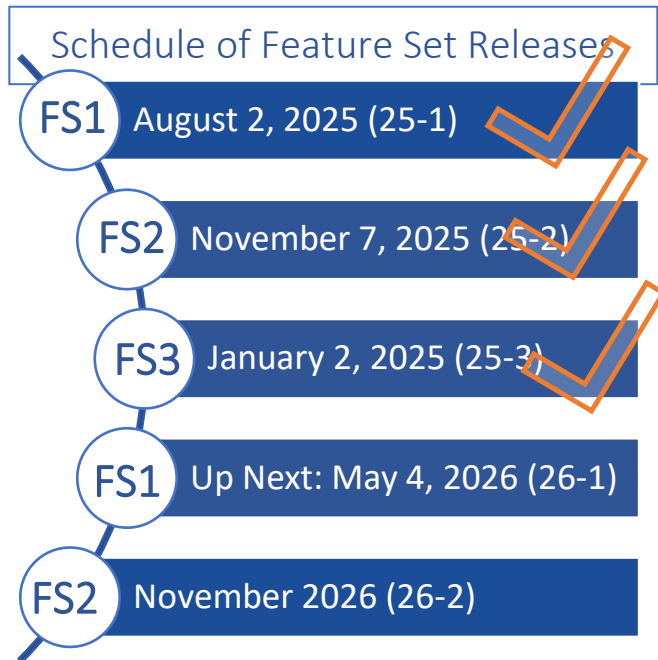
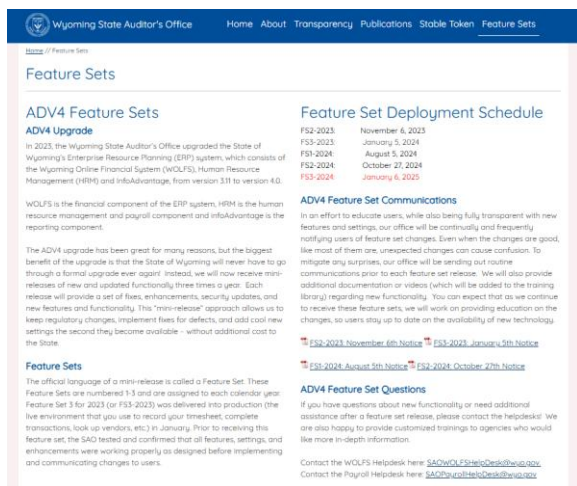
ADV4 Feature Set Education Bulletin: May 2026

Spring Has Sprung

Flowers are blooming, trees are budding, and the sun is (mostly) shining. The season of renewal is here, and just like a fresh spring-clean, we've got shiny new features for your enjoyment.

As we continue to release new functionality, we will continue to release corresponding Education Bulletins as we go. Users can catch up on some of our previous feature sets and improvements on the SAO website.

New to this? Read the full recap on the [Feature Set Landing Page](#) of our site: sao.wyo.gov/feature-sets.



What's New?

Ditch the winter blues, because Advantage is serving up a fresh bouquet of features. This release brings essential updates focused on clarity, efficiency, and a smoother user experience. Whether you're mastering complex transactions or clearing out inbox clutter,

these enhancements are designed to simplify your daily work.

In this release, you'll see:

- **Take Another Look:** Go check out the guided walkthroughs in Advantage Assistant. There are a lot of complex transactions that you may have to master, so use the tools to make it easier.
- **Email Display Enhancement:** Cleaner, more consistent email displays with a handy new copy-to-clipboard feature.
- **Timesheet Glow-Up:** A sleeker, more polished timesheet with an easy option to revert if needed.
- **Transparency in Cancellations:** Finally! Now you know when you are viewing a cancellation transaction without extra clicks and menus.
- **Spring Clean-Out:** Control your inbox by opting out of unnecessary workflow email notifications.



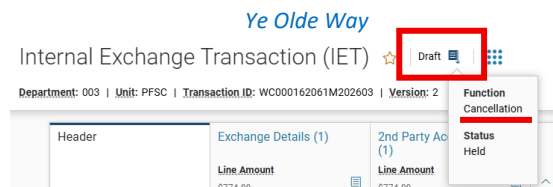
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Read on to see how these new features can help you cut down on digital clutter and simplify your daily work.

Tired of Playing Hide and Seek with Cancellations?

Cancelling transactions is a great tool, but it's not always easy to know if you're in a Cancellation or just a regular draft transaction. Not to mention, your approvers may not know where to look to verify if they are approving a cancellation or not.

In the current design, users must click on the *Transaction Status* popover to determine whether the *Transaction Function* is set to *Cancellation*. This information is not readily visible in the page-level contextual ribbon as shown below.



But with the release of FS1, the system now displays the *Transaction Function* value when it is set to *Cancellation* directly within the page-level contextual ribbon to improve usability and visibility. This enhancement ensures that users can immediately identify cancellation transactions without performing additional clicks, improving transparency and user efficiency.



Now your critical transaction information is always visible!

Email Address Standardization

We're giving email addresses a little makeover to keep things neat and easy on the eyes! Any email longer than 20 characters will now be shortened with an ellipsis (...), helping maintain a clean and consistent look across CGI pages.

And for the ultimate convenience upgrade: a shiny new *Copy Icon* is now parked right next to every email address. Just hover to reveal! No guessing required! One click, and it's on your clipboard! Cleaner, simpler, and absolutely delightful!





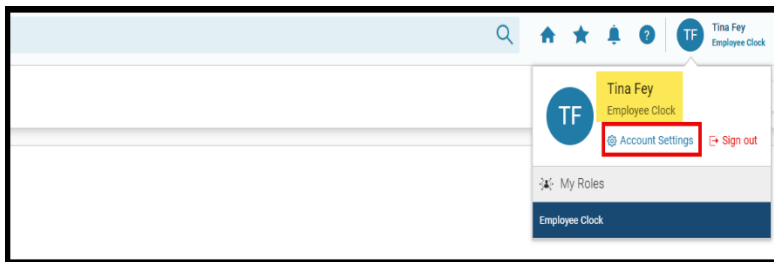
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Spring Clean-Out: Workflow Email Notifications

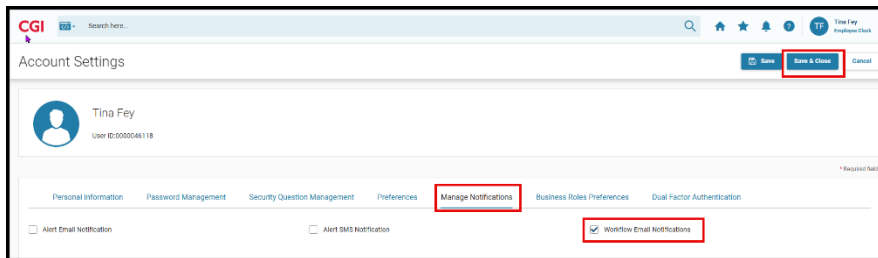
Looking to cut down on inbox clutter? You've got options!

If you'd prefer not to receive email notifications when transactions like timesheets, TADJs, or GAXs are moving through workflow, you can easily update your settings in CGI.

Click on your name in the top right-hand corner of your home page and click on **Account Settings**.



Next, select **Manage Notifications** and uncheck the box for **Workflow Email Notifications**. Don't forget to choose the **Save & Close** button when you're finished.



Transaction Life Hack: Advantage Assistant Guided Walkthroughs Are Back

With the Advantage Assistant Guides, you now have a reliable, step-by-step resource for many of your most difficult transactions. Utilize these snazzed-up tools today and stay tuned as we steadily expand our library to cover even more of your essential business processes.

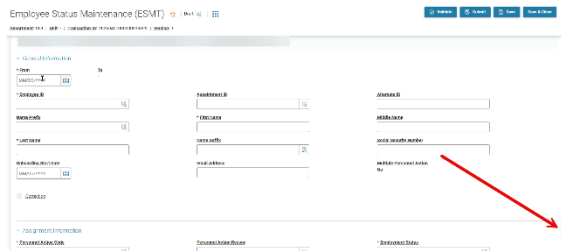
These step-by-step guides are designed to help you accurately complete specific documents by walking you through each required section and step of the transaction with helpful instructions along the way. We'll continue expanding our library over time, but currently guides are available for:

- ESMTs
- VCMs
- VCUST
- VCCs
- GAXs
- BGA120
- BGR121
- IETs

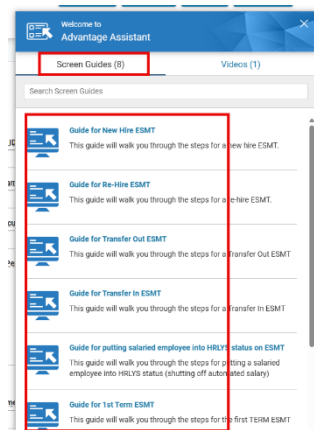


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To access a guide, open one of the above transactions or tables. Make sure you are in Edit mode and click the blue bar located in the bottom-right corner of your page to see available guides.



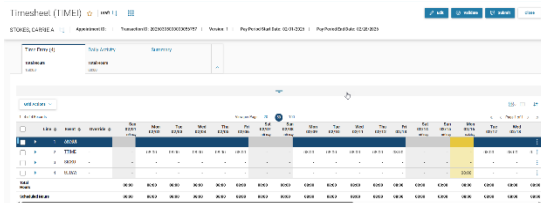
From there, simply select the guide that matches your document and follow the prompts to complete it with ease.



Timesheet Glow-Up

Surprise! Your timesheet has a sleek new look. It's more polished, compact, and designed to make scrolling a breeze. We've turned on this glow-up for everyone, giving you a fresh start. However, we know change isn't always easy. If you're feeling nostalgic for the old school grid, don't fret—you can switch back!

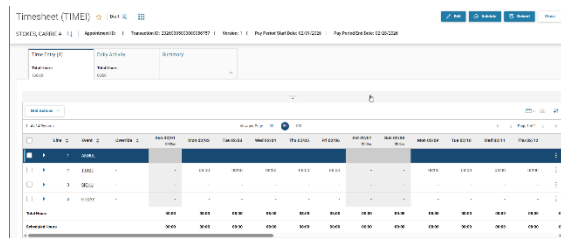
Glow Up



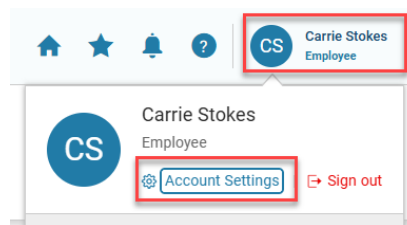


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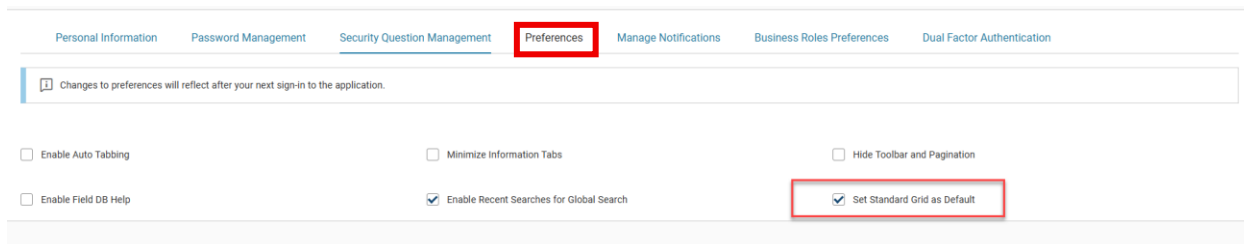
Old School



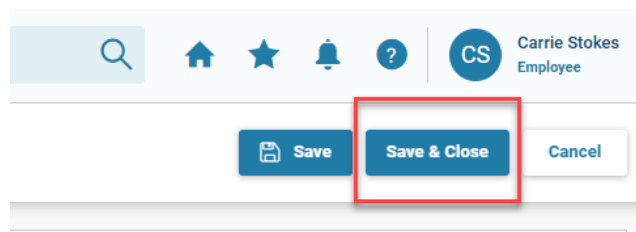
1. Go into your account settings by clicking your name button at the top of the screen.



2. Select *Preferences* in account settings.
3. Check the **Set Standard Grid as Default** box.



4. Then **Save & Close** at the top of the screen.



Remember: You will need to log out and back in before you see the change.



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Dual-Factor Authentication: Thank You!

We wanted to thank all our users for helping us with a smooth transition to Dual-Factor Authentication (2FA) last month. Beginning on March 30th, 2026, all users are now required to employ dual-factor authentication when accessing the payroll and financial systems. Users are now required to verify their identity using a second method, either email or Google Authenticator. This change did not impact the public URL for employees and managers (ESS or MSS) for now. Passwords alone are no longer sufficient to protect against modern cybersecurity threats. Dual factor authentication significantly reduces the risk of unauthorized access, particularly when a password is compromised.

A big thank you for your cooperation in helping us strengthen our system security and protect our organization.

We will be rolling out Dual-Factor Authentication for ESS and MSS this summer, so stay tuned!