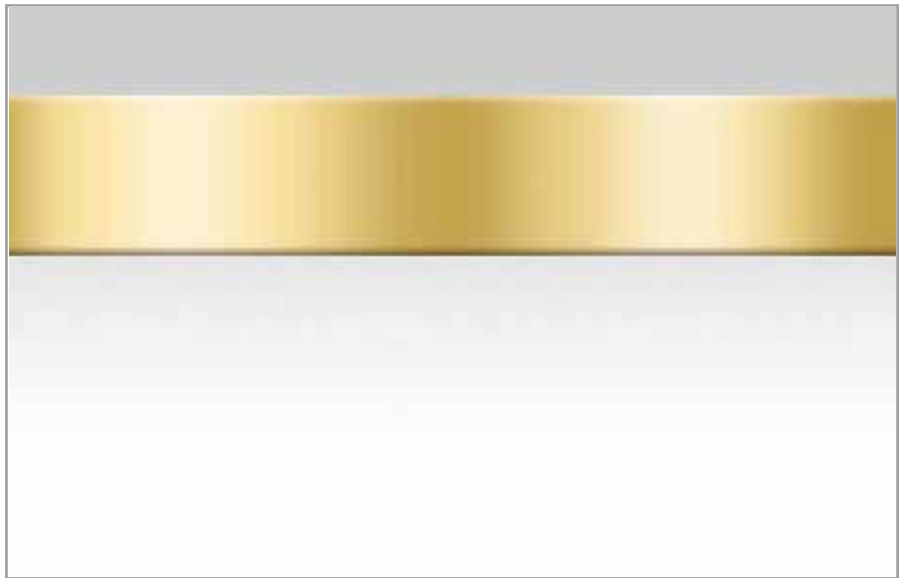


**01** From a white screen, a grey gradation fades in along the top.

The Inside Valero gold bar slides down on the screen.

*Voice Over (VO):* Welcome to inside Valero. And thanks for using this tutorial to get "inside Valero" even faster. In the next few minutes, you'll get familiar with what's on the site and how things work.



**02** The bar settles in the middle of the screen as the Inside Valero logos draws into place.

*VO:* And thanks for using this tutorial to get "inside Valero" even faster.



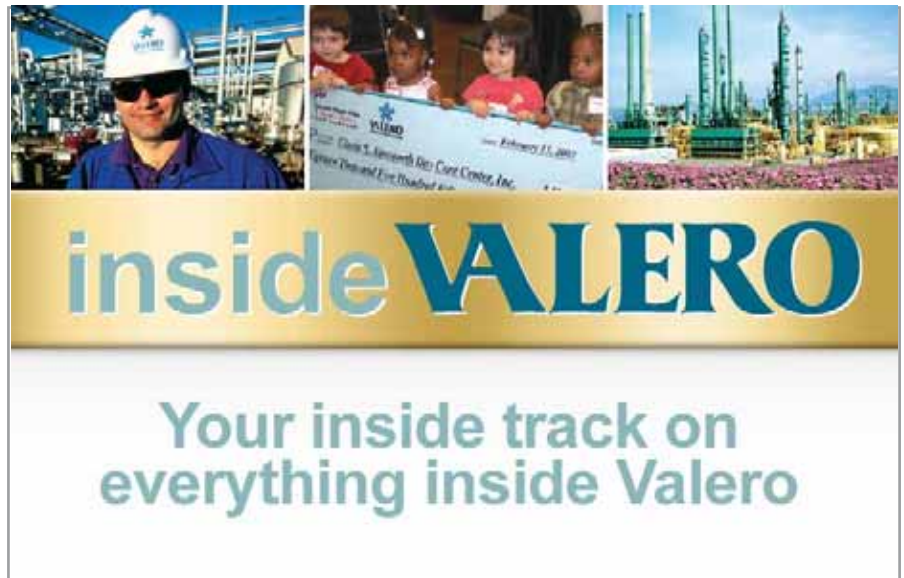
**03** Pictures slide down from left to right.

*VO:* In the next few minutes...



#### 04 Tagline fades in.

VO: ...you'll get familiar with what's on the site...



#### 05 Tagline drops out of frame after the VO is completed.

The gold bar w/logo scales down in size and slides towards the top of the screen...

VO: ...and how things work.



#### 06 ...creating a top bar.

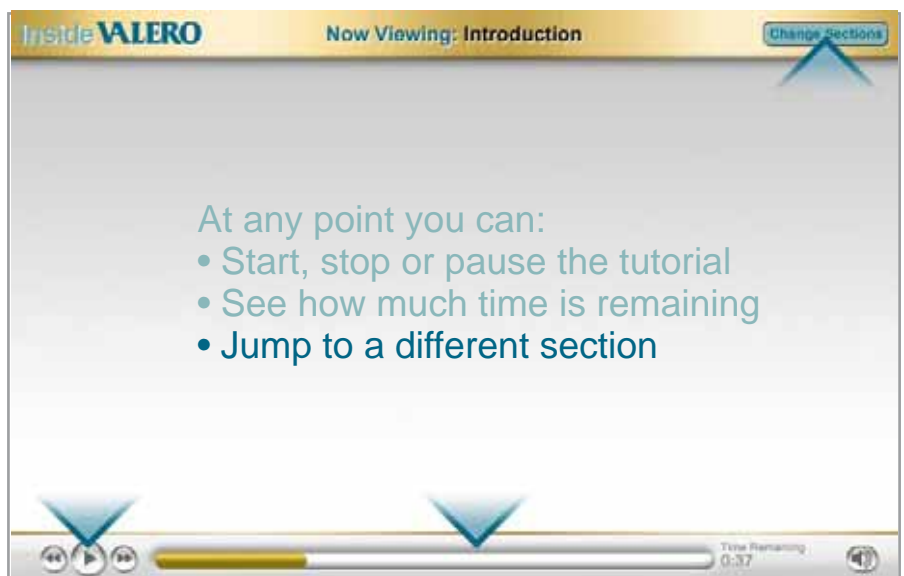
As the VO moves along, each point is listed and the relevant feature is pointed out.

The top and bottom bar will appear on every page in the tutorial except the initial build and the wrap up at the end.

VO: You can stop, start or pause this tutorial with these controls. The time remaining for each section shows here along the bottom.

Click here to jump to a different section at any time.

So let's get started!



**07** After a section ends, this load screen will appear.

It will serve as the transition between sections.



**08** When users click on the "Change Sections" button, the tutorial will pause.

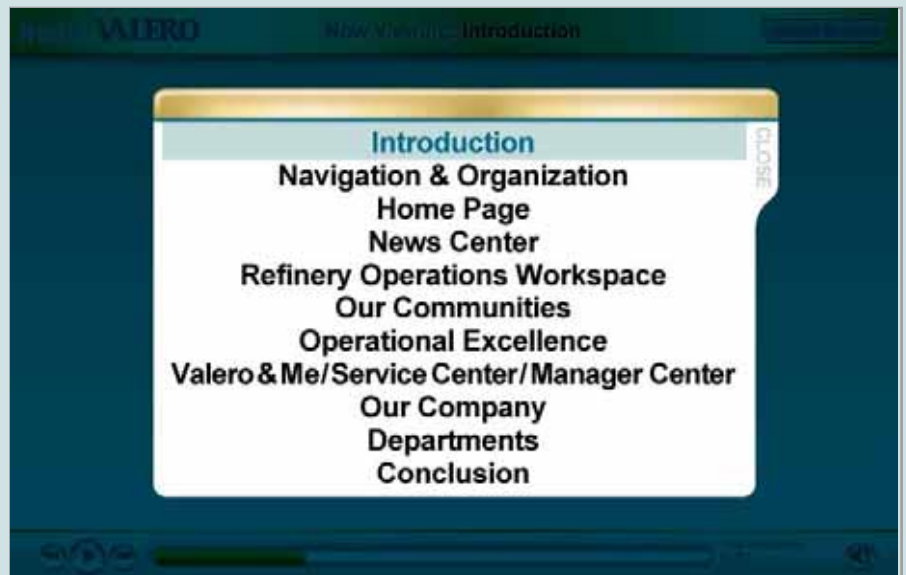
The background of the tutorial will darken and this navigation panel will appear.

The section currently being viewed has teal text with a light teal background.

As the user mouses over the other section, they too will get the teal/light teal treatment.

If the user clicks on another section, the panel will disappear and the load screen will appear.

If the user clicks the "close" button (or anywhere on the dark green background) they tutorial will continue from the point at which the "Change Sections" button was pressed.



**09** **NEW SECTION:**  
**Navigation & Organization**

An org chart builds as the VO starts.

VO: A well-designed intranet relies on organization.



- 10** The home page slides up and holds for a second. Then it fades back in opacity as the nav bar blows up.

VO: The updated, simplified navigation bar gives you to access to ALL the information, old and new, from this one spot.

The navigation bar gets you to essential content you need every day, instantly.



- 11** As each item is read, the cursor clicks on the item and the secondary navigation is revealed.

VO: Main topics include Home... Workspace... News... Valero and Me... Manager Center... Service Center... and Departments.

You'll have a chance to get a closer look at those topics as we move through the tutorial.



- 12** **NEW SECTION:**  
**Home Page**

The home page slides up.

VO: We've redesigned the home page so you can see your main information choices all at once.





- 13 Then the workspace blows up.

VO: Under the navigation you may see a personalized workspace. It's customized to the work you do based on your location.

Right now, you'll see it only if you work at a refinery or are associated with Refinery Operations. In the future, other departments will also get a personalized workspace.



- 14 The stock and weather bar blow up. An animated cursor clicks on the weather dropdown to show the regions covered.

VO: Beneath that, you'll find stock and weather information.

Just scroll to see what's going on weather-wise at any of Valero's locations.



- 15 News Center blows up. As each type of news is described, it is highlighted with a yellow box.

VO: A big part of the new home page is the Headline News section.

Featured stories get updated on a timely basis. Click through the stories for a summary of each, or read the whole article if you'd like.

Local and company announcements will appear in this section... along with important messages from executives.



## 16 Valero & Me/Service center component blows up.

VO: Below that, there's quick links to Valero & Me and Service Center as well as links to specific places within each section.



## 17 Task List/Inbox component blows up.

VO: On the right side of the page, you can access your Task List and Inbox.



## 18 Message banner blows up.

VO: And look for messages that may appear under that -- everything from happenings around Valero to important information you need to know.



## 19 Operational Excellence component blows up.

VO: This year, we're making Operational Excellence an important part of how we do things at Valero. To emphasize this, we've provided a window into the four key initiatives behind this important philosophy. Look for an overview of each initiative and a link that connects you to the full article.



## 20 Our Communities component blows up.

VO: Everyone knows community is important at Valero. The new home page provides one place to review the latest event, link to the all-new Our Communities page and access the Sign-Up page.



## 21 The home page fades back as the utility bar on the top of the page blows up.

VO: At the very top of the page is the new Search, a link to the Contacts page, your Portal Favorites list and access to Collaboration Tools. These items are always available - on the top of every page of the portal.





## 22 NEW SECTION: News Center

The news center page (with Headline news item showing) slides up the page.

VO: Our News Center is completely new.

It replaces email as the primary source of recent local announcements and corporate information.



## 23 The page fades back as the news “accordion” blows up.

VO: Using the “accordion” on the left side of the page, you’ll see six different types of news...



## 24 As the categories are read, the cursor will click through the first few items on the accordion to show how it functions.

VO: ...Headlines, Company News, Leadership Messages, Announcements, Community News and Valero in the Press.





- 25 The previous page slides out as the News Archive page slides in.

VO: News Archive is a brand new section that allows you to search even deeper for information...



- 26 The page fades back as the search interface blows up.

VO: ...combined from News and Announcements and the ValeroView site. Search by keyword, topic, location or time frame.



- 27 **NEW SECTION:**  
**Refinery Operations**  
**Workspace**

Refinery Operations page slides in.

VO: The Refinery Operations Workspace brings together the tools, manuals and procedures you need to safely and effectively run your refinery.



- 28** The page fades back as images of two refineries slide in on the left and right side.

Teal arrows point from each refinery to the other to indicate communication.

VO: You may also have the ability to view similar types of information used at other refineries.



- 29** Refinery images slide out, as the page image goes back to 100% opacity and then shrinks in size to the middle of the screen.

Older portal pages slide in from either side, being consumed by the new Refinery Operation page.

VO: At one time, information like reports, operating manuals and safety procedures were found in a variety of places including local files shares, intranet sites or hidden below a department tab.

Today all this information is accessible from a single gateway -- your Refinery Operations workspace.



- 30** **NEW SECTION:**  
**Our Communities**

Our Communities page slides in.

VO: Valero has been part of the life and spirit of the communities we serve since its inception in 1980. The "Our Communities" page reflects this connection. On it, you'll find out all about what we are doing in your area and all areas Valero is involved.





- 31 Page fades back, as “Volunteering iView blows up.”

VO: “Volunteering Around the Company” is a comprehensive display of programs, events and announcements that get you involved in local activities sponsored by Valero. There are links to stories as well as opportunities to sign-up and help out. And you can view the volunteer activities happening at other locations as well.



- 32 IView and page fade out and volunteering image fade in. A few iViews from the Our Communities page begin to slide in.

VO: We provide access to the United Way sites, our nationwide partner, and the wonderful work they do. Plus, there are promotional banners to let you know about the latest Valero sponsored charitable event including the Annual Benefit for Children and the Valero Texas Open event.



- 33 As the VO continues they all slide into place on top of the image.

VO: Overall, this section puts a lot more organization around all the information previously found under Valero Volunteers on the old intranet.





## 34 NEW SECTION: Operational Excellence

Operational Excellence page slides in.

VO: Our vision for Operational Excellence calls for a clear communication channel where strategic programs and initiatives are understood and embraced by everyone throughout the organization.



## 35 Operational Excellence accordion blows up as page fades out.

As each item in the accordion is clicked by the cursor, a different image appears as a background...

VO: This special section of the home page covers everything you'll need to

help you understand Safety First...



## 36 ...image...

VO: ...PSM & Reliability...



37 ...image...

VO: ...VPP status at Valero...



38 ...image.

VO: ...and Environmental Commitment.

39 **NEW SECTION:**  
**V&Me/Serv Cntr/Mngr Cntr**

Valero &amp; Me page slides up.

VO: The Valero &amp; Me page contains links to the important programs and services that help you reach your personal goals, and together with your help achieve the company's mission.



- 40 Page fades back as destinations from Valero & Me crawl horizontally across the screen.

VO: From Financial Security and Rewards to Work-Life Balance and Health – all of the things that help you get ahead personally and professionally are organized on one page. It's also the place to go for internal job opportunities and HR Policies.



- 41 Words slide off as the page goes back to 100% opacity. The left corner of the page curls back, revealing the HR page from the old portal.

VO: The Valero and Me section has everything the old intranet contained under MyHR and more.



- 42 Page curls back down, and then the page fades back. The Quick Links iView blows up.

VO: And don't forget the Quick Links section, now on the right side of every page, for easy access to important things like your pay stub, leave balance, 401(k) and HR Forms.





- 43** The Valero & Me page slides out as the Service Center page slides in.

VO: We've also combined all the various services at Valero into one section – Services Center. Here you'll have IT, Telecommunications and Office Services at your fingertips.



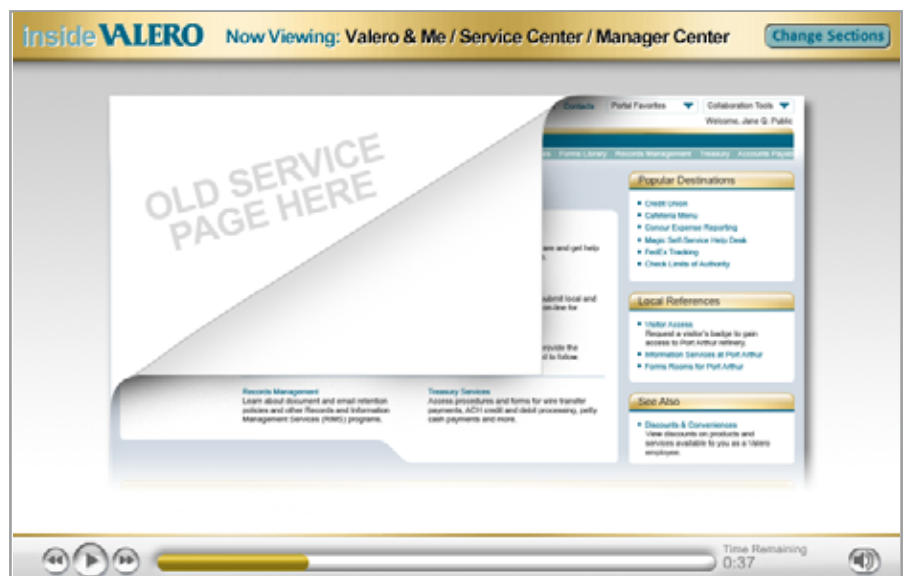
- 44** Same treatment as V&ME -- horizontal crawl of destinations.

VO: It's also your headquarters for Travel & Expenses, Discounts & Conveniences plus Treasury and Accounts Payable.



- 45** Same treatment as V&Me -- page curl.

VO: Many of the services, previously found under My Workplace in the old intranet, are now available from this new center – even the hard to find ones.



## 46 Page slides out.

Navigation bar slides in as cursor clicks on Manager Center.

VO: Manager Self Service, previously found in the My HR section of the old intranet, now has its own tab called Manager Center.



## 47 NEW SECTION: Our Company

Our Company page slides in.

VO: If it's company information you're after, this is the right place to click.



## 48 Page fades back as "Mission Statement" iView blows up.

VO: In a glance, you'll have access to all the information that helps define Valero today.



## 49 Valero Locations map blows up.

VO: Explore Valero Locations -- an interactive map gives you fast facts and information about all the Valero refineries.



## 50 Valero Lines iView blows up.

VO: Scan the pages of Valero Lines, the magazine with stories about making a difference.



## 51 The right column utility iViews blow up.

VO: Company History, Company Background, Mission Statement and a Featured Employee Section are here as well.





## 52 NEW SECTION: Departments

Department page slides up.

VO: All departmental information, excluding Refinery Operations, will now reside in one convenient location.



## 53 Page fades back, as links from the Departments page crawl vertically from bottom to top.

VO: This is the very same content you used to find on the previous intranet...



## 54 Crawl ends as page goes back to 100% opacity. Page curl treatment revealing Departments page from old portal.

VO: ... under the Departmental Information tab.



**55 NEW SECTION:  
Conclusion**

Background image fades in  
and home page image slides  
on top.

VO: Thank you!

We hope this tutorial helped  
give you a better idea of how  
Inside Valero will improve the  
way you work every day.

**56** Replay button drops in below  
tagline.