



TotalCash Manager[®] (View Only)

Reference Manual

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1. Accessing Total Cash[®] Manager

Access Online Banking

Signing In

After you receive the a company ID, user ID, and temporary secure password for Total Cash® Manager, you can sign into our online banking system at www.cashadvantageadvisors.com. The first time you sign in using your initial password, you will be prompted to change your password.

Signing Off

It is important to sign off as it is a secure banking application. If you do not use your keyboard within 15 minutes, the application will automatically sign you out.

2. Online Help

Help Available to You

This banking application has built-in online help available for you to use whenever you are logged into the application. Help is accessed by clicking the Help link in the upper right corner of the screen. This information screen is displayed:

Quick Links:

- [How Do I...](#)
- [Glossary](#)
- [FAQs](#)

 [Print this page](#)

Help

How Do I...
We've added a procedural guide to assist you with the most common tasks that you'll encounter while using this site.

Glossary
Our glossary has been added to help you better understand terminology that you'll encounter while using the site. Please note that our glossary is not a substitute for legal advice. If you have questions or concerns about legal matters, please contact an attorney.

Frequently Asked Questions
We've put together a list of questions that are most commonly asked by our customers. We've organized these questions around the major sections on the site.

[Close window](#)

You can then click the hyperlinks on the left side of this screen to provide you with a *Quick Link* to additional information.

3. Welcome Page

Overview

The Welcome page is the first page displayed in Business eBanking. To return to the Welcome page at any time, click the Welcome tab at the top of the page.

Welcome Admin.
Your last TotalCash® Manager sign on was Saturday, May 22, 2010 at 10:42 AM ET.

Deposit Account Balances as of 05/22/2010
To view deposit account details, click the Account Number.

ABA/TRC	Account Number	Description ▲	Balance
Checking Accounts			
031101114	*1990	Checking	\$78.33
031101114	*3822	Checking	\$96.67

Loan Account Summary as of 05/21/2010

ABA/TRC	Account Number	Description ▲	Current Balance
031101114	*6666	Loan	\$450.00

[Note Summary](#)

Message Center
[New messages: 4](#)
Need help? [Contact us](#)
[Next scheduled requests](#)

The Welcome tab has the following areas of interest:

- Account Summaries
- Favorites
- Saved Reports
- Message Center

Account Summary

The main workspace of the Welcome page is reserved for account summary information. This section is further sorted by Deposit and Loan accounts. The full account number is not displayed on this screen for security purposes. To see the full account number, access the reports tab to create a banking report. Due to screen size, not all accounts will be listed on the Welcome screen.

Deposit Account Balances

Deposit account balances are displayed first in alphabetically based on the description field. See the Account Administration section of this manual for instructions on how to change an account description.

Loan Account Summary

The Loan account summary lists the loans associated with the current online banking session. Note: From here, you can click the Note Summary or Commitment Summary links to see more information.

Managing Favorites

Favorites are shortcuts that can be accessed directly from the Welcome page.

Navigation tabs: Welcome | Reports | Transfers and Payments | Account Services | Administration

Left sidebar: Favorites: (Edit) | Saved Reports: (Edit)

Message Center: New messages: 4 | Need help? [Contact us](#) | Next scheduled requests

Welcome Admin:
Your last TotalCash® Manager sign on was Saturday, May 22, 2010 at 10:42 AM ET.

Deposit Account Balances as of 05/22/2010
To view deposit account details, click the Account Number.

ABA/IRC	Account Number	Description ▲	Balance
Checking Accounts			
031101114	*1990	Checking	\$78.33
031101114	*3822	Checking	\$96.67

Loan Account Summary as of 05/21/2010

ABA/IRC	Account Number	Description ▲	Current Balance
031101114	*6666	Loan	\$450.00

[Note Summary](#)

You can add links to tasks you perform regularly to improve your efficiency.

Add a Favorite

To add a favorite to your list, click Favorites (Edit). The Manage Favorites page appears:

Navigation tabs: Welcome | Reports | Transfers and Payments | Account Services | Administration

Sub-navigation: Communications | Company Administration | Service Administration | Self Administration

Left sidebar: Change password | Personal preferences | **Manage favorites** | View user activity report

Manage Favorites
You can have up to five functions or pages as your favorites. Once you add them, your favorites will be listed on the [Welcome page](#), giving you one-click access as soon as you sign on.

You currently have no favorites.

Add a Favorite
To add a favorite, select an item in the following list and then click the "Add Favorite" button.

Account activity
Account summary
Combined report
Cash position report
Manage saved reports
Loan summary report

↑
↓

Select a task in the list and click Add Favorite. The new task appears in your favorite list.

Navigation tabs: Welcome | Reports | Transfers and Payments | Account Services | Administration

Sub-navigation: Communications | Company Administration | Service Administration | Self Administration

Left sidebar: Change password | Personal preferences | **Manage favorites** | View user activity report

Manage Favorites
One new favorite was saved successfully.
You can have up to five functions or pages as your favorites. Once you add them, your favorites will be listed on the [Welcome page](#), giving you one-click access as soon as you sign on.

Your Current Favorites (1)

Account activity	Delete Favorite
------------------	---------------------------------

Add a Favorite
To add a favorite, select an item in the following list and then click the "Add Favorite" button.

Account activity
Account summary
Combined report
Cash position report
Manage saved reports
Loan summary report

↑
↓

Delete a Favorite

To delete a favorite, access the Manage Favorites page and click Delete Favorite for the task to be deleted from the list.

Message Center

The Message Center allows you to view and create communications.

Welcome Admin.
Your last TotalCash® Manager sign on was Saturday, May 22, 2010 at 10:42 AM ET.

Deposit Account Balances as of 05/22/2010
To view deposit account details, click the Account Number.

ABA/IRC	Account Number	Description	Balance
Checking Accounts			
031101114	*1990	Checking	\$78.33
031101114	*3822	Checking	\$96.67

Loan Account Summary as of 05/21/2010

ABA/IRC	Account Number	Description	Current Balance
031101114	*6666	Loan	\$450.00

[Note Summary](#)

Message Center
[New messages: 4](#)
[Need help? Contact us](#)
[Next scheduled requests](#)

Viewing Mail and Alerts

Click the New Messages link to see new messages since you last logged in. The Received Mail and Alerts page appears:

Received Mail and Alerts
Review your received mail and alert messages. To read a message, click its subject. To view messages you have sent, go to [Sent Mail](#). To delete messages, check the desired messages and click "Delete messages."
Received messages will be automatically deleted after 90 days.
To manage the alerts you receive, go to [Manage Account Related Alerts](#), [Manage Non-account Related Alerts](#), or [Manage Custom Alerts](#).

Select all • Deselect all

Date	Status	Type	Sent From	Subject
05/22/2010	Unread	Alert	Bank	Password Changed
05/22/2010	Unread	Mail	Bank	New Balance Account
05/22/2010	Unread	Mail	Bank	New Balance Account
05/22/2010	Unread	Mail	Bank	New Balance Account

[Delete messages](#)

From here, you can view your mail and alerts by clicking the Subject. The Message Detail page appears:

Received Mail - Message Detail
Review received message information, or return to [Received Mail and Alerts](#). To respond to this message, click "Reply to message." To delete this message, click "Delete message."

Date: 05/22/2010 10:08 AM (ET)
From: Bank
Subject: New Balance Account

A new Balance Account has been defined, go to User Administration to grant access.

[Reply to message](#) [Delete message](#)

[How Do I...](#) [Terms](#) [FAQs](#)

You can reply to this message or delete it as required.

Managing Alerts

You can manage the alerts you receive by clicking the appropriate links on the Received Mail and Alerts page. You can manage account related alerts, non-account related alerts, and custom alerts by clicking the appropriate link.

Account Related Alerts

1. On the Received Mail and Alerts page, click Manage Account Related Alerts. The Managed Account Related Alerts page appears:

alerts
View sent mail
Contact us
Download documents

Manage Account Related Alerts

Enter your alert preferences and click "Save changes." Use this page to manage alerts for your checking and savings accounts. To view alerts you have received, go to [Received Mail and Alerts](#).

To manage other alerts, go to [Manage Custom Alerts](#).

Account Selection

Select the account for which you would like to manage the alerts.
*1990 - Checking ▼

Alert Information

Check the box next to the alert type to start receiving alerts for the corresponding alert type. Uncheck the box to stop receiving that type of alert.

- ☐ **Minimum Balance.** Notifies you daily when the account's balance is below the amount specified, based on the previous day's transactions.
Minimum amount: \$
- ☐ **Negative Balance.** Notifies you daily when the account's balance goes negative, based on the previous day's transactions.
- ☐ **Maximum Balance.** Notifies you daily when the account's balance is above the amount specified, based on the previous day's transactions.
Maximum amount: \$
- ☐ **Credit - Posted.** Notifies you if a specific credit transaction with a specific amount posts, based on the previous day's transactions. You will receive an alert for every transaction that matches this criteria.

2. From the drop down box, select the account for which you would like to add the specified alert
3. Click "Add" next to the type of alert you would like to add to the selected account. Each type of alert has its own features based on the type of alert you have selected.
4. Select the proper parameters for the type of alert you are establishing.
5. Select the email address to which the Alerts should be sent to (either primary or secondary as set up in Personal Preferences).
6. Click the "Add Alert" Button. The alert types should collapse, and a check mark next to the alert type will appear, confirming that the alert has been saved.

Non-Account Related Alerts

The process for these alerts is similar. Make your selection and click the "Add Alert" Button.

alerts View sent mail Contact us Download documents	Manage Non-account Related Alerts Manage your alerts not specifically related to an account and click "Save changes." To view alerts you have received, go to Received Mail and Alerts. To manage other alerts, go to Manage Account Related Alerts or Manage Custom Alerts. Alert Information Check the box next to the alert type to start receiving alerts for the corresponding alert type. Uncheck the box to stop receiving that type of alert. ☐ Company State Date. Notifies you when the state date setting for the company is changed. ☐ Issue File Import Completed With Errors. Notifies you when an issue file import completed with errors. ☐ Issue File Import Failed. Notifies you when an issue file import failed due to the wrong format being used. ☐ User Profile Approval Pending. Notifies you when a user profile add, edit or delete request submitted by one of your company's administrators requires your approval. ☐ User Profile Activity. Notifies you when a user's profile is added, changed or deleted by one of your company's administrators. Alert Delivery Information Specify how you would like to receive your alerts. ☒ Bank Message. A detailed alert message will be sent to you via the alerts messaging system. E-mail. You do not have a primary or secondary e-mail address on file. To have your alerts sent to a primary or secondary e-mail address, you must have a primary or secondary e-mail address on file. To enter an e-mail address, go to Personal Preferences.
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Custom Alerts

alerts View sent mail Contact us Download documents	Add Custom Alert Use this page to add a custom alert request. Enter your alert preferences and click "Add alert" or return to Manage Custom Alerts. Alert Information Enter a subject and text for your custom alert. Subject: Generate Payroll File Text: This is a weekly task that must be performed Alert Schedule Information Specify how often you would like to receive your alert. Frequency: Weekly Next send on: 05 / 23 / 2010 (mm/dd/yyyy) End on: ☒ Continue indefinitely ☐ Continue until this date: / / (mm/dd/yyyy)
---	---

Custom Alerts can be useful in managing your business. You can set them up to remind you to do various tasks that are not necessarily related to online banking, such as, paying taxes, filing reports, etc.

4. Administration

Overview

The Administration area allows a company to manage other user's access to banking services, accounts, and templates. It also provides the ability to create text names for accounts. Company Administration is only available to users who have administrative privileges in their user setup. Each company may have multiple administrative users. All administrative users have access to Add User, Change User, Copy User, and Delete User.

The initial Administrative user role (Admin) has administrative functions. If additional functionality is needed, this Admin user must assign additional functionality to themselves.



Note: *Company Administration is only given to Admin Users of the company.*

The tasks you can perform using Administration include:

- Adding and maintaining users
- Renaming accounts
- Downloading documents
- Approval

Approvals Administration

The Admin role can specify the number of approvals required for user profiles and templates, the number of approvals and amount limits before a request is transmitted and sent for processing. Each customer can vary the number of approvals required based on the account of a request.

Changing Approval Parameters

1. In the Administration tab, click Approvals Administration in the Company Administration section. The Approvals Administration page appears:

The screenshot shows a web application interface with a navigation bar at the top containing 'Welcome', 'Reports', and 'Administration'. Below the navigation bar, there are links for 'Communications', 'Company Administration', and 'Self Administration'. The 'Company Administration' section is active, and a sidebar on the left lists 'User administration', 'User administration approval', 'Account administration', and 'Approvals administration' (which is highlighted). The main content area is titled 'Approvals Administration' and includes a caution message: 'CAUTION: Please check your approval settings before they are saved. You will not be able to transmit a request if the number of approvals required for a service is greater than the number of users authorized to approve requests for the service.' Below this, there is a table titled 'Approvals Required For Setup' with two columns: 'Service Name' and 'Approvals Required'. The table has one row with 'Administration' as the service name and '1' as the number of approvals required. At the bottom of the table, there are two buttons: 'Save changes' and 'Do not save changes'. Below the buttons, there are links for 'How Do I...', 'Terms', and 'FAQs'.

Service Name	Approvals Required
Administration	1

2. Identify a request dollar amount and the number of approvals required if that request is less than or equal to, or greater than the request dollar amount.
3. Identify the number of approvals for setup of new users (Administration) and templates for each service listed.
4. Click Save Changes. A confirmation appears.

User Administration

How to setup, change, copy and delete a company user and the services the user is entitled to are completed through User Administration. This section will outline how to perform each of these tasks using the user profile page. If your organization requires multiple approvers for administration, please see the Approval Administration section of this training guide.

Adding Users and Services

To add a new online banking user and the services they will use, complete the following:

1. In the Administration tab, click User Administration in the Company Administration section. The User Administration page appears:

The screenshot shows the 'User Administration' page. At the top, there are tabs: 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below these, there are sub-tabs: 'Communications', 'Company Administration', 'Service Administration', and 'Self Administration'. The 'Company Administration' sub-tab is selected. On the left, there is a sidebar with 'User administration' and its sub-items: 'User administration approval', 'Account administration', and 'Approvals administration'. The main content area is titled 'User Administration' and contains instructions: 'To view, edit, copy or delete a user's profile, click the corresponding user ID. To setup a new user, go to [User Administration - Add User](#). To manage a user's access, click "System access."'. Below this is a table with columns: 'User ID', 'First Name', 'Last Name', and 'Additional Information'. The table contains one row with 'ADMIN' as the User ID and 'Admin' as the First Name. A link 'System access' is visible at the end of the row. At the bottom, there are links for 'How Do I...', 'Terms', and 'FAQs'.

2. Click the User Administration – Add User link. The Setup New user page appears:

The screenshot shows the 'User Administration - Add User' page. At the top, there are tabs: 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below these, there are sub-tabs: 'Communications', 'Company Administration', 'Service Administration', and 'Self Administration'. The 'Company Administration' sub-tab is selected. On the left, there is a sidebar with 'User administration' and its sub-items: 'User administration approval', 'Account administration', and 'Approvals administration'. The main content area is titled 'User Administration - Add User' and contains instructions: 'Enter the new user's information and role(s) below, then click on "Continue."'. Below this is a section titled 'User Information' with the following fields: 'User ID:', 'Password:', 'Confirm password:', 'First name:', 'Last name:', 'Primary e-mail address:', 'Secondary e-mail address (optional):', and 'Additional information (optional):'. There is a note for the password field: '(Passwords are not case sensitive, are 8 to 12 characters long and must contain at least 1 letter and 1 number.)'. Below the 'User Information' section is a section titled 'User Roles (optional)' with two checkboxes: 'Allow this user to setup templates. (This entitles the user to template setup capabilities for only those services and accounts to which the user has been entitled.)' and 'Allow this user to approve transactions. (This entitles the user to transmit capabilities for only those services to which the user has been entitled.)'.

3. Complete the fields as required:

<u>Fields</u>	<u>Description</u>
User ID	Enter the ID that the user will use to sign on
Password	Enter a starter password
Confirm Password	Enter the same starter password again
First Name	Enter the user's first name
Last Name	Enter the user's last name
Primary e-mail	Enter the email address of the user
User Roles	Entitles the user to various privileges by checking the appropriate checkbox

4. Click Continue. The User Administration – Add User Services page appears:

User administration
approval
Account administration
Approvals administration

User Administration - Add User Services

Select the services to which the user will have access and click "Save user." To edit the user's profile information, click "Edit user information."

User Information[Edit user information](#)

User ID: USERTEST5
First name: User
Last name: Test5
Primary e-mail address: test5@none.com
Secondary e-mail address (optional): No secondary e-mail address on file
Additional information (optional):
Roles: None assigned

Available Services

Select all • Deselect all

Service Name ▲	Entitled
Deposit Reporting	☒
Information Reporting	☒
Statements and Documents	☒

Save user

[How Do I...?](#) [Terms](#) [FAQs](#)

5. Select the services that need to be entitled to the user or click Select All link.
6. Click Save User. The User Profile page appears with a confirmation

User administration
approval
Account administration
Approvals administration

User Profile

The user was created successfully. Before some services can be used, accounts must be assigned to those services that require account-level access.

To edit the user's roles, click "Edit user roles." To copy this user, click "Copy user." To delete this user, click "Delete user." To view a different user profile, return to [User Administration](#).

To modify the user's system access or e-mail addresses, go to [System access](#).

User Information[Edit user roles](#) • [Copy user](#) • [Delete user](#)

User ID: USERTEST5
First name: User
Last name: Test5
Primary e-mail address: test5@none.com
Secondary e-mail address: No secondary e-mail address on file
Additional information:
User status: Enabled
Roles: None assigned

Assigned Services[Edit user services](#)

To modify the services to which this user has access, click on "Edit user services." To add or modify the service's account or application access, click on the associated details link.

Service Name ▲	Details
Deposit Reporting	
Information Reporting	Add
Statements and Documents	Add

7. In the list of Assigned Services, click the Add link for the appropriate service to assign accounts to the user. The Add Account Access page appears:

Account Access - Add

Select the accounts to which the user will have access and click "Save changes." To return to the user's profile, go to [User Profile](#).

User ID: USERTEST5
Name: User Test5
Service: Information Reporting

Accounts available for the Information Reporting service

TRC	Account Number ▲	Description	Entitled Account Select All • Deselect All
031101114	12070283	Test Account 2	☐
031101114	3041000017	Test Acct 1	☐

Save changes Do not save changes

[How Do I... Terms FAQs](#)

8. Select the accounts to which the user will have access accounts
9. Click Save Changes. The User Profile page appears. The service that was selected in task 7 now displays details of View/Change. Repeat this process to add accounts for the other services this user will require.

Modifying User System Access

To change a user's profile information as well as resetting a password, complete the following:

1. In the Administration tab, click User Administration in the Company Administration section. The User Administration page appears:

User Administration

To view, edit, copy or delete a user's profile, click the corresponding user ID. To setup a new user, go to [User Administration - Add User](#). To manage a user's access, click "System access."

User ID ▲	First Name	Last Name	Additional Information
ADMIN	Admin		System access
USERA	Employee	UserA	System access

[How Do I... Terms FAQs](#)

2. Click the User ID of the user to be modified. The User Profile page appears:

Welcome | Reports | Transfers and Payments | Account Services | **Administration**

Communications | **Company Administration** | Service Administration | Self Administration

User administration
User administration approval
Account administration
Approvals administration

[Print this page](#)

User Profile

To edit the user's roles, click "Edit user roles." To copy this user, click "Copy user." To delete this user, click "Delete user." To view a different user profile, return to [User Administration](#).

To modify the user's system access or e-mail addresses, go to [System access](#).

User Information [Edit user roles](#) • [Copy user](#) • [Delete user](#)

User ID: USERA
First name: Employee
Last name: UserA
Primary e-mail address: usera@none.com
Secondary e-mail address: No secondary e-mail address on file
Additional information:
User status: Enabled
Roles: None assigned

Assigned Services [Edit user services](#)

To modify the services to which this user has access, click on "Edit user services." To add or modify the service's account or application access, click on the associated details link.

Service Name	Details
ACH File Upload	

3. Click the System Access link. The System Access-Edit page appears.

Welcome | Reports | Transfers and Payments | Account Services | **Administration**

Communications | **Company Administration** | Service Administration | Self Administration

User administration
User administration approval
Account administration
Approvals administration

System Access - Edit

Modify the user's system access or e-mail addresses and click "Save changes." To perform other user administration activities, return to [User Administration](#).

User ID: USERA

User Information

Password (optional):
(Passwords are not case sensitive, are 6 to 12 characters long and must contain at least 1 letter and 1 number.)

Confirm password (optional):

First name:

Last name:

Primary e-mail address:

Secondary e-mail address (optional):

Additional information (optional):

User Locked (optional): ☐

[Save changes](#) [Do not save changes](#)

4. Make the required changes, click Save Changes. The Confirmation message displays.

Note: If the ADMIN user decides to remove the Security Settings, the user's picture, personal phrase, and confirmation questions will be removed. The user will be directed into Secure Sign On process the next time they sign into online banking.

Editing User Assigned Services

To change or modify the service assigned to a user, complete the following:

1. Access the Administration tab and select User Administration. The User Administration page appears.

Navigation: Welcome | Reports | Administration | Communications | Company Administration | Self Administration

User administration
User administration
approval
Account administration
Approvals administration

User Administration

To view, edit, copy or delete a user's profile, click the corresponding user ID. To setup a new user, go to [User Administration - Add User](#). To manage a user's access, click "System access."

User ID	First Name	Last Name	Additional Information
ADMIN	Admin		System access
TESTUSER1	test	user1	System access
TESTUSER2	test	user2	System access
TESTUSER3	test	user3	System access
USERTEST4	user	test4	System access
USERTEST5	User	Test5	System access

[How Do I...?](#) [Terms](#) [FAQs](#)

2. Click the User ID that needs modification and the User Profile page appears.

Navigation: Welcome | Reports | Administration | Communications | Company Administration | Self Administration

User administration
User administration
approval
Account administration
Approvals administration

[Print this page](#)

User Profile

To edit the user's roles, click "Edit user roles." To copy this user, click "Copy user." To delete this user, click "Delete user." To view a different user profile, return to [User Administration](#).

To modify the user's system access or e-mail addresses, go to [System access](#).

[Edit user roles](#) • [Copy user](#) • [Delete user](#)

User Information

User ID: USERTEST4
First name: user
Last name: test4
Primary e-mail address: user4@none.com
Secondary e-mail address: No secondary e-mail address on file
Additional information:
User status: Enabled
Roles: None assigned

Assigned Services

[Edit user services](#)

To modify the services to which this user has access, click on "Edit user services." To add or modify the service's account or application access, click on the associated details link.

Service Name	Details
Deposit Reporting	
Information Reporting	View/Change
Statements and Documents	View/Change

3. From the User Profile, click Edit User Services. The User Administration-Edit User Services page appears.

Navigation: Welcome | Reports | Administration | Communications | Company Administration | Self Administration

User administration
User administration
approval
Account administration
Approvals administration

User Administration - Edit User Services

Select the services to which the user will have access and click "Save changes." Changing User Services could affect the user's access and functionality, including the cancellation of scheduled requests.

To return to the user's profile, go to [User Profile](#).

User ID: USERTEST4
Name: user test4

[Select all](#) • [Deselect all](#)

Service Name	Entitled
Deposit Reporting	☒
Information Reporting	☒
Statements and Documents	☒

[Save changes](#) [Do not save changes](#)

[How Do I...?](#) [Terms](#) [FAQs](#)

4. Check (Entitle) or uncheck the appropriate services checkbox.

- Click Save Changes. The User Profile page appears with a confirmation message.

Note: The confirmation message reminds you that before some services can be used, accounts must be assigned to those services that require account level access. User Limits default to the associated company limits but may be changed. To review the approval setting, which may be impacted by the change, go to Approval Administration.

User Profile

The user was updated successfully. Before some services can be used, accounts must be assigned to those services that require account-level access.

To edit the user's roles, click "Edit user roles." To copy this user, click "Copy user." To delete this user, click "Delete user." To view a different user profile, return to [User Administration](#).

To modify the user's system access or e-mail addresses, go to [System access](#).

User Information [Edit user roles](#) • [Copy user](#) • [Delete user](#)

User ID: USERTEST4
 First name: user
 Last name: test4
 Primary e-mail address: user4@none.com
 Secondary e-mail address: No secondary e-mail address on file
 Additional information:
 User status: Enabled
 Roles: None assigned

Assigned Services [Edit user services](#)

To modify the services to which this user has access, click on "Edit user services." To add or modify the service's account or application access, click on the associated details link.

Service Name ▲	Details
Deposit Reporting	
Information Reporting	View/Change

- In the list of Assigned Services, click the Add link for the appropriate service to assign accounts and functionality. The Add Account Access page appears:

Account Access - Add

Select the accounts to which the user will have access and click "Save changes." To return to the user's profile, go to [User Profile](#).

User ID: USERA
 Name: Employee UserA
 Service: Information Reporting

Accounts available for the Information Reporting service

TRC	Account Number ▲	Description	Entitled Account Select All • Deselect All
031101114	0011001990	Checking	☐
031101114	0030003822	Checking	☐

[Save changes](#) [Do not save changes](#)

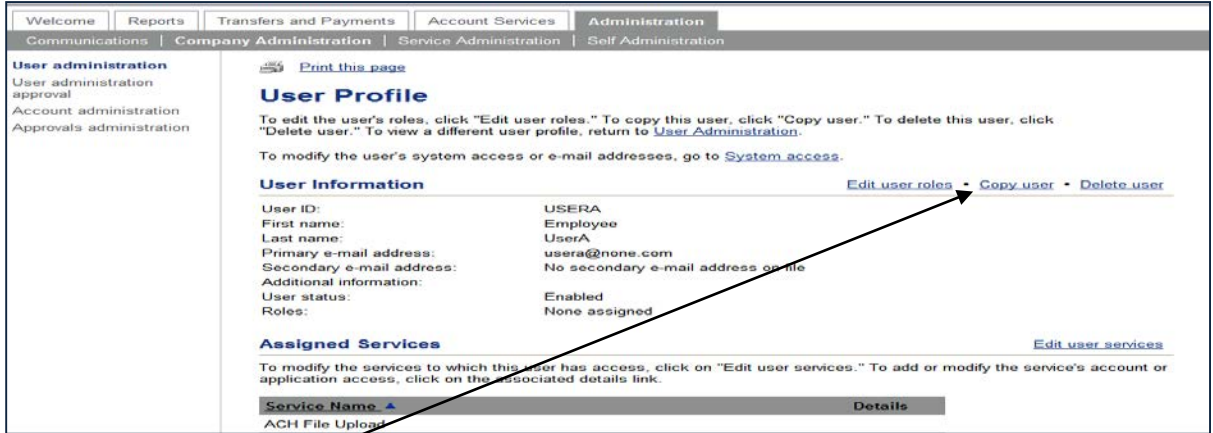
[How Do I...?](#) [Terms](#) [FAQs](#)

- Select the accounts to which the user will have access and capability.
- Click Save Changes. The User Profile page appears with a confirmation message. Repeat this process to add accounts for the other services this user will require.

Copying Users

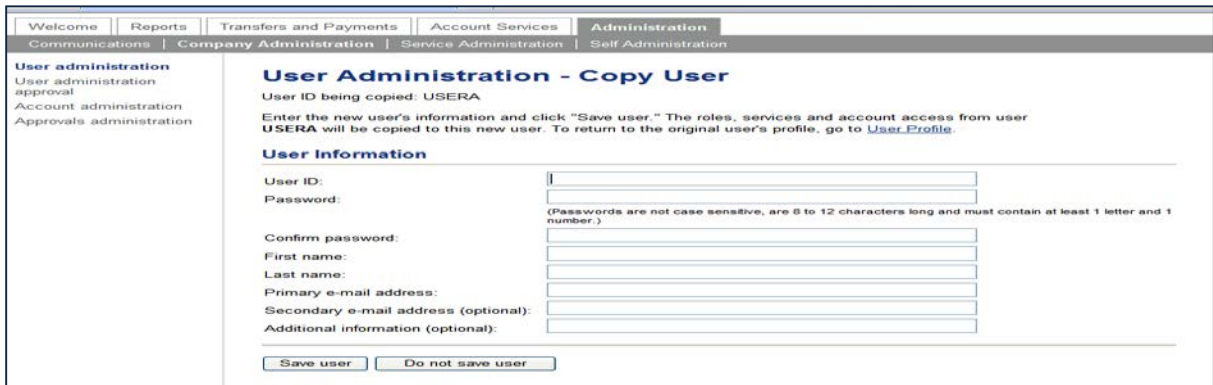
To copy a users access, complete the following:

1. Access the User Profile of the user to be copied.



The screenshot shows the 'User Profile' page for user 'USERA'. The page has a navigation bar at the top with links: Welcome, Reports, Transfers and Payments, Account Services, and Administration. Below the navigation bar, there are tabs for Communications, Company Administration, Service Administration, and Self Administration. The left sidebar contains links for User administration, approval, Account administration, and Approvals administration. The main content area is titled 'User Profile' and includes instructions on how to edit user roles, copy the user, delete the user, or view a different user profile. It also provides instructions on how to modify the user's system access or e-mail addresses. The 'User Information' section displays the following details: User ID: USERA, First name: Employee, Last name: UserA, Primary e-mail address: usera@none.com, Secondary e-mail address: No secondary e-mail address on file, Additional information: Enabled, User status: None assigned, and Roles: None assigned. The 'Assigned Services' section shows a table with one row: Service Name: ACH File Upload, and a 'Details' link. The 'Copy user' link is highlighted with an arrow.

2. Click the Copy User link. The User Administration-Copy User page appears:



The screenshot shows the 'User Administration - Copy User' page. The page has the same navigation bar and tabs as the previous page. The left sidebar contains links for User administration, approval, Account administration, and Approvals administration. The main content area is titled 'User Administration - Copy User' and includes instructions on how to enter the new user's information and click 'Save user'. It also provides instructions on how to return to the original user's profile. The 'User Information' section displays the following fields: User ID, Password, Confirm password, First name, Last name, Primary e-mail address, Secondary e-mail address (optional), and Additional information (optional). The 'Save user' button is highlighted.

3. Enter the information for the new user you are creating. Click Save User, the User Profile page with a confirmation message appears.

The screenshot shows the 'User Profile' page in a web application. The top navigation bar includes 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below this, a sub-navigation bar shows 'Communications', 'Company Administration', 'Service Administration', and 'Self Administration'. The left sidebar lists 'User administration' with sub-items: 'User administration approval', 'Account administration', and 'Approvals administration'. The main content area is titled 'User Profile' and includes a 'Print this page' link. A message states 'User UserB was copied successfully.' Below this, instructions for editing roles, copying, deleting, and viewing other profiles are provided. A link to 'System access' is also present. The 'User Information' section displays details for 'USERB', including first and last names, email address, status, and roles. Action links for 'Edit user roles', 'Copy user', and 'Delete user' are shown. The 'Assigned Services' section includes an 'Edit user services' link and instructions for managing service access. At the bottom, a table lists services, with 'ACH File Upload' visible.

User Information		Edit user roles • Copy user • Delete user
User ID:	USERB	
First name:	Test	
Last name:	UserB	
Primary e-mail address:	userb@none.com	
Secondary e-mail address:	No secondary e-mail address on file	
Additional information:		
User status:	Enabled	
Roles:	None assigned	

Assigned Services		Edit user services
To modify the services to which this user has access, click on "Edit user services." To add or modify the service's account or application access, click on the associated details link.		
Service Name ▲	Details	
ACH File Upload		

If you are restricting access to any services or accounts, be sure to follow the same steps of Editing User Assigned Services.

Deleting Users

To delete user access, complete the following:

1. Access the User Profile of the user to be deleted:

This screenshot is identical to the one above, showing the 'User Profile' page for 'USERB'. A black arrow is drawn from the bottom left towards the 'Delete user' link in the 'User Information' section, highlighting the action to be taken.

2. Click the Delete User link. The Delete User page appears:

Welcome Reports Transfers and Payments Account Services Administration																							
Communications Company Administration Service Administration Self Administration																							
User administration User administration approval Account administration Approvals administration	User Administration - Delete User You have requested to delete the following user. Once deleted, the user cannot be recovered. Scheduled requests set up by this user will be deleted. To delete this user, click "Delete user", or return to User Profile. User Information <table><tr><td>User ID:</td><td>USERB</td></tr><tr><td>First name:</td><td>Test</td></tr><tr><td>Last name:</td><td>UserB</td></tr><tr><td>Primary e-mail address:</td><td>userb@none.com</td></tr><tr><td>Secondary e-mail address:</td><td>No secondary e-mail address on file</td></tr><tr><td>Additional information:</td><td></td></tr><tr><td>User status:</td><td>Enabled</td></tr><tr><td>Roles:</td><td>None assigned</td></tr></table> Assigned Services <table><thead><tr><th>Service Name ▲</th></tr></thead><tbody><tr><td>ACH File Upload</td></tr><tr><td>Book Transfer</td></tr><tr><td>CCD Collection</td></tr><tr><td>CCD Payment</td></tr><tr><td>Child Support Payment</td></tr></tbody></table>	User ID:	USERB	First name:	Test	Last name:	UserB	Primary e-mail address:	userb@none.com	Secondary e-mail address:	No secondary e-mail address on file	Additional information:		User status:	Enabled	Roles:	None assigned	Service Name ▲	ACH File Upload	Book Transfer	CCD Collection	CCD Payment	Child Support Payment
User ID:	USERB																						
First name:	Test																						
Last name:	UserB																						
Primary e-mail address:	userb@none.com																						
Secondary e-mail address:	No secondary e-mail address on file																						
Additional information:																							
User status:	Enabled																						
Roles:	None assigned																						
Service Name ▲																							
ACH File Upload																							
Book Transfer																							
CCD Collection																							
CCD Payment																							
Child Support Payment																							

3. Click Delete user. The User Administration page appears, the deleted user is no longer listed.

Welcome Reports Transfers and Payments Account Services Administration													
Communications Company Administration Service Administration Self Administration													
User administration User administration approval Account administration Approvals administration	User Administration The user was deleted successfully. To view, edit, copy or delete a user's profile, click the corresponding user ID. To setup a new user, go to User Administration - Add User. To manage a user's access, click "System access." <table><thead><tr><th>User ID ▲</th><th>First Name</th><th>Last Name</th><th>Additional Information</th></tr></thead><tbody><tr><td>ADMIN</td><td>Admin</td><td></td><td>System access</td></tr><tr><td>USERA</td><td>Employee</td><td>UserA</td><td>System access</td></tr></tbody></table> How Do I...? Terms FAQs	User ID ▲	First Name	Last Name	Additional Information	ADMIN	Admin		System access	USERA	Employee	UserA	System access
User ID ▲	First Name	Last Name	Additional Information										
ADMIN	Admin		System access										
USERA	Employee	UserA	System access										

User Administration Approval

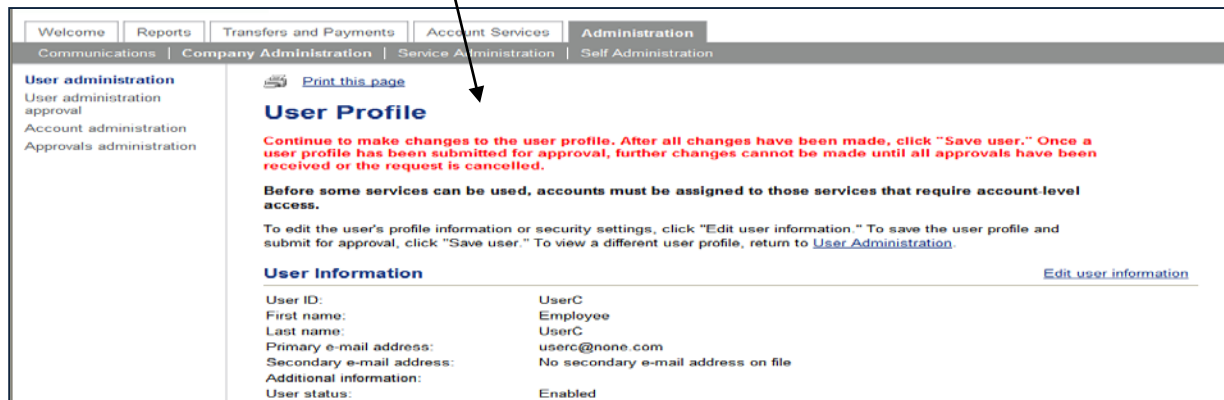
Multiple approvals for User Administration provides your company with the option to require multiple approvals for all user profile setups, changes, and deletions.

It is important that your company should ensure that the number of approvals required for user administration does not exceed the number of users who have the administration role.

The Administration role may cancel a user profile request, including those made by another Administration role user.

The following confirmation message appears when the Administrator role user performed an action on the User Profile page.

Note: The process of how to use the User Profile pages are addressed in the User Administration section of this training guide.



The screenshot shows a web application interface with a navigation bar at the top containing links: Welcome, Reports, Transfers and Payments, Account Services, and Administration. Below the navigation bar is a sub-navigation bar with links: Communications, Company Administration, Service Administration, and Self Administration. The main content area is titled "User Profile" and contains a confirmation message in red text: "Continue to make changes to the user profile. After all changes have been made, click 'Save user.' Once a user profile has been submitted for approval, further changes cannot be made until all approvals have been received or the request is cancelled." Below this message is a section titled "User Information" with a table of user details. A link "Edit user information" is visible in the top right corner of the user information section. An arrow points from the text "The following confirmation message appears when the Administrator role user performed an action on the User Profile page." to the confirmation message.

User Information	
User ID:	UserC
First name:	Employee
Last name:	UserC
Primary e-mail address:	userc@none.com
Secondary e-mail address:	No secondary e-mail address on file
Additional information:	
User status:	Enabled

The confirmation page is indicating that maintenance or setup action needs to continue. The user profile will be submitted for approval when Save User is clicked.

Pending User Profile Request

An Administrator role user may view, approve or cancel one or more pending user profile request using User Administration Approval. To complete this task, complete the following:

1. Click User Administration Approval from the Administration page. The User Administration Approval-Selection page appears:

[Welcome](#) | [Reports](#) | [Transfers and Payments](#) | [Account Services](#) | **[Administration](#)**
[Communications](#) | [Company Administration](#) | [Service Administration](#) | [Self Administration](#)

User administration
User administration approval
 Account administration
 Approvals administration

User Administration Approval - Selection

To approve user profile requests, check the appropriate user profile and click "Approve." All approvals must be received before the user profile request will be applied.

User profiles without a checkbox have already been approved by you.

Unapproved User Profiles

Select all • Deselect all (To view details for a user profile, click on the User ID.)

User ID	First Name	Last Name	Approval Status	Approval Action Pending
☐ USERC	Employee	UserC	1 of 2 received	Add user

[Approve](#)

[How Do I...](#) | [Terms](#) | [FAQs](#)

2. Select one or more profiles to approve.

Note: If additional detail is required, click the User ID link.

3. Click Approve. The User Administration Approval-Confirmation page appears:

[Welcome](#) | [Reports](#) | [Transfers and Payments](#) | [Account Services](#) | **[Administration](#)**
[Communications](#) | [Company Administration](#) | [Service Administration](#) | [Self Administration](#)

User administration
User administration approval
 Account administration
 Approvals administration

Print this page

User Administration Approval - Confirmation

The following approvals have been saved successfully.

Print this confirmation for your records. To approve additional user profiles, return to [User Administration Approval - Selection](#).

All approvals must be received before user profile requests will be effective.

Approved User Profiles

User ID	First Name	Last Name	Approval Status
USERC	Employee	UserC	2 of 2 received

[How Do I...](#) | [Terms](#) | [FAQs](#)

Editing a User – Multiple Approvals

When multiple approvals are required, the User Profile-Confirmation page supplies the details of what was changed. Use this confirmation page to confirm your actions. Appearing in red are the areas that were removed, items in green were added.

Account Administration

Changing Account Descriptions

To change an account's description, complete the following:

1. In the Administration tab, click Account Administration in the Company Administration section. The Account Administration page appears:

The screenshot shows the 'Account Administration' page. At the top, there is a navigation bar with tabs: 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below this, a sub-navigation bar includes 'Communications', 'Company Administration', 'Service Administration', and 'Self Administration'. The 'Company Administration' section is expanded, showing 'User administration', 'User administration approval', 'Account administration' (which is highlighted), and 'Approvals administration'. The main content area is titled 'Account Administration' and contains the instruction: 'To change the description of an account, click the corresponding description.' Below this is a table with four columns: 'TRC', 'Account Number', 'Account Type', and 'Description'. The table lists three accounts. The first two accounts have a 'Description' link that says 'Checking'. The third account has a 'Description' link that says 'Loan'. Below the table, there are links for 'How Do I...', 'Terms', and 'FAQs'.

TRC	Account Number	Account Type	Description
031101114	0011001990	Checking	Checking
031101114	001666666	Loan	Loan
031101114	0030003822	Checking	Checking

2. Click the description link of the account to be changed. The Change Account Description page appears:

The screenshot shows the 'Change Account Description' page. At the top, there is a navigation bar with tabs: 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below this, a sub-navigation bar includes 'Communications', 'Company Administration', 'Service Administration', and 'Self Administration'. The 'Company Administration' section is expanded, showing 'User administration', 'User administration approval', 'Account administration' (which is highlighted), and 'Approvals administration'. The main content area is titled 'Change Account Description' and contains the instruction: 'Please make the required changes and click "Save changes." To return to the list of accounts, go to [Account Administration](#).' Below this is a section titled 'Account Information' with a form. The form has four fields: 'TRC' (031101114), 'Account number' (0011001990), 'Account type' (Checking), and 'Description' (Checking). Below the form, there are two buttons: 'Save changes' and 'Do not save changes'. At the bottom, there are links for 'How Do I...', 'Terms', and 'FAQs'.

Account Information
TRC: 031101114
Account number: 0011001990
Account type: Checking
Description: Checking

3. In the Description field, type the new description of the account. Click Save Changes. The Account Administration page appears with a confirmation.

Self Administration

Changing Your Password

You can change your password in online banking while signed on.

1. From the Administration tab, click Change Password in the Self Administration section. The Change Password page appears:

The screenshot shows the 'Change Password' page. At the top, there is a navigation bar with tabs: 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', 'Administration', and 'Self Administration'. Below this, a sub-navigation bar highlights 'Self Administration' with links to 'Communications', 'Company Administration', 'Service Administration', and 'Self Administration'. On the left side, there is a sidebar menu with 'Change password', 'Personal preferences', 'Manage favorites', and 'View user activity report'. The main content area is titled 'Change Password' and contains the instruction: 'Please provide the information below and then click "Save changes."'. It features three input fields: 'Enter current password:', 'Enter new password:', and 'Confirm Password:'. A note below the new password field states: '(Passwords are not case sensitive, are 8 to 12 characters long and must contain at least 1 letter and 1 number.)'. At the bottom of the form are two buttons: 'Save changes' and 'Do not save changes'. Below the buttons are links for 'How Do I...', 'Terms', and 'FAQs'.

2. Complete the fields as required and click Save Changes. A confirmation page appears.

Personal Preferences

This section allows you to maintain a primary and a secondary email address.

1. From the Administration tab, click Personal Preferences in the Self Administration section. The Personal Preferences page appears:

The screenshot shows the 'Personal Preferences' page. It has the same navigation and sidebar as the previous page. The main content area is titled 'Personal Preferences' and has a sub-section 'E-mail'. It explains that the primary e-mail address is used for bank communications and that a secondary e-mail address can be added as an optional backup. Below this, it shows the current status: 'Primary e-mail address: No primary e-mail address on file' and 'Secondary e-mail address: No secondary e-mail address on file'. Each status has a corresponding 'Change this address' link. At the bottom, there are links for 'How Do I...', 'Terms', and 'FAQs'.

2. Click Change This Address to change either the primary or secondary email address.

View User Activity Report

Up to 24 months of data are available; a maximum of three months may be retrieved during a single search. To retrieve a limited amount of data, select specific criteria.

The User Activity Report is used to view online banking user activity for a specific date or range of dates.

1. From the Administration tab, click View User Activity Report in the Self Administration section. The User Activity Report Criteria page appears:

Navigation: Welcome | Reports | Transfers and Payments | Account Services | **Administration**
Sub-navigation: Communications | Company Administration | Service Administration | **Self Administration**

Left sidebar: Change password, Personal preferences, Manage favorites, **View user activity report**

User Activity Report Criteria

Select appropriate report criteria and click "Generate report."

Up to 18 months of data are available, a maximum of three months may be retrieved during a single search, to retrieve a limited amount of data, select specific criteria.

Function: [Dropdown menu with options: All, Account activity, Account description setup, Account recon issue approval, Account recon issue manual entry, Account setup, Account summary, ACH federal tax delete, ACH federal tax entry]
(Ctrl-click to select multiple functions.)

User ID: ☐ All users ☐ Enter user ID: ☐ Specific user: [Dropdown menu]

Date range: ☒ Specific date: 05 / 23 / 2010

2. Select the criteria to be included in the report as required.
3. Click Generate Report. The User Activity page appears:

Navigation: Welcome | Reports | Transfers and Payments | Account Services | **Administration**
Sub-navigation: Communications | Company Administration | Service Administration | **Self Administration**

Left sidebar: Change password, Personal preferences, Manage favorites, **View user activity report**

User Activity Report

[Print this page](#)

To change report criteria, return to [User Activity Report Criteria](#).

Date created: 05/23/2010 10:29:10 AM (ET)
Function: All
User ID: All
Date range: 04/22/2010 to 05/23/2010

(To view activity detail, click the date)

Date ▼	User ID	User Name	IP Address	Function
05/23/2010 10:06:48 AM (ET)	ADMIN	Admin	66.115.229.102	Account summary
05/23/2010 10:06:46 AM (ET)	ADMIN	Admin	66.115.229.102	Standard login
05/23/2010 10:03:51 AM (ET)	USERB	Employee UserB	66.115.229.102	Create company user
05/23/2010 10:03:10 AM (ET)	USERB	Employee UserB	66.115.229.102	Change password
05/23/2010 10:03:02 AM (ET)	USERB	Employee UserB	66.115.229.102	Standard login
05/23/2010 09:55:15 AM (ET)	ADMIN	Admin	66.115.229.102	Company approval setup
05/23/2010 09:53:45 AM (ET)	ADMIN	Admin	66.115.229.102	Create company user
05/23/2010 09:40:42 AM (ET)	ADMIN	Admin	66.115.229.102	Account summary
05/23/2010 09:40:40 AM (ET)	ADMIN	Admin	66.115.229.102	Standard login
05/22/2010 01:17:45 PM (ET)	ADMIN	Admin	66.115.229.102	Delete company user

4. To view details, click a date. The User Activity Report-Detail page appears:

[Personal preferences](#)
[Manage favorites](#)
[View user activity report](#)

User Activity Report - Detail

Review the details for this activity or return to [User Activity Report](#).

Activity

Date: 05/23/2010 10:06:48 AM (ET)
User ID: ADMIN
User name: Admin
IP address: 66.115.229.102
Function: Account summary

Activity Detail

Field Name	Field Information
Summary Information:	LEDGER BALANCE, Accessible Balance, TOTAL CREDITS, TOTAL DEBITS, ONE DAY FLOAT, TWO DAY FLOAT, CURRENT BALANCE, AVERAGE COLLECTED BALANCE (GTD), AVERAGE COLLECTED BALANCE (YTD), Available Balance
Account 1:	TRC: 031101114 Account: *1990 Description: Checking
Account 2:	TRC: 031101114 Account: *3822 Description: Checking

[How Do I...](#) [Terms](#) [FAQs](#)

5. Reports

Overview

The Reports tab provides “on-the-spot” intraday, previous day, and transaction searches for all accounts setup and enabled for your company. You can select from a list of accounts or pick a specific account for which to view information.

You can download transaction information in a Quicken transfer file (.QFX), Quicken interchange format (.QIF), comma separated value format (.CSV), BAI2 format, and a Portable Document Format (.PDF).

If the Reference Number field is highlighted, you can view an image (if available) with the transaction. Deposit slips are shown similar to the checks. A separate browser window displays the image (where available).

Viewing Reports

Account Summary Report

The Account Summary Report is available to customers that have been assigned the Standard or Premium reporting package. This report is used to view summary totals for all accounts. The report shows information for each type of account (checking and savings).

Complete the following to view balances and transactions:

1. On the Report tab, click the Account Summary Report link in the Deposit Account Reporting section. The Account Summary Report Criteria page appears:

Account Summary

Select appropriate report criteria and click "Generate report."

Up to 3 months of data are available. To retrieve a limited amount of data, select specific search criteria.

Output to:

- ☒ Screen (HTML)
- ☐ BAI2 file (Creates a file that can be imported into an account processing application)
- ☐ CSV file (Can be used by a spreadsheet program)
- ☐ PDF (Creates a document that can be saved or printed)
To view your output as a PDF, you must have Adobe® Reader® installed on your computer. To download the Adobe® Reader®, click the Adobe link below. To confirm you have Adobe® Reader® installed, view this [sample pdf file](#).

To add, edit, or delete a custom file export format, go to [File Export](#).

Accounts:

Select all • Deselect all

	ABA/TRC	Account Number	Description ▲	Balance
☐	031101114	*1990	Checking	
☐	031101114	*3822	Checking	

Date range:

- ☐ Specific date: 05 / 23 / 2010 [P]
- ☐ From: 05 / 21 / 2010 [P]

2. Choose the format of the report by clicking the appropriate radio button in the “Output To” section.
3. Choose the accounts for which you want to view quick balances.
4. Complete the date range as required.
5. Identify the sort criteria as required.
6. Select the information to be included in the report.

7. Click Generate Report. The Account Summary Report page appears:

Account activity
Account summary
Combined report
Cash position report
Manage saved reports

Saved Reports: (Edit)

Quick Links:
Positive pay
exceptions manager
Stop payment request
Statements and
documents - account
selection

Print this page

Account Summary

To change report information, return to [Account Summary](#). To save this search criteria for future use, [Create a Saved Report](#).

To view more summary data for the accounts listed below, go to [Additional Account Information](#).

Report created: 05/23/2010 10:48:13 AM (ET)
Accounts: All accounts
Date range: 4/1/2010 to 5/23/2010
Account sort: Account number
Summary information: All information

(To view detailed transaction information, click an account number.)

Download this report as: BAI2 file Go

031101114 • *1990 • Checking • Checking

As of Date	Accessible balance	Current balance	Available balance
05/23/2010 10:48 AM (ET)	\$78.33	\$78.33	\$78.33
05/22/2010	\$78.33	\$78.33	

031101114 • *3822 • Checking • Checking

As of Date	Accessible balance	Current balance	Available balance
05/23/2010 10:48 AM (ET)	\$96.67	\$96.67	\$96.67
05/22/2010	\$96.67	\$96.67	

Tip: When a date and a specific time appear underneath a balance, it indicates the balance is intraday.

8. If you need to print the information, click the link for "Print this Page" and a new window appears:

Print this page • Close window

Account Summary

Report created: 05/23/2010 10:50:31 AM (ET)
Accounts: All accounts
Date range: 4/1/2010 to 5/23/2010
Account sort: Account number
Summary information: All information

031101114 • *1990 • Checking • Checking

As of Date	Accessible balance	Current balance	Available balance
05/23/2010 10:48 AM (ET)	\$78.33	\$78.33	\$78.33
05/22/2010	\$78.33	\$78.33	

031101114 • *3822 • Checking • Checking

As of Date	Accessible balance	Current balance	Available balance
05/23/2010 10:48 AM (ET)	\$96.67	\$96.67	\$96.67
05/22/2010	\$96.67	\$96.67	

Tip: There is a text link on this page that will allow you to Print This Page or Close Window.

Viewing Account Activity

The Account Activity Report is used to view detailed account information.

To view account detail, complete the following:

1. On the Report tab, click the Account Activity link in the Deposit Account Reporting section. The Account Activity Search page appears:

ABA/TRC	Account	Description	Balance
☒	031101114 *1990	Checking	
☒	031101114 *3822	Checking	

2. Complete the following fields as necessary:

Fields	Description
Output To	Optional methods of viewing the report
Account(s)	Select a specific account(s) from the list
Date Range	Prior Day, Current Day, and Specific Date searches are available
Transaction Type(s)	Use this list box to narrow your search criteria to a specific type of transaction

3. Click Search. The Account Activity Report appears:

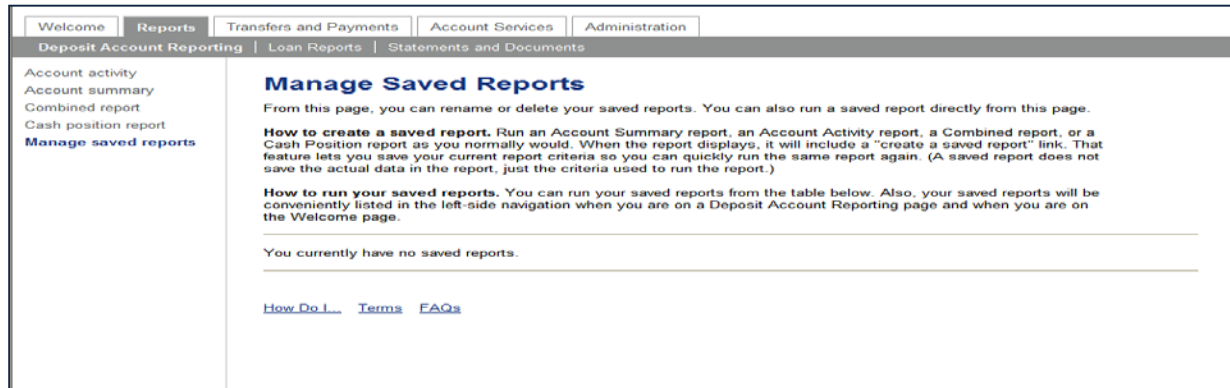
Post Date	Reference	Additional Reference	Image	Description	Debit	Credit	Calculated Balance
05/06/2010				PREAUTHORIZED ACH CREDIT BANCORP TEST ACH TEST LIVE TEST OF BEB ACH		\$1.23	N
05/06/2010				Total Calculated Credits (1 Item)		\$1.23	
04/27/2010		6875		CHECK PAID	\$1.99		N
04/27/2010		6876		CHECK PAID	\$1.25		N
04/27/2010		6877		CHECK PAID	\$1.25		N
04/27/2010		6874		CHECK PAID	\$1.00		N

Managing Saved Reports

Saved Reports can save you time re-entering report criteria.

Note: A saved report does not save the actual data, just the criteria used to run the report.

You can manage these reports by clicking (Edit) in the navigation panel next to Saved Reports. The Manage Saved Reports page appears:



Create a Saved Report

You can use the Create a Saved Report link on the Summary, Transaction Detail and Combined Reports pages to save frequently used report selection criteria for future use.

You can access the Summary, Transaction, and Combined Report pages by clicking the appropriate link on the Reports Selection Overview page.

1. Click the Reports tab. The Reports Section Overview page is displayed.
2. Click the desired report link. The appropriate Report Criteria page is displayed.
3. Select the desired report criteria.
4. Click Generate Report. The appropriate Report page is displayed.
5. Click the Create a Saved Report link. The Create a Saved Report page is displayed in a new screen.
6. Type a report name.
7. Click Save Report. The report is saved and is available for selection from the Welcome Page navigation bar and from the Reports page navigation bar.

Run a Saved Report

On the Reports tab, click the link in the Saved Reports (Edit) for the report you wish to view. The selected report is displayed.

Rename a Report

To rename a saved report, access the Manage Saved Reports page. In the Report Description field, type the new name. Click Save Changes and a confirmation appears.

Delete a Saved Report

A saved report can be deleted by clicking the Delete link on the Manage Saved Reports page for the report to be deleted. The report is deleted and a confirmation appears.