

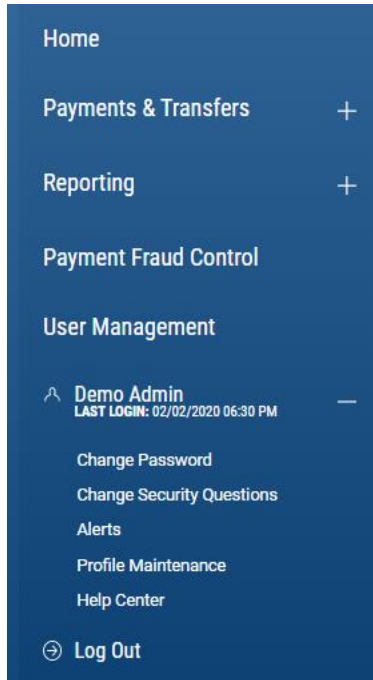
Quick Reference Guide – Basic Navigation

Main menu

Click on the 3-line icon on upper left corner, just below your financial institution's logo to expand the side menu:



+ indicates there are more menu selections available. Expand your User Name to show user account related additional menu, including Help Center:



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Home page (as an example)

Also known as the Dashboard, your landing page is a Workspace. Each workspace presents various information in sections known as Widgets. On the Home workspace you will find a Notification widget accompanied by a collection of other widgets based on the functionality you have been entitled to (for example viewing account balances or initiating account transfers).

The screenshot displays the 'Home' workspace dashboard. At the top, there is a 'Home' header and an 'Add Widget' button. The main content area is divided into several sections:

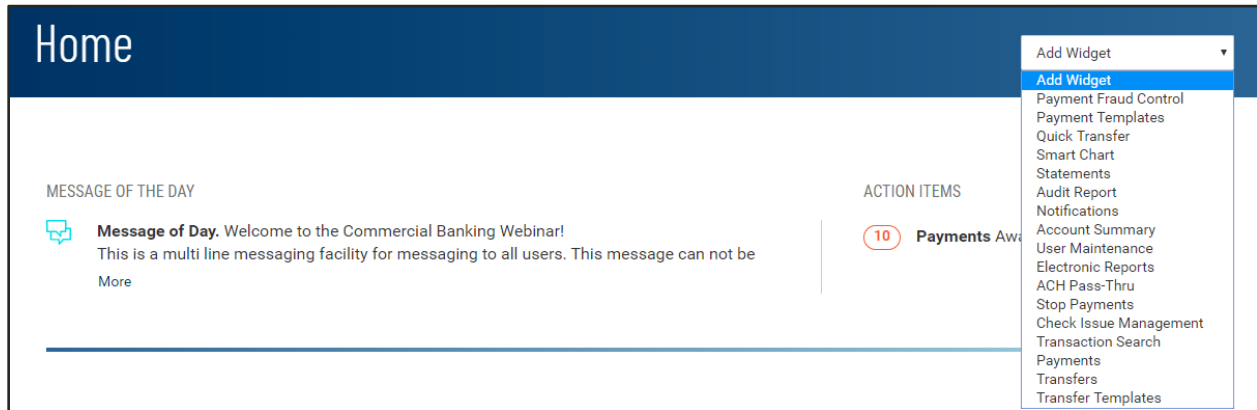
- MESSAGE OF THE DAY:** A notification titled 'Message of Day. Welcome to the Commercial Banking Webinar!' with a 'More' link.
- ACTION ITEMS:** A notification titled 'Payments Awaiting Approval' with a 'View' link.
- SMART CHART:** Two charts are shown:
 - Available Balance (Deposit Accounts):** A bar chart showing opening available balances for dates 09/03, 09/04, 09/05, 09/06, and 09/09.
 - Month to Date Credit/Debit Distribution:** A donut chart showing a total of \$122,017.00, split into Credits (green) and Debits (red).
- ACCOUNT SUMMARY:** A section with tabs for 'ALL ACCOUNTS', 'BALANCE HISTORY', 'ACCOUNT ACTIVITY', and 'EXPORT'. It includes a toggle for 'DEPOSIT ACCOUNTS' and a table of account balances as of 09/22/2019 10:29 AM.

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
Premier 5%	123123123	Not Available	1849.27
Building Account	23235252	Not Available	3376.6
Capital Account	123456789	Not Available	5507.69
- TRANSACTION SEARCH:** A search form for deposit accounts with fields for 'ACCOUNTS' (a dropdown menu) and 'DATE' (a date range from 22 Sep 2019 to 22 Sep 2019). It includes 'Submit' and 'Cancel' buttons.
- QUICK TRANSFER:** A form for initiating a transfer with fields for 'FROM ACCOUNT' (dropdown), 'TO ACCOUNT' (dropdown), 'TRANSFER DATE' (09/22/2019), 'AMOUNT' (USD 0.00), and an optional 'MEMO' field. It includes 'Submit' and 'Clear' buttons.

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Workspace

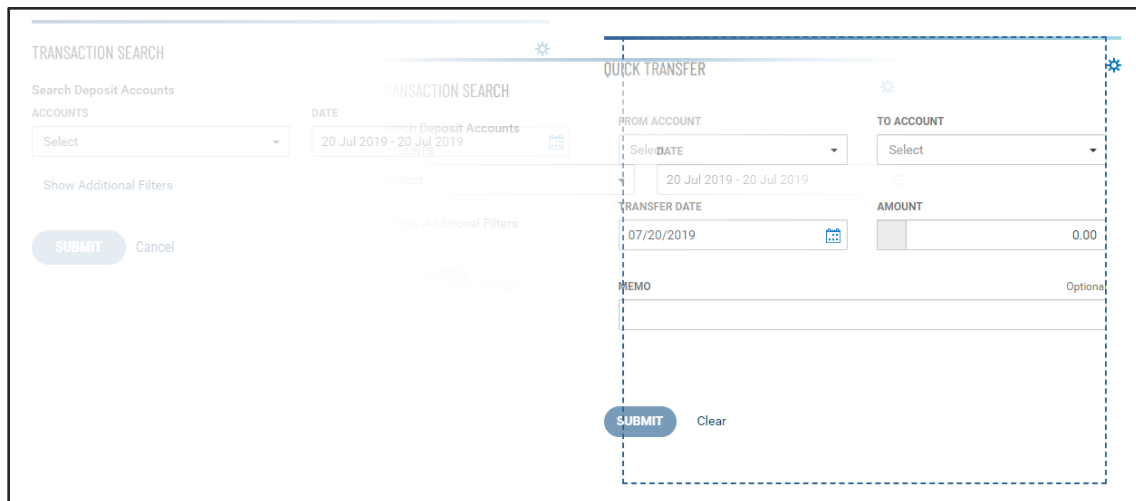
Each workspace is a page on which you will see the system default widgets relevant for that workspace (i.e. on the Transfers Workspace you would see a Transfers widget). Workspaces offer the ability for you to add, remove, resize, and arrange widgets to personalize the workspace to best meet your needs.



Any widgets on any workspace with a gear icon ⚙️ in the upper right corner means it can be repositioned (moved), resized or deleted (removed):



To move a widget, just click on the top part of the widget being moved, then drag and drop:





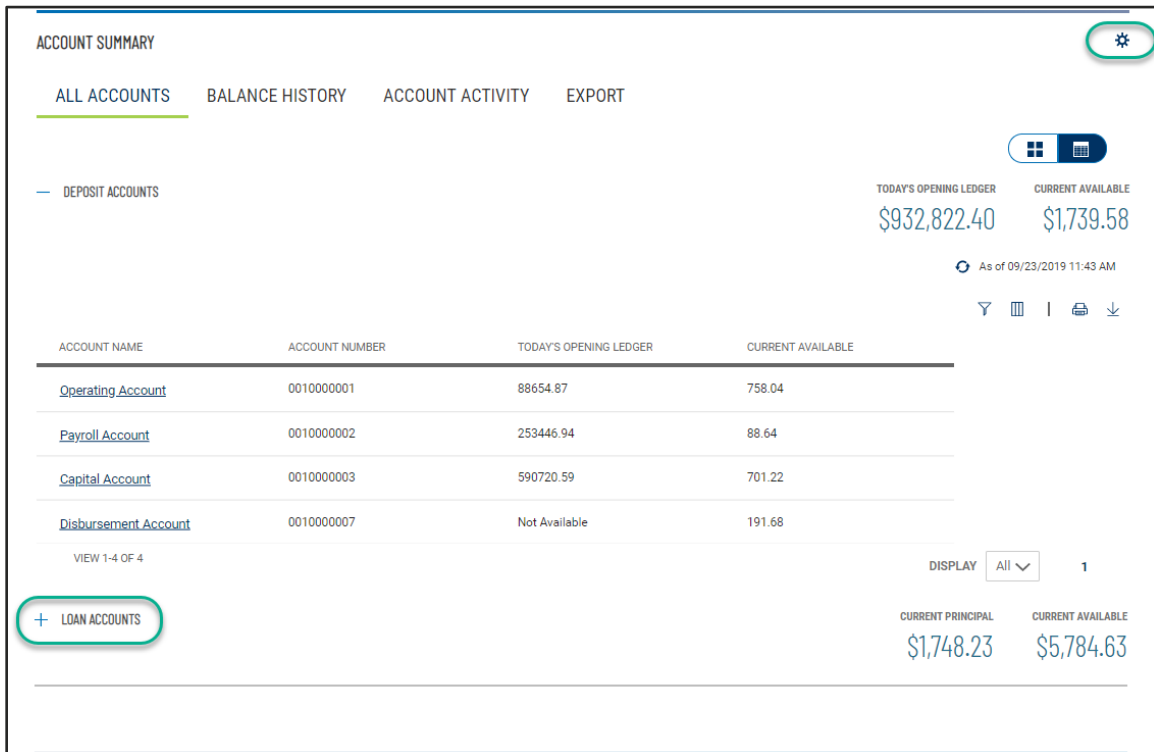
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Widget

A widget is a single focused component that presents action(s) and information with common purpose in a List View, such as view account information, place a stop payment or make an account transfer.

While each widget focuses on different purpose, widgets have a set of standard capabilities:

1. Repositionable, resizable and removable as described previously under Workspace for widgets with an  icon.
2. Present sub-category of information in additional list views.  indicates there is more info to be expanded –



ACCOUNT SUMMARY 

ALL ACCOUNTS BALANCE HISTORY ACCOUNT ACTIVITY EXPORT

DEPOSIT ACCOUNTS

TODAY'S OPENING LEDGER CURRENT AVAILABLE
\$932,822.40 \$1,739.58

As of 09/23/2019 11:43 AM

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
Operating Account	0010000001	88654.87	758.04
Payroll Account	0010000002	253446.94	88.64
Capital Account	0010000003	590720.59	701.22
Disbursement Account	0010000007	Not Available	191.68

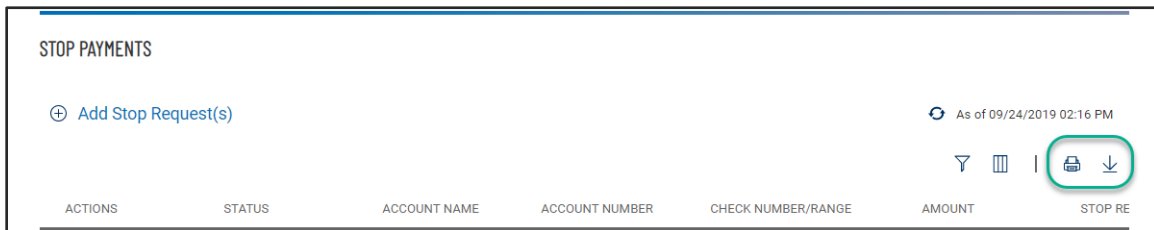
VIEW 1-4 OF 4

DISPLAY All 1

+ LOAN ACCOUNTS

CURRENT PRINCIPAL CURRENT AVAILABLE
\$1,748.23 \$5,784.63

3. Print the data you see or export all of the data in the widget within your range settings –





STOP PAYMENTS

+ Add Stop Request(s)

As of 09/24/2019 02:16 PM

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP RE
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4. Sort data in a column by clicking on the header –

DATE	DESCRIPTION	TRANSACTION DESCRIPTION	DEBIT	CREDIT
09/16/2019	Book Transfer Debit		8,000.00	
09/16/2019	Book Transfer Debit	D DISTRIBUTED AVAILABILITY	4,000.00	

↑ Indicates sorted column

DATE	DESCRIPTION	TRANSACTION DESCRIPTION	DEBIT	CREDIT
09/16/2019	Book Transfer Credit	D DISTRIBUTED AVAILABILITY		4,000.00
09/16/2019	Book Transfer Credit			55,000.00

5. Click on column icon to arrange order of column display –

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP RE
...	Placed	seven four dis c...	4444444	1234	25.00	
...	Placed	Shoni Test	123456789	2342	34,535.00	
...	Placed	Shoni Test	123456789	35345	232.00	

From the slide-out menu, select and deselect desired data, drag and drop data to rearrange order

Stop Payments

STOP PAYMENTS

⊕ Add Stop Request(s)

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT
...	Placed	seven four dis c...	4444444	1234	25.00
...	Placed	Shoni Test	123456789	2342	34,535.00
...	Placed	Shoni Test	123456789	35345	232.00

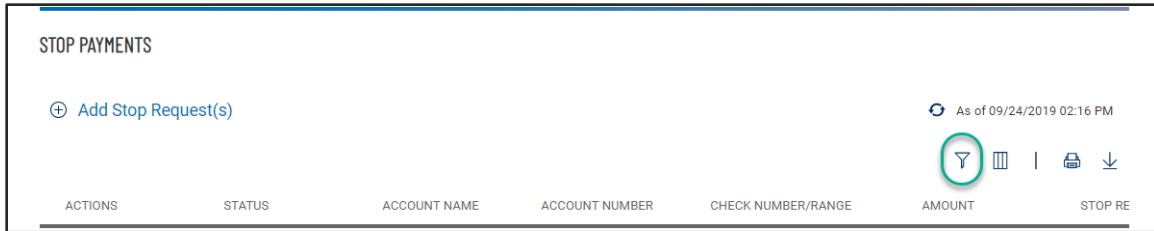
VIEW 1-3 OF 3

Filters | **COLUMNS**

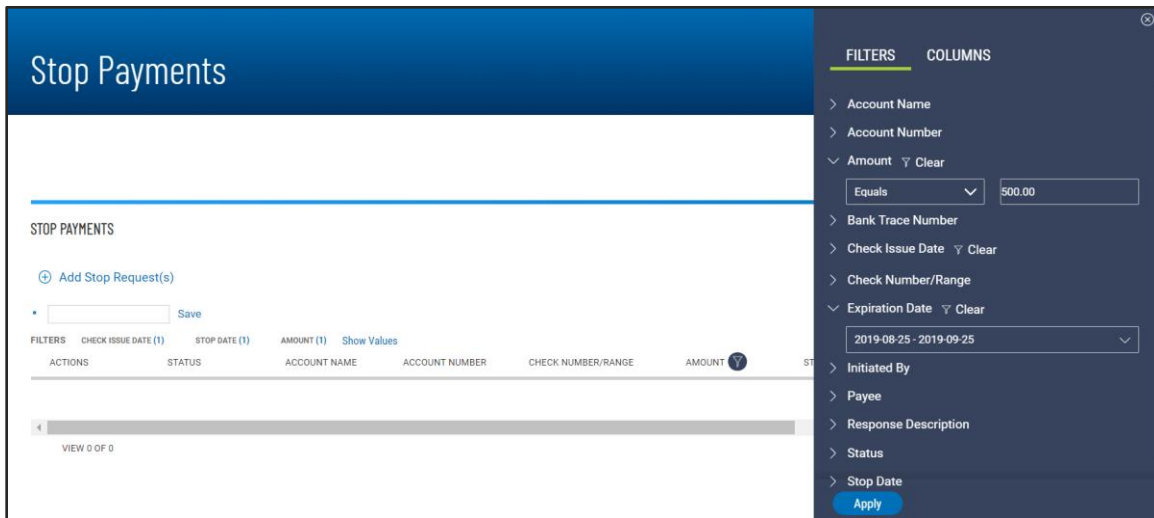
- Status
- Account Name
- Account Number
- Check Number/Range
- Amount
- Stop Reason
- Expiration Date
- Response Description
- Check Issue Date
- Bank Trace Number
- Initiated By
- Payee
- Stop Date

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- Click on filter icon to narrow in on specific transactions –

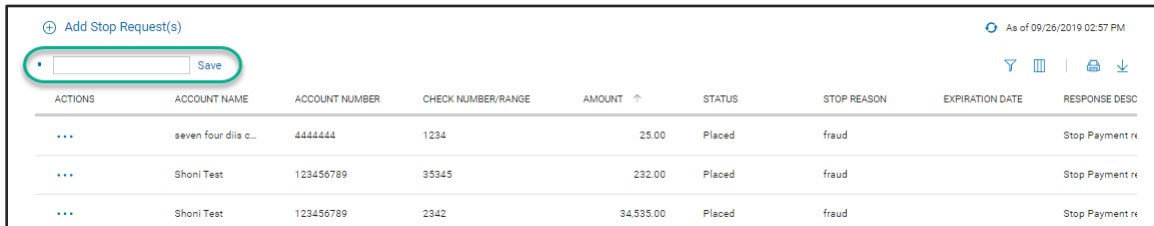
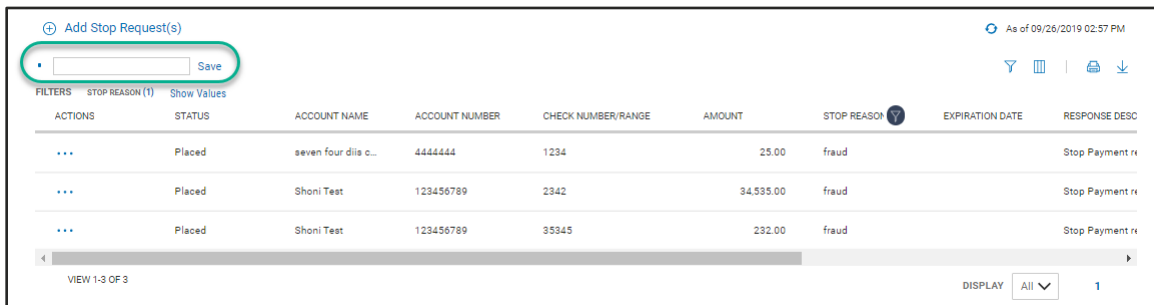


From the slide-out menu, select data to filter and set perimeters to zone in on the transactions



- Save your personalized view for reuse –

When you adjust the default view by sorting a column, changing column display order, adding/removing column(s) or filtering any data, input filed automatically presents for you to save that view with a unique name



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9. Take individual or bulk action –

- Individual action –

The screenshot shows the 'Initiate Payment(s)' interface. At the top, there is a refresh icon and the text 'As of 09/26/2019 06:39 PM'. Below this, there are filters: 'SHOW ALL' with a dropdown arrow, and buttons for 'Changed', 'Save', and 'Save As'. On the right, there are icons for search, delete, print, and download. The main area is a table with columns: SELECT, ACTIONS, PAYMENT TYPE, FROM ACCOUNT NAME, PAYEE NAME, and CUS'. There are three rows of data. The first row has 'Domestic Wire', 'DIIS checking account that I use fo', and 'export'. The second row has 'International Wire', '6 ones and 2 DIIS Savings', and 'test123'. The third row has 'Domestic Wire', 'DIIS checking account that I use fo', and 'test'. A context menu is open over the 'ACTIONS' column of the third row, showing options: 'View', 'Copy As Template', and 'Copy as New Payment'. Below the table, there are 'Approve' and 'Delete' buttons, and the text 'VIEW 1-3 OF 3'. At the bottom right, there is a 'DISPLAY' dropdown set to 'All' and the number '1'.

- Bulk action –

The screenshot shows the 'Initiate Payment(s)' interface. At the top, there is a refresh icon and the text 'As of 09/26/2019 06:39 PM'. Below this, there are filters: 'SHOW ALL' with a dropdown arrow, and buttons for 'Changed', 'Save', and 'Save As'. On the right, there are icons for search, delete, print, and download. The main area is a table with columns: SELECT, ACTIONS, PAYMENT TYPE, FROM ACCOUNT NAME, PAYEE NAME, and CUS'. There are three rows of data. The first row has 'Domestic Wire', 'DIIS checking account that I use fo', and 'export'. The second row has 'International Wire', '6 ones and 2 DIIS Savings', and 'test123'. The third row has 'Domestic Wire', 'DIIS checking account that I use fo', and 'test'. The 'SELECT' column for the first two rows has checkboxes checked. Below the table, there are 'Approve' and 'Delete' buttons, and the text 'VIEW 1-3 OF 3'. At the bottom right, there is a 'DISPLAY' dropdown set to 'All' and the number '1'.