

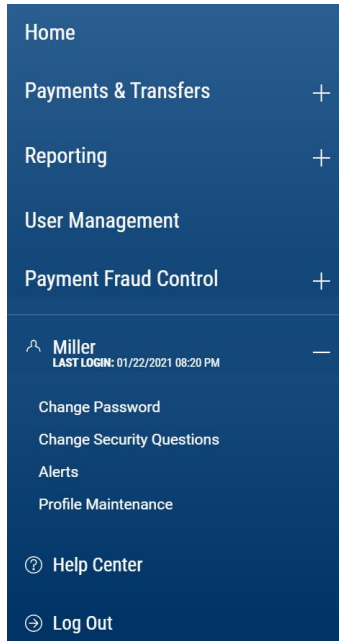
# Quick Reference Guide – Basic Navigation

## 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:



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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).

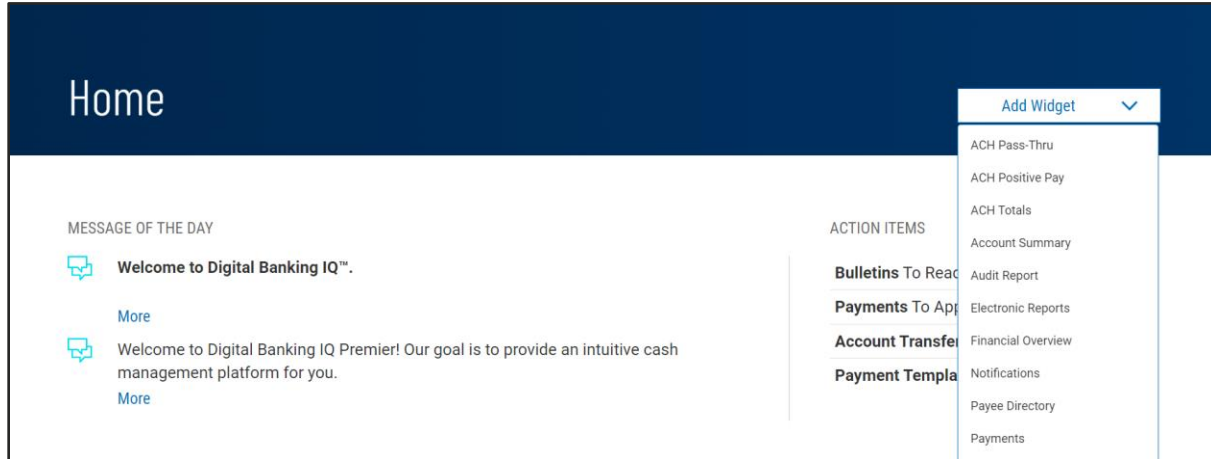
The screenshot displays the Home workspace dashboard with the following components:

- Home Header:** Includes the title "Home" and an "Add Widget" button with a dropdown arrow.
- MESSAGE OF THE DAY:** Contains two notification items with "More" links.
  - Item 1: "If you need assistance with your Business Online Banking login please call 256-327-1104 or 800-234-1234 ext. 1104 M-F 8AM - 5PM CST." with a "More" link.
  - Item 2: "There are some things money can't buy. For everything else, there's MasterCard. We know you're tapped-out and can't afford to take a nice vacation or buy your kid a..." with a "More" link.
- ACTION ITEMS:** Lists four items with "View" links:
  - Bulletins To Read
  - Payments To Approve
  - Account Transfers To Approve
  - Payment Templates To Approve
- SMART CHART:** Contains two charts:
  - Available Balance (Deposit Accounts):** A bar chart showing opening available balances for dates 01/15, 01/19, 01/20, 01/21, and 01/22. Values are approximately 650,000, N/A, N/A, N/A, and 650,000 respectively.
  - Month to Date Credit/Debit Distribution:** A donut chart showing a split between CREDIT (green) and DEBIT (red).
- FINANCIAL OVERVIEW:** A toggle switch is present. Below it, five account cards are displayed:
  - BUSINESS SAVINGS:** ACCOUNT NUMBER 999, CURRENT AVAILABLE \$553,655.95
  - CHECKING:** ACCOUNT NUMBER 777, CURRENT AVAILABLE Not Available
  - NEWACC:** ACCOUNT NUMBER 333333, CURRENT AVAILABLE \$6,328.28
  - OPERATING:** ACCOUNT NUMBER 876543, CURRENT AVAILABLE \$8,078.54
  - PAYROLL:** ACCOUNT NUMBER 13, CURRENT AVAILABLE Not Available
- TRANSACTION SEARCH:** Includes a "Search Deposit Accounts" section with "ACCOUNTS" (dropdown) and "DATE" (01/21/2021) fields, and a "SUBMIT" button.
- QUICK TRANSFER:** Includes "FROM ACCOUNT" and "TO ACCOUNT" dropdowns, "TRANSFER DATE" (01/22/2021), "AMOUNT" (\$ 0.00), and a "MEMO" field. It has "SUBMIT" and "CLEAR" buttons.

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## Workspace

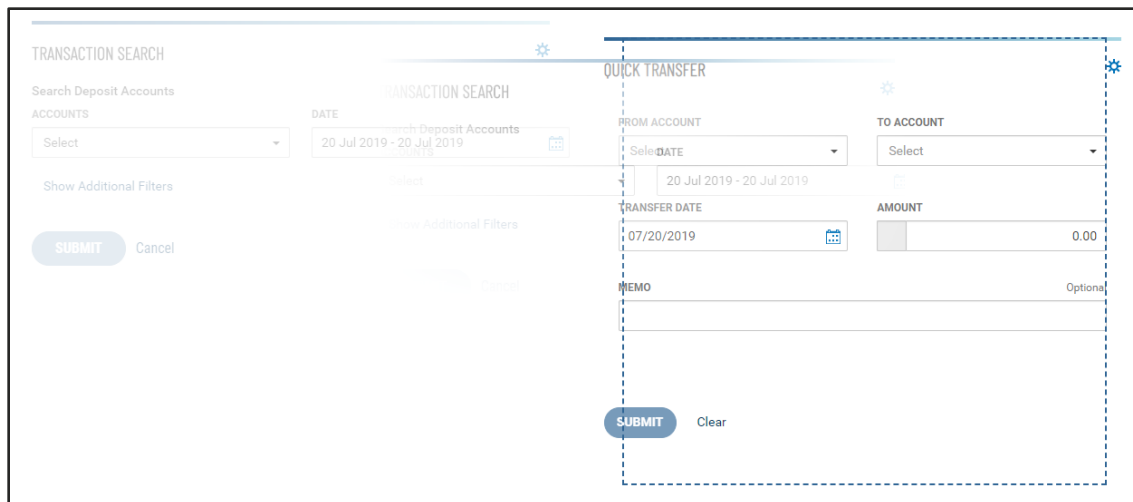
Each workspace is a page on which you will see the system default widgets relevant for that workspace (i.e. on the Stop Payments Workspace you would see a Stop Payments widget). Workspaces offer the ability for you to add, remove, resize, and arrange widgets to personalize the workspace to best meet 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 NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
<a href="#">Operating Account</a>	0010000001	88654.87	758.04
<a href="#">Payroll Account</a>	0010000002	253446.94	88.64
<a href="#">Capital Account</a>	0010000003	590720.59	701.22
<a href="#">Disbursement Account</a>	0010000007	Not Available	191.68

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

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

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

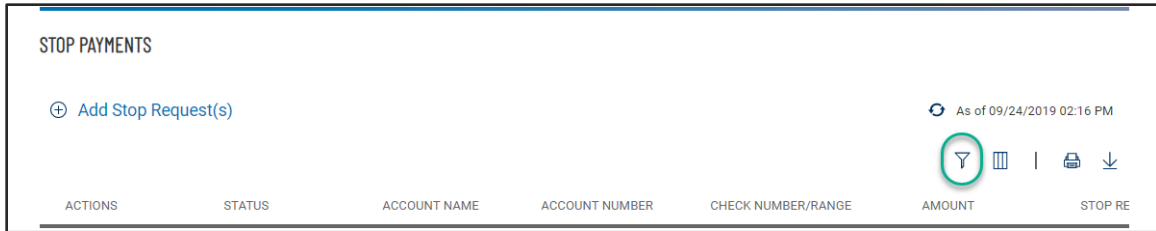
**STOP PAYMENTS**

Filters: **COLUMNS**

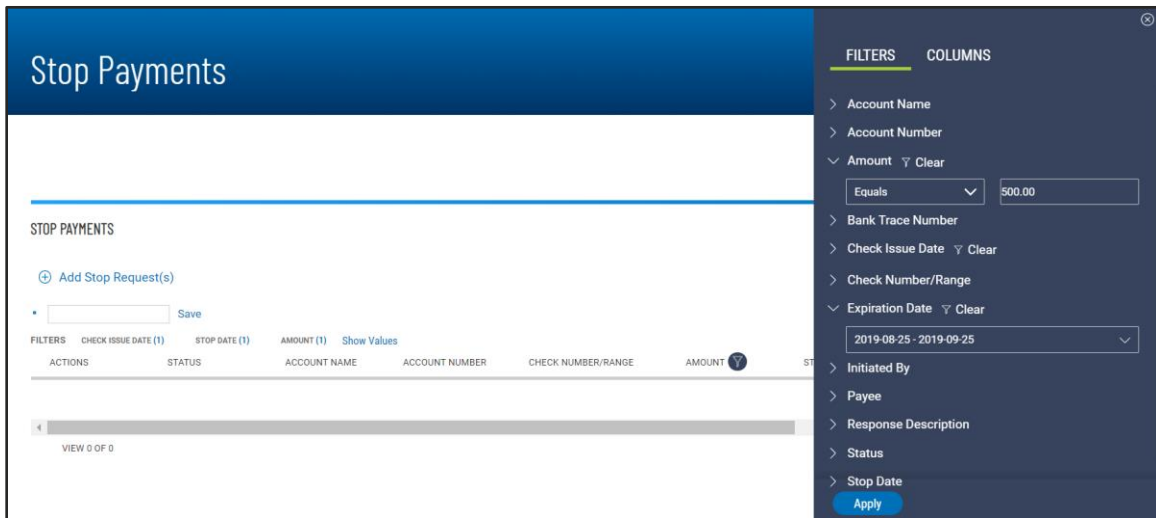
- Status
- Account Name
- Account Number
- Check Number/Range
- Amount
- Stop Reason
- Expiration Date
- Response Description
- Check Issue Date
- Bank Trace Number
- Initiated By
- Payee
- Stop Date

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6. Click on filter icon to narrow in on specific transactions –

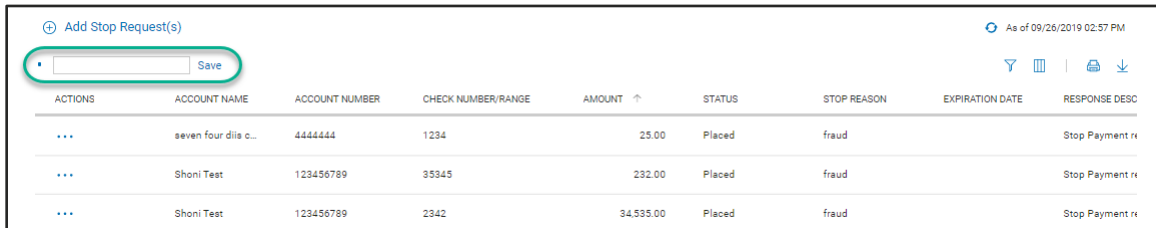
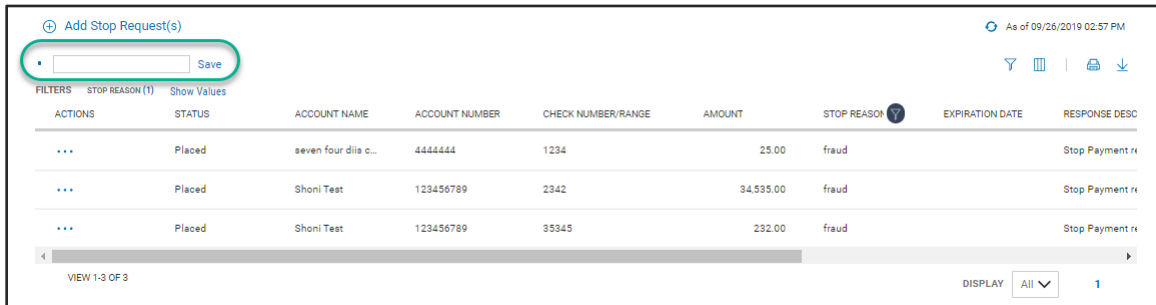


From the slide-out menu, select data to filter and set perimeters to zone in on the transactions



7. 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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## 8. 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 a 'View' button in the ACTIONS column. The second row has 'Copy As Template' and 'Copy as New Payment' buttons. The third row has a '...' button in the ACTIONS column, which is circled in red. 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'.

SELECT	ACTIONS	PAYMENT TYPE	FROM ACCOUNT NAME	PAYEE NAME	CUS'
<input type="checkbox"/>	View	Domestic Wire	DIIS checking account that I use fo	export	-
<input type="checkbox"/>	Copy As Template Copy as New Payment	International Wire	6 ones and 2 DIIS Savings	test123	-
<input type="checkbox"/>	...	Domestic Wire	DIIS checking account that I use fo	test	-

- 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 two rows have checked checkboxes in the SELECT column and '...' buttons in the ACTIONS column. The third row has an unchecked checkbox in the SELECT column and a '...' button in the ACTIONS column. 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'.

SELECT	ACTIONS	PAYMENT TYPE	FROM ACCOUNT NAME	PAYEE NAME	CUS'
<input checked="" type="checkbox"/>	...	Domestic Wire	DIIS checking account that I use fo	export	-
<input checked="" type="checkbox"/>	...	International Wire	6 ones and 2 DIIS Savings	test123	-
<input type="checkbox"/>	...	Domestic Wire	DIIS checking account that I use fo	test	-