

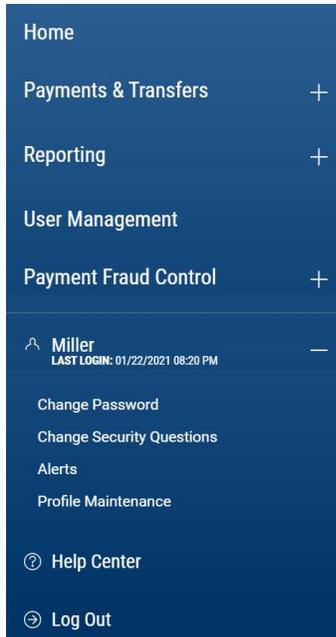
Quick Reference Guide – Basic Navigation

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).

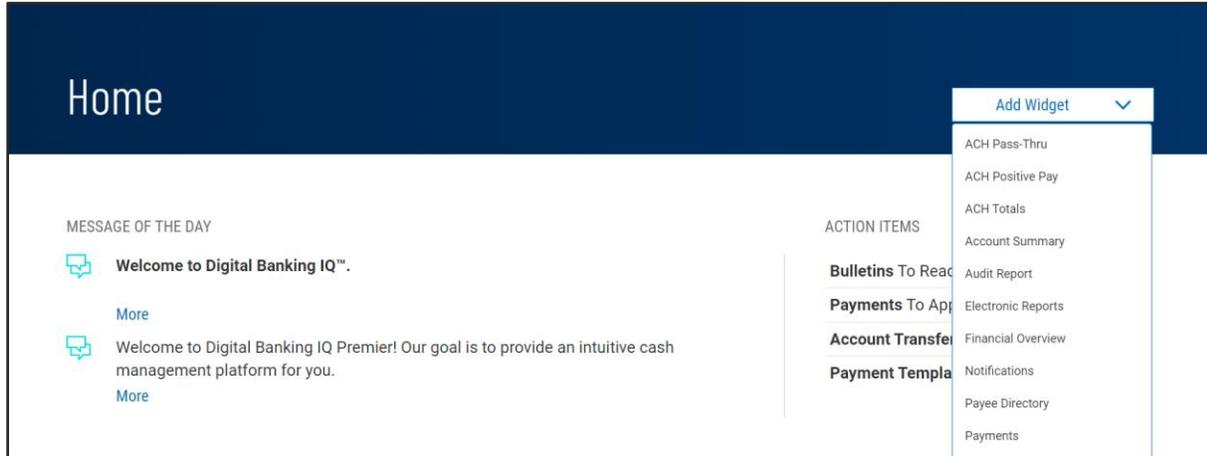
The screenshot displays the Home workspace dashboard with the following components:

- Home Header:** Includes the title "Home" and an "Add Widget" button with a dropdown arrow.
- MESSAGE OF THE DAY:** Contains two messages with "More" links.
 - Message 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.
 - Message 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 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.
- Deposit Accounts:** A grid of account cards:
 - 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 fields for "Accounts" (dropdown), "Date" (01/21/2021), and "Show Additional Filters". Buttons: "SUBMIT", "Cancel".
- QUICK TRANSFER:** Includes fields for "From Account" (dropdown), "To Account" (dropdown), "Transfer Date" (01/22/2021), and "Amount" (\$ 0.00). Includes a "MEMO" field and buttons: "SUBMIT", "CLEAR".

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Workspace

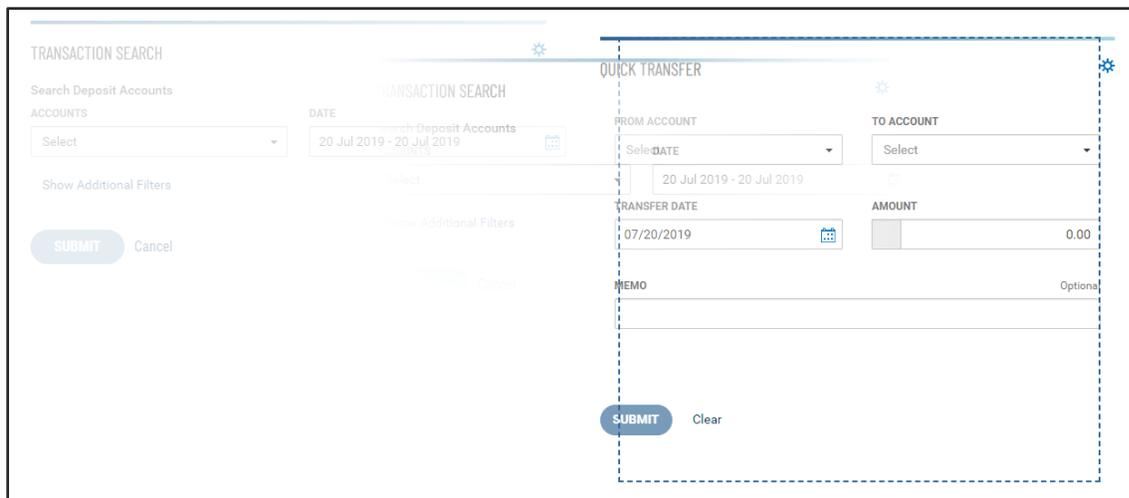
Each workspace is a page on which you will see the system default widgets relevant for that workspace (i.e. on the Stop Payments Workspace you would see a Stop Payments widget). Workspaces offer the ability for you to add, remove, resize, and arrange widgets to personalize the workspace to best meet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



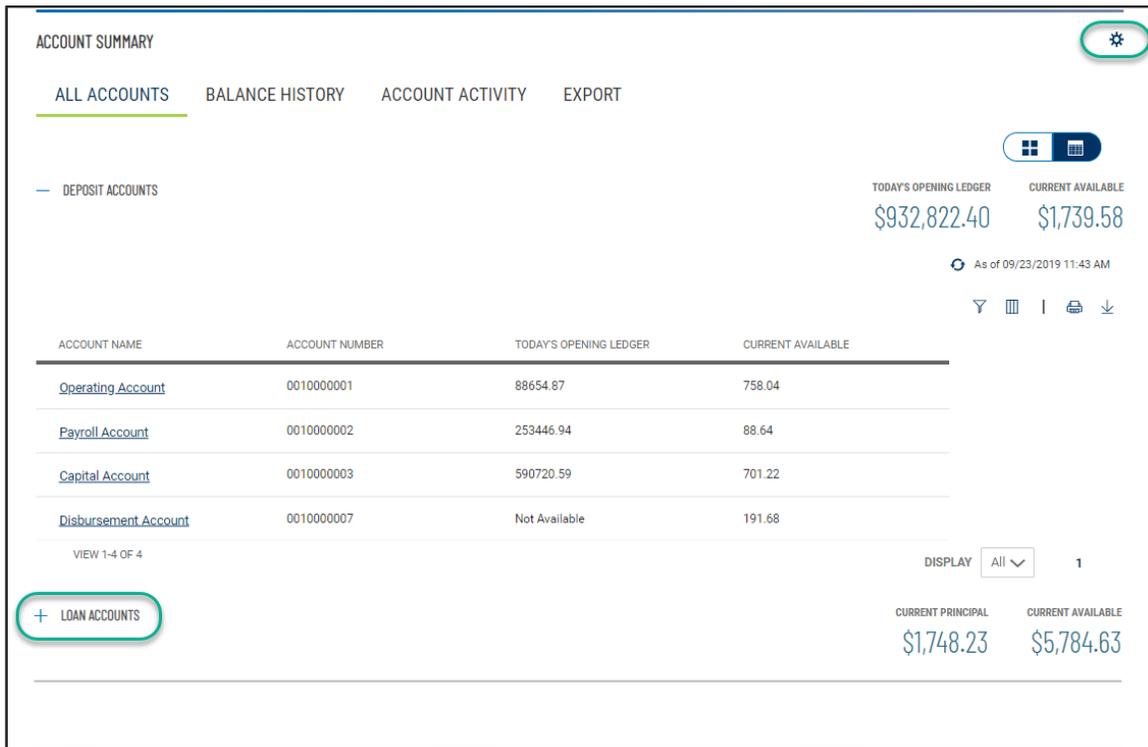
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Widget

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 SUMMARY 

ALL ACCOUNTS BALANCE HISTORY ACCOUNT ACTIVITY EXPORT

DEPOSIT ACCOUNTS

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

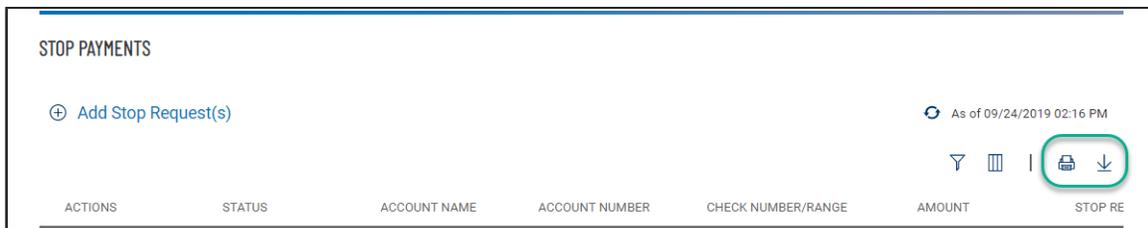
VIEW 1-4 OF 4

DISPLAY All 1

 LOAN ACCOUNTS

CURRENT PRINCIPAL \$1,748.23 CURRENT AVAILABLE \$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

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

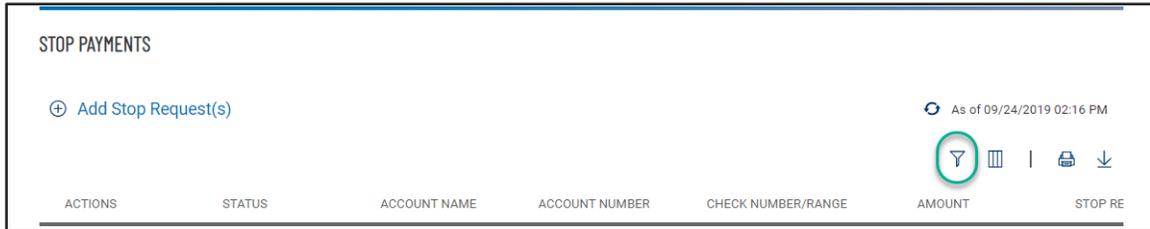
STOP PAYMENTS

Filters: **COLUMNS**

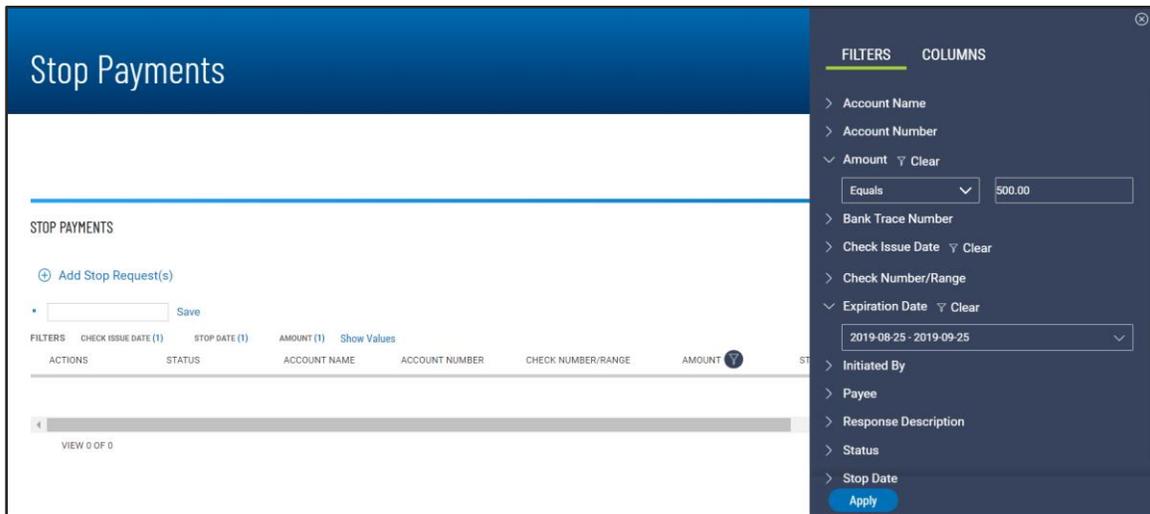
- Status
- Account Name
- Account Number
- Check Number/Range
- Amount
- Stop Reason
- Expiration Date
- Response Description
- Check Issue Date
- Bank Trace Number
- Initiated By
- Payee
- Stop Date

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

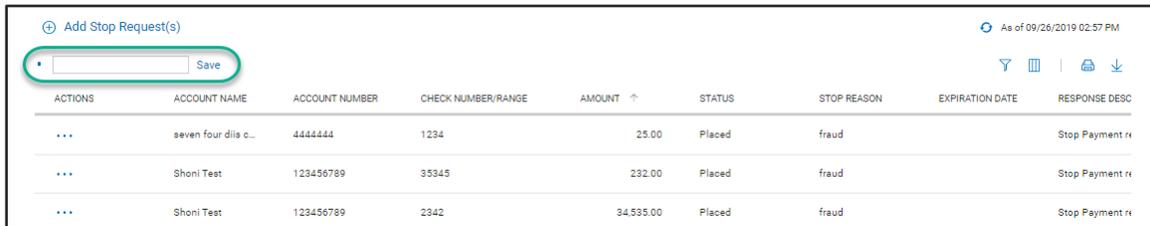
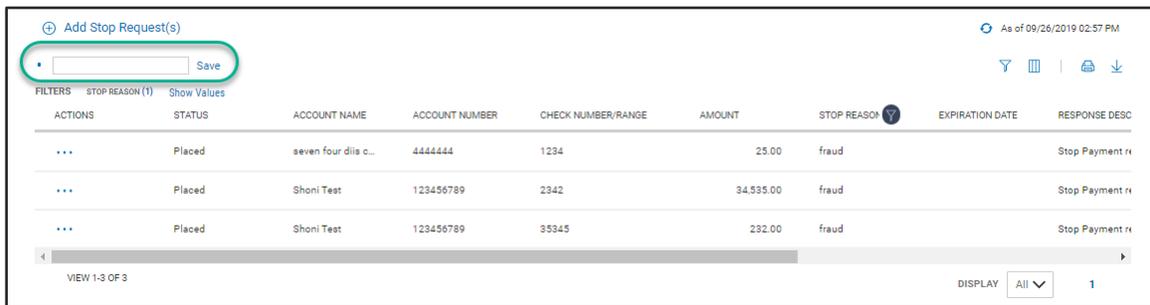


From the slide-out menu, select data to filter and set perimeters to zone in on the transactions



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, list, 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' and 'DIIS checking account that I use fo' as the from account name, and 'export' as the payee name. The second row has 'International Wire' and '6 ones and 2 DIIS Savings' as the from account name, and 'test123' as the payee name. The third row has 'Domestic Wire' and 'DIIS checking account that I use fo' as the from account name, and 'test' as the payee name. A context menu is open over the third row, showing options: 'View', 'Copy As Template', 'Copy as New Payment', and a highlighted '...' button. At the bottom left, 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, list, 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' and 'DIIS checking account that I use fo' as the from account name, and 'export' as the payee name. The second row has 'International Wire' and '6 ones and 2 DIIS Savings' as the from account name, and 'test123' as the payee name. The third row has 'Domestic Wire' and 'DIIS checking account that I use fo' as the from account name, and 'test' as the payee name. The 'SELECT' column for the first two rows has a checked checkbox, and the 'ACTIONS' column for these two rows has a highlighted '...' button. At the bottom left, 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'.