# **Bangor Savings Bank**<sup>®</sup> Treasury and Payment Services

# **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:

Home	
Payments & Transfers	÷
Reporting	+
Payment Fraud Control	
User Management	
A Demo Admin LAST LOGIN: 02/02/2020 06:30 PM	
Change Password	
Change Security Questions	
Alerts	
Profile Maintenance	
Help Center	

### HOME PAGE

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).

#### 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.

Home	Add Widget	•
MESSAGE OF THE DAY ACTION ITEMS  Message of Day. Welcome to the Commercial Banking Webinar!  This is a multi line messaging facility for messaging to all users. This message can not be More	Add Widget Payment Fraud Control Payment Templates Quick Transfer Smart Chart Statements Audit Report Notifications Account Summary User Maintenance Electronic Reports ACH Pass-Thru Stop Payments Check Issue Management Transaction Search Documents	
	Payments Transfers Transfer Templates	

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

STOP PAYMENTS	(	*
	,	Remove Resize
	7	

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

RANSACTION SEARCH		*		QUICK TRANSFER			
earch Deposit Accounts		CANSACTION SEARCH		DOLON TRANSPER			
		arch Deposit Accounts		PROM ACCOUNT		TO ACCOUNT	
	*	- 20 Jul 2019		SeledATE		Select	-
				20 Jul 2019 - 20 J			
				TRANSFER DATE		AMOUNT	
				07/20/2019	<b></b>		0.00
				мемо			Optiona
				SUBMIT Clear			

#### 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 –

ALL ACCOUNTS	BALANCE HISTORY ACCOU	INT ACTIVITY EXPORT			
				1	
DEPOSIT ACCOUNTS				TODAY'S OPENING LEDGER	CURRENT ANALAR
DEPUSIT ALCOUNTS				\$932,822.40	\$1,739.58
				O As of 0	9/23/2019 11:43 AM
				Y	
ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE		
Operating Account	0010000001	88654.87	758.04		
Payroll Account	0010000002	253445.94	88.64		
Capital Account	0010000003	590720.59	701.22		
Disbursement Account	0010000007	Not Available	191.68		
VIEW 1-4 OF 4				DISPLAY All	v 1
LOAN ACCOUNTS				CURRENT PRINCIPAL	CURRENT AXAALABLE
				\$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 -



4. Sort data in a column by clicking on the header

			As of 09/25/2019 01	9.05 AM
	•		Y 🗉 I 6	<b>a</b> 4
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	

 $\Lambda$  Indicates sorted column

Save			0	As of 09/25/2019 09:05 AM	
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



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

Stop Pa	yments					
onop i o	.j					FILTERS COLUMNS
						✓ Status
						Account Name
STOP PAYMENTS			Account Number			
STUP PATHENTS						Check Number/Range
Add Stop Re	iquest(s)					Amount
						Stop Reason
ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	Expiration Date
	Placed	seven four dits c	444444	1234	25.00	Response Description
	Placed	Shoni Test	123456789	2342	34,535.00	Check Issue Date
						Bank Trace Number
	Placed	Shoni Test	123456789	35345	232.00	Initiated By
VIEW 1-3 OF 3						Payee
						Stop Date

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

STOP PAYMENTS						
Add Stop Re	quest(s)				As of 09/24/2	019 02:16 PM
					7 🗉	⊜ ⊥
ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP RE

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

Stop Payments	FILTERS COLUMNS
	> Account Name
	> Account Number
	V Amount 🍸 Clear
	Equals V 500.00 > Bank Trace Number
STOP PAYMENTS	Check Issue Date      Y Clear
Add Stop Request(s)	> Check Number/Range
• 5ave	✓ Expiration Date ∀ Clear
FILTERS CHECK ISSUE DATE (1) STOP DATE (1) AMOUNT (1) Show Values	2019-08-25 - 2019-09-25 🗸
ACTIONS STATUS ACCOUNT NAME ACCOUNT NUMBER CHECK NUMBER/RANGE AMOUNT	ST > Initiated By
	> Payee
(	> Response Description
VIEW © OF ©	> Status
	> Stop Date
	Apply

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

Add Stop Req	uest(s)						<ul> <li>As of 09/26</li> </ul>	/2019 02:57 PM
FILTERS STOP REASON	Save						Υ 🔲	I 🖨 🛧
ACTIONS	(1) Show Values STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON	EXPIRATION DATE	RESPONSE DESC
	Placed	seven four dis c	444444	1234	25.00	fraud		Stop Payment N
	Placed	Shoni Test	123456789	2342	34,535.00	fraud		Stop Payment re
	Placed	Shoni Test	123456789	35345	232.00	fraud		Stop Payment N
VIEW 1-3 OF 3							DISPLAY All 🗸	1
Add Stop Req	uest(s)						As of 09/26	(2019 02:57 PM
$\overline{\cdot}$	Save						۷ 🗉	I 🖨 🛨
ACTIONS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT 💠	STATUS	STOP REASON	EXPIRATION DATE	RESPONSE DESC
	seven four dils c	444444	1234	25.00	Placed	fraud		Stop Payment n
	Shoni Test	123456789	35345	232.00	Placed	fraud		Stop Payment r
	Shoni Test	123456789	2342	34,535.00	Placed	fraud		Stop Payment

- 8. Take individual or bulk action
  - Individual action

SHOW ALL V Changed Sa	ve Save As			Y	Ш	1	$\mathbf{T}$
SELECT ACTIONS	PAYMENT TYPE	FROM ACCOUNT NAME	PAYEE NAME				cu
View	Domestic Wire	DIIS checking account that I use fo	export				
Copy As Template Copy as New Payment	International Wire	6 ones and 2 DIIS Savings	test123				
	Domestic Wire	DIIS checking account that I use fo	test				2
<							

Bulk action

HOW ALL	✓ Changed San	ve Save As			7	1	8	$\underline{\downarrow}$
SELECT	ACTIONS	PAYMENT TYPE	FROM ACCOUNT NAME	PAYEE NAME				CUS
		Domestic Wire	DIIS checking account that I use fo	export				
		International Wire	6 ones and 2 DIIS Savings	test123				
		Domestic Wire	DIIS checking account that I use fo	test				-
	Delete							,