



CORPORATE ONLINE – DASHBOARD

The Dashboard, or Homepage, is the first screen you see after logging in. The Dashboard interface allows you to choose what information you want to display and how you want it to look. You can control the information displayed on your Dashboard. Depending on your configuration, you can view account balances, messages, and reports.

Dashboard – Message Components

The top of the Dashboard contains important information that you may find useful:

1. **Call Us 800-221-9777** will reach the Corporate Online Banking Team.
2. Click **Reference** for user guides and other useful subjects such as online security, mobile access and bill pay information.
3. The **Online Policy** will display the Privacy and Security Center.
4. Click the **Online Agreement** to review the terms and conditions of the Corporate Online service.
5. Click **Dashboard Preferences** to change the Dashboard display (see page 2, **Preferences**).
6. **Secure Messaging** will allow you to view and/or compose messages to the Bank.
7. **Bank Messages** will display notifications regarding the Bank or Corporate Online.
8. **System Notices** will display items that require attention, further actions (e.g. approval), or events.

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Dashboard – Preferences

Dashboard Preferences

Choose your preferred Dashboard layout, accounts, and data.

[+] Expand All [-] Collapse All

- 1 ▶ Select dashboard accounts
Select up to 150 accounts and group your dashboard accounts.
- 2 ▶ Change Dashboard Layout
Select a layout and its behavior.
- 3 ▼ Edit Deposit Panel
Add, remove, reorder and rename columns.

<input checked="" type="checkbox"/>	Order	Column Label	Rename Column Label	Show Column Total
<input checked="" type="checkbox"/>	1	Account Name	Description	
<input checked="" type="checkbox"/>	2	Account Number		
<input checked="" type="checkbox"/>	3	Ledger Balance	Current Balance	<input checked="" type="checkbox"/> Show Total
<input checked="" type="checkbox"/>	4	Available Balance		<input checked="" type="checkbox"/> Show Total
<input checked="" type="checkbox"/>	5	Total Float		<input checked="" type="checkbox"/> Show Total
<input type="checkbox"/>	7	One Day Float		<input checked="" type="checkbox"/> Show Total
<input type="checkbox"/>	8	Two Day Float		<input checked="" type="checkbox"/> Show Total
<input type="checkbox"/>	9	Three Day Float		<input checked="" type="checkbox"/> Show Total
<input checked="" type="checkbox"/>	6	As of Date Time		

Save Reset
- 4 ▶ Add and Remove Favorite Reports
Select your Dashboard reports.

1. **Select Dashboard Accounts** will allow you to choose which accounts to display on the Dashboard.
2. **Change Dashboard Layout** will allow you to select how the layout appears.
3. **Edit Deposit Panel + Edit Credit Lines Panel + Edit Loan Panel** will allow you to add, remove, reorder, and rename account columns.
4. **Add & Remove Favorite Reports** will allow you to select reports to display on the Dashboard.

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Dashboard – Account Panels

Deposit Accounts							Acct Group Filter: ALL	Edit	↻	✕
Description	Account Number ▲	Current Balance	Available Balance	Total Float	As of Date Time					
1 Money Market Acct	80000751640	\$22.11	\$22.11	\$0.00	10:05:16 AM PDT on 09/20/2016					
Payroll	80000751642	\$30.64	\$30.64	\$0.00	10:05:16 AM PDT on 09/20/2016					
Operating Acct	99200001234 1c	\$0.48	\$0.48	\$0.00	10:05:16 AM PDT on 09/20/2016					
Wire Account	99200004142	\$19.61	\$19.61	\$0.00	10:05:16 AM PDT on 09/20/2016					
Total Balance		\$72.84	\$72.84	\$0.00						

Mortgage/Home/Equity Overdraft								Acct Group Filter: ALL	Edit	↻	✕
Description	Account Number ▲	Next Payment Amount	Next Payment Due Date	Available Credit	Interest Rate	Principal Balance	As of Date Time				
2 Mortgage Loan	120000018	\$100.07	10/01/2009	Not Available	10.000%	\$915.81	10:05:15 AM PDT on 09/20/2016				
Overdraft LOC	800118174	\$0.00	10/01/2016	\$1,000.00	16.950%	\$0.00	10:05:15 AM PDT on 09/20/2016				
Total Balance		\$100.07		Not Available		\$915.81					

Commercial/Eagle/Other Loans						Acct Group Filter: ALL	Edit	↻	✕
Description	Account Number ▲	Available Credit	Interest Rate	Principal Balance	As of Date Time				
3 Commercial LOC	0210017393-000133	\$0.00	6.000%	\$0.00	10:05:15 AM PDT on 09/20/2016				
Total Balance		\$0.00		\$0.00					

1. The **Deposit Accounts, Mortgage/Home/Equity Overdraft, and Commercial/Eagle/Other Loans** panels hold up to 200 accounts.
 - 1a. The **Account Group Filter** will allow you to review accounts by group.*
 - 1b. The **Edit, Refresh (↻), and Delete (✕)** buttons located on the top right of the panel will give the ability to customize the panel, refresh balances and/or remove the panel.
 - 1c. Click the account number itself to review account details and transactions, including intraday activity.
2. Review personal loans and lines of credit information in the **Mortgage/Home/Equity Overdraft** panel.
3. Review commercial loans and lines of credit information in the **Commercial/Eagle/Other Loans** panel.

*The Account Group feature can be turned on upon request.

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Dashboard – Reports

All previous day reports are available directly on the Dashboard without having to go into the **Reporting** feature:

1

Favorite Reports Edit X		
Report Name ▲	Report Description	Report Type
Account Balances	Account Balance Summary	PreviousDay
ACH Activity Report	ACH Activity Report	PreviousDay
Balance and Activity Report	Account Balances and Activity	PreviousDay
Commercial Loan Report	Commercial Loan Summary and Activity	PreviousDay
Interest Transactions 2	Interest Transaction Report	PreviousDay
Loan History Report	Loan History Report	PreviousDay
Previous Day Report	Previous Day Transaction Activity	PreviousDay
Prior Day Combined Report	Prior Day Summary and Detail	PreviousDay
Wire Transfer Report	Wire Transfer Report	PreviousDay

1. The **Edit** and **Delete (X)** buttons located on the top right of the panel will give the ability to customize and/or remove the panel.
2. Select the report by clicking the report name for review.



Contact your banker or our Online Banking Support team for more information or assistance at 1-800-221-9777, option 2.

It's a privilege to serve you.