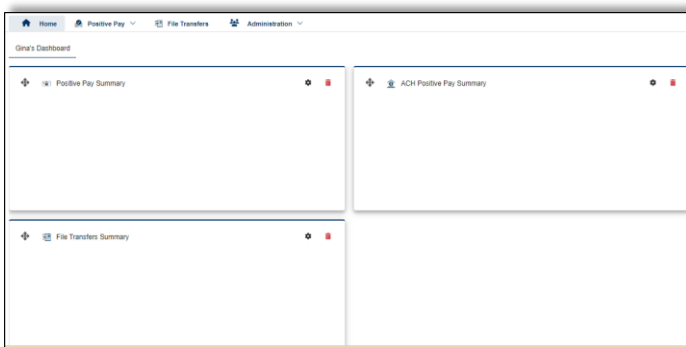


POSITIVE PAY DASHBOARD WIDGETS QUICK REFERENCE GUIDE

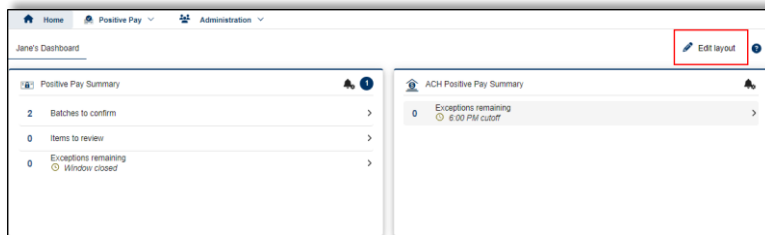
The Positive Pay, ACH Positive Pay and Return Items modules have new landing pages that present a Dashboard of Widgets. The widgets available to the user will depend on the user's access to various system features. The Bank has chosen to default all module summary widgets based on entitlements and services.

- ACH Positive Pay Widget
- Positive Pay Widget
- File Transfers Widget
- Returned Items Widget



DASHBOARD LAYOUTS

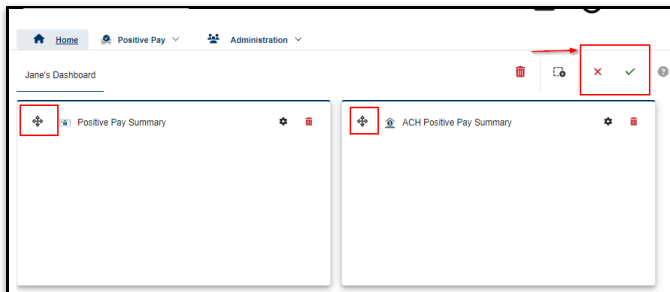
The dashboard is laid out in a grid format with widgets arranged in a series of rows and columns. Each widget is given a number of rows and columns based on its size.



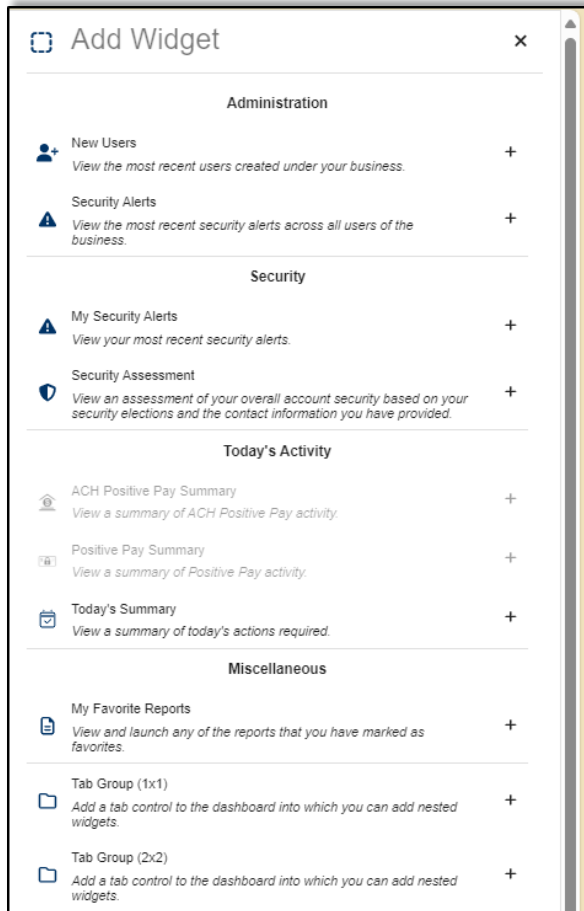
WIDGETS

STEP 1: EXISTING WIDGETS (DEFAULT)

- The widgets available to the user depend on their provisioned applications access.
- Each application's summary screen is defaulted.
- Widgets can be removed from the dashboard by selecting the red garbage can icon.
- Widgets can be rearranged to your preference using the move icon. Click, hold and drag widget to switch the order of display.

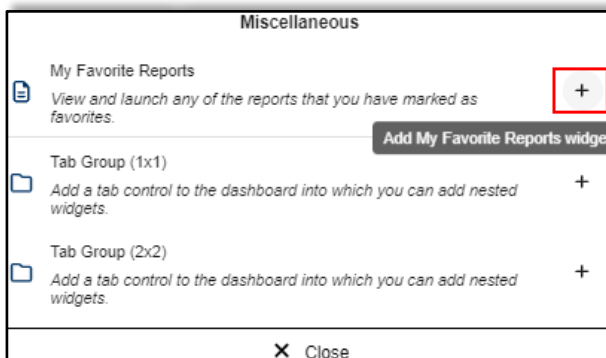


Be sure to select the green checkmark to ✓ save your changes.



STEP 2: ADD WIDGET

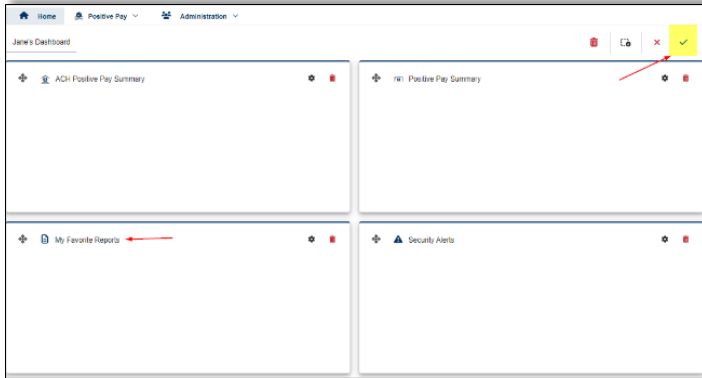
- When selecting Edit Layout, the **Add Widget** menu will slide out from the righthand panel.
- Widgets available to add to the dashboard are those not grayed out.



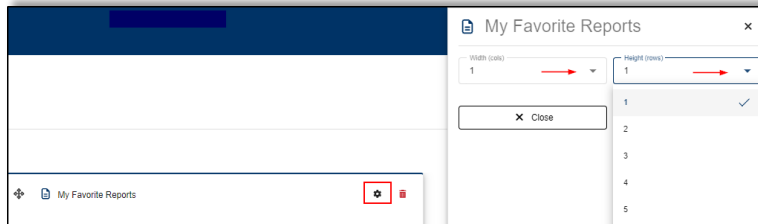
Select the + button next to the item to add to the widgets on the dashboard.

- In this example we are adding *My Favorite Reports*.

STEP 3: WIDGET ARRANGEMENT



- The selected widget will insert in the next open position on the dashboard. Use the move icon  to rearrange the preferred quadrant.
- Be sure to select the green checkmark  to save your new screen layout.
- Selecting the red  will remove your changes.
- Deleting any of the widgets on the screen can always be added back following these same steps.



Widgets can be enlarged or reduced in size using the settings menu, .

Note: 1 X 1 is the smallest selection.