

Business Online – General features

Left-hand menu

You can access Business Online’s multiple functionalities in several different ways. First of all, you can get access to the functions from the left-hand menu. If you click on the arrow next to a menu point, a sub-menu will appear.

The left-hand menu reflects each user’s access to Business Online. This means that you only see the menu points you have access to according to your agreement with the Bank.

A left-hand menu can contain e.g. the following menu points:

- Main menu** ▾
- Cash Management ▾
- Files ▾
- Collection Service ▾
- eArchive
- Settings ▾
- Messages ▾
- Orders ▾
- Other services ▾
- Subscription service
- Markets Online

Select *Cash Management* to see the sub-menu for this menu point:

- Main menu** ▾
- Cash Management** ▾
- List of accounts
- Account statement
- Liquidity management
- List of loans
- List of folders ▾
- Payments ▾
- Incoming payments ▾

Settings

You can also choose to expand the sub-menus automatically. Automatic menu extension is activated in the *Settings* menu point.

By activating the menu-extension, the sub-menus will open up when you position the cursor over the menu point.

- Main menu** ▾
- Cash Management ▾
- Files ▾
- Collection Service ▾
- eArchive
- Settings** ▾
 - Bank identifiers
 - List of groups ▾
 - Account names
 - Country selection
 - Date and number format
 - Menu extension** ▾
 - My set-up ▾
 - File registration ▾
 - Format of spreadsheet
 - Message box at log-off
- Messages ▾
- Orders ▾
- Other services ▾
- Subscription service
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In the *Settings* sub-menu you have various possibilities to make further customizations of Business Online, e.g. you can choose.:

- *Bank identifiers* to block your bank ID, change password and delivery frequency of your security card etc.
- *Account names* to create your own names for your accounts
- *Country selection* to get access to country specific functions, e.g. domestic payment templates (prerequisite: access to domestic payments in other countries)
- *File registration* to set-up locations for files that you send or retrieve to/from the Bank.

My set-up

The settings mentioned above work across Business Online while the following settings in *My set-up* are function specific settings:

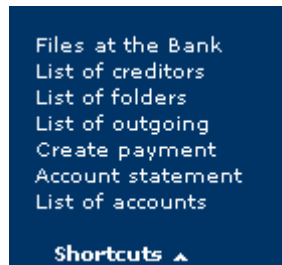
- List of accounts
- Account statement
- Balance history



Select *My settings* in the *Menu* in the top right-hand corner to customize your settings, e.g. to choose a default account or a default search period. See the *List of accounts* and *Account statement* documents for further information.

Shortcuts

There are *Shortcuts* to the most used functions in Business Online in the bottom left-hand corner. The shortcut menu also reflects each user's access rights. The shortcut menu can contain e.g. the following points:



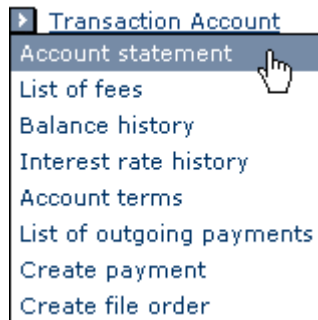
Dropdown lists

Dropdown lists contain selection criteria to determine what is displayed.



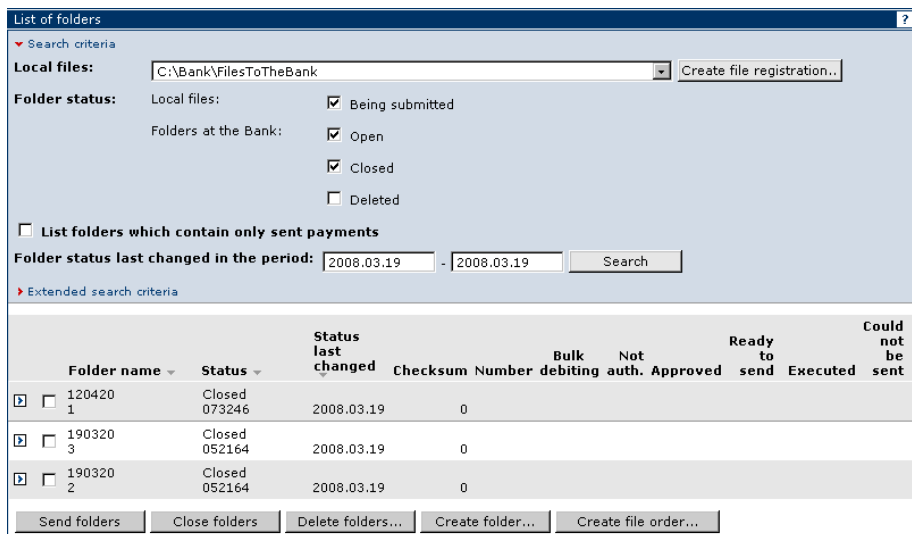
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Function arrows and menu You can open the function menu by clicking on the arrow to the left of a row in one of the list windows, e.g. an account number in *List of accounts*. You can then go directly to one of the displayed functions.



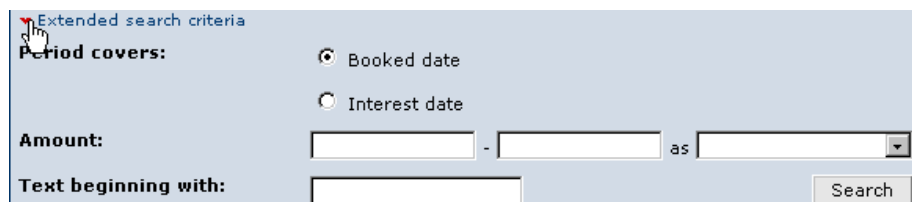
Buttons

At the bottom of the screen there are often buttons to take you on to a new function. In the example below, you can for example send and close folders by clicking the respective buttons.



Extended search criteria

Click on the extended search arrow or accompanying text *Extended search criteria* to display more search fields, which you can use to refine your list. The following example is from the *Account statement* screen..



Sorting

You can sort information in the list screens where the column heading is followed by an arrow. Click on the arrow or the heading to change the sorting order.



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Groups

A group is a collection of, for example, selected accounts.

You can use a group of accounts when you want your list of accounts to contain specific accounts displayed in a particular order.

Groups are used e.g. in:

- List of accounts
- Account names
- Payments from abroad
- File downloads

To create a group, use the menu option:




Printing

On many pages there is a *Menu* in the top right-hand corner. Click on the *Print* option to print out the page.



You can also use the browser's *Print* icon on all pages, or you can place the cursor on the page, right click and select the menu point *Print*.

Finally, on selected pages, you can click on the *Print* icon  [Print version](#) to get a user-friendly print.

Note: Many of the list screens are quite wide. We therefore recommend that you change the paper layout in page set-up to landscape, when printing from Business Online.

Page help

You can get further help with filling out each field on the page. Click on the question mark in the top, right-hand corner of the screen to bring up page help and select the topic you want to know more about.

