ANZ TRANSACTIVE – GLOBAL DECEMBER 2017 UPDATES
QUICK REFERENCE GUIDE

When you log in from **Monday 11 December 2017**, you will notice the following changes:
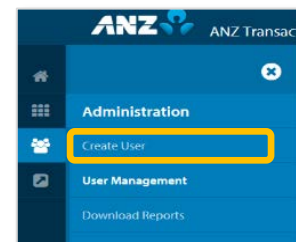
Onscreen Guides

Onscreen Guides are available in Workspaces, Report Centre and Administration. To close the guides, simply click on **x** in the top right corner. They will be available in **Help** in the relevant section should you need to refer to them later.

Reporting changes

Account reports produced in an XLSX format have been improved to make it easier for you to view and filter your data.

Administration changes

1. A **Create User** menu option has been added under the Administration menu

2. User Management **Control Bar** changes:
   - **Approve** and **Generate Password** are available on the User Management screen for quick access
   - Under **Reports**, View Audit History has been removed (you can find this in the **Actions** menu) and Generate Audit History Report has been relabelled to **Audit Report**

3. The **Approve/Reject** action has been separated resulting in a change to the approval process. Now you need to click either **Approve** or **Reject** in the first instance and then confirm your action.

4. **Last Login** is available for each user

5. **User Details** and **Create User** screens have been upgraded to a simpler and cleaner design for improved screen layout, including updated headers, colours, sizing and spacing

6. For Commercial Cards:
   - The Permission section has been relabelled to **User Permissions**
   - The user needs to be in Edit mode to change the User Permission settings
   - When adding a role to a user, Administrators will need to click on **Add Permissions** or **Copy Permissions from Another User**

7. When you create a user:
   - Click on the **Address** drop-down list to add a new address
   - The **Submit** button is at the bottom of the form

We will continue to make changes in the coming months to improve your experience.