

# ANZ ONLINE – TRADE ADMINISTRATOR GUIDE

October 2017



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# ANZ Online Trade – Administrator Guide

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October 2017

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# INTRODUCTION TO ANZ ONLINE TRADE

## ABOUT THIS GUIDE

This document covers essential processes and procedures for ANZ Online Trade Administrators. It is recommended that Administrators read this guide in conjunction with the ANZ Online Trade Terms and Conditions.

## LEARNING ABOUT ANZ ONLINE TRADE

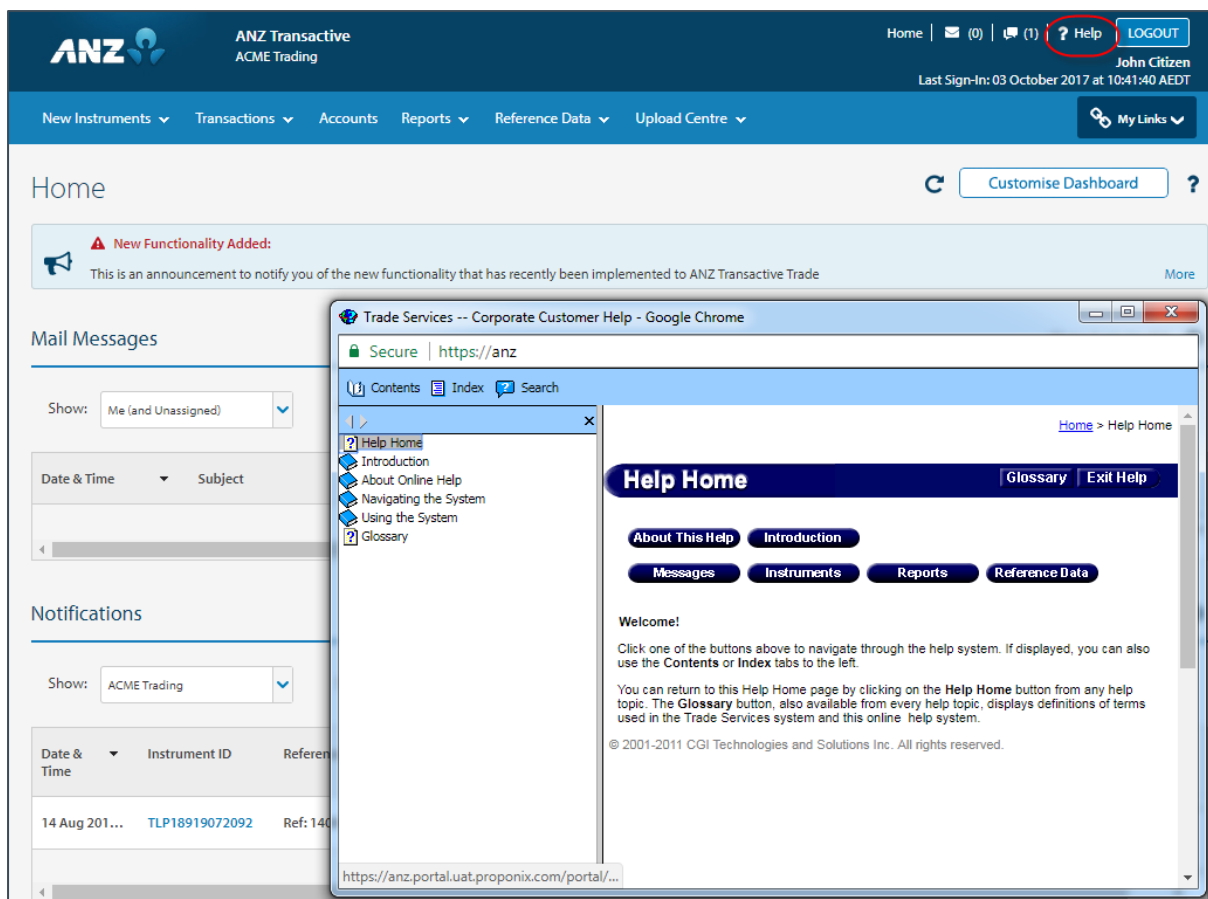
The following range of resources is available to assist you in your use of the ANZ Online Trade system.

### Online Help

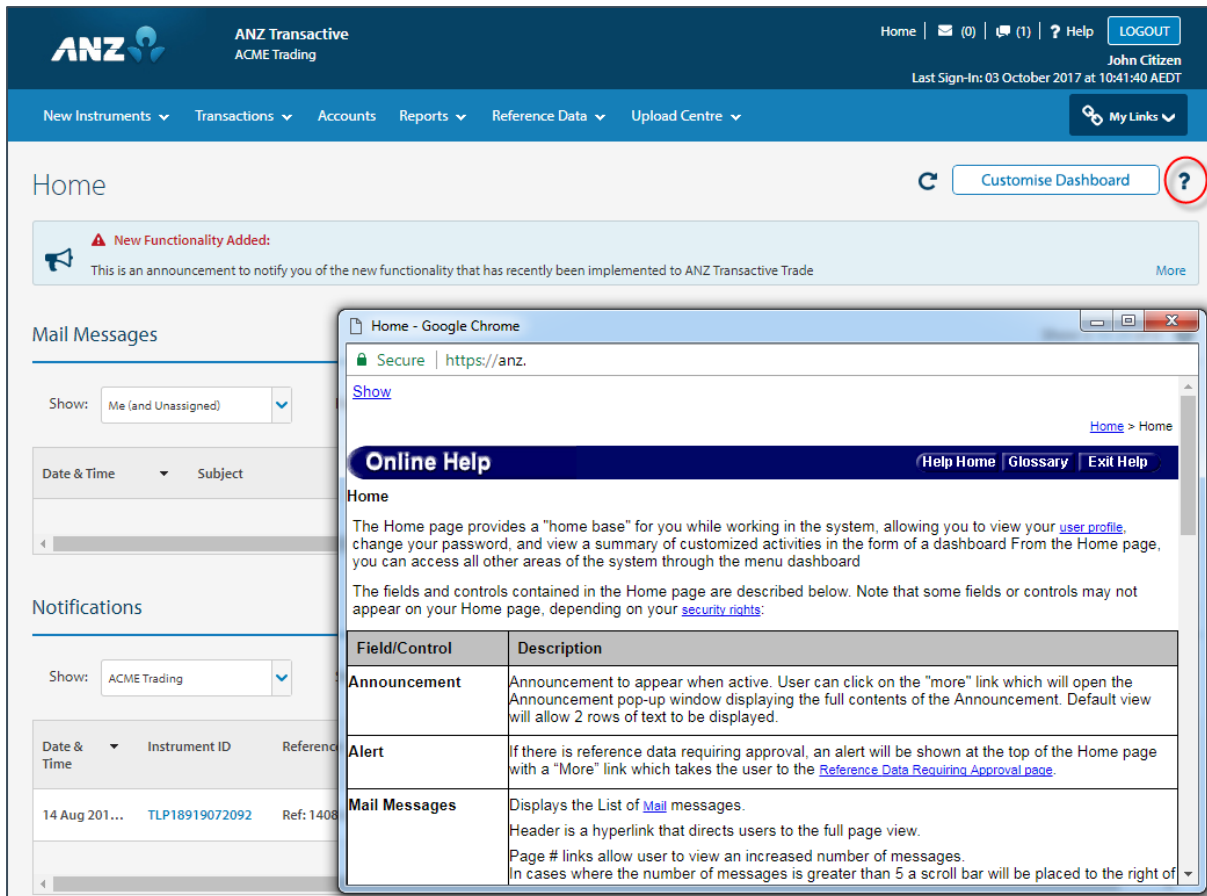
The Online Help tool should be your primary source of information about using ANZ Online Trade. As new operating features or functions, particularly those relating to security, integrity and authentication are introduced, instructions covering changes and the usage of such features will be provided.

As shown below, there are two ways to access ANZ Online Trade help.

1. The Help button at the top of the page provides a complete online help index for the majority of ANZ Online Trade functions.



2. The ? button on each page provides a help function for the specific page you are accessing.



### General system navigation

To navigate through ANZ Online Trade simply use the page controls available within the system. It is recommended you do not use the controls on your browser’s toolbar (such as Back, Forward and Refresh) to navigate through the system.

General system navigation information is also provided within the ANZ Online Trade help. See the Navigating the System section of the ANZ Online Trade help.

### MINIMUM SPECIFICATIONS

Refer to the ANZ Online Trade Minimum System Requirements guide on Resource Central.

### ANZ ONLINE TRADE SECURITY INFORMATION

The following security is in place to protect your organisation when using ANZ Online Trade.

#### Physical security

All buildings that contain ANZ Online Trade web servers and/or database servers use industry-standard physical security to prevent access by unauthorised people.

#### Data encryption

All data communication to and from ANZ Online Trade uses at least 128-bit Transport Layer Security encryption and HTTPS (Hypertext Transfer Protocol – Secure) as communication protocol.

#### Firewalls

Firewalls protect all data used in ANZ Online Trade. Firewalls assist to ensure that data is only provided in response to valid requests from the application. It is advisable for your organisation to also have a firewall to protect its own computers and networks.

It is recommended that antivirus and anti-spyware software are installed on computers, particularly when linked to a broadband connection, digital subscriber line or cable modem. It is recommended to update anti-virus and firewall products with security patches or new versions on a regular basis.

### **Authentication**

ANZ Online Trade will verify the identity of each User accessing ANZ Online Trade by the following authentication methods:

- User ID/password
- A Token

To authenticate a User the following action is taken

- Determine the type of User, and verify the User's identity
- Confirm the User is permitted to access ANZ Online Trade

Once authenticated, the User's functionality is controlled by the assigned security profile, which is discussed in the Security Profile section.

### **Security Profiles**

An Administrator can assign a security profile for Users on ANZ Online Trade that do not require a security device.

A security profile determines:

- Which modules of ANZ Online Trade Users can access.
- The functions Users can access within each module of ANZ Online Trade.

### **Threshold Groups**

If your use of ANZ Online Trade involves authorising transactions, then your organisation's Administrator may have assigned you a threshold group.

Your threshold group determines the value of transactions that you can authorise. For each type of transaction, there are limits for the:

- Threshold amount, which is the largest single transaction you can authorise
- Daily maximum value of the transactions you can authorise

### **Work Groups**

A reference data item that defines the work groups that can be assigned to Users for transaction authorisation purposes. Work groups control a User's ability to authorise transactions based on a Corporate Customer's authorisation settings.

### **Template Groups**

If your use of ANZ Online Trade involves initiating/creating transactions then your Administrator may have assigned you one or more Template Groups. The Template Group assigned to you will determine which type of Instruments you can create.

### **Segregation of Duties**

ANZ Online Trade allows your organisation to enforce segregation of duties between employees, which provides an additional form of security. For example:

- Transactions may need to be authorised by someone other than the last person who entered data for those transactions.

- Transactions for some types of instruments may require multiple authorisations (i.e. via Token authentication).

### **Subsidiary Access**

Subsidiary access is the ability of a User to login and be authenticated by the ANZ Online Trade only once for the corporate organisation to which they are assigned, but also, in the same login session, to be able to access information and/or perform actions on behalf of their organisations subsidiaries. A group of security rights can be assigned to a User profile when the User performs activities in behalf of a subsidiary corporate organisation using the subsidiary access feature.

## **PROTECTING YOUR BANKING**

- Users should check the authenticity of the financial institution's website prior to accessing available products and services
- Users should verify when accessing products and services offered by the financial institution that the browser session is secure.

This can be verified by ensuring the webpage begins with "https://" rather than "http://", and the security lock is displayed on the bottom right of the browser. Users should not commence transactions prior to verifying.

- Always log out of ANZ Online Trade by using the log out button in the top right hand corner of the browser
- Do not install software or run programs of unknown origin
- Delete junk or chain emails
- Do not open email attachments from unknown senders
- Do not disclose personal, financial or credit card information to suspect websites or unknown recipients
- Do not use a computer or a device which cannot be trusted
- Do not use public or internet café computers to access banking products and services
- Do not share resources from your computer, (i.e. hard drives and printers) whilst operating on the internet
- Do not disclose your password or security device passphrase to anyone else
- If your security device is lost or stolen you must notify the ANZ Online Trade Support Centre immediately to have the security device suspended or revoked.

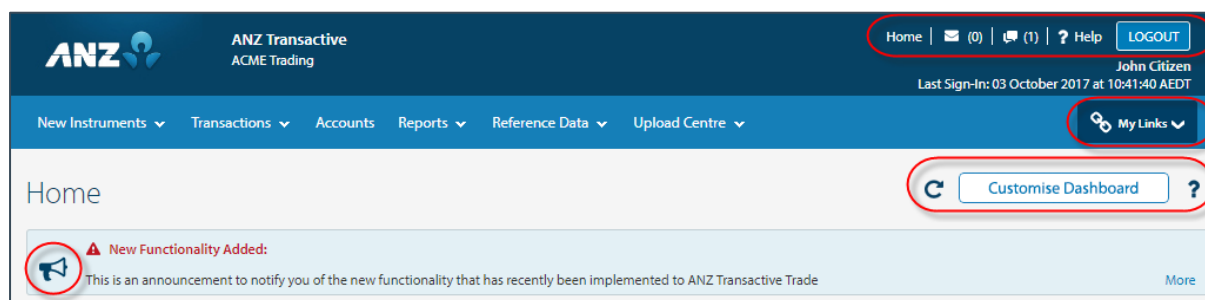


## GENERAL SYSTEM TASKS

This section outlines general system tasks for ANZ Online Trade. The following tips will assist you in your use of ANZ Online Trade.

### UNDERSTANDING YOUR HOMEPAGE

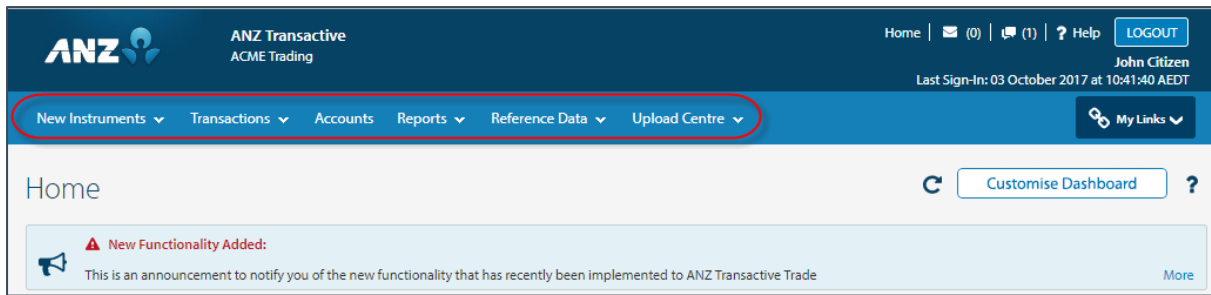
When you first log in to ANZ Online Trade, you will enter the Homepage which has a number of features including a common header. Additional detail on each of the features is provided in the relevant section. You will notice shortcuts to key functions such as Mail Messages, Help, Notifications and My Links.



TAB	Description
	Select to return to the Home page at any time
	Shows the number of messages and navigates to the Messages page
	Shows the number of notifications and navigates to the Notifications page
	Select for overall system help
	Select to securely log out of the system
	Displays the user name and navigates to the user preference page
	Puts your favourite tasks, reports and recent transactions at your fingertips
	Select the Refresh button to receive the most up-to-date information
	Select to customise your dashboard
	Select for Home page help
	Displays the key announcements, security tips and helpful hints

### NAVIGATING THE SYSTEM

Depending on the task you are required to complete, you can navigate to it easily via the various tabs on the Homepage.



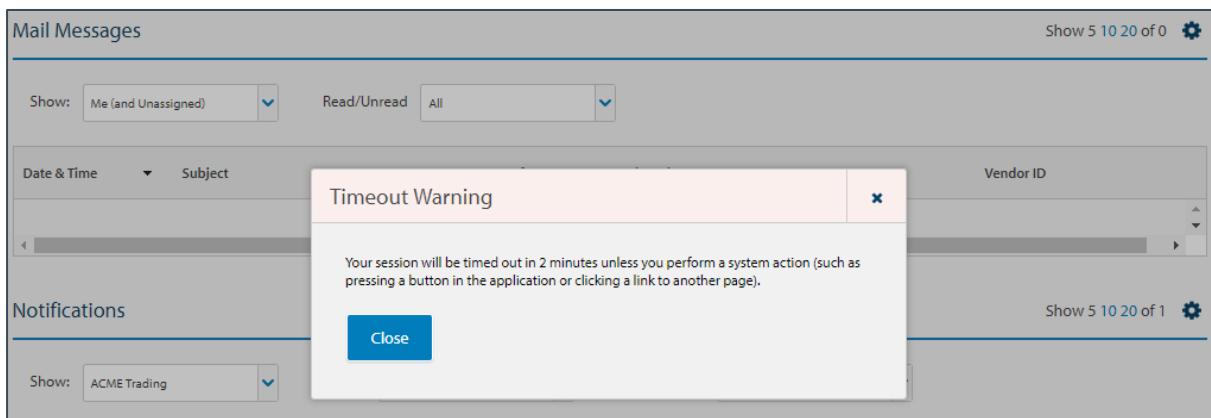
TAB	Description
New Instruments ▾	Used to initiate new transactions/instruments
Transactions ▾	Used to access transaction status (e.g. pending, authorised), historical transaction information or initiate additional work on existing instruments (e.g. create amendments, create tracers)
Accounts	Used to access live Account balances, intra-day transactions
Reports ▾	Used to access the suite of reports (standard and custom)
Reference Data ▾	Contains useful information on parameter configuration (e.g. parties, threshold groups, templates)
Upload Centre ▾	Used to manage Supply Chain data upload. E.g. Invoice or purchase order file upload.

## SESSION TIMEOUTS AND SAVING YOUR WORK

When using ANZ Online Trade, your session will time out after 15 minutes of inactivity. A pop-up window will appear two minutes prior to session timeout, advising you that you have two minutes left before the session is timed out. When your session times out:

- The system will save any work you have done on the transaction and reference data pages, provided the entry meets the validation criteria.
- The time out page will display any errors encountered in attempting to validate and save the information.

It is recommended that the User should save work periodically while working in ANZ Online Trade.

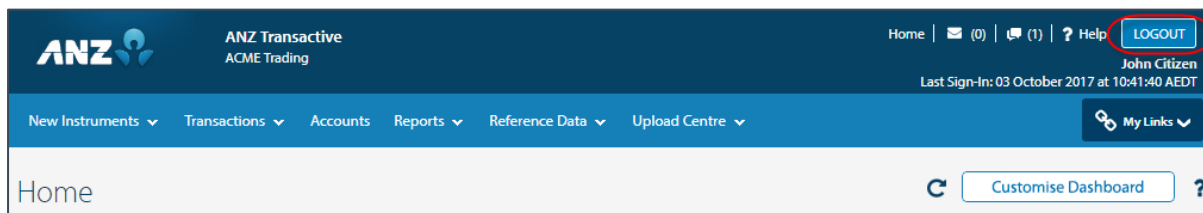


## LOGGING OUT

When you've finished using ANZ Online Trade, it is important to log out properly rather than simply closing the application window.

If you close the window rather than log out, ANZ Online Trade considers you to be still logged in. Please ensure you click the 'Logout' button to exit the session in a secure manner.

Log off the online session and turn off the computer when not in use.



## VIEWING YOUR USER PREFERENCES

### What are User Preferences?

Your ANZ Online Trade User preferences contain details stored about you in ANZ Online Trade. In particular, it contains:

- Personal details, such as your name.
- Details of the security profile and threshold group your organisation's Administrator has assigned to you.

### How to view your User Preferences

To view your User Preferences, complete the following steps:

Step	Action
1	Click on your name - this can be found in the top section of any screen.
2	Your User Preferences page appears.
3	When you finish viewing your User Preferences, click the 'Close' button and you will be taken back to your Home page

ANZ Transactive  
ACME Trading

Home | (0) | (1) | ? Help | LOGOUT | John Citizen

New Instruments ▾ Transactions ▾ Accounts Reports ▾ Reference Data ▾ Upload Centre ▾ My Links ▾

## User Preferences

John Citizen

\* indicates required field

### 1. Password and Formatting

**Current Password**

**New Password**

**Retype New Password**

\* **Date Format**  
dd-MM-yyyy

**Email Address**

Save

**Password Requirements**

Your password must contain a minimum of 8 characters.

Your password cannot be the same as any of the following fields: User ID, First Name, Last Name, or Login ID. This validation is not case sensitive.

Your password cannot have three consecutive characters that are the same.

**Always Show/Hide Tips**

Show  
 Hide

**Enable Mobile Banking Access**

Yes  
 No

### 2. General

\* **User ID**  
JOHNC

\* **First Name** Middle Initial  
John

\* **Last Name**  
Citizen

**Phone Number**

**Fax Number**

**Email Address**

\* **Region Setting**  
English (Australia)

\* **Time Zone**  
(GMT+10:00) Australia/Sydney

\* **Default Work View**  
Work for Organisation and Its Children

\* **Date Format**  
dd-MM-yyyy

**Section Shortcuts**

1. Password and Formatting
2. General
3. Security
4. Assigned To
5. Panel Authority
6. Transaction Processing Settings
7. Template Groups
8. Accounts Available for Making Payments

**Quick Links**

Collapse All  
 Hide Tips  
 Back To Top

Close

## Changing your User Preferences

Except for your password, you cannot change your own User preferences. This action is performed by your organisation Administrator or bank Administrator.

## TRANSLATIONS

Language content within ANZ Online Trade can be customised to suit individual Users. The following range of User languages is available:

- English
- Traditional Chinese
- Vietnamese
- Simplified Chinese
- Thai
- Japanese

The following categories of translated content are available:

- Labels
- Buttons
- Error messages
- Warning and information messages

## Assigning User language

Simply follow the steps below to assign the language option for each of your Users:

Step	Action
1	Select 'Users' from the Reference Data tab
2	Select the User that you wish to change the language settings for.

The screenshot shows the ANZ Transactive ACME Trading interface. The top navigation bar includes the ANZ logo, the text 'ANZ Transactive ACME Trading', and user information 'John Citizen' with a 'LOGOUT' button. The main navigation menu has several items: 'New Instruments', 'Transactions', 'Accounts', 'Reports', 'Reference Data' (circled in red), and 'Upload Centre'. Below the navigation is a 'My Links' button. The main content area is titled 'Users' and features a 'Show 10 20 30' dropdown and a 'New' button. A table lists users with columns for 'User ID', 'Last Name', 'First Name', 'Security Profile', 'Threshold Group', and 'Work Group'. The user 'JOHNC' is highlighted in the table. The 'Total Count: 1' is displayed at the bottom right of the table.

Step	Action
3	In the Region Settings dropdown box, select the language you wish to assign to the User.
4	Press the Save & Close button.

The screenshot displays the ANZ Transactive ACME Trading interface. At the top, the logo and navigation menu are visible. The main content area is titled 'Reference Data: Users' and shows the profile for user 'JOHNC'. The '1. General' section contains fields for User ID, First Name, Last Name, Phone Number, Fax Number, and Email Address. The 'Region Setting' dropdown menu is open, showing a list of regions including English (Australia), English (Canada), English (Great Britain), English (New Zealand), English (United States), French (Canada), Indonesian (Indonesia), Japanese, Korean, Simplified Chinese, Thai (Thailand), Traditional Chinese, and Vietnamese (Vietnam). The '2. Security' section includes options for authentication methods and a 'Registration Login ID' field. On the right side, there is a 'Section Shortcuts' panel and a 'Quick Links' panel with buttons for 'Save', 'Save & Close', 'Delete', and 'Close'. The 'Save & Close' button is highlighted with a red circle.

**Unicode Functionality**

Unicode functionality is available for specific input data fields required for Domestic Payments in some countries. Please refer to the ANZ Online Trade - File Format Guides for further details and clarification on the Unicode fields available.

- Unicode functionality is not available for any other Payment functionality or Direct Debits apart from Domestic Payments.
- Unicode functionality is not available for payment amounts, dates and accounts.

## MANAGING USERS

As an ANZ Online Trade Administrator you are able to complete a range of activities in relation to ANZ Online Trade Users within your organisation. This section outlines those activities.

### CREATE A USER ID/PASSWORD USER

Follow these steps to set up a new non-security device User.

#### Before you begin

Before you can add a User to ANZ Online Trade, make sure you have:


- the personal details of the User that you want to create, and
- details of the ANZ Online Trade security profile and threshold group required for the new User

If your organisation requires Users to be issued with Tokens to access ANZ Online Trade, your company must complete an application form with the required User details and authorised signatures and submit to ANZ for processing.

Note: All authorisers and administrators require a security device to access ANZ Online Trade.

#### Creating a User

To create a User ID/Password User, complete the following steps:

Step	Action
1	Select 'Users' from the Reference Data tab. A list of your organisations Users appears.
2	Click the 'New' button and the User page appears.
3	Create a unique User ID for the User as per the below suggested naming conventions: <ul style="list-style-type: none"><li>• The ID must comprise of: Surname first (1st 6 letters only), then the initial of the User's first name, followed by first three letters of company ID, e.g. David Wong from ABC Book Shop would be WONGDABC</li><li>• Whole ID must be in uppercase</li><li>• Maximum 10 characters</li></ul>
4	Enter User information into the page by completing all mandatory fields. For information about what data is required in particular fields, click the  button for assistance
5	In the Security section, ensure the radio button is selected for the User to enter a Login ID and Password for authentication
6	Enter the User's unique User ID as created in Step 3 into the Login ID field. This is the Login ID the User will use to access ANZ Online Trade
7	Enter a temporary password into the New Password and Retype New Password fields. See Password Rules for creating and/or resetting a User's password in ANZ Online Trade.
8	Complete all other mandatory required sections.
9	Select the Save & Close button when completed

## Password rules

The following password recommendations can be used when creating or resetting a password for a user.

Password Must	Password Must Not
Contain at least 10 characters but no more than 30 characters	<ul style="list-style-type: none"><li>Contain 3 consecutive characters that are the same</li><li>Start or end with a space character</li></ul>
Contain both upper and lower case letters	<ul style="list-style-type: none"><li>Be the same as your User ID, First Name, Last Name, Login ID regardless of case</li></ul>
Contain at least one number (0 ... 9)	<ul style="list-style-type: none"><li>Be the same as any of your last 13 passwords</li><li>Consist of repeating characters (e.g. aaaa)</li><li>Consist of sequential numbers or letters</li></ul>

- Passwords are case sensitive (for example, xyz0123 is different to XyZ0123).
- Passwords for password only Users will expire every 90 days.
- After three failed login attempts, the User will be logged out and their password will be required to be reset by the company administrator.
- After five failed login attempts, the User will be locked out and their password will be required to be reset by the bank.

This count is cumulative and is not reset after you successfully log in. However, the count is reset when a password is changed.

- ANZ Online Trade passwords should not be used for different websites, applications or services, particularly when they relate to different entities.
- Users should not select the browser option for storing or retaining User names and passwords.

## RESETTING A USER'S PASSWORD

Follow these steps to reset a User password.

### User ID/Password Users

To reset a User's password, complete the following steps:

Step	Action
1	Select 'Users' from the Reference Data tab.
2	Select the User from the list to reset their password.
3	In the Security section of the User page, type the Users new temporary password in the New Password and Retype New Password boxes. Note: Passwords must comply with the password rules
4	Press the Save & Close button
5	Inform the User of their new temporary password. The User will be prompted to change their password the next time they log on.

### Token Users

If your ANZ Online Trade access is suspended, please contact the ANZ Online Trade Support Centre to have your Token reinstated.



## MAINTAINING USER DETAILS

### Displaying a User's ANZ Online Trade details

There are a number of procedures where the first step is to display the Users details on the User page in ANZ Online Trade.

To do this, complete the following steps:

Step	Action
1	Select 'Users' from the Reference Data tab. A list of your organisations Users will be displayed.
2	Click on the name of the User whose details you want to view. The User page will appear.

### Changing a User's name, address or other general details

To change a User's name or other general details, complete the following steps:

Step	Action
1	Display the User's details. For instructions, see 'Displaying a User's ANZ Online Trade details'
2	Change the User's details as required. For information about the data required in particular fields, click the button for the relevant section of the page.
3	When you have finished entering data, click the Save & Close button to save the User's details.

### Suspend/Re-Instate User Access

Security device Users can be temporarily suspended from accessing ANZ Online Trade. Please contact the ANZ Online Trade Support Centre for assistance.

### Deleting Security Device Users

Please contact the ANZ Online Trade Support Centre to delete/un-assign Security Device Users from your organisation.

### Deleting Non-Security Device Users

Company administrators can delete a user profile that does not maintain a security device. To do this, complete the following steps:

Step	Action
1	Select 'Users' from the Reference Data tab. A list of your organisations Users appears.
2	Click on the name of the User that is to be deleted
3	From the User Profile page, select the Delete button
4	A message to confirm deletion will be presented. Select OK to complete the deletion process. User will now be deleted from the ANZ Online Trade application

### Enabling Mobile Access for Users

ANZ has developed a Mobile Application which integrates with ANZ Online Trade. It allows registered users to access trade features on their supported Apple or Android mobile device. To enable mobile access for your registered users complete the following steps.

Step	Action
1	Select 'Users' from the Reference Data tab. A list of your organisations Users appears.
2	Click on the name of the User that you want to enable for ANZ Online - Mobile
3	In the Security section of the User page, select 'Yes' in the Enable Mobile Banking Access section
4	Press the Save & Close button
5	Inform the user that they have now been enabled to access trade features on their supported mobile device. The user can now download the ANZ Online - Mobile App from their App Store

**Notes:**

- Before enabling Mobile Access for your users, this service must be available for your organisation. Contact your ANZ representative to find out more.
- You can disable mobile access for your users using the above steps and selecting 'No' in the Enable Mobile Banking Access section in Step 3.
- Users MUST have Single Sign-On with a Vasco Token as their logon method to access trade features in ANZ Online - Mobile.
- Refer to the ANZ Online - Mobile User Guide for more information on how to use the App and the trade features available to users.

## REFERENCE DATA

This section outlines the reference data available in ANZ Online Trade.

### TYPES OF REFERENCE DATA

Reference data is information that is either:

- required by the system (e.g. security profiles, Users, threshold groups, panel groups and template groups)
- used to create transactions (e.g. templates, parties, phrases)

When registering for ANZ Online Trade, your organisation will specify a number of default system settings that will govern the organisation's requirements. These settings provide the base set of reference data for the organisation.

Permissions to create and maintain reference data are usually provided to a small number of Users only.

For example:

- an administrator might manage system-related reference data such as security profiles, threshold groups, panel groups and Users
- a financial controller might manage payment reference data such as templates and phrases

#### **Security Profiles**

A security profile is a group of system permissions that can be assigned to one or more ANZ Online Trade Users.

The permissions assigned determine what each User can create, view, edit, authorise or delete within ANZ Online Trade.

For example, some Users may only be able to review transactions, while others can create and authorise them. The security profile assigned to a User depends on their role within the organisation. It is the Administrators responsibility to:

- define appropriate security profiles for your organisation
- assign the correct profile to each User

**Note:** Any security profile changes to a user's profile that requires or maintains a security device can impact the user's ability to perform their related functions within ANZ Online Trade

#### **Initiator Users**

Users assigned with an Initiator security profile will automatically be assigned the ability to upload payment files by default (only applicable for relevant payment products) and initiate Trade transactions.

#### **Threshold groups**

A threshold group defines authorisation limits for Users in relation to:

- the largest individual transactions they can authorise
- the combined maximum value of the transactions they can authorise each day

A threshold group can have different transaction and daily limits for each instrument and transaction type.

The threshold group assigned to a User depends on their role within the organisation. It is the Administrators responsibility to:

- define appropriate threshold groups for your organisation
- assign the correct threshold group to each User

**Note:** The use of threshold groups is optional. There is also the option of setting up panel authorities. To set up a panel authority you will need to contact the ANZ Online Trade Support Centre. It's important to understand that if a threshold group is not assigned, the User will be able to authorise an unlimited value of transactions.

### **Users**

Each User has a unique User profile, which contains:

- general information about the User, such as name and contact information
- security access settings relating to passwords or Tokens and access to the Mobile Application
- details of the threshold group and security profiles assigned to the User
- details of the template groups, account numbers and reporting categories assigned to the User
- details if the Confidential Payment Indicator is selected. If selected, the User will have access to confidential payments and transaction templates created. The ability to initiate new payment transactions from templates that have been selected as confidential will also be possible.

### **Parties**

A user can store commonly used Beneficiary party information in ANZ Online Trade such as the party name, address, account numbers, etc. After you create a party in the Reference Data tab, the party details can be retrieved from any transaction when the Search for a Beneficiary button is selected. Once the required party has been selected from the list, the beneficiary details will auto-populate into the transaction.

### **Phrases**

A user can store commonly used phrases that contains a standard text statement for insertion into a specific field within a transaction. Examples of phrases include:

- settlement instructions or standard goods descriptions

**Note:** Phrases can then be edited once selected within a transaction

### **Template Groups**

Provides the ability to assign templates to a group and to define which Users can use which groups. Enables further control over the type of Instruments a User can create.

### **Instrument templates**

An instrument template is a predefined set of commonly used details within a single transaction. This allows the user to select a template when creating a new transaction whereby most of the required fields have already been input. Minimum details will be required to be entered or edited before Verifying the transaction.

An Instrument template can be assigned to a Template Group, and can have a Confidential Payment Indicator assigned, and can also be a fixed template.

### **Fixed Template**

- A fixed template is one in which the data fields cannot be edited except for the details of payment, invoice, and amount fields.

- Is only available for Cash payments e.g.: BKT, BCHK, AC H/GIRO, CBFT.

### Foreign exchange rates

Foreign exchange rates are indicative rates required for transaction authorisation purposes. ANZ Online Trade uses available rates to convert transaction amounts to your organisation’s base currency in order to correctly calculate the user’s threshold limits.

## NOTIFICATION RULES

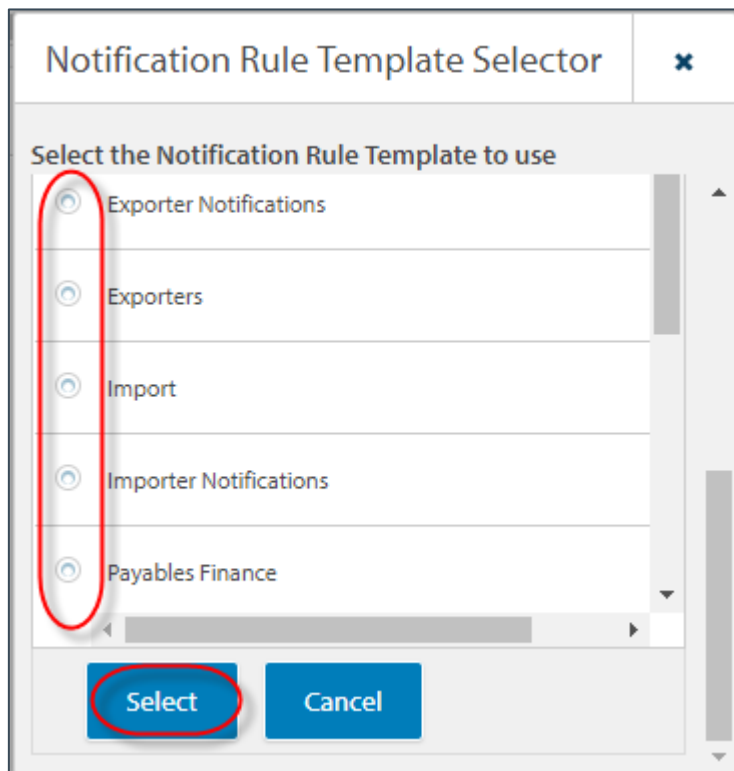
Notification Rules are criteria that define the recipients and frequency of automated Portal and email notifications for your organisation. Company administrators, or users with access to edit the Notification Rules reference data, will be able to maintain the rules and recipients of email notifications.

There can only ever be one Notification Rule for each organisation. Each rule can then be customised as required. If no rule exists, you can create a new rule based on the Bank Default Templates available by pressing the **New** button.

**Note:** the **New** button will not appear if a notification rule already exists.

### Creating or Editing a Notification Rule

Step	Action
1	Select <b>Notification Rules</b> from the Reference Data tab. If no rules display, press the <b>New</b> button to create a new rule.
2	For new Notification Rules, select a default Notification Rule template defined by the bank from the template selector
3	If editing an existing Notification Rule, select the rule you want to edit from the list view.
4	Update the Rule Name and Rule Description as required.
5	Select the frequency of automated emails for each Message, Notification, or Transaction received in the portal. Select one radio button option.



**Default Notification Rule settings for All Instrument Types/Transactions** can be used to apply default rules for all types of Instrument/transaction notifications. Usage of this section is optional, however it is useful if you want to apply the same rules across all instrument types.

There are 4 key areas in this section:

Step	Action
6	Send Portal Notification – select one of the following options; a. <b>Always</b> – always send a notification to the Portal b. <b>Never</b> – Never send a notification to the portal c. <b>Charges and/or Documents</b> – Only send if charges have been collected or documents are attached
7	Send Email - select one of the following options; a. <b>Always</b> – always send an email notification b. <b>Never</b> – Never send an email notification c. <b>Charges and/or Documents</b> – Only send if charges have been collected or documents are attached
8	Email Recipients - Select from the drop-down lists the email recipients to receive email notifications. The values available in the drop-down list will correspond to the User ID’s that contain an email address. Up to 24 User ID’s can be added. <b>NOTE:</b> you will need to ensure that your organisations User Profiles contain accurate and up to date email addresses, as the notification rules will use the email addresses recorded on the user’s profile.
9	<b>Additional email recipients</b> - In the event a recipient does not have a User Profile, then an option to add additional email addresses are available. Multiple email addresses may be added in the free format text field, separated by a comma and up to a maximum of 300 characters.

**Default Notification Rule settings for All Instrument Types/Transactions**

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<p><b>Send Portal Notification</b></p> <p><input type="radio"/> Always</p> <p><input type="radio"/> Never</p> <p><input type="radio"/> Charges and/or Documents Only</p>	<p><b>Send Email</b></p> <p><input type="radio"/> Always</p> <p><input type="radio"/> Never</p> <p><input type="radio"/> Charges and/or Documents Only</p>	<p><b>Email Recipients</b></p> <table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">▼</td> <td style="width: 50%; text-align: center;">▼</td> </tr> <tr> <td style="width: 50%; text-align: center;">▼</td> <td style="width: 50%; text-align: center;">▼</td> </tr> </table> <p style="text-align: center;"><b>Update Recipients Only</b></p> <p style="text-align: center;"><b>Add 2 More Recipients</b></p>	▼	▼	▼	▼	<p><b>Additional Email Recipients (separate by comma)</b></p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p style="text-align: center;"><b>Update Emails Only</b></p> <p style="text-align: center;"><b>Apply to All Groups</b></p> <p style="text-align: center;"><b>Clear All</b></p>
▼	▼						
▼	▼						

Step	Action
10	<p>Select the <b>Apply to All Groups</b> button. This will cascade the setting and apply the default rules to all the Instrument Types displayed in the subsequent sections below.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>Pressing this button will override all existing instrument and transaction level rules and email recipients.</li> <li>If you only want to add the email recipients to all instruments, but not change the rules, then select the <b>Update Recipients Only</b> button. This will add the additional User IDs to the existing list of recipients.</li> <li>If you only want to add the additional emails to all instruments, but not change the rules, then select the <b>Update Emails Only</b> button. This will add the additional email addresses to the existing list of recipients.</li> </ul>
11	Press the Save & Close button to save the changes.

### Customising Email and Notification Rules for specific instrument types and transactions

Notification rules can be customised based on specific instrument type/transaction combinations. These can be specified from **Section 2** onwards in the Notification Rule. There are up to 35 additional sections, each of which corresponds to a different Instrument Type (Note: you will only see the instrument types applicable to your organisation's profile). If the **Apply to All Groups** button was used, the default setting would have been copied across to each of these sections. They can then be individually modified to edit the recipients for each instrument type/transaction combination.

To customise the notification rule for a specific Instrument type complete the following;

Step	Action
1	Select <b>Notification Rules</b> from the Reference Data tab. And click on the Notification Rule to display the details
2	Scroll down to locate the <b>instrument type</b> you want to customise (from section 2 onwards)
3	Edit the following details for your selected Instrument type
4	<p><b>Send Portal Notification</b> – select one of the following options;</p> <p>a. <b>Always</b> – always send a notification to the Portal</p> <p>b. <b>Never</b> – Never send a notification to the portal</p>

	c. <b>Charges and/or Documents</b> – Only send if charges have been collected or documents are attached
5	<p><b>Send Email - select</b> one of the following options;</p> <p>a. <b>Always</b> – always send an email notification</p> <p>b. <b>Never</b> – Never send an email notification</p> <p>c. <b>Charges and/or Documents</b> – Only send if charges have been collected or documents are attached</p>
6	<p><b>Email Recipients</b> - Select from the drop-down lists the email recipients to receive email notifications for this <b>instrument type</b>. The values available in the drop-down list will correspond to the User ID's that contains an email address. Up to 24 user ID's can be added</p>
7	<p><b>Additional email recipients</b> - In the event a recipient does not have a User Profile, then an option to add additional email addresses are available. Multiple email addresses may be added in the free format text field, separated by a comma and up to a maximum of 300 characters.</p>
8	<p>Press the <b>Apply to All Transactions</b> button to cascade these settings across all transactions for this Instrument.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Pressing this button will override all existing transaction level rules and email recipients.</li> <li>• If you only want to add the email recipients to all transactions, but not change the rules, then select the <b>Update Recipients Only</b> button. This will add the additional User IDs to the existing list of recipients.</li> <li>• If you only want to add the additional emails to all transactions, but not change the rules, then select the <b>Update Emails Only</b> button. This will add the additional email addresses to the existing list of recipients.</li> <li>• If transaction level rules already exist for an instrument type, you will see the text "Transaction Level Rules Exist" in red on the instrument section. These transaction level rules can be viewed and customised individually.</li> </ul>



## Standard Notification Rule for Trade Loan Request Transactions

Send Portal Notification	Send Email	Email Recipients	Additional Email Recipients (separate by comma)								
<input type="radio"/> Always <input type="radio"/> Never <input type="radio"/> Charges and/or Documents Only	<input type="radio"/> Always <input type="radio"/> Never <input type="radio"/> Charges and/or Documents Only	<table border="1"> <tr> <td></td> <td>▼</td> <td></td> <td>▼</td> </tr> <tr> <td></td> <td>▼</td> <td></td> <td>▼</td> </tr> </table> <input type="button" value="Update Recipients Only"/> <input type="button" value="Add 2 More Recipients"/>		▼		▼		▼		▼	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <input type="button" value="Update Emails Only"/> <input type="button" value="Apply to All Transactions"/> <input type="button" value="Override"/> <input type="button" value="Clear All"/>
	▼		▼								
	▼		▼								

You can further customise the rules for each transaction type under a particular instrument. For example you may want "John" to receive notifications for Import LC Doc Exam transactions but "Sally" to receive notifications for Import LC Payment transactions. These can be maintained by pressing the Override Button.

Step	Action
1	Select <b>Override</b> on the relevant Instrument type section. A transactions override window will appear.
2	Scroll down to locate the <b>transaction</b> you want to customise
3	Edit the following details for your selected transaction
4	<b>Send Portal Notification</b> – select one of the following options; a. <b>Always</b> – always send a notification to the Portal b. <b>Never</b> – Never send a notification to the portal c. <b>Charges and/or Documents</b> – Only send if charges have been collected or documents are attached
5	<b>Send Email</b> - select one of the following options; a. <b>Always</b> – always send an email notification b. <b>Never</b> – Never send an email notification c. <b>Charges and/or Documents</b> – Only send if charges have been collected or documents are attached
6	<b>Email Recipients</b> - Select from the drop-down lists the email recipients to receive email notifications for this <b>transaction type</b> . The values available in the drop-down list will correspond to the User ID's that contain an email address. Up to 24 user ID's can be added
7	<b>Additional Email Recipients</b> - In the event a recipient does not have a User Profile, then an option to add additional email addresses are available. Multiple email addresses

	may be added in the free format text field, separated by a comma and up to a maximum of 300 characters.
8	Repeat steps 2 – 7 as required for each <b>transaction type</b> .
9	Press <b>Save &amp; Close</b> to close the Transaction override window
10	Press <b>Save &amp; Close</b> to close the Notification Rule

### Clearing Notification Rules

Notification rules can be cleared if they are no longer required. These need to be cleared at each Instrument Type level individually. To do this, complete the following.

Step	Action
1	Select <b>Notification Rules</b> from the Reference Data tab. And click on the Notification Rule to display the details
2	Scroll down to locate <b>Instrument type</b> you want to clear from the Notification Rule
3	To clear <b>all</b> the notifications for a particular instrument type, press the <b>Clear All</b> button. This will clear all the transaction level notification rules for the Instrument, including the email recipients and User IDs
4	If you want to only clear notification rules for specific transaction types, press the <b>Override</b> button and locate the <b>transaction type</b> you want to clear in the "Notification Rule Overrides" window
5	Press the <b>Clear All</b> button for the specific transaction type.
6	Press <b>Save &amp; Close</b> to close the Notification Rule Overrides window Repeat step 3 and/or 4 for each Instrument Type/Transaction Type you want to clear
7	Press <b>Save &amp; Close</b> to close the Notification Rule

33. Trade Loan Request ▼

Standard Notification Rule for Trade Loan Request Transactions

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<p><b>Send Portal Notification</b></p> <p><input type="radio"/> Always</p> <p><input type="radio"/> Never</p> <p><input type="radio"/> Charges and/or Documents Only</p>	<p><b>Send Email</b></p> <p><input type="radio"/> Always</p> <p><input type="radio"/> Never</p> <p><input type="radio"/> Charges and/or Documents Only</p>	<p><b>Email Recipients</b></p> <table border="1" style="width: 100%; height: 40px; margin-bottom: 5px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">▼</td> </tr> </table> <table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">▼</td> </tr> </table> <p style="text-align: center; margin-top: 5px;"><b>Update Recipients Only</b></p> <p style="text-align: center; margin-top: 5px;"><b>Add 2 More Recipients</b></p>		▼		▼	<p><b>Additional Email Recipients (separate by comma)</b></p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p style="text-align: center; margin-top: 5px;"><b>Update Emails Only</b></p> <p style="text-align: center; margin-top: 5px;"><b>Apply to All Transactions</b></p> <p style="text-align: center; margin-top: 5px;"><b>Override</b></p> <p style="text-align: center; margin-top: 5px;"><b>Clear All</b></p>
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	▼						

Trade Loan Request Transactions - Notification Rule Overrides ✕

Enter the notification rule details for any transaction that does not follow the standard rule for the Instrument Type

**Accounts Receivable Adjustment**

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<p><b>Send Portal Notification</b></p> <p><input checked="" type="radio"/> Always</p> <p><input type="radio"/> Never</p> <p><input type="radio"/> Charges and/or Documents Only</p>	<p><b>Send Email</b></p> <p><input type="radio"/> Always</p> <p><input type="radio"/> Never</p> <p><input type="radio"/> Charges and/or Documents Only</p>	<p><b>Email Recipients</b></p> <table border="1" style="width: 100%; height: 40px; margin-bottom: 5px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">▼</td> </tr> </table> <table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">▼</td> </tr> </table> <p style="text-align: center; margin-top: 5px;"><b>Add 2 More Recipients</b></p>		▼		▼	<p><b>Additional Email Recipients (separate by comma)</b></p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p style="text-align: center; margin-top: 5px;"><b>Clear All</b></p>
	▼						
	▼						

**Deleting a User Profile or deleting a User’s Email Address**

If a User Profile is deleted, the system will automatically remove the user from any notification rules they are associated with.

You will not have to update the Notification Rules each time a user profile is deleted. Similarly, if an email address is removed from a user profile and no replacement email address is added, the system will also automatically remove the user from any notification rules they are associated with.

Any email address present in the Additional Email Recipients text box will not be removed if it happens to also be the email address of a user in the system that is deleted. You will need to manually delete any email addresses contained in the Additional Email Recipients text box.

## MANAGING REFERENCE DATA

Follow these steps to manage your reference data. You can view, create, edit and delete reference data in ANZ Online Trade.

For further information, see the following section of the ANZ Online Trade online help:

Using the System > Reference Data Procedures.

### Creating Reference Data

**Note:** You cannot edit or delete any reference data that was 'Added by' the bank.

Step	Action
1	From the Reference Data menu, select the type of reference data you want to create, view, edit or delete. A table appears, listing the existing reference data items of the selected type. If your security profile allows you to create reference data, a 'New' button also appears.
2	Click the 'New' button. The relevant reference data creation page appears
3	Enter the details required for the reference data item into the page.
4	When you have finished entering the details of the reference data, click the Save & Close button to save the reference data item.

### Displaying a Reference Data Item

To display a particular reference data item, complete the following steps:

Step	Action
1	From the Reference Data menu, select the type of reference data you want to display. A table appears, listing the existing reference data items of the selected type.
2	Click the reference data item you want to view. The item you selected is displayed

### Changing Reference Data

To change a reference data item, complete the following steps:

Step	Action
1	Display the reference data item you want to change. For instructions, see Displaying a reference data item
2	Change/Edit the reference data item as required.
3	When you have finished changing the reference data item, click the Save & Close button.

### Deleting Reference Data

**Note:** You can only create/edit/delete any reference data if your security profile allows you to do so.

To delete a reference data item, complete the following steps:

Step	Action
1	Display the reference data item you want to change. For instructions, see <a href="#">Displaying a reference data item</a>
2	Click the 'Delete' button.
3	A message appears asking you to confirm the deletion of the item. Click the 'OK' button. The item is deleted.