Quick Guide

Trade Finance Global

How to customise Trade Finance Global (for users)

October 2015

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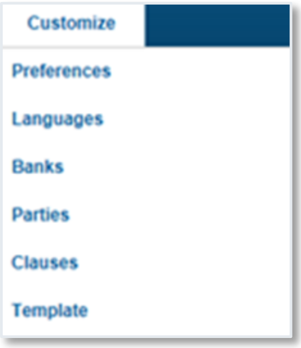
Trade Finance Global (TFG) – Customize
This topic covers the way in which to modify or customize TFG.



Customize List: User view

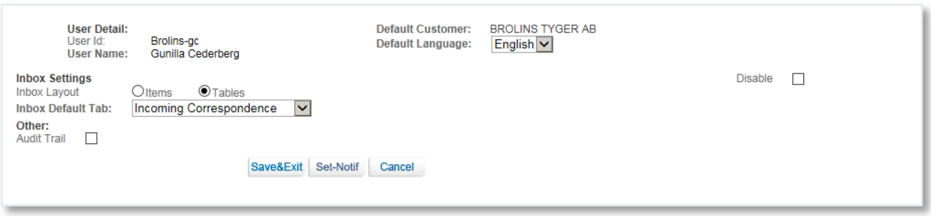
Note: The availability of options to a specific user is dependent on the user authorization level.

1 Preferences

The user can configure the way in which the Inbox sections are displayed. The Inbox Settings give the user control over opening and closing the four Inbox sections by default.

1. From the Customize menu, click Preferences.

The User Preferences window is displayed in update mode.



User Preferences window: update mode

The following are options available in the preferences window:

User ID	A unique description assigned to each user
User Name	Full name of the user
Default Customer	This is the customer on whose behalf the user will work when entering TFG. In order to work on behalf of another customer for whom the user is authorized, the user must click the Customer link at the top of each page. The Choose Customer field allows the user to switch to another customer.

The following are the available Inbox settings:

Inbox Layout	Tables	Inbox items display in table format, i.e. each Inbox item is displayed in one single line, increasing the number of items visible on the screen. This is default.
	Items	Inbox items display as top down format, item by item.

Inbox Default Tab	Select the inbox tab to open when clicking the Inbox tab. The following options are available: • Incoming Correspondence • Approval/Rejection • Signature Required • Transaction/Event in Process • MO (Middle Office) Transactions

Three checkboxes defining Reports Centre settings may also be available underneath the Inbox settings.

The following are the available Reports Centre settings:

Define Reports	If the parallel switch in the Group Profile to which the user belongs is checked, the “New”, “Save” and “Delete” icons, along with the “Definition” and “Criteria” tabs, will be active for the user.
Generate Reports	If the parallel switch in the Group Profile to which the user belongs is checked, the “Run” icon will be active for the user.
Distribute Reports	If the parallel switch in the Group Profile to which the user belongs is checked, the “Schedule/Properties” and “Deliveries” tabs will be active for the user.

The following is the available Other setting:

Audit Trail Possible values	• Selected: the user has access to Audit Trail. The user and Supervisor have equal authorization. This checkbox does not appear if the user being configured is a Supervisor, as supervisors already have Audit Trail access. • Cleared: the user does not have access to Audit Trail

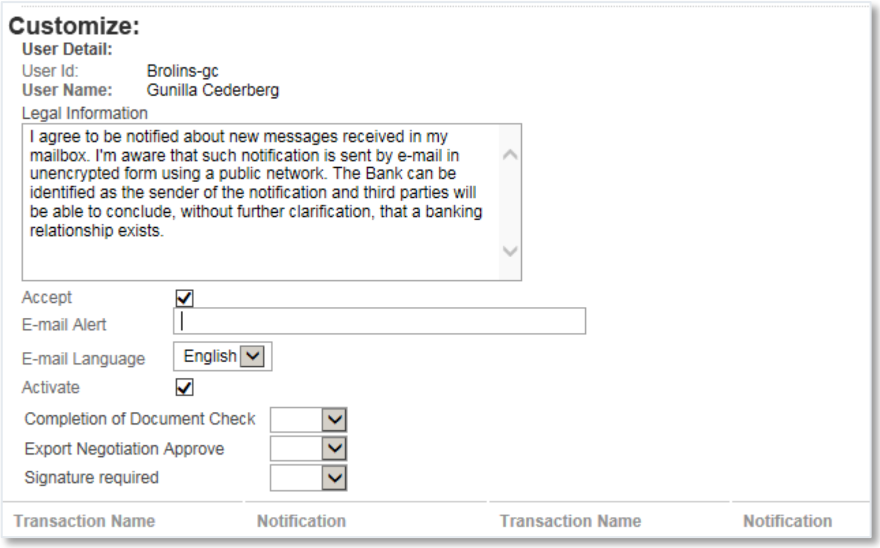
Upon arrival of incoming correspondence and deal information from Nordea, TFG can notify the user by e-mail.

1.1 Customize User Notification

In the User Preferences Window, click Set-Notif to Customize User Notification. TFG displays a page comprising two parts:

- Predefined legal information
- Notification preferences

Predefined legal information appears in the window in protected mode. The user has to accept the conditions by marking the Accept checkbox. After accepting the legal conditions, the lower Transaction Notification fields are activated. This allows the user to select specific TFG transaction events and choose who to e-mail notification for specific transaction types.



e-mail Alert Notification information

The available fields are as follows:

e-Mail Alert	The e-mail address where a notification message is to be sent
Transaction Name	The name of the transaction or event against which notifications are to be sent

2. Click Save to save the selected notification parameters.

TFG allows the user to delete the notification address. An error message appears when both the Accept and Activate checkboxes are checked.

1.1.1 Deleting the Address

1. Select the Access checkbox.

2. In the e-Mail Alert field, delete the field value.

3. Clear the Activate checkbox.

2 A Functionality of the Enter Key

When the TFG user hits ENTER, depending on the screen the following occurs:

2.1 ENTER for Saving

1. In any transaction screen, hitting ENTER controls the Save button; the entered data will be saved and the user will remain in the active screen. See the Import D/C Issuance screen below as an example.

ENTER as Save Function

2.2 ENTER for Searching

In screens with the Search button, hitting ENTER will control the Search button and the current search will be processed. See the Open Deals Inquiry screen below as an example.

ENTER as Search Function

2.3 ENTER for Sending

In the Inquiry request, hitting ENTER will control the Request button.

ENTER as Request Function

Note: In TFG screens that do not have Save, Search or Send buttons, the ENTER key does not have any specific function.