FFBExpress

SETTING USER PREFERENCES (ALL USERS)

Any user can set favorite applications, set favorite accounts, enable and disable the system's Item help feature, and change email addresses. Each of these options is explained in its section.

SETTING FAVORITE APPLICATIONS

Favorite Applications are displayed in the Favorite Applications pane on the Home Page, giving you one-click access to frequently used modules.

To set favorite applications:

1. From the **ADMINISTRATION** menu, select **PREFERENCES**. The Administration screen is displayed.
2. On the Administration screen, select the **FAVORITE APPLICATIONS** tab.
3. From the **APPLICATION #1** drop-down list, select the application to be listed first in the Favorite Applications pane.

   [OPTIONAL] Add up to five additional applications to the list by making selections from the **APPLICATION #2** through **APPLICATION #6** drop-down lists.
4. Click the **SUBMIT** button. A confirmation message is displayed.

   When you return to the Home Page, the selected links are displayed in the Favorite Applications pane. Click any **FAVORITE APPLICATION** link to access that module directly.

SETTING FAVORITE ACCOUNTS

If available, Favorite Accounts appear in the Favorite Accounts pane on the Home Page, giving you one-click access to the Account Detail report for up to six accounts.

To set Favorite Accounts:

1. From the **ADMINISTRATION** menu, select **PREFERENCES**. The Administration screen is displayed.
2. On the Administration screen, select the **FAVORITE ACCOUNTS** tab.
3. From the **BALANCE TYPE** drop-down list, choose the type of balance to be reflected in the report (Available, Collected, or Ledger).
4. From the **ACCOUNT #1** drop-down list, select the account to be listed first in the Favorite Accounts list.

   [OPTIONAL] Add up to five more accounts to the list by selecting from the **ACCOUNT #2** through **ACCOUNT #6** drop-down lists.
5. Click the **SUBMIT** button. A confirmation message is displayed.

   When you return to the Home Page, the selected accounts are displayed as hyperlinks in the Favorite Accounts pane. Click any **FAVORITE ACCOUNT** link to display the Account Detail report for that account.

SETTING REMOTE DEPOSIT PREFERENCES

If your service agreement includes the Remote Deposit module, you can select the type of scanner you will use to scan checks into the system, as well as control the display of the Check Reference field/column when scanning checks and viewing reports.

To set Remote Deposit preferences:

1. From the **ADMINISTRATION** menu, select **PREFERENCES**. The Administration screen is displayed.
2. Select the **REMOTE DEPOSIT** tab.
3. From the Scanner Type: drop-down list, select your scanner.
4. Select the **SHOW CHECK REFERENCES** checkbox to enable display of the Check Reference column, or deselect the checkbox to hide the column.
5. Click the **SUBMIT** button to save your changes.

ENABLING/DISABLING ITEM HELP

Where available, Item help displays field-level context sensitive information about fields when the cursor is inside those fields.

To enable or disable Item help:

1. From the **ADMINISTRATION** menu, select **PREFERENCES**. The Administration screen is displayed.
2. Select the **OTHER PREFERENCES** tab.
3. Select or deselect the **SHOW ITEM HELP** checkbox. If the checkbox is selected, Item help is enabled.
4. Click the **SUBMIT** button. A confirmation message is displayed when your configuration change has been saved.

ENABLING/DISABLING DISPLAY OF ACCOUNT NAMES/TITLES

To make it easier to identify accounts, you can toggle the presence or absence of the **ACCOUNT NAME/TITLE** column on those screens where the feature is supported (such as Pending tabs). This column displays the name assigned to the account by the System Manager, or the title assigned to the account by First Federal Bank of California. System Manager–assigned names supercede financial institution–assigned titles.

Note: This feature is limited in availability, depending on the functionality for which you access the system.

To enable and disable the display of account names or titles:

1. From the **ADMINISTRATION** menu, select **PREFERENCES**. The Administration screen is displayed.
2. Select the **OTHER PREFERENCES** tab.
3. Do either of the following:
   - Select the **SHOW ACCOUNT NAMES/TITLES** checkbox to enable name/title display.
   - Deselect the **SHOW ACCOUNT NAMES/TITLES** checkbox to disable name/title display.

4. Click the **SUBMIT** button to save your changes.

CHANGING YOUR EMAIL ADDRESS

It is critical that you maintain a current email address in your account profile. This information is used by the system in the event that your application password is forgotten.

To change your email address:

1. From the **ADMINISTRATION** menu, select **PREFERENCES**. The Administration screen is displayed.
2. Select the **OTHER PREFERENCES** tab.
3. In the **EMAIL ADDRESS** field, enter your new address.
4. Click the **SUBMIT** button to save your changes.

   A confirmation message is displayed when your change has been saved.

ACCESSING THE SESSION LOG (ALL USERS)

The session log displays records of all activity performed on the system by individuals logged on with your User ID during the 63 days prior to (and including) the current day's date.

To access the session log:

1. From the **REPORTING** menu, select **ALL REPORTS**. The All Reports screen is displayed.
2. In the Other Reports pane, click the **SESSION LOG** hyperlink. The Session Log parameter pane is displayed.
3. From the **CATEGORY** drop-down list, select a specific category, or accept the default selection of **ALL**.
4. In the **FROM** field, enter the first date to be included in the report.

   Note: The Session Log is available for 63 days prior to the current day's date (including the current day). If a From Date earlier than 63 days is selected, an error message will be displayed.

5. In the **TO** field, enter the last date to be included.
6. Click the **SUBMIT** button. The Session Log pane is displayed.

   If there are more than 12 records in the report, click the numbered **VIEW** [**NUMBERS**] hyperlinks at the bottom of the pane to view the rest of the information in sets o all records.