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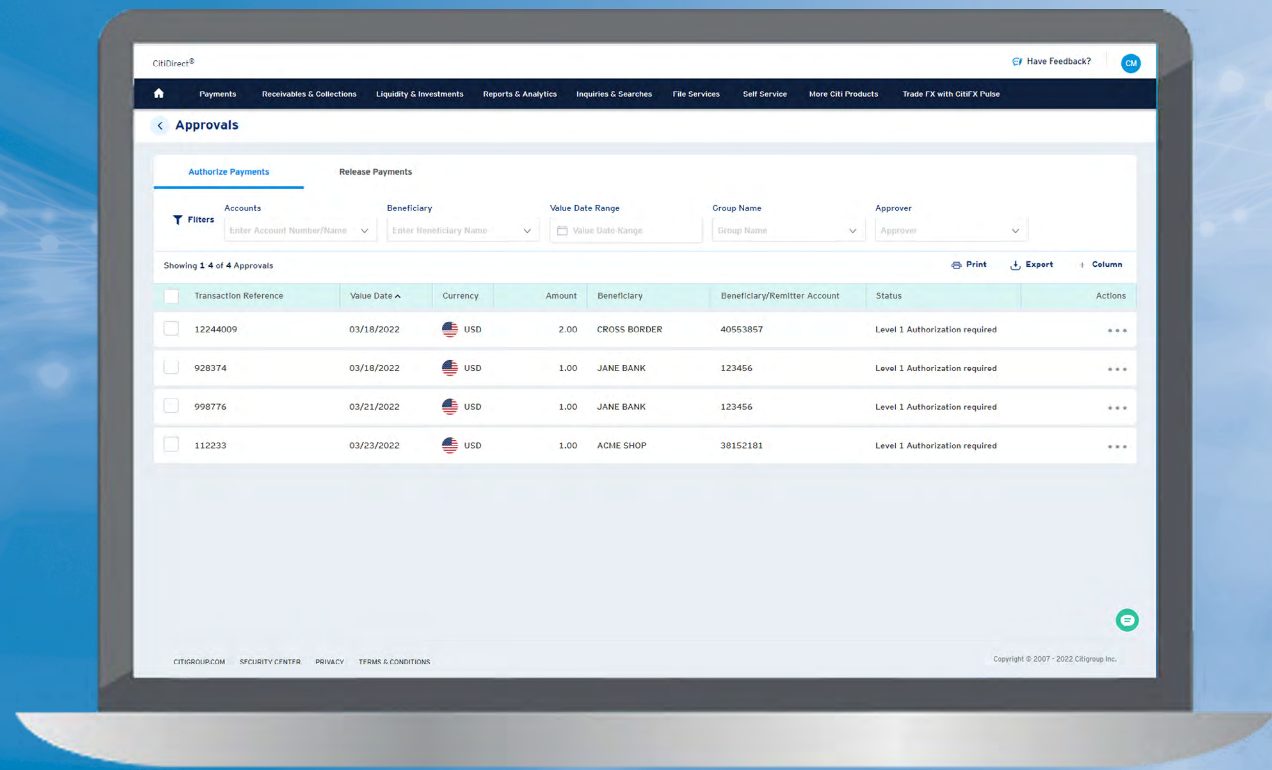
# CitiDirect® Reports (Run, Manage, Schedule and View) Quick Reference Guide






Run

Manage

Schedule

View

CitiDirect offers various Reporting solutions and to help make informed, global decisions. The **Run** feature allows clients to easily access their data in a predefined format and layout. The **Manage** feature provides clients with a simplified way to control how often they would like the reports to run. The **Schedule** feature allows clients to easily have the report delivered via email. And the **View** feature provides increased transparency for all reports.

This Quick Reference Guide will provide instructions to use the **Reporting** feature in the new **CitiDirect**® platform

To get started, navigate to the CitiDirect Landing Page – and click the **My Reports** link.

*If this option is not visible to you, you may need additional permissions. Please contact your Citi Representative or Security Administrator for assistance.*

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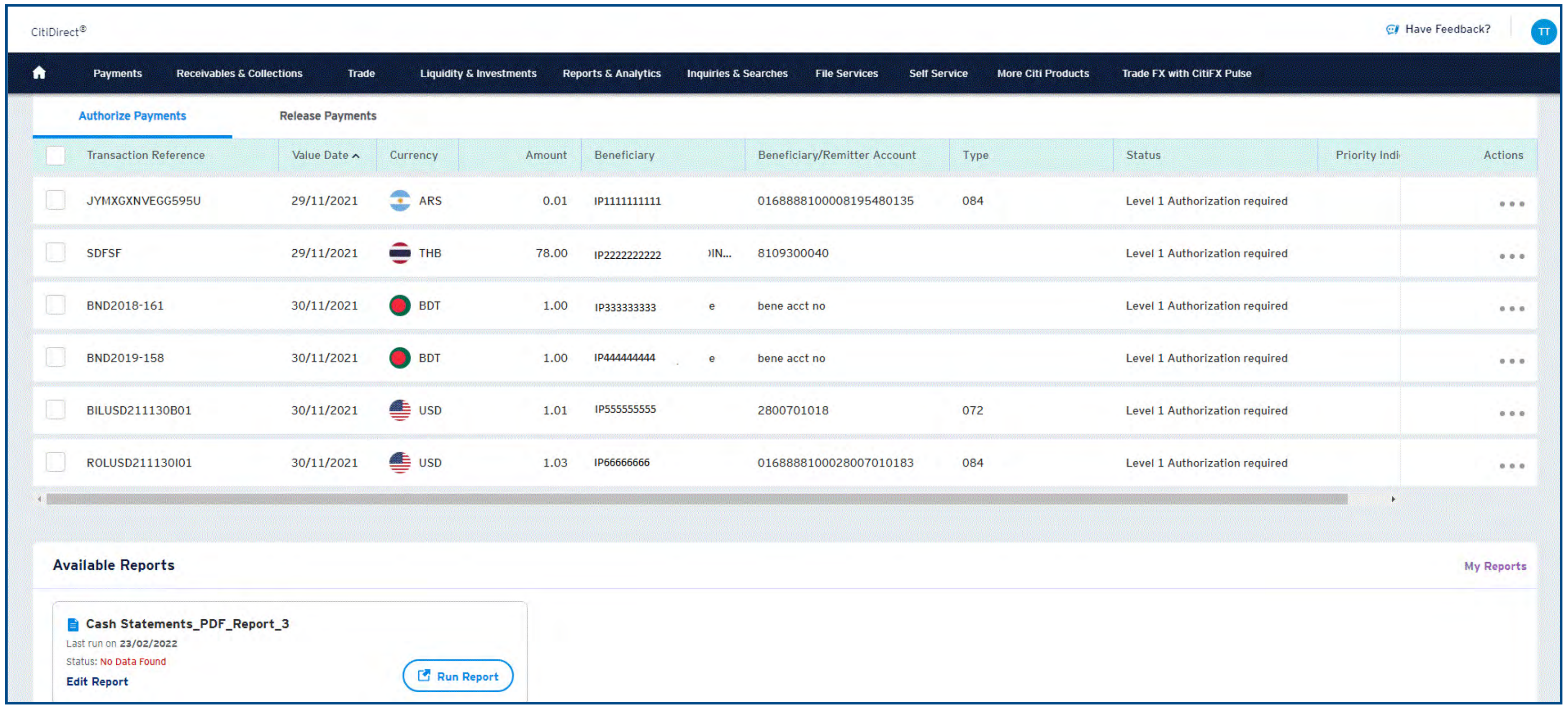
# Landing Page

The CitiDirect landing page provides quick access to Accounts and Reports.

In the **Available Reports** section, you can directly access Reports run in the last 96 hours. In the **Available Reports** section, you can also click the **My Reports** link to access the full reporting functionality (i.e. recently run reports, report templates, design a new report, schedule reports and more).

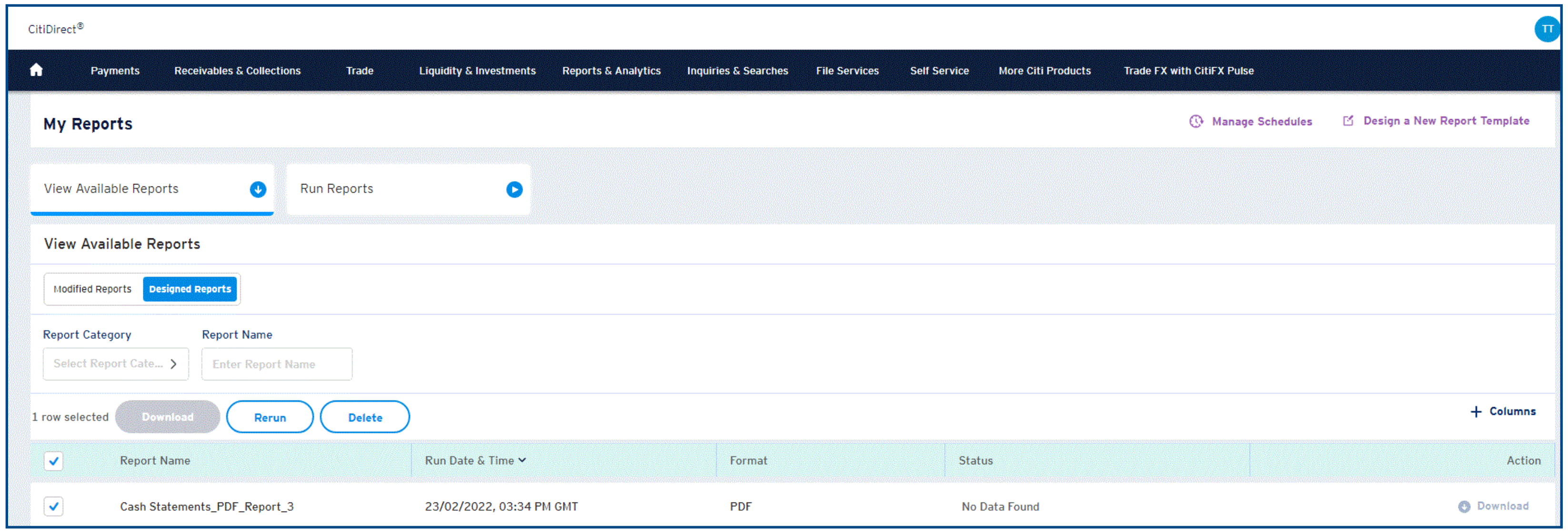


# Reports Page

On this page, you will see the default view – **View Available Reports.** This view provides access to all reports run in the last 96 hours. The additional tab – **Run Reports** – provides access to available and recently created report templates (i.e. Cash Statement, Cash Balance, Account Summary, etc.).

On the **View Available Reports** tab, you can **Download**, **Rerun** or **Delete** a Report.

On the **Run Reports** tab, you can **Run**, **Edit** and **Run**, **Edit Template**, **Schedule** or **Delete** a Report.



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# Report Run-time Options

By selecting your report on the Run Reports tab, select the report and click "Edit Template" then click on "Set Report Criteria" and make your updates. Once the Set Report Criteria page, please make any needed changes and Save your updates.