



BANKOH BUSINESS CONNECTIONS

# QUICK REFERENCE GUIDE

## Basic Navigation



# Basic Navigation

## Bankoh Business Connections (BBC)

### Logon

- Go to [www.boh.com](http://www.boh.com).
- Click **Log In**.
- Click **Bankoh Business Connections** under the Business column.
- Enter logon credentials given by the Bank.
- Click **Sign in**.

**Note:** *Forgot Password* can only be used after successfully logging in at least once.



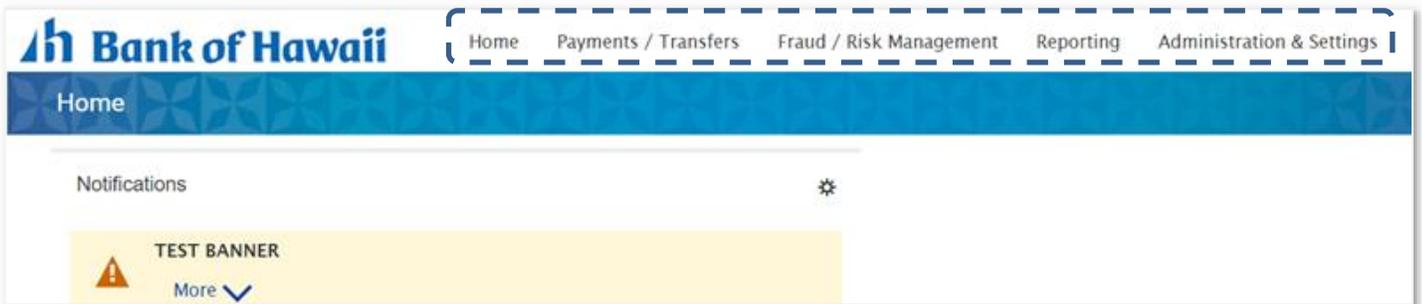
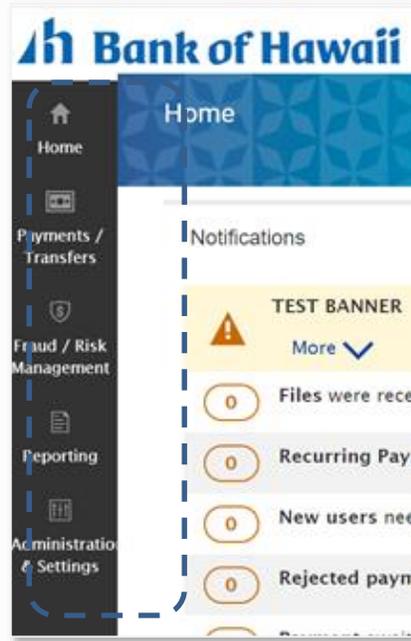
- Authorization Code Required – Enter passcode from security token, click **Submit**.

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### Menus

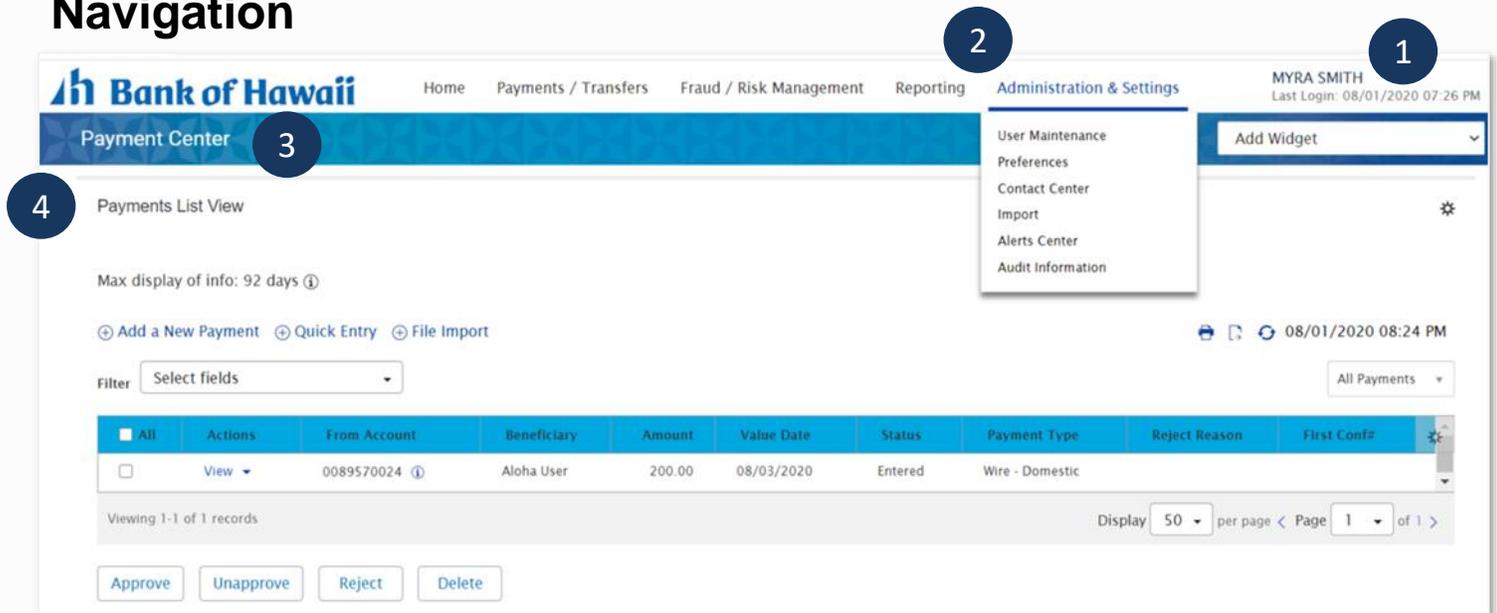
On larger screens, the BBC menus appear at the top of the screen. For smaller screens, the menu icons appear on the left of the screen.



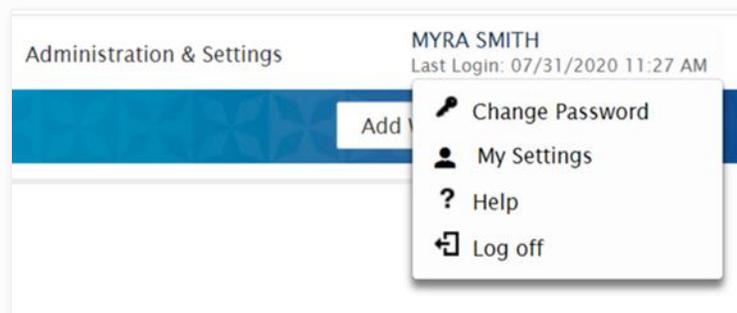
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1. Utility Menu (will display the user's name and last logon date/time). Hover over user's name for more options:
  - **Change Password** (change your current password)
  - **My Settings** (to quickly add and maintain your contact information)
  - **Help**
  - **Logoff** (lets you exit the system)



2. Main Menu. Hover over each category to display the drop down menu.  
**Note:** Depending of the user's permissions, the following menu items will appear.

- **Home**
- **Payments / Transfers**
  - **Payment Management** - for ACH, Wires, Loan Payments

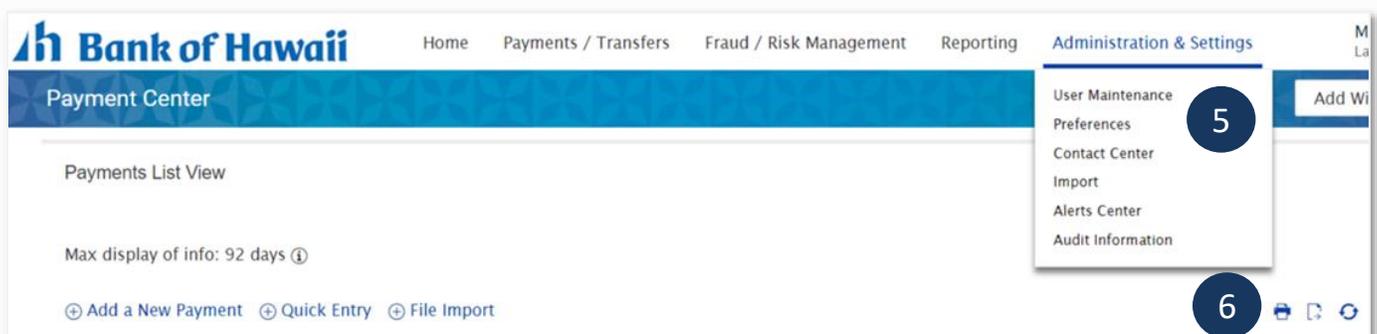
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- **Transfers Management** - for Account Transfers
- **Stop Payments** - to place a stop/cancel on a check
- **Check Inquiry** - to view if check was paid
- **Fraud / Risk Management** - Positive Pay to decide whether to pay or return suspect items.
- **Reporting**
  - **Balance and Transaction Reporting**
- **Download**
  - **Report Management**
  - **Legacy Reports** - to view Foreign Rates report, ACH Returns reports, EDI reports
  - **eStatements** - to view month
  - **Image Search**
- **Administration & Settings**
  - **User Maintenance**
  - **Preferences**
  - **Contact Center**
  - **Import**
  - **Alert Center**
  - **Audit Information**

3. Name of subcategory item.

4. Name of widget.

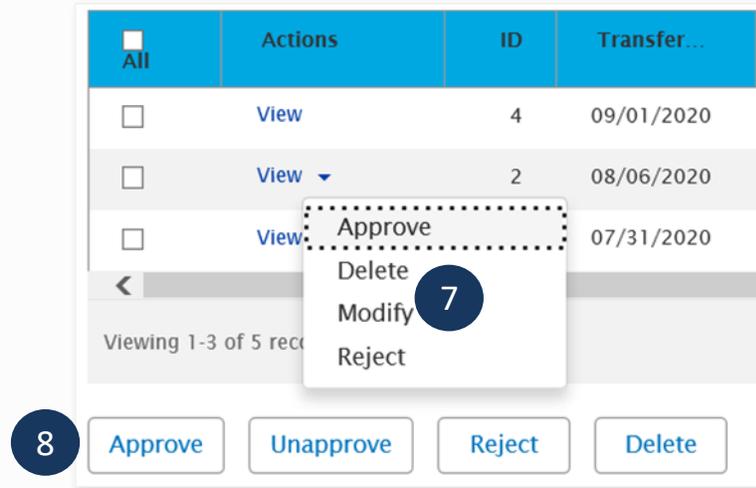


5. Predefined Views - List of various system defined views. User can customize their own views (see Saving a Customized View )
6. ICONS - located above the column headers.
  - Print - this will print to PDF format.
  - Export - to export items.
  - Refresh - to refresh screen contents.
7. Action arrow – This is the best way to actions items (approve, modify, etc.). Actions lists available actions for a user at that time.

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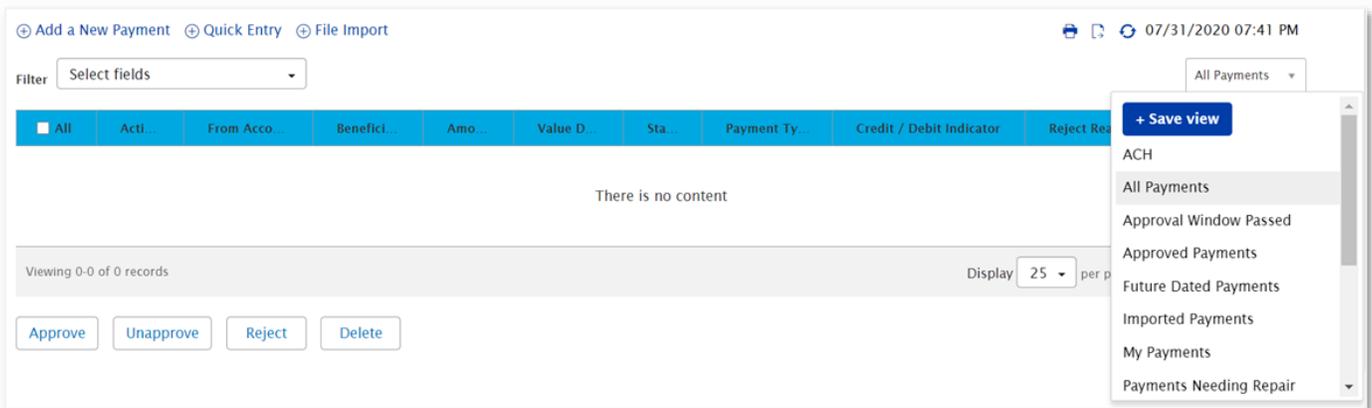
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8. Action buttons – Another way to action items.



## Predefine Views

Each widget will display records per predefined views, which you can select and set as the default. Columns can be moved, added, removed, sorted, and have filters applied, which you can save.



- **MOVING** a column
  - Drag and drop the column header to a new position.
- **ADDING** or **REMOVING** columns
  - On the right hand side of the column headers, click on the GEAR icon.
  - Select fields to appear on the column headers and uncheck for field not to appear.
  - Click Update.
- **SORT** a column

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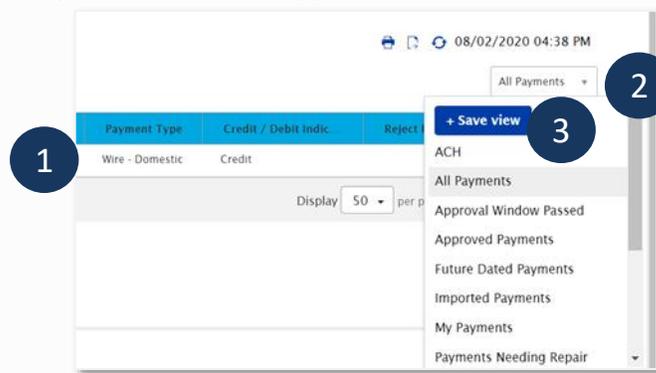
- Click the column to sort by ascending/descending.
- **FILTER** – to limit the records shown in a list to meet specific criteria.
  - Select a field in the **Filter** drop-down field you would like to search by
  - Enter the search criteria.
  - Click **Apply**.

Note: To search the entire list again, click **Clear**.

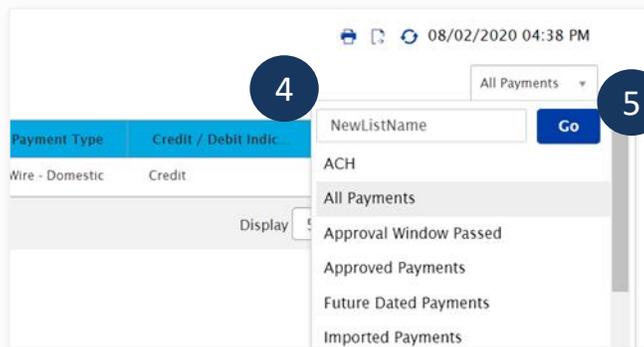
### Saving a Customized View

You can personalize the view and save.

1. Rearrange the columns, sort order, and filters.
2. On the right hand side above the column headers, click on the view dropdown.
3. Click **Save view** (may need to scroll up).



4. Type a unique name for the list.
5. Click **Go**.



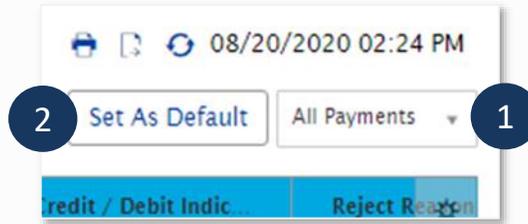
### Assigning the Default View

1. Select a view.
2. Click on Set as Default.

**Note:** The default view will be automatically selected every time you visit the widget.

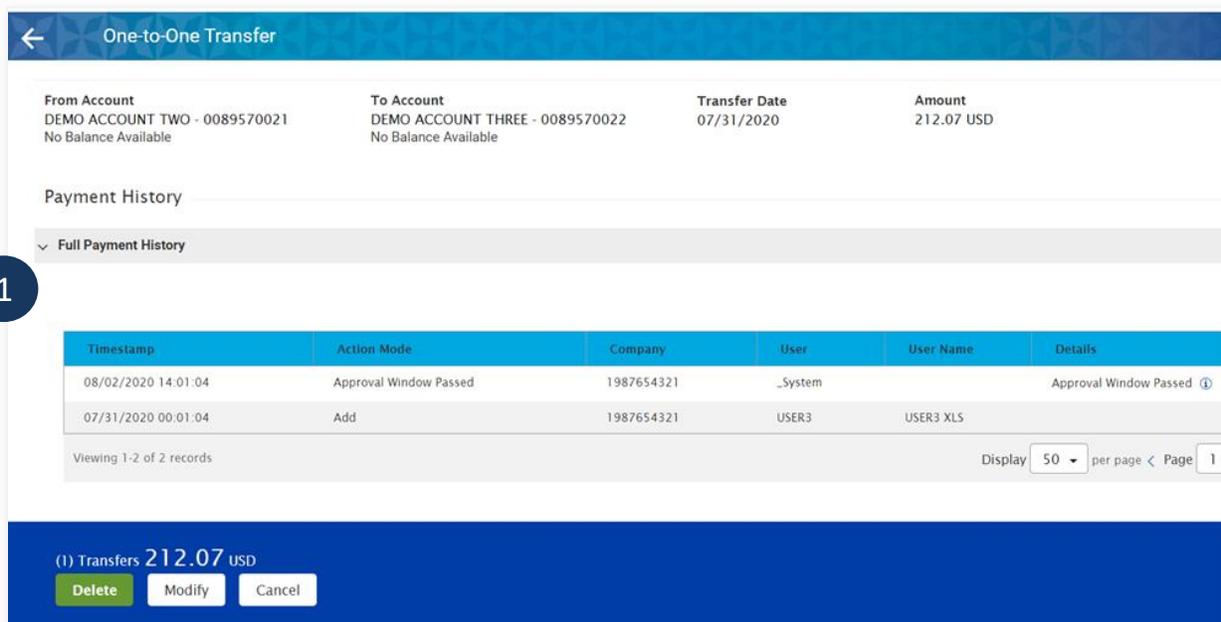
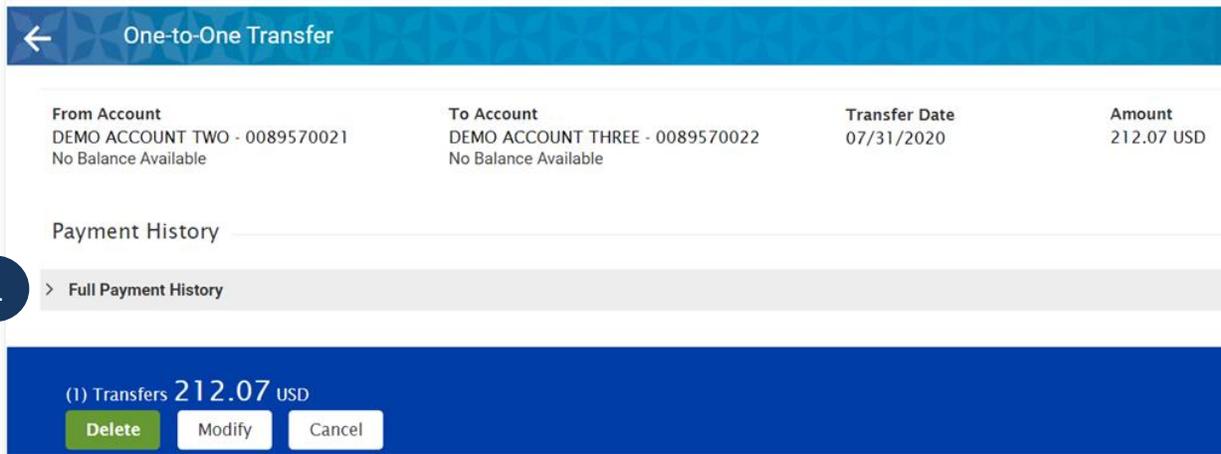
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### Expanding and Collapsing Sections

1. You can expand or collapse a section of a detail screen by clicking the arrow button that appears to the left of the section heading. Clicking the arrow button expands the section and exposes the fields in them.



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## Contact information

For more information, contact Cash Management Services at the following:

**Hawaii:** (808) 694-8021

**Toll-free:** (877) 232-0118

**Guam:** (671) 479-3629 or (671) 479-3633

**Email:** [cmsrequest@boh.com](mailto:cmsrequest@boh.com)

