Business Online Banking
Quick Reference Guide

German American

Banking | Insurance | Investments
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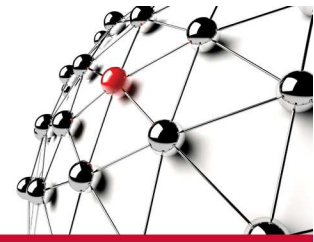
Using Your Dashboard

The Dashboard, or Home page, is the first screen that you see after logging in. Dashboard allows you to choose what information you want to display and how you want it to look.

The information that appears on your Dashboard depends on the functions that you and your organization have been assigned. Depending on your configuration you can view account balances, messages, and customize your Dashboard.

Last Login: September 09, 2013 14:10 PM

Dashboard Preferences

Customize your Dashboard

Bank Messages

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Deposit Accounts   Edit ⟳ ✕

Account Name	Account Number ▲	Account Group	Current Balance	Available Balance	Total Float
GA Test Checking		Test Account 1	$108.23	$108.23	$0.00
GA Test Savings			$26.15	$26.15	$0.00
Image Test 2			$43,778.41	$79,680.51	$43,778.41
Image Test 1			$16,865,703.81	$18,096,035.03	$534,042.83
Total Balance			**$16,909,616.60**	**$18,175,849.92**	**$577,821.24**

Refresh account balances

Credit Lines   Edit ⟳ ✕

Account Name	Account Number ▲	Account Group	Current Payment Due	Current Payment Due Date	Available Credit	Maximum Credit	Current Interest Rate	Principal Balance
GABC LOC TEST ACCT			$0.00	12/31/2013	$100.00	$100.00	Not Available	$0.00
loc tst			$0.00	09/26/2013	$237,398.77	$350,000.00	4.25%	$112,601.23
Total Balance			**$0.00**		**$237,498.77**	**$350,100.00**		**$112,601.23**

Loan Accounts   Edit ⟳ ✕

Account Name	Account Number ▲	Account Group	Current Payment Due	Current Payment Due Date	Current Interest Rate	Principal Balance
CML TST			$5,956.00	10/05/2013	3.75%	$954,220.00
Total Balance			**$5,956.00**			**$954,220.00**

Remove a panel from the Dashboard

Viewing Account Information

The Dashboard groups accounts by account type. Depending on your configuration, the following types may be available:

- Deposit Accounts
- Credit Lines
- Loan Accounts

Steps to View Account Balances and Account Information

Scroll down to the section that displays the information for the account type.

Click the **Account Number** hyperlink to display the Account Activity screen.

Steps to Select Which Accounts to Display on the Dashboard

1. Click the **Edit** link or **Dashboard Preferences** at the top of the screen to display the Dashboard Preferences screen.

2. Click the **Add and remove accounts and edit account groups** panel to display the list of accounts you can add or remove from the Dashboard display.

3. Select or deselect accounts and click **Save Dashboard Preferences**.

Steps to Select Which Account Information to Display on the Dashboard

1. Click the **Edit** link or **Dashboard Preferences** at the top of the screen to display the Dashboard Preferences screen.

2. Click the panel of the account type you want to edit.

3. Select which columns of account information will display and the order in which the columns will display.

4. Enter a different label for columns, if desired, choose whether to include the total balance for the column, and then click **Save**.