» User´s Manual

Index

» Files download - Selection screen - Sending

What can I find on this page?

On this page, you can select or search the file in your computer, so BancaNet Empresarial can import it.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Files download

- File selection: Displays the routing of the file to be downloaded.
- "Review" button: By clicking on this button, a Windows screen will be displayed, where you can locate in your computer the file to be downloaded.

Clicking "Validate", a window will be displayed with the number of operations that are being downloaded from the file.

2. Files download

- In this section the information is arranged as follows:
  - Selection column: In this column, you can choose several files you want to eliminate, by clicking "Erase".
  - File name: Clicking on the link displayed, the file is downloaded.
  - Application date: Displays the date on which the system applied the instructions.
  - Sequential: Displays the file sequential.
  - Status: Displays the status of the file processing.
- On the top of the section, you can find the button "Filter", by clicking on it, a window will be displayed with different options to filter the information, which are described as follows:
  - By key word: Here you must enter the key word to filter
  - By application date:

    Contains the following options:
    - Specific: By selecting this option, the field *From* will be enabled and on the right side, a calendar will open, where you have to select the date.
    - By range: By selecting this option, the fields *From* and *To* will be enabled and on the right side a calendar will open, where you have to select the corresponding dates.
- By clicking "Cancel", the window will close.
- By clicking "Filter", the search results according to the selected criteria will be displayed. The entered criteria to filter, can be one or more options presented in the window.

» Confirmation screen

What can I find on this page?

On this page, you can see the confirmation of your file detail.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Accounts information

In this section the information is arranged as follows:

- File name: Name of the file previously selected.

- Type of File: Protected checkbook

- Instructions: Displays the different types of actions that the file might contain:
    o Activate
    o Deactivate
    o Prevent for theft or loss

- Quantity of protected checks: Total of checks by type of instruction:
    o Activations
    o Activation with amount

By clicking "Return", the previous *capture* screen will be displayed.

By clicking "Accept", the *Operation application* screen will be displayed.

» Application screen

What can I find on this page?

On this page, you can see the application and authorization number of your file detail.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Accounts information

- In this section the information is arranged as follows:
- File name: Name of the file previously selected.
- Type of File: Protected checkbook
- Instructions: Displays the different types of actions that the file might contain:
  - o Activate
  - o Deactivate
  - o Prevent for theft or loss
- Quantity of protected checks: Total of checks by type of instruction:
  - o Activations
  - o Activation with amount