

# HAL E-BANK MANUAL

## E-notices review



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## What is Hal E-Bank/E-notices review

**Hal E-Bank/E-notices review** is a web application designed for users of NLB Proklik. It enables you to review different e-notices that you have been receiving from the bank in paper form till now.

The application enables you to review e-notices for different areas of your banking:

- Domestic payment services,
- Foreign payment services,
- Payment cards,
- Deposits,
- Guarantees and
- Loans.

The bank can constantly update and upgrade the e-notices review.

The application enables you to search through different e-notices by date and other criteria as well as view (print) a selected bank notice in PDF format. The selected document can also be saved or forwarded to a recipient via e-mail.

## What do I need

To work with Hal E-Bank/E-notices review you will need the following:

- a contract with the bank for using the e-bank,
- a PC with Internet Explorer 8 or Mozilla Firefox 4 or Google Chrome 5. The application will not work with earlier browser versions,
- a connection to the bank server,
- a valid qualified digital certificate,
- if you have a digital certificate issued on a smart card, you will also need a smart card reader.

# Working with Hal E-Bank/E-notices review

## Starting the application

You can access the online application Hal E-Bank/E-notices review from the Hal E-Bank/Personal or Hal E-Bank/Corporate electronic bank via the left menu.

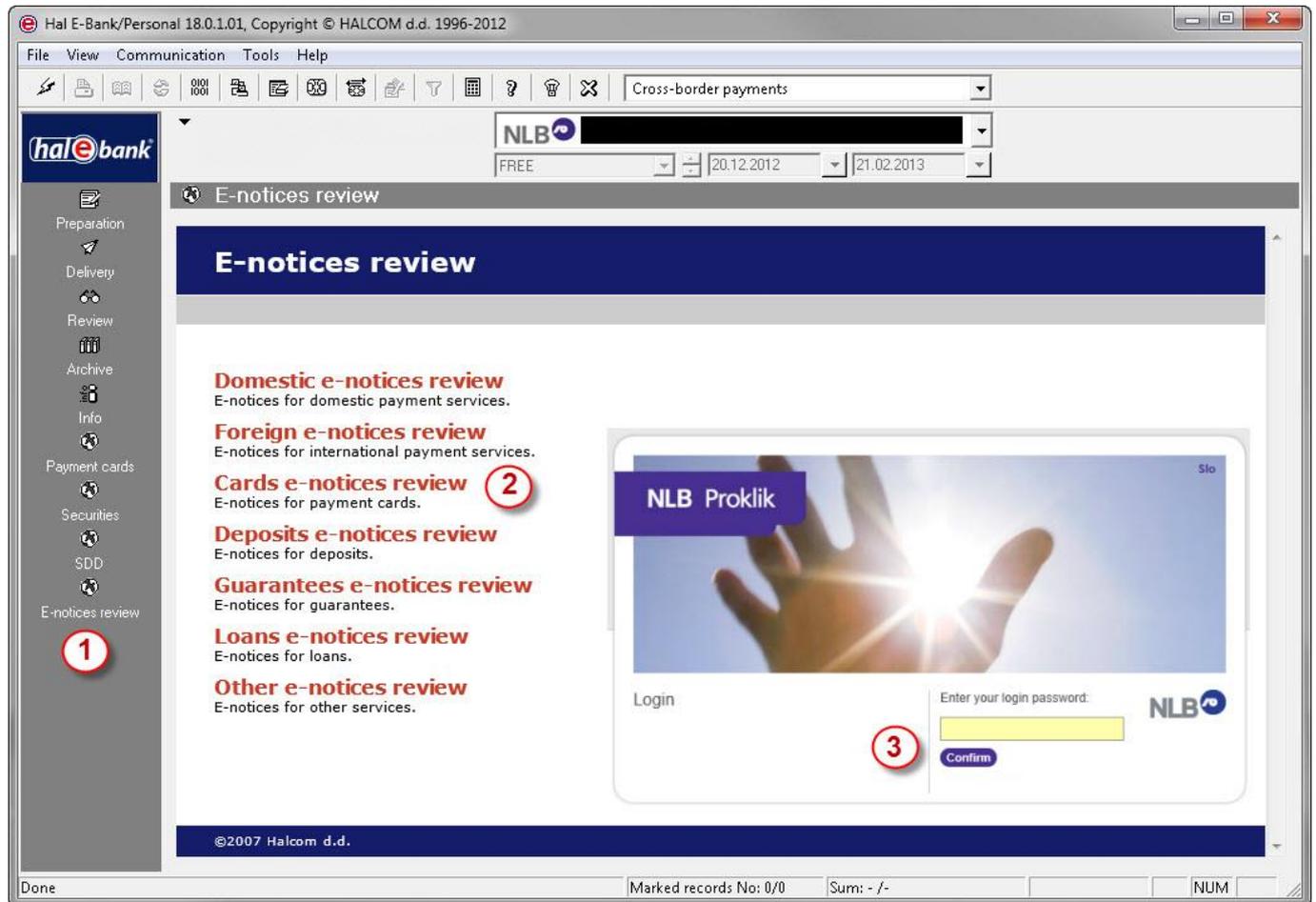


Figure 1 - Access via Hal E-Bank/Personal

- 1 Click E-notices review to open the page with links.
- 2 Click one of the direct links to a certain area of banking. This will open the E-notices application in your browser. Note: The sets of categories and e-notices can change, depending on the user's authorizations for using the e-bank.
- 3 Enter the password you are using to access WEB applications or WEB E-bank in the password field and click Confirm. If you are accessing the WEB application for the first time and do not have a set password, use the instructions on the screen to set your password, which you will use for all e-bank WEB applications. After a successful login into Hal E-Bank/E-notices review the desired page opens. The access is enabled in accordance with your authorizations for work or authorizations for an individual review in the e-bank.

## General description

The e-notices review application consists of four basic components: header, menu, review window and footer.

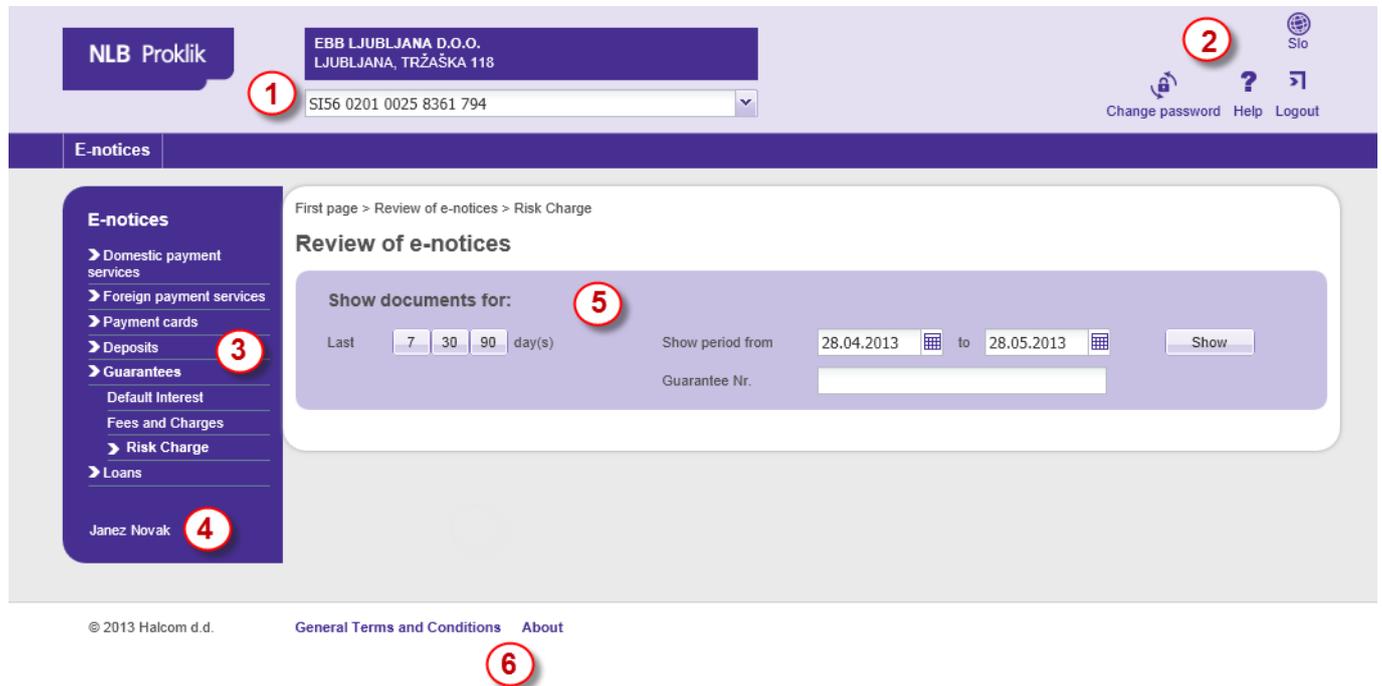


Figure 2 - Home page

### Page header:

- 1 Account name and field for account selection for which you wish to review e-notices. You can select the review on different accounts in the drop-down menu. The selection is enabled only if you are authorized to review e-notices on more accounts.
- 2 Quick buttons for changing the language, changing the password, help and logging out of the application.

### Menu:

- 3 The menu with all e-notices which you are authorized to review. Notices are grouped by categories. By clicking a certain menu item a desired e-notices review window opens. If needed, the list of notices is updated and upgraded by the bank.
- 4 Name of the person logged into the application.

### Review window:

- 5 Search filters for a certain type of e-notice.

### Page footer:

- 6 Links to General Terms and Conditions and About.

## Search

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Figure 3 - Search

Every type of e-notice can have its own search filter and review table, depending on the data included. You can also access old data (e-notices archive), the range of which depends on the date your bank set for your review. However, they all have the following features:

- 1 Quick search buttons by date.
- 2 Optional date filter - select the search period.
- 3 Additional search fields for certain types of e-notices - you can enter only the first few characters.
- 4 Search button.
- 5 Table for the review of results. It is displayed when the search is initiated by clicking on the "Show" button. Columns can differ depending on the type of e-notice and data. Sorting is enabled in all columns.
- 6 Links to:
  - View the document in PDF format - opens in a way that is set in the browser
  - Save the document in PDF format - a dialogue opens to save the file on your computer
- 7 You can also save several notices (files) at the same time. Check the checkboxes to the left and click on the "Save selected" button. You will save the notices you selected on a certain page. If there are notices on more pages you can save more at once for every page separately.
- 8 If there is a large number of results, click on the arrows above and search through pages.