Scope of Change for Centralized Reports in eBanking

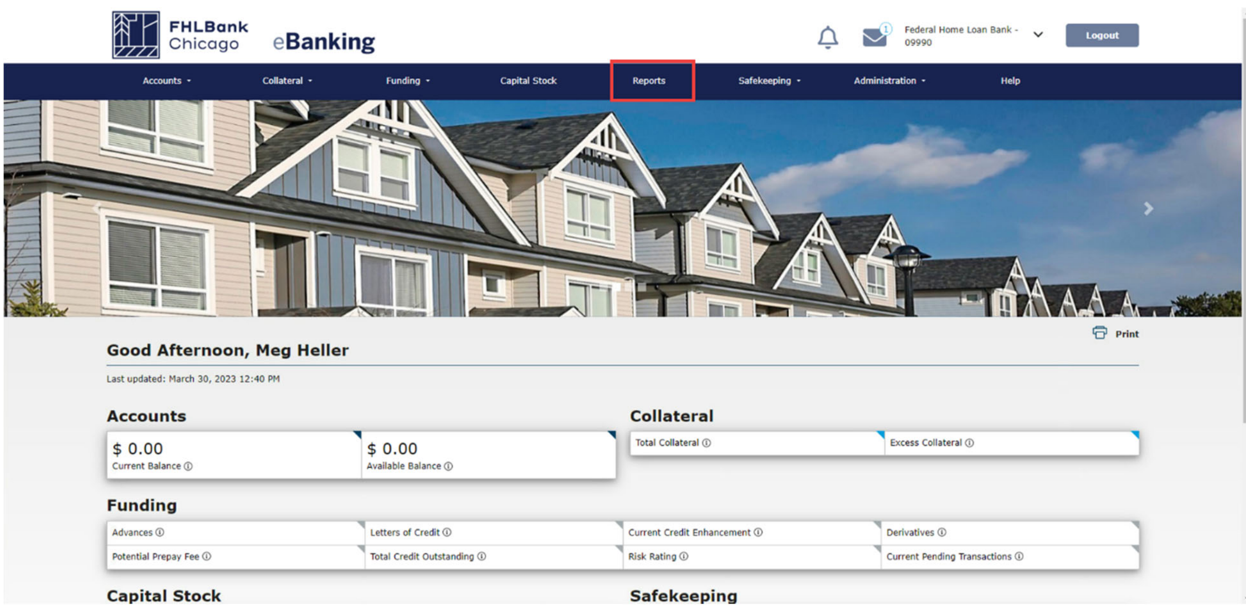
FHLBank
Chicago

Scope of Change for Centralized Reports

Say goodbye to the days of hunting down scattered reports across different sections of our application. Every report you need is now conveniently located in one place. The steps outlined in this document walk you through what you can expect from the upcoming release.

Step 1: New Centralized Reports Link

All reports can now be found by clicking the "Reports" link in the navigation at the top of the page shown with a red box below. You will no longer see report links located on separate pages:

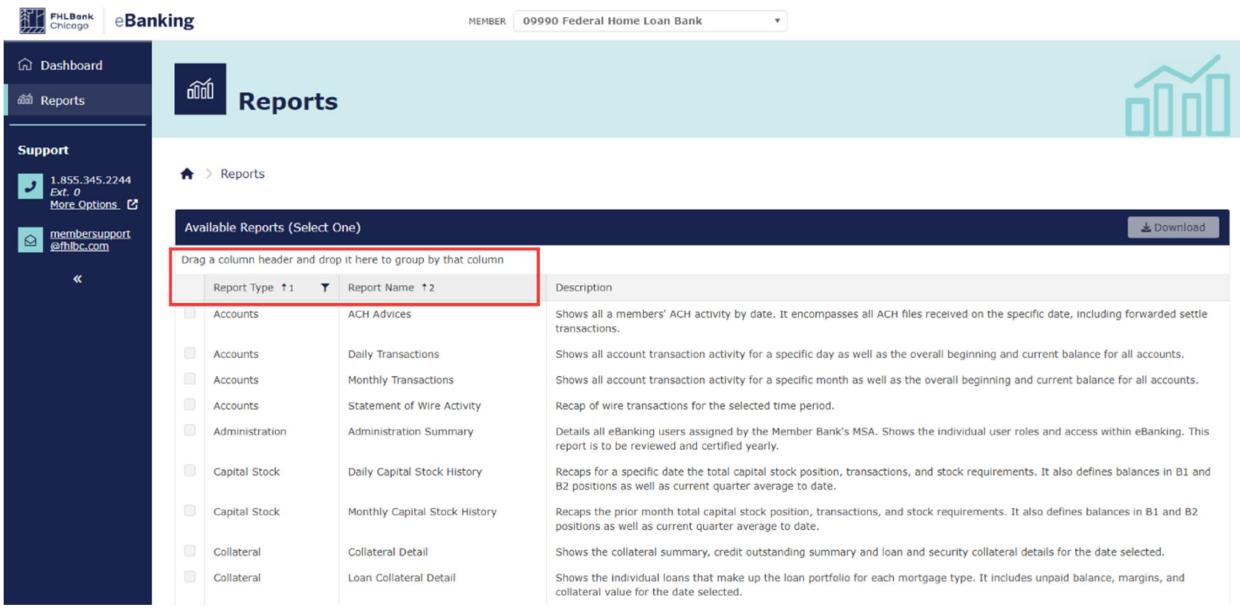


Step 2: Welcome to the New Reports Page!

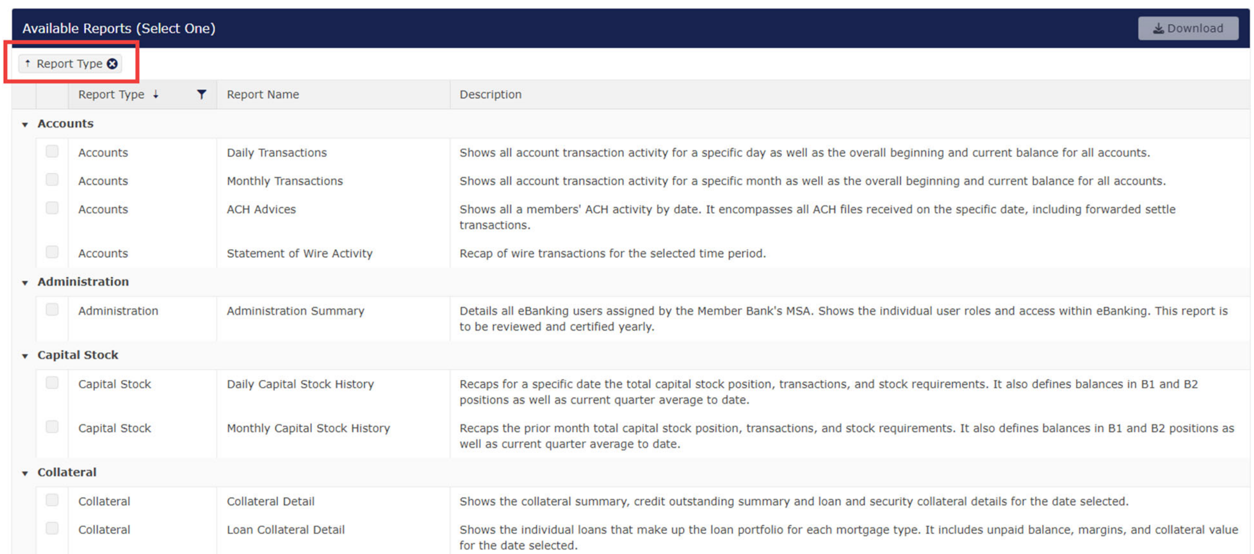
The Reports page will open where you will see the new menu on the left of the screen and a grid containing all reports you have access to. The grid will also include the Report Type and a brief description of the report.

Step 3: Filtering, Sorting, Grouping

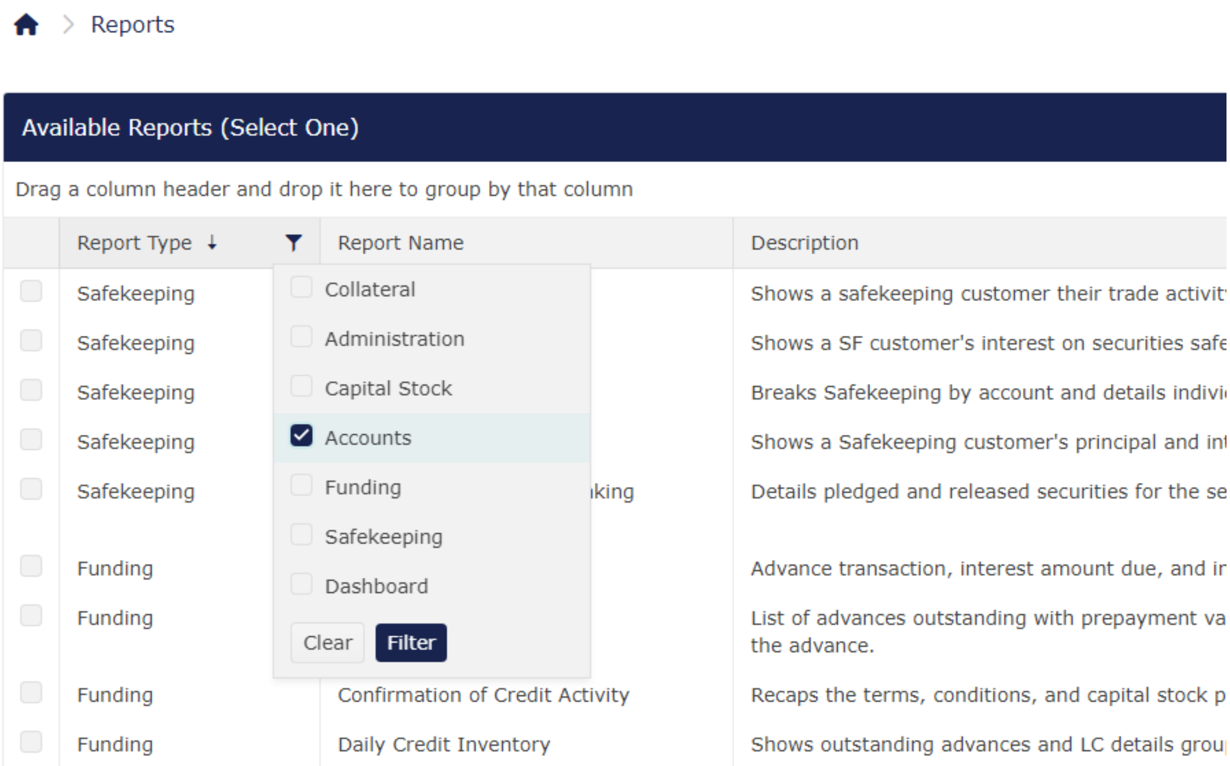
We understand accessing reports is as important as organizing them. Select the column header "Report Type" and drag it into the "Drag a column" section of the grid to "Group" reports by that report type. You can also select the funnel icon from the "Report Type" column to filter by that Report Type. The grid is sorted in ascending order by type then by name. These features are designed to help you find the report you are looking for.



Sample grouping:

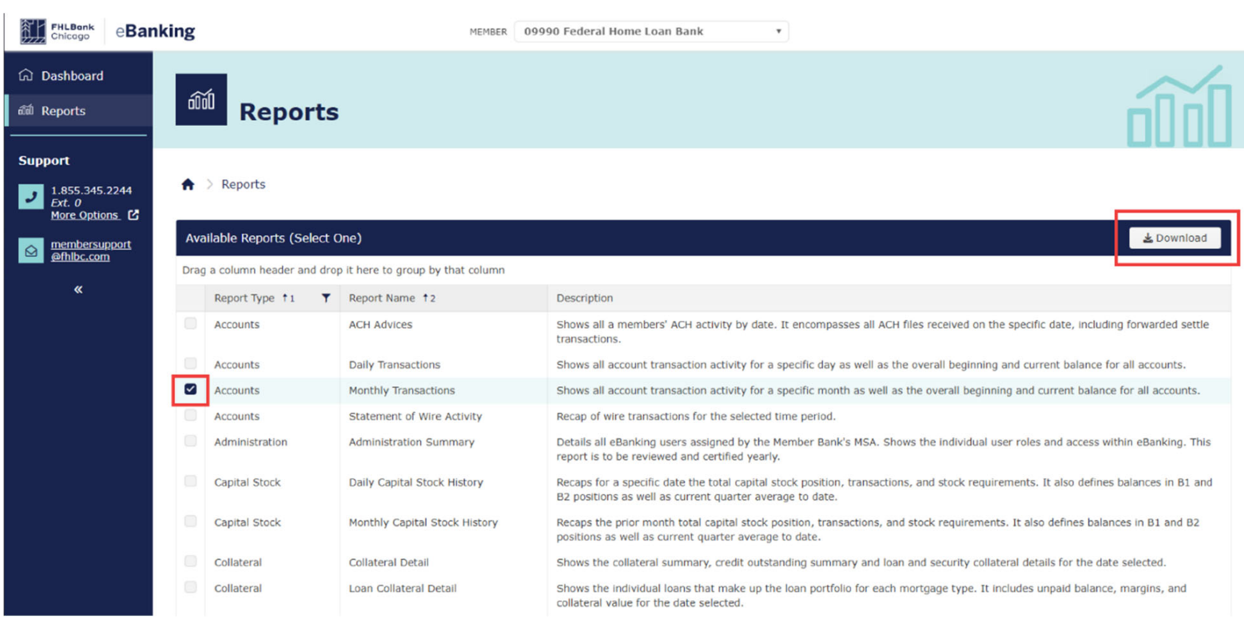


Sample filtering:



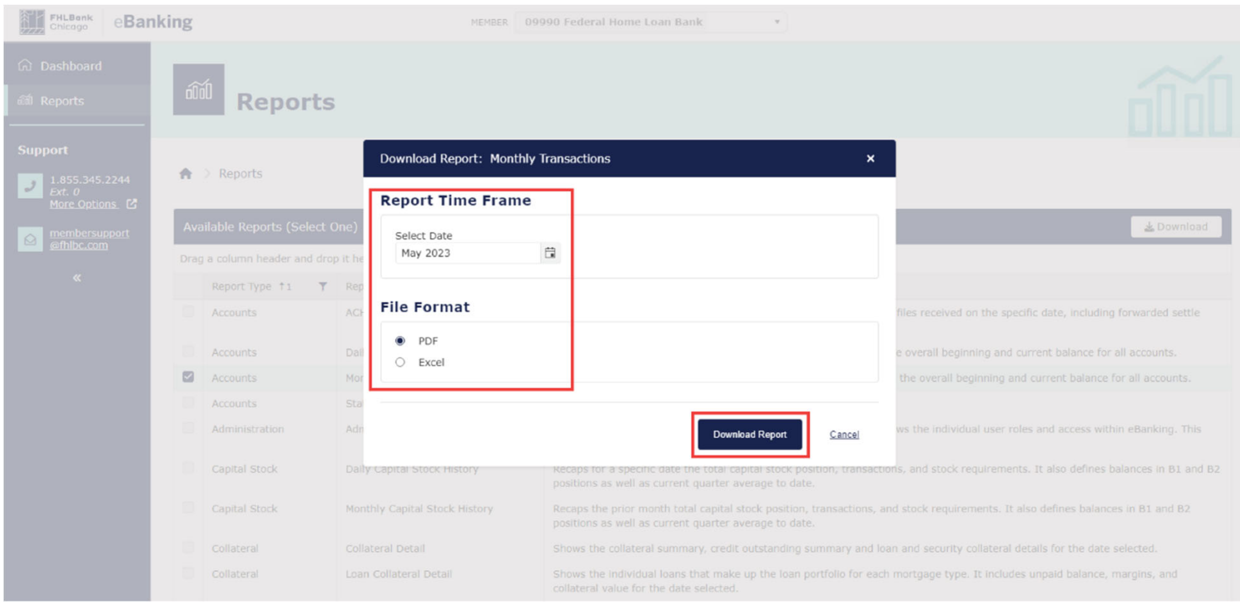
Step 4: Download a Report

Select the check box next to the report you want to download and then click the "Download" button from the top of the grid.



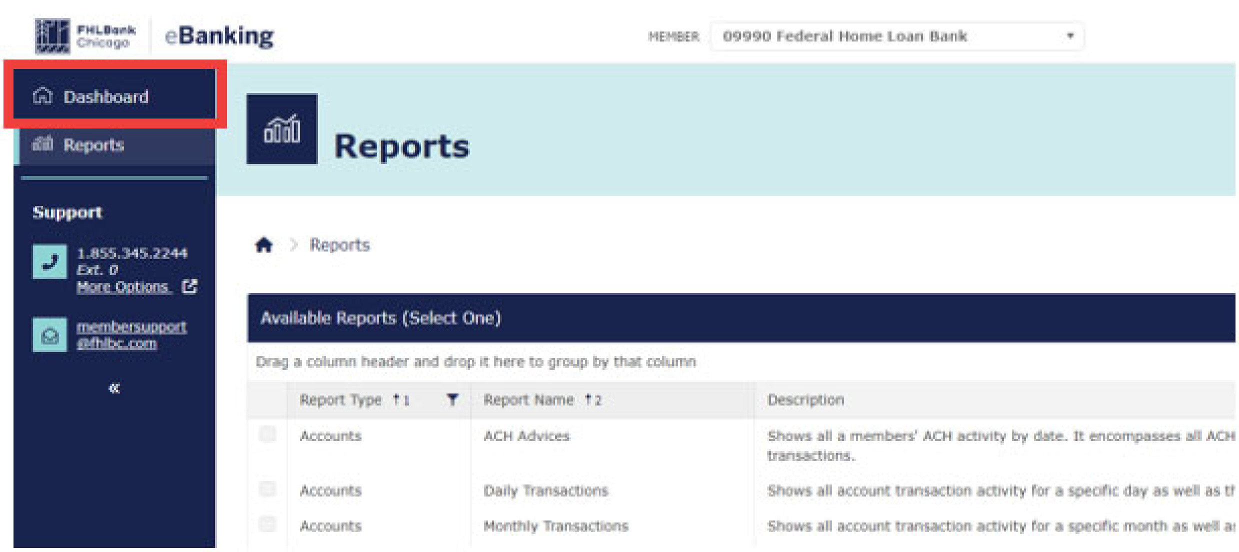
Step 5: Select the Date and Format

Once you have selected download, a modal window will open and allow you to choose the date and file format (PDF or Excel) for the report. Select the "Download Report" button and your report will download to your browser!



Step 6: Navigating

To navigate back to the home dashboard or to other pages in eBanking, simply select the "Dashboard" link from the main menu.



Step 7: For any Questions, Comments, or Issues

If you don’t see a report in the grid, contact your member Security Administrator (MSA) to make sure you are in the proper access role to see that report type. If there are any other questions, comments, or issues, please contact Member Support at 1.855.345.2244, option 0.