

Getting Started (ANZ Transactive – Global)

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Upon log on, you are presented with the default **Landing Page** which shows the ANZ Transactive – Global **Workspace**. This screen is customisable, allowing you to choose and arrange content that suits your needs.

To add content to your **Workspace**, click Add to Workspace on the Workspace Header and select the content thumbnail.

The content will appear on the bottom of the Workspace and can be customised by dragging and dropping to your preferred location on the page.

On all screens you can access the **Menu**, Application Banner And Onscreen Help.

The Menu displays options available based on your user entitlements.

Hide the Menu by clicking on the Toggle Navigation icon. Detailed information for each menu item can be found on ANZ Digital Services Help.

The **Notification Centre** allows you to access the most recent reports that are ready for download and important messages from ANZ.

User Settings allows you to manage your settings and preferences, set your language, change your landing page, or view the last three times you logged into the system.

Setup a **Report Retrieval Code** in Settings and Preferences which acts as your password for scheduled reports sent to your registered email address.

Stay up to date with notifications on activities most relevant to you, by selecting to receive notifications by Email and/or Alerts.

Set a default landing page which will display every time you log in. Go to the page you would like as your landing page and click Set Landing Page.

You can also get back to your Workspace by clicking on the ANZ Logo.

Access ANZ Digital Services Help by clicking Help on the Application Banner.

Alternatively, you can click on **Onscreen Help** which provides contextual help and presents suggested Online Help articles for you.

In Help, search for articles or find support resources such as user guides, video demonstrations and other important information.

Access key ANZ contact information via the **Contact** menu.

For users based in Australia, choose the type of enquiry, and receive a unique one-time phone number and access code, removing the need for you to answer identification questions.

Call your one-time phone number and enter your one-time access code to be directed to an operator to assist you.

For users based in NZ or other regions, click View list of global contacts to access key ANZ contact information.

Click **Log Off** to log out of the application and any underlying applications.