Understanding your User toolbar

ANZ Transactive – Global: User toolbar

The **User toolbar** is accessible from the lower section of the dashboard menu.

Manage your personal and system preferences in settings, downloads and notifications and locate support resources.

- Scroll to the **User toolbar** from your Dashboard.
- Click **Profile,** then **Settings**..
- Click **System preferences** to manage your Division, language, currency, date and time formats.
- Click **Sign in & security** to view your Customer ID, User ID, name, email and last log in activity.
- Click **Reports** to manage your report retrieval code and file encoding format**.**
- Click **Notifications** to set your Payments & Receivables, and Accounts service and system messages.
- Click **Support & training** to access Status page, self-service help content, webinars and contact support.
- Click **Downloads** to view and manage your user generated and scheduled reports.
- Click **Inbox** to view system and service notifications.

To learn more, visit [Managing your User profile and preferences – ANZ Digital Services Help]