

# Quick Reference Guide

## Top and First Level Navigation

### Site Map for Webster Web-Link®

This guide is a visual to help you see the navigation to common features and functions within Webster Web-Link®, after you log in. Each section corresponds to a tab from the top navigation bar. The menu selections provide links to key features and functions.



Depending on your entitlements, the top navigation bar may appear different, e.g. Home instead of Treasury Dashboard.

<p><b>Accounts</b>   Payments   Fra</p> <p><b>MANAGE ACCOUNTS</b></p> <ul style="list-style-type: none"> <li>Account Activity</li> <li>Prior Day</li> <li>Current Day</li> <li>Cash Position</li> </ul> <p><b>ACCOUNT &amp; RESEARCH TOOLS</b></p> <ul style="list-style-type: none"> <li>Export Profiles</li> <li>Export History</li> <li>Statements</li> <li>Transaction Search</li> </ul> <p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>Account Reports</li> <li>Financial EDI Report</li> <li>Returned Items</li> </ul> <p><b>COLLECTION REPORTING</b></p> <ul style="list-style-type: none"> <li>Connecticut Lockbox Wholesale</li> <li>Connecticut Lockbox Retail</li> </ul>	<p><b>Payments</b>   Fraud Control   Check Services   File Services   Tools   Administration</p> <p><b>MANAGE</b></p> <ul style="list-style-type: none"> <li>Payment Center</li> <li>Template Center</li> <li>Transfer Center</li> <li>Transfer Template Center</li> <li>Template Groups</li> <li>Master Recipient List</li> </ul> <p><b>PAYMENT TOOLS</b></p> <ul style="list-style-type: none"> <li>ACH Quick Entry History</li> <li>Import Profiles</li> <li>Import History</li> <li>Export Profiles</li> <li>Export History</li> <li>Holiday Calendar</li> </ul> <p><b>CREATE MASTER RECIPIENTS</b></p> <ul style="list-style-type: none"> <li>Recipients</li> </ul> <p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>Payment Reports</li> <li>Transfer Reports</li> </ul> <p><b>CREATE ACH PAYMENTS</b></p> <ul style="list-style-type: none"> <li>From Template</li> <li>ACH Quick Entry</li> <li>CCD</li> <li>Child Support</li> <li>CTX</li> <li>PPD</li> <li>Tax</li> </ul> <p><b>CREATE TRANSFERS</b></p> <ul style="list-style-type: none"> <li>Single</li> <li>One to Many</li> <li>Many to One</li> <li>Loan</li> </ul> <p><b>CREATE WIRE PAYMENTS</b></p> <ul style="list-style-type: none"> <li>From Template</li> <li>From Template Group</li> <li>Drawdown</li> <li>International Wire</li> <li>US Wire</li> </ul> <p><b>CREATE ACH TEMPLATES</b></p> <ul style="list-style-type: none"> <li>CCD</li> <li>Child Support</li> <li>CTX</li> <li>PPD</li> <li>Tax</li> </ul> <p><b>CREATE TRANSFER TEMPLATES</b></p> <ul style="list-style-type: none"> <li>One to Many</li> <li>Many to One</li> </ul> <p><b>CREATE WIRE TEMPLATES</b></p> <ul style="list-style-type: none"> <li>Drawdown</li> <li>International Wire</li> <li>US Wire</li> <li>Wire Template Group</li> </ul>	<p><b>Fraud Control</b>   Check Services</p> <p><b>MANAGE</b></p> <ul style="list-style-type: none"> <li>Positive Pay</li> <li>Issue Maintenance</li> <li>ACH Authorizations</li> </ul> <p><b>CREATE</b></p> <ul style="list-style-type: none"> <li>Single Issue</li> <li>Multiple Issues</li> <li>ACH Authorization Rule</li> </ul> <p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>Fraud Control Reports</li> </ul>	
<p><b>Check Services</b>   File Services</p> <p><b>MANAGE</b></p> <ul style="list-style-type: none"> <li>Stop Payments</li> </ul> <p><b>CREATE</b></p> <ul style="list-style-type: none"> <li>Single Stop</li> <li>Multiple Stop</li> </ul> <p><b>CANCEL</b></p> <ul style="list-style-type: none"> <li>Single Stop</li> <li>Multiple Stop</li> </ul> <p><b>RESEARCH TOOLS</b></p> <ul style="list-style-type: none"> <li>Check Inquiry</li> </ul> <p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>Check Services Reports</li> </ul> <p><b>LINKS</b></p> <ul style="list-style-type: none"> <li>Deposit-Link</li> </ul>	<p><b>File Services</b>   Tools   Adminis</p> <p><b>STANDARD FILE UPLOADS</b></p> <ul style="list-style-type: none"> <li>Manage File Uploads</li> <li>Create File Upload</li> <li>Manage &amp; Create Profiles</li> </ul> <p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>File Services Reports</li> </ul>	<p><b>Tools</b>   Administration</p> <p><b>MANAGE</b></p> <ul style="list-style-type: none"> <li>Alert Settings</li> <li>Messages</li> <li>Standard Banks</li> <li>Mobile Banking Profile</li> </ul> <p><b>CREATE</b></p> <ul style="list-style-type: none"> <li>File Delivery</li> <li>Message</li> <li>Report Delivery</li> <li>Preferred Bank</li> </ul> <p><b>SET</b></p> <ul style="list-style-type: none"> <li>Password</li> <li>Startup Screen</li> </ul> <p><b>LINKS</b></p> <ul style="list-style-type: none"> <li>Additional Services</li> </ul>	<p><b>Administration</b></p> <p><b>MANAGE</b></p> <ul style="list-style-type: none"> <li>Users</li> </ul> <p><b>CREATE</b></p> <ul style="list-style-type: none"> <li>New User</li> </ul> <p><b>RESET/EDIT</b></p> <ul style="list-style-type: none"> <li>Account Preferences</li> <li>Login</li> <li>Password</li> </ul> <p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>User Activity Report</li> <li>User Audit Report</li> <li>User Setup Report</li> </ul>