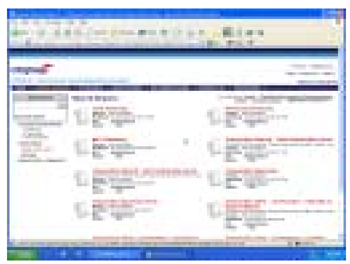
Citibank® Custom Reporting System Quick Reference Guide

Signing on

Access the system at the URL: https://datatrax.trx.com
You will need a user ID and a password. The first time you log in, you will be required to change your password to something only you know. Passwords must be from 6-12 positions long, containing both letters and numbers. Passwords can be changed at any time by choosing the Preferences option on the toolbar.

Home Page

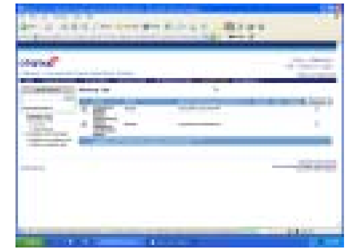


The home page is segregated into three folder categories: Citibank Reports, containing reports created by Citibank for its customers; a folder for your corporation's shared reports to be stored; and a folder for you to save reports you create for yourself. If you do not see all 3 folders, your administrator may have limited your access.

Running Established Reports

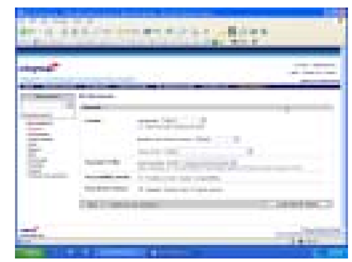
Selecting a report from one of the folders is the easiest way to obtain information. The icon next to the report name will tell you the type of report format: columnar, graph, or combination. To run the report, click on the icon or the report name.

Using the History List



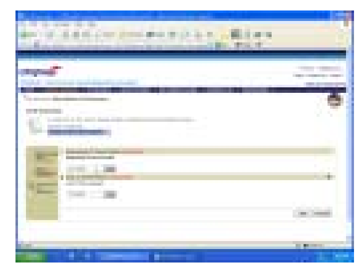
Is your report running too long? Click the "add to my history list" button. The report will then run in the background, allowing you to exit the system or perform other tasks while the report generates. Check your history list to see the status. The history list also shows the reports that you have run in the recent past. If you need to run the report again, simply click on the "execute" hyperlink. **Note:** Re-running reports from the history list will provide you with the data that existed at that point in time.

Preferences



Click the Preferences option on the toolbar to change the way you interact with the system. The navigation bar on the left will present several options you can set, such as how you prefer reports to print, language and number formats, and how you want exported information to be structured. Note: You can change the preferences on a case-by-case basis as well.

Subscriptions



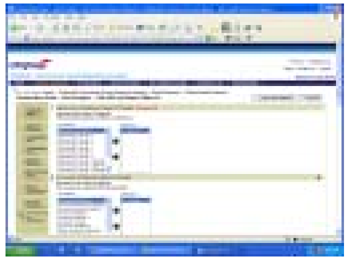
(Available 1st Quarter 2004)
Like a report? Need it at a regular interval? Use the subscriptions feature to schedule reports to run at selected times. Click the subscriptions button on the toolbar. Follow the screen's instructions to select the time period and other parameters. Click OK when complete. To unsubscribe a report click the hyperlink My Subscriptions. From the list of reports subscribed to, pick the one you no longer require and click the delete button.

Steps to Create an Ad Hoc Query

There are 2 ways to run a query—using the "view" process and using the dynamic process. While both processes will yield the same result, the dynamic process is far more efficient.

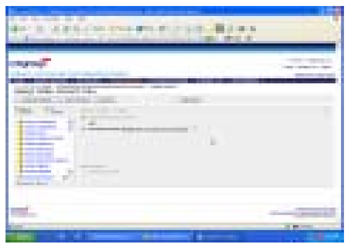
Dynamic Report Builder:

Step 1: Click on the Create Reports Menu Option. Then click on Dynamic Report Builder.

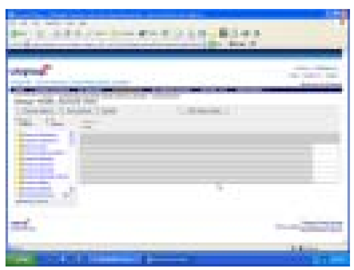


Step 2: The data fields are grouped together in like categories, called attributes. Pick the data elements you want from each attribute category. To select more than one, hold the CTRL key which selecting the data fields.

Step 3: Some data elements can serve dual purposes—as single elements, as well as summary elements. These fields are called metrics. Select the metrics for your report in the same way that data elements are selected.



Step 4: Click the Edit in Design Mode button. If you wish, select additional data elements from the list shown on the left side; either by single clicking on the field name, or by dragging the field name to the right side grid. Continue selecting until all elements you want are on the grid.

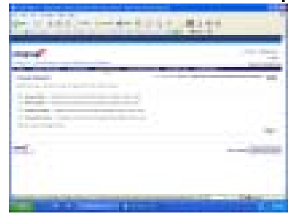


Step 5: Edit filters for the query, by clicking the Edit Filters button. This calls a list of the current filters in place. To create a report filter either click on or drag the field that you want to use as a filter to the grid area. It is not required that the field be included in the report itself. Enter the conditions for the query. When done click the check mark. To remove a filter, click the "X " next to the filter.

Step 6 Click on Execute Report. If the report runs too long, you can choose to move the report to the work queue, by clicking the add to my history list button.

Query Creation via Views (Common Attributes):

This type of query creation technique will be familiar to those who use the current ad hoc reporting tool.



Step 1: Select Create Report from the top menu.

Step 2: Pick the View from which you want to work, either Account of Transaction. Then click the Next button.

Step 3: Answer the prompt. They are different depending upon which view you choose. Click the Edit in Design Mode button to continue to the selection and filter process.

Step 4: Go to Step 4 of the previous section.

Step 5: Go to Step 5 of the previous section

Step 6 Click Execute Report to run the report; click Save Report to save the query without running it.

Icon Shortcuts

The toolbar icons are described in order, below.

Compass: returns to the edit mode
Graph: change format to a graph display
Document: change report to a document (graph and columns)
Printer: print the report
Export: download information in text, spreadsheet, HTML format
PDF: export report into portable document format
Re-prompt: bring up prompt screen, allowing input
Refresh: run query again using same query values already entered
Diskette: save the report