

**PCPN# FY04-05 October 23, 2003 CITIDIRECT AD HOC TRAINING UPDATE**

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, and CHs IN YOUR HIERARCHY.

Our office has just received notice that CitiDirect Ad Hoc training on its new Ad Hoc reporting system (to be implemented on 15 December 2003) is going to be presented by Citibank's Commercial Cards Division across North America beginning 27 October 2003. Please read Citibank's information below if you are interested in getting scheduled for this training. Citibank has listed their point-of-contact, Angela Wallace, for your use in scheduling this training. Citibank has provided an attached WORD document that lists DON individuals whose bank profile permits using Ad Hoc. For any APCs name that is not on the list but who is interested in this training, please contact Ms. Wallace regarding scheduling. Please note that the training is on a first-come, first-serve basis.

Citibank is also preparing a Welcome Package for all of its DON CitiDirect Ad Hoc users. The package will include such things as userid/password directions, a tips for use sheet and the web link to the CitiDirect site where web-enabled training will be available on the new ad hoc system. The web-enabled training should be available by early November. It is suggested that you look at this training as soon as it's available in order to familiarize yourself with the new ad hoc system before it's implementation in December. The Welcome Package and web-enabled training notification will be distributed to you from this office via PCPN.

Respectfully,  
The Financial Card Training Team

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-----Original Message-----

Sent: Wed Oct 22 16:07:28 2003

Subject: IMPORTANT TRAINING - Citibank Commercial Cards Ad Hoc Reporting Tool

Dear Valued Client:

As you may know, Citibank's ad hoc reporting tool is being enhanced for greater user convenience and functionality. All organizations using the ad hoc reporting tool will be migrating to the new tool by the end of the year. To demonstrate the new platform and all that the new tool has to offer, we will be conducting training sessions, starting October 27, in locations across North America.

In this valuable 3-hour session, users will learn the fundamentals of creating reports using this new system. We strongly advise you and the other users within your organization to register now for one of these free training sessions so that all users are ready to start using the new system immediately after the migration takes place.

Attached, please find a list of the ad hoc reporting tool users within your organization. Please forward this e-mail to your users so that they may register for a training session near them.

The attached document indicates the sessions that will be conducted across North America. To register for a session, contact Angela Wallace at 703-289-7530 or [prodtech.wallace@citicorp.com](mailto:prodtech.wallace@citicorp.com). Please provide the following information:

- Attendee name
- Organization name
- Phone number
- Whether or not the attendee is currently a user of the ad hoc reporting tool
- The LOCATION, DATE and TIME (AM or PM) of the training session the user plans to attend

Register today; seating is limited and available on a first-come, first-served basis.

Thank you, and we look forward to seeing you there!

Sincerely,

Citibank Commercial Cards

Please see PCPN\_FY04\_05\_Attach\_CitiDirect, for a list of the ad hoc reporting tool users within your organization.

Please send any questions/comments regarding this PCPN to [DNeBusTraining@navy.mil](mailto:DONeBusTraining@navy.mil).

Please send any questions/comments regarding the CitiDirect Ad Hoc Training to [prodtech.wallace@citicorp.com](mailto:prodtech.wallace@citicorp.com).