

# RBC Global Trade™

## Navigating the Home Page



# About this guide

RBC Global Trade™ allows you to issue, receive, amend and manage your trade instruments, such as Letters of Credit, Documentary Collections, Standby Letters of Credit and Guarantees online anytime, anywhere.

This guide will show you how to customize your home page.

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# The Home page

## Home page button

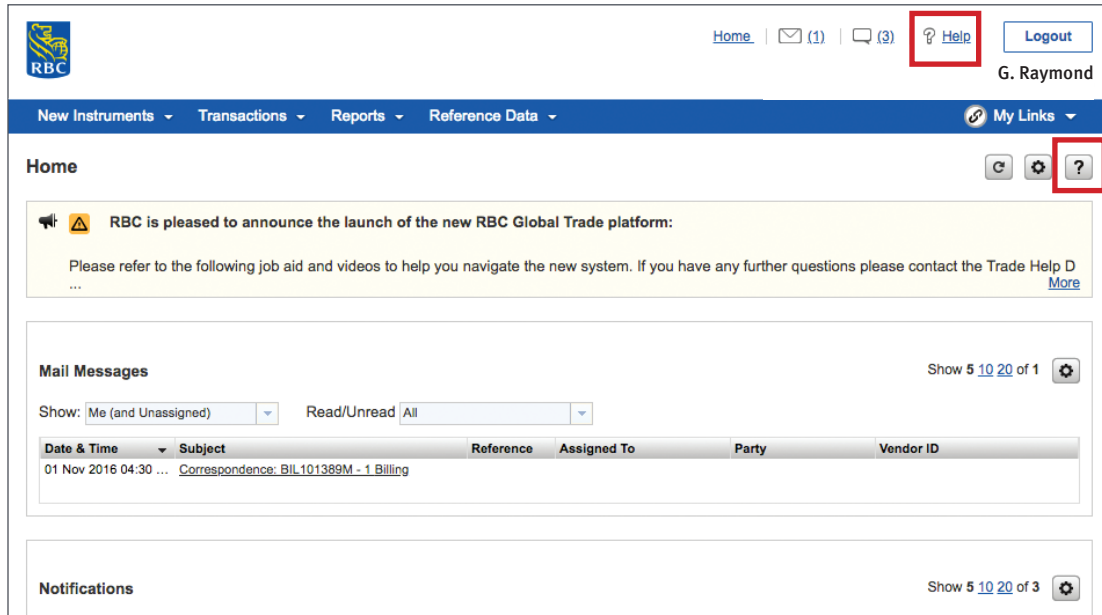
The screenshot shows the RBC Global Trade Home page. At the top left is the RBC logo. In the top right, there is a navigation bar with a 'Home' button highlighted by a red box, followed by notification icons for email (1) and chat (3), a 'Help' link, and a 'Logout' button. Below the navigation bar, the user's name 'G. Raymond' is displayed. The main content area is titled 'Home' and contains three sections: a yellow notification banner about the new RBC Global Trade platform, a 'Mail Messages' section with a table of messages, and a 'Notifications' section. The 'Mail Messages' section includes filters for 'Show: Me (and Unassigned)' and 'Read/Unread: All', and a table with columns for Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID. The table contains one row with the subject 'Correspondence: BIL101389M - 1 Billing'.

Date & Time	Subject	Reference	Assigned To	Party	Vendor ID
01 Nov 2016 04:30 ...	Correspondence: BIL101389M - 1 Billing				

No matter where you are within the site, you can click the **Home** page button and you will be taken right back to the main Home page.

# The Home page

## Help button



The screenshot shows the RBC Global Trade Home page. At the top right, there is a navigation bar with links for Home, (1) email, (3) chat, a **Help** button (circled in red), and a Logout button. Below this, the user's name G. Raymond is displayed. A blue navigation bar contains tabs for New Instruments, Transactions, Reports, Reference Data, and My Links. The main content area is titled "Home" and features a red question mark icon (circled in red) in the top right corner. Below the Home header is a yellow announcement box with a warning icon and the text: "RBC is pleased to announce the launch of the new RBC Global Trade platform: Please refer to the following job aid and videos to help you navigate the new system. If you have any further questions please contact the Trade Help D [More](#)". Below the announcement is a "Mail Messages" section with a "Show 5 10 20 of 1" dropdown and a "Show: Me (and Unassigned) Read/Unread All" filter. A table lists mail messages with columns for Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID. The first row shows "01 Nov 2016 04:30 ... Correspondence: BIL101389M - 1 Billing". At the bottom is a "Notifications" section with a "Show 5 10 20 of 3" dropdown.

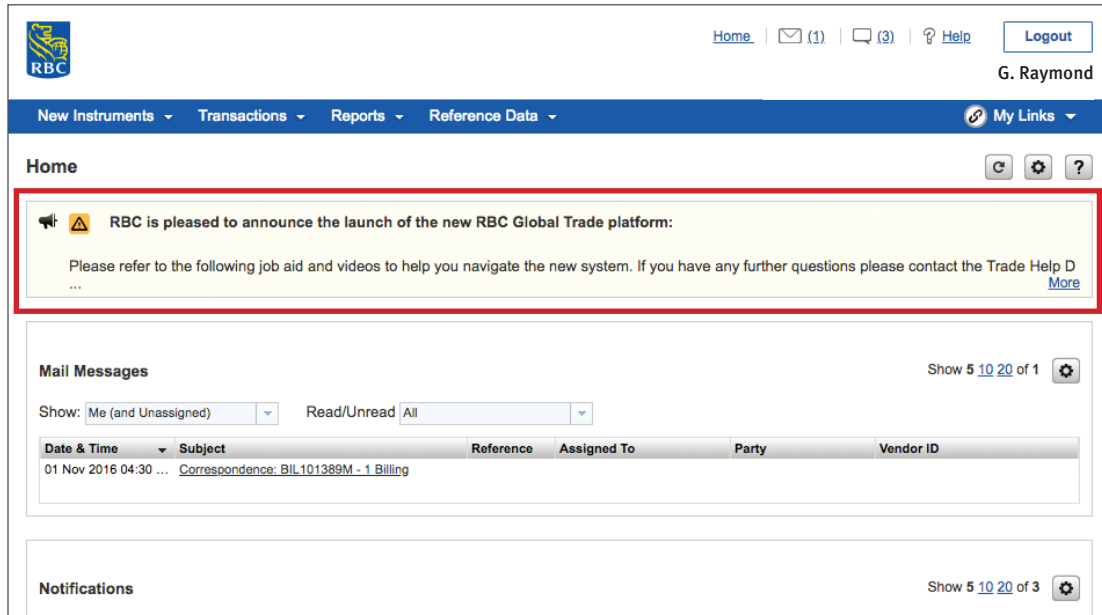
Help is always close by.

For overall help on RBC Global Trade, you can click the **Help** button located beside the **Logout** button.

For help with a specific section or tab you are in, you can click the **question mark** located at the top right corner of the page.

# The Home page

## Messages from RBC

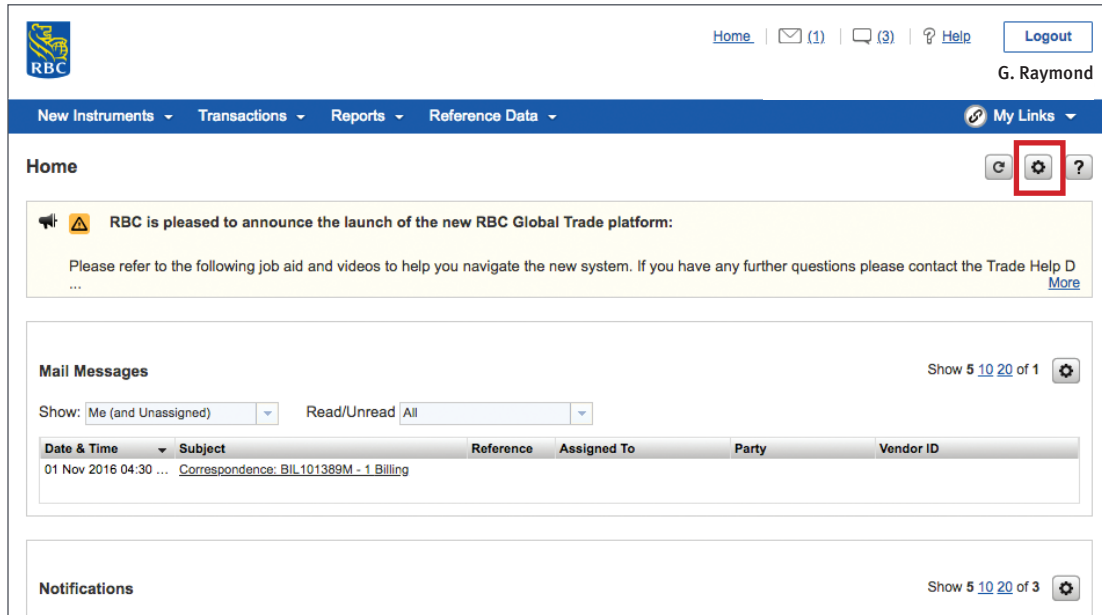


The screenshot shows the RBC Home page interface. At the top left is the RBC logo. On the top right, there are navigation links for Home, (1) messages, (3) notifications, and Help, along with a Logout button and the user name G. Raymond. Below this is a blue navigation bar with dropdown menus for New Instruments, Transactions, Reports, and Reference Data, and a My Links icon. The main content area is titled "Home" and features a prominent yellow message box with a red border. The message reads: "RBC is pleased to announce the launch of the new RBC Global Trade platform: Please refer to the following job aid and videos to help you navigate the new system. If you have any further questions please contact the Trade Help D... More". Below the message box is a "Mail Messages" section with a "Show 5 10 20 of 1" dropdown and a filter for "Me (and Unassigned)". A table lists one message with columns for Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID. The message details are: "01 Nov 2016 04:30 ... Correspondence: BIL101389M - 1 Billing". At the bottom is a "Notifications" section with a "Show 5 10 20 of 3" dropdown.

The first thing you will see on the Home page is a message from RBC®. Whenever RBC has an important announcement to make, you will find it in this section. You can click on the **More** button to see the whole message

# The Home page

## Customizing your home page



The screenshot displays the RBC Global Trade Home page. At the top left is the RBC logo. The top right corner contains navigation links: Home, (1) messages, (3) notifications, Help, and a Logout button. Below this, the user's name "G. Raymond" is shown. A blue navigation bar includes "New Instruments", "Transactions", "Reports", "Reference Data", and "My Links". The main content area is titled "Home" and features three sections: a yellow announcement banner for the new RBC Global Trade platform, a "Mail Messages" section with a table of messages, and a "Notifications" section. A red box highlights the settings gear icon in the top right of the Home section.

Date & Time	Subject	Reference	Assigned To	Party	Vendor ID
01 Nov 2016 04:30 ...	Correspondence: BIL101389M - 1 Billing				

By clicking the **Settings** button, you can customize your home page so that you can see the sections you want, in the order that you want.

# The Home page

## Choosing displayed sections

**Dashboard Preferences**

**Dashboard Customisation**

Step 1: Select the sections you wish to display on the Dashboard.

Display no sections on Dashboard

**Sections**

Messages

- Mail Messages
- Notifications

Transactions

- All Transactions

Step 2: Modify numbers and select the Update button to re-order your sections.

**Selected Item(s)**

Order	Item(s)
1	Mail Messages
2	Notifications
3	All Transactions

Total Count: 3

[Update](#)

**Quick Links**

Hide Tips

- Save
- Preview
- Save & Close**
- Close

Check the boxes beside the sections you wish to see displayed. The sections you will see listed are based on your security rights.

Choose the order in which you want them displayed by entering a number beside each section.

Click **Save & Close**.

# The Home page

## Mail Messages

The screenshot shows the RBC Global Trade Home page. At the top left is the RBC logo. On the top right, there are navigation links: Home, an envelope icon with a red box around it and '(1)', a speech bubble icon with a red box around it and '(3)', a Help icon, and a Logout button. Below this is the user name 'G. Raymond'. A blue navigation bar contains 'New Instruments', 'Transactions', 'Reports', and 'Reference Data' with dropdown arrows, and 'My Links' with a dropdown arrow. The main content area is titled 'Home' and contains a yellow announcement box with a speaker icon and a warning triangle, stating 'RBC is pleased to announce the launch of the new RBC Global Trade platform:'. Below the announcement is a 'Mail Messages' section with a 'Show 5 10 20 of 1' dropdown and a filter menu for 'Show: Me (and Unassigned)' and 'Read/Unread All'. A table with columns 'Date & Time', 'Subject', 'Reference', 'Assigned To', 'Party', and 'Vendor ID' is displayed, with one row: '01 Nov 2016 04:30 ... Correspondence: BIL101389M - 1 Billing'. At the bottom is a 'Notifications' section with a 'Show 5 10 20 of 3' dropdown.

When you click on Mail Messages, you will be able to access, create or view messages, including any discrepancy notices.

If you ever need to access your messages or notifications when you are not on the home page, you can click on the envelope icon or the dialogue icon at the top of the page.



# The Home page

## Customizing Mail Messages

The screenshot shows the RBC Global Trade Home page. At the top left is the RBC logo. The top right contains navigation links: Home, (1) messages, (3) notifications, Help, and a Logout button. Below this is the user name G. Raymond. A blue navigation bar contains: New Instruments, Transactions, Reports, Reference Data, and My Links. The main content area is titled "Home" and features a yellow announcement banner from RBC about a new Global Trade platform. Below the banner is the "Mail Messages" section, which includes a "Show:" dropdown set to "Me (and Unassigned)" and a "Read/Unread" dropdown set to "All". A table of mail messages is displayed with columns: Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID. One message is visible: "01 Nov 2016 04:30 ... Correspondence: BIL101389M - 1 Billing". A settings menu is open on the right side of the table, listing options to "Save current view", "Reset to default view", and "Add or remove column". The column list includes: Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID, all of which are checked.

Click the **Settings** button and a drop down list of your columns will appear. Check the columns you wish to see and uncheck the columns you do not wish to see.

# The Home page

## Notifications


The screenshot shows the RBC Global Trade Home page. At the top left is the RBC logo. To the right are navigation links: Home, 2(11) (mail icon), (102) (chat icon), Help, and a Logout button. Below this is the user name G. Raymond. A blue navigation bar contains: New Instruments, Transactions, Reports, Reference Data, and My Links. The main content area is titled 'Home' and includes a notification banner about the new RBC Global Trade platform. Below the banner is the 'Mail Messages' section with a table of messages. The 'Notifications' section is highlighted with a red box and contains a table of transaction notifications. The table has columns: Date & Time, Instrument ID, Reference, Instrument Type, Transaction, Party, CCY, Amount, Status, and Vendor ID.

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
01 Nov 201...	EXP101149T		Export LC	Payment	BESCOM LTD.	USD	44,444.00	Processed ...	
01 Nov 201...	EXP100711T		Export LC	Doc Examination	Hong Kong Zoo...	USD	8,000.00	Processed ...	
01 Nov 201...	JCC101382	USD CHEQ...	Import Collection	Payment	JPMORGAN CLI...	USD	15,000.00	Processed ...	
01 Nov 201...	ODC101281T		Export Collection	Issue	test	CAD	30,000.00	Processed ...	
01 Nov 201...	IDC101337T		Import Collection	Collect	TEST	CAD	343,000.00	Processed ...	

In the **Notifications** section, you will find notifications on transactions that RBC has either processed, cancelled or returned. You can click on them to view further details.


# The Home page

## Customizing Notifications

**Mail Messages** Show 5 [10](#) [20](#) of 11 


Show: Me (and Unassigned) ▾ Read/Unread All ▾

Date & Time	Subject	Reference	Assigned To	Party	Vendor ID
01 Nov 2016 04:30 ...	Correspondence: BIL101368T - 1 Billing				
01 Nov 2016 04:30 ...	Create Tracers: IDC101249T - 1 Inward Collection			XYZ Importing	
01 Nov 2016 04:30 ...	Create Tracers: IDC101218T - 2 Inward Collection			Hong Kong Zoo	
01 Nov 2016 04:30 ...	Create Tracers: EXP100688T - 0 Export Docum...			International Cosmeti...	
01 Nov 2016 04:30 ...	Create Tracers: IDC101249T - 2 Inward Colle...			Pencils R US	

**Notifications** Show 5 [10](#) [20](#) of 102 

Show: Client - All PROD - Toronto P ▾ Status: All ▾ Read/Unread All ▾


Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
01 Nov 201...	<a href="#">EXP101149T</a>		Export LC	Payment	BESCOM LTD.	USD	44,444.00	Processed ...	
01 Nov 201...	<a href="#">EXP100711T</a>		Export LC	Doc Examination	Hong Kong Zoo...	USD	8,000.00	Processed ...	
01 Nov 201...	<a href="#">ICC101382</a>	USD CHEQ...	Import Collection	Payment	JPMORGAN CLI...	USD	15,000.00	Processed ...	
01 Nov 201...	<a href="#">ODC101281T</a>		Export Collection	Issue	test	CAD	30,000.00	Processed ...	
01 Nov 201...	<a href="#">IDC101337T</a>		Import Collection	Collect	TEST	CAD	343,000.00	Processed ...	

Save current view 

Reset to default view

Add or remove columns

- Date & Time
- Instrument ID
- Reference
- Instrument Type
- Transaction
- Party
- CCY
- Amount
- Status
- Vendor ID

**All Transactions** Show 5 [10](#) [20](#) of 102 

Show: Work for Client - All PRC ▾ Instrument Group: All ▾ Instrument Type: All ▾

Status: Started ▾

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary Ref
<a href="#">232</a>	Outgoing Guarantee	<a href="#">Issue</a>			Started		
<a href="#">234</a>	Outgoing Standby LC	<a href="#">Issue</a>			Started		
<a href="#">676</a>	Direct Send Collection	<a href="#">Issue</a>			Started		
<a href="#">726</a>	Outgoing Standby LC	<a href="#">Issue</a>			Started		
<a href="#">727</a>	Outgoing Standby LC	<a href="#">Issue</a>			Started		


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Click the **Settings** button and a drop down list of the columns in your **Notifications** section will appear. Check the columns you wish to see and uncheck the columns you do not wish to see.

# The Home page

## All Transactions


### Mail Messages

Show 5 [10](#) [20](#) of 11 

Show:  Read/Unread

Date & Time	Subject	Reference	Assigned To	Party	Vendor ID
01 Nov 2016 04:30 ...	<a href="#">Correspondence: BIL101368T - 1 Billing</a>				
01 Nov 2016 04:30 ...	<a href="#">Create Tracers: IDC101249T - 1 Inward Collection</a>			XYZ Importing	
01 Nov 2016 04:30 ...	<a href="#">Create Tracers: IDC101218T - 2 Inward Collection</a>			Hong Kong Zoo	
01 Nov 2016 04:30 ...	<a href="#">Create Tracers: EXP100688T - 0 Export Docum...</a>			International Cosmeti...	
01 Nov 2016 04:30 ...	<a href="#">Create Tracers: IDC101249T - 2 Inward Colle...</a>			Pencils R US	


### Notifications

Show 5 [10](#) [20](#) of 102 

Show:  Status:  Read/Unread

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
01 Nov 201...	<a href="#">EXP101149T</a>		Export LC	<a href="#">Payment</a>	BESCOM LTD.	USD	44,444.00	Processed ...	
01 Nov 201...	<a href="#">EXP100711T</a>		Export LC	<a href="#">Doc Examination</a>	Hong Kong Zoo...	USD	8,000.00	Processed ...	
01 Nov 201...	<a href="#">ICC101382</a>	USD CHEQ...	Import Collection	<a href="#">Payment</a>	JPMORGAN CLI...	USD	15,000.00	Processed ...	
01 Nov 201...	<a href="#">ODC101281T</a>		Export Collection	<a href="#">Issue</a>	test	CAD	30,000.00	Processed ...	
01 Nov 201...	<a href="#">IDC101337T</a>		Import Collection	<a href="#">Collect</a>	TEST	CAD	343,000.00	Processed ...	

### All Transactions

Show 5 [10](#) [20](#) of 83 

Show:  Instrument Group:  Instrument Type:

Status:

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary Ref
<a href="#">232</a>	Outgoing Guarantee	<a href="#">Issue</a>			Started		
<a href="#">234</a>	Outgoing Standby LC	<a href="#">Issue</a>			Started		
<a href="#">676</a>	Direct Send Collection	<a href="#">Issue</a>			Started		
<a href="#">726</a>	Outgoing Standby LC	<a href="#">Issue</a>			Started		
<a href="#">727</a>	Outgoing Standby LC	<a href="#">Issue</a>			Started		

Under **All Transactions**, you will be provided with links to all of your instruments directly from the home page.

# The Home page

## Customizing All Transactions

### Mail Messages

Show 5 [10](#) [20](#) of 11 ⚙️

Show: Me (and Unassigned) ▾ Read/Unread All ▾

Date & Time	Subject	Reference	Assigned To	Party	Vendor ID
01 Nov 2016 04:30 ...	Correspondence: BIL101368T - 1 Billing				
01 Nov 2016 04:30 ...	Create Tracers: IDC101249T - 1 Inward Collection			XYZ Importing	
01 Nov 2016 04:30 ...	Create Tracers: IDC101218T - 2 Inward Collection			Hong Kong Zoo	
01 Nov 2016 04:30 ...	Create Tracers: EXP100688T - 0 Export Docum...			International Cosmeti...	
01 Nov 2016 04:30 ...	Create Tracers: IDC101249T - 2 Inward Colle...			Pencils R US	

### Notifications

Show 5 [10](#) [20](#) of 102 ⚙️

Show: Client - All PROD - Toronto P ▾ Status: All ▾ Read/Unread All ▾

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
01 Nov 201...	<a href="#">EXP101149T</a>		Export LC	Payment	BESCOM LTD.	USD	44,444.00	Processed ...	
01 Nov 201...	<a href="#">EXP100711T</a>		Export LC	Doc Examination	Hong Kong Zoo...	USD	8,000.00	Processed ...	
01 Nov 201...	<a href="#">ICC101382</a>	USD CHEQ...	Import Collection	Payment	JPMORGAN CLI...	USD	15,000.00	Processed ...	
01 Nov 201...	<a href="#">ODC101281T</a>		Export Collection	Issue	test	CAD	30,000.00	Processed ...	
01 Nov 201...	<a href="#">IDC101337T</a>		Import Collection	Collect	TEST	CAD	343,000.00	Processed ...	

### All Transactions

Show 5 [10](#) [20](#) of 83 ⚙️

Show: Work for Client - All PRO ▾ Instrument Group: All ▾ Instrument Type: All ▾

Status: Started ▾

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party
<a href="#">232</a>	Outgoing Guarantee	<a href="#">Issue</a>			Started	
<a href="#">234</a>	Outgoing Standby LC	<a href="#">Issue</a>			Started	
<a href="#">676</a>	Direct Send Collection	<a href="#">Issue</a>			Started	
<a href="#">726</a>	Outgoing Standby LC	<a href="#">Issue</a>			Started	
<a href="#">727</a>	Outgoing Standby LC	<a href="#">Issue</a>			Started	

Save current view ⏏️

Reset to default view

Add or remove columns

- Instrument ID
- Instrument Type
- Transaction
- CCY
- Amount
- Status
- Party
- Primary Reference
- Date Started
- Vendor ID
- Bank Name

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By clicking on the **Settings** button, you can choose which columns you would like to see in your **All Transactions** section. Check the columns you wish to see and uncheck the columns you do not wish to see.

# Menu bar

## New Instruments

The screenshot shows the RBC Global Trade Home Page. The top navigation bar includes 'Home', '(1)', '(3)', 'Help', and 'Logout'. The user is identified as 'G. Raymond'. The main menu bar contains 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The 'New Instruments' dropdown menu is open, showing options: 'Choose Template', 'Trade', 'Copy From Existing', 'Transfer Export LC', 'Direct Send Collection', 'Export Collection', 'Import LC', 'Outgoing Guarantee', 'Outgoing Standby LC (Detailed)', and 'Shipping Guarantee'. Below the menu bar, there is a notification area with a 'Show 5 10 20 of 1' control. The main content area displays a table of notifications with columns: 'Date & Time', 'Instrument ID', 'Reference', 'Instrument Type', 'Transaction', 'Party', 'CCY', 'Amount', 'Status', and 'Vendor ID'. The table contains three rows of data.

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
01 Nov 201...	10000276		Outgoing Standby LC	Issue	The Corporation ...	CAD	111,000,11...	Processed ...	
01 Nov 201...	DIR489T	123456A	Direct Send Collection	Issue	Import-Export Ind...	USD	90,000.00	Processed ...	
01 Nov 201...	BIL101389M		Billing	New Bill				Processed ...	

Let's explore the menu bar.

By clicking on the **New Instruments tab**, you will be able to create a new trade transaction either from a blank form, a template, or you can copy from an existing instrument.

You will only be able to create a new instrument for products for which you have been set up.



### Tip:

If you require access to another product, call us at 1-800-757-4525.

# Menu bar

## Transactions

The screenshot displays the RBC Global Trade platform interface. At the top, the RBC logo is on the left, and navigation links for Home, 1 email, 3 chat, Help, and Logout are on the right. The user's name, G. Raymond, is shown. Below the navigation bar, there are tabs for New Instruments, Transactions (highlighted with a red box), Reports, and Reference Data. A dropdown menu for Transactions is open, listing options: All Transactions, Trade, Pending Transactions, Authorised Transactions, History, Create Amendment, Create Tracer, Create Assignment, Create Settlement Instructions, and Request Rollover. The main content area includes a Home section with a warning icon, a Mail Message section with a search filter, and a Notifications section with filters for Show, Status, and Read/Unread. A table with columns Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID is visible, containing one entry: 01 Nov 2016 04:30 ... Correspondence: BIL101389M - 1 Billing.

Under the **Transactions** tab, you will be able to see the status of your instruments and search previous instruments.

# Menu bar

## Reports

The screenshot shows the RBC Global Trade platform interface. At the top, there is a navigation bar with the RBC logo on the left and links for Home, 1 email, 3 chat messages, Help, and Logout on the right. Below the navigation bar, the user's name 'G. Raymond' is displayed. The main navigation bar contains 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The 'Reports' menu is highlighted with a red box, and its dropdown menu is open, showing 'Standard Reports' and 'Custom Reports' options. Below the navigation bar, the 'Home' section contains a message from RBC about the new RBC Global Trade platform. The 'Mail Messages' section shows a list of messages with columns for Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID. The 'Notifications' section shows a list of notifications with columns for Date & Time, Instrument ID, Reference, Instrument Type, Transaction, Party, CCY, Amount, Status, and Vendor ID.

Under the **Reports** tab, you will be able to generate standard reports provided by the bank or custom reports based on your needs.

You can then save and print your reports.



# Menu bar

## Reference Data

The screenshot shows the RBC Global Trade application interface. The top navigation bar includes the RBC logo, user name 'G. Raymond', and links for Home, Messages (1), Alerts (3), Help, and Logout. The main menu bar contains 'New Instruments', 'Transactions', 'Reports', and 'Reference Data' (highlighted with a red box). A dropdown menu for 'Reference Data' is open, listing options: Parties, Phrases, Users, Threshold Groups, Security Profiles, Notification Rule, Templates, and Foreign Exchange Rates. The main content area is divided into sections: Home (with a launch announcement), Mail Messages (showing a message about 'Correspondence: BIL101389M - 1 Billing'), Notifications (showing a list of transactions), and All Transactions (showing a list of transactions with columns for Instrument ID, Instrument Type, Transaction, CCY, Amount, Status, Party, and Primary Ref).

Under the **Reference Data** tab, you will be able to set up what you will need to use on a daily basis.

You will be able to set up users, set monetary thresholds for each user, and set security profiles for each user.



### Tip:

This is probably the first thing you will want to do. You may want to refer to the Setting up Reference Data video or user guide for assistance.

# Menu bar

## My Links

The screenshot shows the RBC Global Trade Home Page. At the top right, the user's name "G. Raymond" is displayed. Below it, the "My Links" menu is highlighted with a red box. The menu includes "FAVOURITE TASKS" (with a gear icon), "Create Mail Message", "View Notification", "RECENT INSTRUMENTS", and "FAVOURITE REPORTS" (with a gear icon). The main content area is divided into sections: "Home" with a notification about the new RBC Global Trade platform; "Mail Messages" with a table of messages; "Notifications" with a table of notifications; and "All Transactions" with a table of transactions.

**Home**

RBC is pleased to announce the launch of the new RBC Global Trade platform:  
Please refer to the following job aid and videos to help you navigate the new system. If you have any further questions ...

**Mail Messages** Show 5 10 20 of 1

Show: Me (and Unassigned) Read/Unread All

Date & Time	Subject	Reference	Assigned To	Party	Vendor ID
01 Nov 2016 04:30 ...	Correspondence: BIL101389M - 1 Billing				

**Notifications** Show 5 10 20 of 3

Show: ABC Inc. Status: All Read/Unread All

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
01 Nov 201...	10000276		Outgoing Standby LC	<a href="#">Issue</a>	The Corporation ...	CAD	111,000,11...	Processed ...	
01 Nov 201...	DIR489T	123456A	Direct Send Collection	<a href="#">Issue</a>	Import-Export Ind...	USD	90,000.00	Processed ...	
01 Nov 201...	BIL101389M		Billing	<a href="#">New Bill</a>				Processed ...	

**All Transactions** Show 5 10 20 of 176

Show: Work for ABC Inc. Instrument Group: All Instrument Type: All

Status: Started

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary Ref
10000276	Outgoing Standby LC	<a href="#">Amend</a>			Started	The Corporation of the	
CAR375T	Air Waybill	<a href="#">Release</a>			Started		
CAR379T	Shipping Guarantee	<a href="#">Issue</a>			Started		
CAR380T	Shipping Guarantee	<a href="#">Issue</a>			Started		

**My Links** gives you a quick way to access your daily tasks. Once you start using the service, you will have instant access to the tasks you perform most often, the five most recent instruments you have been working on, and access to key reports.

# Menu bar

## My Links

The screenshot shows the RBC Global Trade Home page. At the top right, there is a 'Logout' button and the user name 'G. Raymond'. Below the navigation bar, the 'My Links' menu is open, showing 'FAVOURITE TASKS' with a settings icon, 'RECENT INSTRUMENTS', and 'FAVOURITE REPORTS'. The main content area includes a 'Home' section with a message about the new RBC Global Trade platform, 'Mail Messages', 'Notifications', and 'All Transactions' sections.

Similar to other sections on your home page, if you click on the **Settings** button beside **Favourite Tasks**, you can choose the tasks that you would like to see on your home page.

The screenshot shows the 'Add Task(s)' dialog box. It is divided into two steps: 'Step 1: Select the sections you wish to display on the Corporate Dashboard.' and 'Step 2: Modify numbers and select the Update button to re-order your sections.' The 'Tasks' section is expanded, showing 'Messages' with 'Create Mail Message' and 'View Notification' selected. The 'Selected Task(s)' section shows the tasks in order: 1. Create Mail Message, 2. View Notification. The 'Total Count' is 2. There are 'Update', 'Save', and 'Cancel' buttons.

# Menu bar

## My Links

The screenshot displays the RBC Global Trade platform interface. At the top, there is a navigation bar with the RBC logo, user name 'G. Raymond', and links for Home, Messages (1), Chat (3), Help, and Logout. Below this is a secondary menu bar with 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The main content area is titled 'Home' and contains a notification about the new RBC Global Trade platform. A modal dialog box titled 'Add Report(s)' is open, showing two steps: Step 1: Select the sections you wish to display on the Corporate Dashboard, and Step 2: Modify numbers and select the Update button to re-order your sections. The dialog includes dropdown menus for 'Available Reports' (Standard Reports and Custom Reports) and 'Selected Report(s)' (Order), along with an 'Update' button and a 'Total Count: 0' indicator. Below the dialog, there are sections for 'Mail Messages' and 'All Transactions'.

If you click on the **Settings** button beside **Favourite Reports**, you can customize the reports that will appear on your home page.

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