

# Make the most of Cards OnLine

## A User Guide for Report Administrators



Here's why it pays to put  
Cards OnLine to work for you.

Save time, view your Management Information (MI)  
reports online.

The Report Administrator is a non-cardholding role that can perform the following functions through Cards OnLine:

- Manage reports
- View messages
- Update your profile.

To register for this role, please visit [www.rbs.co.uk/cardsonline](http://www.rbs.co.uk/cardsonline) and download an application form.

Use this guide with the Report Administrator demo at  
[www.rbs.co.uk/cardsonline](http://www.rbs.co.uk/cardsonline)

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## Introduction

This Cards OnLine User Guide is designed for Report Administrators who are authorised to maintain MI report access and download information on behalf of the Card Administrator. To register for this service the Card Administrator must download an application form from [www.rbs.co.uk/cardsonline](http://www.rbs.co.uk/cardsonline)

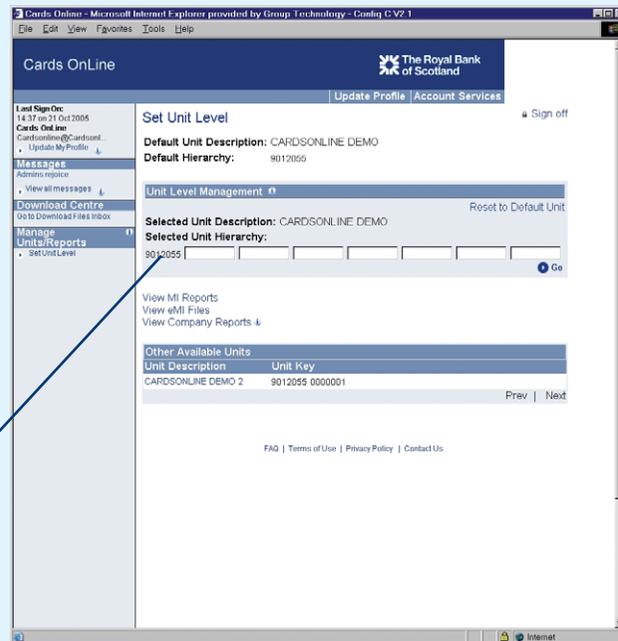
To get the most benefit from this guide, you should use it in conjunction with the Cards OnLine Report Administrator demo which is accessible via [www.rbs.co.uk/cardsonline](http://www.rbs.co.uk/cardsonline). After using this guide you will be able to retrieve MI across multiple billing units within your organisation and update or change your security details.

It is important to us that you find this guide, and the online demo tools, both useful and easy to follow. If you have any comments or suggestions regarding this guide or the Cards OnLine service in general, please send your feedback to [commercialcards@rbs.co.uk](mailto:commercialcards@rbs.co.uk)

## View Management Information reports

### Step 1.

You can select a reporting unit within your company and view MI reports for the unit selected.

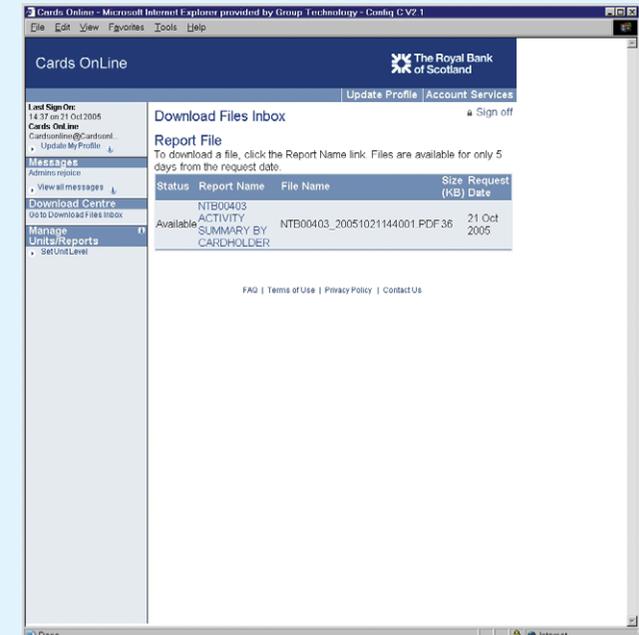


The unit 9012055 has been selected here as an example.

## Download reports

### Step 2.

Once you have selected an MI report, a message is displayed to show that the report is downloading into your Inbox. Once this is complete, a message is sent to your Cards OnLine registered email address to confirm that the report is ready for viewing. The report will remain in your Inbox for 5 days.



## Update profile or change security details

### Step 3.

This step allows you to update your Report Administrator profile and change your security details.

Update your profile and change your security details.

## Access general information

### Step 4.

As a Report Administrator you can access general information and links to sections of Cards OnLine.

For further information, please visit [www.rbs.co.uk/cardsonline](http://www.rbs.co.uk/cardsonline) where you can access a comprehensive list of FAQs, online demonstrations and contact details. Alternatively, contact the Cards OnLine Helpdesk on **0870 154 1234**.