

# Client Account Manager (CAM)

## Support with your product

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If you require any further help on how to use the CAM product, please contact the dedicated CAM Help desk @ [ClientAccountManagerHelpdesk@rbs.co.uk](mailto:ClientAccountManagerHelpdesk@rbs.co.uk) or Call us, Monday to Friday 8.00 am–5.00 pm, on: 0345 731 3146

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# Client Account Manager (CAM)

## Quick start summary guide

### Getting started on CAM

Log into your Bankline service, select **Virtual Accounts** option from ribbon at top of screen, this will open up your CAM service at your main CAM homepage.

There are three key actions in you must complete to get you started on your CAM:

- Set up clients > 2. Set up/create additional user > 3. Set up required additional accounts

### 1. Set up your clients

**Important:** Two users are required to set up/activate a client - one to input and one to approve the request.

- From main homepage, click on **Company** tab and select + button next to the Customer you want to set up client for
- On **Add Customer** screen select client then complete all mandatory fields marked with \* as a minimum
- Select **Add Customer**, then select **Send for Activation**
- **Second User** – From home screen
- From home screen, select **Approval** tab
- Select **Waiting for my Approval** and select account(s) to be authorised
- Select **Approve**

Please do not use the option to create sub-entities. To differentiate between different parts of your business e.g. by department or geography, you can organise your accounts into groupings by setting up **Aggregation Accounts** and **Virtual Transaction Accounts**. See guide to [Create and manage accounts](#) for more information.

### 2. Set up additional users

**Important:** Two users are required to set up/activate a user - one to input and one to approve the request.

User roles available in CAM are **Cust Admin, Cust Update & Cust Read**. A User being added to CAM must first be added as a user on your Bankline service and have been assigned the **Virtual Account User** privilege. (Refer to the [Bankline user guide](#) for further details on how to do this).

Once the **Virtual Account User** privilege has been assigned to the user in Bankline, the user is automatically created with a **Cust Read** profile in CAM. The users profile can then be amended to either **Cust Update** or **Cust Admin** as required:

- On Company Screen Select **Company**, then click on the **USERS** link at the top.
- Click on the Edit link of the user to be edited
- Amend user role and/ or other details as required
- Click Save Changes and pass to a second user for authorisation

### 3. Set up additional accounts

**Important:** Two users are required to set up/activate an account - one to input and one to approve the request.

**First user** – On Accounts Screen.

- Select + adjacent to account and populate all mandatory fields marked \* as a minimum.
- Select + **Add Account**, then select Send for activation.
- Pass to a second user for authorisation.

### Additional functionality

Although not required to get started on your CAM, other features that you can set up/use are:

- Creating a Dashboard
- Run reports
- View audit record of changes made within system

# Client Account Manager (CAM)

## Add virtual accounts user privilege in Bankline – Quick guide

### Key points

Administrators will have been set up on your CAM service. These users can set up additional users tailored to the business needs.

A User being added to CAM **must** also be a user on your Bankline service and be assigned the **Virtual Account User** privilege.

There are two CAM roles in Bankline:

- **Manage User** – Management of the user – Users can create and update other CAM users in Bankline
- **Virtual Account User** – Provide user with access to the Virtual Account Service (CAM)

(A user can be granted both roles if required so they are an administrator in Bankline and also have access to CAM).

### Assigning the virtual accounts service

From the Admin screen in Bankline, you will need to create any new users and assign them with the required role(s) – See above.

**Virtual Account User** role will be required as a minimum for all users you wish to be able to access the CAM application. Please refer to your Bankline user guides for additional help on this area.

**NOTE:** Take care that you don't remove any existing Bankline roles already assigned to the user.

### Administrators only

- Can view current list of users
- Add additional users as required (Refer to set up additional users guide)
- Edit users access rights
- Delete users

# Client Account Manager (CAM)

## Set up additional users – Quick start guide

### Key points

Administrators will have been set up on your service who will have the control to set up additional users tailored to the business needs.

There are three types of users/profiles within CAM:

- Cust Admin (Super User Profile, can undertake all tasks, note only this Profile can set up additional users)
- Cust Update (can undertake all of the Admin tasks except for adding additional users)
- Cust Read (this user has limited functionality, and has mainly view only access)

Users will only be able to see the company and associated accounts that they have been added as a user for.

A User being added to CAM must also be a user on your Bankline service and have been assigned the Virtual Account User privilege.

A user is unable to request and approve tasks that require to be sent for activation/approval, this will require two users – One user to action the task, a separate user to approve the task.



### Add a user

Log in to Bankline, create the user(s) and assign the **Virtual Account User** privilege (Refer to [Bankline user guide](#) for further details on how to do this).

Users are automatically created in CAM, but will have been allocated a **Cust Read** profile to prevent unauthorised use. Administrators can edit users as required to **Cust Update** or **Cust Admin**.

On the CAM Dashboard Homepage

- Select **Company** from ribbon at top of page and select the Company from the left side of screen.
- Select the **USERS** link at the top
- Click on the **Edit** link of the user to be edited
- Amend user role and/ or update other details as required
- Click **Save Changes** and pass to a second user for authorisation



### Important information

- Some special characters are not allowed in certain fields in CAM. Please see [Appendix 1](#) for more details.
- **User ID field:** There is a set format that must be used for a User ID – The ID is made up from your users unique Bankline ID and your Company Bankline ID (10 digits long). Format is **UserBanklineID@CompanyBankline ID**
- **Number of votes Field** – leave this as 1 to allow administrators and users the ability to authorise requests.
- Users who have **Virtual Account User** role removed in Bankline will automatically be suspended in CAM.
- Users who are deleted in Bankline will automatically be suspended in CAM. Users re-added with the same user ID in Bankline will not be re-instated in CAM.

### Administrators only

- Can view current list of users
- Add additional users as required (see above)
- Edit users access rights
- Delete users

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# Client Account Manager (CAM)

## Updating your details – Quick start guide

### Key points

When CAM is set up for the first time, customer name, address and contact details will be populated automatically from Bank records. This needs to be kept up to date and accurate, so whenever changes are made centrally within the Bank, these will be mirrored into CAM on a daily basis. You will not be able to update any of these fields within CAM, please make the required changes to your main bank account details and these will be automatically fed through into your CAM application.

Preferred name will be populated with details provided on your application form. This and the email address fields can be updated by administrators within CAM.

### Editing Customer Details

- From the Company Screen, click on **Edit Details**
- Edit Customer Details Screen will be presented. Preferred Name and contacts fields will be editable
- Edit either field as required – please note important information below
- Select **Update Customer**
- A second administrator with the required privileges will now need to authorise these changes.

### Important information

- Some special characters are not allowed in certain fields in CAM. Please see [Appendix 1](#) for more details

### Administrators only

- Edit Preferred Name
- Add and edit company email addresses

# Client Account Manager (CAM)

## Create and manage clients – Quick start guide

### Key points

Before setting up Virtual Transaction accounts for your clients, you will first need to set up your clients. Your clients are the owners of accounts that you then set up.

If you wanted to differentiate between different parts of your business e.g. by department or geography, you can organise your accounts into groupings by setting up Aggregation. See guide to create and Manage accounts for more information on how to do this.

### How to create clients

#### To Add a Client

From the CAM Dashboard homepage:

- Select **Company**
- Click **+Button** adjacent to who you want to add a Client to
- On **Add Customer**, select **Client** as the Customer category, complete all other fields marked\*
- Select **+Add Customer** (this is now in draft status and is displayed on screen below the customer it was created under)
- Select **Send for activation**, tick the check box on the Send for activation screen, click **Send**
- Another CAM user will now need to authorise the new Client from the approval menu

### Important keying information

- Ensure that you have selected the correct customer type – Please only create Clients
- A client cannot have another client linked to it, therefore there will be no “clients allowed” check box on screen
- Once the second user approves the request, the newly added clients will be available to view on the Company tab
- Should an illegal character or space is used, you will see an error for that field

### How to edit clients

From the CAM Dashboard homepage

- Select **Company** at top of page
- Click on the Client you wish to edit on left of screen
- Select **Edit details** on right of Customer Details box
- On **Edit Customer** screen, update the required fields, click **Save Changes**

*Note: Customer Category, Type or ID fields **cannot** be updated*

# Client Account Manager (CAM)

## Create and manage accounts – Quick start guide

### Key points

To make your accounts easier to manage you can organise them into groupings under each Shadow Account by setting up Aggregation Accounts and Virtual Transaction Accounts.

A Settlement Account is created for each Shadow Account, this is mandatory for interest purposes.

An Aggregation Account contains the aggregated balance of all its subordinate transactions accounts. The highest aggregation account in your accounts structure is set up by the bank as part of your registration.

With a Virtual (Transaction) account, it is possible to post transactions. It is linked to an aggregation account at either the top level in the hierarchy or at a subordinate level.

You can name both account types to suit your own referencing criteria for your customers.

You will require a second authoriser to approve any accounts you wish to set up.

### How to create an aggregation and a virtual transaction account

From the CAM Dashboard Homepage, select **Accounts** tab

- Select  icon next to the Account that you wish to add/link additional accounts to
- On the **+Add Account** screen, complete required fields (all fields with an \* are mandatory and must be completed)
- Click on **+Add Account** (this will take you back to the Accounts overview screen which will show the account you have created, this is in draft only and will still require to be approved)
- To approve the account, select **Send for activation**, bottom left of screen
- Select account (s) you wish to be activated, select **Send**
- The account is now in Draft status awaiting approval

### Important keying information

When keying in the information in the add account screen ensure that you select the correct account type from the drop down options available to enable the correct set up. Interest Allowed should be set to no for Aggregation accounts. Individual Virtual Client Transaction Accounts should be set to yes, unless you don't want any interest to be inherited on the specific account.

**Account Name** field and **Account Number** (for virtual transaction accounts): Account number can be alpha numeric to reflect your own internal referencing criteria (e.g. MC123456). Note: account name field can include spaces however account number field cannot.

### How to approve accounts in draft status

You cannot approve an account that you have created yourself, you must have the account approved by a second CAM user who has at least the required number of votes allocated in their user profile.

- An approver must log into CAM, and select the **Approvals** tab at the top of the CAM Homepage (this will display a list of all accounts that have been sent for approval)
- Choose the account from the list and then select **Approve**. You will then be asked to confirm the approval – Select **Approve** (you will see that the account has been successfully activated)

**Note:** you will also have the option to view details of the account created or to reject the request – If you choose to reject the request you must enter a reason in the comments field.

### How to edit an account

Any changes to an existing account are done **with immediate effect**, no approval is required.

From the CAM Homepage, select Accounts

- Select the account to be edited then select **Edit details**, complete the required fields and select **Save Changes**

### How to block, unblock, close or delete accounts

These features can be accessed via the Actions box on right the Accounts Overview screen.

All these functions will require a second approver to complete

### Additional account features

Refer to the separate Quick Guides for guidance on how to

- Add the account as a favourite in your Dashboard
- Move an account to another account hierarchy
- Set up complex Accounts structure

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# Client Account Manager (CAM)

## Create accounts hierarchy – Quick start guide

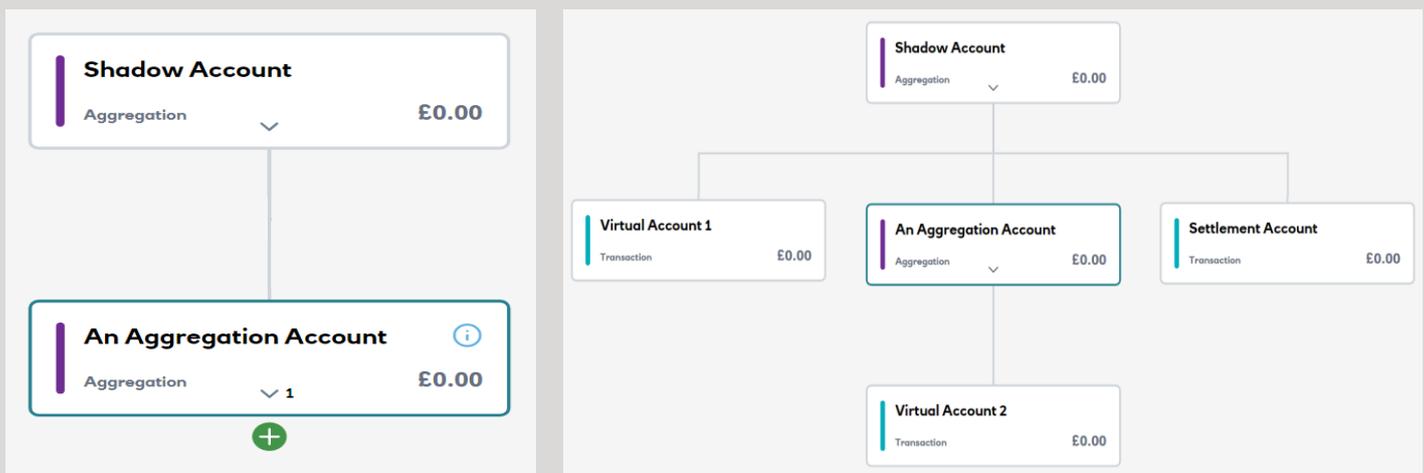
### Key points

On the Accounts Overview screen, you have the option to view your accounts structure in diagram form. This can be particularly helpful when setting up multiple account structures.

### Setting up multiple accounts using diagram screen

Select the diagram icon from the Accounts Overview screen. 

- Hover mouse over the account you want to add a further aggregation or virtual transaction account to and a + sign will appear (1)
- Click on the + sign that appears below the account, this will take you to the **Add Account** screen
- Populate fields and send for activation – Refer to How to Create an Aggregation and a Virtual Transaction Account section within Create and Manage Accounts Quick Guide on how to do this
- Example of how an accounts hierarchy looks like with both Aggregate and Transaction accounts added. (2)



### Move an account to another hierarchy

On the Account tab

- Select the account and click **Move** in Actions box
- On **Move Account** screen, select the parent account you want to move the account to and select **Move Account**. The request is then sent for approval
- A second approver is required to authorise the request. **Note:** you will also have the option to view details of the account or to reject the request – If you choose to reject the request you **must** enter a reason in the comments field

# Client Account Manager (CAM)

## Manage client interest rates – Quick guide

### Key points

The Interest rate agreed with the Bank will automatically be linked at shadow account level. This is known as the CAM Managed rate and is also referred to as “Default Rate” or “External Interest”.

Interest can be set up at Virtual account level by either setting interest inheritance at shadow or aggregation account level.

Aggregation Accounts that have been set up will **not** accrue interest and the “Interest Allowed” setting is set as “No”.

A Settlement Account will have been automatically be created directly under the Shadow Account level as part of registration. Based on the settlement frequency set, CAM will transfer the interest amount of the shadow account to the settlement account which is then in turn disbursed to virtual accounts.

Interest Inheritance ensures all virtual accounts under the account where inheritance has been set up will have the same Interest rate. If you don’t want all accounts to inherit the same interest rate, interest can be added directly at Virtual account level instead and these accounts can have “Interest Allowed” setting as yes or no as required.

Once the interest is transferred to all virtual accounts, the remaining amount in the Settlement Account is customer interest which you will need to transfer to your nominated account via Bankline. Refer to manual interest rate transfer guidance pack.

### Add/edit internal interest inheritance

Interest Inheritance can be set up at Shadow account level and aggregation account level.

- To set up Interest Inheritance, select either “**All Virtual Accounts**” (Shadow) or “**Next Level**” (aggregation or Virtual)
- Click on “**No Inheritance**” link in the “**Interest**” tab of the account you want to set up Inheritance from
- Three options are displayed
  - **Delete Inheritance**: Use when deleting the previously created Interest Inheritance
  - **All Virtual Accounts**: Use when the same inheritance set up is required for all virtual accounts below the account at which interest inheritance setting is being done
  - **Next Level**: Used when same inheritance set up is required for the virtual accounts which are immediately below the account at which interest inheritance setting is being done
- Select the required option and click **Save Changes** and then **Add Interest Inheritance**
- Enter the required details on the CAM Interest rate screen and click on “**Add Interest Inheritance**” button
- A second CAM user is required to approve this change

### Virtual account: Add/edit interest

To do this, click on “**Add Interest**” button in “**Interest**” tab of Virtual Account where Interest needs to be set up.

- Enter the required details on the CAM Interest rate screen and click on “**Add Interest Inheritance**” button
- A second CAM user is required to approve this change

### Points to note

- Interest Rate entered at inheritance level or Virtual Account level is known as Internal Interest and should never exceed the Managed Rate. You should never give more interest than you receive
- Ensure that the “**Settlement Frequency**” is set as the same settlement frequency selected at shadow account level
- If **Fixed** is selected as Margin, the complete balance will have the same specified interest rate
- If **Threshold** is selected, an additional margin of interest is provided if the balance is more than the amount in the up to field. This can be tiered (full balance receives the higher rate once the threshold is reached/ exceeded) or Banded (balance up to the threshold gets the rate specified in the first band and any additional balance receives the higher band rate)
- If CAM managed rate 100%, 75%, 50% or 25% is selected, the relevant Virtual Accounts attached will receive this percentage of the Default or CAM Managed rate paid by the Bank

# Client Account Manager (CAM)

## Transactions – Quick start guide

### Key points

Transactions carried out on your nominated account(s) are reflected in CAM.

All transactions will be visible within your transactions screen (Debit transactions are displayed in red and with negative sign)

You can add Aggregation and Virtual accounts under your main Shadow Account and create a hierarchy. You must ensure that you ask your clients to use the number you have allocated to their Virtual Account as the “Reference”, when they are paying monies in, this will allow the transaction to be auto allocated to the correct virtual account.

You can set up an Exceptions widget on your dashboard for monies that have not been auto-allocated.

Funds can be moved from Shadow Account to Virtual transactions accounts and vice-versa. Transactions will show in both accounts and balances updated accordingly for these and any aggregation accounts the Virtual Account sits under.

### How to manage transactions

For payments out from your nominated account or instances where the auto-allocation has failed, it is possible to allocate the transaction manually to the correct virtual account. This can be done from two places:

- From your **Exceptions Transaction** widget (see Dashboard Quick Guide on how to set up); **or**
- From the **Accounts** tab, select the top level aggregation account and select **Transactions**
- From the dropdown menu next to the calendar icon, you can specify transactions for a specific period. Those that have not been allocated will have a red highlight on the left hand edge of their row
- You can see additional information about individual transactions by clicking **View** to the left of a transaction
- Click **Move** to the right of the transaction you want to allocate
- Pop-up window appears **Move transaction to a specific account**
- In the **Target Account** field, type the first three letters of the account you want to move the transaction to – This will generate a list of accounts. Select the required account then click on **Move transaction**
- Request is sent for authorisation
- A second approver is required to authorise the request

# Client Account Manager (CAM)

## Transferring interest payments from your settlement account – Quick guide

### Key points

At the end of each month (or the agreed settlement frequency), you will receive interest earned on the balance in each of your shadow accounts in CAM which will be paid to your linked feeder account(s). The interest earned will be reflected in your virtual settlement account for each shadow account.

Depending on how you have opted to allocate interest to your clients, the % assigned to your clients will be automatically transferred to your client's virtual accounts.

The remaining funds in the virtual settlement account belong to you.

**In order to segregate your interest earned from your client account, you will need to manually transfer the funds from your feeder account(s) to another nominated account belonging to you.**

You will also need to manually reconcile the interest transferred from your feeder account in your virtual settlement account by following the steps below.

### Reconciling your settlement account interest balance

#### Check the interest you have earned:

On the first day of every calendar month (or on the following day of the agreed settlement frequency) you will need to check the balance of your virtual settlement account(s) to see the interest you have earned by following these steps:

- Select **Accounts**
- Select the arrow next to your main account
- Select **Settlement account**

You will need to manually transfer the balance available in your virtual settlement account(s) under "Available amount" from your main feeder account(s) to another nominated account belonging to you via Bankline, Online Banking or Telephone Banking.

**You will be able to see the transfer within 20 minutes on your exception report by following these steps:**

- Select your **shadow account**
- Select **Transactions**
- Filter on the day you transferred the interest value from your feeder account(s)
- You will then be able to locate the transaction(s) in pink on the exception report

**To reconcile the transaction on your Settlement account follow these steps:**

- Select **Move** on the appropriate transaction on the exception report
- Type **Settlement account** in the "Target account" search bar
- Select the appropriate Settlement account from the menu
- Select "**Move Transaction**"
- A second approver is required to authorise this request

# Client Account Manager (CAM)

## Withdrawing client funds – Quick start guide

### Key points

To pay funds from a Virtual Client Account, you will need to use Bankline, Online Banking or Telephone Banking to transfer the funds from your external feeder account(s) to the desired destination account. For all withdrawals you will need to manually reconcile the amount transferred from your feeder account, via your virtual transaction account.

Transactions carried out on your nominated account(s) are reflected in CAM.

Transactions update every 20 minutes, therefore you should wait approximately 20 minutes before you attempt to reconcile

All transactions will be visible within your transactions screen (Debit transactions are displayed in red and with negative sign)

You can set up an Exceptions widget on your dashboard for monies that have not been auto-allocated. Transactions moved from Shadow Account to Virtual transaction accounts and vice-versa will show in both accounts and balances updated accordingly for these and any aggregation accounts the Virtual Account sits under.

### Manually withdrawing funds

Transfer of funds from your main feeder account(s) can be completed via Bankline, Online Banking or Telephone Banking.

### Reconciling your shadow account and virtual transaction account(s) balance(s)

**Within 20 minutes, you will be able to see the transfer on your exception report by following these steps:**

- Select your shadow account
- Select Transactions
- Filter on the day you transferred the value from your feeder account(s)
- You will then be able to locate the transaction(s) in red on the exception report

**To reconcile the transaction on your Virtual Transaction Account follow these steps:**

- Select Move on the appropriate transaction on the exception report
- Type Virtual Transaction Account in the “Target account” search bar
- Select the appropriate account from the menu
- Select “Move Transaction”
- You will now need a colleague to approve this request
- Once approved accounts are instantly reconciled

# Client Account Manager (CAM)

## Statements – Quick start guide

### Key points

CAM is set with a default frequency of monthly for statement generation for every shadow account. The frequency can be amended within CAM, allowing you to specify a frequency to meet your own individual needs (Daily, Weekly and Monthly). This can be at the virtual transaction account and/or at the shadow account level.

You can also specify the day/date that you want your statement(s) produced.

Where you specify the frequency of statement generation on client accounts, you will get a statement for these in addition to the default statement.

Where you select daily, statements will **only** be produced for the days where a transaction has occurred.

Weekly statements, will be produced on a Friday (next working day if a Bank Holiday) and monthly statements will be produced on the last working day.

On CAM, you can view an electronic statement at the account level and can download these in xml format. Alternatively, if the xml format is not suitable for your requirements, you can produce a Transaction report – please refer to the [Reporting](#) guide for more information.

### How to manage statement agreements

- From the **Accounts** Tab, click on the account you wish to set up a statement agreement for and navigate to the **Agreements** tab
- Click on **Add Statement Agreement**
- Select the **End-Of-Day** option
- Select the required period from the dropdown – Daily, Weekly or Monthly
- Specify the **Effective Date**  for the statement to be applicable from
- Click on **Add Statement Agreement** button
- Request is now sent for authorisation and a second approver is required to authorise the request

Once approved, the agreement is added under the agreements tabs and can be viewed, edited or deleted. The statement will now be produced at the frequency set within the agreement, provided there have been transactions during this time period for the specific account.

### Viewing statements in CAM

To view Statements, navigate to the **Reports** screen, from the dashboard

- Select **Statement** and a list of available statements will be displayed
- Click on  Download
- From here you can view the statement, save it to your computer and/or print it

# Client Account Manager (CAM)

## Reporting – Quick start guide

### Key points

You can self generate Transaction and Balance reports specific to your requirements

To run any report, you **must** first create a template

Templates can be classed as either “Public” (available for view by others) or “Private” (personal use only)

Reports can be run as required, or scheduled to run at specific times

Reports can be downloaded in PDF or MS Excel (.csv) format.

**Note:** Reports with a large number of transactions may take a little longer to appear and you may need to move away from the report screen then back again before the download button appears.

### How to create a report template

On main homepage, click on **Reports** tab

- Select **Report** from sub menu, then **Template**
- Select **+New Template**
- The two reports that can be run are for Transactions and Balances. Select the required option and populate fields on **Add Report Template** screen (fields marked \* are mandatory), select **Save**. There is also the option to CANCEL and return to the previous screen

### How to run a report

On main homepage, click on “**Reports**” tab

- Select **Report** from sub menu, then **Download Reports**
- Select **+New Report**, this opens the **Report Creator** screen
- Select radio button against the Template you wish to run, select **Next**
- From the Select Account field, select the account to be used for the report, then select either **Run Now** or **Create Schedule to Run later**. (Create Schedule to Run later allows you to specify frequency i.e. daily, weekly or monthly). Select **Next**
- The **Create Schedule** report defaults to the period that was set when the template was created or last saved, however you can amend the time period to suit. Note: Reporting period is a maximum 90 days
- Select **Finish**

Your report will then be run and added to the **Download Reports** tab and is available to view immediately.

- To stop a scheduled report from running, on the **Reports** tab, select **Schedules** then select delete against report to be cancelled

### How to download a report

On **Download Reports** tab

- From the list, select **Download** against the report you wish to run
- Select either **PDF** or **Excel** (.csv) format
- You now have the option to either open your report or save onto your computer

### Additional functionality

- You can edit any existing templates you have created however this will overwrite the existing template
- You can delete any templates no longer required
- Previous reports run will be available in the Downloads report tab
- An audit of changes can be generated by selecting **Reports** from main homepage then **Audit**. Complete the date field then add any attributes you wish an audit on

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# Client Account Manager (CAM)

## Create dashboards and widgets – Quick start guide

### Key points

When you access CAM, the landing page will show your dashboard from which you can navigate your way around CAM. Dashboard options (widgets) that can be displayed are Liquidity, Favourite Accounts, Account Portfolio and Exception Transactions. Widgets are tools that enable you to have pre-defined information pulled from CAM.

You can set up more than one Dashboard and choose a preferred Dashboard as your default view, which can be changed at any time.

### How to create a dashboard

If logging on for the first time or you haven't yet set up a dashboard on the home screen

- Select **+Create Custom Dashboard**
- Click on  icon (top right of screen)
- Select **Customized Dashboard** box, (top left of screen) and input a title for your Dashboard
- Select **+Add widget** tab at top of screen, (this will give you a list of options to choose from), select option and click **Add to dashboard**
- Click on  icon within the widget
- On the **Configure widget** screen, complete the fields marked with\*
- Select **Confirm Changes**, then **Save Dashboard**

Your Dashboard has now been created and will be visible each time you log into CAM

### Important keying information

All fields marked with \* are mandatory and **must** be completed.

The **Confirm changes** button will only be enabled once all mandatory fields have been completed

### How to create additional dashboard(s)

- Select **Dashboard** from ribbon at top of screen
- Select  icon
- Select **+ New Dashboard** (top right of screen)
- Select either **Blank Dashboard** or **Current Dashboard**. (allows you to create a similar dashboard without starting from scratch)
- **Blank Dashboard** – Select **Create**, complete required steps as detailed in Create Dashboard above
- **Current Dashboard** Select from existing Dashboard lists, then **Create**. From this screen you can amend details (e.g. name or add/remove widgets as required)
- Select **Save Dashboard**

### Additional information

- You can amend the details on your Dashboard(s) at any time
- Options available are: add a new widget, amend/delete current widgets or delete the whole dashboard
- Any changes made are live with immediate effect

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# Client Account Manager (CAM)

## Appendix 1

### Special Characters

Some special characters are not allowed in certain fields in CAM. If any special character which is not accepted by CAM is included in either a set up or payment instruction, it will be rejected. Below is a summary of allowed characters and fields they relate to.

#### Special characters list allowed in CAM for User Fields

| Field Name      | Field Length restriction | Characters allowed   | Comments |
|-----------------|--------------------------|--|----------|
| User Id         | 50                       | alphanumeric . @ ^=\[]{};?: _ - (hyphen)   |          |
| Number of Votes | 4                        | Max 9999 value. Only Numbers allowed   |          |
| First Name      | 30                       | alphabets ' . space - (hyphen)   |          |
| Last Name       | 30                       | alphabets ' . space - (hyphen)   |          |
| Email           | 50                       | alphanumeric !#S%&'*+V=?^_{}~.-<br>NOTE: All these characters, except '\', is allowed before the '@'.<br>After the '@' only alphanumeric, hyphen '-' and period '.' are allowed. |          |
| Phone           | 35                       | Numbers space () +. - (hyphen)   |          |

#### Special characters list allowed in CAM for Customer Fields

| Field Name     | Field Length restriction | Characters allowed   | Error message         |
|----------------|--------------------------|--|-----------------------|
| Preferred Name | 70                       | Alphanumeric space ',.(){}/?:+&= ` [ ! ;   | Not a valid character |
| Email          | 50                       | alphanumeric !#S%&'*+V=?^_{}~.-<br>NOTE: All these characters, except '\', is allowed before the '@'.<br>After the '@' only alphanumeric, hyphen '-' and period '.' are allowed. |                       |