



# Barclays iPortal

Summary of updates

July 2022



# Introduction

To improve your experience of using Barclays iPortal we continuously review and enhance the channel. You will now see some changes and be able to access some new features. In addition, we have made some changes to improve performance.

This document explains the changes.

Updates include:

- New look and feel for To Do, Direct Debits and Audit Reporting

# New look and feel – To Do

Last year, we refreshed the look and feel of the iPortal homepage and this year we will bring that same look and feel to the rest of iPortal. This month, the screens for To Do, Direct Debits and Audit Reporting have been refreshed and you can see how they now look in the following slides.

- 1. Filter by type** – The options for 'Authorise, Repair and Delete' have been repositioned and will now be included in a dropdown menu
- 2. Filter by request** – The options for Admin and Services have also been included in a dropdown. The option with the highest number of outstanding items will be populated by default

The screenshot shows the 'To do list' interface with the following elements:

- Title:** To do list
- Subtitle:** View and manage your outstanding tasks
- Refresh:** A 'Refresh' button with a circular arrow icon in the top right corner.
- Filters:**
  - Filter by type:** A dropdown menu with '1' and 'Authorize' selected.
  - Filter by request:** A dropdown menu with '2' and 'User' selected, showing a count of '1'.
- Search:** A search bar with the placeholder text 'Search'.
- Table:**

	USER ID	USER NAME	USER STATUS	PURN	USER TYPE	ROLE PROFILE NAME
<input type="checkbox"/>		Admin Test	Inactive		System Administrat...	Existing Role: ; Ne
- Footer:** '0 of 1 selected' on the left, and 'Send to Repair', 'Reject', and 'Authorise' buttons on the right.

# New look and feel – To Do (Order stationery)

Within the To Do screens, you will notice some changes when selecting to re-order stationery. The separate requests for 'Credit book' and 'Cheque book' have been combined into one single option now called 'Re-order stationery'.

- 1. Filter by request** – New option 'Re-order stationery' has been added
- 2. Sort/filter** - Filter results using a date range of 1 month, 3 months or 12 months. Filter by: Action, Account name, Account details and Book type (Credit book or Cheque book)
- 3. Hyperlink** will load the details of the request (please see next page for further details)
- 4. Reject/authorise** – when a tick box has been selected in the results table the buttons for 'Reject' and 'Authorise' will become clickable

## To do list

View and manage your outstanding tasks

Refresh ↻

Filter by type

Authorise

▼

Filter by request

1 Re-order stationery

3 ▼

Showing 1-3 of 3 stationery requests created between 19/05/2021 and 19/05/2022

2 Sort

Filter

<input type="checkbox"/>	Action	Account name	Account details	Quantity	Book type
<input type="checkbox"/>	Re-order credit book	Account00516449		1	3 16 SLIPS WITH C... >
<input type="checkbox"/>	Re-order credit book	aardvarkaccount3		1	16 SLIPS WITH C... >
<input type="checkbox"/>	Re-order credit book	aardvarkaccount3		1	16 SLIPS WITH C... >

0 stationery request selected

4

Reject

Authorise

# New look and feel – To Do (Order stationery)

When you click a hyperlink under the 'Book type' column you will be able to see details of that request.

1. **Summary** – provides all the details of the stationery request
2. **Activity** – provides the activity details of the stationery request
3. **Back to tasks** – will take you back to the previous page
4. **Reject/authorise** – you can select whether you want to reject/authorise the selected request

1

Summary

Action	Re-order credit book
Account name	Account00516449
Sort code	
Account number	
Bank name	Non-Barclays
Book type	16 SLIPS WITH COUNTERFOIL
Quantity	1
Delivery address	D HEALEY MEVK IVV HIFV IRGFV AITGMXT REGFWX
Status	L2 Authorisation required
Submitted by	Vipin2 M2
Submitted on	19/05/2022 14:25:23 GMT
Last actioned by	Vipin2 M2
Last actioned on	19/0

2

Activity

View any activity for this stationery request.

Date and time	Action	Actioned by
19/05/2022 14:25:23 GMT	Re-order credit book request submitted	Vipin2 M2

3

Back to tasks

4

Reject

Authorise

# New look and feel – To Do (Order stationery)

You can choose to authorise multiple requests at once and what you see on the screen will depend on if you choose to authorise in bulk or complete a single request

## Single request

- 1. Details table** – following info will be displayed: Action, Account name, Account details, Quantity and Book type
- 2. Go back** to previous page
- 3. Authorise** the request

Authorise credit book request

Check everything's as it is should be, then authorise the request.

1	Action	Re-order credit book
	Account name	
	Account details	
	Quantity	1
	Book type	16 SLIPS WITH COUNTERFOIL

2 Go back 3 Authorise

## Bulk request

- Same details displayed as for single request, except now you can click 'Remove' to remove selections from the request before authorising

Authorise stationery request

Check everything's as it is should be, then authorise the request.

Action	Account name	Account details	Quantity	Book type	4
Re-order credit book	Account00264768		1	16 SLIPS WITH C...	Remove X
Re-order cheque book	aardvarkaccount3		1	28+3CR'S/30 CRO...	Remove X
Re-order credit book	aardvarkaccount3		1	16 SLIPS WITH C...	Remove X
Re-order cheque book	lportal		1	28+3CR'S/30 CRO...	Remove X
Re-order cheque book	Account00264768		1	28+3CR'S/30 CRO...	Remove X

5 items selected for authorisation

Go back Authorise


# New look and feel – To Do (Order stationery)

After digitally signing the request you will receive either of the following messages: 'Request authorised' or 'Authorisation failed'

- 1. Requests authorised** – when digital signing has been completed you will receive confirmation that the order has gone through successfully
- 2. Request details** will be provided. If cheque and credit books have been authorised in the same request this will be shown with different headers
- 3. Return to tasks** will take the user back to the 'To do' page

- 4. Authorisation failed** – If the order has encountered an issue when being requested you will receive confirmation that the authorisation has failed and advised to re-authorise again. Full details of the order will be provided.

**1**



**Requests authorised**

1 cheque book order and 1 credit book order have been sent.

**2**

Re-order cheque book request

Submission type	Re-order cheque book
Total number of cheque book requests	1


Re-order credit book request

Submission type	Re-order credit book
Total number of credit book requests	1

**3**

[Return to tasks](#)

**4**



**Authorisation failed**

Sorry, there's been a problem. Please return to your tasks and re-authorise the request.

Action	Re-order cheque book
Account name	Account30218537
Account details	
Quantity	
Book type	30 LEFT HAND CHEQUES CROSSED WITH C/FOIL

# New look and feel – Audit reporting

- 1. Tab options:** 'New report', 'Saved criteria' and 'Exported Reports'. (Further details for 'Saved criteria' and 'Exported reports' can be located on page 11)
- 2. Filter by Legal entity/Account/User**
- 3. Date**
- 4. Tooltip** – lets you know that the selected data in the services grid will be lost if 'Choose services' or 'Sort service by' are used
- 5. Filter/sort services** – you can enter the service name to filter or sort the services in the grid
- 6. Services** – all services will be listed for you to select. All audit events will now be populated when the service has been selected
- 7. Tooltip** provides further details on the Correlation ID and where to locate it

The screenshot displays the 'New report' tab of the Audit Reporting interface. The interface includes the following elements:

- 1. Tab options:** 'New report', 'Saved criteria', and 'Exported reports' tabs at the top.
- 2. Filter by (Optional):** A section with expandable filters for 'Legal entity', 'Account', and 'User'.
- 3. Date:** 'Date from (DD/MM/YYYY)' and 'Date To (DD/MM/YYYY)' input fields with calendar icons.
- 4. Choose services:** A search bar and a 'Choose services' button.
- 5. Sort service by:** A dropdown menu currently set to 'Services (A-Z)'.
- 6. Services:** A list of services with checkboxes, including 'Services', 'ABC Reconciliation Listings - Bank User', 'ABC Reconciliation Listings - Client User', 'Account Self-Service', 'Account Statements -', and 'Account Statements -'.
- 7. Correlation ID (Optional):** An input field for the Correlation ID.
- Buttons:** 'Reset search criteria' and 'Create report' buttons at the bottom.



# New look and feel – Audit reporting

Below you can see what options are available when choosing to filter by Legal entity, Account or User

- Selected filters** – The number of options selected will be visible next to the filter
- Tooltip** tells you that selected data will be lost if this filter is used
- Tooltip** tells you that selected data will be lost if the sort option is used
- Filter legal entities by entity name or ID**
- Sort the order of legal entities** in the table
- Legal entities can be selected in the table** and the amount selected will then show below the table
- Action buttons** – ‘Cancel’ will remove the selected options and ‘Confirm’ will become clickable when at least 1 Legal entity has been selected
- You can filter by Account, User** in the same way as described above for Legal entity

Filter by (Optional)

Legal entity
1 You have selected 6 legal entities

2 ? Filter by legal entity name or ID.
3 ? Sort legal entities by

4

5 Legal entities name (A-Z) ▼

6

	Legal entity name	Legal entity ID	Banking entity
<input type="checkbox"/>	BENBUL ; CO-...	3 8	BBUKPLC
<input type="checkbox"/>	EDITED	3 1	BBUKPLC
<input type="checkbox"/>	LAST DI S LTD	1 1	BBUKPLC
<input type="checkbox"/>	LE MAH-... NTS ...	3-... 5	BBUKPLC

You have selected 0 legal entity.

7
Cancel
Confirm

8
> Account
> User

# New look and feel – Audit reporting

Below you can see what is displayed in an audit report summary

- 1. List of search results** will be populated in the 'View report summary' grid providing the details required
- 2. Previous/Next page buttons** will become clickable once 25 or more results have been generated in the report summary
- 3. Save criteria** – allows you to save the search criteria for future reference. Upon clicking 'Save criteria' you will be asked to enter a name for the search
- 4. Go back** – takes you back to the search screen
- 5. Export CSV** – this button will download the report. Navigate to 'Exported reports' page for further details on the download. PDF format has been removed to enhance user experience

Save Criteria

Enter Criteria Name

Cancel Save Criteria

## Audit reporting

[View report summary](#)

This is a summary of your report. To view all fields, export it to CSV. This may take minutes, but you will find it in the exported reports section once its ready.

To save the criteria and create this report again in future, select 'Save criteria' You will then find it in the Saved criteria section.

Showing 1-7 of 7 searches

ID	Date & time	User ID	User name	Service	Sub Service	Actions
9i	13/04/2022 14:11:44	4		Authentication	Authentication	Login Successful
9i	13/04/2022 14:11:56	4		Home Page	Home Page	Access Tab
9i	13/04/2022 14:12:08	4		FX Information	FX Historic Rate Sheets	Search
9i	13/04/2022 14:14:09	4		Home Page	Home Page	Access Tab
9i	20/05/2022 14:01:03	4		Authentication	Authentication	Login Successful
9i	26/05/2022 11:33:54	4		Authentication	Authentication	Login Successful
9i	26/05/2022 11:34:06	4		Home Page	Home Page	Access Tab

< Prev
Next >

Save criteria

Go back

Export CSV

# New look and feel – Audit reporting

Below you can see further details on the tab options for 'Saved criteria' and 'Exported reports'

New report **Saved criteria** Exported reports

Here you can create reports using your previously saved criteria. To save new criteria, create a report and then select 'Save criteria' on the report summary page.

Showing 1-1 of 1 searches

Name	Date & time	Action
<a href="#">Search number 1</a>	2022-06-07 16:52:31	<a href="#">Delete</a>

< Prev Next >

- 1. Sort/search**– Saved criteria can be sorted by date and you can search by entering specific details
- 2. Hyperlink** takes you to the 'New report' screen with the criteria pre-populated using the selected saved criteria
- If the saved criteria is no longer required you will be able to **delete**
- 4. Previous/Next page buttons** will become clickable after 25 or more reports have been populated

New report Saved criteria **Exported reports**

[1 Refresh all reports](#)

If your report is still generating, refresh all reports to check if it's available for download. Once you've downloaded the report, it will be deleted from this page within 24 hours. If you don't download it, it will be deleted in seven days.

Showing 1-6 of 6 searches

Name	Date & time	Status	Action
AutomationZZZQ User 08/06/2022 07:57:44	08/06/2022 07:57:44	Available	<a href="#">Download</a>
AutomationZZZQ User 07/06/2022 19:45:52	07/06/2022 19:45:52	Available	<a href="#">Download</a>
AutomationZZZQ User 30/05/2022 07:53:53	30/05/2022 07:53:53	Available	<a href="#">Download</a>
AutomationZZZQ User 27/05/2022 07:16:13	27/05/2022 07:16:13	Available	<a href="#">Download</a>

- 1. Refresh all the reports** in the reports list
- 2. Exported reports table** – provides a list of all the reports that have been exported
- 3. Status of the report** (Available, Generating, Failed, Requested, Retry)
- 4. Action – download** the report

# Direct Debits - selecting account

1. Account table – All of your accounts will be displayed in this table - once an account has been selected the account details will be shown at the top of the table
2. Filter accounts – Account name or details can be entered into the search box to find a specific account
3. Use the sort option to choose in which order results are displayed
4. Account results – Accounts can be scrolled through and 1 account must be selected before the action buttons will become clickable
5. Cancel/Show Direct Debits – 'Cancel' can be clicked to deselect any selected accounts and 'Show Direct Debits' will load the direct debit details for the selected account

Direct Debits

View, transfer and cancel your Direct Debits

Which account would you like to see Direct Debits for?

Choose an account

1 Account None selected

2 Filter by account name or details

3 Sort accounts by

4

5

Begin typing an account name or details

Account name (A-Z)

Please enter 3 or more characters.

Account name	Account details	Currency
<input type="radio"/>	Account	GBP
<input type="radio"/>	Account	GBP
<input type="radio"/>	Account	GBP
<input type="radio"/>	Account	GBP

Cancel Show Direct Debits

# Direct Debits – cancel/transfer

1. This button allows you to deselect the current account and see Direct Debit details for a different account instead
2. Use 'Sort' to change the order in which results are displayed or 'Search' for a specific Direct Debit within the results
3. Filter by Direct Debit status - minimum of 1 status must be selected and 'Active' will be shown as default. All 4 statuses can be selected simultaneously
4. Use the tickboxes to select the Direct Debits you wish to cancel or transfer
5. Originator reference – click on this link to see further details of the Direct Debit and authorisation status
6. If changes have been made to the Direct Debit you will be able to view current status, who requested the change and when it was submitted
7. This button provides further details on the Direct Debit
8. Cancel direct debits has been renamed to 'Cancel selected' and the transfer option has been moved/renamed to 'Transfer selected'

Which account would you like to see Direct Debits for?

Choose an account 1 [Change account](#)

> Account

Direct Debits

Showing 1-25 of 138 Direct Debits 2 [Sort](#) [Search](#)

Filter by Direct Debit status

3 [Active](#) [Transferred](#) [Expired](#) [Cancelled](#)

4 5 6 7 8

1 You can only transfer one Direct Debit at a time.

<input type="checkbox"/>	Originator	Originator reference	Last payment date	Last payment amount	Status
<input type="checkbox"/>	Barclays BUSL...	<a href="#">EWRWJ08</a>		£0.00	Active
<input type="checkbox"/>	Barclays BUSL...	<a href="#">SABRWWE</a>		£0.00	Active
<input type="checkbox"/>	Barclays BUSL...	<a href="#">TRET</a>		£0.00	Active
<input type="checkbox"/>	NORWICH UN...	<a href="#">2</a>		£0.00	Active <span>6</span> <a href="#">View Direct Debit details</a>
Status Cancellation requested - awaiting Level 2 authorisation Requested by Chetan Khatale Submitted on 2022/04/21 08:21:39 GMT					
<input type="checkbox"/>	CLERICAL ME...	<a href="#">DDON3NOV2</a>		£0.00	Active <a href="#">View Direct Debit details</a>

0 Direct Debit selected 8 [Cancel selected](#) [Transfer selected](#) [Export](#)

< prev 1 2 3 4 5 6 Next >

# Direct Debits - cancel

1. Account details
2. Review Direct Debit details – Provides details of the selected Direct Debits in a table format
3. If you no longer wish to cancel a particular Direct Debit you can remove it from the list
4. 25 Direct Debits will be shown per page and you can use these buttons to view the previous or next set of results
5. Cancel Direct Debits (this was previously named 'Submit')

*i* If this Direct Debit is due to be collected the next business day, the payment may still be taken from the account. We recommend that you tell the originator it's being cancelled.

1	Account name	
	Sort code	
	Account number	

2 Review Direct Debits details  
Check the details before cancelling the Direct Debits.

Originator	Originator reference	Last payment date	Last payment amount	Status	3
FUEL DIRECT LTD	REFER	2000/01/04	£0.10	Active	Remove ✕
FUEL DIRECT LTD	REFER	2000/01/04	£0.10	Active	Remove ✕
FUEL DIRECT LTD	REFER	2000/01/04	£0.10	Active	Remove ✕

4 < Prev Next >

Back

5 Cancel Direct Debits

# Direct Debits – transfer

1. Account details
2. Direct Debit details
3. Select an account to transfer to – available accounts will be shown in the table and you will be able to select the account you want to transfer the Direct Debit to. If there is more than 1 result, you can use the 'Sort accounts by' option to choose how the results are displayed
4. Review details – Previously named 'Review'

**Previous account details**  
The Direct Debit will be transferred from this account.

**1** Account name  
Sort code  
Account number

**2** Direct Debit details  
Check the details before transferring the Direct Debit.

Originator	Originator reference	Last payment date	Last payment amount	Status
FUEL DIRECT LTD	REFER	2000/01/04	£0.10	Active

**3** Select an account to transfer to  
Direct Debits can only be transferred to another account in the same Legal Entity.

Filter by account name or details      Sort accounts by

Please enter 3 or more characters.

	Account name	Account details	Currency
<input type="radio"/>	aa		GBP
<input type="radio"/>	aa		GBP

     **4**

# Direct Debit – review transfer

1. Account details
2. Review Direct Debit details – Provides details of the Direct Debit that will be transferred
3. New account details – displays the details of the new account the Direct Debit will be transferred to
4. Transfer Direct Debit – will submit the request to transfer the Direct Debit

Review previous account details  
The Direct Debit will be transferred from this account.

1 Account name

Sort code

Account number

2 Review Direct Debit details  
This Direct Debit will be transferred to a new account

Originator	Originator reference	Last payment date	Last payment amount	Status
CLERICAL MEDICAL AND GENERAL	713		£0.00	Active

3 Review new account details  
The Direct Debit will be transferred to this account.

Account name

Sort code

Account number

Back

4 Transfer Direct Debit



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