

Accessing User Guides

[See previous W5 version guide](#)

PURPOSE

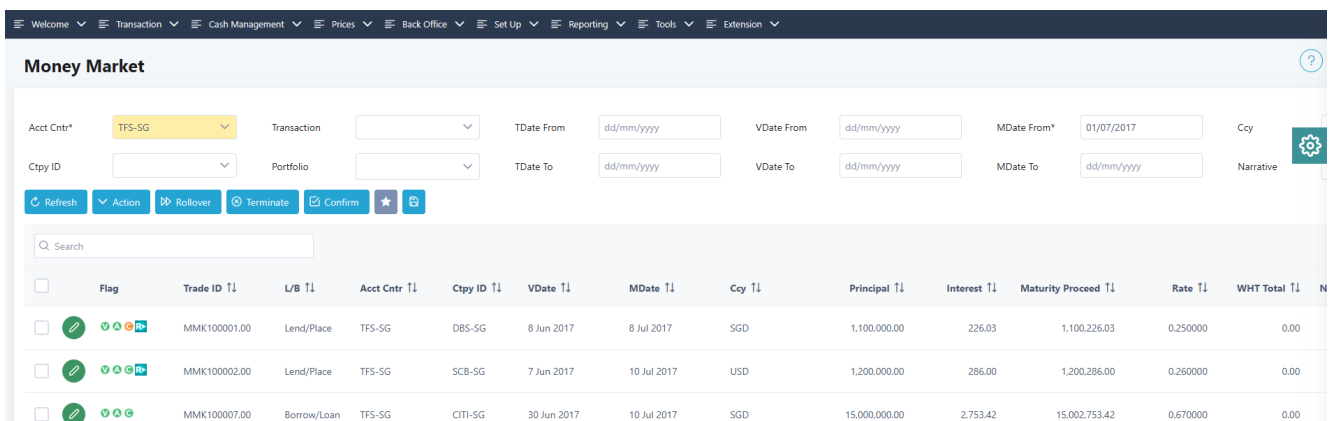
This document is a detailed procedure showing how to access user guides in CS Lucas system.

WHY IS THIS IMPORTANT?

User guides contain all the information necessary for users to use CS Lucas for their day-to-day work and let them learn about feature, functionality and system limitation of CS Lucas.

PROCEDURE

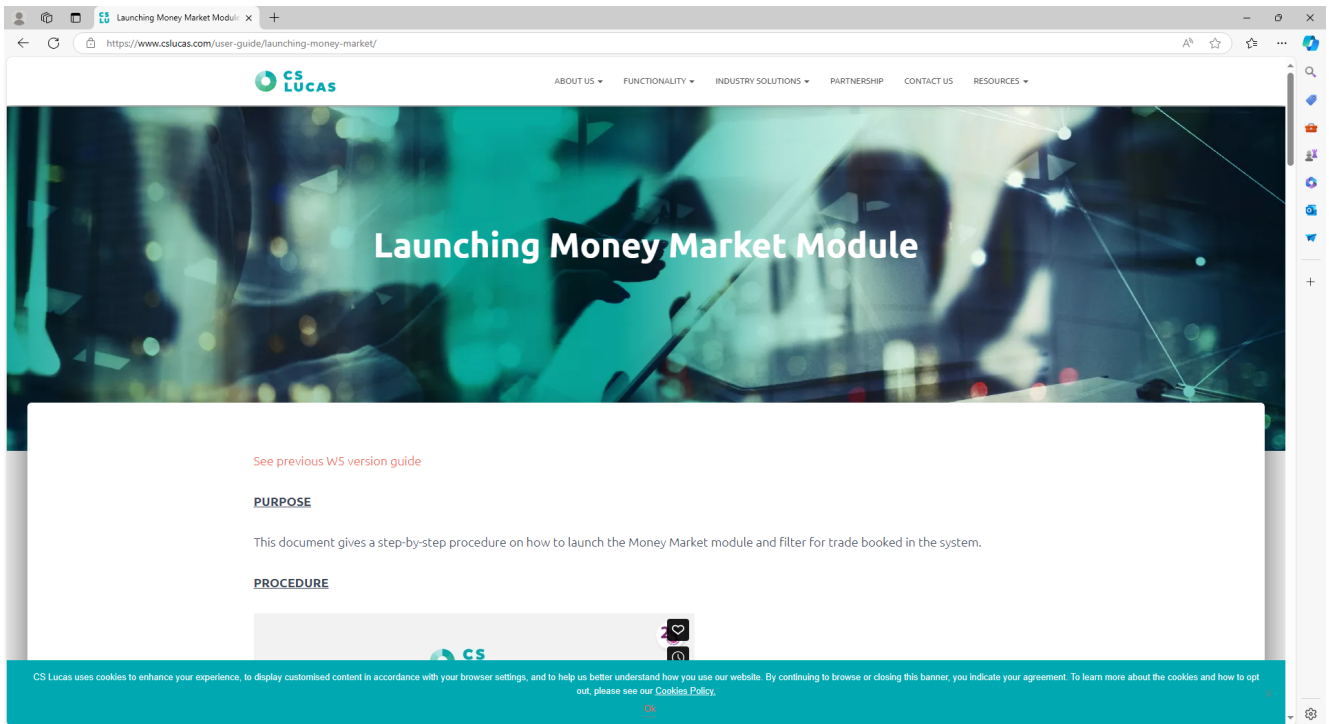
1. CS Lucas user guides are published and can be retrieved in the system. By navigating to any page in the system, you will see an icon at the top right of the page.
2. In this example, the user guide for Launching Money Market will be accessed.
3. Select Transaction > Money Market.



The screenshot displays the 'Money Market' section of the CS Lucas system. At the top right, there is a question mark icon. Below the navigation bar, there are several input fields for filters: Acct Cntr* (TFS-SG), Transaction, TDate From, VDate From, MDate From* (01/07/2017), Ccy, Ctpy ID, Portfolio, TDate To, VDate To, MDate To, and Narrative. A toolbar contains buttons for Refresh, Action, Rollover, Terminate, Confirm, and a star icon. Below the toolbar is a search bar and a table with the following columns: Flag, Trade ID ↓, L/B ↓, Acct Cntr ↓, Ctpy ID ↓, VDate ↓, MDate ↓, Ccy ↓, Principal ↓, Interest ↓, Maturity Proceed ↓, Rate ↓, and WHT Total ↓. The table contains three rows of transaction data.

Flag	Trade ID ↓	L/B ↓	Acct Cntr ↓	Ctpy ID ↓	VDate ↓	MDate ↓	Ccy ↓	Principal ↓	Interest ↓	Maturity Proceed ↓	Rate ↓	WHT Total ↓
	MMK100001.00	Lend/Place	TFS-SG	DBS-SG	8 Jun 2017	8 Jul 2017	SGD	1,100,000.00	226.03	1,100,226.03	0.250000	0.00
	MMK100002.00	Lend/Place	TFS-SG	SCB-SG	7 Jun 2017	10 Jul 2017	USD	1,200,000.00	286.00	1,200,286.00	0.260000	0.00
	MMK100007.00	Borrow/Loan	TFS-SG	CITI-SG	30 Jun 2017	10 Jul 2017	SGD	15,000,000.00	2,753.42	15,002,753.42	0.670000	0.00

4. Click on the Question Mark icon on the top right of the screen.
5. A new tab with the user guide in the PDF form will be opened.

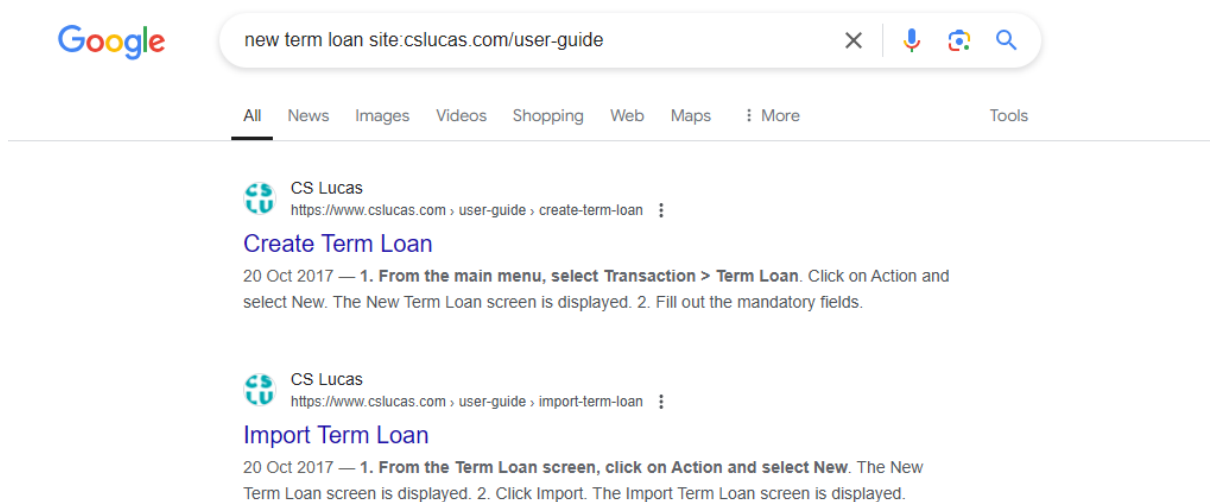


FREQUENTLY ASKED QUESTIONS

FAQ01. How to use Google to search for a CS Lucas user guide?

Example, to search for how to create a new term loan, you can type the following at Google.

new term loan site:cslucas.com/user-guide



Then click on the user guide to access it.

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
22-Sep-2017	Clarissa	Created.
28-Nov-2019	Lyra	Updated screenshots.
21-Oct-2024	TS	Updated to W6 instructions and screenshots.