

Accessing User Guides

[See previous W5 version guide](#)

PURPOSE

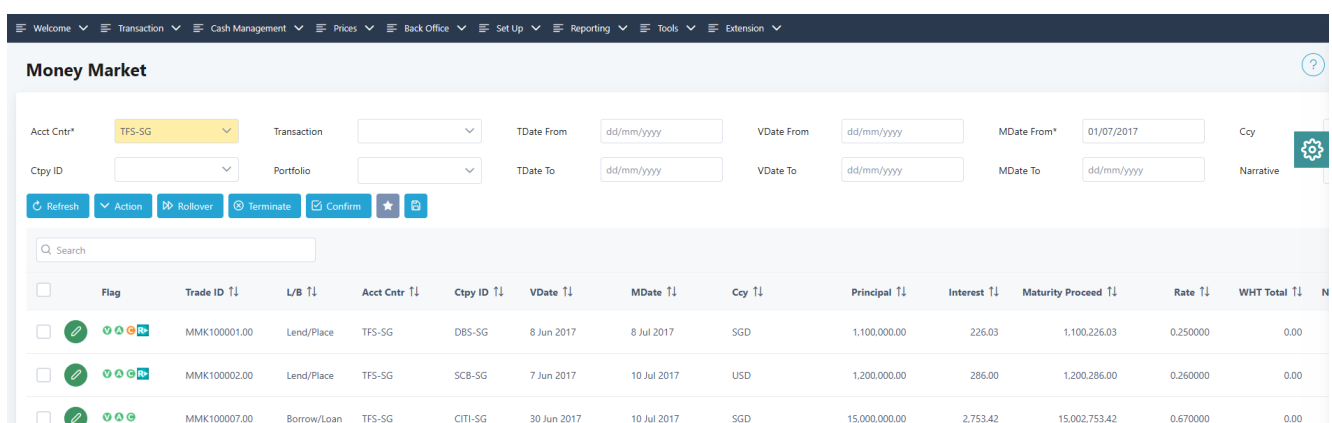
This document is a detailed procedure showing how to access user guides in CS Lucas system.

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.

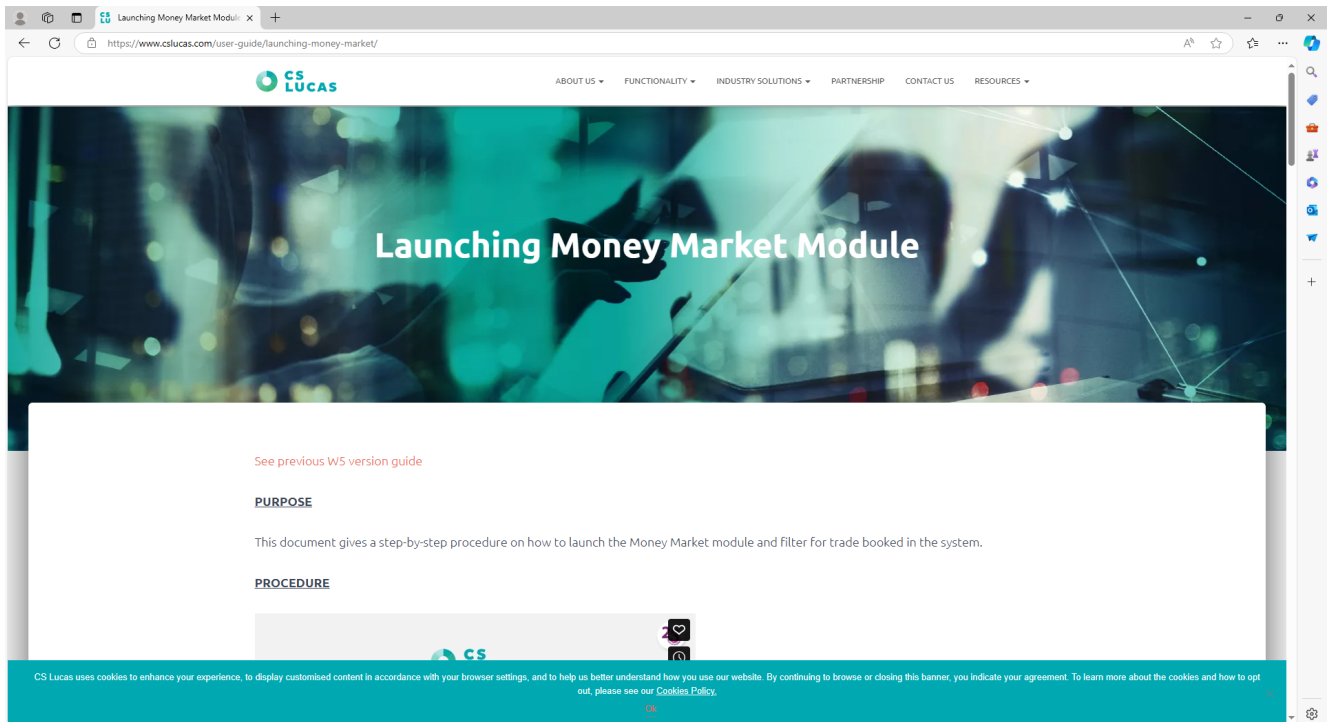


The screenshot shows the 'Money Market' page in the CS Lucas system. At the top, there is a navigation menu with options like Welcome, Transaction, Cash Management, Prices, Back Office, Set Up, Reporting, Tools, and Extension. Below the menu, the page title 'Money Market' is displayed. The main area contains several filter fields: 'Acct Cntr*' (set to TFS-SG), 'Transaction', 'TDate From', 'VDate From', 'MDate From*' (set to 01/07/2017), 'Ccy', 'Ctpy ID', 'Portfolio', 'TDate To', 'VDate To', and 'MDate To'. Below these filters are buttons for 'Refresh', 'Action', 'Rollover', 'Terminate', 'Confirm', and a star icon. A search bar is also present. The main content is a table with 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 data for transactions MMK100001.00, MMK100002.00, and MMK100007.00. A question mark icon is visible in the top right corner of the page.

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	D8S-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	CTI-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.

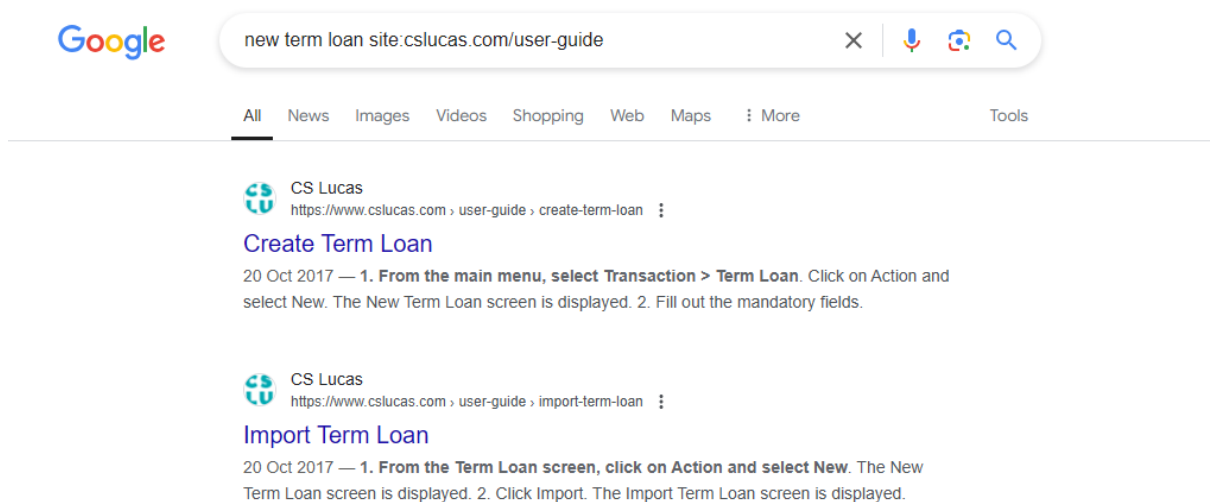


FREQUENTLY ASKED QUESTIONS

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.