

Creditsafe Global Monitoring

User Guide



Introduction

Creditsafe's Global Monitoring is an online service allowing you to keep tabs on your customers and suppliers. Simply add them to a portfolio in Global Monitoring and if there are any changes in their company status, you will receive an email notification.

We believe that having this insight can make the difference between your company's success and failure and as such, include it in all Creditsafe packages.

Setting up Monitoring

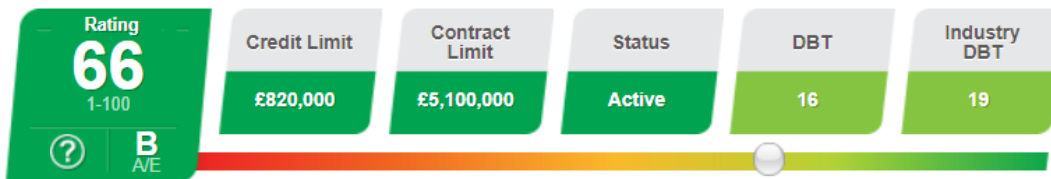
Global Monitoring is integrated into company credit reports with Creditsafe. When viewing a report, you are given an option to add the company to your default portfolio.

CREDITSAFE BUSINESS SOLUTIONS LIMITED

UK03490298



Monitor



When auto monitoring is enabled, whatever company credit report you view will automatically be added to your default portfolio.

Monitored

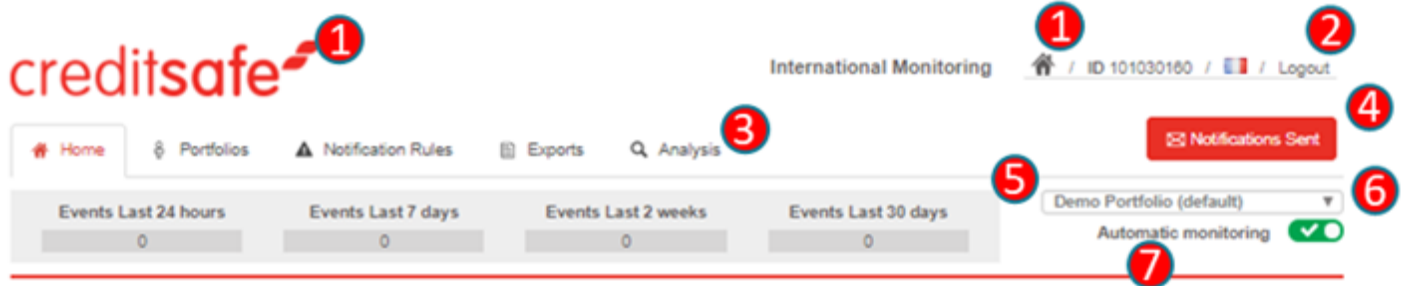
You can also export your ledger from 3D Ledger to Global Monitoring.

Accessing the Global Monitoring Interface

To access the Global Monitoring interface, select 'Monitoring' from the main menu once you have logged into the Creditsafe website. From here you can add individual companies to each of your portfolios, or choose to upload a bulk file and add all the companies in the file to Monitoring.

The second option is to click the monitor button that is on all company credit reports across the 18 countries available.

The Menu Explained



The header section is available on all pages.

1. Clicking on the Creditsafe logo or the home icon returns you to your Creditsafe home page.
2. Clicking here logs you out.
3. The tabs allow you to navigate between the different pages of the Global Monitoring product.
4. Clicking here displays the messages that you have sent, including alert emails, import reports, sync reports and export reports (Figure 1).
5. The Events block displays the number of events that have happened for the selected portfolio in the last 24 hours, 7 days, 2 weeks and 30 days respectively.

Clicking on the number displayed launches a pop-up window showing the companies in the selected portfolio that have changed in that date range (Figure 2).

You can link to the full report for a company by clicking on the company's name; the list can also be sorted by country, date, name and event.

6. This dropdown allows you to select the current portfolio from those that you have set up (Figure 3).
7. The 'Automatic Monitoring' toggle allows you to enable or disable automatic monitoring. If automatic monitoring is enabled, a company is automatically added to the default portfolio when a full report is viewed, provided you have the available credits.



Figure 1 - Notifications Sent Pop-up

Country	Date	Name	Event
FR	Mar-06-2018 00:00:00 AM	PRADE CLAUDE	Consideration of a balance sheet that has led to a reassessment of this company's creditworthiness
FR	Mar-01-2018 00:00:00 AM	SOC NOUV PETITES AFFICHES A M	Consideration of a balance sheet that has led to a reassessment of this company's creditworthiness
FR	Feb-13-2018 00:00:00 AM	IDIPPER	Legal Gazette: Head Office Transfer
FR	Feb-13-2018 00:00:00 AM	FUGU	Legal Gazette: Head Office Transfer
FR	Mar-01-2018 00:00:00 AM	SARL ODDOU	Consideration of a

Figure 2 - Recent Events Pop-up

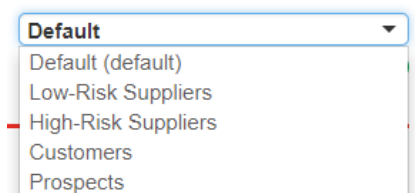


Figure 3 - Portfolio Selection Dropdown

Home Tab

The 'Home' tab displays the recent events that have occurred for companies within a selected portfolio.

Events Graph

The Events Summary graph displays the number of events that have occurred within a particular timeframe for companies in the currently selected portfolio. The date picker dropdown allows you to choose from one of the four pre-set date ranges or to define a custom date range. This graph can be either a line graph or a bar chart, depending on the selected option.

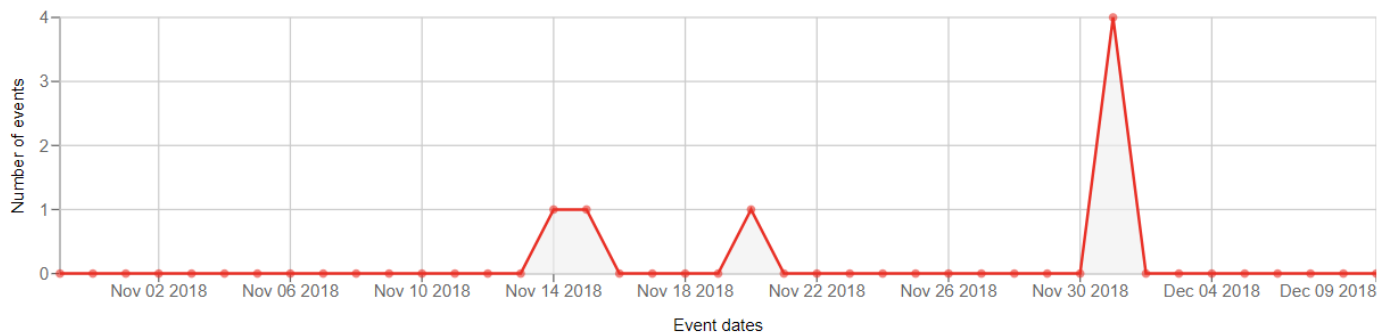
Events summary

Number of events for portfolio

Bar

Line

Oct 30 2018 - Dec 09 2018



Recent Events Table

The 'Recent Events' table shows the recent events that have happened to companies in the currently selected portfolio, in the time range selected in the dropdown.

Recent events

<p>GB LEICESTER CITY FOOTBALL CLUB LIMITE... - Jan 04 2019</p> <p>Limit</p> <p>Old: 9300000 - New: 9100000</p> <p>view full report</p>	<p>GB THE ARSENAL FOOTBALL CLUB PUBLIC LI... - Dec 01 2018</p> <p>Rating - points less than</p> <p>Old: 93 - New: Financial statements too old</p> <p>view full report</p>
<p>GB THE ARSENAL FOOTBALL CLUB PUBLIC LI... - Dec 01 2018</p> <p>International Rating</p> <p>Old: 93 - New: Financial statements too old</p> <p>view full report</p>	<p>GB THE ARSENAL FOOTBALL CLUB PUBLIC LI... - Dec 01 2018</p> <p>Credit Limit - drops below (please enter a value)</p> <p>Old: 41700000 - New: 0</p> <p>view full report</p>
<p>GB THE ARSENAL FOOTBALL CLUB PUBLIC LI... - Dec 01 2018</p> <p>Limit</p> <p>Old: 41700000 - New: 0</p> <p>view full report</p>	<p>GB CPFC LIMITED - Nov 20 2018</p> <p>Limit</p> <p>Old: 2100000 - New: 1850000</p> <p>view full report</p>
<p>GB CPFC LIMITED - Nov 15 2018</p> <p>Limit</p> <p>Old: 1850000 - New: 2100000</p> <p>view full report</p>	<p>GB LEICESTER CITY FOOTBALL CLUB LIMITE... - Nov 14 2018</p> <p>Limit</p> <p>Old: 9100000 - New: 9300000</p> <p>view full report</p>

By clicking on the "view full report" link below any of the events displayed, you will be re-directed to the relevant company's full credit report.

Portfolios Tab

The 'Portfolios' tab allows you to edit, update, create and delete portfolios.

All	Name	Safe number	Country	Reference	Personal limit	Notes	Score	Last change
<input type="checkbox"/>	BOURNEMOUTH FOOTBALL CLUB LIMITED	UK02056272	GB		0.00		B 57	Aug 24 2018
<input type="checkbox"/>	BRIGHTON AND HOVE ALBION FOOTBALL CLUB, LIMITED(THE)	UK00008312	GB		0.00		D 16	Dec 07 2018
<input type="checkbox"/>	BURNLEY FOOTBALL & ATHLETIC COMPANY, LIMITED(THE)	UK00004489	GB		0.00		A 87	Jul 13 2018
<input type="checkbox"/>	CARDIFF CITY FOOTBALL CLUB LIMITED	UK00012568	GB		0.00		B 53	Jun 02 2018
<input type="checkbox"/>	CHELSEA FOOTBALL CLUB LIMITED	UK01630954	GB		0.00		B 67	Jan 05 2019
<input type="checkbox"/>	CPFC LIMITED	UK06912156	GB		0.00		A 76	Nov 20 2018
<input type="checkbox"/>	EVERTON FOOTBALL CLUB COMPANY, LIMITED	UK00002691	GB		0.00		A 90	Sep 18 2018
<input type="checkbox"/>	FULHAM FOOTBALL CLUB LIMITED	UK01779014	GB		0.00		C 45	Apr 10 2018
<input type="checkbox"/>	LEICESTER CITY FOOTBALL CLUB LIMITED	UK04240908	GB		0.00		A 93	Jan 04 2019
<input type="checkbox"/>	MANCHESTER CITY FOOTBALL CLUB LIMITED	UK00003118	GB		0.00		B 62	Nov 16 2018
<input type="checkbox"/>	MANCHESTER UNITED FOOTBALL CLUB LIMITED	UK00010416	GB		0.00		B 57	Jan 02 2019

Add New Portfolio

This allows you to add an additional portfolio and determine the email addresses that alerts will be sent to. The 'Default portfolio' button allows you to mark this portfolio as the default portfolio that companies will be added to when automatic monitoring is enabled.

Add New Portfolio ✕

Name *

Email Subject Line *

Default portfolio

Emails *

First name

Last name

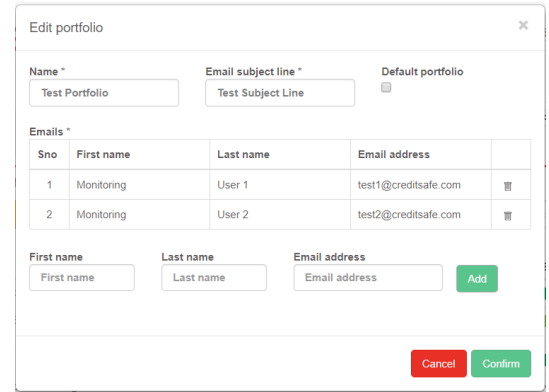
Email address

Delete Portfolio

This allows you to remove the portfolio, and the companies within it, from your user.

Edit Portfolio

This allows you to make changes to the settings for the current portfolio. Contact email addresses can be added and removed here. The 'Default portfolio' button allows you to mark this portfolio as the default portfolio that companies will be added to when automatic monitoring is enabled.



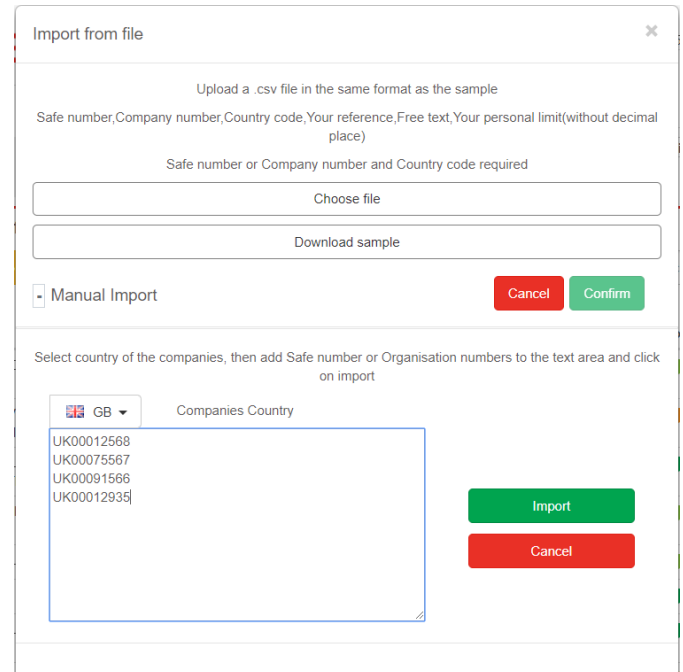
Sno	First name	Last name	Email address
1	Monitoring	User 1	test1@creditsafe.com
2	Monitoring	User 2	test2@creditsafe.com

Import from File

This allows you to import a list of companies to add to the selected portfolio along with some personal information for the company. The company information must be in the requested order and the file must be in a .csv format (a sample can be downloaded by clicking the 'Download sample' button). The 'Choose file' button allows you to select the file to import and the import will process once you click 'Confirm'.

The import process will add all of the companies in the file to the currently selected portfolio as long as you have available credits. An email will be sent to you once the file has been imported and processed and you will receive notifications on events from these companies once the successful import is complete.

Clicking 'Manual Import' allows you to import a bulk list of companies for the chosen country using either their 'Safe Number' or 'Organisation Number'* separated by a line break.



Upload a .csv file in the same format as the sample
 Safe number,Company number,Country code,Your reference,Free text,Your personal limit(without decimal place)
 Safe number or Company number and Country code required

Choose file

Download sample

Manual Import

Select country of the companies, then add Safe number or Organisation numbers to the text area and click on import

Companies Country: GB

UK00012568
 UK00075567
 UK00091566
 UK00012935]

*Importing via organisation number is not currently supported for all the available countries.

Sync from File

This allows you to sync the selected portfolio to an uploaded list of companies. The company information must be in the requested order and the file must be in a .csv format (a sample can be downloaded by clicking the 'Download sample' button). The 'Choose file' button allows you to select the file to import and the synchronisation will process once you click 'Confirm'.

The synchronisation process will replace any existing data in the selected portfolio with information from the file provided. Any data within your portfolio that does not match will be deleted, including companies that are not present in the uploaded file.

The process will only merge the file with the current portfolio if you have available credits. An email notification will be sent once the synchronisation has successfully been processed.

Country filter

The country filter dropdown allows you to filter the list of companies displayed for the currently selected portfolio. The dropdown will only contain the countries that are represented in the portfolio.

Company Search

The search function allows you to find a specific company within the currently selected portfolio. A search can be performed against the company's 'Name', 'Safe number', 'Reference' and 'Notes', with the results displayed on the screen.

Companies Table

The companies table displays all the companies within the selected portfolio.

Clicking the edit icon (✎) for a company allows you to edit the 'Reference', 'Personal Limit' and 'Notes' for the given company.

Clicking the remove icon (🗑️) for a company will remove the company from the currently selected portfolio.

Share Portfolio

The share portfolio button allows you to share the currently selected portfolio with a list of users. Permissions can be set for each user. The 'Revoke all' button will revoke all permissions for shared users. The permissions are detailed as follows:



View

The portfolio will show in the shared users' portfolio list. They will be able to view the portfolio but they will not be able to change it in any way. No other permissions can be created without *View*.

Add

The shared user will be able to add other companies to the shared portfolio either from an import file or manual list, a company cannot be added directly from a report.

Edit

The shared user will be able to change the settings of the portfolio and the notifications that are generated.

Remove

The shared user will be able to remove companies from within the portfolio, but they cannot delete the portfolio.

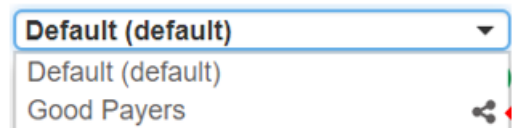
Share portfolio ✕

Users	Revoke all			
m2nit16a	View	Add	Edit	Remove
m2nit16b	View	Add	Edit	Remove
m2nit16c	View	Add	Edit	Remove
m2nit16d	View	Add	Edit	Remove
m2nit16e	View	Add	Edit	Remove
m2nit16f	View	Add	Edit	Remove
m2nit16g	View	Add	Edit	Remove
m2nit16h	View	Add	Edit	Remove
m2nit16i	View	Add	Edit	Remove

Cancel
Confirm

If the shared user has both the *Add* and *Remove* permissions, they can use the sync function. To share a portfolio with another user, the user must have accessed the Global Monitoring product and accepted the terms and conditions.

Users who have access to shared portfolios will see these in their available portfolio list (a share icon will signify that the portfolio is a shared portfolio).



Notification Rules

The 'Notification Rules' tab allows you to set the alert parameters for the selected portfolio.

There are two sections:

Global Rules

These are the rules that can be applied to any company from any country.

Notification rules
Save changes

Global

International Rating Reduce by Band(s) OR Less than Band

Limit Any Reduce by % OR Less than

Company Name

Address

Telephone Number

Director(s)

Local Rules

These are the rules that can be applied to each individual country, the list is defaulted to your domestic country. If you have international credits, you can apply rules to events for other countries by selecting them in the drop down list.

Country

US ▼

Rules

Rating -/+ % or change >

Credit Limit -/+ % or change >

Company Status

DBT -/+ % or change >

Bankruptcy

Derogatory Filing Count -/+ % or change >

Derogatory Filing Outstanding Amount -/+ % or change >

Possible OFAC

Once you have made the changes you can confirm with the 'Save changes' button.



Exports

The 'Exports' tab allows you to access archived reports, view the scheduled reports and create a new report that is either scheduled or immediate.

Previous exports

The items can be sorted by any column and contain the archived exports, from either immediate or scheduled exports, this information will be stored for three months.

Previous Exports




	Name ↕	Type ↕	Export Date ↕	Size ↕
	Financial Companies	Immediate	14/10/2016 0:00:00 AM	10MB
	Insurance Companies	Scheduled	14/10/2016 0:00:00 AM	135MB


You can download the export by clicking on the download icon ().

Scheduled Exports

The items can be sorted by any column and represent the exports that are scheduled.

Scheduled Exports

	Name ↕	Portfolio ↕	Last Export ↕	Next Export ↕
 	FMCG	All	1/9/2017 4:01:20 AM	1/10/2017 4:01:20 AM
 	Construction Companies	Construction	14/6/2017 9:45:00 AM	14/12/2017 9:45:20 AM

The content and schedule of an export can be adjusted by clicking on the corresponding edit icon ().

Scheduled exports can be cancelled/removed by clicking the remove icon ().

New Export

You can create a new export by clicking the 'New Export' button.



Exports must be given a name and at least one valid email address. An export can either be 'Immediate' or 'Scheduled' for a specific date. If the export is scheduled, you can set the occurrence frequency.

Each row exported will count against your export credits for either domestic or international usage.

New export
✕

Name *

Companies to export

- All companies
- Changes since last alert email
- Changes in last 24 hours
- Changes in last week
- Changes in last 2 weeks
- Changes in last month

Portfolio(s)

Email address *

You can add multiple emails separated by comma.
example: abc@t.com,cba@t.com

Data to export

- All
- Company number
- Safe number
- Company name
- Personal reference
- Free text
- Personal limit
- Status
- Score
- Score text
- Credit limit
- Address
- Date of last change
- Local score
- Turnover
- Number of employees
- Country code

Export type

- Immediate
- Scheduled

Schedule start date

Schedule

- Daily
- Weekly
- Monthly

File format

- Delimited text (.csv)

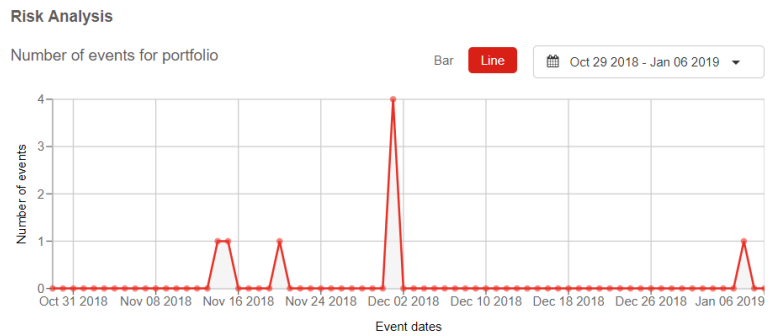
Cancel
Confirm

Analysis

The 'Analysis' tab presents the risk analysis data from the selected portfolio.

Events graph

This graph displays the number of events that have occurred within a particular timeframe for companies in the currently selected portfolio. The date picker dropdown allows you to choose from one of the four pre-set date ranges or to define a custom date range. This graph can be either a line graph or a bar chart depending on the selected option.



Banding Pie Chart

This pie chart represents the percentages of companies in the selected portfolio broken down by risk banding. Hovering over the pie chart updates the centre text with the corresponding percentage of companies per risk banding. Clicking on the pie chart updates the company banding table below with the selected banding.



Banding Table

This table shows all the companies in the selected portfolio that are in the selected banding. You can change the banding via the pie chart or the tabs above the table. All of the columns are sortable and all company names link you to the full company report.

Un-rated 2342			Very Low Risk 6617			Low Risk 12592			Moderate Risk 7304			High Risk 5326			V
Country	Company name	Score													
Finland	DHL Freight (Finland) Oy	93													
Finland	Oy Ford Ab	86													
Finland	Radial Oy	93													
Finland	TH-Kumi Oy	93													
Finland	Ab Ekeri Oy	97													
France	SOCIETE DES METAUX BLANCS OUVRES	79													
France	PORT GALLICE GESTION PORT PLAI	100													
France	SARL GARDEN SERVICE	75													
France	SET - HUILIER - SOCIETE D'ENTREPOSAGE ET DE TRANSPOR	91													
France	POMA	99													