

Show Me the Steps!

Step-by-Step Online Help

Need to Understand a New Process? Show Me the Steps! Online Provides Step-by-Step Directions!

Are you a new or existing client who needs to learn how to do something new in CU*BASE? Maybe you have a new employee to train, or maybe you just need to hone up on your skills? Check out Show Me the Steps! Online Help for easy to follow step-by-step directions.

Show Me the Steps! helps you learn on your own, at your pace, any time.

The screenshot shows the CU*BASE online help interface. At the top, there are navigation buttons for Contents, Index, Search, and Print. A left-hand menu lists various topics, with 'Overdraft Protection' selected. The main content area is titled 'Overdraft Protection' and contains the following information:

Add Overdraft Protection to Account

1. Use Update Functions 1 Menu (MNUPDT) #12-Update Overdraft Protection.
2. Enter the member's account number and press Enter.
3. Select the sub account you want to protect and use the Add option.
4. Enter the account base and suffix that will be used to protect the account. [Learn Online Help.](#)
 - You can enter up to four accounts to protect this one account, depending on credit limit.
 - Enter the accounts in the order of how funds should be pulled from them.
5. Use F5-Update to save the changes.

Show Me All the Steps!


[Show Me All the Steps - Overdraft Protection](#)

Additional Resources

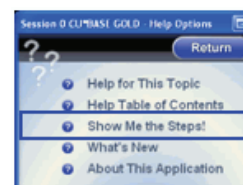
[Refer to the CU*BASE Online Help to learn more about adding overdraft protection.](#)

To bookmark this Show Me the Steps! topic use:
http://www.cuanswers.com/doc/stepbystep/stepbystep.htm#Add_Overdraft_Protection

How Do I Find the Show Me the Steps! Online Help?

You can access Show Me the Steps Online Help by clicking  on the top left corner of any menu screen in CU*BASE.

Then click on the **Show Me the Steps!** link.



Win Prizes!

Introducing the Show Me the Steps! Submission Contest

For the next month, ending July 31st, credit union employees can submit entries for the Show Me the Steps! Online help contest. There are prizes for the highest number of qualifying submissions, both by individual and by credit union! Get your team excited about adding to this resource!

What is Required for a Qualifying Submission?

Each entry must be submitted using the Show Me the Steps submission form, accessed by clicking "Submit to Show Me the Steps" on the Network links page in CU*BASE. The submission form requires a title (what the directions are teaching), followed by step-by-step directions on how accomplish that process. Only new (not posted as of 6/23/11), ready-to-post (complete step-by-step directions) submissions will be counted toward the contest.

The top submitter wins \$250 gift card, and the credit union with the highest number of submissions receives a pizza lunch for its employees!



6000 28th Street, SE
Grand Rapids, Michigan 49546
<http://www.cuanswers.com>