

# 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 a web browser window with the CU\*BASE website. The search bar at the top right contains the text '- Search -' and a 'GO' button. The main content area is titled 'View Overdraft Protection on Account' and contains a numbered list of five steps:

1. Use Inquiry (F1) from any main menu.
2. Enter the member's account number and press Enter.
3. Select a sub-account and use the Select option at the bottom of the screen.
4. On the [Member Account Inquiry screen](#), use O/D Protection (F22).
5. On the [Member Overdraft Protection screen](#), you'll be able to view the associated overdraft protection accounts, the amount available via each account and the total available dollar amount.

Below the list, there is a section for 'Additional Resources' with a link for 'Related Topics: Overdraft Protection'. On the left side of the screenshot, there is a search results sidebar with a search box containing 'overdraft', a 'Highlight search results' checkbox, and a 'Search results per page' dropdown set to '10'. A list of search results is visible, including 'Determine Why Overdraft Protection Did Not Transfer Funds', 'View Overdraft Protection on Account', 'Add Overdraft Protection to Account', 'Overdraft Protection', 'Research', 'Stop Notices from Being Printed', 'Update Credit Bureau for Bankrupt Memt', 'Browse', 'Determine Why NSF Fee was Charged', and 'Enroll Member in Bill Pay'. At the bottom of the sidebar, there are page navigation buttons for '1', '2', and '>>'.

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

You can access Show Me the Steps Online Help by clicking on the  button the bottom of any menu screen in CU\*BASE. Then click on the **Show Me the Steps!** link.



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