



Global Monitoring User Guide

A complete guide to the Creditsafe Monitoring service and its features.





INTRODUCTION

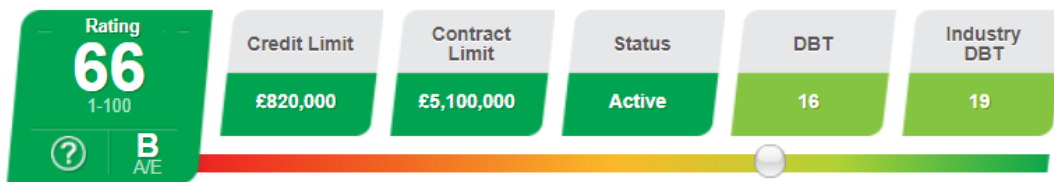
Creditsafe's Global Monitoring is an online service allowing you to keep tabs on your customers and suppliers. Simply add them to a portfolio in Global Monitoring and if there are any changes in their company status, you will receive an email notification.

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 one of your portfolios.

CREDITSAFE BUSINESS SOLUTIONS LIMITED

UK03490298**Monitor**

Clicking on the 'Monitor' button will open a pop-up that allows you to choose which portfolio you wish to add the company to. You can also set values for 'Reference', 'Personal Limit' and 'Notes', these values will be displayed on the Portfolio dashboard within the Monitoring product as well as in any notification emails you receive for the company.

Monitored

To remove a company from a portfolio, simply uncheck the required checkboxes and then click 'Save'.

When automatic monitoring is enabled, whatever company credit report you view will automatically be added to your default portfolio. Automatic monitoring can be disabled through the toggle on the pop-up or within the Global Monitoring application itself.



COMPANY MONITORING OPTIONS ✕

Monitoring

Current Status

Automatic monitoring

☐

Number of Portfolios with Company

0

Show details

To remove the company from the monitored portfolio(s), uncheck the required checkboxes.

Options

Portfolio

Please Select... ▼

Reference

Personal Limit

0

Notes

Save

Cancel

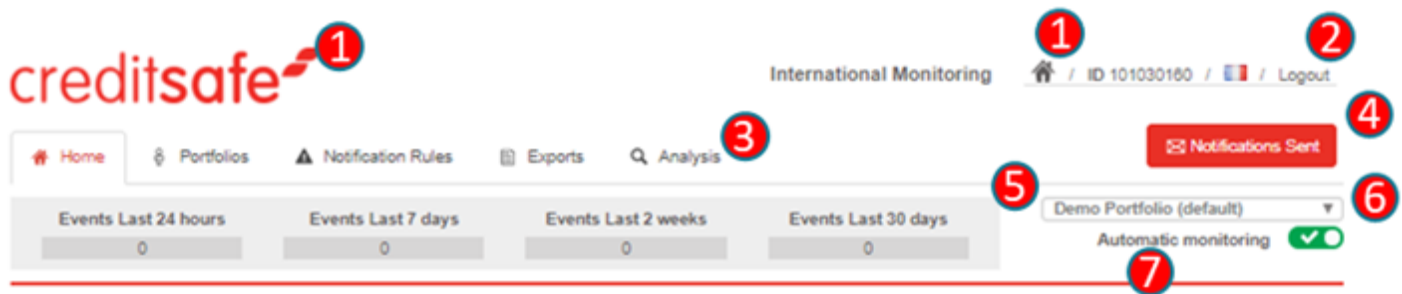
ACCESSING THE GLOBAL MONITORING INTERFACE

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 available Monitoring countries.



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 been sent over the last 30 days, 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) or you can select "All Portfolios" which will show you an aggregation of the data contained in all of your portfolios.
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

This pop-up window displays a table of recent events for the 'Events Last 2 weeks' period. The table has columns for Country, Date, Name, and Event.

Country	Date	Name	Event
FR	Mar-08-2018 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

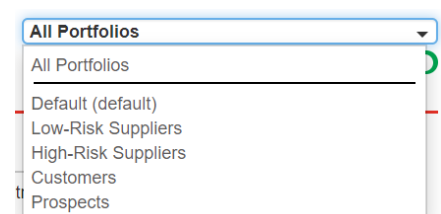


Figure 3 - Portfolio Selection Dropdown



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.

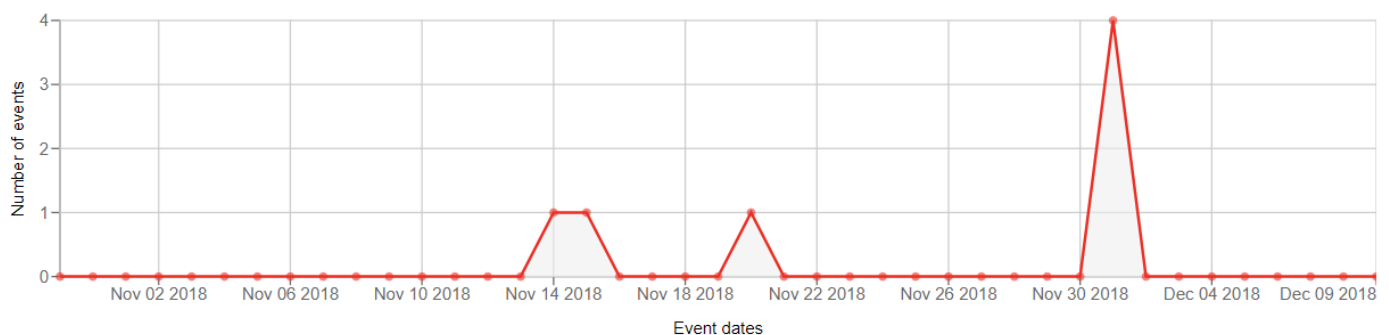
Events summary

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

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

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.



Monitoring



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ID 101381158



English



/

Logout

Home

Portfolios

Notification rules

Exports

Analysis

Notifications sent

Events last 24 hours

0

Events last 7 days

0

Events last 2 weeks

1

Events last 30 days

1

Premier League Football Clubs

Automatic monitoring



Selected Companies - 0 of 20



Add portfolio

Edit portfolio

Delete portfolio

Import from file

Sync from file



All countries

Search



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

Move

Copy

Delete

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 *

Name *

Email Subject Line *

Notifications

Default portfolio



Emails *

First name

First name

Last name

Last name

Email address

Email address

Add

Cancel

Confirm



Delete Portfolio

This allows you to remove the portfolio, and the companies within it, from your user. This option is only available on portfolios that are not marked as your default portfolio.

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 either a .csv, .xls or .xlsx format (a sample can be downloaded by clicking one of the 'Download sample' buttons). 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.

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

Upload a supported file (.csv, .xls or .xlsx) in the same format as the sample
Safe Number, Company Number, Country Code, Personal Reference, Notes, Personal Limit.

Each row must contain either:

- Safe Number
- Company Number and Country Code

Choose file

Download sample (.csv) Download sample (.xlsx)

☐ Manual Import **Cancel** **Confirm**

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

GB Safe Number

Safe Number

Import **Cancel**



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 either a .csv, .xls or .xlsx format (a sample can be downloaded by clicking one of the 'Download sample' buttons). The 'Choose file' button allows you to select the file to import and the synchronisation will process once you click 'Confirm'.

Sync from file

Upload a supported file (.csv, .xls or .xlsx) in the same format as the sample
Safe Number, Company Number, Country Code, Personal Reference, Notes, Personal Limit.

Each row must contain either:

- Safe Number
- Company Number and Country Code

Choose file

Download sample (.csv)

Download sample (.xlsx)

Cancel

Confirm

The synchronisation process will replace any existing date 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.

Country

US

☐ All US Country Rules

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.

Search

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.

Edit company details

CARDIFF CITY FOOTBALL CLUB LIMITED

Reference

TEST00001

Limit

120000

Notes

Low Risk

Cancel

Confirm



Share Portfolio

The share portfolio button allows you to share the currently selected portfolio with a list of users. To share a portfolio, the user must have logged in and accepted the terms and conditions. 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			
m2nlt16a	View	Add	Edit	Remove
m2nlt16b	View	Add	Edit	Remove
m2nlt16c	View	Add	Edit	Remove
m2nlt16d	View	Add	Edit	Remove
m2nlt16e	View	Add	Edit	Remove
m2nlt16f	View	Add	Edit	Remove
m2nlt16g	View	Add	Edit	Remove
m2nlt16h	View	Add	Edit	Remove
m2nlt16i	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).



All Portfolios



If you select “All Portfolios” from the portfolio selection drop-down, the Portfolios tab will display all companies currently monitored across all of your active portfolios.



Monitoring



/ ID 101381158 /



English ▾

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Home

Portfolios

Notification rules

Exports

Analysis

Notifications Sent

Events last 24 hours

0

Events last 7 days

0

Events Last 2 weeks

0

Events last 30 days

0

All Portfolios ▾

Automatic monitoring



Total Companies - 10



Add new portfolio

GB ▾

Search



Name ▴	Safe number ▴	Org Number ▴	Portfolio ▴	Country ▴	Reference ▴	Personal Limit ▴	Notes ▴	Score ▴	Last change ▴
COMPANY A	UK06370262	06727679	Portfolio A	GB	Test Reference	950.00		Non trading	10 Sep 2018
COMPANY A	UK06370262	06727679	Portfolio B	GB		0.00		Non trading	10 Sep 2018
COMPANY B	UK08669194	08379456	Portfolio A	GB		0.00		Non trading	13 Feb 2018
COMPANY C	UK00004371	00053301	Portfolio C	GB		0.00		A 79	02 Oct 2018
COMPANY D	UK03490298	03836192	Portfolio C	GB	Test Ref 2	0.00		B 55	03 Apr 2018
COMPANY E	UK13467561	09435322	Portfolio C	GB		0.00		Dissolution	13 Jul 2017
COMPANY F	UK15770490	10675074	Portfolio A	GB		0.00		C 48	11 Apr 2018
COMPANY F	UK15770490	10675074	Portfolio C	GB		0.00		C 48	11 Apr 2018
COMPANY G	UK15009067	10163316	Portfolio B	GB		0.00		Non trading	10 Jul 2018
COMPANY H	UK00004371	00053301	Portfolio A	GB		0.00		A 79	02 Oct 2018

A new column is added to the Companies table to display the name of the portfolio that the company is monitored in and the following features are not available whilst “All Portfolios” is selected:

- Edit Portfolio
- Delete Portfolio
- Share Portfolio
- Import / Sync from File
- Move / Copy / Delete

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

☐ All US Country Rules

Rules

☐ Rating +/- % or change >
☐ Credit Limit +/- % or change >
☒ Company Status
☒ DBT +/- % or change >

Negative Events

☒ Bankruptcy
☒ Derogatory Filing Count +/- % or change >
☒ Derogatory Filing Outstanding Amount +/- % or change >
☒ Possible OFAC

Firmographic Changes
☒ Estimated Annual Sales Amount
☒ Primary SIC Code
☒ Primary NAICS Code
☒ Company Establish Date
☒ Company URL

There is also a checkbox to enable/disable all local rules for the currently selected country.

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.

You have the choice to export either all companies in the chosen portfolio or only those that have had events in the chosen date range.

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

New export

Export Name *

Export Name

Portfolio(s)

Portfolio Name

Email address *

Email address

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

Export type

Scheduled

Schedule start date

15 Oct 2019

Schedule

Daily

File format

Delimited text (.csv)

Companies to export

All companies

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

Cancel

Confirm

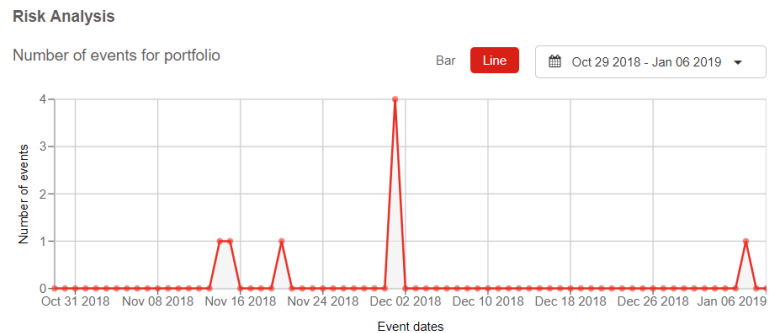


ANALYSIS

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 ↕		
			DHL Freight (Finland) Oy						93		
			Oy Ford Ab						86		
			Radial Oy						93		
			TH-Kumi Oy						93		
			Ab Ekeri Oy						97		
			SOCIETE DES METAUX BLANCS OUVRES						79		
			PORT GALLICE GESTION PORT PLAI						100		
			SARL GARDEN SERVICE						75		
			SET - HUILLIER - SOCIETE D'ENTREPOSAGE ET DE TRANSPOR RTS						91		
			POMA						99		