

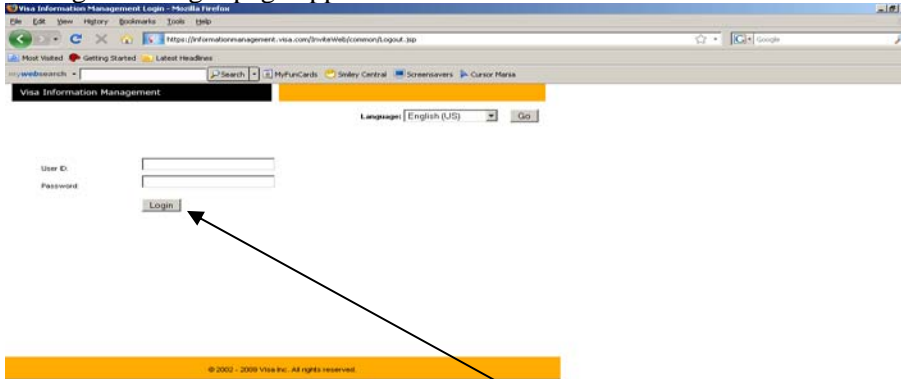
Visa Information Management (VIM) Website

General Information – Login Website/Navigating Visa Information Source/Using Inbox

Login Website

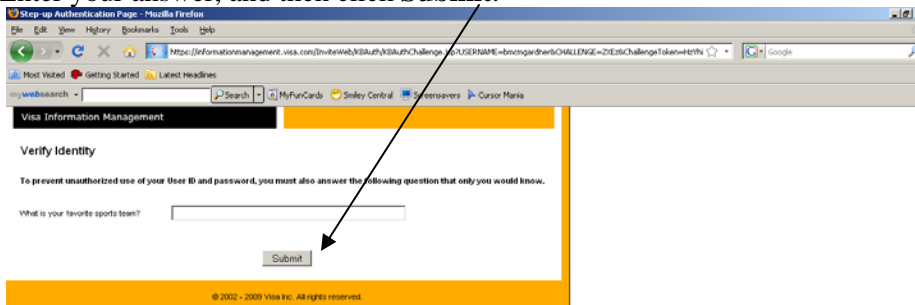
1) To login to the Visa Information Management website do the following:

a) On the internet type the web address vim.visa.com and hit the **Enter** key. The Visa Information Management login page appears.



b) Enter your **User id** (bmc + college username) and **Password**, and then click **Login**.

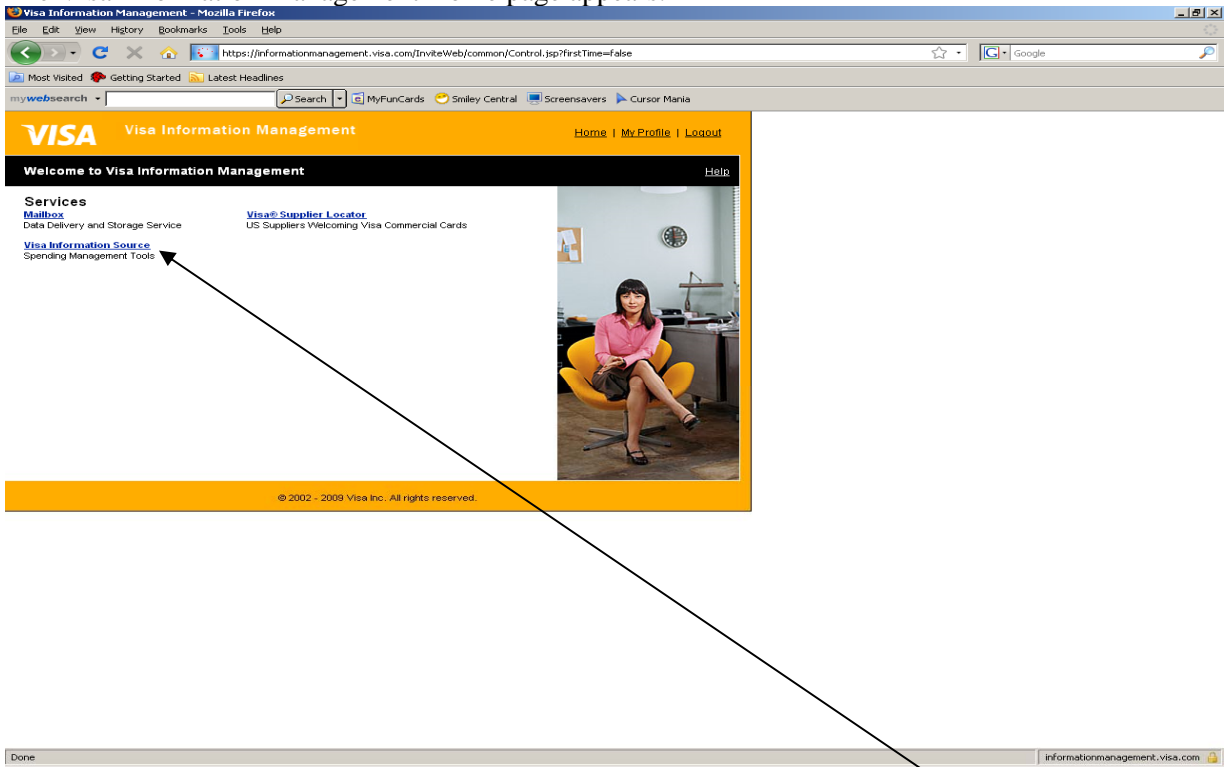
c) You will be asked to answer one of the security questions you created the first time you logged into VIM. Enter your answer, and then click **Submit**.



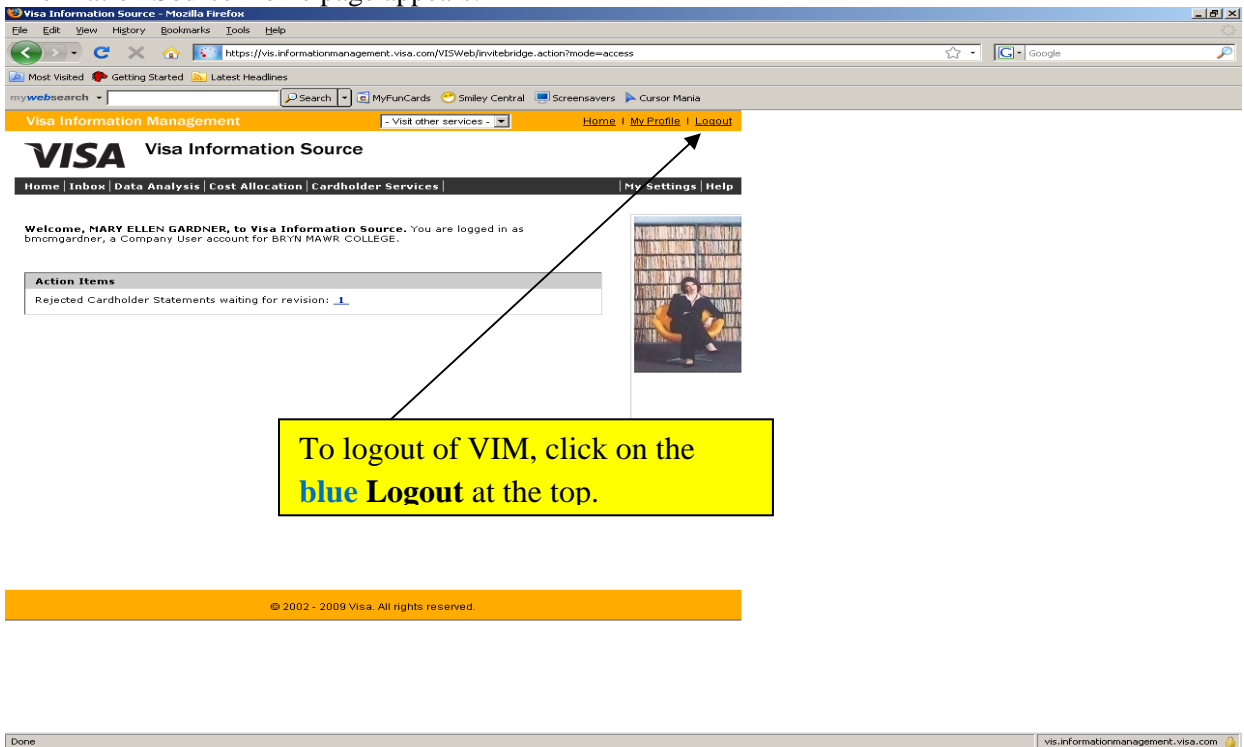
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d) The Visa Information Management Home page appears.



e) On the Visa Information Management Home page, click the link for **Visa Information Source**. The Visa Information Source Home page appears.



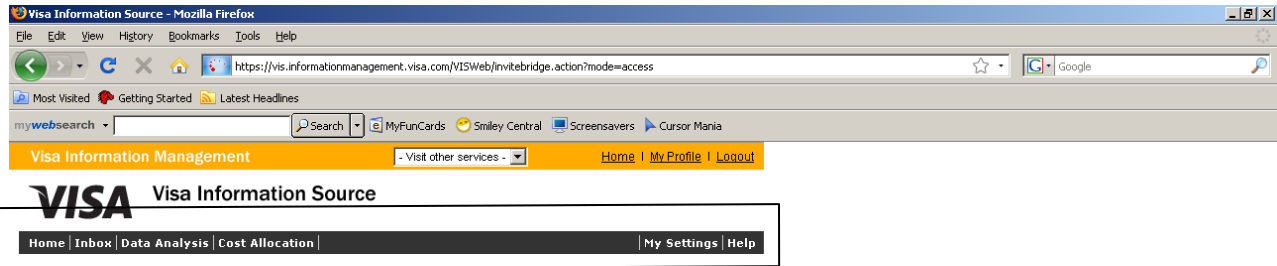
Navigating Visa Information Source

Visa Information Management (VIM) Website

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Visa Information Source provides navigation features to help you quickly access various functions and to narrow selection options. The following sections describe these navigation features.

2) Navigation Bar - The black navigation bar shows the Visa Information Source modules you can access.



Welcome, **MARY ELLEN GARDNER**, to **Visa Information Source**. You are logged in as bmcmgardner, a Company User account for BRYN MAWR COLLEGE.

Action Items

Rejected allocations waiting for revision: [1](#)

Rejected Cardholder Statements waiting for revision: [1](#)

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Done

vis.informationmanagement.visa.com

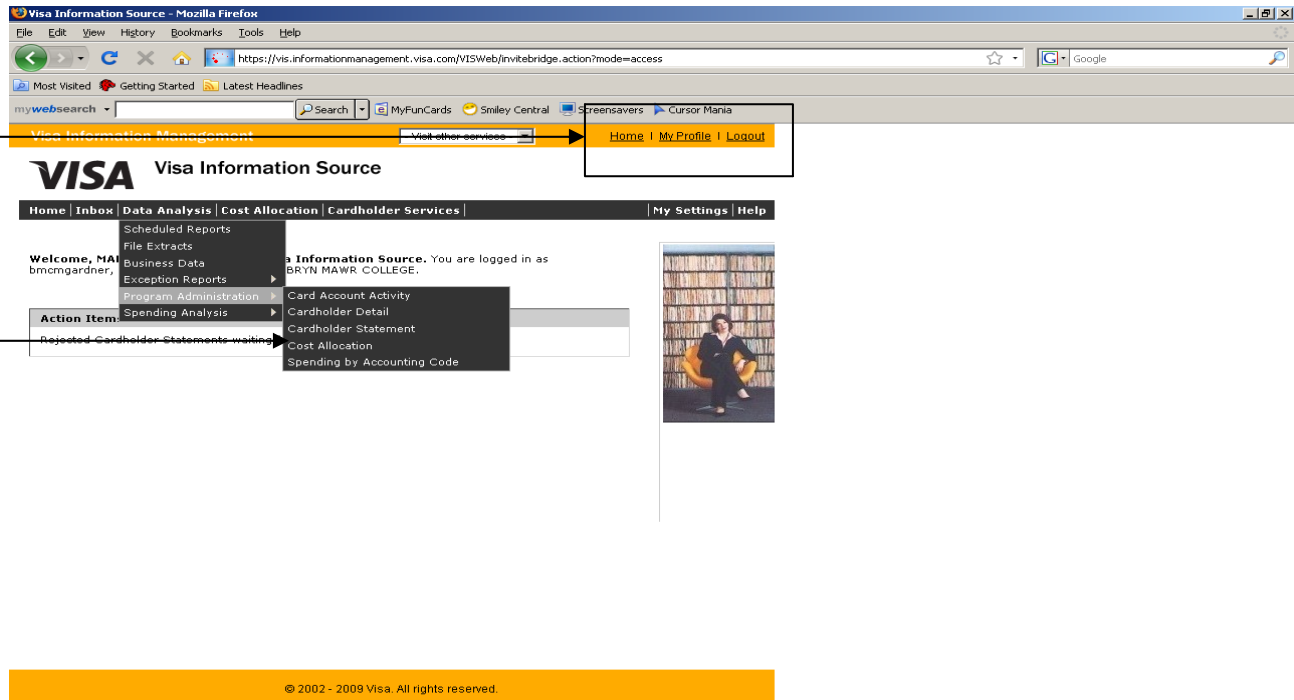
- Clicking **Home** on the navigation bar will bring you to the same page.
- Use **Inbox** to view the status of scheduled reports and file extracts and to download files.
- Use the features listed under **Data Analysis** to work with company reference and transaction data. Create/run/modify standard reports and/or file extracts (custom reports) and view account set ups in business data.
- Use the features listed under **Cost Allocation** to allocate and submit cardholder statements for online approval.
- Click **My Settings** to modify your account settings such as out of office or switch user contexts.
- Click **Help** for detailed, step by-step instructions for each feature.

3) To access the features of one of the modules, highlight the module in the navigation bar. A drop-down menu of the module features appears. Click a feature to open it.

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- 4) To navigate back to the Visa Information Management (VIM) Home page, click on **Home** in the orange bar.
- 5) To view your user profile, click on **My Profile** in the orange bar.
- 6) To Logout, click on **Logout** in the orange bar. To safely log out you must click on Logout once and then a second time.



✓ Always use the navigation bar links, icons, buttons, and other links to navigate Visa Information Source. Use of your browser's **Back**, **Forward**, and **History** buttons is not supported and may result in errors.

✓ If you have questions about your account or the features to which you have been granted access, email the Controllers' Office at bmc_creditcard@brynmawr.edu or call Annemarie Thompson (5262) or Betsy Stewart (5632).

Using the Inbox (OPTIONAL)

The Inbox is your central location to review the status of recent reports and file extracts and to download saved files. It also lists any reports or file extracts that require you to take further action.

Visa Information Management (VIM) Website




General Information – Login Website/Navigating Visa Information Source/Using Inbox

7) To access items in your Inbox do the following:

- a) Click **Inbox** on the navigation bar to open the Inbox.
- b) Do one of the following:
 - i) To view completed items run successfully, select **Items completed successfully** from the Show drop-down list.
 - ii) To view items to be run or processed, select **Items processing\waiting\failed** from the Show drop-down list.

8) Click **Apply**.

Inbox

<input type="checkbox"/>	Options	Instance Name	Run Date ▾	Expiry Date	Report Type
<input type="checkbox"/>	 	Cardholder Statement 2005.pdf	11/28/2005	01/15/2006	Cardholder Statement Summary
<input type="checkbox"/>	 	Cardholder Statement 2005.pdf	11/21/2005	01/08/2006	Cardholder Statement Summary

9) To download a successfully run report or file extract

- a) Click **Download** in the Options column.
- b) Select a location on your computer to save the file.
- c) Edit the file name, if desired.
- d) Click **Save** to download the file.
- e) The file must be uncompressed using a zip utility package.

10) To troubleshoot a report or file extract that did not run as scheduled

- a) Verify that **Error** appears in the Status column of the Inbox.
- b) Review the information in the Notes column.
- c) If necessary, revise the report or file extract definition and schedule it to run again. If you need further assistance, contact your administrator.

11) To delete a report or file extract instance in the Inbox

- a) Select the item to be deleted.
- b) Confirm that you have selected the correct item.
- c) Select **Delete** in the Select Action drop-down list.
- d) Click **Go** to delete the item from the inbox.