

VISA INTELLILINK

Quick Tips

Creating A Case

You can create cases directly from the results of a rule.

Note: Your access to the actions discussed here depends on your [Compliance assignment](#).

To create cases from transactions

1. Click the Rules tab located at the top of all screens.
2. Click the Rules Library link in the Action Links box on the right side of the screen.
3. Click the radio button to select the rule you want.
4. In the Select Hierarchy drop-down list, select the [Organizational Level](#) for the data you want.
5. In the Select Date Range section, click the tab for either [Date Range](#) or [Billing Cycle](#) and make your selection.
6. Make note of the mode the rule is currently showing in. If it is in **Production** mode, you will be able to select transactions to either flag transactions or to create cases.
Note: If you only want to view the results, change the mode to **Draft**. Click **Run Selected Rule**.
7. Click **Run Selected Rule**.
8. In the Rule Results section, select the check box next to the transaction or transactions you want to create cases for.
9. Click **Create Case(s)** at the end of the screen to create cases.
Note: If you want to flag transactions, click **Flag Transaction(s)**.

To flag transactions

1. Click the **Rules** tab located at the top of all screens.
2. Click the **Rules Library** link in the Action Links box on the right side of the screen.
3. Click the radio button to select the rule you want.
4. In the Select Hierarchy drop-down list, select the [Organizational Level](#) for the data you want.
5. In the Select Date Range section, click the tab for either [Date Range](#) or [Billing Cycle](#) and make your selection.
6. Make note of the mode the rule is currently showing in. If it is in **Production** mode, you will be able to select transactions for flagging.
*Note: If you only want to view the results, change the mode to **Draft**.*
7. Click **Run Selected Rule**.
8. In the Rule Results section, select the check box next to the transaction or transactions that you want to flag.
9. Click **Flag Transaction(s)** at the end of the screen to flag transactions.

Exporting the Transaction Results from a Rule

You can export the details of a transaction.

To Export the details of a transaction

1. Click the Rules tab located at the top of all screens.
2. Click the radio button next to the rule that you want to export.
3. Specify any parameters.
4. Click **Run Selected Rule**.
5. After the rule results display, click on the **Details** button next to the transaction you want to export. The transaction details displays.
6. Click the **Export** button at the top left of the screen. The Export Rule Details Viewer displays.

7. Select the export format (CSV, HTML, PDF Excel or XML) .
8. Click the **Export** link. The transaction details are exported in the selected format.

Running a Rule

Once a rule is created in either Draft mode or in Production mode, you can choose to run it.

To run a rule

1. Click the Rules tab located at the top of all screens.
2. Click the Rules Library link in the Action Links box on the right side of the screen.
3. Sort the list of rules to find the rule you want.
4. Click the radio button to select the rule you want.
5. Make note of the mode the rule is currently showing in. If it is in **Production** mode, you will be able to send selected transactions to Compliance. If you only want to view the results, change the mode to **Draft**.
6. In the Select Hierarchy drop-down list, select the [Organizational Level](#) for the data you want.
7. In the Select Date Range section, click the tab for either [Date Range](#) or [Billing Cycle](#) and make your selection.
8. Click **Run**.

Scheduling a Rule

Once a rule is created, it can be scheduled to run any time.

Scheduling a rule requires four steps:

- Naming the rule
- Specifying the date range or billing cycle and organizational level
- Setting the schedule
- Setting an alert (optional)

To schedule a rule

1. Click the Rules tab located at the top of all screens.
2. Click the **Schedule Rule** link in the Action Links box on the right side of the screen.
3. Click the **Submit** link next to the rule that you want to schedule.
4. On the Schedule Rule screen, give the Rule a name in the Title field.
5. Specify the appropriate parameters for this report including [organizational level](#) the report applies to and [date range/billing cycle](#).
6. Click the frequency for running this rule: Once, Daily, Weekly, Monthly.
7. The other recurrence parameters change depending on your choice of frequency. Make the selection appropriate for this rule.
8. On the Schedule Details screen, select from the options for frequency and recurrence.
9. Set the time of day for this rule to run.
10. Set a start and end date for running this rule.
11. Click **Submit**.

To set an alert

1. Click **Set Alert**.
2. Check the auto-populated information:
 - Ensure that the alert will be sent to the appropriate email address or addresses.
 - Make sure the Subject line contains the text you want to appear.
3. Type a brief message to ensure that the person receiving the alert will understand what it is about and what to do with the information.

4. Select a Priority level from the drop-down list.
5. Click Submit. The Alert will show on the My Alerts screen in My Profile.
*Please be aware that Visa IntelliLink will not include transaction details in the alert message. The recipient of the alert will need to log in and go to the Rules History to view the results.

Managing Rule Schedules

You can manage the schedule for the rules you've created, or the rules under your purview, based on your assigned Visa IntelliLink role.

To change a report schedule

1. Click the **Rules** tab located at the top of all screens.
2. Click the **Manage Schedule** link in the Action Links box on the right side of the screen.
3. Click the radio button next to the rule schedule you want to modify.
4. Click **Edit**.
5. Make the changes you want to make.
6. Click **Submit**.

Exporting the Transaction Results from a Rule

You can export the details of a transaction.

To Export the details of a transaction

1. Click the **Rules** tab located at the top of all screens.
2. Click the radio button next to the rule that you want to export.
3. Specify any parameters.
4. Click **Run Selected Rule**.
5. After the rule results display, click on the **Details** button next to the transaction you want to export. The transaction details displays.
6. Click the **Export** button at the top left of the screen. The Export Rule Details Viewer displays.
7. Select the export format (CSV, HTML, PDF Excel or XML).
8. Click the **Export** link. The transaction details are exported in the selected format.

Running a Report

There are several places where you can initiate the running of a report. The Report Library is the central listing for both standard and custom reports. You can select a report from the list and run it once. To run a report daily, monthly, or at another time period, see [Scheduling a Report](#).

To run a report once

1. Click the **Reporting** tab located at the top of all screens.
2. Click either the **Report Library** or the **Select Report** link in the Action Links on the right side of the screen.
3. Click the **Run** link to display the Specify Report Parameters screen.
4. Select a [Date Range](#) or [Billing Cycle](#) in the Select Start and End Dates section.

5. In the Select Hierarchy drop-down list, select the [organizational level](#) for the data you want the report to include.
6. Click **Run** to generate the report.

Scheduling a Report

Once a report is created, it can be scheduled to run any time. To schedule a report, follow these three steps:

- Schedule the report
- Set the schedule
- Set an alert (optional)

To schedule a report

1. Click the **Reporting** tab located at the top of all screens.
2. Select the **Schedule Report** link in the Action Links on the right side of the screen.
3. Click the **Submit** link next to the report that you want to schedule. The Schedule Details screen appears.

To set the schedule

1. Type a Title for this report.
2. Select the format for this report.
3. Click the frequency for running this report: Once, Daily, Weekly, Monthly.
4. The other recurrence parameters change depending on your choice of frequency. Make the selection appropriate for this report.
5. On the Schedule Details screen, select from the options for frequency and recurrence.
6. Set the time of day for this report to run.
7. Set a start and end date for running this report.
8. Click **OK**.

To set an alert

1. Click **Set Alert**.
2. Check the auto-populated information:
 - Ensure that the alert will be sent to the appropriate email address or addresses
 - Make sure the Subject line contains the text you want to appear.
3. Type a brief message to ensure that the person receiving the alert will understand what it is about and what to do with the information
4. Select a Priority level from the drop-down list
5. Click Submit. The Alert will show on the My Alerts screen in My Profile

Managing Report Schedules

You can manage the schedule for the reports you have created, or that are under your purview, based on your assigned Visa IntelliLink role.

To change a report schedule

1. Click the **Reporting** tab located at the top of all screens.
2. Click the **Manage Schedule** link in the Action Links on the right side of the screen.
3. Click the **Edit** link for the report that you want to change.
4. Make the changes you want to make.
5. Click **Submit**.