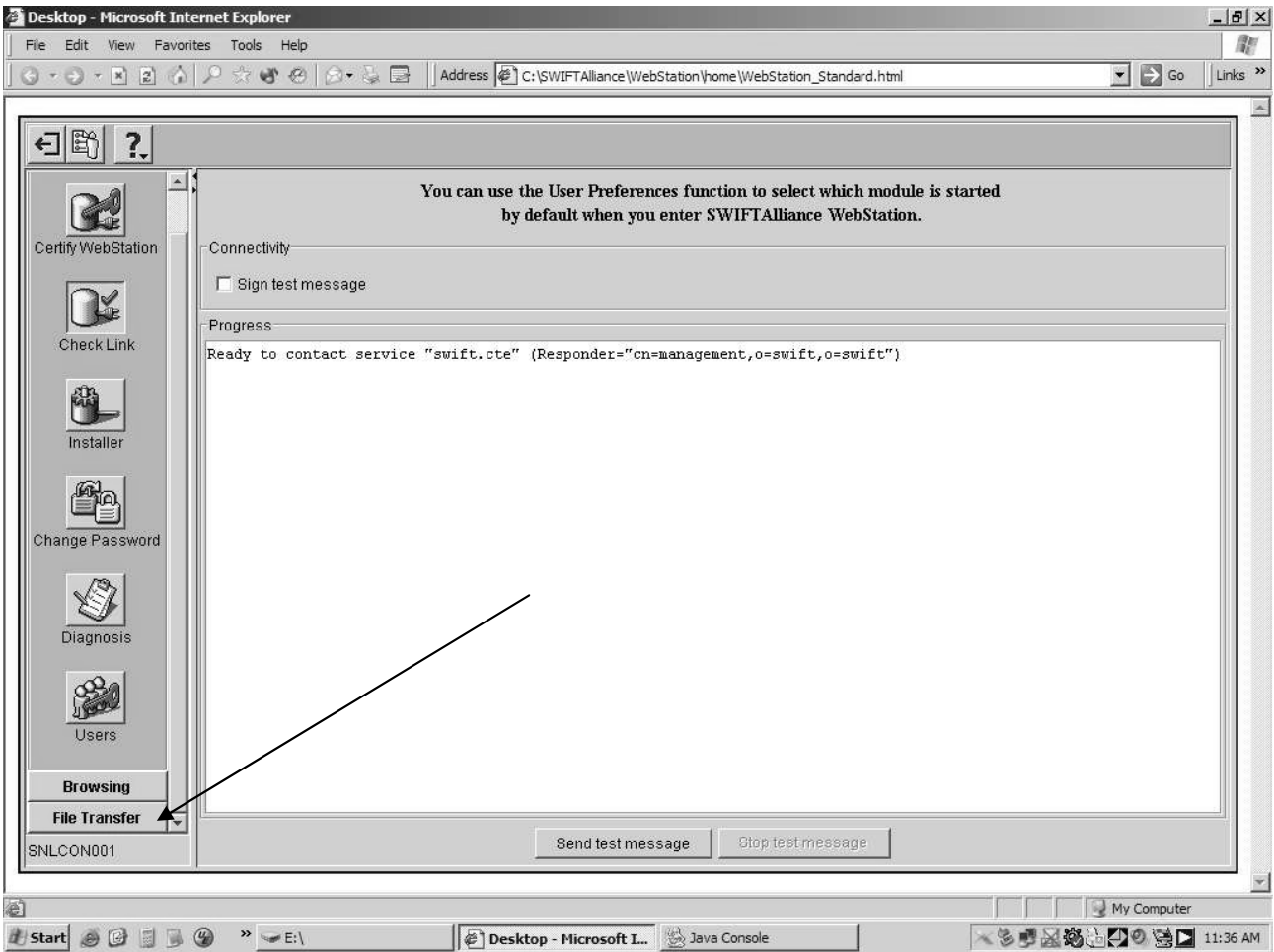


# Steps to retrieve Participant's reports via the SAB manually

Step 1. Logon to the SAB.

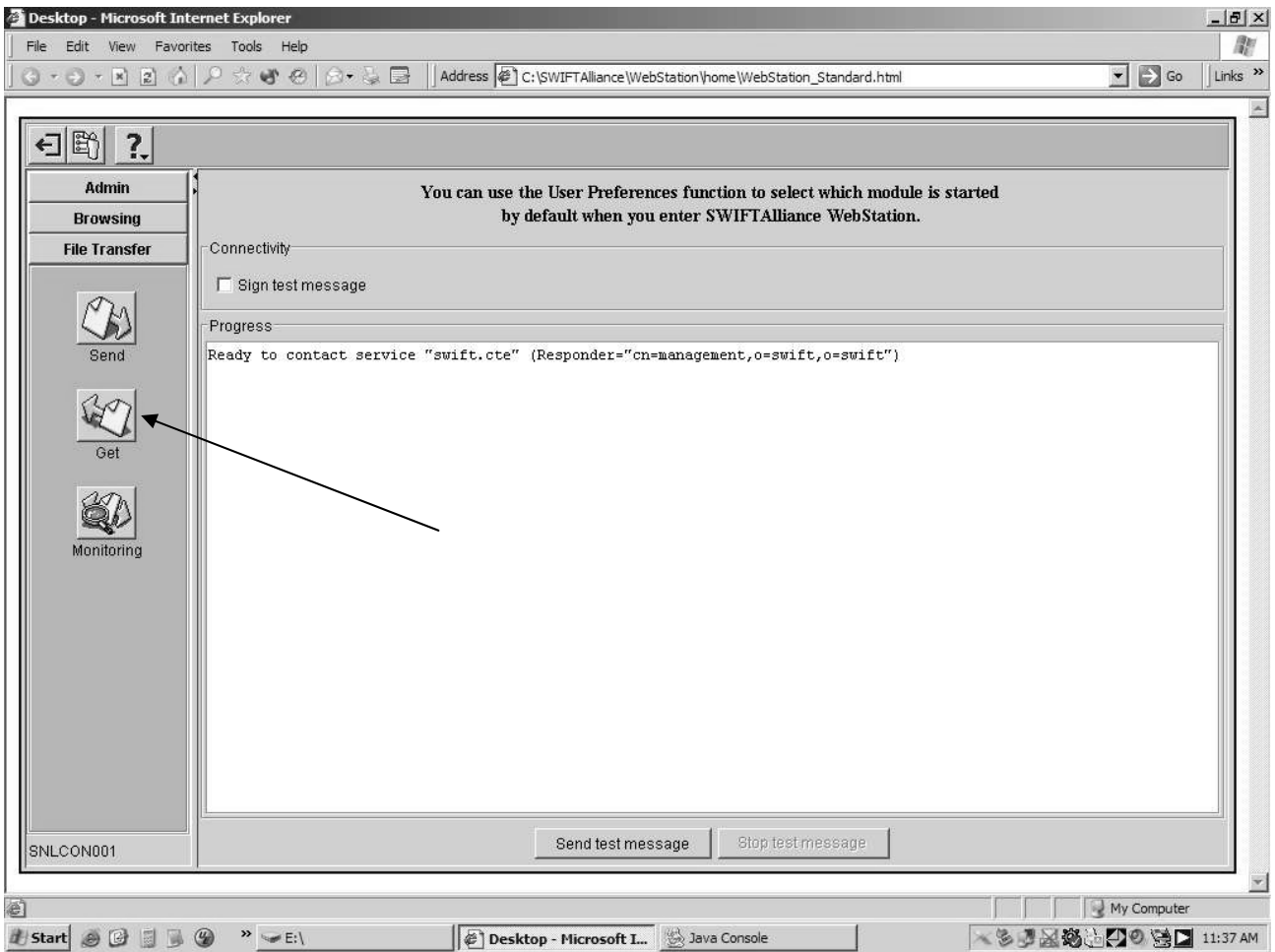


Step 2. Select **File Transfer** folder/option from left hand menu.



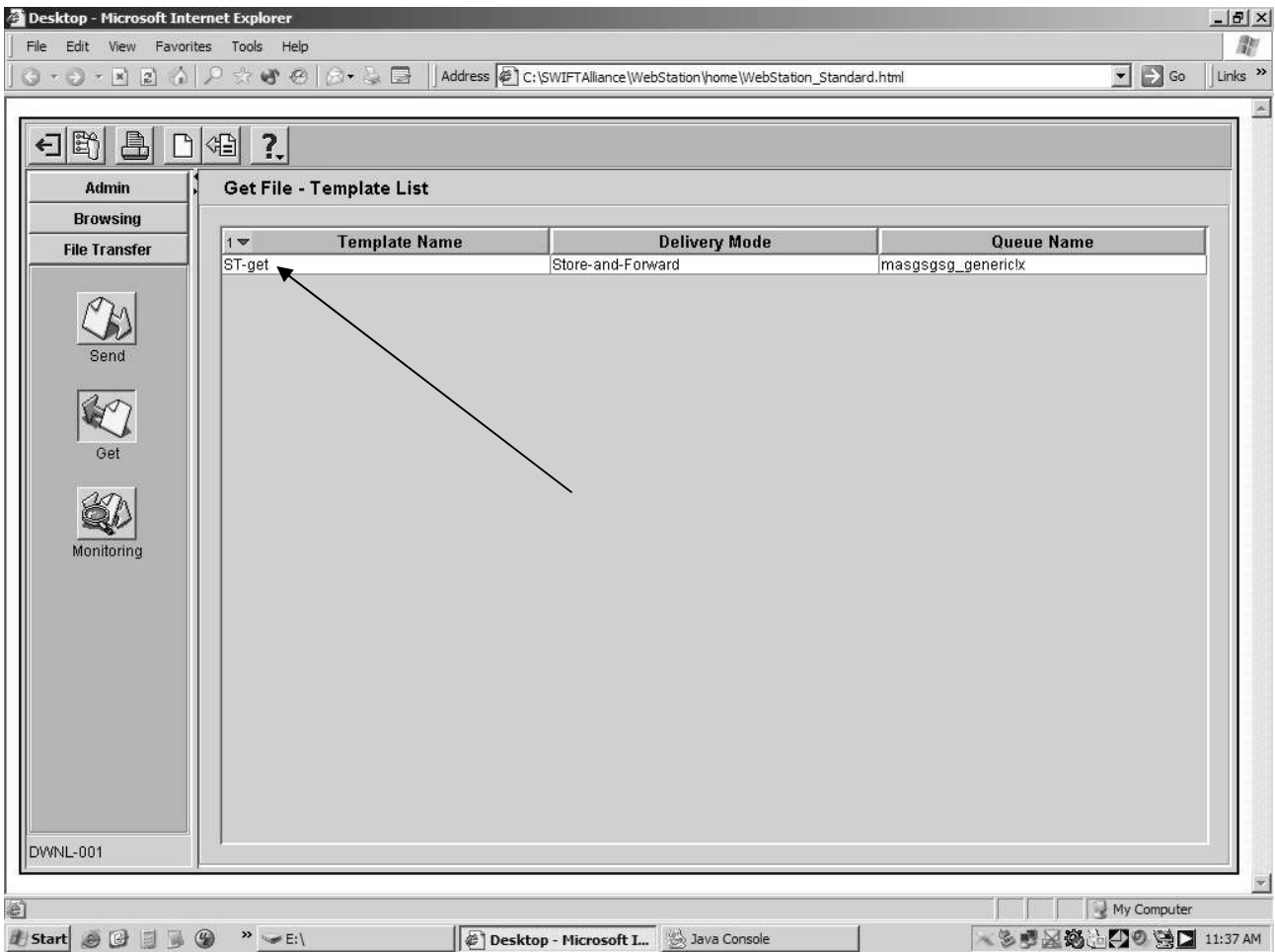
**Note** The screen captured above may differ according to individual bank's setup.

Step 3. In the **File Transfer** folder, select/click on the **Get** button from left hand menu.



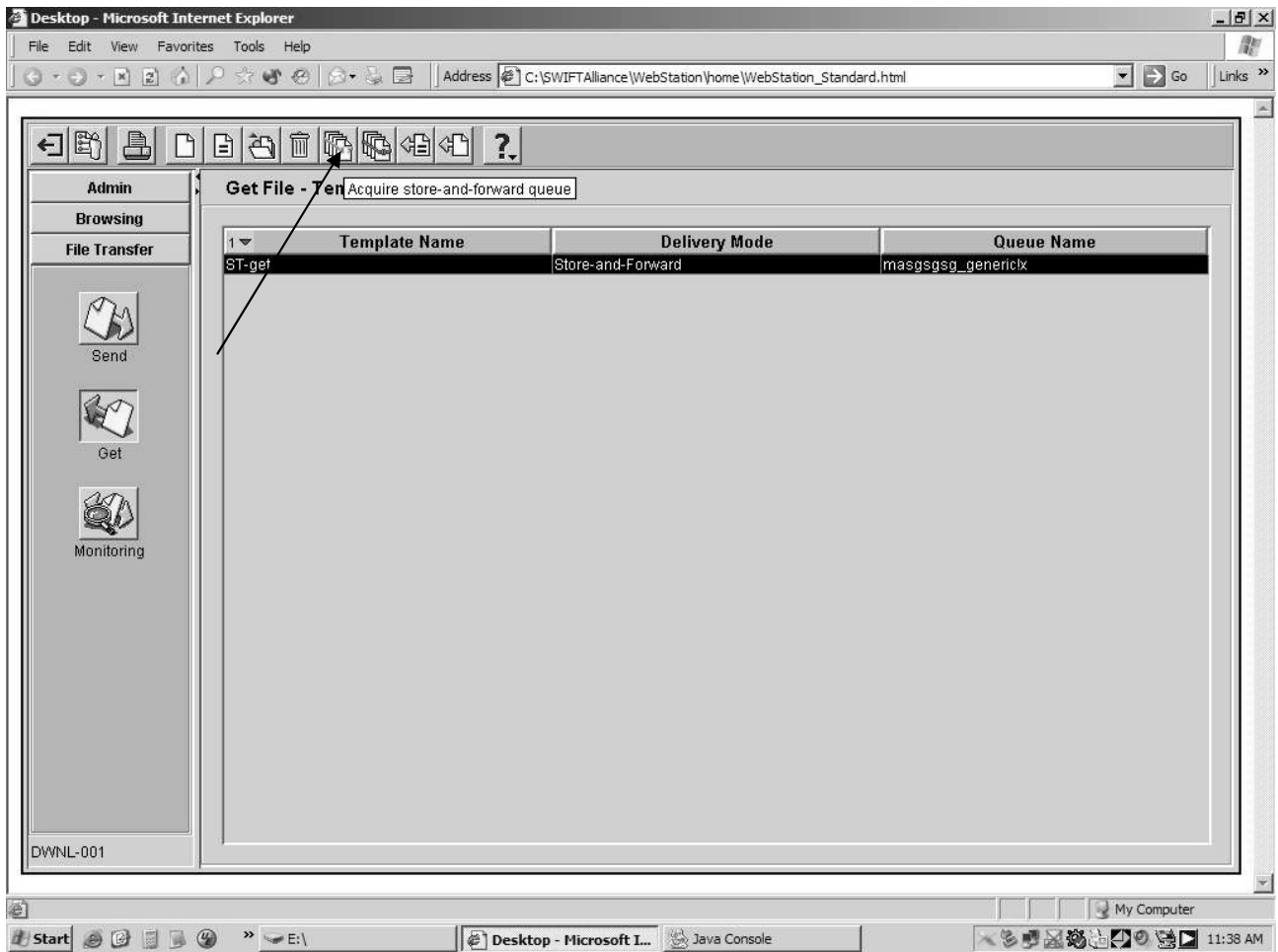
**Note** The screen captured above may differ according to individual bank's setup.

Step 4. After clicking the **Get** button from left hand menu. The following screen will be displayed. In the **Get File – Template List** screen, select/click on the option (e.g. ST-get) available in the **Template Name**.



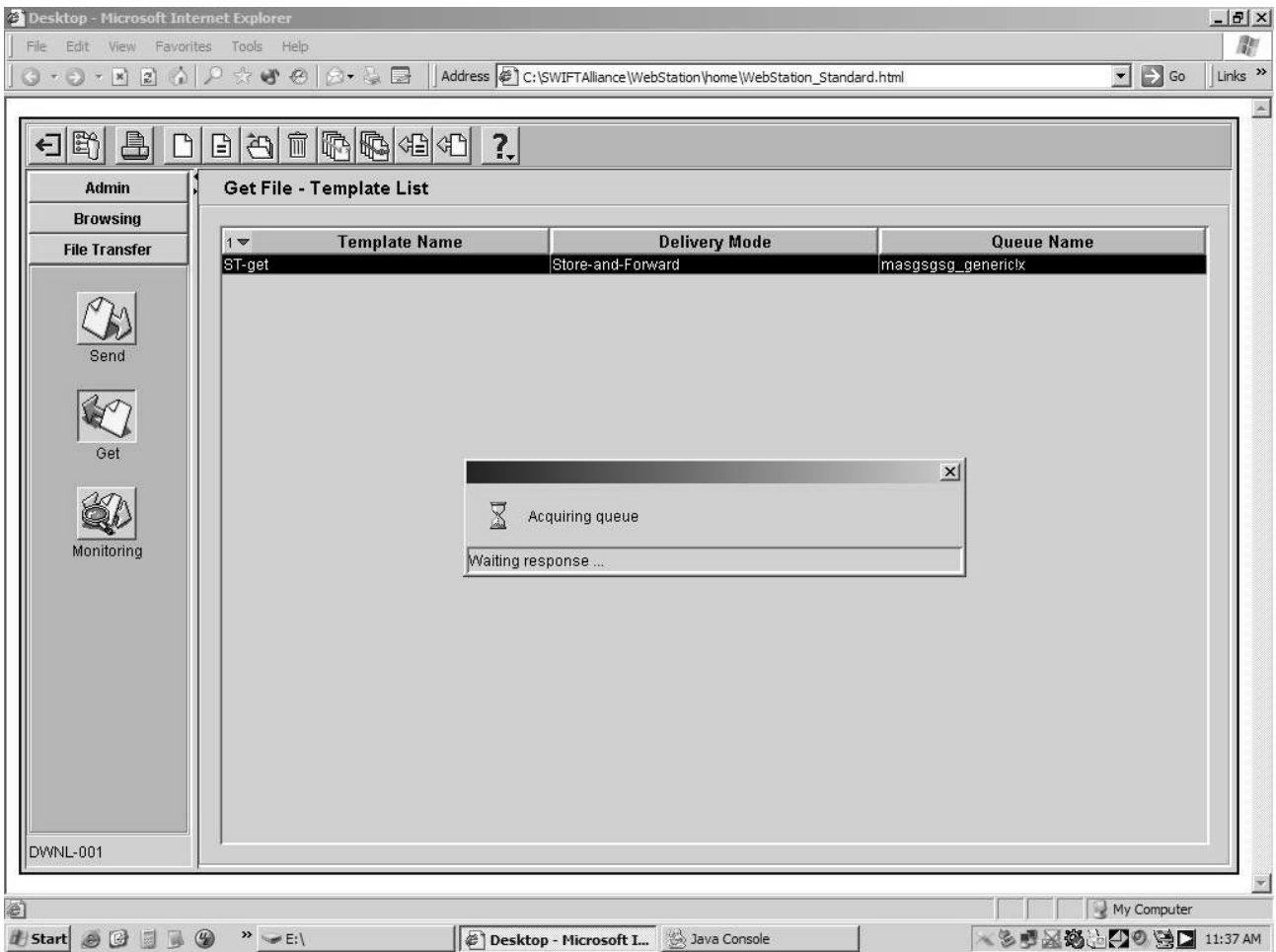
**Note** The screen captured above may differ according to individual bank's setup.

Step 5. In the **Get File – Template List** screen, after selecting the option the following screen displayed. Then click on the **Acquire store-and-forward queue** button from SWIFT toolbar.



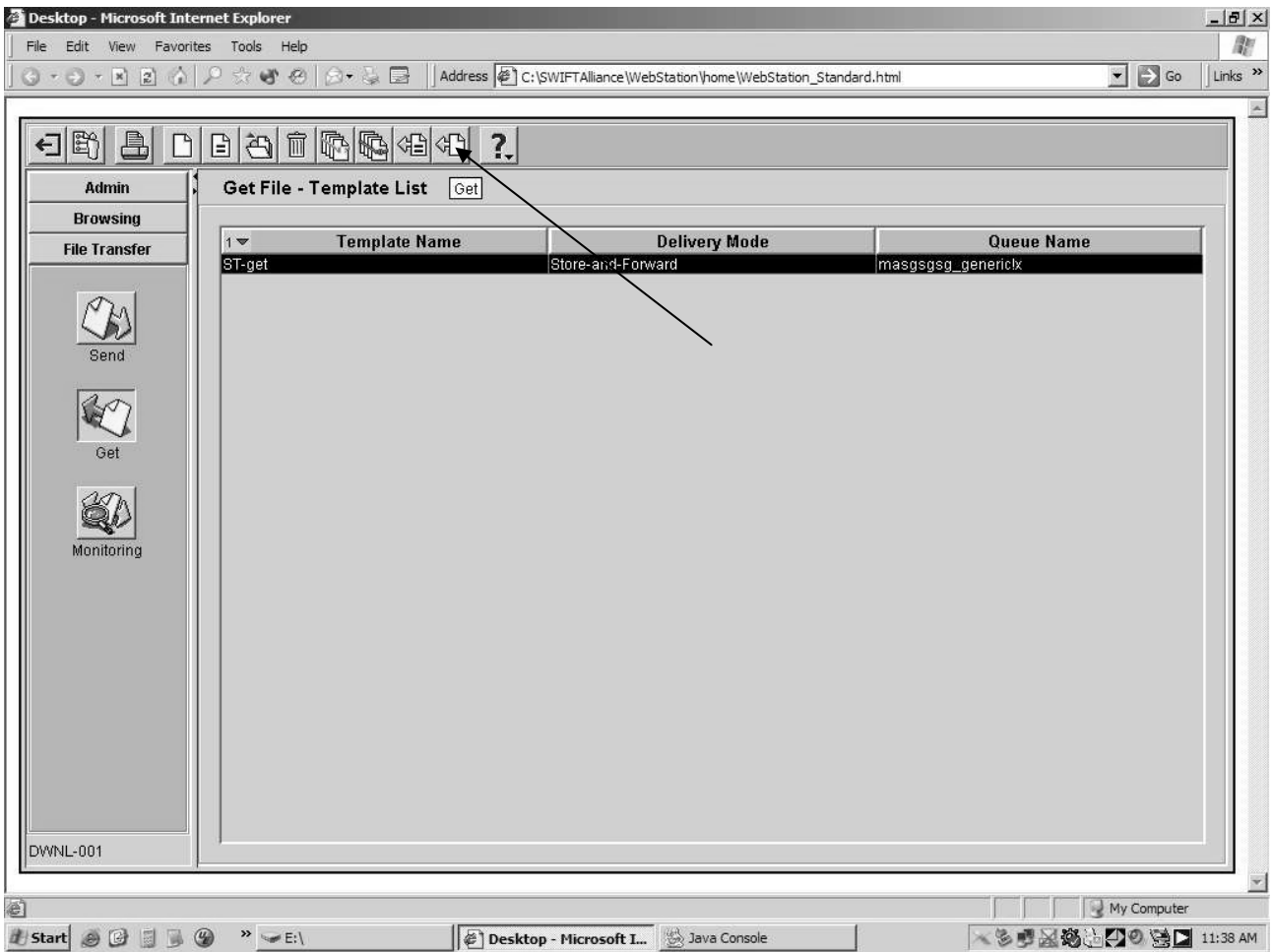
**Note** The screen captured above may differ according to individual bank's setup.

Step 6. In the **Get File – Template List** screen, after clicking the **Acquire store-and-forward queue** button, the following screen will be displayed.



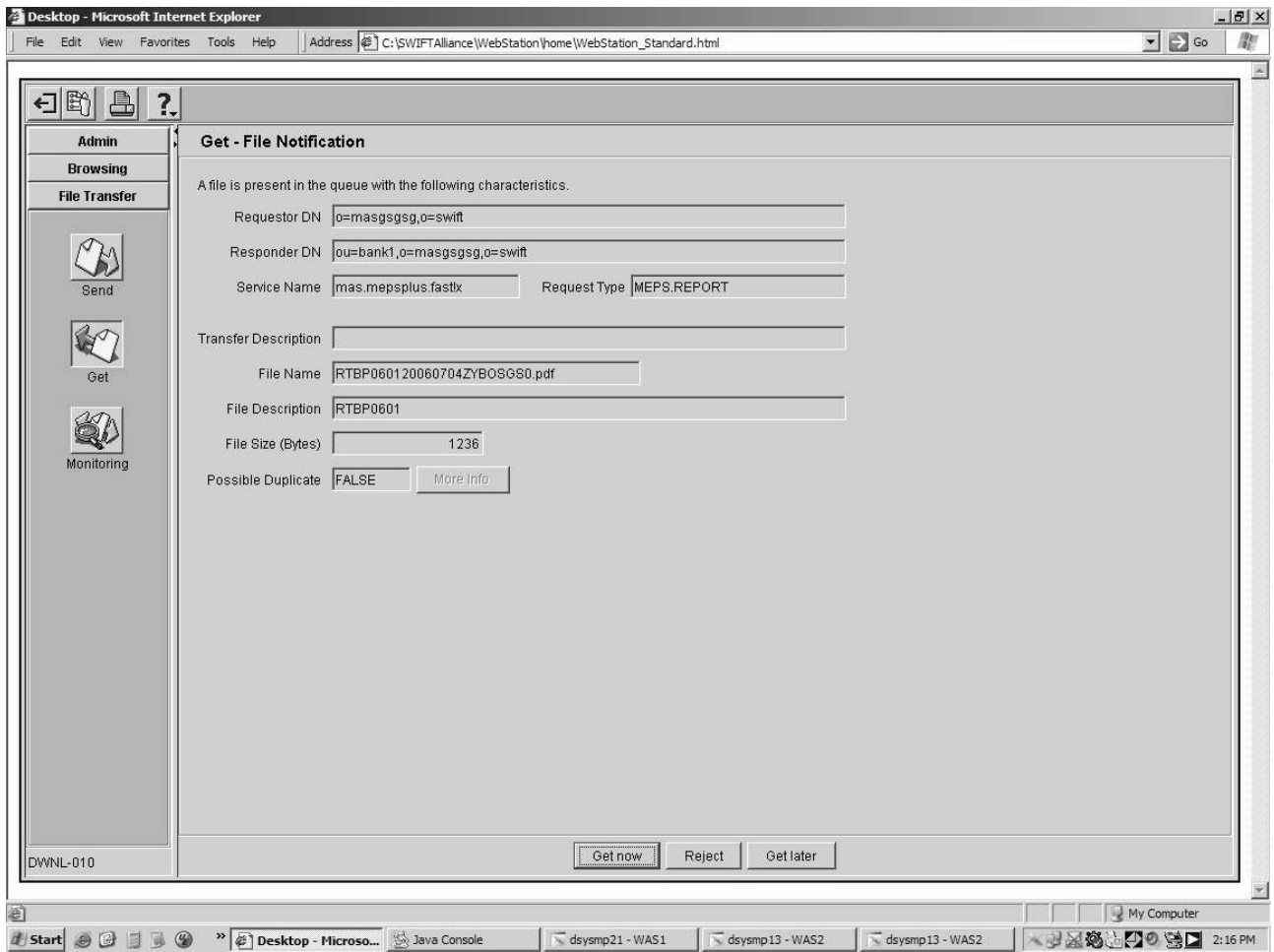
**Note** The screen captured above may differ according to individual bank's setup.

Step 7. In the **Get File – Template List** screen, after the acquiring queue has been completed. Click on the **Get** button from SWIFT toolbar.



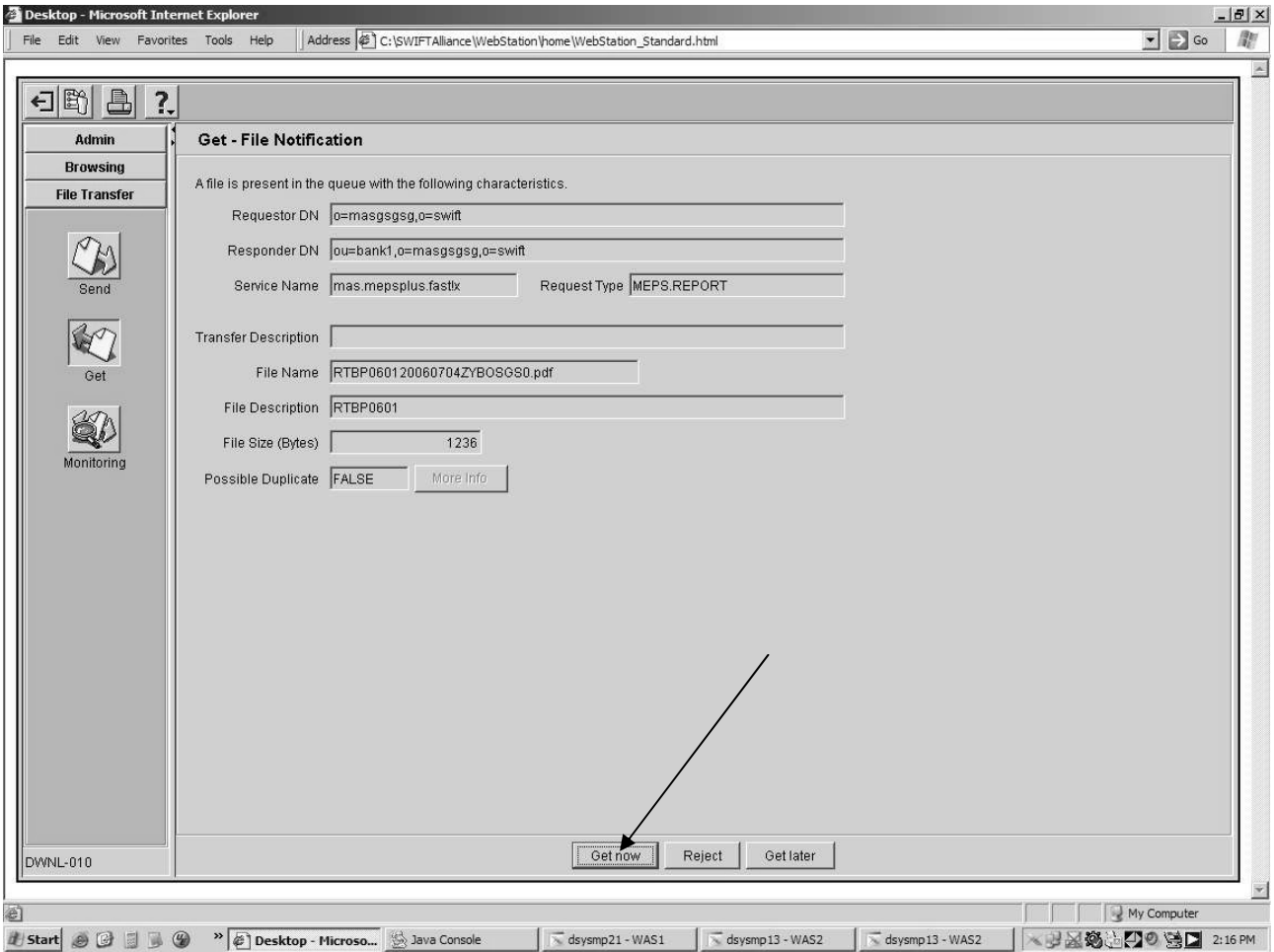
**Note** The screen captured above may differ according to individual bank's setup.

Step 8. After clicking the **Get** button from SWIFT toolbar, the following screen (i.e. **Get – File Notification**) will be displayed.



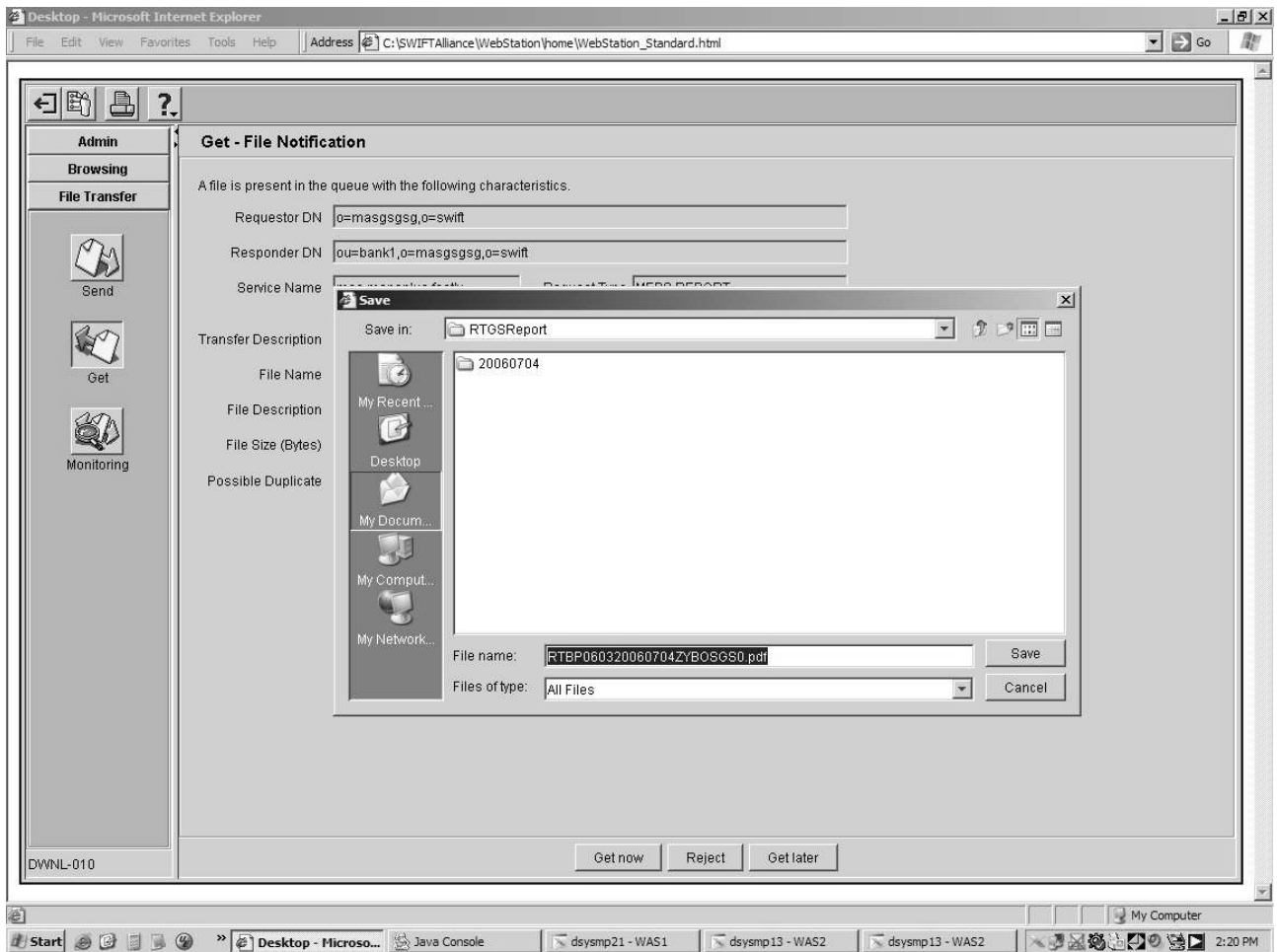
**Note** The screen captured above may differ according to individual bank's setup.

Step 9. In the **Get File – Notification** screen, click the **<Get now>** button at the bottom of the page to download the report.



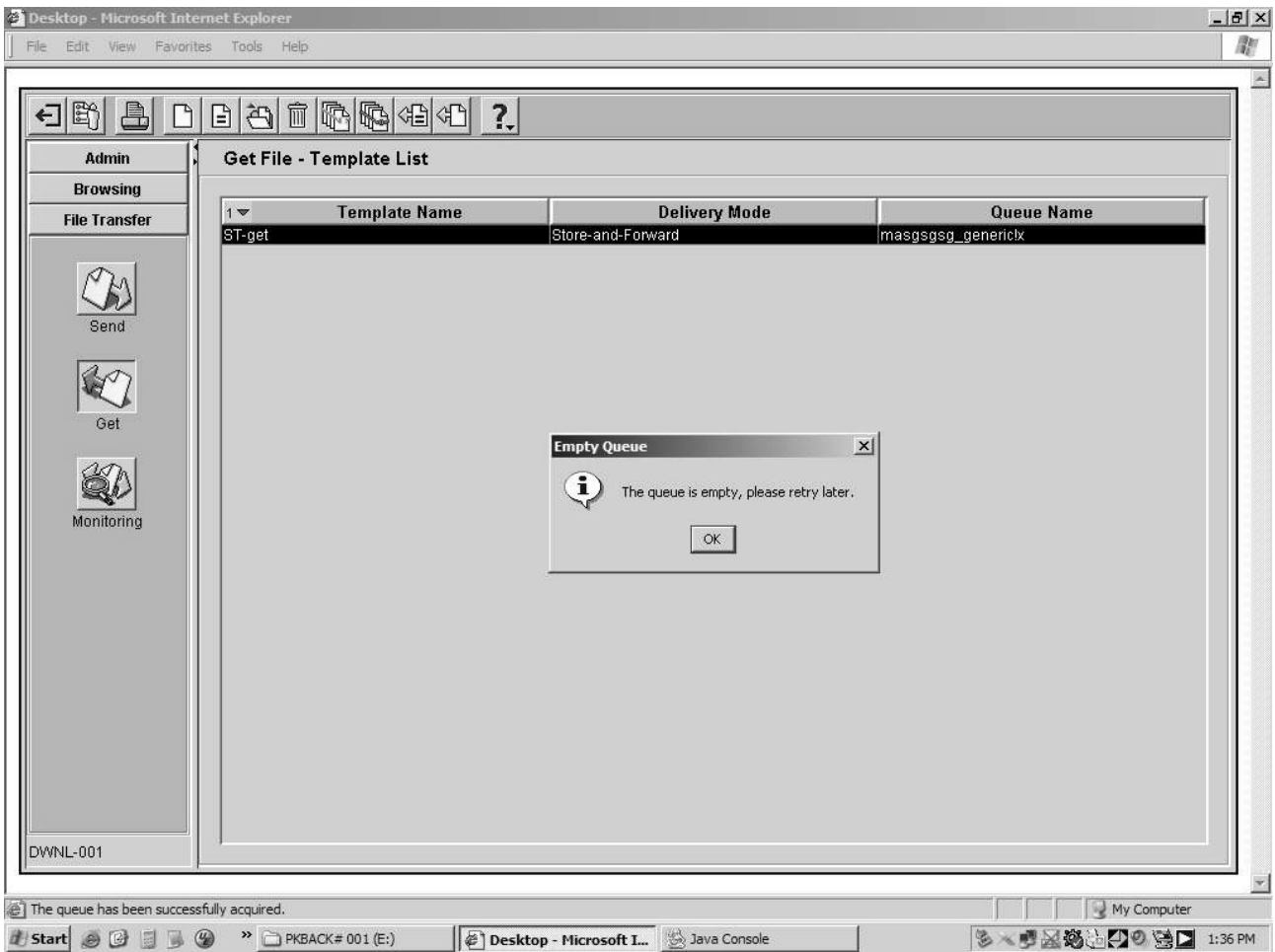
**Note** The screen captured above may differ according to individual bank's setup.

Step 10. Upon clicking the **<Get now>** button, the following **Save in** folder will be displayed. User will be able to save the report to the preferred folder or directory.



**Note** The screen captured above may differ according to individual bank's setup.

Step 11. User will have to repeat Step 5 to 10 to retrieve all report available to his/her banks. If there is no report available for downloading, the following screen will be displayed.



**Note** The screen captured above may differ according to individual bank's setup.