Introduction > Initial Login > Joint Category Limits > User Roles > User Set Up > Password Set Up > Authorizer Activation > Quick Links > Audit Reports

CSA – Customer Self Administration

4. User Roles

User Role Definitions

- Entitlement Role – a “normal” User who can View, Input, Edit, Delete, but cannot Approve (Authorize)

- Authorization Role – a User who is able to Approve a transaction record that is Pending Approval (e.g. authorize a payment) within the guidelines of the Single and Joint Category Limit attached to their role

User Roles

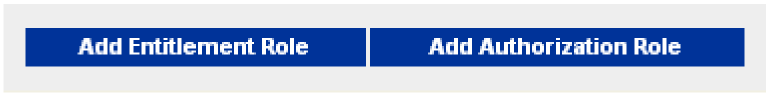
- To set up a new User Role - go to

  Ø Administration menu

  Ø Users

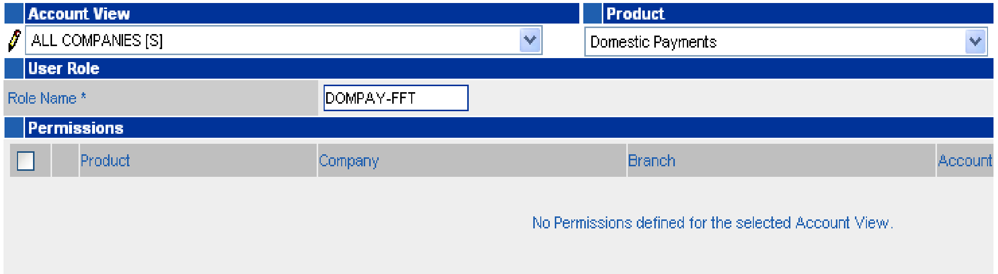
  Ø User Roles

- Click on Add Entitlement Role



Add new User Role

- System defaults Account View to ALL COMPANIES



- User Role ID can be up to 16 digits
- Select a single Product or ALL Products
- Role Name should be meaningful and a standard should be decided

Naming Convention

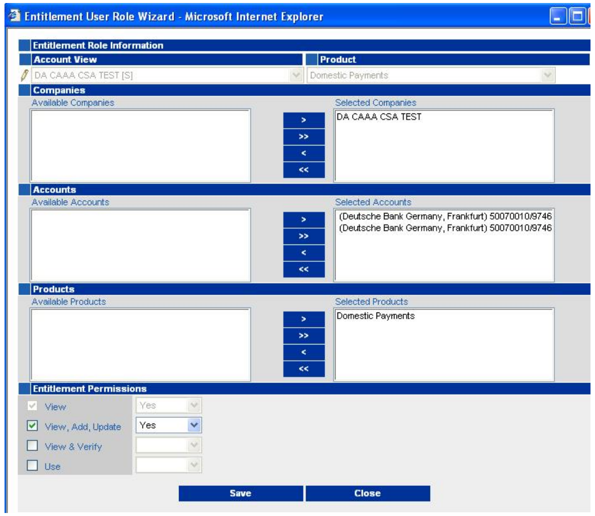
- No set rules for naming convention
- Structure should be on either
  - Ø Operation / task
  - Ø Country
  - Ø Product
  - Ø Job Title

E.g. “View AcctInfo US”, “Add Paym GB”, “Approve Paym DE”

User Role Wizard

- The option to define a New Permission is at the bottom of the screen

- Permissions can now be added using the User Role Wizard



A Passion to Perform. Deutsche Bank

Entitlement Permissions

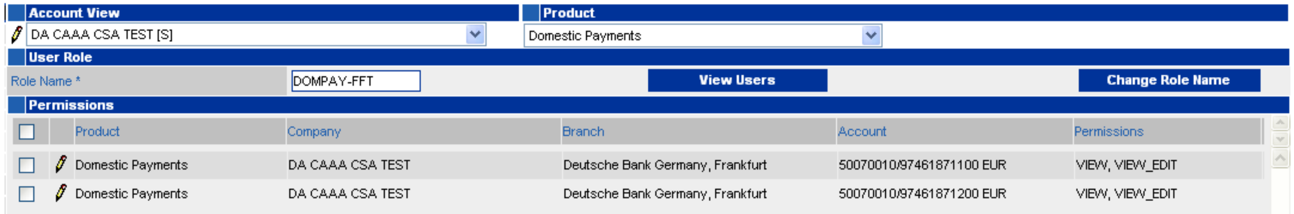
- Click on the box next to the permission to activate the Yes/No option

- If Add, Update is selected, View will automatically default to Yes

- Click Save to save all selections

Permissions Summary

- Entitlement permissions are summarised after Save



- Click on the pencil to edit

- Click on New Permission to add further entitlements

List of User Roles

- The new record will appear on the list of User Roles as "Pending Approval"

Pending Changes | Approve | Reject | BACK

<u>Note:</u> This item needs to be approved by a 2nd CSA admin

User Role Name	User Role Type	Linked Users	Last Update User	Last Update	Last Action	Approval Status
DD-APPROVE	Authorization		Signatory, Mike	14.11.2007 14:49:42	Approve	Approved
DD-CLERK	Entitlement		Admin, Charles	13.11.2007 11:53:45	Update	Pending Approval
DD_Acccount 13	Authorization		Signatory, Mike	08.11.2007 12:12:04	Approve	Approved
DOMPAY-FFT	Entitlement		Signatory, Mike	14.11.2007 16:10:39	Insert	Pending Approval

- The User Role Type is Entitlement
- The Last Action is Insert
- Linked Users will list all Users attached to the User Role

  (click on the magnifying glass)

Linked Users

System Administrator Role

- The System Administrator is a technical role within dbdi
- User Role defined to show which Companies and Accounts the System Administrator may access
- Assigned the Entitlement Permission of USE
- Will be able to change assigned Company or Account Names
- Can set up file formats
- Does **not** have CSA Administrator rights

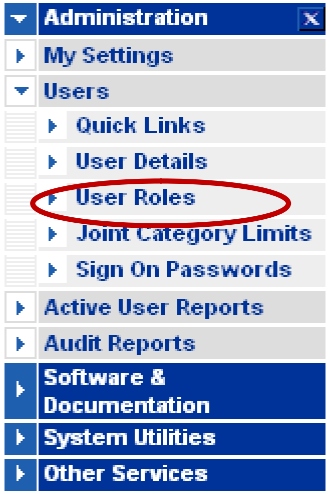
Workshop

Input a new User Entitlement Role

Check that the new role appears on the User Roles List

Approving User Roles

- 2 ways to find the records pending approval
  - ØGo to list of User Roles
  - ØGo to Quick Links on menu



- Click on the pencil next to record Pending Approval

- Last Action is Approve and Approval Status is Approved

Workshop

Approve a role that has been input by another delegate

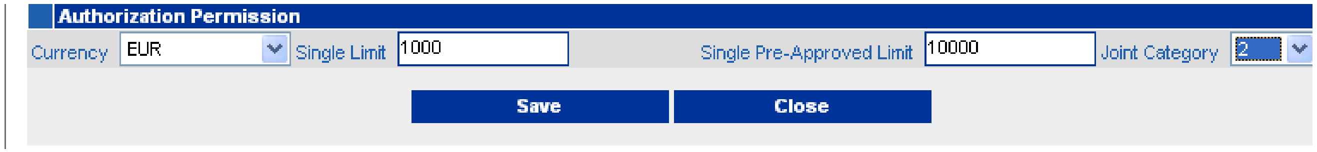
Check that the new role appears as Approved on the User Roles List

Authorization Permissions

- Use option to Add Authorization Role

- Set up similar to Entitlement Role

- Additional information on limits included



Workshop

Input a new Authorization User Role.

Approve a role that has been input by another delegate

Check that the new role appears as Approved on the User Roles List

Summary

- The delegate will now understand :

  - Ø The difference between an Entitlement Role and an Authorization Role

  - Ø How to assign permissions to a role

  - Ø How to attach a Joint Category Limit to a User Role

  - Ø How to set up a System Administrator and what this means in dbdi