



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

∅ Administration menu

∅ Users

∅ User Roles



- Click on Add Entitlement Role



Add new User Role

- System defaults Account View to ALL COMPANIES

Account View		Product		
<input type="text" value="ALL COMPANIES [S]"/>	<input type="text" value="Domestic Payments"/>			
User Role				
Role Name *		<input type="text" value="DOMPAY-FFT"/>		
Permissions				
<input type="checkbox"/>	Product	Company	Branch	Account
No Permissions defined for the selected Account View.				

- 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 screenshot of the 'Entitlement User Role Wizard' web application. The interface is divided into several sections: 'Entitlement Role Information' with 'Account View' and 'Product' dropdowns; 'Companies' with 'Available Companies' and 'Selected Companies' lists; 'Accounts' with 'Available Accounts' and 'Selected Accounts' lists; 'Products' with 'Available Products' and 'Selected Products' lists; and 'Entitlement Permissions' with checkboxes for 'View', 'View, Add, Update', 'View & Verify', and 'Use', each with a corresponding dropdown menu. 'Save' and 'Close' buttons are at the bottom.

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



The screenshot shows a dialog box titled "Entitlement Permissions". It contains four rows of options, each with a checkbox and a dropdown menu:

Permission	Yes/No Option
<input type="checkbox"/> View	Yes
<input checked="" type="checkbox"/> View, Add, Update	Yes
<input type="checkbox"/> View & Verify	
<input type="checkbox"/> Use	



Permissions Summary

- Entitlement permissions are summarised after Save

Account View		Product			
DA CAAA CSA TEST [S]		Domestic Payments			
User Role					
Role Name *		DOMPAY-FFT		View Users	Change Role Name
Permissions					
<input type="checkbox"/>	Product	Company	Branch	Account	Permissions
<input type="checkbox"/>	 Domestic Payments	DA CAAA CSA TEST	Deutsche Bank Germany, Frankfurt	50070010/97461871100 EUR	VIEW, VIEW_EDIT
<input type="checkbox"/>	 Domestic Payments	DA CAAA CSA TEST	Deutsche Bank Germany, Frankfurt	50070010/97461871200 EUR	VIEW, VIEW_EDIT

- Click on the pencil to edit 

- Click on New Permission to add further entitlements

Pending Changes Rollback Delete New Permission BACK

List of User Roles

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



Note: 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_Account 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)



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



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
 - Ø Go to list of User Roles
 - Ø Go to Quick Links on menu
- Click on the pencil next to record Pending Approval
- Last Action is Approve and Approval Status is Approved



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

A screenshot of a form titled 'Authorization Permission'. The form contains four fields: 'Currency' with a dropdown menu set to 'EUR', 'Single Limit' with a text input field containing '1000', 'Single Pre-Approved Limit' with a text input field containing '10000', and 'Joint Category' with a dropdown menu set to '2'. Below the fields are two buttons: 'Save' and 'Close'.

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

