



## CSA – Customer Self Administration

### 5. User Set Up & Assigning of User Rights



# User Set Up

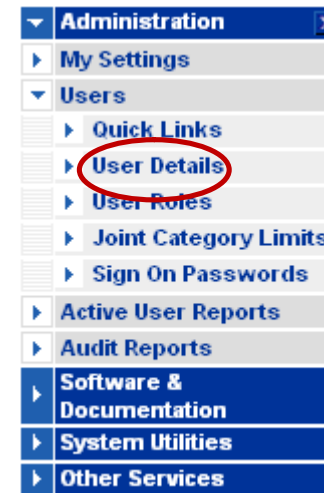
- To set up a new User - go to

∅ Administration menu

∅ Users

∅ User Details

- Click on Add User



Add User



# User Set Up

- The User input screen has 5 Information tabs
- A “\*” next to a field indicates that the field is mandatory

The screenshot shows a web-based user management interface. At the top, there's a breadcrumb trail: 'Personal Data' > 'User Preferences' > 'Entitlement Rights' > 'Authorization Rights' > 'User Configuration'. The 'User Details' section includes fields for 'User Id \*' (greenm), 'Title', 'First Name \*' (Michael), 'Last Name \*' (Green), 'Company \*' (DA CAAA CSA Sub Company), 'e-Mail Address \*' (mgreen@caaa.com), 'Phone No. \*' (+44 207 444 5555), 'Mobile Phone No.', 'Fax No.', 'Country \*' (United Kingdom), 'Salutation' (Mr.), 'Middle Initials', 'Building', 'Area', 'Street \*' (1 London Road), 'City Code/Zip Code', 'City \*' (London), and 'State'. The 'Help Desk' section includes 'Bank Branch Name \*' (Deutsche Bank UK, London), 'e-Mail Address', 'Phone No.', 'Fax No.', 'Building', 'Area' (LONDON), 'Street' (6, BISHOPSGATE), 'City Code/Zip Code' (EC2P 2AT), 'City' (LONDON), 'State', and 'Country' (GB). The 'Activation Details' section includes 'Logon Locked' (checkbox), 'Start Date \*' (14.11.2007), and 'End Date \*' (14.11.2017). A legend at the bottom left indicates that fields with an asterisk are mandatory. At the bottom right, there are 'Save' and 'BACK' buttons.

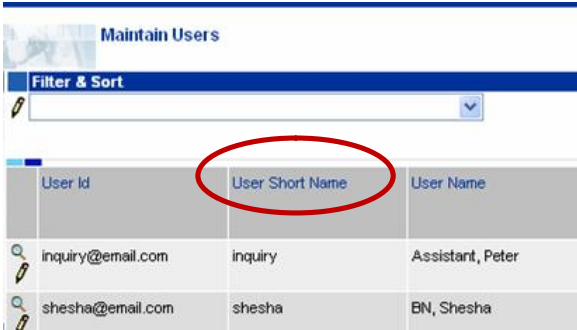
## Personal Details Tab

- It is important to have a naming convention throughout the company
- System will validate that the e-mail address contains @
- The system will default Helpdesk details when a Country is selected
- It is possible to lock the User logon



# User set up in US

- Set up differs slightly for US domain (ends in .ny)
- Users log in using Web SSO (Web Single Sign On)
- The User Sign On is the actual e-mail address
- Users are assigned a short name



The screenshot shows a web application interface titled "Maintain Users". It features a "Filter & Sort" dropdown menu. Below the menu is a table with three columns: "User Id", "User Short Name", and "User Name". The "User Short Name" column is circled in red. The table contains two rows of data:

User Id	User Short Name	User Name
inquiry@email.com	inquiry	Assistant, Peter
shesha@email.com	shesha	BN, Shesha



# User Preferences Tab

- This tab defines the details pertaining to the country of residence for the User
- Defines language, local currency and time zone
- Defines date and number formats
- This tab is shown only for new setups (initial settings)

Maintain Users - Michael Green (greenm) csa1@csa72.eu

Personal Data **User Preferences** Entitlement Rights Authorization Rights User Configuration

**Local Regional Settings**

Language *	English	Decimal Separator *	<input type="radio"/> Comma	<input checked="" type="radio"/> Dot
Timezone	GB	Thousand Separator *	<input checked="" type="radio"/> Comma	<input type="radio"/> Dot
Reference Currency	GBP	Date Format *	<input checked="" type="radio"/> dd.mm.yyyy	<input type="radio"/> mm.dd.yyyy

\* Mandatory Fields

**Save** **BACK**



# Entitlement Rights Tab

- Wizard set up like User Roles
- Can add more than one Role to a User
- Option to view or set up Roles

Maintain Users - Michael Green (greenm) csa1@csa72.eu

Personal Data User Preferences **Entitlement Rights** Authorization Rights User Configuration

**Entitlement Roles**

Available Roles

-- please select --  
DD-CLERK  
GMB Entitle  
INTPAY  
TD3596\_Test  
test entitle  
test\_entitle2

>  
<

Selected Roles

DOMPAY-LDN  
DOMPAY-FFT

**View Permissions Details** **View Permissions Summary**

**Add Entitlement Role** **View Permissions Details**

**Save** **BACK**



# Authorization Rights Tab

- Tick box “Authorization Enabled” to activate the wizard
- Select appropriate authorize medium (note: please provide the user with the selected authorization medium)
- Can add more than one Role to a User
- Option to view or set up Roles
- User has option to authorize their own instructions

The screenshot shows the 'Authorization Rights' configuration page for user Michael Green. The page includes a navigation bar with tabs for Personal Data, User Preferences, Entitlement Rights, Authorization Rights (selected), and User Configuration. The main content area has a blue header 'Authorization Rights' and a sub-header 'Authorization Enabled' with a checked checkbox. Below this, there is a field for 'Authorize Medium' set to 'Customer Domain Setting (Diskette)' and an unchecked checkbox for 'Authorize Own Instructions'. A list of 'Available Roles' is shown on the left, including 'DD-APPROVE', 'Dom\_Account 12', 'Dom\_Account 13', 'INTPAY-APPROVE', and 'Payment DB Rmb2'. A 'Selected Roles' list on the right contains 'DOMAPP-FFT'. Navigation buttons for '>' and '<' are positioned between the role lists. At the bottom, there are buttons for 'View Permissions Details', 'Add Authorization Role', 'View Permissions Summary', and 'View Permissions Details'. The page footer contains 'Save' and 'BACK' buttons.



# User Configuration Tab

- Defines the Login Mode (in cases where login via a media such as Smart Card has been defined, please ensure that the user is provided with the device)
- Defines all other User Rights

Maintain Users - Michael Green (greenm) csa1@csa72.eu

Personal Data | User Preferences | Entitlement Rights | Authorization Rights | **User Configuration**

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**Login / Authorization Mode**

Login Mode:

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**Miscellaneous Rights**

Delete Instructions	<input checked="" type="checkbox"/>	
Upload Files	<input checked="" type="checkbox"/>	File Upload Access Validation <input type="checkbox"/>

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**Restricted Payment Rights**

Inquire Normal/Restricted Payments *	<input type="text" value="Normal Only"/>	Input Normal/Restricted Payments *	<input type="text" value="Normal Only"/>
Authorize Normal/Restricted Payments	<input type="text" value="None"/>	Create Restricted Beneficiaries	<input type="checkbox"/>

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**Pre-Approved Beneficiary Rights**

Set-Up Pre-Approved Beneficiaries	<input type="checkbox"/>	Approve Pre-Approved Beneficiaries	<input type="checkbox"/>
Input Pre-Approved Beneficiaries *	<input type="text" value="Normal and Pre-Approved"/>		

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**Pre-Approved Template Instruction Rights**

Set-up Pre-Approved Template Instruction	<input type="checkbox"/>	Approve Pre-Approved Template Instructions	<input type="checkbox"/>
Input Pre-Approved Template Instructions *	<input type="text" value="Normal Only"/>		

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**Dbdi MultiBank Version**

Dbdi MultiBank Version:

\* Mandatory Fields



# Miscellaneous Rights

- Yes/No answers activated by ticking the boxes
  - ∅ Delete Instructions
  - ∅ Upload Files
  - ∅ File Upload Access Validation

Miscellaneous Rights			
Delete Instructions	<input checked="" type="checkbox"/>		
Upload Files	<input checked="" type="checkbox"/>	File Upload Access Validation	<input type="checkbox"/>



# Restricted Payment Rights

- Defines whether the User may Inquire, Input or Authorize Normal or Restricted Payments
- Can define whether Normal, Restricted or Both

Restricted Payment Rights			
Inquire Normal/Restricted Payments *	Normal Only	Input Normal/Restricted Payments *	Normal and Restricted
Authorize Normal/Restricted Payments	Normal Only	Create Restricted Beneficiaries	<input type="checkbox"/>



# Pre-Approved Beneficiary Rights

- Defines whether the User may set up or approve Pre-Approved Beneficiaries
- Yes/No indicated by ticking the box
- Defines whether the User may Input any payment relating to Normal, Pre-Approved or Both

Pre-Approved Beneficiary Rights			
Set-Up Pre-Approved Beneficiaries	<input type="checkbox"/>	Approve Pre-Approved Beneficiaries	<input type="checkbox"/>
Input Pre-Approved Beneficiaries *	Normal Only <input type="button" value="v"/>		



# Pre-Approved Template Instruction Rights

- Defines whether the User may set up or approve Pre-Approved Template Instructions
- Yes/No indicated by ticking the box
- Defines whether the User may Input using Normal Templates , Pre-Approved Templates or Both

Pre-Approved Template Instruction Rights			
Set-up Pre-Approved Template Instruction	<input type="checkbox"/>	Approve Pre-Approved Template Instructions	<input type="checkbox"/>
Input Pre-Approved Template Instructions *	-- please select --		



# New User

- Complete all tabs and click on Save



- The New User will now appear on the list of Users with an Approval Status of “Pending Approval”

Note: This item needs to be approved by a 2nd CSA admin

 greenm	Green, Michael	Yes	No	 Admin, Charles	14.11.2007 17:35:32	Insert	Pending Approval	Active
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Define a new User Profile and attach one of the User Roles that you defined earlier.

Check that it appears on the list of Users with an Approval Status of Pending Approval



# Password

- Once Approved, system prompts to set up new password













- Click on OK and continue



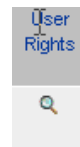
# Approved User

- The new record will appear on the list of Users as

Approved

User Id	User Name	Authorizer	User Administrator	User Rights	Last Update User	Last Update	Last Action	Approval Status	Active Status
 csa1	Admin, Charles	No	Yes	 PRIS08, PRIS08	PRIS08, PRIS08	13.06.2007 10:31:55	Approve	Approved	Active
 caroline	Allchorne, Caroline	No	No	 Signatory, Mike	Signatory, Mike	07.11.2007 12:43:37	Approve	Approved	Active
 brownjim	Brown, James	No	No	 Signatory, Mike	Signatory, Mike	13.11.2007 16:02:10	Approve	Approved	Active
 jonesmary	Jones, Mary	No	No	 Signatory, Mike	Signatory, Mike	13.11.2007 15:50:26	Approve	Approved	Not Active
 newuser	New, User	Yes	No	 Admin, Charles	Admin, Charles	13.06.2007 15:38:52	Update	Pending Approval	Active

- User Rights will show all permissions linked to the User (click on the magnifying glass)




- The Last Action is Approve



# De-activating a User

- Active Status Column has 2 options
  - Ø Active
  - Ø Not Active
- User can be locked out by activating the Logon Locked field

Activation Details	
Logon Locked	<input checked="" type="checkbox"/>
Start Date *	<input type="text" value="13.11.2007"/> 
* Mandatory Fields	



Approve the User input by another delegate

Check that it appears on the list of Users as Approved



# Copy function

- Can use Copy to copy similar details
- Only fields that are not unique will be copied



# Summary

- The delegate will now understand :
  - ∅ The tabs and fields within the User set up
  - ∅ How to assign roles to a User profile
  - ∅ How to set up an Authorization Role
  - ∅ How to deactivate (lock) a User
  - ∅ How to use the Copy function

