



CSA – Customer Self Administration

8. Quick Links



Quick Links

- To go to Quick Links -

∅ Administration menu

∅ Users

∅ Quick Links



Pending Approval

- Quick Links shows how many records in each category to be approved (Approval Status: “Pending Approval”)
- Click on the number to go to the list of records to be approved

Quick Links	
Approve	
Object	Number of Objects Pending Approval
Users	3
User Roles (Entitlements)	2
User Roles (Authorization Limits)	4
Joint Categories	4
Sign On Passwords	



Pending Approval

Action required in order to activate the insert/update:

- Another CSA Admin needs to navigate to the respective pending object
- Scroll down
- You will find
 - a) Pending changes history (e.g. for a user update)

Change Description	Last Update User	Last Action	Status	Last Update
Update of User 'Bond James'. Added 'Auth_Paymts_JP' to 'Authorization Rights'	User, Four	Update	Pending Approval	21.07.2008 13:26:34

- b) Approve button in order to release the insert/update
or Reject button in order to disagree with the insert/update



User Roles and User

- No need to use User Details or User Roles option
- Access input screens from quick links

Maintain User	
User Name	<input type="text" value="-- please select --"/>
View User Permissions Add User	

Maintain User Role	
User Role Name	<input type="text" value="-- please select --"/>
Add Entitlement Role Add Authorization Role	

Summary

The delegate will now have a good understanding of the following:

- When to use the Quick Links section
- How to find the records that are Pending Approval
- To use Quick Links to edit existing Users and User Roles

