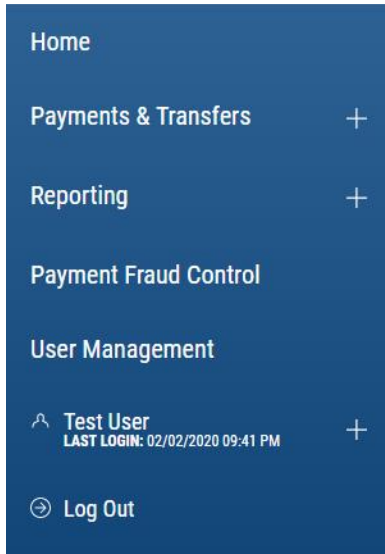


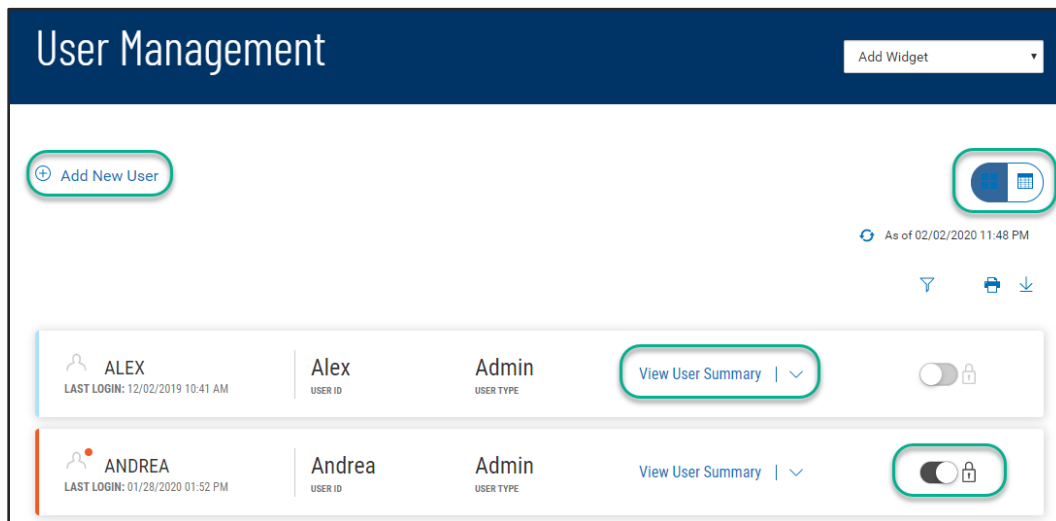
Quick Reference Guide – User Management

For corporate administrative users, the User Management workspace provides you the ability to view, manage, unlock and add new users.



The User Maintenance widget is pinned to the workspace. You have the option to toggle between a list view or a tile view of the User Maintenance widget. Both views provide a summary of all users, a link to add new user, a single-click ability to lock or unlock a user, the ability to modify a user's permission and the ability to view detailed user information:

Tile View:



Quick Reference Guide – User Management

List View:

The screenshot displays the 'User Management' interface. At the top, there is a dark blue header with the title 'User Management' and an 'Add Widget' dropdown menu. Below the header, there is a '+ Add New User' button on the left and a toggle switch on the right. A refresh icon and the text 'As of 02/02/2020 11:52 PM' are also visible. Below these elements are icons for filter, delete, print, and export. The main content is a table with the following columns: ACTIONS, LOGIN STATUS, USER NAME, USER ID, USER TYPE, and LAST LOGIN. A context menu is open over the 'Locked' status of the user 'Andrea', showing options: View, Modify, Delete, Copy User, and Reset Password.

ACTIONS	LOGIN STATUS	USER NAME	USER ID	USER TYPE	LAST LOGIN
...	Unlocked	Alex	Alex	Admin	12/02/2019 10:41
View Modify Delete Copy User Reset Password	Locked	Andrea	Andrea	Admin	01/28/2020 01:52
	Unlocked	andrea	Andreauser	User	12/09/2019 02:35
	Unlocked	Bart	Bart	Admin	01/07/2020 01:02

As with standard capabilities, the list view(s) in User Maintenance can be personalized by you – sort data in a column, display desired columns, arrange order of columns and filter data. You can save multiple personalized views for later use. Data can be printed and exported.

Quick Reference Guide – User Management

Add a new user

From the Add New User link of either the list view or the tile view:



Follow the workflow that guides you through – defining user information, permissioning services and accounts, assigning limits (if required), then reviewing all the setup information before finalizing the new user.

Define information related to the new user –

A screenshot of the 'DEFINE USER' form. The form is divided into two columns. The left column contains the following sections: 'USER INFORMATION' with fields for 'USER ID' (123sample) and 'USER NAME' (Sample User); 'CONTACT NAME' (Sample User); 'PASSWORD' with fields for 'PASSWORD' and 'REPEAT NEW PASSWORD'. The right column contains: 'CONTACT INFORMATION' with fields for 'EMAIL' (sample.user@none.com) and 'PHONE' ((555) 123-5555); 'ADMIN SETTINGS' with fields for 'ENABLE DATE' (08/28/2019) and 'USER TYPE' (Admin). At the bottom right, there are 'Cancel' and 'Next' buttons. A list of password requirements is shown at the bottom left of the form:

- ✓ The password is required, all characters are allowed.
- ✓ Password cannot contain Customer ID, or User ID.
- ✓ Password must be between 6 and 24 characters.
- ✓ The password fields must match.

If user password is assigned by the Customer Administrator, you are assisted by the display of password complexity requirements.

Quick Reference Guide – User Management

DEFINE USER

USER INFORMATION

USER ID

USER NAME

CONTACT NAME

PASSWORD

System Generated Password

Send password via email

CONTACT INFORMATION

EMAIL

PHONE Optional

[Add Contact Fields](#)


ADMIN SETTINGS

ENABLE DATE

USER TYPE

If user password is set to be systematically generated, an email is sent to the user when the new user profile is finalized.

Quick Reference Guide – User Management

Next, continue to permit the user to various services and accounts. You have the ability to copy the permission details from an existing user or continue to set permission individually. Services with this  icon need Account Level Permissions. Account Transfers require From/To direction setting –

DEMOUSER1 | DEMO USER1
EDIT

Entitlements Limits Summary

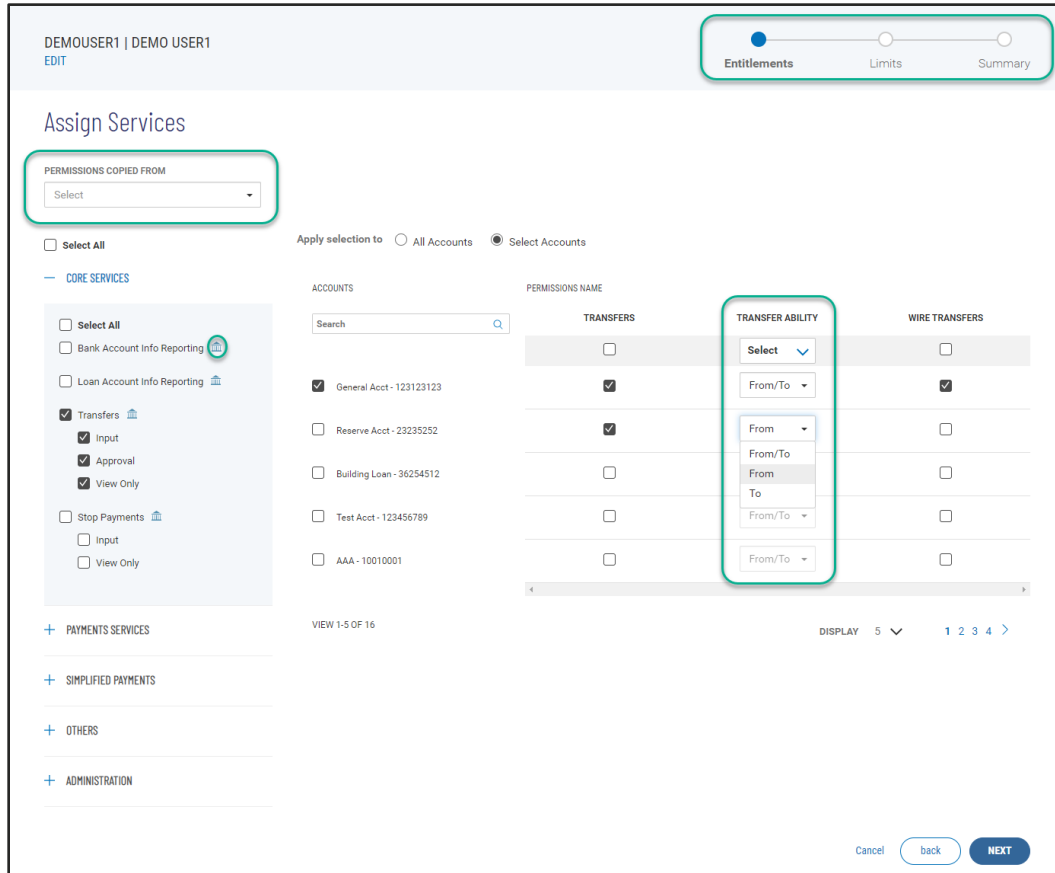



Assign Services

PERMISSIONS COPIED FROM
Select

Select All

Apply selection to All Accounts Select Accounts

CORE SERVICES

- Select All
- Bank Account Info Reporting 
- Loan Account Info Reporting 
- Transfers 
- Input
- Approval
- View Only
- Stop Payments 
- Input
- View Only

PAYMENTS SERVICES

SIMPLIFIED PAYMENTS

OTHERS

ADMINISTRATION

ACCOUNTS	PERMISSIONS NAME	TRANSFERS	TRANSFER ABILITY	WIRE TRANSFERS
<input checked="" type="checkbox"/> General Acct - 123123123		<input checked="" type="checkbox"/>	Select From/To	<input checked="" type="checkbox"/>
<input type="checkbox"/> Reserve Acct - 23235252		<input checked="" type="checkbox"/>	From From/To	<input type="checkbox"/>
<input type="checkbox"/> Building Loan - 36254512		<input type="checkbox"/>	From From/To	<input type="checkbox"/>
<input type="checkbox"/> Test Acct - 123456789		<input type="checkbox"/>	To From/To	<input type="checkbox"/>
<input type="checkbox"/> AAA - 10010001		<input type="checkbox"/>	From/To	<input type="checkbox"/>

VIEW 1-5 OF 16

DISPLAY 5 1 2 3 4 >

Cancel back NEXT

Quick Reference Guide – User Management

If permitted service(s) requires user limit assignment, you will be guided to the Assign Limits step:

BIRDIEPYMTS | BIRDIE
[EDIT](#)

Entitlements **Limits** Summary

Assign Limits

ACH Transaction Date Limits

INITIATION	APPROVAL
\$ 9,999.00	\$ 100,000.00
Maximum 999,999.99	Maximum 999,999.88

Transfer Limits

ENTRY/TXN	ENTRY/DAY	MAX # PER DAY
\$ 999.00	\$ 999.00	999

Wire Transfer Limits

ⓘ Wire Transfer Limits cannot exceed Customer Level Limits

ENTRY/TXN Maximum 9,999,999,999.99	ENTRY/DAY Maximum 9,999,999,999.99	APPROVAL/TXN Maximum 9,999,999,999.99	APPROVAL/DAY Maximum 9,999,999,999.99
\$ 250,000.00	\$ 500,000.00	\$ 250,000.00	\$ 500,000.00

Loan Limits

ENTRY/TXN	ENTRY/DAY	MAX # PER DAY
\$ 2,000.00	\$ 2,000.00	2

Cancel back **NEXT**

Quick Reference Guide – User Management

Review the entire new user setup, before finalizing. Click 'SAVE' to create the new user –

123SAMPLE | SAMPLE USER
EDIT

Entitlements
Limits
Summary

Review User Information

[Go to User Details](#)

USER DETAILS

User Information		Contact Information	
USER ID 123sample	USER NAME Sample User	EMAIL sample.user@none.com	PHONE (555) 123-5555
CONTACT NAME Sample User	PASSWORD *****	ENABLE DATE 28-Aug-2019	USER TYPE Admin

[Go to User Details](#)

ENTITLEMENTS

Core Services

BR - SAME DAY RPT. Account History Cash Position Worksheet Same Day Report	TRANSFERS Approval Input Report	STOP PAYMENTS Stop Payments Stop Reports
---	--	--

Payments Services

LOANS Loan Approvals Loan Customer Report Service Loan Draw Service Loan Payment Service	WIRE TRANSFERS Wire Import Wire Pending Approvals Wire Template Approval Wire Input Wire Report Wire Templates	FOREIGN EXCHANGE Foreign Exchange
--	--	--------------------------------------

Account Permissions

ACCOUNTS	PERMISSIONS NAME				
	BR - Same Day Rpt.	Transfers	Stop Payments	Loans	Wire Transfers
First Account - 123123123	✔	✔	✔		✔
Building Account - 232323232	✔	✔	✔		✔
Building Loan - 36254512	✔			✔	
Capital Account - 123456789	✔	✔	✔		✔
Operating Account - 10010001	✔	✔	✔		✔

Viewing 1-5 of 12 Display 5 per page < Page 1 of 3 >

[Go to Entitlements](#)

LIMITS

Transfer Limit - Account

ACCOUNT TYPE From/To	ENTRY/TXN 888,888.88	ENTRY/DAY 888,888,888.99	MAX # PER DAY 999
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Wire Limit - Account

ENTRY/TXN 999,999,999.00	ENTRY/DAY 999,999,999.00	APPROVAL/TXN 999,999,999.00	APPROVAL/DAY 999,999,999.00
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Loan Limit - Account

ENTRY/TXN 99,999,999.99	ENTRY/DAY 99,999,999.99	MAX # PER DAY 999	APPROVAL/TXN 0.00	APPROVAL/DAY 0.00
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APPROVAL TYPE
None

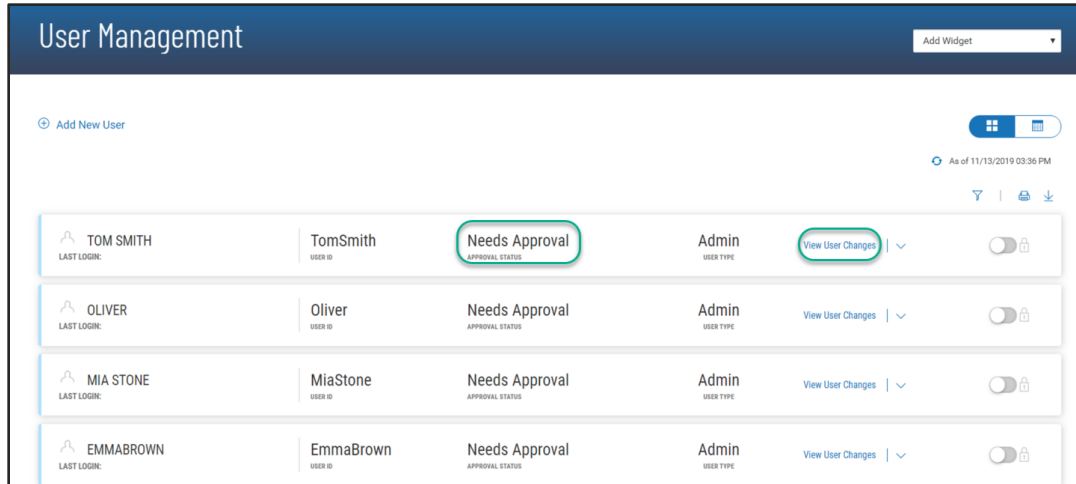
[Go to Limits](#)

Cancel Back Save

Quick Reference Guide – User Management

Dual control of user administration

If Dual Control is enabled, when any user is created/modified, approval from a second Corporate Administrator is required. The user in pending approval status is identified on the User Maintenance widget.



Click on the View User Changes link, the approving Corporate Administrator may review the changes on the User Detail Screen before taking action to approve or reject.

