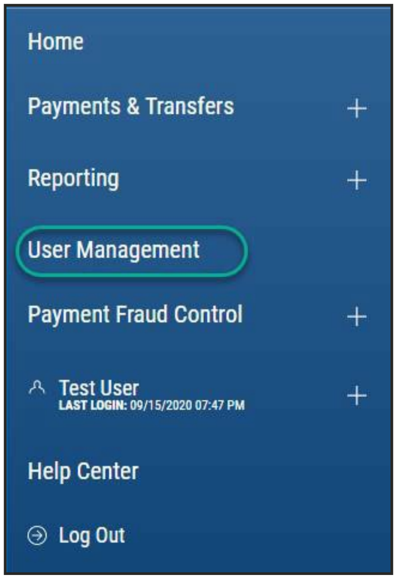
Quick Reference Guide – User Management

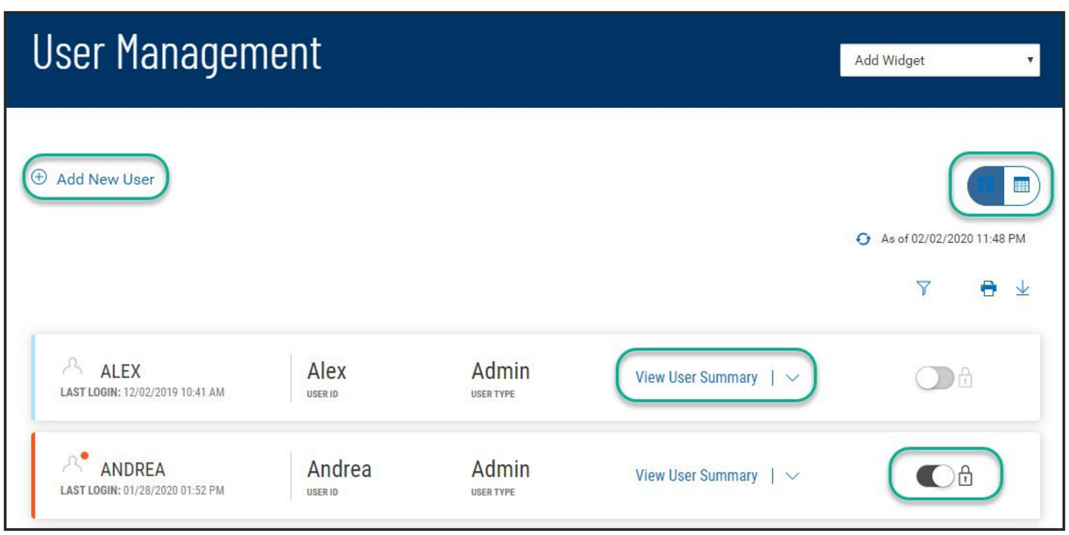
For corporate administrative users, the User Maintenance widget on the User Management workspace provides the tools to view, add, update, lock and unlock users. The Audit Report widget on this workspace provides an audit trail of user activities of all users in your company.



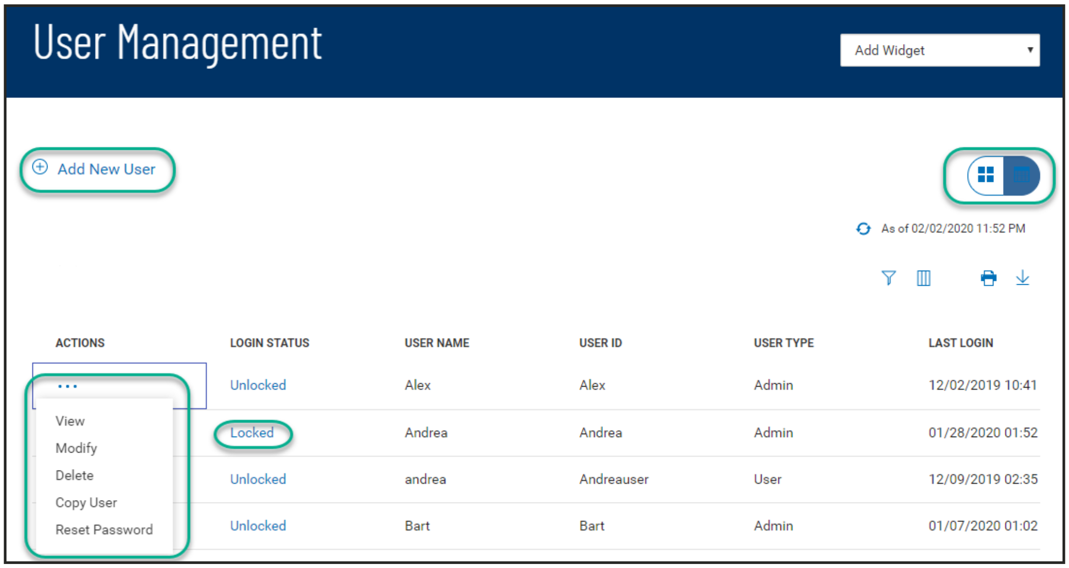
User Maintenance

The User Maintenance widget is pinned to the workspace with an 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:



List View:



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

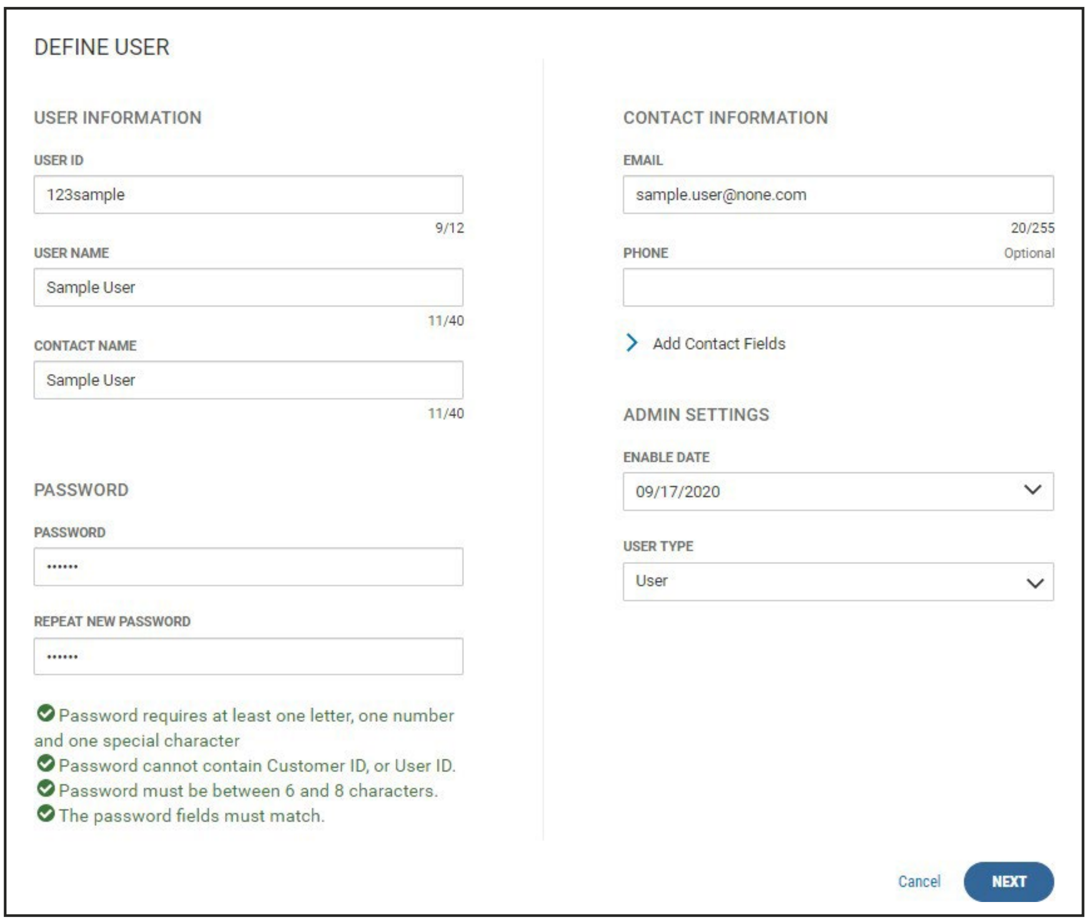
Add a new user

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

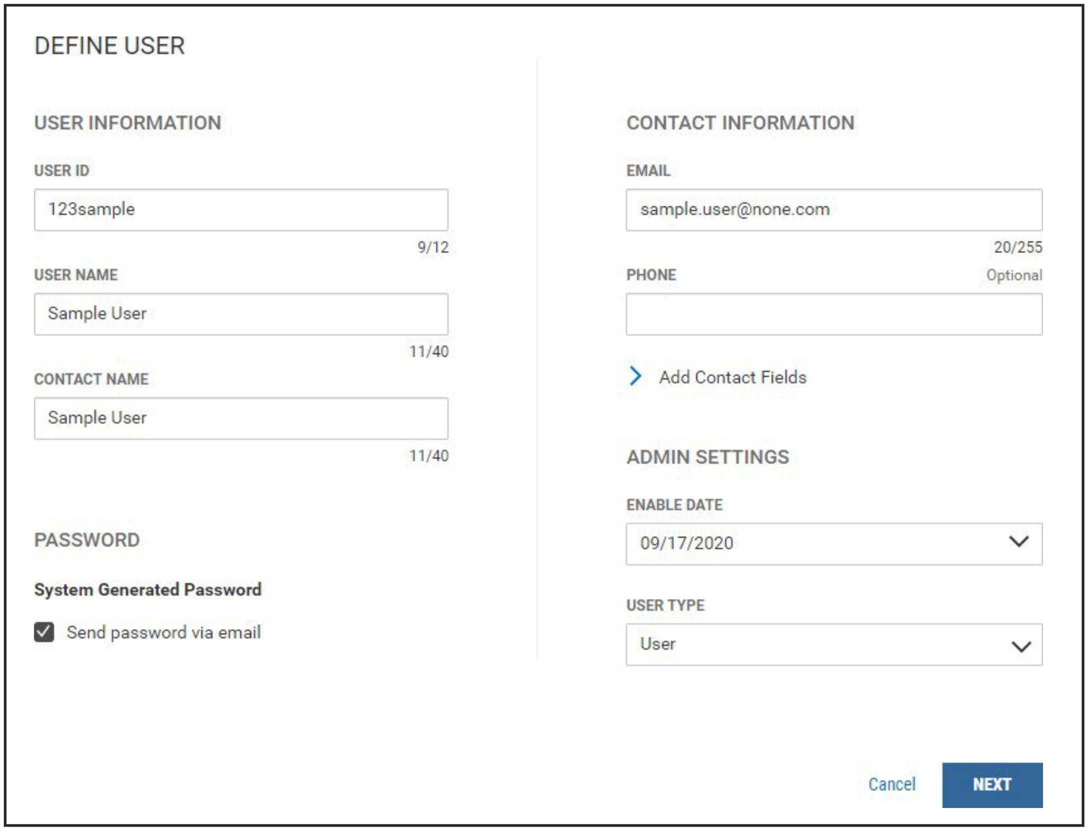
Follow the workflow that guides you through – defining user information, permission services and accounts, assigning limits (if required), then reviewing all the setup information before finalizing the new user:

Define information related to the new user –

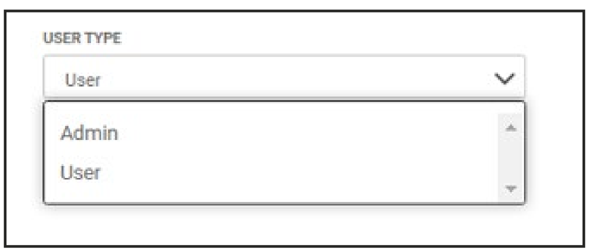
If user password is assigned by the Customer Administrator, the system displays the password complexity requirements.



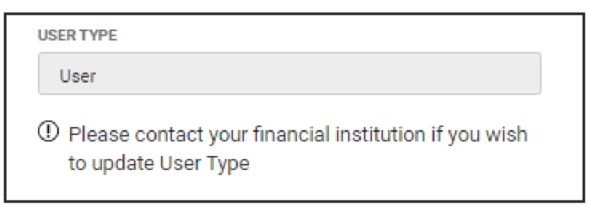
If user password is set to be systematically generated, the process emails the user when the new user profile is finalized.



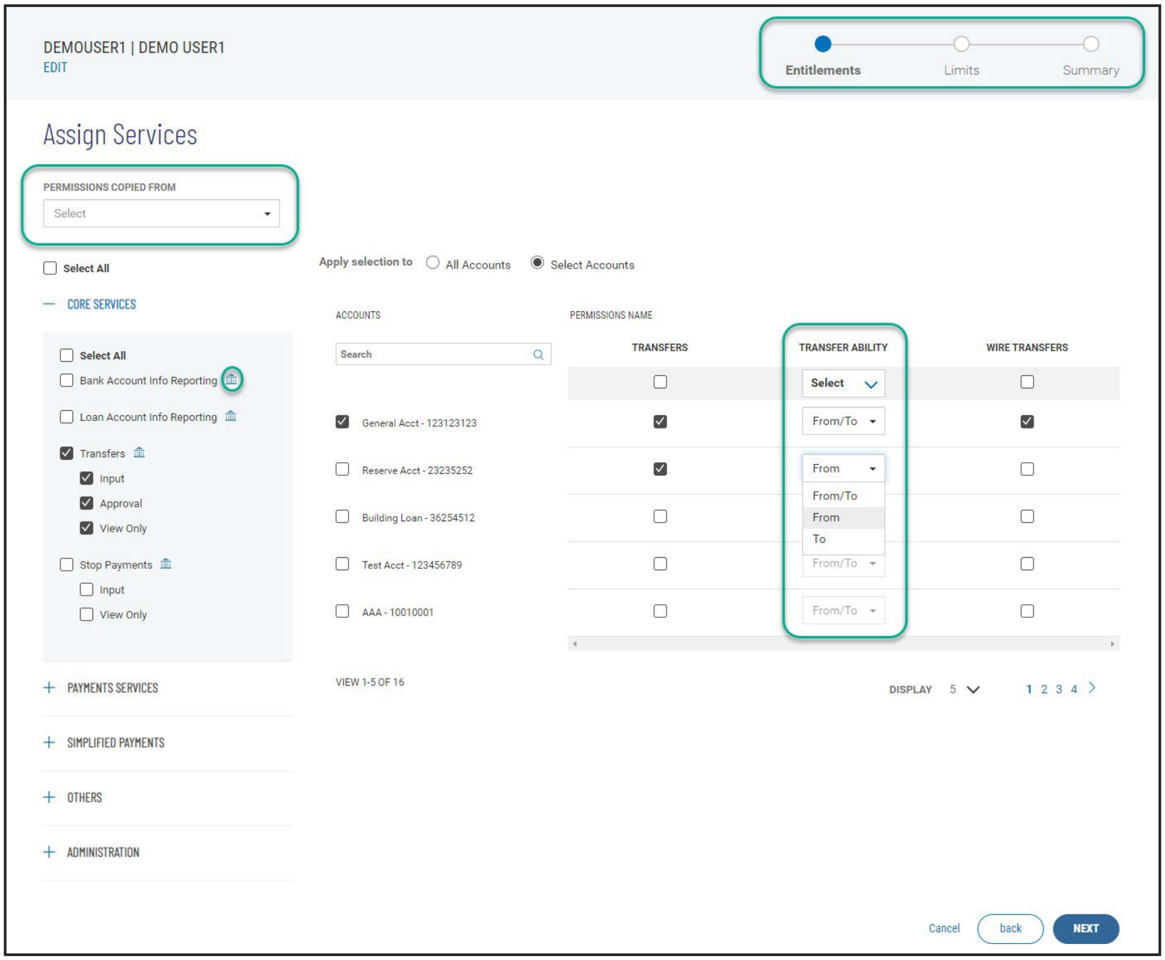
The financial institution may permit a corporate administrative user to create other administrative users. User Type - "Admin" are available for selection in the dropdown.



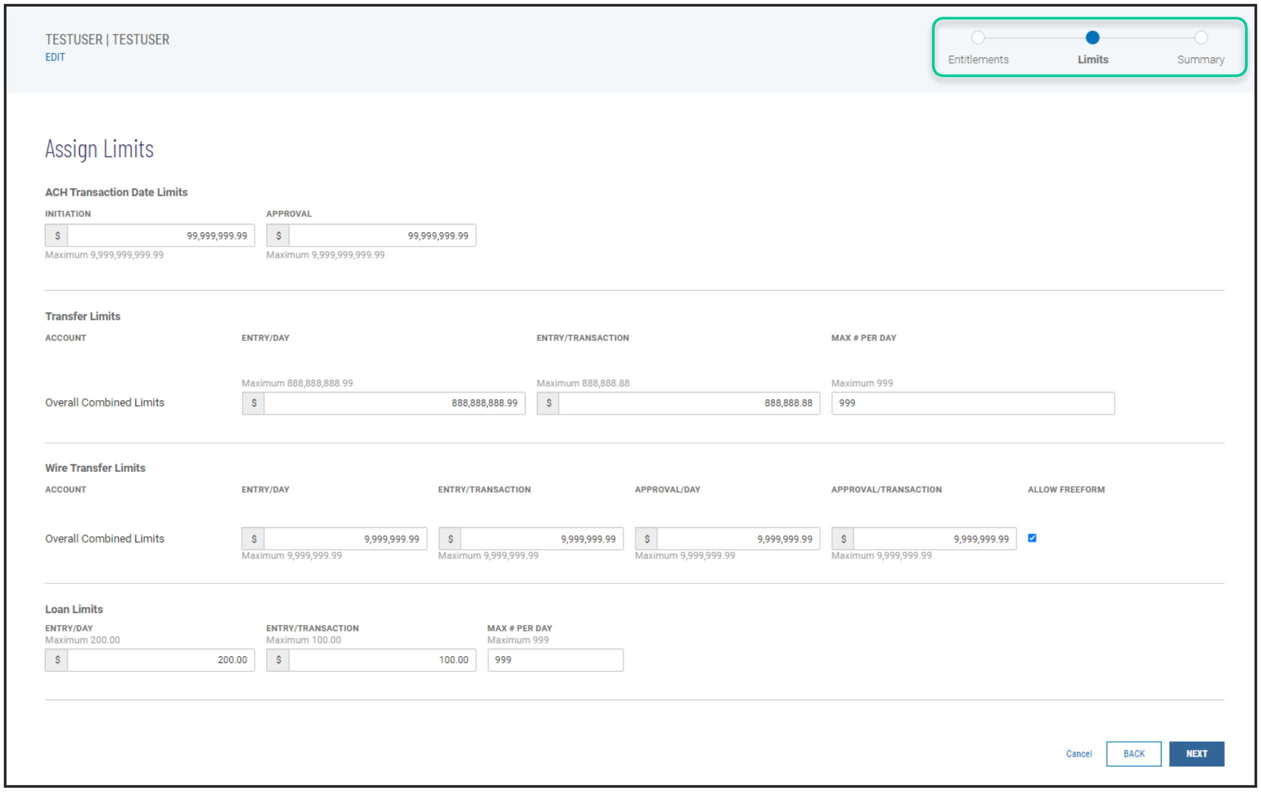
Otherwise, the User Type is fixed to User.



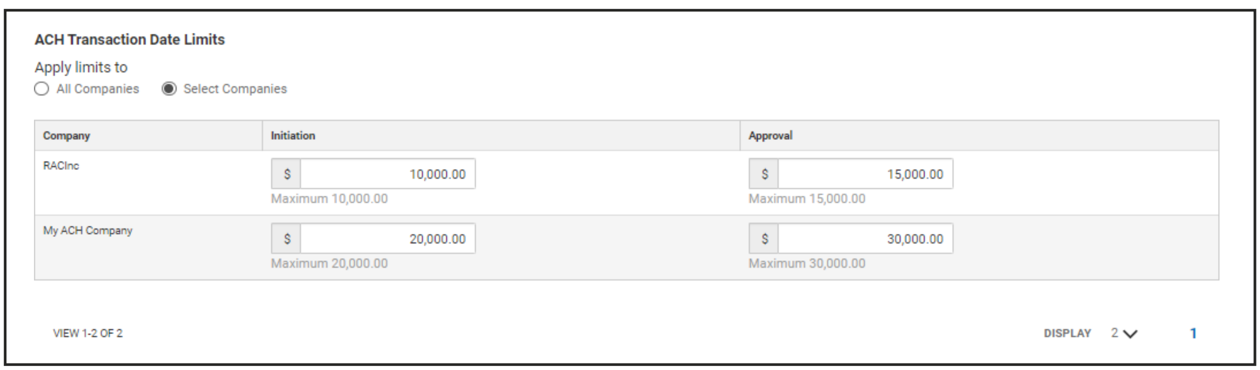
Next, continue to permit the user to various services and accounts. The user may copy the permission details from an existing user or continue to set permission individually. Services with this icon need Account Level Permissions. Account Transfers require From/To direction setting –



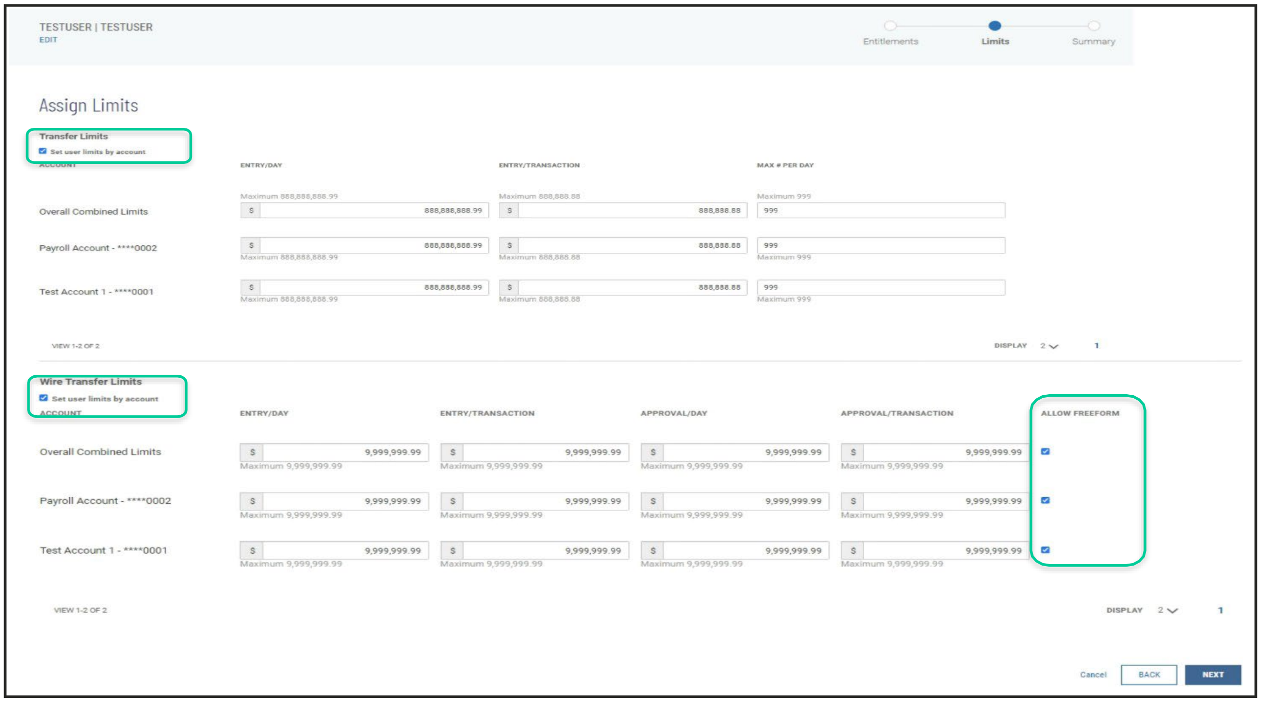
If permitted service(s) requires user limit assignment, the process guides you to the Assign Limits step. User limits cannot exceed the Customer (company) level limits.



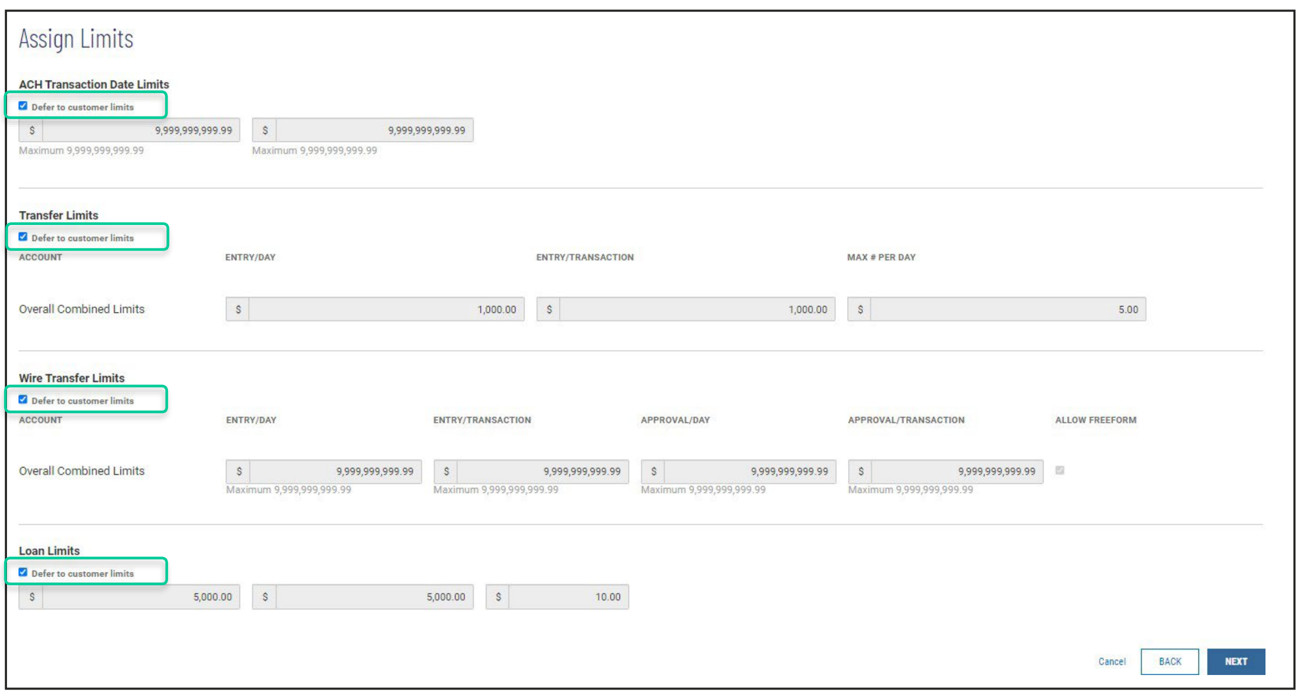
Alternatively, to assigning overall user level ACH limits, the financial institution may require user limits at the ACH Company ID level. In such scenario, the user ACH Transaction Date Limit will be as shown below:



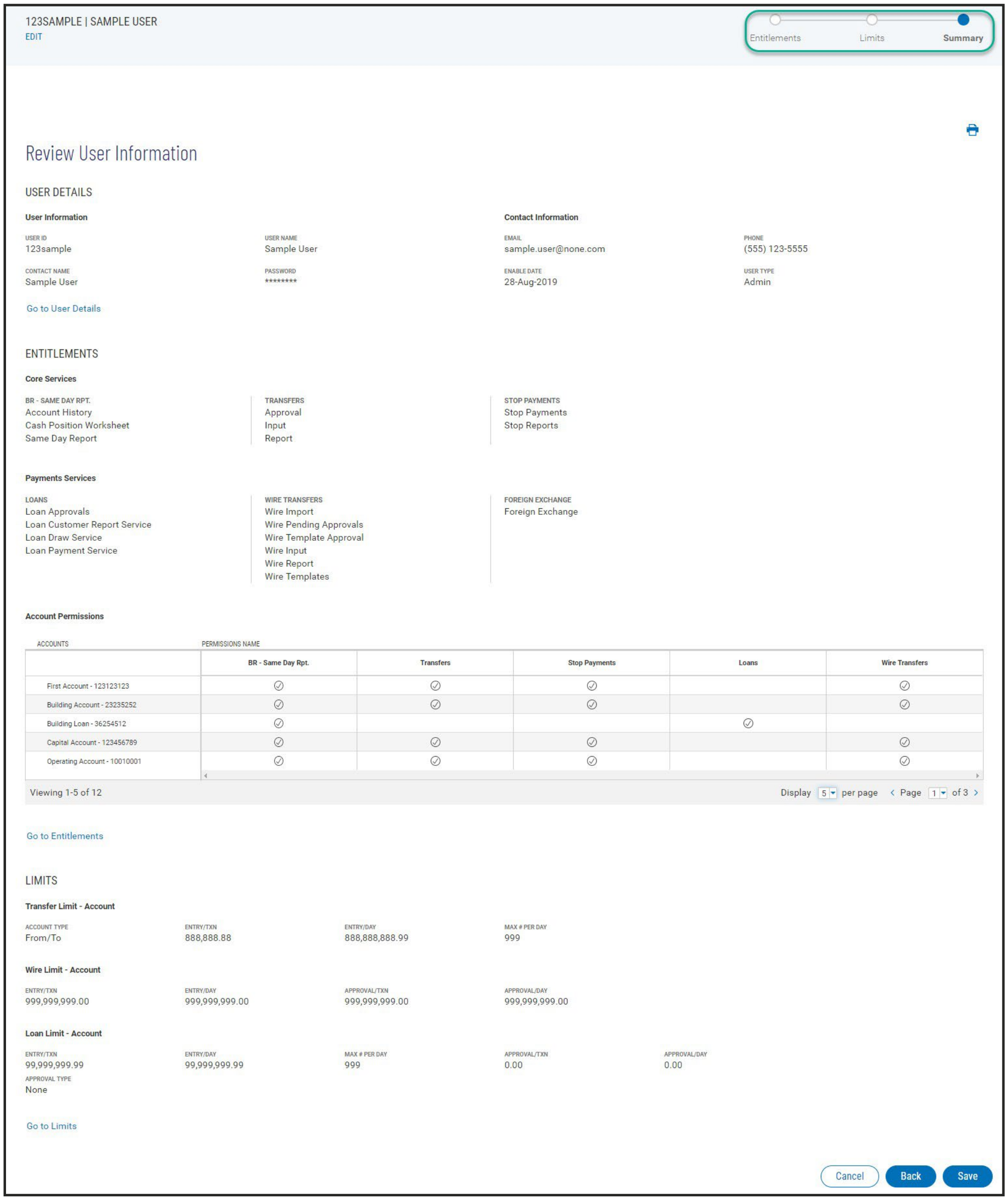
Freeform wire initiation control also can be set by each account for a user.



User limits can be pinned to customer limits – FI Administrator needs only to adjust the customer level limits, all users with limits pegged (pinned) to the customer limits would adjust accordingly.



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

USER DETAILS

User Information

USER ID: 123sample
USER NAME: Sample User
CONTACT NAME: Sample User
PASSWORD: ********

Contact Information

EMAIL: sample.user@none.com
PHONE: (555) 123-5555
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	BR - Same Day Rpt.	Transfers	Stop Payments	Loans	Wire Transfers
First Account - 123123123	✓	✓	✓		✓
Building Account - 23235252	✓	✓	✓		✓
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	ENTRY/TXN	ENTRY/DAY	MAX # PER DAY
From/To	888,888.88	888,888,888.99	999

Wire Limit - Account

ENTRY/TXN	ENTRY/DAY	APPROVAL/TXN	APPROVAL/DAY
999,999,999.00	999,999,999.00	999,999,999.00	999,999,999.00

Loan Limit - Account

ENTRY/TXN	ENTRY/DAY	MAX # PER DAY	APPROVAL/TXN	APPROVAL/DAY
99,999,999.99	99,999,999.99	999	0.00	0.00

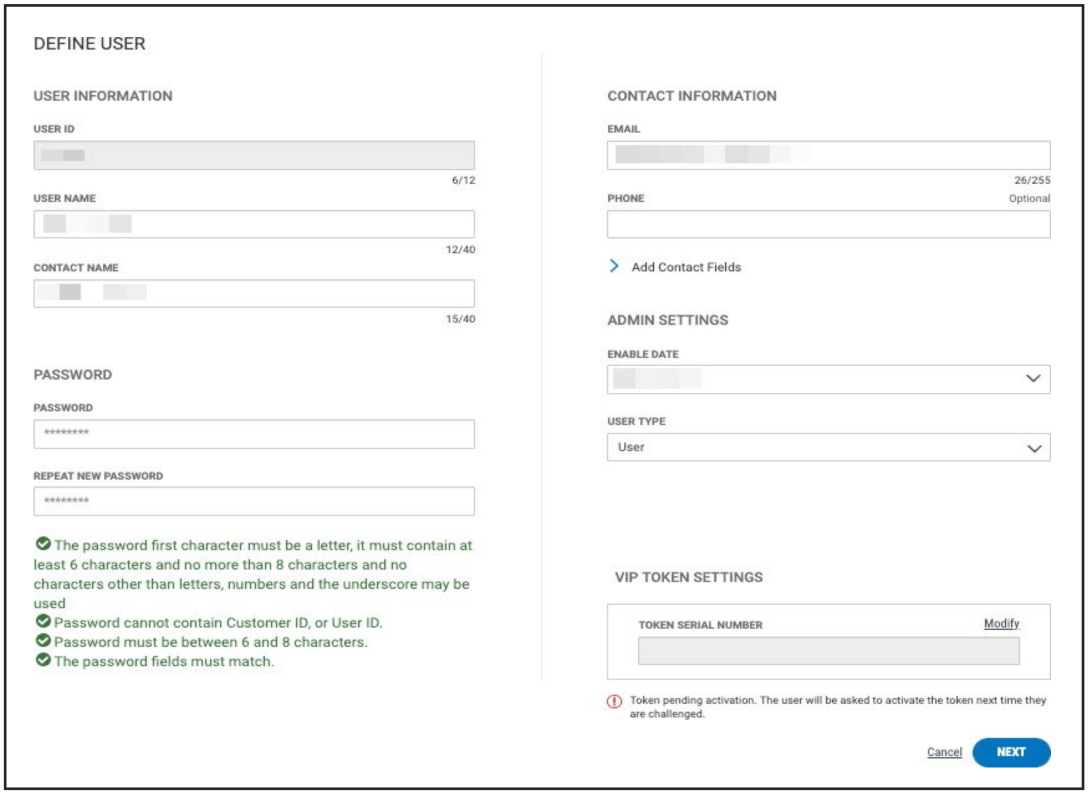
APPROVAL TYPE: None

Go to Limits

Cancel Back Save

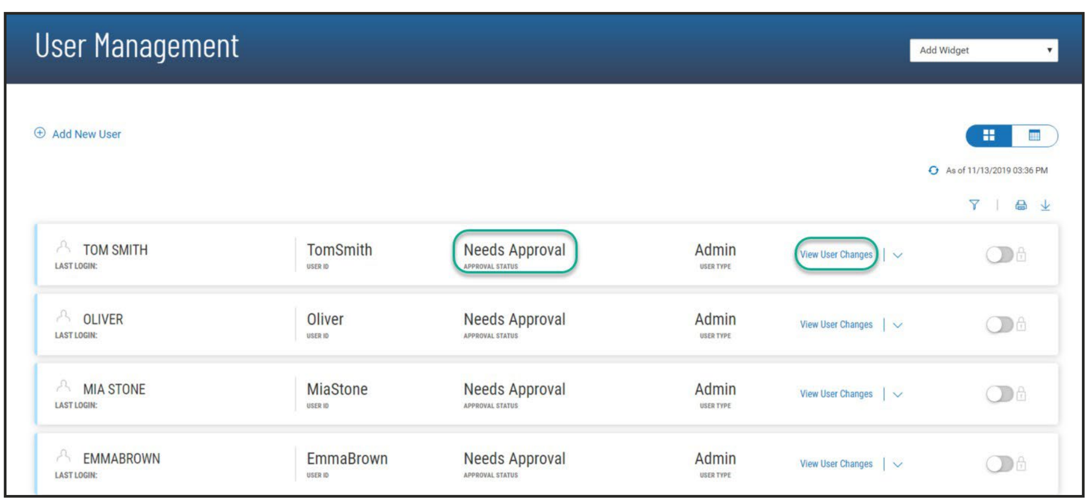
VIP Token Management

Assign/register the token serial number to the user without needing to contact your financial institution.

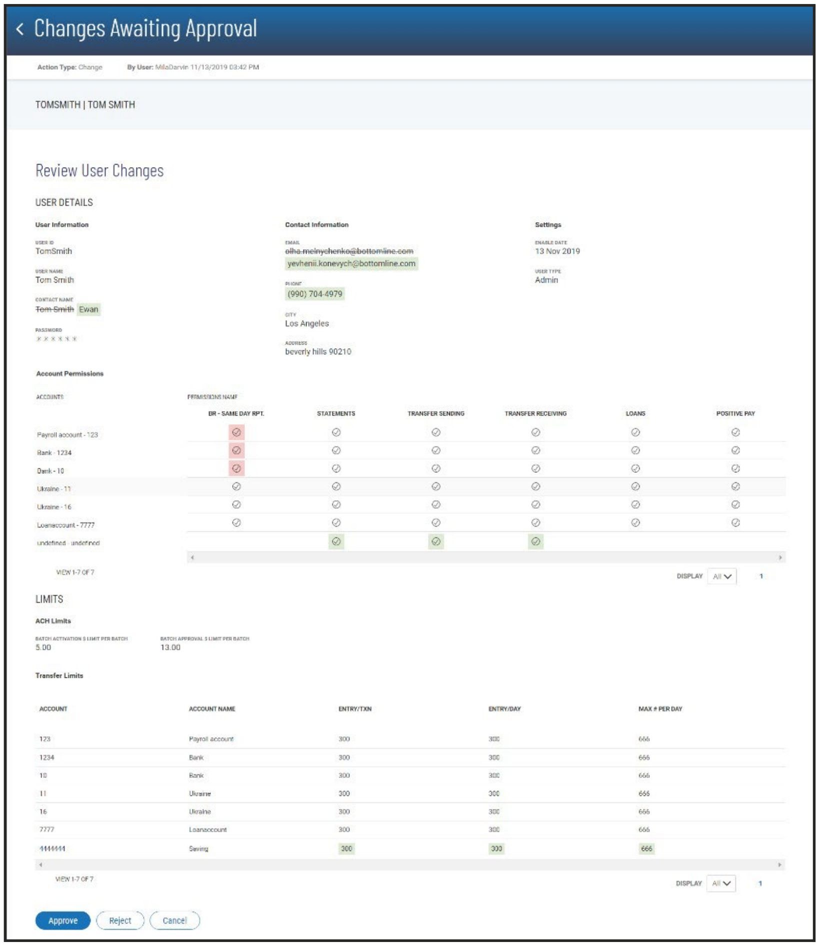


Dual control of user administration

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.

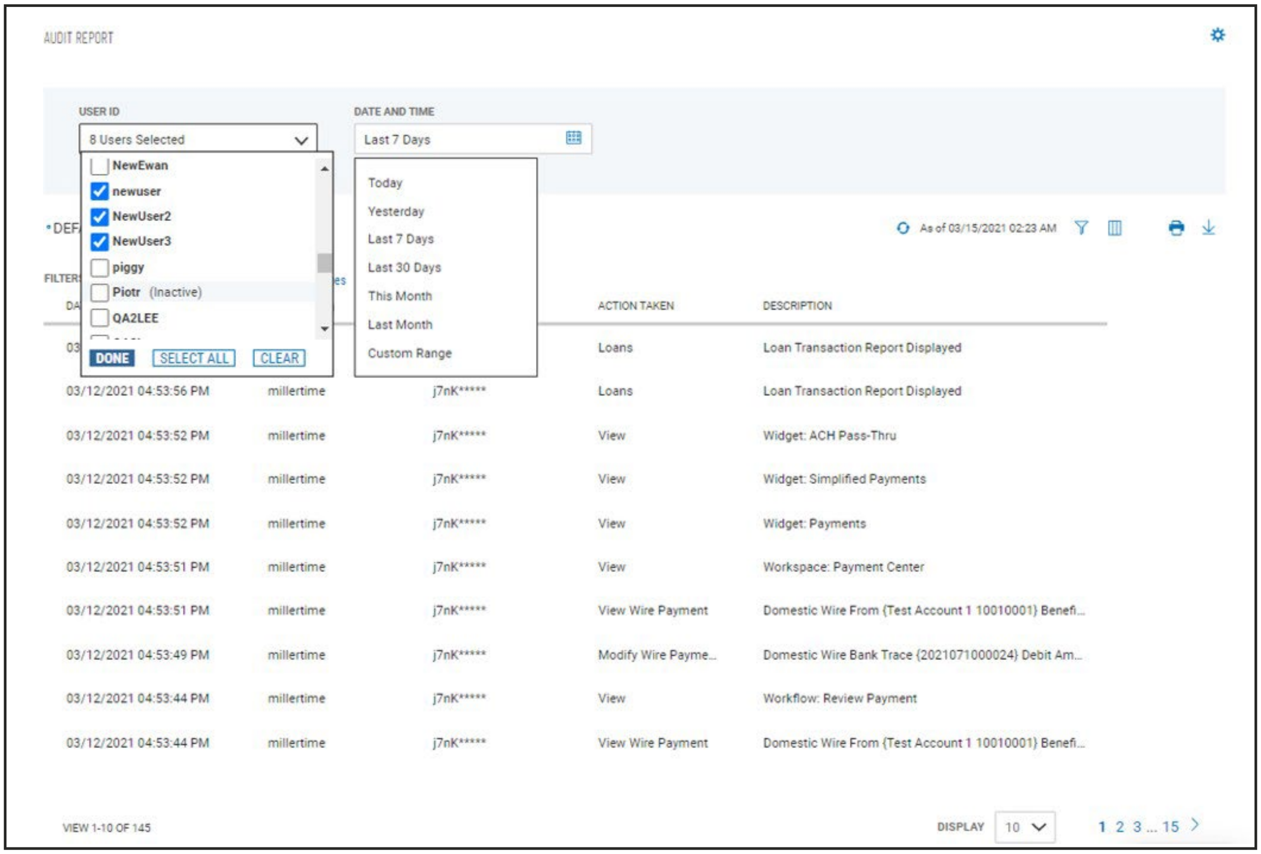


Click on the View User Changes link, the approving Corporate Administrator may review the changes on the User Detail Screen before taking action to approve or reject.


Changes Awaiting Approval
Action Type: Change
By User: MilaDarvin 11/13/2019 03:42 PM
TOMSMITH | TOM SMITH
Review User Changes
USER DETAILS
User Information
USER ID
TomSmith
USER NAME
Tom Smith
CONTACT NAME
~~Tom Smith~~ Ewan
PASSWORD
* * * * * *
Contact Information
EMAIL
~~olha.melnychenko@bottomline.com~~
yevhenii.konevych@bottomline.com
PHONE
(990) 704-4979
CITY
Los Angeles
ADDRESS
beverly hills 90210
Settings
ENABLE DATE
13 Nov 2019
USER TYPE
Admin
Account Permissions
ACCOUNTS
PERMISSIONS NAME
BR - SAME DAY RPT.
STATEMENTS
TRANSFER SENDING
TRANSFER RECEIVING
LOANS
POSITIVE PAY
Payroll account - 123
Bank - 1234
Bank - 10
Ukraine - 11
Ukraine - 16
Loanaccount - 7777
undefined - undefined
VIEW 1-7 OF 7
DISPLAY
All
1
LIMITS
ACH Limits
BATCH ACTIVATION $ LIMIT PER BATCH
5.00
BATCH APPROVAL $ LIMIT PER BATCH
13.00
Transfer Limits
ACCOUNT
ACCOUNT NAME
ENTRY/TXN
ENTRY/DAY
MAX # PER DAY
123 Payroll account 300 300 666
1234 Bank 300 300 666
10 Bank 300 300 666
11 Ukraine 300 300 666
16 Ukraine 300 300 666
7777 Loanaccount 300 300 666
4444444 Saving 300 300 666
VIEW 1-7 OF 7
DISPLAY
All
1
Approve
Reject
Cancel

Audit Report

- User activities are itemized in a list view, in order of Date and Time with the latest on top.
- Most frequently used query selections are provided in quick filters for your convenience.
- Deleted users are reported as Inactive.



As with standard list view capabilities, a user may control and personalize the list:

- Choose which columns are displayed or hidden, change the column order
- Filter the data, choose a column for the data sort order
- Save a useful combination of column and data settings for later reuse
- Print the list content or export it to a CSV file