Oracle FLEXCUBE Direct Banking Release 12.0.0 Core Module – Corporate Administrator User Manual



Part No. E52305-01



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1. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
*	Host Interface to be developed separately.
✓	Pre integrated Host interface available
×	Pre integrated Host interface not available

Transaction Name	FLEXCUBE UBS	Third Party Host System
Login	NH	NH
Create Role	NH	NH
Modify Role	NH	NH
Delete Role	NH	NH
View Role	NH	NH
Create User	NH	*
Modify User	NH	*
Activate User	NH	NH



Transaction Name	FLEXCUBE UBS	Third Party Host System
Deactivate User	NH	NH
Lock User	NH	NH
Unlock User	NH	NH
Delete User	NH	NH
Revoke User	NH	NH
Activate User	NH	NH
Deactivate User	NH	NH
View User	NH	NH
Customer Profile	NH	*
View / Modify Customer Profile	NH	*
Account Mapping Setup	NH	*
Maintain User List	NH	NH
Manage Rules	NH	NH
Bulk Registration	NH	NH
User BTID Map	NH	NH
View Audit Log	×	NH
My Services	NH	NH
Mailbox	NH	NH
Viewing Received Messages	NH	NH
Viewing Sent Messages	NH	NH
Sending Messages	NH	NH



2. Login

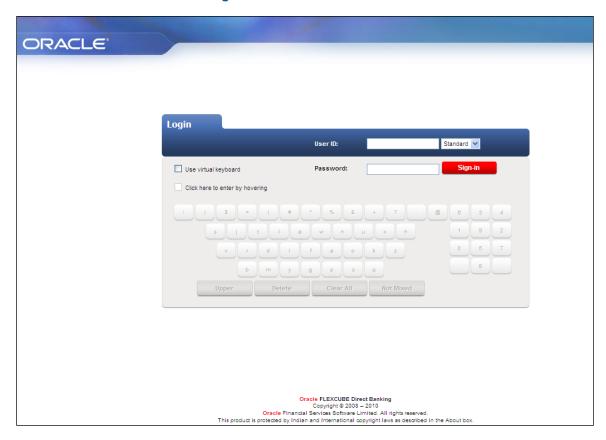
Using the **Login** screen user can log on to the Oracle FLEXCUBE Direct Banking application. By default, the security keyboard option is checked. This enables the user to access the interface through a virtual keyboard appearing on the screen by either clicking or hovering on the keys. Alternatively, the user can clear the security keyboard option and can use the keyboard. Security Keyboard can be used only for **Password** field.

To log on to the Oracle FLEXCUBE Direct Banking application

- 1. Enter the appropriate URL of the application provided in the address bar of browser.
- 2. The system displays the login screen of the **Oracle FLEXCUBE Direct Banking** application.



Oracle FLEXCUBE Direct Banking



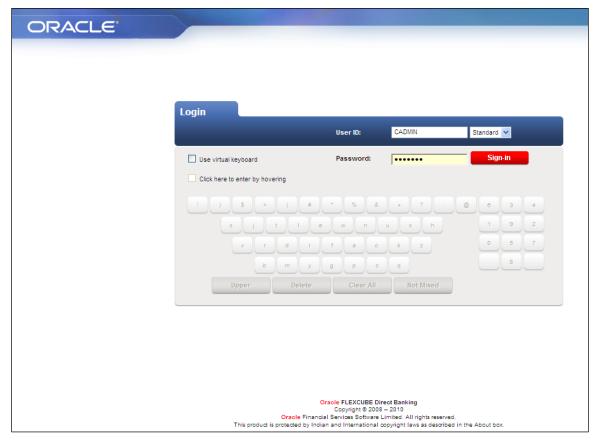
Field Description

Field Name	Description
User ID	[Mandatory, Alphanumeric, 20] Type the user ID
Password	[Mandatory, Alphanumeric, 20] Type the password.
Use Virtual Keyboard	[Optional, Check Box] Select the Use the Security Keyboard check box to use the virtual keyboard. By default, this check box is checked.
Click here to enter by hovering	[Optional, Check Box] Select the Click here to enter by hovering check box to enter the password by moving the mouse over the keyboard without clicking the keys.

3. Enter the User Sign In ID and Password.



Oracle FLEXCUBE Direct Banking



4. Click the **Sign In** button to log in to the application. The system displays the home page.



3. Role Management



3.1. Create Role

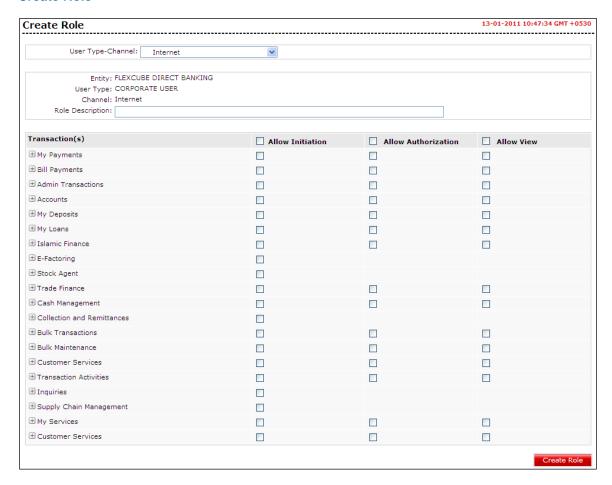
Using the **Create Role** option, the corporate administrator can create roles. By creating a role, an administrator can map various transactions to the user types/channels. Corporate administrator can create role only from the transactions assigned to the customer profile while creating/modifying the customer profile.

To create a role

Logon to the Internet Banking application.

1. Navigate through the menus to **Admin Transactions > Create Role**. The system displays the **Create Role** screen.

Create Role



Field Description

Field Name	Description
User Type-Channel	[Mandatory, Drop-Down]
	Select the user type-channel from the drop-down list.



Field Name	Description
Entity	[Display] This field displays the name of the entity.
User Type	[Display] This field displays the type of the user.
Channel	[Display] This field displays the channel selected.
Role Description	[Mandatory, Alphanumeric, 80] Type a brief description of the role.



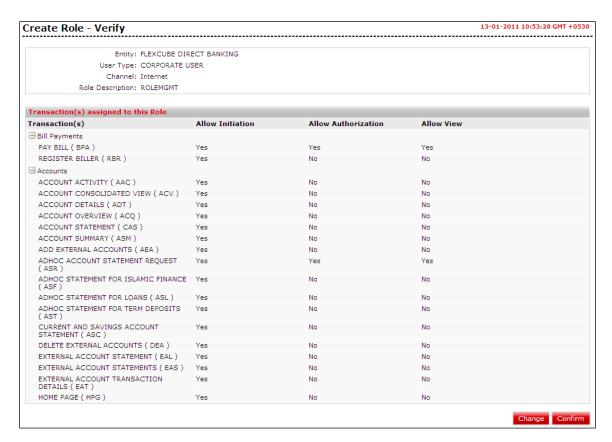
Column Name	Description
Transactions	[Display]
	This column displays the name of the transaction.
Allow Initiation	[Optional, Check Box]
	Select the Allow Initiation check box adjacent to the listed transactions.
	This enables the users mapped to this role to initiate the selected transactions.
Allow	[Optional, Check Box]
Authorization	Select the Allow Authorization check box adjacent to the listed transactions.
	This enables the users mapped to this role to authorize the selected transactions.
Allow View	[Optional, Check Box]
	Select the Allow View check box adjacent to the listed transaction.
	This enables the users mapped to this role to view the selected transactions.

- 2. Select the user type channel.
- 3. Enter the role description.
- 4. Select the transactions.
- 5. Click the Create Role button. The system displays the Create Role Verify screen.

Create Role - Verify

It allows verifying the transactions which are being mapped to the role before confirmation.



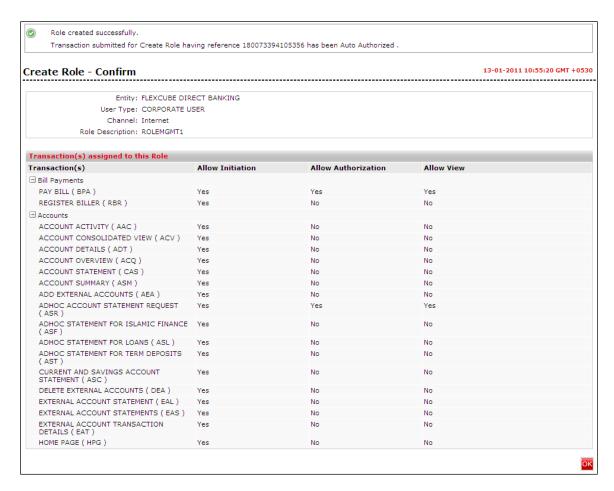


Click the **Change** button to navigate to the previous screen OR

Click the **Confirm** button. The system displays the **Create Role - Confirm** screen with the status message.

Create Role - Confirm





7. Click the **OK** button. The system displays the **Create Role** screen.



3.2. Modify Role

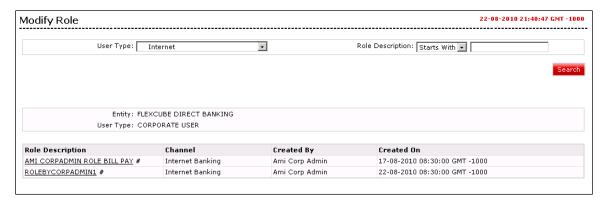
Using the **Modify Role** option, the corporate administrator can modify an active role for the accessible user types and channels. An administrator can search for the required role by entering the search criteria. The system displays all the transactions specified under the role on modify role initiation. An administrator can add/remove the transactions from the role. Only roles created by corporate administrator can be modified. Only those transactions can be added to the role which are mapped to the customer profile of the corporate administrator.

To modify a Role

- 1. Logon to the **Internet Banking** application.
- 2. Navigate through the menus to **Admin Transactions > Modify Role**. The system displays the **Modify Role** screen.

Modify Role

It allows you to change/modify transaction types and access levels (initiation/authorization/view) assigned to a selected role



Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down]
	Select the user type channel for which the role is to be modified from the drop-down list.



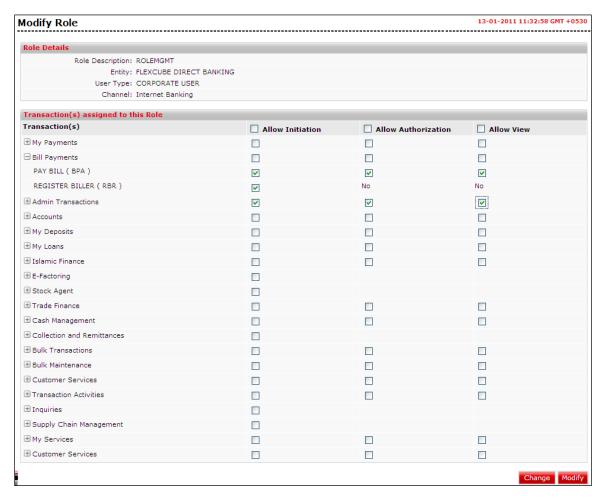
Field Name	Description
Role Description	[Optional, Drop-Down, Alphanumeric, 80] Select the search clause for the role description from the drop-down list, to be used as a parameter in the search criteria. The options are: Starts With Ends With Equals Contains The search clause helps in enhancing the search criteria by indicating the position of the characters entered in the adjacent
	field. Type the search string in the adjacent field. For Example: If you select the search criteria as Starts With, and enter C in the adjacent field, then the system displays all the roles starting with C.
Entity	[Display] This field displays the name of the entity selected.
User Type	[Display] This field displays the type of user selected.
Column Name	Description
Role Description	[Display] This column displays the name of the role. Click the appropriate Role Description link to view and modify the details of a role.
Channel	[Display] This column displays the channel related to the role.
Created By	[Display] This column displays the user id through which the role was created.
Created On	[Display] This column displays the date and time details on which the role was created.

- 3. Select the user type and enter the role description.
- 4. Click the **Search** button to search the Role as per the search criteria. OR



Click the link below the **Role Description** column. The system displays the **Modify Role** screen.

Modify Role



Column Description

Column Name	Description
Role Details	
Role Description	[Display] This field displays the Role description.
Entity	[Display] This field displays the Entity of the user.
User Type	[Display] This field displays the User Type.



Column Name	Description
Channel	[Display]
	This field displays the Channel for the Role.
Transaction(s) assigned to	this Role
Transaction(s)	[Display]
	This column displays the complete list of transactions under the selected user type.
Allow Initiation	[Optional, Check Box]
	Select the Allow Initiation check box adjacent to the listed transactions.
	This enables the users mapped to this role to initiate the selected transactions.
Allow Authorization	[Optional, Check Box]
	Select the Allow Authorization check box adjacent to the listed transactions.
	This enables the users mapped to this role to authorize the selected transactions.
Allow View	[Optional, Check Box]
	Select the Allow View check box adjacent to the listed transactions.
	This enables the users mapped to this role to view the selected transactions.
5 Click the Modify button	The system displays the Modify Role - Verify screen

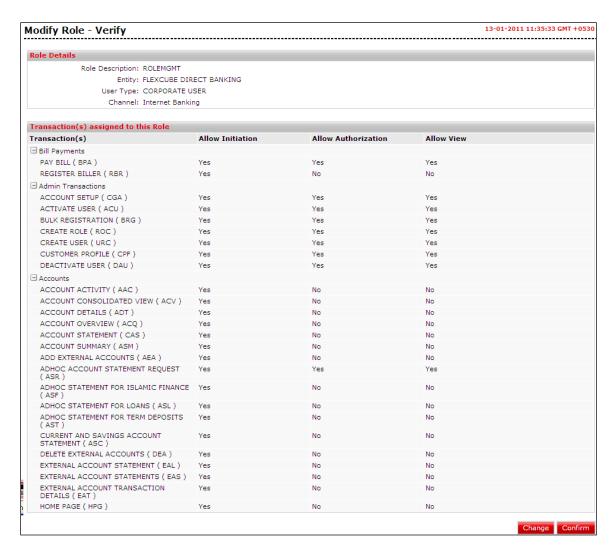
Click the **Modify** button. The system displays the **Modify Role - Verify** screen.

Click the **Change** button to select another role.

Modify Role - Verify

It allows you to verify the role getting modified before confirming.



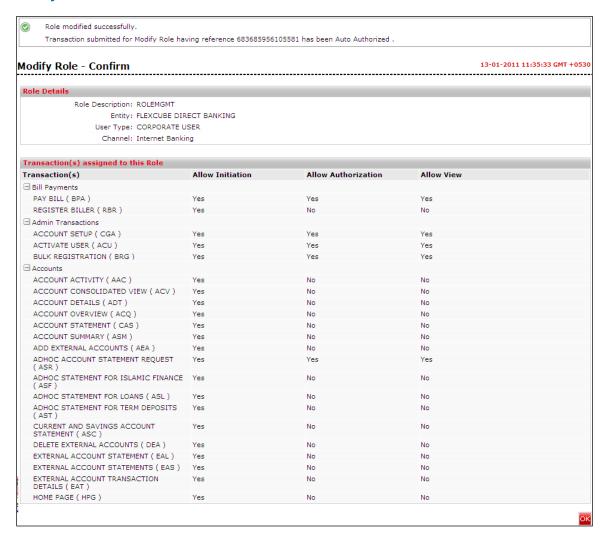


 Click the Confirm button. The system displays the Modify Role - Confirm screen with the status message OR

Click the **Change** button to navigate to the previous screen.



Modify Role - Confirm



7. Click the **OK** button. The system displays the **Modify Role** screen.



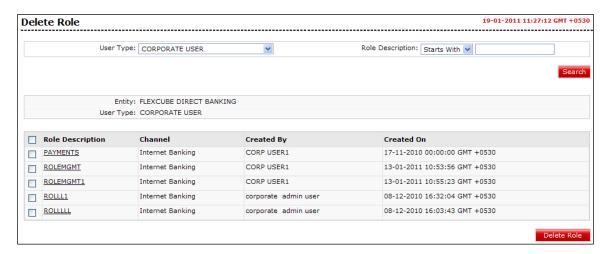
3.3. Delete Role

Using the **Delete Role** option, the corporate administrator can delete an active role for the accessible user types and channels. An administrator can search for the required role by entering the search criteria. Only roles created by Corporate administrator of the same primary customer id are allowed to be deleted.

To delete a role

- 1. Logon to the **Internet Banking** application.
- 2. Navigate through the menus to **Admin Transactions > Delete Role**. The system displays the **Delete Role** screen.

Delete Role



Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down]
	Select the type of user from the drop-down list.



Field Name	Description
Role Description	[Optional, Drop-Down, Alphanumeric, 80]
	Select the search criteria for the role description from the drop- down list, to be used as a parameter in the search criteria.
	The options are:
	Starts With
	Ends With
	• Equals
	Contains
	The search clause helps in enhancing the search criteria by indicating the position of the characters entered in the adjacent field.
	Type the search string in the adjacent field.
	For Example:
	If the user selects the search criteria as Starts With,
	and enters \boldsymbol{C} in the adjacent field, then the system displays all the roles starting with $\boldsymbol{C}.$
Entity	[Display] This field displays the name of the entity selected.
User Type	[Display]
	This field displays the type of the user selected.
Column Name	Description
Role Description	[Display]
	This column displays the roles pertaining to the search criteria. Select the appropriate check box to delete the role. Click the appropriate Role Description link to view the details of a particular role.
Channel	[Display]
	This column displays the channel related to the role.
Created By	[Display]
	This column displays the User id through which the Role was created.
Created On	[Display]
	This column displays the date and time details on which the Role was created.

3. Select the user type and enter the role description.



4. Click the **Search** button to search the Role as per the search criteria. OR

Click the appropriate check box to select the role to be deleted.

Click the **Delete Role** button. The system displays the **Delete Role - Verify** screen.

Click the appropriate **Role Description** link to view the details of a particular role.(Refer View Role Transaction in this UM)

Delete Role - Verify

It allows verifying the role deletion before confirmation.



6. Click the **Confirm** button. The system displays the **Delete Role - Confirm** screen with the status message

OR

Click the Change button to select another role.

Delete Role - Confirm



7. Click the **OK** button. The system displays the **Delete Role** screen.



3.4. View Role

Using the **View Role** option, the corporate administrator can view roles. An administrator can search for the required role by entering the search criteria. In case the search criteria are not specified, the system displays all the records under the particular user type.

To view a Role

- 1. Logon to the **Internet Banking** application.
- 2. Navigate through the menus to **Admin Transactions > View Role**. The system displays the **View Role** screen.

View Role



Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down]
	Select the type of user from the drop-down list.



Field Name	Description
Role Description	[Optional, Drop-Down, Alphanumeric, 80] Select the search criteria for the role description from the drop-down list, to be used as a parameter in the search criteria.
	The options are:
	Starts With
	Ends With
	• Equals
	Contains
	The search clause helps in enhancing the search criteria by indicating the position of the characters entered in the adjacent field.
	Type the search string in the adjacent field.
	For Example:
	If the user selects the search criteria as Starts With,
	and enters C in the adjacent field, then the system displays all the roles starting with C .
Entity	[Display] This field displays the name of the entity for the selected user type.
User Type	[Display] This field displays the type of user selected.
Column Name	Description
Role Description	[Display] This column displays the role description. Click the appropriate Role Description link to view the details of a particular role.
Channel	[Display] This column displays the channel related to the role.
Created By	[Display] This column displays the User id through which the Role was created.
Created On	[Display] This column displays the date and time details on which the Role was created.

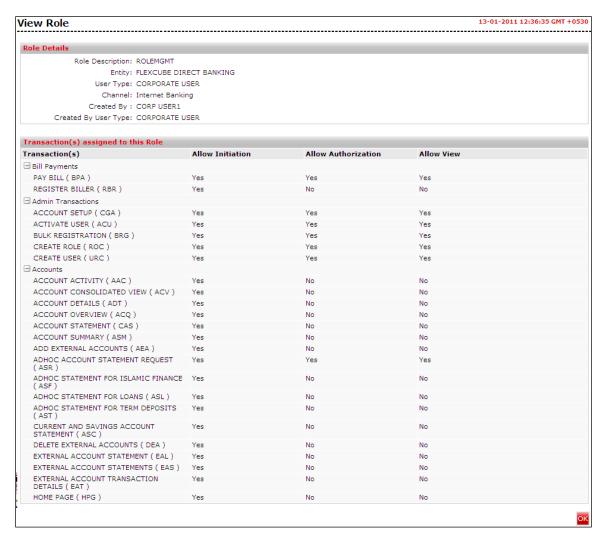
- 3. Select the user type and enter the role description.
- 4. Click the **Search** button. The system displays the **View Role** screen as per the search criteria entered.



OR

Click the appropriate **Role Description** link to view the details of a particular role. The system displays the **View Role** screen.

View Role



Field Description

Field Name Description

Transaction(s) assigned to this Role

Transaction(s) [Display]

This column displays the name of the transaction.



Field Name	Description
Allow Initiation	[Display]
	This column displays the accessibility of the users, mapped to this role, for initiation of the adjacent transaction.
Allow Authorization	[Display]
	This column displays the accessibility of the users, mapped to this role, for authorization of the adjacent transaction.
Allow View	[Display]
	This column displays the accessibility of the users, mapped to this role, to view the adjacent transaction.

5. Click the **OK** button. The system displays the **View Role** screen.



4. User Management



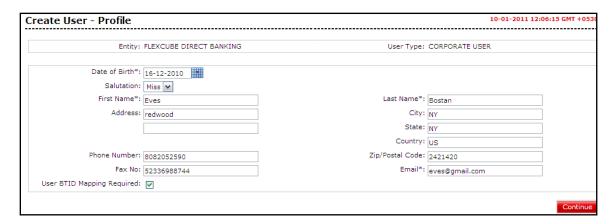
4.1. Create User

Using this option you can create a user.

To Create a User

- 1. Logon to the **Internet Banking** application.
- 2. Navigate through the menus to **Admin Transactions > Create User**. The system displays the **Create User** screen.

Create User - Profile



Field Description

Field Name	Description
Entity	[Display] This field displays the type of entity.
User Type	[Display] This field displays the type of user.
Date of Birth	[Mandatory, Pick List] Select the date of birth of the user from the pick list.
Salutation	[Mandatory, Drop-Down] Select the salutation of the user from the drop-down list. The options are:
	MrMrsMissDr

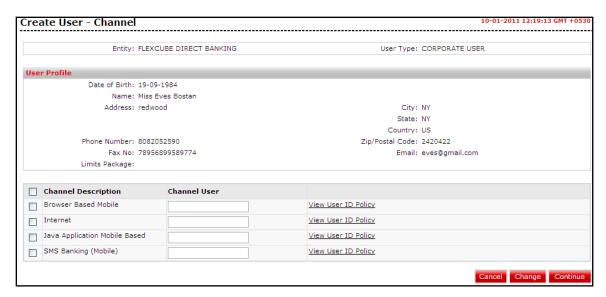


Field Name	Description
First Name	[Mandatory, Alphanumeric, 20] Type the first name of the user.
Last Name	[Mandatory, Alphanumeric, 20] Type the last name of the user.
Address	[Mandatory, Alphanumeric, 35 x 2] Type the address of the user.
City	[Optional, Alphanumeric, 26] Type the name of the city.
State	[Optional, Alphanumeric, 20] Type the name of the state.
Country	[Optional, Alphanumeric, 35] Type the name of the country.
Phone Number	[Optional, Numeric, 11] Type the phone number of the user.
Zip/Postal Code	[Optional, Numeric, 7] Type the zip code.
Fax No	[Optional, Numeric, 11] Type the fax number of the user.
Email	[Mandatory, Numeric, 100] Type the email address of the user.
User BTID Mapping Required	[Optional, Checkbox] Click this if BTID mapping is required.

- 3. Enter the relevant information.
- 4. Click the **Continue** button. The system displays the **Create User Channel** screen.



Create User - Channel



Field Description

Field Name	Description
Channel Description	[Optional, Check Box] Select the channel to be mapped to the user.
Channel User	[Mandatory, Alphanumeric, 20]
	Type the channel user details.

- 5. Enter the channel details.
- 6. Click the **Continue** button. The system displays the **Create User Customer Mappings** screen.

OR

Click the **Change** button to return to the previous screen to change the details entered.

Click the **Cancel** button to cancel the user creation.

7. Click the View User ID Policy to view the user id policy.



Create User - Customer Mappings



Field Description

Field Name	Description
Channel Assigned To	the User
Channel	[Display] This field displays the channel assigned to the particular user.
Channel User	[Display] This field displays the channel user.
Mapped Customer	
Mapped Customer	[Display] This field displays the customer id of the mapped customer.
Customer Type	[Display] This field displays the customer type of the mapped customer.
Is Primary	[Display] This field displays whether the customer is primary.

8. Click the **Continue** button. The system displays the **Create User - Channel Roles** screen.

OR

Click the Change button to return to the previous screen to modify the create user.

OR

Click the Cancel button to cancel the create user transaction.



Create User - Channel Roles



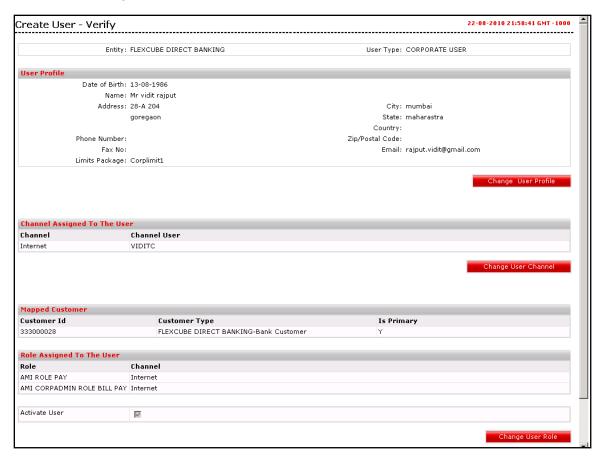
Field Description

Field Name	Description
Default Roles> Internet	[Display] This field displays the default internet roles.
Role Assigned to the User> Internet	[Optional, Checkbox] Select the Role check box to be assigned to the user.
Activate User	[Optional, Check Box] Select the Activate User check box to activate the user.

- 9. Select the role assigned check box to assign the particular role to the user.
- 10. Click the **Continue** button. The system displays the **Create User Verify** screen.
 - Click the **Change** button to return to the previous screen to modify the create user. OR
 - Click the **Cancel** button to cancel the create user transaction.
- 11. Click the Role Name hyperlink to view the Role details.



Create User-Verify



 Click the Confirm button. The system displays the Create User- Confirm screen with the status message.

OR

Click the Change User Profile button to change the user profile.

OR

Click the **Change User Channel** button to change the user channel.

OR

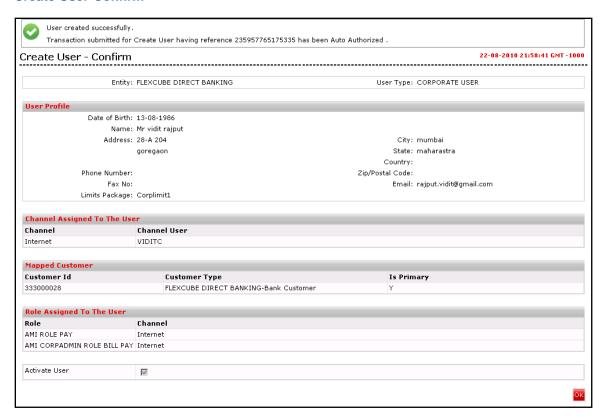
Click the **Change User Role** button to change the user role.

OR

Click the Cancel button to cancel the transaction.



Create User-Confirm



12. Click the **OK** button. The system displays the **Create User** screen.



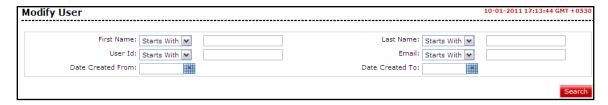
4.2. Modify User

Using the **Modify User** option, Corporate administrator, can modify user profiles. Administrator can search for the required user by entering the search criteria. In case the search criteria are not specified, the system displays all the records under the particular user type.

To Modify a User

- 1. Logon to the **Internet Banking** application.
- 2. Navigate through the menus to **Admin Transactions >** Modify **User**. The system displays the Modify **User** screen.

Modify User



Field Description

Field Name Description

First Name

[Optional, Drop-Down, Alphanumeric, 18]

Select the search criteria for the first name from the drop-down list.

The options are follows:

- Starts With
- Ends With
- Equals
- Contains

The search clause helps in enhancing the search criteria by indicating the position of the characters entered in the adjacent field.

Type the search string in the adjacent field.

For Example:

If the user selects the search criteria as **Starts With** and enters **1** in the adjacent field, then the system displays all the customers' first names starting with **A**.



Last Name

[Optional, Drop-Down, Alphanumeric, 18]

Select the search criteria for the last name from the drop-down list.

The options are:

- · Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example:

If the user selects the search criteria as $Starts\ With$ and enters E in the adjacent field, then the system displays all the customers' last names starting with E.

User Id

[Optional, Drop-Down, Alphanumeric, 18]

Select the search criteria for the user ID from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example:

If the user selects the search criteria as **Starts With** and enters **1** in the adjacent field, then the system displays all the user IDs starting with **1**.

Email

[Optional, Drop-Down, Alphanumeric, 18]

Select the search criteria for the email ID from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example:

If the user selects the search criteria as **Starts With** and enters L in the adjacent field, then the system displays all the email IDs starting with L.

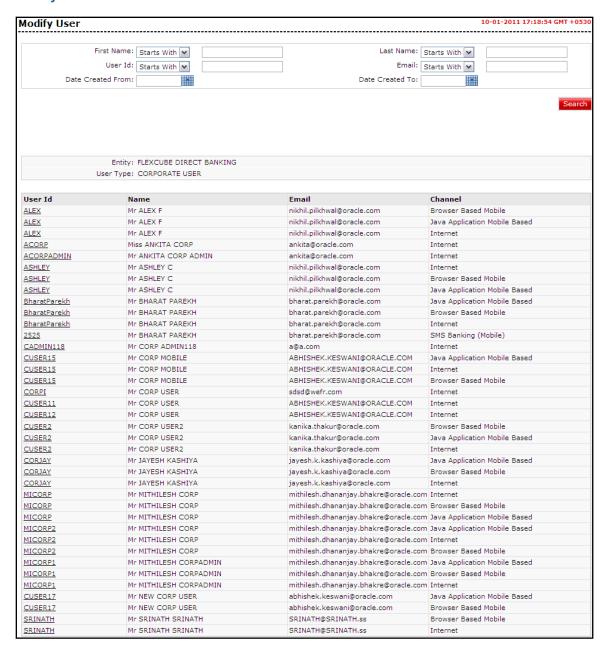


Field Name	Description
Date Created from	[Optional, Pick list] Select the created from date from the pick list for search criteria.
Date Created To	[Optional, Pick list] Select the created to date from the pick list for search criteria.

- 3. Enter the search criteria.
- 4. Click the **Search** button. The system displays the **Modify User** screen with the search result.



Modify User



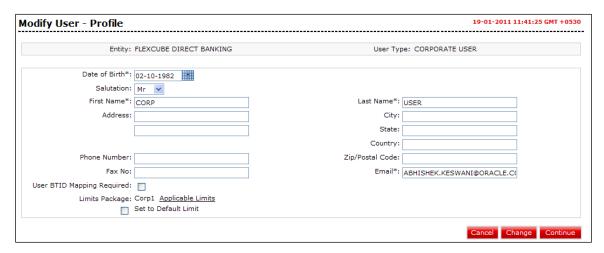
Field Name	Description
Entity	[Display] This field displays the name of the entity.
User Type	[Display] This field displays the type of the user.



Field Name	Description
User Id	[Display] This column displays the user ID. Click the user ID to view the details of a particular user.
Name	[Display] This column displays the name of the user.
Email	[Display] This column displays the email ID of the user.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.

5. Click the **User ID**. The system displays the **Modify User - Profile** screen.

Modify User - Profile



Field Name	Description
Entity	[Display] This field displays the type of entity.
User Type	[Display] This field displays the type of user.
Date of Birth	[Mandatory, Pick List] Select the date of birth of the user from the pick list.



Field Name	Description
Salutation	[Mandatory, Drop-Down]Select the salutation of the user from the drop-down list.The options are:MrMrs
	MissDr
First Name	[Mandatory, Alphanumeric, 20] Type the first name of the user.
Last Name	[Mandatory, Alphanumeric, 20] Type the last name of the user.
Address	[Mandatory, Alphanumeric, 35 x 2] Type the address of the user.
City	[Optional, Alphanumeric, 26] Type the name of the city.
State	[Optional, Alphanumeric, 20] Type the name of the state.
Country	[Optional, Alphanumeric, 35] Type the name of the country.
Phone Number	[Optional, Numeric, 11] Type the phone number of the user.
Zip/Postal Code	[Optional, Numeric, 7] Type the zip code.
Fax No	[Optional, Numeric, 11] Type the fax number of the user.
Email	[Mandatory, Numeric, 100] Type the email address of the user.
User BTID Mapping Required	[Optional, Checkbox] Click this if BTID mapping is required.

6. Enter the relevant information.



7. Click the Continue button. The system displays the Modify User - Channel screen.

OR

Click the Cancel button to close the window.

OR

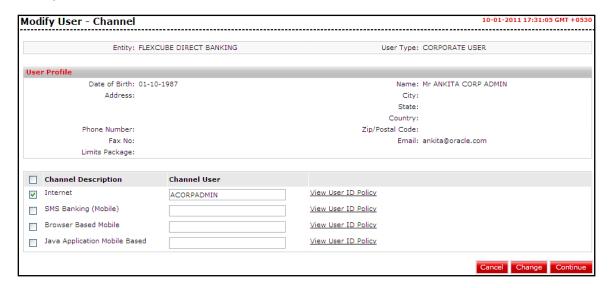
Click the **Change** button to select another user.

8. Click the Limits package hyperlink to view the limits details.

OR

Click the Set to Default Limit check box to set the default limits.

Modify User - Channel



- 9. Select the channel to be assigned to the user.
- 10. Click the **Continue** button. The system displays the **Modify User Customer Mappings** screen.

OR

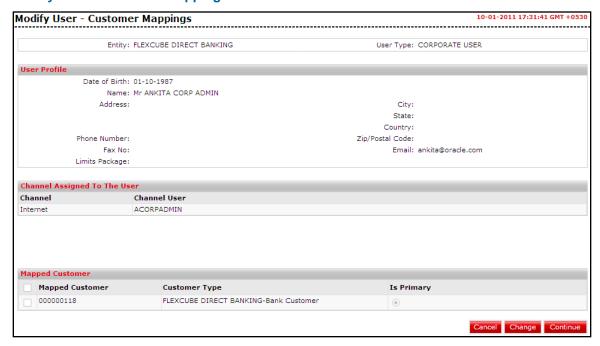
Click the **Change** button to return to the previous screen to make the changes if any. OR

Click the Cancel button to cancel the transaction

11. Click the View User id Policy link to view the user id policy.



Modify User - Customer Mappings



Field Description

Field Name	Description
Mapped Customer	
Mapped Customer	[Display] This column displays the Mapped Customers to the user.
Customer Type	[Display] This column displays the type of the customer.
Is Primary	[Display] This field displays whether the customer is primary.

12. Click the **Continue** button. The system displays the Modify User - Channel Roles screen.

OR

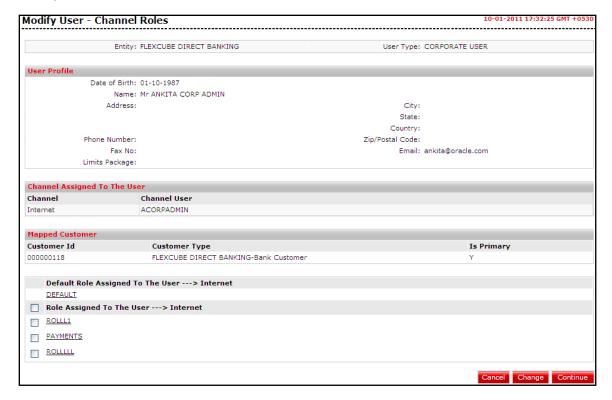
Click the **Change** button to return to the previous screen to make changes.

OR

Click the Cancel button to cancel the transaction.



Modify User - Channel Roles



- 13. Select the role assigned check box to assign the role to the user.
- 14. Click the **Continue** button. The system displays the **Modify User Verify** screen.

OR

Click the **Change** button to return to the previous screen to make changes.

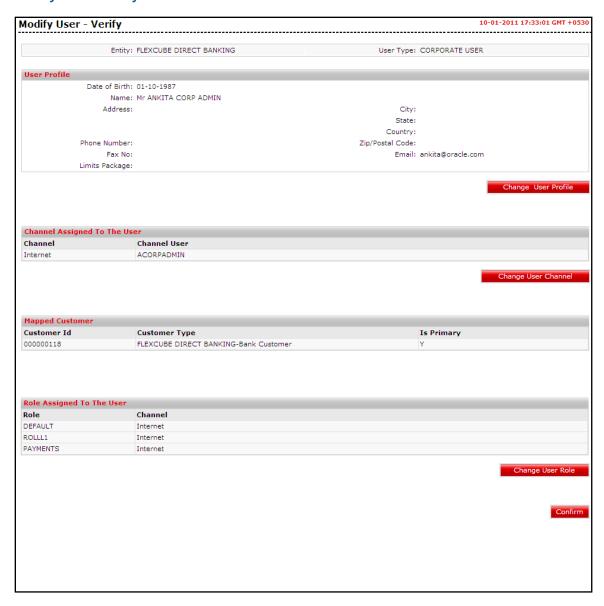
ΛR

Click the Cancel button to cancel the transaction.

15. Click the Role name link to view the Role.



Modify User - Verify



16. Click the **Confirm** button. The system displays the **Modify User - Confirm** screen with the status message.

OR

Click the **Change Profile** button to modify the user profile.

OF

Click the Change User Channel button to modify the user channel.

OR

Click the Change User Role button to modify the user role.



Modify User - Confirm



17. Click the **OK** button. The system displays the **Modify User** screen with the status message.



4.3. Activate User

Using this option, the corporate administrator can activate the users whose accounts may have been deactivated due to password policy/inactivity. On valid request to activate the user, an administrator can update the user ID status to Active. An administrator can search for the required user by entering the search criteria. In case the search criteria are not specified, the system displays all the records under the particular user type.

To Activate a User

- 1. Logon to the **Internet Banking** application.
- 2. Navigate through the menus to **Admin Transactions > Activate User**. The system displays the **Activate User** screen.

Activate User



Field Description

Field Name Description

First Name

[Optional, Drop-Down, Alphanumeric, 20]

Select the search criteria for the first name from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

The search clause helps in enhancing the search criteria by indicating the position of the characters entered in the adjacent field.

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as Starts With and enters A in the adjacent field, then the system displays all the customers' first names starting with A.



Last Name

[Optional, Drop-Down, Alphanumeric, 20]

Select the search criteria for the last name from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as Starts With and enters E in the adjacent field, then the system displays all the customers' last names starting with E.

User Id

[Optional, Drop-Down, Alphanumeric, 16]

Select the search criteria for the user ID from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as Starts With and enters A in the adjacent field, then the system displays all the user IDs starting with A.

Email

[Optional, Drop-Down, Alphanumeric, 100]

Select the search criteria for the email ID from the drop-down list.

The options are:

- · Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as Starts With and enters L in the adjacent field, then the system displays all the email IDs starting with L.

Date Created from

[Optional, Pick list]

Select the created from date from the pick list for search criteria.

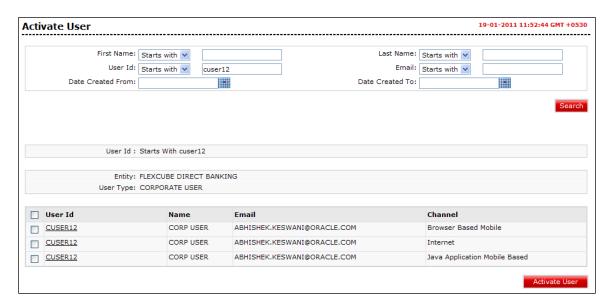


Date [Optional, Pick list]

Created ToSelect the created to date from the pick list for search criteria.

- 3. Enter the search criteria.
- Click the Search button. The system displays the Activate User screen with the search results

Activate User



Field Description

Field Name	Description			
---------------	-------------	--	--	--

Entity [Display]

This field displays the name of the entity.

User Type [Display]

This field displays the type of the user.

User Id [Display]

This column displays the user ID.

Click the appropriate **User Id** link to view the details of a particular user.

Click the adjacent check box to select the appropriate user ID.

Name [Display]

This column displays the name of the user.



Field Name	Description
Email	[Display] This column displays the email ID of the user.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.

5. Select the check box adjacent to the **User Id** whom you want to activate.

OR

Click the appropriate **User Id** link to view the user profile.

6. Select the user Id to view the details.

OR

Click the **Activate User** button. The system displays the **Activate User - Verify** screen.

Activate User - Verify



7. Click the **Confirm** button. The system displays the **Activate User - Confirm** screen with the status message.

OR

Click the **Change** button to select different user for activation.

Activate User - Confirm



8. Click the **OK** button. The system displays the **Activate User** screen.



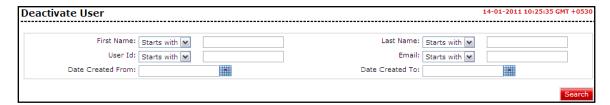
4.4. Deactivate User

Using the Deactivate **User** option, a corporate administrator can deactivate users. Deactivation of user is required due to inactivity, attachment/legal issues or on expiry/cessation of user rights.

To Deactivate a User

- 1. Logon to the **Internet Banking** application.
- 2. Navigate through the menus to **Admin Transactions > Deactivate User**. The system displays the **Deactivate User** screen.

Deactivate User



Field Description

Field Name Description

First Name

[Optional, Drop-Down, Alphanumeric, 20]

Select the search criteria for the first name from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If you selects the search criteria as Starts With and enters A in the adjacent field, then the system displays all the customer first names starting with A.



Last Name

[Optional, Drop-Down, Alphanumeric, 20]

Select the search criteria for the last name from the drop-down list.

The options are:

- · Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If you selects the search criteria as Starts With and enters E in the adjacent field, then the system displays all the customer last names starting with E.

User Id

[Optional, Drop-Down, Alphanumeric, 16]

Select the search criteria for the user ID from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If you selects the search criteria as Starts With and enters 1 in the adjacent field, then the system displays all the user ID's starting with 1.

Email

[Optional, Drop-Down, Alphanumeric, 100]

Select the search criteria for the email ID from the drop-down list.

The options are:

- · Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If you selects the search criteria as Starts With and enters L in the adjacent field, then the system displays all the email ID's starting with L.

Date Created from

[Optional, Pick list]

Select the created from date from the pick list for search criteria.

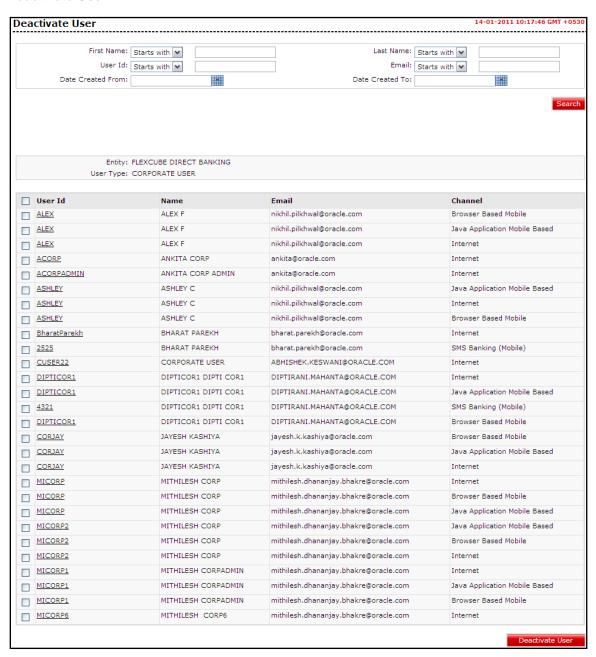


Date [Optional, Pick list]

Created To Select the created to date from the pick list for search criteria.

- 3. Enter the search criteria.
- Click the Search button. The system displays the Deactivate User screen with the search results.

Deactivate User





Field Description

Field Name	Description
Entity	[Display] This field displays the name of the entity.
User Type	[Display] This field displays the type of the user.
User Id	[Display] This column displays the user ID.
Name	[Display] This column displays the name of the user.
Email	[Display] This column displays the email ID of the user.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.

5. Select the **User ID** check box to deactivate the user.

Click the hyperlink **User Id** to view the user profile.

6. Click the **Deactivate** button. The system displays the **Deactivate User - Verify** screen.

Deactivate User - Verify



7. Click the **Confirm** button. The system displays the **Deactivate User - Confirm** screen with the status message.

OR

Click the **Change** button to navigate to the previous screen.



Deactivate User - Confirm



8. Click the **OK** button. The system displays the **Deactivate User** screen.



4.5. Lock User

Using this option, a corporate administrator can lock user. Locking a user is necessitated due to legal/regulatory directives or user access violations. If the search criterion is not specified, then it displays all the records under the particular user type.

To Lock a User

- 1. Logon to the Internet Banking application.
- 2. Navigate through the menus to **Admin Transactions > Lock User**. The system displays the **Lock User** screen.

Lock User



Field Name	Description
User Type - Channel	[Mandatory, Drop-Down] Select the type of the user and the channel for the search criteria
	from the drop-down list.
Password Type	[Optional, Dropdown]
	Select the Password type to be locked.
First Name	[Optional, Drop-Down, Alphanumeric, 20]
	Select the search criteria for the first name from the drop-down list.
	The options are:
	Starts with
	Ends with
	• Equals
	Contains

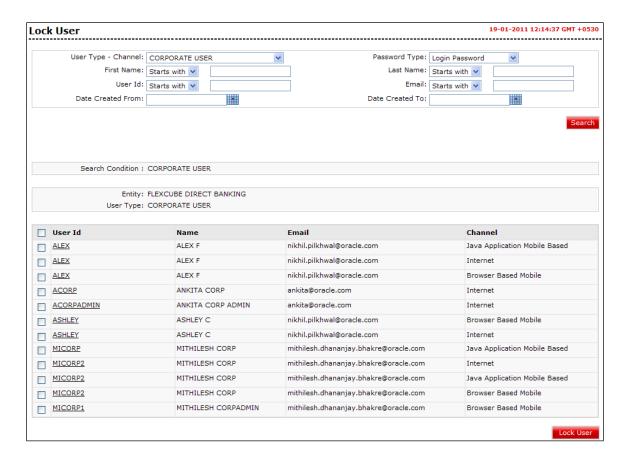


Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 20] Select the search criteria for the last name from the drop-down list. The options are: • Starts with • Ends with • Equals • Contains
User Id	[Optional, Drop-Down, Alphanumeric, 16] Select the search criteria for the user ID from the drop-down list. The options are: • Starts with • Ends with • Equals • Contains Type the search string in the adjacent field.
Email	[Optional, Drop-Down, Alphanumeric, 100] Select the search criteria for the email ID from the drop-down list. The options are: • Starts with • Ends with • Equals • Contains
Date Created from	[Optional, Pick list] Select the created from date from the pick list for search criteria.
Date Created To	[Optional, Pick list] Select the created to date from the pick list for search criteria.

- 3. Select the user type from the drop-down list.
- 4. Enter the search criteria
- 5. Click the **Search** button. The system displays the **Lock User** screen with the search results.

Lock User





Field Name	Description
Search Condition	[Display] This field displays the search criteria entered to search for the user type
Entity	[Display] This field displays the name of the entity.
User Type	[Display] This field displays the type of the user.
User Id	[Display] This column displays the user ID.
Name	[Display] This column displays the name of the user.
Email	[Display] This column displays the email ID of the user.



Field Name	Description
Channel	[Display]
	This column displays the banking channel through which the user performs the transactions.

6. Select the User ID check box to lock the user.

OR

Click the hyperlink of the User ID to view the user profile.

7. Click the Lock User button. The system displays the Lock User - Verify screen.

Lock User - Verify



8. Click the **Confirm** button. The system displays the **Lock User - Confirm** screen with the status message.

OR

Click the **Change** button to select a different user for locking.

Lock User - Confirm



9. Click the **OK** button. The system displays the **Lock User** screen.



4.6. Unlock User

Using this option, the corporate administrator can unlock the users whose accounts may have been locked due to some reason. The administrator can unlock the user if the request is valid. The administrator can search for the required user by entering the search criteria. In case the search criteria are not specified, the system displays all the records under the particular user type.

To unlock a user

- 1. Log on to the **Internet Banking** application.
- 2. Navigate through the menus to **Admin Transactions** > **Unlock User**. The system displays the **Unlock User** screen.

Unlock User



Field Name	Description
User Type -	[Mandatory, Drop-Down]
Channel	Select the type of user and channel for the search criteria from the drop-down list.
Password Type	[Mandatory, Drop-Down]
	Select the type of password for the search criteria from the drop- down list.
First Name	[Optional, Drop-Down, Alphanumeric, 20]
	Select the search criteria for the first name from the drop-down list.
	The options are:
	Starts With
	Ends With
	• Equals
	Contains

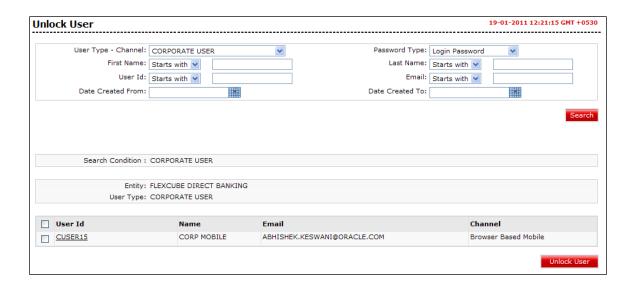


Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 20] Select the search criteria for the last name from the drop-down list. The options are: • Starts With • Ends With • Equals • Contains
User Id	[Optional, Drop-Down, Alphanumeric, 16] Select the search criteria for the user ID from the drop-down list. The options are: • Starts With • Ends With • Equals • Contains
Email	[Optional, Drop-Down, Alphanumeric, 100] Select the search criteria for the email ID from the drop-down list. The options are: • Starts With • Ends With • Equals • Contains
Date Created from	[Optional, Pick list] Select the created from date from the pick list for search criteria.
Date Created To	[Optional, Pick list] Select the created to date from the pick list for search criteria.

- 3. Select the user type from the drop-down list.
- 4. Enter the search criteria.
- 5. Click the **Search** button. The system displays the **Unlock User** screen with the search results.

Unlock User





Field Description

Field Name	Description
Search Condition	[Display] This field displays the type of user selected.
Entity	[Display] This field displays the name of the entity.
User Type	[Display] This field displays the type of user.
User Id	[Display] This column displays the user ID.
Name	[Display] This column displays the name of the user.
Email	[Display] This column displays the email address of the user.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.

6. Select the User ID check box to unlock the user.

OR

Click the **User Id** hyperlink to view the user profile.

7. Click the Unlock User button. The system displays the Unlock User - Verify screen.

Unlock User - Verify





8. Click the **Confirm** button. The system displays the **Unlock User - Confirm** screen with the status message.

OR

Click the Change button to unlock another user.

Unlock User - Confirm



9. Click the **OK** button. The system displays the **Unlock User** screen.



4.7. Delete User

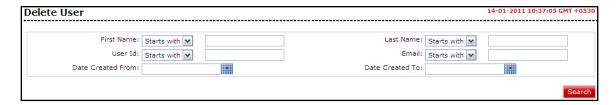
Using this option, the corporate administrator can delete users created earlier. Whenever a user moves out or ceases to exist user profile, user can deleted using this option. If the search criterion is not specified, then it displays all the records under the particular user type.

To Delete a User

- 1. Logon to the **Internet Banking** application.
- Navigate through the menus to Admin Transactions > Delete User. The system displays the Delete User screen.

To delete a user

Delete User



Field Description

Field Name Description

First Name

[Optional, Drop-Down, Alphanumeric, 20]

Select the search criteria for the first name from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as Starts With, and enters A in the adjacent field, then the system displays all the customer first names starting with A.



Last Name

[Optional, Drop-Down, Alphanumeric, 20]

Select the search criteria for the last name from the drop-down list.

The options are:

- · Starts With
- · Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as Starts With, and enters E in the adjacent field, then the system displays all the customer last names starting with E.

User Id

[Optional, Drop-Down, Alphanumeric, 16]

Select the search criteria for the user ID from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as Starts With, and enters 1 in the adjacent field, then the system displays all the user IDs starting with 1

Email

[Optional, Drop-Down, Alphanumeric, 100]

Select the search criteria for the email ID from the drop-down list.

The options are:

- · Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

Date Created from

[Optional, Pick list]

Select the created from date from the pick list for search criteria.

Date Created To

[Optional, Pick list]

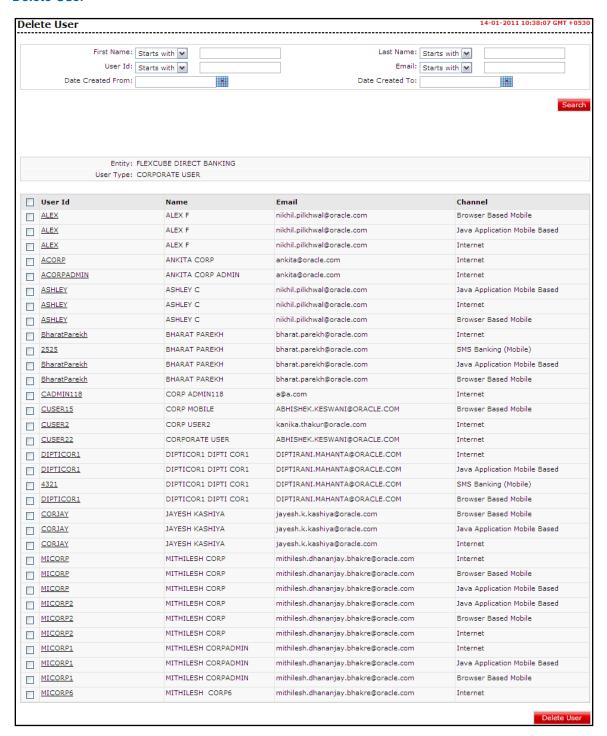
Select the created to date from the pick list for search criteria.

3. Enter the search criteria



 Click the Search button. The system displays the Delete User screen with the search results.

Delete User





Field Name	Description
Entity	[Display] This field displays the name of the entity.
User Type	[Display] This field displays the type of the user.
User Id	[Display] This column displays the user ID
Name	[Display] This column displays the name of the user.
Email	[Display] This column displays the email ID of the user.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.

5. Select the User ID check box to delete the user.

OR

Click the **User Id** to view the user profile.

6. Click the **Delete User** button. The system displays the **Delete User - Verify** screen.

Delete User - Verify



7. Click the **Confirm** button. The system displays the **Delete User- Confirm** screen with the status message.

OR

Click the **Change** button to navigate to the previous screen.

Delete User - Confirm





8. Click the **OK** button. The system displays the **Delete User** screen.



4.8. Revoke User

Using this option, the corporate administrator can revoke any user deleted earlier. If the search criterion is not specified, then it displays all the records under the particular user type. The administrator can revoke a user once a user is re-inducted to the system.

To Revoke a deleted User

- 1. Logon to the Internet Banking application.
- 2. Navigate through the menus to **Admin Transactions > Revoke User**. The system displays the **Revoke User** screen.

Revoke User



Field Description

Field Name Description

First Name

[Optional, Drop-Down, Alphanumeric, 20]

Select the search criteria for the first name from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

The search clause helps in enhancing the search criteria by indicating the position of the characters entered in the adjacent field.

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as **Starts With**, and enters **A** in the adjacent field, then the system displays all the customers' first names starting with **A**.



Last Name

[Optional, Drop-Down, Alphanumeric, 20]

Select the search criteria for the last name from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as **Starts With**, and enters **E** in the adjacent field, then the system displays all the customers' last names starting with **E**.

User Id

[Optional, Drop-Down, Alphanumeric, 16]

Select the search criteria for the user ID from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as **Starts With**, and enters **A** in the adjacent field, then the system displays all the user IDs starting with **A**.

Email

[Optional, Drop-Down, Alphanumeric, 100]

Select the search criteria for the email ID from the drop-down list.

The options are:

- · Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example: If the user selects the search criteria as $Starts\ With$, and enters L in the adjacent field, then the system displays all the email IDs starting with L.

Date Created from

[Optional, Pick list]

Select the created from date from the pick list for search criteria.

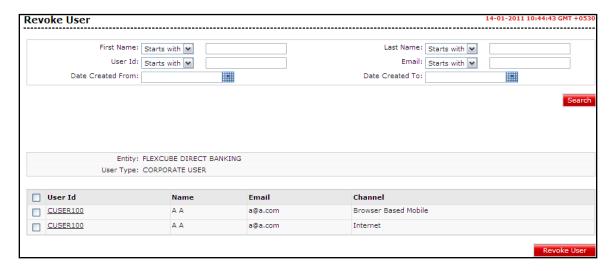


Date [Optional, Pick list]

Created To Select the created to date from the pick list for search criteria.

- 3. Enter the search criteria.
- 4. Click the **Search** button. The system displays the **Revoke User** screen with the search results

Revoke User



Field Name	Description
Entity	[Display] This field displays the name of the entity.
User Type	[Display] This field displays the type of the user.
User Id	[Display] This column displays the user ID. Click the appropriate user ID link to view the details of a particular user. Click the adjacent check box to select the appropriate user ID.
Email	[Display] This column displays the email ID of the user.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.



Field Name	Description
Name	[Display]

5. Select the **User ID** check box to revoke the user.

OR

Click the **User ID** hyperlink to view the user profile.

This column displays the name of the user.

6. Click the Revoke User button. The system displays the Revoke User - Verify screen.

Revoke User - Verify



7. Click the **Confirm** button. The system displays the **Revoke User- Confirm** screen with the status message.

OR

Click the **Change** button to select another user.

Revoke User - Confirm



8. Click the **OK** button. The system displays the **Revoke User** screen.



4.9. Reset Password

This option allows the administrator to reset the password. If the search criteria is not specified then it displays all the records. This is necessitated whenever a user forgets/misplaces the existing password and a valid request is sent to the administrator.thj administrator can set a new login or transaction password for the user using this transaction.

To reset a password

- 1. Logon to the **Internet Banking** application.
- 2. Navigate through the menus to **User Management > Reset Password**. The system displays the **Reset Password** screen.

Reset Password



Field Description

Field Name	Description
User Type- Channel	[Mandatory, Drop-Down] Select the user type channel from the drop-down list for the corporate user.
First Name	[Optional, Drop-Down, Alphanumeric, 40] Select the search criteria for the first name from the drop-down list. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. For Example: If you select the search criteria as Starts With and enter A in the adjacent field, then the system displays all the customer first names starting with A.



Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 40]
	Select the search criteria for the last name from the drop-down list.
	The options are:
	Starts With
	Ends With
	• Equals
	Contains
	Type the search string in the adjacent field.
	For Example:
	If you select the search criteria as Starts With and enter E in the adjacent field, then the system displays all the customer last names starting with E .
User Id	[Optional, Drop-Down, Alphanumeric, 20]
	Select the search criteria for the user ID from the drop-down list.
	The options are:
	Starts With
	Ends With
	• Equals
	Contains
	Type the search string in the adjacent field.
	For Example:
	If you select the search criteria as Starts With and enter 1 in the adjacent field, then the system displays all the user ID's starting with 1 .
Email	[Optional, Drop-Down, Alphanumeric, 100]
	Select the search criteria for the email ID from the drop-down list.
	The options are:
	Starts With
	Ends With
	Equals
	Contains
	Type the search string in the adjacent field.
	For Example:
	If you select the search criteria as Starts With and enter L in the



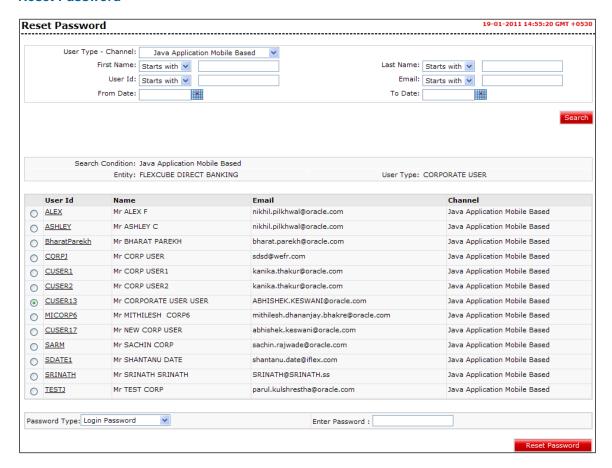
with **L**.

adjacent field, then the system displays all the email ID's starting

Description	
[Optional, Pick List]	
Select the start date from the pick list.	
The date should not greater than the process date.	
[Optional, Pick List]	
Select the end date from the pick list.	
The date should be greater than the from date.	

- 3. Select the search criteria.
- 4. Enter the search criteria.
- Click the Search button. The system displays the Reset Password screen with the search result.

Reset Password



Field Description

Field Name Description



Field Name	Description
Search condition	[Display] This field displays the search condition.
Entity	[Display] This field displays the entity of the user
User Type	[Display] This field displays the user type of the user
User Id	[Display] This column displays the user ID. Click the user ID to view the details of the particular user.
Name	[Display] This column displays the name of the user.
Email	[Display] This column displays the email address of the user.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.
Password Type	[Mandatory, Drop-Down] Select the password type from the drop-down list.
Enter Password	[Mandatory, Alphanumeric,18] Type the password to be reset for the user.

Select the check box adjacent to the **User Id** to reset the password. OR

Click the **User Id** link to view the user profile.

- 7. Select the password policy from the **Select Password Policy** drop-down list.
- 8. Click the **Reset Password** button. The system displays the **Reset Password Verify** screen.

Reset Password - Verify





9. Click the **Confirm** button. The system displays the **Reset Password- Confirm** screen with the status message.

OR

Click the **Change** button to navigate to previous screen.

Reset Password - Confirm



10. Click the **OK** button. The system displays the **Reset Password** screen.



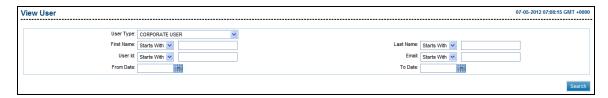
4.10. View User

This option allows the bank admin/customer admin to view the users. If the search criteria is not specified then it displays all the records under the particular user type.

To View a User

- 1. Logon to the Internet Banking application.
- 2. Navigate through the menus to **Admin Transactions > View User**. The system displays the **View User** screen.

View User



Field Description

Field Name	Description
User Type	[Mandatory, Drop down] Select the user type from the drop down.
First Name	[Optional, Drop-Down, Alphanumeric, 18] Select the search criteria for the first name from the drop-down list. The options are: • Starts With

- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example:

If the user selects the search criteria as **Starts With** and enters $\bf A$ in the adjacent field, then the system displays all the customer first names starting with $\bf A$.



Field Name

Description

Last Name

[Optional, Drop-Down, Alphanumeric, 18]

Select the search criteria for the last name from the drop-down list.

The options are:

- · Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example:

If the user selects the search criteria as **Starts With** and enters **E** in the adjacent field, then the system displays all the customer last names starting with **E**.

User Id

[Optional, Drop-Down, Alphanumeric, 18]

Select the search criteria for the user ID from the drop-down list.

The options are:

- · Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example:

If the user selects the search criteria as **Starts With** and enters **1** in the adjacent field, then the system displays all the user ID's starting with **1**.

Email

[Optional, Drop-Down, Alphanumeric, 18]

Select the search criteria for the email ID from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example:

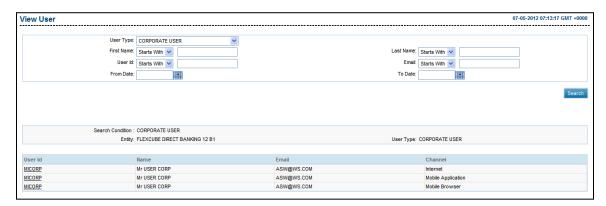
If the user selects the search criteria as **Starts With** and enters **L** in the adjacent field, then the system displays all the email ID's starting with **L**.



Field Name	Description
From Date	[Optional, Pick list] Select the created from date from the pick list for search criteria.
To Date	[Optional, Pick list] Select the created to date from the pick list for search criteria.

- 3. Enter the search criteria.
- 4. Click the **Search** button. The system displays the **View User** screen with the search result.

View User



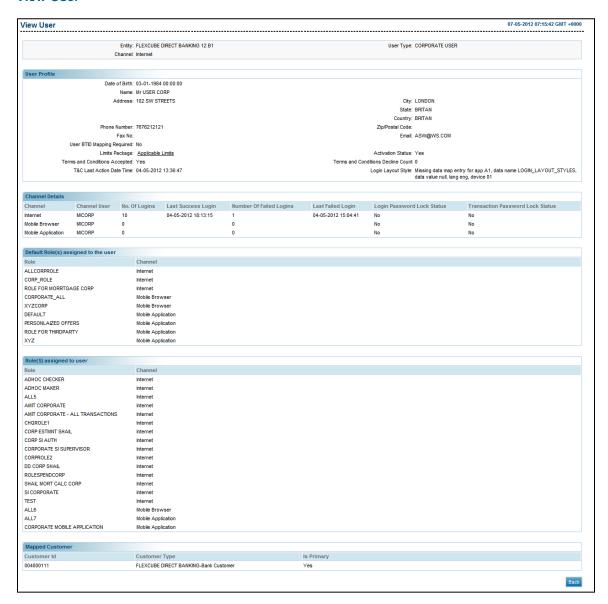
Field Description

Field Name	Description
Entity	[Display] This field displays the name of the entity.
User Type	[Display] This field displays the type of the user.
User ID	[Display] This column displays the user ID.
Name	[Display] This column displays the name of the user.
Email	[Display] This column displays the email ID of the user.
Channel	[Display] This column displays the transaction operation channel.



5. Click the hyperlink of the **User ID** column to view the user details. The system displays the **View User** screen with the details of the selected the user id.

View User



- 6. Click the **Back** button. The system displays the **View User** screen.
- 7. Click the Limits hyperlink to view the applicable limits to the use.



5. Customer Management



5.1. Customer Profile

Using the Customer Profile option, the corporate administrator can view and modify customer profiles of his/her own primary customer id.

To View or Modify the Customer Profile

Log on to the Internet Banking application.

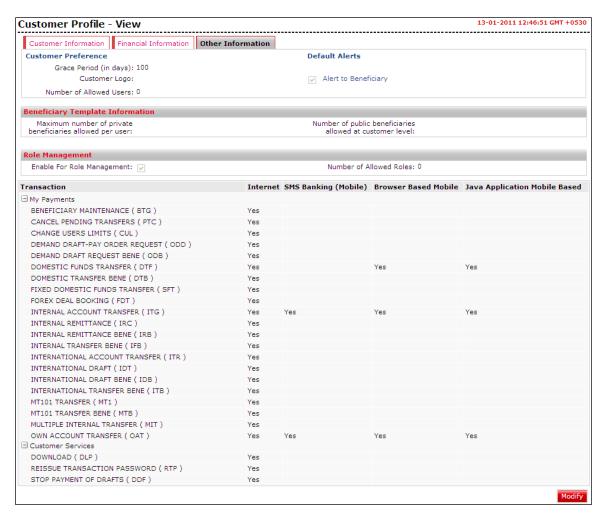
1. Navigate through the menus to **Admin Transactions > Customer Profile**. The system displays **Customer Profile- View** screen.

Customer Profile - View



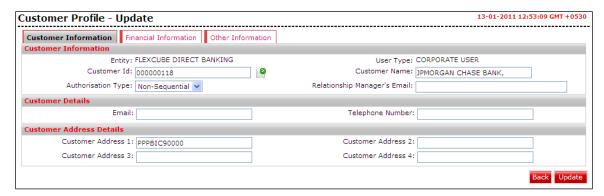






2. Click the Modify button. The system displays the Customer Profile - Update screen.

Customer Profile - Update



Field Description

Field Name Description



Field Name	Description
Entity	[Display] This field displays the name of entity.
User Type	[Display] This field displays the type of user.
Customer Id	[Optional button]
	Click the revalidate button to revalidate the customer profile details.
Customer Name	[Display]
	This column displays the name of the customer.
Authorization Type	[Mandatory, Drop-Down]
	Select the authorization type for the customer profile from the drop-down list.
	The options are
	Non-Sequential
	Sequential
	Zero
Relationship Manager's Email	[Display] This field displays the the e-mail id of Relationship manager of the Customer
Customer Details	
Email	[Optional, Alphanumeric, 50]
	Type the E-mail ID for the profile.
Telephone Number	[Display]
•	This field displays the telephone number of the customer.
Customer Address Details	
Customer Address 1	[Display] This field displays line 1 of customer address.
Customer Address 2	[Display] This field displays line 2 of customer address.
Customer Address 3	[Display] This field displays line 3 of customer address.



Field Name	Description
Customer Address 4	[Display]
	This field displays line 4 of customer address.

3. Click the **Financial Information** tab. The system displays the Financial information screen.

Customer Profile-Initiate- Financial Information



Description

Field Description

Field Name

Limits Information		
Customer user level daily	[Display]	
limit	This field displays the Customer user level daily limit assigned to the Customer with a hyperlink to view the limits.	
Cumulative customer level	[Display]	
daily limit	This field displays the Cumulative customer level daily limit assigned to the Customer with a hyperlink to view the limits.	
Foreign Exchange Rate Deal Details		
Are Deals Allowed	[Display]	
	This field displays wheather the deals are allowed for the users of the customer or not.	
Allow display of intermediary	[Display]	
bank	This field displays whether the intermediary bank is allowed in international payments.	
For Pre-Authorized Account		
Select	[Optional, Checkbox]	
	Select the Select check box to delete rows in preauthorized account setup.	

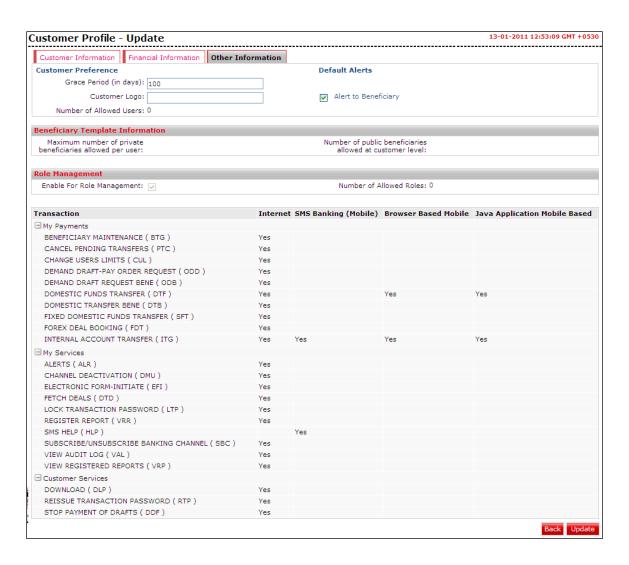


Field Name	Description
Туре	[Mandatory, Drop-Down] Select the channel type from the drop-down list.
Customer Id	[Mandatory, Alphanumeric, 20] Type the customer ID for the pre-authorized customer.
Customer Name	[Mandatory, Alphanumeric, 40] Type the customer name for the pre-authorized account.
Account Number	[Mandatory, Numeric, 20] Type the external account number for the preauthorized account.
Bank Code/Swift ID	[Mandatory, Alphanumeric, 10] Type the Bank Code/Swift ID for the pre-authorized account.
Bank Country	[Mandatory, Drop-Down] Select the country of operations from the drop-down list for the pre-authorized account.

4. Click the **Other information** Tab. The system displays the other information screen.

Customer Profile-Initiate- Other Information





Field Description

Default Alerts

Field Name	Description
Customer Preference	
Grace Period (in days) (Days)	[Optional, Numeric, 15] Type the grace period days to the profile.
Customer Logo	[Optional, Alphanumeric, 100] Type the path of the log file. It can be absolute path of the file available over the Internet or the relative path in the web server.
Number of Allowed Users	[Display] This field displays the number of users that can be created by the corporate administrator user.



Field Name	Description	
Alert To beneficiary	[Optional, Checkbox] Click the checkbox to allow, disallow the Alerts to beneficiary.	
Beneficiary Template Infor	mation	
Number of private beneficiaries allowed per user	[Display] This field displays the Number of private beneficiaries allowed per user.	
Number of private beneficiaries allowed at customer level	[Display] This field displays the Number of private beneficiaries allowed at customer level.	
Role management		
Enable For Role Management	[Display] This field displays wheather the role management is enabled for the customer.	
Number of Allowed Roles	[Display] This field displays the number of Roles that can be created by the administrator user.	
Transactions	[Display] This field displays the transactions available to the customer profile for mapping.	
Internet	[Display] This field displays the availability of the transcations for internet channel.	
SMS Banking	[Display] This field displays the availability of the transcations for SMS banking channel.	
Browser Based Banking	[Display] This field displays the availability of the transcations for Browser based banking channel.	
Java Application Mobile Based	[Display] This field displays the availability of the transcations for JAVA application mobile based channel.	

5. Modify the appropriate details.

6.

7. Click the **Update** button. The system displays the **Customer Profile Update – Verify** screen.



OR

Click the **Back** button to navigate to the previous screen.

Customer Profile Update-Verify



8. Click the **Confirm** button. The system displays the **Customer Profile Update – Confirm** screen.

OR

Click the **Back** button to navigate to the previous screen.

Customer Profile Update-Confirm



9. Click the **OK** button. The system displays the **Customer Profile-View** screen.



6. Account Setup



6.1. Account Mapping Setup

Using the **Account Mapping Setup** option, a corporate administrator can define the account transaction access rights for a user for different channels.

There are two types of access rights that can be defined for an account:

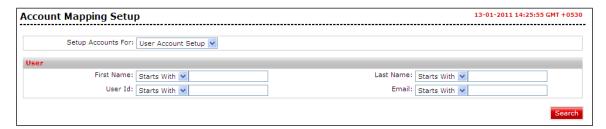
- Inquiry
- Transaction

Access can be defined for individual channels that available in the setup or for all the channels. The account access also can be defined for each transaction available in the system.

To setup an account.

- 1. Logon to the Internet Banking application.
- Navigate through the menus to Admin Transactions > Account Setup. The system displays the Account Mapping Setup screen.

Account Mapping Setup



Field Description

Field Name	Description
Setup Accounts For	[Mandatory, Drop-Down]
	Select the type of user for whom the account mapping is to be set up.
User	
First Name	[Optional, Drop-Down, Alphanumeric, 18]
	Select the search criteria for the first name from the drop-down list.
	The options are:
	Starts With
	Ends With
	• Equals
	Contains
	The search clause helps in enhancing the search criteria by



Field Name	Description
	indicating the position of the characters entered in the adjacent field.
	Type the search string in the adjacent field.
	For Example:
	If you select the search criteria as Starts With,
	and enter A in the adjacent field, then the system displays all the customers' first names starting with A .
Last Name	[Optional, Drop-Down, Alphanumeric, 18]
	Select the search criteria for the last name from the drop- down list.
	The options are:
	Starts With
	Ends With
	• Equals
	• Contains
	Type the search string in the adjacent field.
	For Example:
	If you select the search criteria as Starts With,
	and enter E in the adjacent field, then the system displays all the customers' whose last names starting with E .
User Id	[Optional, Drop-Down, Alphanumeric, 18]
	Select the search criteria for the user ID from the drop-down list.
	The options are:
	Starts With
	Ends With
	• Equals
	• Contains
	Type the search string in the adjacent field.
	For Example:
	If you select the search criteria as Starts With and enter 1 in the adjacent field, then the system displays all the user IDs starting with 1 .
Email	[Optional, Drop-Down, Alphanumeric, 18]
	Select the search criteria for the email ID from the drop-down list.
	The options are:

Starts With

Field Name

Description

- Ends With
- Equals
- Contains

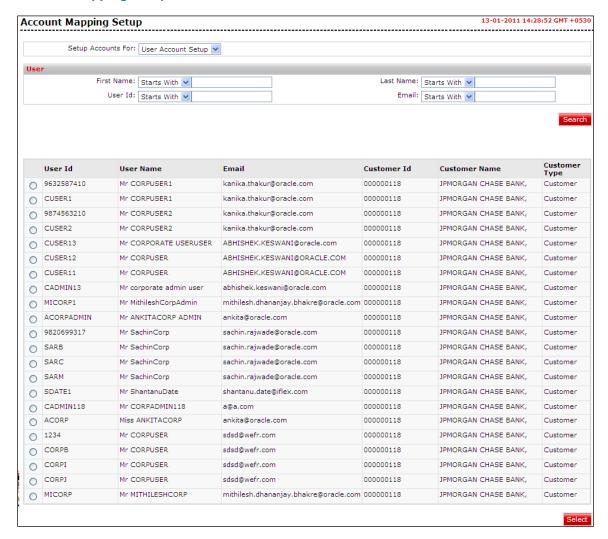
Type the search string in the adjacent field.

For Example:

If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email IDs starting with **L**.

- 3. Enter the appropriate information in the relevant fields.
- Click the Search button. The system displays the Account Mapping Setup screen with the search result.

Account Mapping Setup





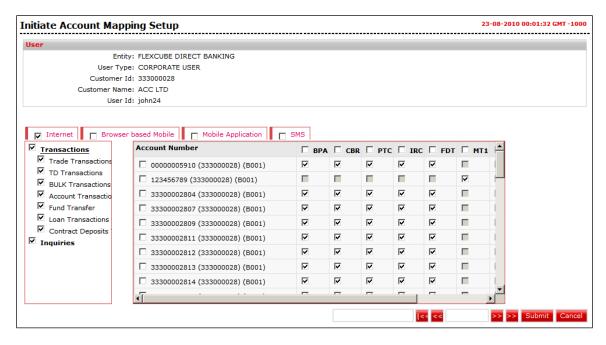
Column Description

Column Name	Description
User Id	[Display] This column displays the user ID.
User Name	[Display] This column displays the name of the user.
Email	[Display] This column displays the email ID of the user.
Customer Id	[Display] This column displays the customer ID.
Customer Name	[Display] This column displays the name of the customer.
Customer Type	[Display] This column displays the type of the customer.

- 5. Click the option button adjacent to the user ID's.
- 6. Click the **Select** button. The system displays the **Initiate Account Mapping Setup** screen.
- 7. Select the appropriate check box(es).

Initiate Account Mapping Setup



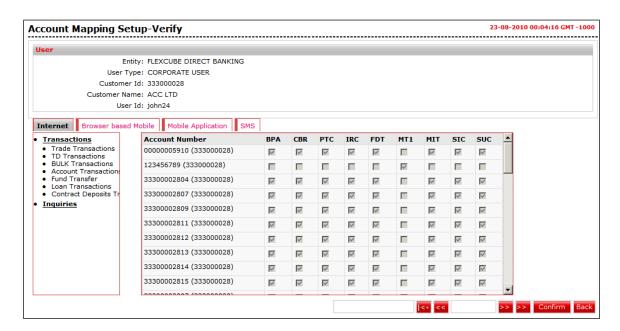


- 8. Click on the Inquiries or Transactions. Various options will be available based on the account type. Accounts and transactions available for mapping will be displayed on clicking an option.
- 9. Click the check box to select the transaction.
- 10. Click the **Submit** button. The system displays the **Account Mapping Setup Verify** screen with the status message.

OR

Click the **Cancel** button to navigate to the previous screen.

Account Mapping Setup - Verify



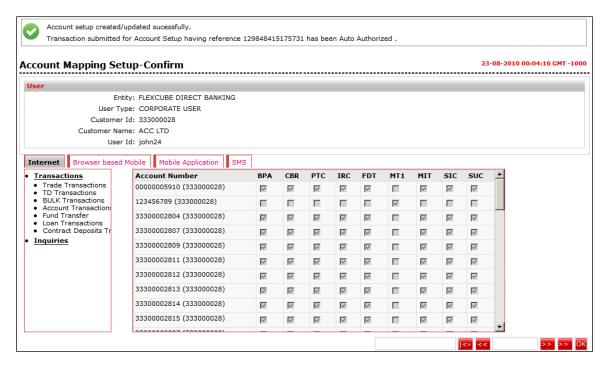


11. Click the **Confirm** button. The system displays the **Account Mapping Setup - Confirm** screen with the status message.

OR

Click the **Back** button to navigate to the previous screen.

Account Mapping Setup - Confirm



12. Click the **OK** button. The system displays the **Account Mapping Setup** screen.



7. Authorization Management



7.1. Maintain User List

Using the **Maintain User List** option, the corporate administrator can maintain the user list for the selected user type and entity.

To maintain a user list.

- 1. Logon to the **Internet Banking** application.
- 2. Navigate through the menus to **Admin Transactions > Maintain User List**. The system displays the **Maintain User List** screen.

Maintain User List



Field Description

Field Name	Description
Entity	[Display] This field displays the name of the entity.
User Type	[Display] This field displays the type of the user.
Customer Id	[Display] This field displays the customer ID
Existing List	[Optional, Radio Button, Drop-Down] Select the Existing List radio button to add the user to the existing list. Select the list name from the drop-down list. This field is enabled if the Existing list radio button is selected.



Field Name	Description
New List	[Optional, Radio Button, Alphanumeric, 15]
	Select the New List radio button to enter the name of the new list.
	Type the name of the new list in the adjacent field.
	This field is enabled if the New list radio button is selected.
Unassigned Users	[Display]
	This field displays the unassigned users.
	To select multiple (consecutive) users in the list, use SHIFT plus the Up/Down arrow keys.
	To select multiple (non-consecutive) users in the list, use CTRL plus mouse click.
	Click > to move the selected users to the Assigned Users list.
	User can also click >> to move all the users from the Unassigned Users list to the Assigned Users list in a single attempt.
Assigned Users	[Display]
	This field displays the assigned users.
	To select multiple (consecutive) users in the list, use SHIFT plus the Up/Down arrow keys.
	To select multiple (non-consecutive) users in the list, use CTRL plus mouse click. Click < to move the selected users back to the Unassigned Users list.
	User can also click << to move all the users from the Assigned Users list to the Assigned Users list in a single attempt.
	At least one user must be selected.

3. Select the user and click the > button. The user ID is displayed in the **Assigned Users** field.

OR

Select the user and click the < button. The user ID is displayed in the **Unassigned Users** field.

OR

Click the >> button to view all the users in the **Assigned Users** field.

OR

Click the << button to clear all the users from the **Assigned Users** field

4. Click the **Save** button. The system displays the **Maintain User List - Verify** screen.

Maintain User List - Verify





5. Click the **Confirm** button. The system displays the **Maintain User List - Confirm** screen with the status message.

OR

Click the **Back** button to navigate to the previous screen.

Maintain User List - Confirm



6. Click the **OK** button. The system displays the **Maintain User List** screen.



7.2. Manage Rules

Using the Manage Rules option, the corporate administrator can manage the authorisation rules.

To manage a rule

- 1. Logon to the Internet Banking application.
- 2. Navigate through the menus to **Admin Transactions > Manage Rule**. The system displays the **Manage Rules** screen.

Manage Rules



Field Description

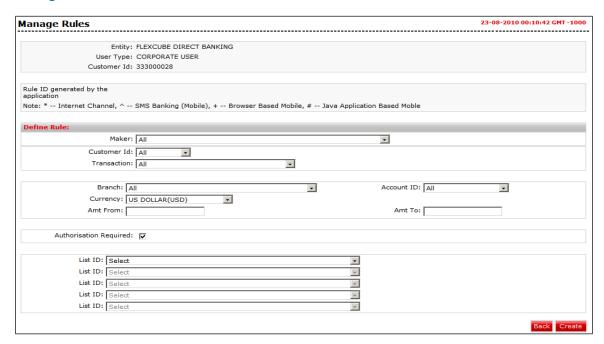
Field Name	Description
User Type	[Display]
	This field displays the user type for which the rule is to be created.

3. Click the **View/ Modify** button. The system displays the **Manage Rules** screen with the search result.

OR

Click the Create button. The system displays the Manage Rules - Create screen

Manage Rules





Field Description

Field Name	Description
Entity	[Display] This field displays the name of the entity.
User Type	[Display] This field displays the type of the user.
Customer Id	[Display] This field displays the customer ID.
Define Rule	
Maker	[Optional, Drop-Down] Select the maker user from the drop-down list. If no maker user ID is specified, then this rule is applied to all the users for the selected corporate ID.
Customer Id	[Optional, Drop-Down] Select the customer ID from the drop-down list.
Transaction	[Optional, Drop-Down] Select the type of transaction from the drop-down list.
Branch	[Optional, Drop-Down] Select the branch from the drop-down list. The drop-down lists all the branches where the linked accounts are opened.
Account ID	[Optional, Drop-Down] Select the account ID from the drop-down list.
Currency	[Mandatory, Drop-Down] Select the currency from the drop-down list in which the authorization limit is to be defined.
Amt From	[Mandatory, Numeric, 11] Type the minimum transaction amount. Enter this amount, if amount-based authorisation criterion is to be set.
Amt To	[Mandatory, Numeric,11] Type the maximum transaction amount. Enter this amount, if amount-based authorisation criterion is to be set.

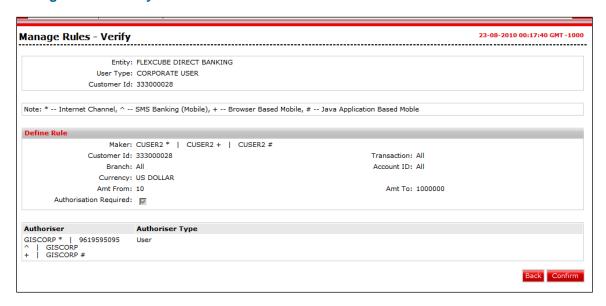


Description
[Optional, Check Box]
Select the Authorization Required check box to set the rule for authorization.
[Conditional, Drop-Down]
Select the list ID from the drop-down list.
This field is displayed if you select the Authorization Required check box.
A total of five authorizers for authorization of the selected transaction can be defined

- 4. Enter the relevant details.
- Click the Create button. The system displays the Manage Rules Verify screen. OR

Click the **Back** button to return to the previous screen.

Manage Rules - Verify



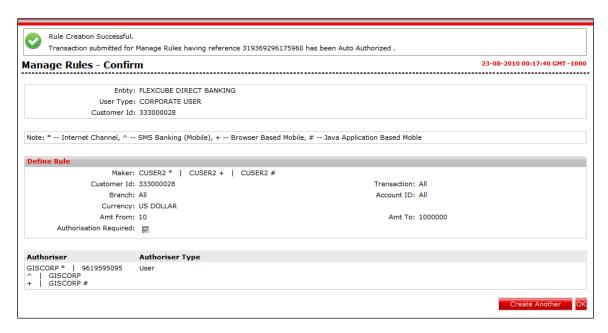
6. Click the **Confirm** button. The system displays the **Manage Rules - Confirm** screen with the status message.

OR

Click the **Back** button to navigate to the previous screen.

Manage Rules - Confirm



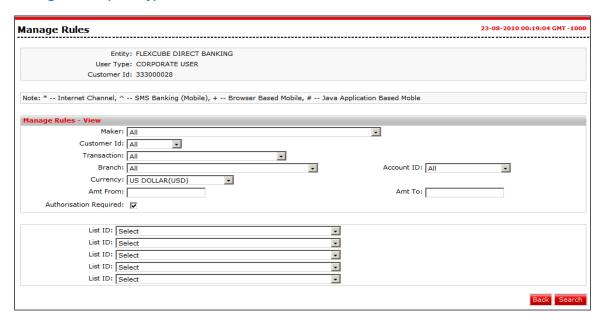


7. Click the Create Another Rule button to create another rule.

OR

Click the **OK** button. The system displays the **Manage Rules** screen.

Manage Rules (Modify)



Field Description

Field Name	Description
Entity	[Display]
	This field displays the name of the entity.



Field Name	Description
User Type	[Display] This field displays the type of the user.
Customer Id	[Display] This field displays the customer ID.
Manage Rules- View	
Maker	[Optional, Drop-Down] Select the maker user from the drop-down list. If no maker user ID is specified, then this rule is applied to all the users for the selected corporate ID.
Customer Id	[Optional, Drop-Down] Select the customer ID from the drop-down list.
Transaction	[Mandatory, Drop-Down] Select the type of transaction from the drop-down list.
Branch	[Optional, Drop-Down] Select the branch from the drop-down list. The drop-down lists all the branches where the linked accounts are opened.
Account ID	[Optional, Drop-Down] Select the account ID from the drop-down list.
Currency	[Mandatory, Drop-Down] Select the currency from the drop-down list in which the authorization limit is to be defined.
Amt From	[Optional, Numeric, 11] Type the minimum transaction amount. Enter this amount, if amount-based authorisation criterion is to be set.
Amt To	[Optional, Numeric,11] Type the maximum transaction amount. Enter this amount, if amount-based authorisation criterion is to be set.
Authorization Required	[Optional, Check Box] Select the Authorization Required check box to set the rule for authorization.

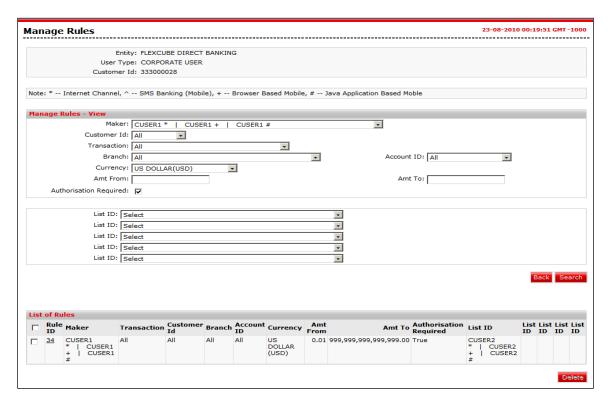


Field Name	Description
List ID	[Conditional, Drop-Down]
	Select the list ID from the drop-down list.
	This field is displayed if you select the Authorization Required check box.
	A total of five authorizers for authorization of the selected transaction can be defined

- 8. Enter the relevant details.
- Click the Search button. The system displays the Manage Rules Search screen. OR

Click the **Back** button to return to the previous screen.

Manage Rules Search

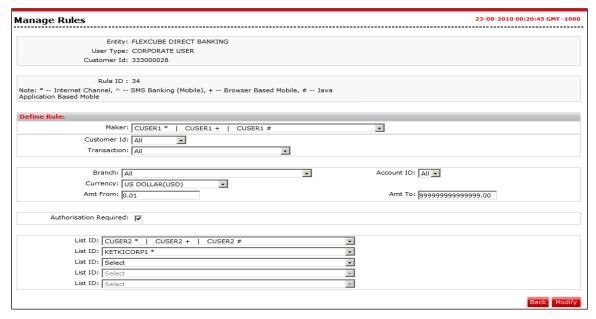


 Click the Rule Id link to view the details and modify the rule OR

Select the **check box** of Rule id and click the delete button. The system displays the verify and confirm screen for delete.

Manage Rules



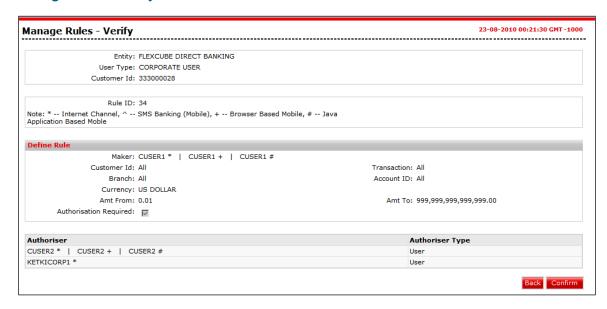


11. Change the details of the Manage rules and click the modify button, the system displays the **Manage Rules Verify** screen.

OR

Click the **Back** button to return to the previous screen.

Manage Rules - Verify



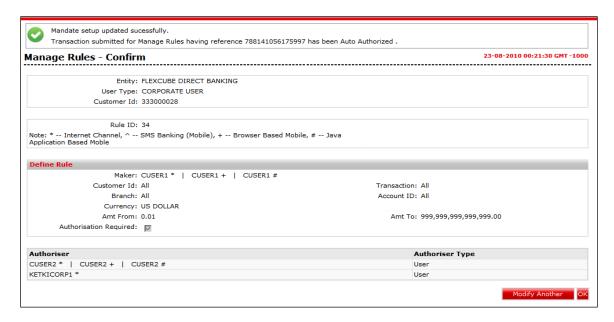
12. Click the **Confirm** button. The system displays the **Manage Rules - Confirm** screen with the status message.

OR

Click the **Back** button to navigate to the previous screen.

Manage Rules - Confirm





13. Click the **Modify Another** button to Modify another rule.

OR

Click the **OK** button. The system displays the **Manage Rules** screen.



8. Bulk Management



8.1. Bulk Registration

This option allows you to register for bulk file upload. Using this option you can access the Bulk file templates to view and assign. You can also view the list of bulk registration created on earlier occasions.

For Bulk Registration:

Navigate through **Bulk Management > Bulk Registration**.

Bulk Registration



Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Select the entity from the drop-down list.
Customer Id	[Mandatory, Alphanumeric, 20] Type the customer ID
Customer Id	[Display] This column displays the customer ID.
Customer Description	[Display] This column displays the customer name.
Customer details	
Bulk identifier	[Display] This column displays the Bulk identifier.
Bulk Description	[Display] This column displays the Bulk description.
Date of Creation	[Display] This column displays the date of creation of bulk Registration.

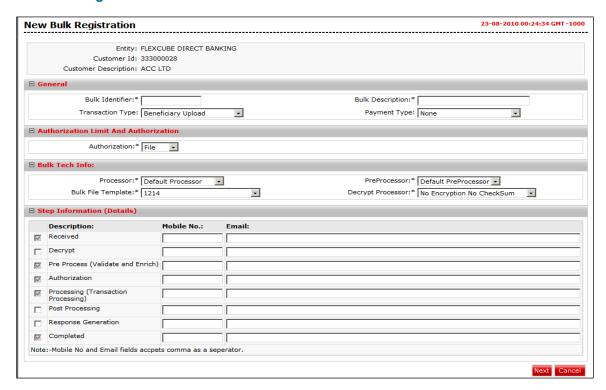
 Click the New Bulk Registration button. The system displays the New Bulk Registration screen OR

Click the Cancel button to navigate to the previous screen OR



Click the **Edit** link to make changes in the bulk registration OR Click the **Bulk Identifier Hyperlink** to view the details of the Bulk registration.

New Bulk Registration



Field Name	Description
Selected Customer	
Entity	[Display] This field displays the name of the Entity.
Customer Id	[Display] This field displays the customer ID.
Customer Description	[Display] This field displays the description of the Customer.
General	
Bulk Identifier	[Mandatory, Alphanumeric, 10] Type the bulk type code for the selected customer ID
Bulk Description	[Mandatory, Alphanumeric, 50]



Field Name Description

Type the bulk type description for the selected customer ID

Payment Type [Optional, Drop-Down]

Select the payment type from the drop-down list.

The options are:

• Single Debit Single Credit

It is an accounting entry type at the host system.

Transaction Type [Optional, Drop-Down]

Select the transaction type from the drop-down list.

Authorization Limit and Authorization

Authorization [Optional, Drop-Down]

Select the authorization criteria from the drop-down list.

The options are:

File

Record

Bulk Tech Info

Processor [Optional, Drop-Down]

Select the processor from the drop-down list.

The options are:

Default Processor

Preprocessor [Optional, Drop-Down]

Select the preprocessor from the drop-down list.

Bulk File Template [Optional, Drop-Down]

Select the bulk file template from the drop-down list.

Decrypt Processor [Optional, Dropdown]

Select the type of Encryption from the dropdown.

The Options are:

No checksum and No Encryption

Both checksum and Encryption

Checksum encryption

Encryption only



Field Name Description

- Both checksum and Encryption
- Password Based Encryption

Note: Default available value is No Checksum and No Encryption. Functionality for other values need to be customized.

Step information Details

Description [Optional, Check box]

Select the Description check box to select the description.

Mobile Number [Optional, Numeric, 12]

Type the Mobile Number

Email [Optional, Alphanumeric, 100]

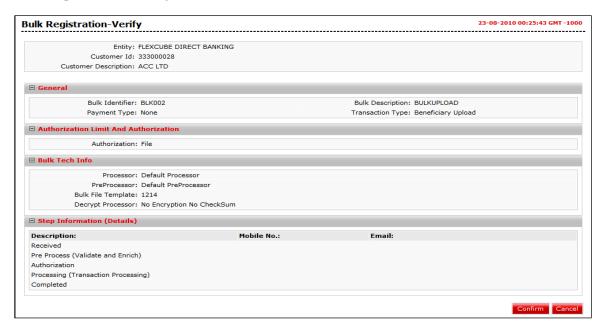
Type the Email Id of the Customer

2. Click the **Next** button. The system displays the **Bulk Registration - Verify** screen.

OR

Click the **Cancel** button to navigate to the previous screen.

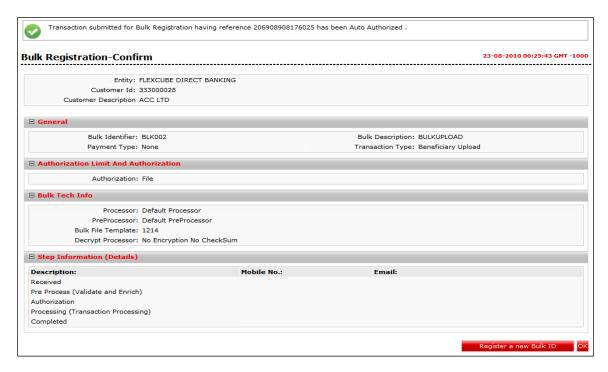
Bulk Registration - Verify



 Click the Confirm button. The system displays the Bulk Registration - Confirm screen with the status message OR Click the Cancel button to navigate to the previous screen.

Bulk Registration - Confirm





 Click the Register a New Bulk ID button. The system displays the Bulk Registration screen OR
 Click the Ok button to return to the Bulk Registration Screen.

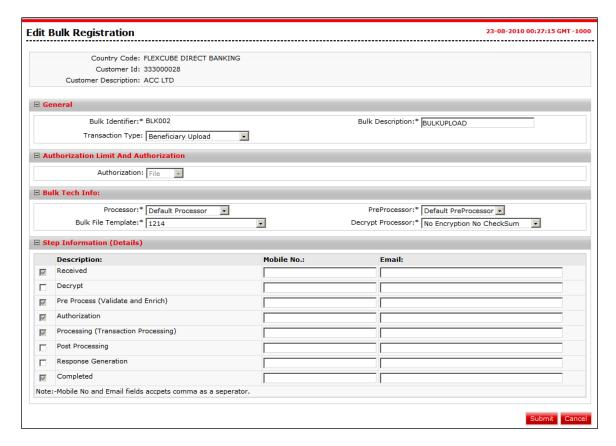
Bulk Registration Modify



 Click the Edit link to edit the bulk registration. The system displays the Edit Bulk Registration screen.

Edit Bulk Registration



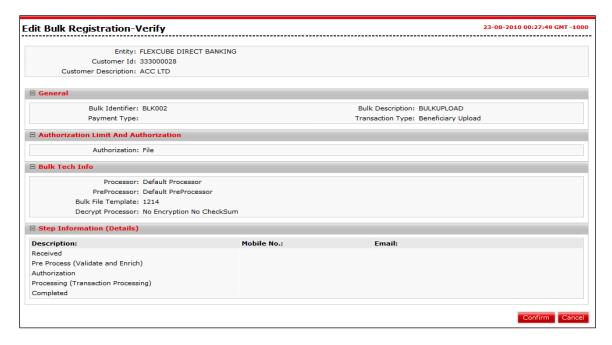


- 6. Enter the required changes
- 7. Click the **Submit** button. The system displays the **Edit Bulk Registration-verify** screen. OR

Click the Cancel button to cancel the transaction.

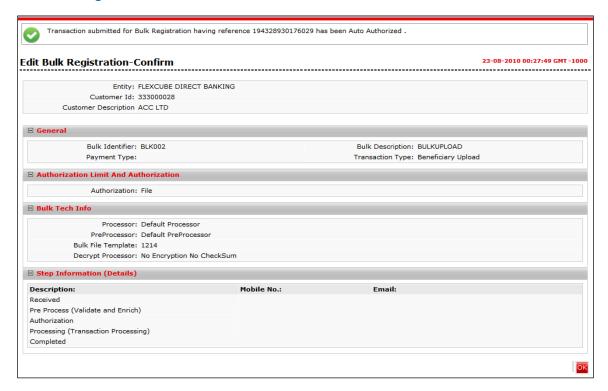
Edit Bulk Registration- Verify





 Click the **Confirm** button to confirm the transaction OR
 Click the **Cancel** button to cancel the editing.

Edit Bulk Registration- Confirm



9. Click the **OK** button to return to the Bulk Registration screen.



8.2. User BTID Map

Using this option you are allowed to assign the bulk file template. In addition it allows setting up of the sensitive data check. Mapping of BTID is a mandatory step for you to enable the step of uploading the file. You can map only bulk file templates which are mapped to the primary customer ID.

For Bulk Registration:

Navigate through **Bulk Management > User BTID Map**.

Note: If the **User BTID Mapping required** check box in **User Profile** is not selected, you would not be available in this transaction. All the Bulk Types mapped to the customer in **Bulk Registration** would be available by default. This option allows you to map/un map the bulk transaction ID's.

User BTID Map



Field Name	Description
User Type	[Mandatory, Drop-Down]
	Select the user type from the drop-down list.
First Name	[Optional, Drop-Down, Alphanumeric, 20]
	Select the search criteria for the first name from the drop-down list.
	The options are:
	Starts With
	Ends With
	• Equals
	Contains
	Type the search string in the adjacent field.
	For Example:
	If you select the search criteria as Starts With and enter A in the adjacent field, then the system displays all the customer first names starting with A .



Field Name Description Last Name [Optional, Dr Select the se

[Optional, Drop-Down, Alphanumeric, 20]

Select the search criteria for the last name from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example:

If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then the system displays all the customer last names starting with **E**.

User Id

[Optional, Drop-Down, Alphanumeric, 16]

Select the search criteria for the user ID from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example:

If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1**.

Email

[Optional, Drop-Down, Alphanumeric, 100]

Select the search criteria for the email ID from the drop-down list.

The options are:

- Starts With
- Ends With
- Equals
- Contains

Type the search string in the adjacent field.

For Example:

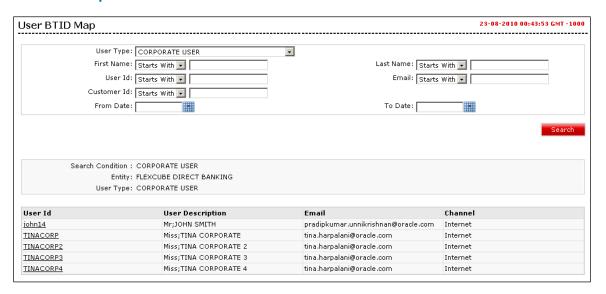
If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**.



Field Name	Description	
Customer Id	[Optional, Drop-Down, Alphanumeric, 20]	
	Select the search criteria for the customer ID from the drop-down list.	
	The options are:	
	Starts With	
	Ends With	
	• Equals	
	Contains	
	Type the search string in the adjacent field.	
	For Example:	
	If you select the search criteria as Starts With and enter L in the adjacent field, then the system displays all the customer ID's starting with L .	
From Date	[Optional, Date Picker]	
	Select the from date for date range for the search criteria	
To Date	[Optional, Date Picker]	
	Select the to date for date range for the search criteria	

- 1. Enter the relevant information for the search criteria.
- 2. Click the **Search** button. The system displays the **User BTID Map** screen with the search result.

User BTID Map- Search Results

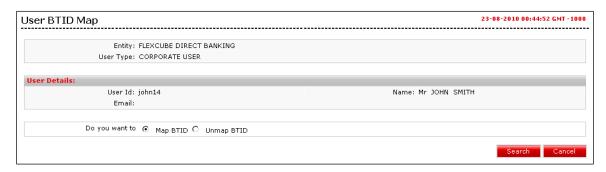




Field Name	Description
Search Condition	[Display] This field displays the search condition.
Entity	[Display] This field displays the entity.
User Type	[Display] This field displays the user type.
User Details	
User Id	[Display] This field displays the user ID.
User Description	[Display] This field displays the user description.
Email	[Display] This field displays the user's email address.
Channel	[Display] This field displays the user channel.

3. Click the link below the **User Id** column. The system displays the **User BTID Map** screen.

User BTID Map

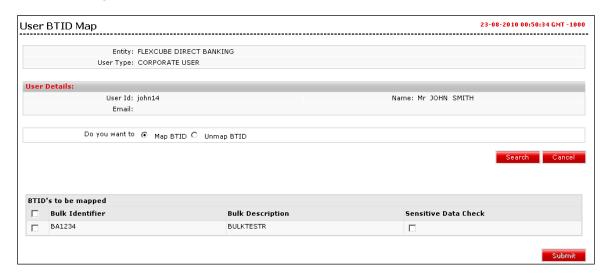


Field Name	Description
Do you want to	[Mandatory, Radio Button]
	Click the appropriate radio button to map/un map the BTID.

- 4. Click the appropriate Radio Button to select the BTID to be mapped/ unmapped.
- 5. Click the **Search** button. The system displays the **User BTID Map** screen.



User BTID Map

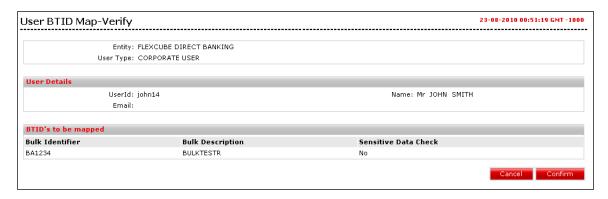


Field Name	Description	
BTIDs to be mapped		
Bulk Identifier	[Mandatory, Check Box]	
	Select the check box adjacent to the Bulk Identifier column to map/un map a BTID.	
Bulk Description	[Display] This column displays the description of the bulk identifier.	
Sensitive Data Check	[Optional, Checkbox] This column displays the description of the bulk identifier.	

- 6. Select the checkbox, the submit button gets enabled.
- 7. Click the **Submit** button. The system displays the **User BTID Map -Verify** screen.



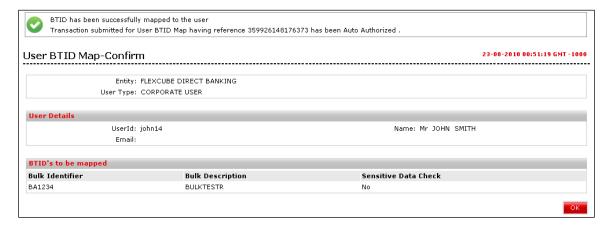
User BTID Map - Verify



 Click the Confirm button. The system displays the User BTID Map - Confirm screen with the status message OR

Click the Cancel Button to cancel the BTIP Map transaction.

User BTID Map - Confirm



9. Click the **OK** button. The system displays the **User BTID Map** screen.



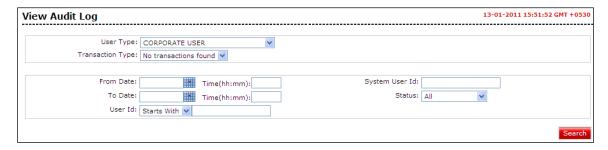
9. Audit Log



9.1. View Audit Log

This option allows to facilitate access control and supervision, an audit trail can be maintained for any task / transaction accessed by the user. A log is then recorded and can be accessed by the bank at any future date.

View Audit Log



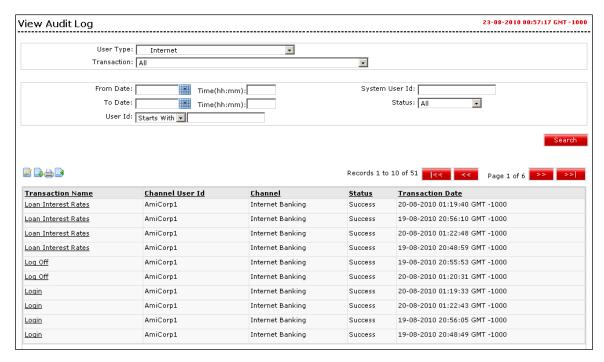
Field Name	Description
User Type	[Mandatory, Drop-Down] Select the user type from the drop-down list.
Transaction Type	[Optional, Drop-Down] Select the transaction from the drop-down list.
From Date	[Optional, Pick List] Select the start date of the search criteria from the drop down list
Time	[Optional, Alphanumeric, 5] Type the time for from date in hh:mm format.
System User Id	[Optional, Input] Input the system user id of the user.
To Date	[Optional, Pick List] Select the end date of the search criteria from the drop down list
Time	[Optional, Alphanumeric, 5] Type the time for to date in hh:mm format.



Field Name	Description
Status	[Mandatory, Drop-Down]
	Select the status of the transaction from the drop-down list.
	The options are:
	• All
	Failure
	Session Failure
	• Success
User Id	[Optional, Dropdown, Alphanumeric, 20]
	Select the search type option from the dropdown list and
	Type the user id as a search criteria.

- 1. Select the user type.
- 2. Enter the search criteria.
- Click the Search button. The system displays the View Audit Log screen with the search result.

View Audit Log



Column	Name	Description
--------	------	-------------



Column Name	Description
Transaction Name	[Display] This column displays the transaction name.
Channel User Id	[Display] This column displays the channel user ID.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.
Status	[Display] This column displays the status of the user session.
Transaction Date	[Display] This column displays the date and time of the transaction.

4. Click the link on the items listed in the **Transaction Name** column to view the audit log in detail.

View Audit Log

- 5. This screen displays the audit log as per the selected criteria
- 6. Click the **Back** button to navigate to the previous screen.



10. Mail Box

The Mailbox option is an integrated communication system within the internet banking system for you to communicate with the bank and vice versa. It allows you to view all the notifications, alert messages and general messages sent by the bank; allows you to send messages to the bank and view the sent messages.

Like popular e-mail clients that you may have used, the Mailbox offers an Inbox - where you can view messages and notifications sent to you, a Send Message facility using which you can send messages to the bank and a Sent folder, which allows you to view all the sent items.

Mail Box functionality is subdivided into the following sub-sections:

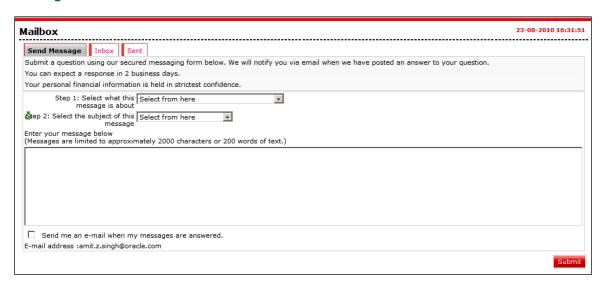
- Viewing received messages (Inbox)
- Viewing sent messages (Sent Messages)
- Sending messages(Compose)



10.1. Viewing Received Message

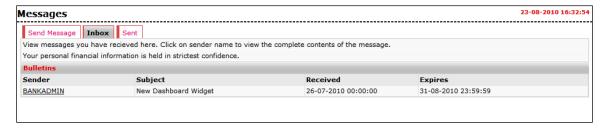
The Inbox folder stores all the bulletin messages sent to you. You can view the individual messages by clicking on the sender's name. The following procedure explains the steps to access Inbox and view a message stored within it.

Messages

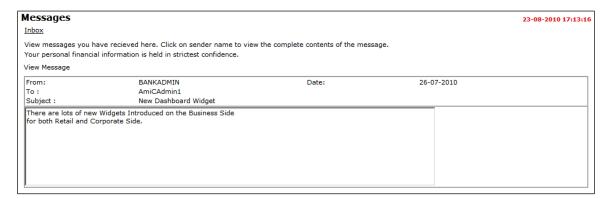


1. Click the **Inbox** tab. The system displays following screen.

Messages Inbox



2. Click on **Sender** link to view the message. The system displays following screen.

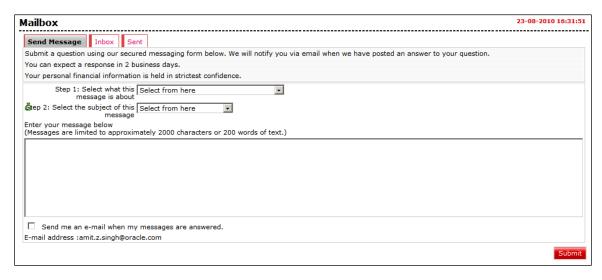




10.2. Viewing Sent Message

The Inbox folder stores all the bulletin messages sent to you. You can view the individual messages by clicking on the sender's name. The following procedure explains the steps to access Inbox and view a message stored within it.

Messages



1. Click the **Sent** tab. The system displays following screen.

Messages Sent



2. Click on **Sender** link to view the message. The system displays following screen.

Messages Sent

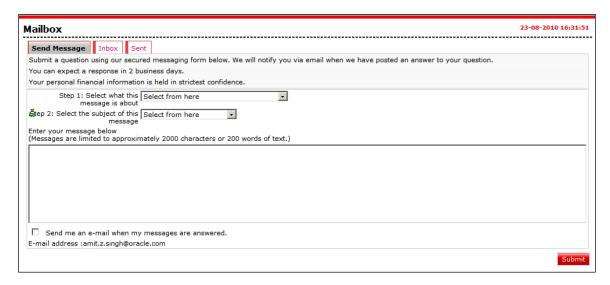




10.3. Sending Messages

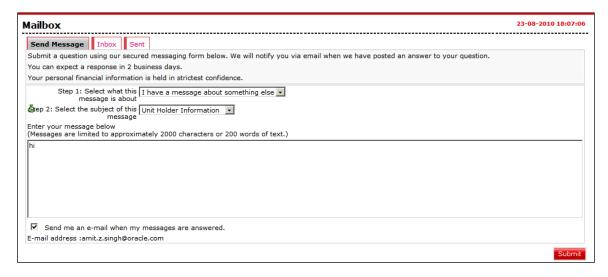
To communicate with the bank authorities, the Mailbox offers a message sending option. You can write about any problems that you may have faced, errors in the system, transactions that may have not completed and any other issues and address them to the bank. It is a very effective method of communicating with the bank.

Mailbox



- Select an appropriate category for this message from the drop-down list adjacent to Step
 Select what this message is about.
- 2. Select a subject for the message from the drop-down list adjacent to **Step 2: Select the subject of this message**.
- 3. Type the message in the message box.

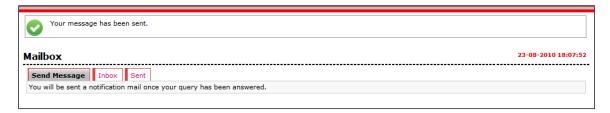
Message Mailbox Compose





- 4. If you wish to be informed by e-mail when the bank replies to the message, select the **Send me an e-mail when my messages are answered** checkbox.
- 5. To send the message, click the **Submit** button. The system displays the following confirmation message.

Mailbox Message Compose Confirmation







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User Manual Core Corporate Admin
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