Oracle FLEXCUBE Direct Banking

Core – Corporate Admin User Manual
Release 12.0.3.0.0

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ORACLE®

Core – Corporate Admin User Manual

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1. Preface

1.1 Intended Audience

This document is intended for the following audience*:*

- Customers

- Partners

1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

1.3 Access to OFSS Support

https://support.us.oracle.com

1.4 Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual

Transaction Host Integration Matrix provides information on host integration requirements for the transactions covered in the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual

Chapters post Introduction are dedicated to individual transactions and its details, covered in the User Manual

1.5 Related Information Sources

For more information on Oracle FLEXCUBE Direct Banking Release 12.0.3.0.0, refer to the following documents:

- Oracle FLEXCUBE Direct Banking Licensing Guide

- Oracle FLEXCUBE Direct Banking Installation

2. 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	NH
Modify User	NH	NH
Activate User	NH	NH
Deactivate User	NH	NH
Lock User	NH	NH
Unlock User	NH	NH
Delete User	NH	NH
Revoke User	NH	NH
View User	NH	NH
Customer Profile	✔	★
View / Modify Customer Profile	NH	NH
Account Mapping Setup	NH	NH
Maintain User List	✔	★
Manage Rules	✔	★

Transaction Name	FLEXCUBE UBS	Third Party Host System
Bulk Registration	NH	NH
User BTID Map	NH	NH
View Audit Log	✕	★
My Services	NH	NH
Mailbox	NH	NH
Viewing Received Messages	NH	NH
Viewing Sent Messages	NH	NH
Sending Messages	NH	NH

3.   Introduction

Bank delegates certain FCDB administrative functionalities to the corporate users. Such delegated administrator will have restricted scope over these administration functionalities and scope will be restricted to manage the corporate to which they belong.

Following administrative functions are extended for Corporate Administration.

- Role Management (Restricted to Transaction controlled by Customer Profile Role)

- User Management for Corporate Users (All functions)

- View & Modify Customer profile

- User Account Setup

- Manage User List and Authorisation Rules

4. 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.
Language	[Mandatory, Drop-down] Select the preferred language from the drop-down list.

Field Name	Description
Use Virtual Keyboard	[Optional, Tab] Select the **Use the Security Keyboard** tab to use the virtual keyboard. By default, this tab is selected.

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

5. Role Management

5.1 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.

Note: Role Created by Corporate admin can only be modified by corporate admin

To create a role

1. Logon to the **Internet Banking** application.

2. Navigate through the menus to **Role Management > 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.
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.
Set As Default Role	[Optional, Check Box]
	Select the check box to set the default 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 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 transaction.
	This enables the users mapped to this role to view the selected transactions.

3. Select the user type - channel.
4. Enter the role description.
5. Select the transactions.

6. 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.

7. 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

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

5.2 Modify Role

Using the Modify Role option, the corporate administrator can modify an active role for the accessible user types and channels. The 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. The corporate administrator can add/remove the transactions from only those roles which are created by the corporate administrator. Thus, only roles created by corporate admin can be modified by the corporate administrator. Only those transactions can be added to the role which is 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 **Role Management > Modify Role**. The system displays the **Modify Role** screen.

Modify Role

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

Modify Role				26-08-2014 10:41:42 GMT +0530
User Type: Internet		Role Description: Starts With amit		
Default Roles Only:				
				Search
Entity: FLEXCUBE DIRECT BANKING 12 B1				
User Type: RETAIL USER - GOLD				
Role Description	**Channel**	**Created By**	**Created On**	
AMITADMIN	Internet Banking	ashok g ashokadmin	26-08-2014 00:00:00 GMT +0530	

Note: ^ Indicates default roles in the system.

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**.
Default Roles Only	[Optional, Check Box]
	Select the check box to view default roles.
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.
Channel	[Display]
	This field displays the Channel for the Role.
Set As Default Role	[Display]
	This field displays whether or not the Role is set as default

Transaction(s) assigned to this Role

Column Name	Description
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.
OR
Click the **Change** button to select another role.

Modify Role - Verify

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

6. Click **Confirm**. The system displays the **Modify Role - Confirm** screen with the status message
OR
Click **Change** to navigate to the previous screen.

Modify Role - Confirm

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

5.3   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 **Role Management > 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 **C** in the adjacent field, then the system displays all the roles starting with **C**.
Default Roles Only	[Optional, Check Box] Select the check box to view default roles.
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.

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

Delete Role -Verify		26-08-2014 11:19:14 GMT +0530
Entity: FLEXCUBE DIRECT BANKING 12 B1		
User Type: RETAIL USER - GOLD		
Role Description	**Channel**	
AMITADMIN	Internet Banking	
		Change Confirm

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

✓ Role(s) deleted Successfully		
Transaction with reference number 155208041477113 is in Accepted state.		
Delete Role - Confirm		26-08-2014 11:19:14 GMT +0530
Entity: FLEXCUBE DIRECT BANKING 12 B1		
User Type: RETAIL USER - GOLD		
Role Description	**Channel**	
AMITADMIN	Internet Banking	
		OK

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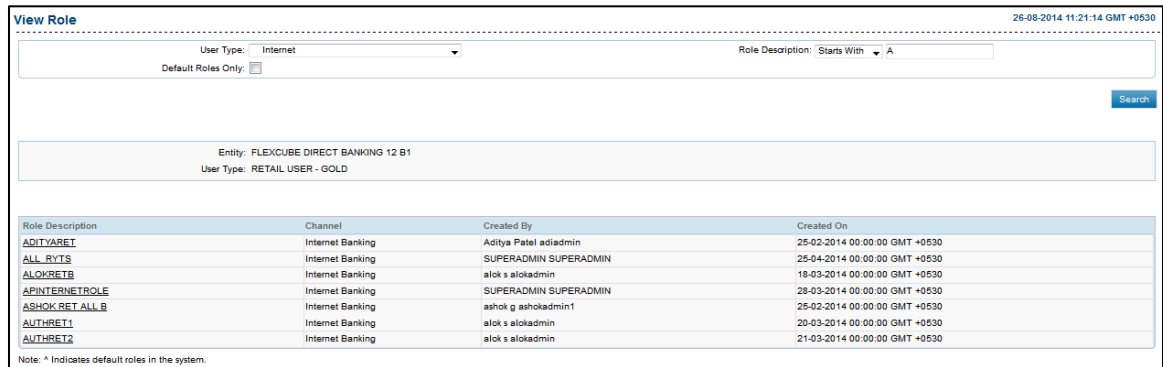
5.4 View Role

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.
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**.
Default Roles Only	[Optional, Check Box] Select the check box to view default roles.
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

View Role	26-08-2014 11:41:23 GMT +0530

Role Details

Role Description:	ALL_RYTS
Entity:	FLEXCUBE DIRECT BANKING 12 B1
User Type:	RETAIL USER - GOLD
Channel:	Internet Banking
Default Roles Only:	No
Customer Profile Roles Only:	No

Transaction(s) assigned to this Role

Transaction(s)	Allow Authorization	Allow Initiation	Allow View
⊟ Payments			
ADD PEER BENEFICIARY (PBM)	No	Yes	No
BENEFICIARY MAINTENANCE (BTG)	No	Yes	No
CANCEL PENDING TRANSFERS (PTC)	No	Yes	No
DELETE PEER BENEFICIARY (DPB)	No	Yes	No
DEMAND DRAFT REQUEST (ODD)	No	Yes	No
DEMAND DRAFT REQUEST BENEFICIARY (ODB)	No	Yes	No
DOMESTIC FUNDS TRANSFER (DTF)	No	Yes	No
DOMESTIC PAYMENT TRANSACTION IMPS MODE (IMP)	No	Yes	No
DOMESTIC PAYMENT TRANSACTION NEFT MODE (NFT)	No	Yes	No
DOMESTIC PAYMENT TRANSACTION NORMAL MODE (BPS)	No	Yes	No
DOMESTIC PAYMENT TRANSACTION RTGS MODE (RTG)	No	Yes	No
DOMESTIC PAYMENT TRANSACTION URGENT MODE (HVP)	No	Yes	No
DOMESTIC TRANSFER BENEFICIARY (DTB)	No	Yes	No
FIXED DOMESTIC FUNDS TRANSFER (SFT)	No	Yes	No
INTERNAL ACCOUNT TRANSFER (ITG)	No	Yes	No
INTERNAL REMITTANCE BENEFICIARY (IRB)	No	Yes	No
INTERNAL TRANSFER BENEFICIARY (IFB)	No	Yes	No
INTERNATIONAL ACCOUNT TRANSFER (ITR)	No	Yes	No
INTERNATIONAL DRAFT (IDT)	No	Yes	No
INTERNATIONAL DRAFT BENEFICIARY (IDB)	No	Yes	No
INTERNATIONAL TRANSFER BENEFICIARY (ITB)	No	Yes	No
MODIFY PEER BENEFICIARY (MPB)	No	Yes	No
MODIFY STANDING INSTRUCTION (SIM)	No	Yes	No
MOVE MONEY OUT (TMO)	No	Yes	No
MT101 TRANSFER (MT1)	No	Yes	No
MT101 TRANSFER BENEFICIARY (MTB)	No	Yes	No
MULTIPLE DOMESTIC TRANSFERS (MDT)	No	Yes	No
MULTIPLE INTERNAL TRANSFER (MIT)	No	Yes	No
MULTIPLE INTERNATIONAL TRANSFER (MIP)	No	Yes	No
OWN ACCOUNT TRANSFER (OAT)	No	Yes	No
PEER BENEFICIARY MODIFY (PRM)	No	Yes	No
PEER BENEFICIARY REGISTRATION (PRU)	No	Yes	No
PEER TO PEER PAYMENTS (PPP)	No	Yes	No

Field Description

Field Name	Description

Transaction(s) assigned to this Role

Transaction(s)	[Display] This column displays the name of the transaction.
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.

6. User Management

6.1 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 **User Management > Create User**. The system displays the **Create User** screen.

Create User - Profile

Field Description

Field Name	Description

S2S user flag will be displayed only on 'Corporate' user profile screen.

S2S User	[Optional, Checkbox] Select checkbox to create S2S functionality. If this field is checked then, below fields will be available: • First name • Phone Number • Email id • Limits Package - Mandatory User BTID mapping required – Default checked
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: • Mr • Mrs • Miss • Dr
First Name	[Mandatory, Alphanumeric, 40] Type the first name of the user.
Last Name	[Mandatory, Alphanumeric, 40] 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.
Mobile Number	[Optional, Numeric,12] Type the Mobile Number
Zip/Postal Code	[Optional, Numeric, 7] Type the zip code.
Fax No	[Optional, Numeric, 11] Type the fax number of the user.
Email	[Mandatory, **UNIQUE**, Alphanumeric, 100] Type the email address of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

Field Name	Description
User BTID Mapping Required	[Optional, Checkbox] Click this if BTID mapping is required.
Limits Package	[Mandatory, Dropdown] Chose the appropriate Limits package from the drop down menu. The options available are: • Bulk SRK Package • Entity 2 Package • J1 • JDEAL1 • SRK CORP ALL • Shail Corp Package

3. Enter the relevant information.

4. Click **Continue**. 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.
Dashboard Style	[Optional, Check Box] Select the dashboard style from the drop-down list.

Field Name	Description
View User ID Policy	[Optional, Link]
	Click the link to view the user ID policy.

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.
OR
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

Create User - Customer Mappings	26-08-2014 12:19:26 GMT +0530

Entity: FLEXCUBE DIRECT BANKING 12 B1   User Type: RETAIL USER - GOLD

User Profile

Date of Birth: 19-10-1986
Name: Mr Jonah Eshkol
Address: Mumbai   City: Mumbai
                                                        State: MH
                                                        Country: INDIA
Mobile Number: 9820978888
Phone Number: 9820978788   Zip/Postal Code: 400022
Fax No: 9820987878   Email: jonah@gmail.com
Limits Package: Adiretail   User BTID Mapping Required: Yes

Channel Assigned To The User

Channel Group	Channel User	Subscribed Channels	Dashboard Style
Internet and Mobile Banking	IBanking	Internet	Extensive

Customer Id [   ]   Customer Type [Bank Customer ▼]

[Cancel] [Change] [Search Customer] [Map Customer]

Field Description

Field Name	Description
Channel Assigned To the User	
Channel Group	[Display]
	This field displays the channel assigned to the particular user.
Channel User	[Display]
	This field displays the channel user.
Subscribed Channels	[Display]
	This field displays the subscribed channels
Mapped Customer	
Mapped Customer	[Display]
	This field displays the customer id of the mapped customer.

Field Name	Description
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 **Continue**. The system displays the **Create User - Channel Roles** screen.
OR
Click **Change** to return to the previous screen to modify the create user.
OR
Click **Cancel** 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, Check Box] 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.
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.

11.   Click the **Role Name** hyperlink to view the Role details.

Create User-Verify

12.   Click **Confirm**. The system displays the **Create User- Confirm** screen with the status message.
OR
Click **Change User Profile** to change the user profile.
OR
Click **Change User Channel** to change the user channel.
OR
Click **Change User Role** to change the user role.
OR
Click **Cancel** to cancel the transaction.

Create User-Confirm

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

6.2   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 **User Management > Modify User**. The system displays the **Modify User** screen.

Modify User

Field Description

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

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**.

Field Name	Description
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	[Mandatory, **UNIQUE**, 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**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
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 **Modify User** screen with the search result.

Modify User

Field Description

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, **UNIQUE**] This column displays the email ID of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
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

| Modify User - Profile | 26-08-2014 15:18:54 GMT +0530 |
| Entity: FLEXCUBE DIRECT BANKING 12 B1 | User Type: RETAIL USER - GOLD |

Date of Birth*: 18-07-1988
Salutation: Mr
First Name*: Ashok   Last Name*: reta
Address: City:
                                       State:
                                       Country:
Mobile Number*: 7715868078
Phone Number: Zip/Postal Code:
Fax No: Email*: gashok.oracle@gmail.com
User BTID Mapping Required: ✓
Limits Package: SK Retail Pkg ALL   Applicable Limits

* Mandatory Fields   Cancel Change Continue

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: • Mr • Mrs • Miss • Dr
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.

Field Name	Description
Country	[Optional, Alphanumeric, 35] Type the name of the country.
Phone Number	[Optional, Numeric, 11] Type the phone number of the user.
Mobile Number	[Optional, Numeric,12] Type the Mobile Number
Zip/Postal Code	[Optional, Numeric, 7] Type the zip code.
Fax No	[Optional, Numeric, 11] Type the fax number of the user.
Email	[Mandatory, **UNIQUE**, Numeric, 100] Type the email address of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
User BTID Mapping Required	[Optional, Checkbox] Click this if BTID mapping is required.
Limits Package	[Mandatory, Dropdown] Chose the appropriate Limits package from the drop down menu. The options available are: • Bulk SRK Package • Entity 2 Package • J1 • JDEAL1 • SRK CORP ALL • Shail Corp Package

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.

Modify User - Channel

8.   Select the channel to be assigned to the user.

9.   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

10.   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 Name	[Display] This column displays the customer name.
Customer Type	[Display] This column displays the type of the customer.
Is Primary	[Display] This field displays whether the customer is primary.

11. 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

12. Select the role assigned check box to assign the role to the user.

13. 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.
    OR
    Click the **Cancel** button to cancel the transaction.

14. Click the **Role name** link to view the Role.

Modify User - Verify

15. Click **Confirm**. The system displays the **Modify User - Confirm** screen with the status message.
OR
Click **Change Profile** to modify the user profile.
OR
Click **Change User Channel** to modify the user channel.
OR
Click **Change User Role** to modify the user role.

Modify User - Confirm

✓	User modified successfully.
	Transaction with reference number 149536621479934 is in Accepted state.

Modify User - Confirm　　　　　　　　　　　　　　　　　　　　26-08-2014 15:28:53 GMT +0530

Entity: FLEXCUBE DIRECT BANKING 12 B1	User Type: RETAIL USER - GOLD

User Profile

Date of Birth: 18-07-1988			
Name: Mr Ashok reta			
Address:		City:	
		State:	
		Country:	
Mobile Number: 7715868078			
Phone Number:		Zip/Postal Code:	
Fax No:		Email: gashok.oracle@gmail.com	
Limits Package: SK Retail Pkg ALL		User BTID Mapping Required: Yes	

Channel Assigned To The User

Channel Group	Channel User	Subscribed Channels
Internet and Mobile Banking	ashokreta	Mobile Browser, Java Application Based Mobile

Mapped Customer

Customer Id	Customer Name	Customer Type	Is Primary	Wealth Enabled
10410879	SHAILRKADAM	FLEXCUBE Direct Banking 12 B1 : Bank Customer	No	No
10410902	Ashok	FLEXCUBE Direct Banking 12 B1 : Bank Customer	No	No
10410924	Ashok G	FLEXCUBE Direct Banking 12 B1 : Bank Customer	Yes	No
10411069	RC1	FLEXCUBE Direct Banking 12 B1 : Bank Customer	No	No

Role Assigned To The User

Role	Channel
MANAGE PROFILE	Mobile Browser
ASHOK RETALL MB B	Mobile Browser
ASHOK RETALL APP B	Java Application Based Mobile

OK

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

6.3　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 **User Management > Activate User**. The system displays the **Activate User** screen.

Activate User

Field Description

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

Field Name	Description
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	[Mandatory, **UNIQUE**, 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. > **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
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 **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.

Email

[Display, **UNIQUE**]

This column displays the email ID of the user.

> **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

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.

6.4 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 **User Management > Deactivate User**. The system displays the **Deactivate User** screen.

Deactivate User

Field Description

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

Field Name	Description
Email	[Mandatory, **UNIQUE**, 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. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
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 **Search**. The system displays the **Deactivate User** screen with the search results.

Deactivate User

Field Description

Field Name	Description
User Id	[Display] This column displays the user ID.
Name	[Display] This column displays the name of the user.
Email	[Display, **UNIQUE**] This column displays the email ID of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.
Activation Reason	[Display] This column displays the user activation reason.
Reason	[Optional, Alphanumeric, 50] Type the user activation reason.

5.　Select the **User ID** check box to deactivate the user.
　　OR
　　Click the hyperlink **User Id** to view the user profile.

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

Deactivate User - Verify

Deactivate User - Verify				26-08-2014 16:54:12 GMT +0530
Entity: FLEXCUBE DIRECT BANKING 12 B1				
User Type: RETAIL USER - GOLD				
User Id	**Name**	**Email**	**Channel**	**Reason**
IBanking	Mr JONAH ESHKOL	johnah@gmail.com	Internet	
				Change Confirm

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.

6.5 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 **User Management > Lock User**. The system displays the **Lock User** screen.

Lock User

Lock User				26-08-2014 17:04:17 GMT +0530
User Type: HELPDESK USER		Password Type: Login Password		
First Name: Starts with		Last Name: Starts with		
User Id: Starts with		Email: Starts with		
From Date:		To Date:		
				Search

Field Description

Field Name	Description
User Type	[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
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.

Field Name	Description
Email	[Mandatory, **UNIQUE**, 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 **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
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.   Select the user type from the drop-down list.

4.   Enter the search criteria

5.   Click **Search**. The system displays the **Lock User** screen with the search results.

Lock User

Field Description

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, **UNIQUE**] This column displays the email ID of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.
Unlock Reason	[Display] This column displays the user unlock reason.
Lock Reason	[Display] Type the user lock reason.

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 **Lock**. 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.

6.6 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 Description

Field Name	Description
User Type	[Mandatory, Drop-Down]
	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.

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
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	[Mandatory, UNIQUE, 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 **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

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. 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.

Field Name	Description
User Id	[Display] This column displays the user ID.
Name	[Display] This column displays the name of the user.
Email	[Display, **UNIQUE**] This column displays the email address of the user. **Note**: Email ID is UNIQUE across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
Channel	[Display] This column displays the banking channel through which the user performs the transactions.
Lock Type	[Display] This column displays the lock type.
Lock Reason	[Display] This column displays the lock reason.
Unlock Reason	[Optional, Alphanumeric, 50] Type the user unlock reason.

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

User Id	Name	Email	Channel	Lock Type	Unlock Reason
IBanking	Mr JONAH ESHKOL	johnah@gmail.com	Internet	Secure	

Entity: FLEXCUBE DIRECT BANKING 12 B1
User Type: RETAIL USER - GOLD

Unlock User - Verify   26-08-2014 17:21:58 GMT +0530

Change   Confirm

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

User Id	Name	Email	Channel	Lock Type	Unlock Reason
IBanking	Mr JONAH ESHKOL	johnah@gmail.com	Internet	Secure	

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

6.7 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 be 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.

2. 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
User Type	[Display] This field displays the type of the user.

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

Field Name	Description
Email	[Mandatory, **UNIQUE**, 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. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
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 **Search**. The system displays the **Delete User** screen with the search results.

Delete User

Field Description

Field Name	Description
User Id	[Display] This column displays the user ID
Name	[Display] This column displays the name of the user.
Email	[Display, **UNIQUE**] This column displays the email ID of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
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** button. The system displays the **Delete User - Verify** screen.

Delete User - Verify
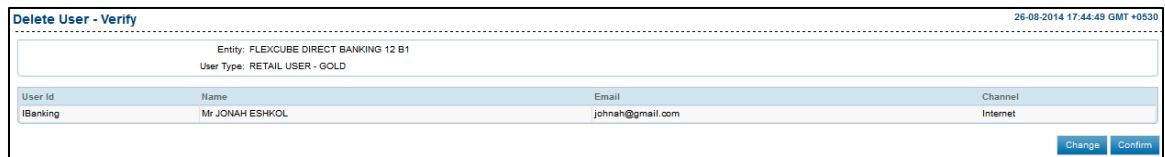
7.   Click the **Confirm** button. The system displays the **Delete User- Confirm** screen with the status message.
      OR
      Click the **Change** button to navigate to the previous screen.

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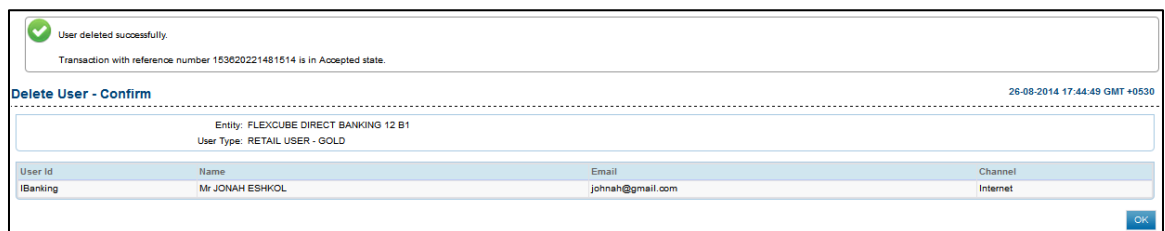
8.   Click the **OK** button. The system displays the **Delete User** screen.

6.8   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
User Type	[Mandatory, Dropdown]
	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
	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**.

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 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	[Mandatory, **UNIQUE**, 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**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

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 **Revoke User** screen with the search results.

Revoke 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.

Field Name	Description
Email	[Display, **UNIQUE**]
	This column displays the email ID of the user.
	Note: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
Channel	[Display]
	This column displays the banking channel through which the user performs the transactions.
Name	[Display]
	This column displays the name of the user.

5.   Select the **User ID** check box to revoke the user.
        OR
        Click the **User ID** hyperlink to view the user profile.

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.

6.9 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 **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, 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**.

Field Name	Description
Email	[Mandatory, **UNIQUE**, 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**.
	Note: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
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
User ID	[Display] This column displays the user ID.
Name	[Display] This column displays the name of the user.
Email	[Display, **UNIQUE**] This column displays the email ID of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
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 **Back**. The system displays the **View User** screen.

7.   Click the Limits hyperlink to view the applicable limits to the use.

7. Customer Management

7.1 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

1. Log on to the **Internet Banking** application.

2. Navigate through the menus to **Customer Management > Customer Profile**. The system displays **Customer Profile- View** screen.

Customer Profile - View

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

Field Description

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

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

Customer Profile-Initiate- Financial Information

Field Description

Filed Name	Description
Limits Information	
Customer user level daily limit	[Optional, Drop-Down] Select the customer user level daily limit from the drop-down list.
Cumulative customer level daily limit	[Mandatory, Drop-Down] Select the cumulative customer level daily limit from the drop-down list.
Forex Deal Details	
Are Deals Allowed	[Optional, Check Box] Select the **Are Deals Allowed checkbox** to allow online deal booking oe using prebooked deals during the cross currency transctions.
Allow display of intermediary bank	[Optional, Check Box] Select the **Allow display of intermediary bank** checkbox to allow display of intermediary bank.
For Pre-Authorized Account	
Select	[Optional, Checkbox] Select the **Select** check box to delete rows in pre-authorized account setup.
Type	[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.

Filed Name	Description
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 pre-authorized 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.

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

Customer Profile-Initiate- Other Information

Field Description

Field Name	Description
Customer Preference	
Grace Period (in 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.
S2S IP address	

Field Name	Description
S2S IP address	[Input,100]
	Source IP address of the customer from where HTTPs request for S2S bulk upload will be initiated.
Alerts	
Alert to Beneficiary	[Optional, Checkbox]
	This field will enable the alerts to be sent to the beneficiary.
Customer Alerts Subscription	[Mandatory, Drop-Down]
	Select the alert to specify whether the subscription of Customer Level Alerts are to be done in Customer Profile by the administrator user or by the individual business user to whom the customer ID is mapped.
	Values available are:
	• Customer Profile
	• Business User
	For Customer Profile, customer alert subscription will be done as maintained through Customer Profile - Update screen. For customer profile ,Customer alert subscription cannot be done through alert registration screen for the particular Customer Id.
Customer Admin Information	
Enable For Corporate Admin	[Optional, Checkbox]
	Select the checkbox to add admin information.
Number of Allowed Users	[Conditional, Numeric, Three]
	Type the number of users allowed under the profile.
	This field will be enabled only if Enable for Corporate Admin checkbox is selected.
Number of Allowed Roles	[Optional, Alphanumeric, Three]
	Type the number of allowed roles that can be created by the corporate administrator user.
	This field will be enabled only if Enable for Corporate Admin checkbox is selected.
Beneficiary Template Information	
Number of private beneficiaries allowed per user	[Optional, Numeric, 3]
	Type the number of private beneficiaries user, the customer can create.

Field Name	Description
Number of public beneficiaries allowed at customer level	[Optional, Numeric, 3] Type the number of public beneficiaries customer can have.

6. Enter the appropriate information in the required field.

7. Click **Initiate**. 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 **Confirm**. The system displays the **Customer Profile Update – Confirm** screen.
    OR
    Click **Back** button to navigate to the previous screen.

Customer Profile Update-Confirm

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

8. Account Setup

8.1 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.

2. Navigate through the menus to **Customer Management > 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.
Primary Customer	
User Type	[Mandatory, Drop-Down]
	Select the user type from the drop-down list.
Customer ID	[Optional, Alphanumeric, 20]
	Type the customer ID.
Customer Name	[Optional, Alphanumeric, 40]
	Type the customer name.
Linked Customer	

This section is enabled if you select **Linked Customer Account Setup** option from **Setup Accounts For** drop-down list.

Field Name	Description
Entity	[Mandatory, Drop-Down] Select the entity from the drop-down list.
Customer ID	[Optional, Alphanumeric, 20] Type the customer ID.
Customer Name	[Optional, Alphanumeric, 40] Type the customer name.

User

This section is enabled if you select User Account Setup option from Setup Accounts For drop-down list.

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: - 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 **A** in the adjacent field, then the system displays all the customers' first names starting with **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 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**.

Field Name	Description
Email	[Mandatory, **UNIQUE**, 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 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**.

Note: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered. |

3. Enter the appropriate information in the relevant fields.

4. Click the **Search** button. The system displays the **Account Mapping Setup** screen with the search result.

Account Mapping Setup

Column Description

Column Name	Description
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.

9. Authorization Management

9.1 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 **Mandates > Maintain User List**. The system displays the **Maintain User List** screen.

3. Click the appropriate option button to select the customer ID.

4. Click **Fetch User List**. The **Maintain User List** screen with results appear.

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.

5. 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

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

Maintain User List - Verify

7. 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

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

9.2 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 **Mandates > Manage Rule**. The system displays the **Manage Rules** screen.

Manage Rules

Manage Rules	27-08-2014 14:31:48 GMT +0530
User Type: ADMINISTRATOR ▼	
	View	Modify Create

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 appropriate option button to select the customer ID.

4. 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.

5. Enter the appropriate information the relevant fields.

Manage Rules

Manage Rules	27-08-2014 14:34:09 GMT +0530
Entity: FLEXCUBE DIRECT BANKING 12 B1	
User Type: CORPORATE USER	
Customer Id: 10411271	
Rule ID generated by the application	
Note: * -- Internet Channel, ^ -- SMS Banking (Mobile), + -- Mobile Browser, # -- Mobile Application	
Define Rule:	
Maker: SCorporate *	SCorporate +	SCorporate # ▼	
Customer Id: 10411271 ▼	
Transaction: All ▼	
Branch: All ▼	Account ID: All ▼
Currency: Pound Sterling(GBP) ▼	
Amt From*: 1	Amt To*: 999999999999999
Authorisation Required: ☐	
	Back Create

Field Description

Field Name	Description
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.

Field Name	Description
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.
Authorization Required	[Optional, Check Box]
	Select the **Authorization Required** check box to set the rule for authorization.
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

6. Enter the relevant details.

7. 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

Manage Rules - Verify   27-08-2014 14:43:32 GMT +0530

Entity: FLEXCUBE DIRECT BANKING 12 B1
User Type: CORPORATE USER
Customer Id: 10411271

Note: * -- Internet Channel, ^ -- SMS Banking (Mobile), + -- Mobile Browser, # -- Mobile Application

Define Rule

Maker: SCorporate * | SCorporate + | SCorporate #
Customer Id: 10411271   Transaction: All
Branch: All   Account ID: All
Currency: Pound Sterling
Amt From: 1   Amt To: 999999999999999
Authorisation Required: ☐

Back Confirm

8.   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

✓ Rule Creation Successful.
   Transaction with reference number 562108971484546 is in Accepted state.

Manage Rules - Confirm   27-08-2014 14:43:32 GMT +0530

Entity: FLEXCUBE DIRECT BANKING 12 B1
User Type: CORPORATE USER
Customer Id: 10411271

Note: * -- Internet Channel, ^ -- SMS Banking (Mobile), + -- Mobile Browser, # -- Mobile Application

Define Rule

Maker: SCorporate * | SCorporate + | SCorporate #
Customer Id: 10411271   Transaction: All
Branch: All   Account ID: All
Currency: Pound Sterling
Amt From: 1   Amt To: 999999999999999
Authorisation Required: ☐

Create Another OK

9.   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)

Manage Rules   27-08-2014 14:49:58 GMT +0530

Entity: FLEXCUBE DIRECT BANKING 12 B1
User Type: CORPORATE USER
Customer Id: 10411271

Note: * -- Internet Channel, ^ -- SMS Banking (Mobile), + -- Mobile Browser, # -- Mobile Application

Manage Rules - View

Search All rules: ◉
Specify Criteria and Search: ◉
Maker: SCorporate * | SCorporate + | SCorporate #   ▾
Customer Id: 10411271 ▾
Transaction: All   Account ID: All   ▾
Branch: All
Currency: Pound Sterling(GBP) ▾
Amt From*: 1   Amt To*: 999999999999999
Authorisation Required: ☐

Back Search

Field Description

Field Name	Description
Manage Rules- View	
Search All Rules	[Optional, Radio Button]
	Click the option button to search all rules.
Specify Criteria and Search	[Optional, Radio Button]
	Click the option button to search by a specific criteria.
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

10. Enter the relevant details.

11. 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

12. 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.

13. 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

14. 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

15. Click the **Modify Another** button to Modify another rule.
OR
Click the **OK** button. The system displays the **Manage Rules** screen.

10. Bulk Management

10.1 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:

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

2. Click **Search.** The **Bulk Registration** screen appears with search results.

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	

Field Name	Description
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.

3.   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 Description

Field Name	Description
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] 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

Field Name	Description
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 • 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.
Advice Required	[Optional, Check Box] Select the check box to indicate that advice is required.
Email Advice	
Email Advice	[Optional, Check Box] Select the check box to indicate the email advice is required.
S2S Functionality	
S2S Required	[Optional, Check Box] Select the check box to indicate that S2S is required.
S2S Mode	[Conditional, Radio Button] Select the option button to indicate the S2S mode. The options are: • Host To Host • HTTPs Request To enable this field, select the **S2S Required** check box.

Field Name	Description
Destination Path	[Conditional, Alphanumeric, 350] Type the destination path. To enable this field, select the **S2S Required** check box.
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	[Mandatory, **UNIQUE**, Alphanumeric,100] Type the Email ID of the Customer. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

4.   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

5. 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

6.   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

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

Edit Bulk Registration

8. Enter the required changes

9. 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

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

Edit Bulk Registration- Confirm

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

10.2 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:

1.   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 Description

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**.
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 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**.

Field Name	Description
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	[Mandatory, **UNIQUE**, 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**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

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

2. Enter the relevant information for the search criteria.

3. Click the **Search** button. The system displays the **User BTID Map** screen with the search result.

User BTID Map- Search Results

Field Description

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.

Field Name	Description
Email	[Display, **UNIQUE**] This field displays the user's email address. > **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
Channel	[Display] This field displays the user channel.

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

User BTID Map

Field Description

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

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

User BTID Map

Field Description

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.

7. Select the checkbox, the submit button gets enabled.

8. Click **Submit**. The system displays the **User BTID Map -Verify** screen.

User BTID Map – Verify

9. 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

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

11. Audit Log

11.1 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 Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Select the user type from the drop-down list.
Transaction	[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.
Status	[Mandatory, Drop-Down] Select the status of the transaction from the drop-down list. The options are: • All • Failure • Session Failure • Success

Field Name	Description
User Id	[Optional, Dropdown, Alphanumeric, 20] Select the search type option from the dropdown list and Type the user id as a search criterion.

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

View Audit Log
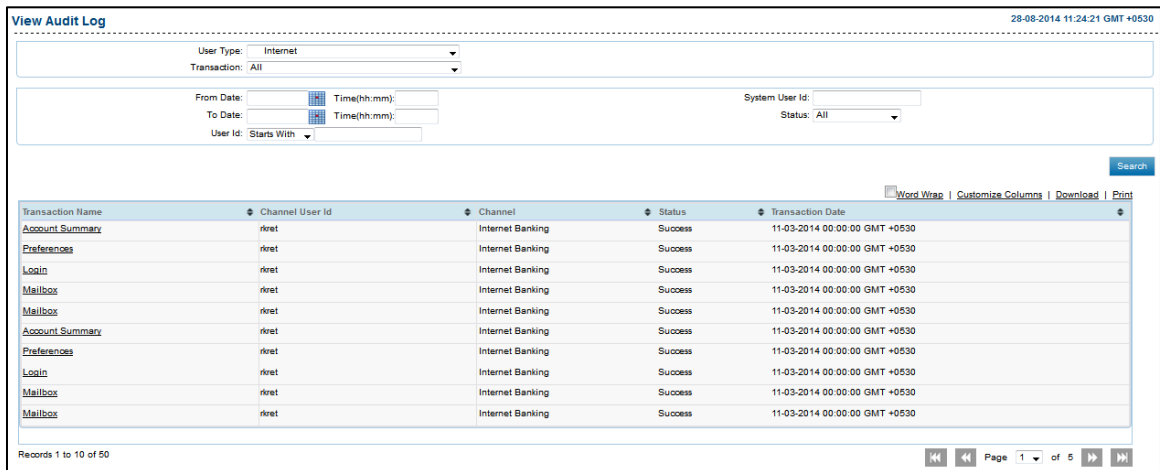
Field Description

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.

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

12. 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)

12.1 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.

To view the received email

1. Navigate to **Customer Services > Mailbox**. The **Mailbox** screen appears.

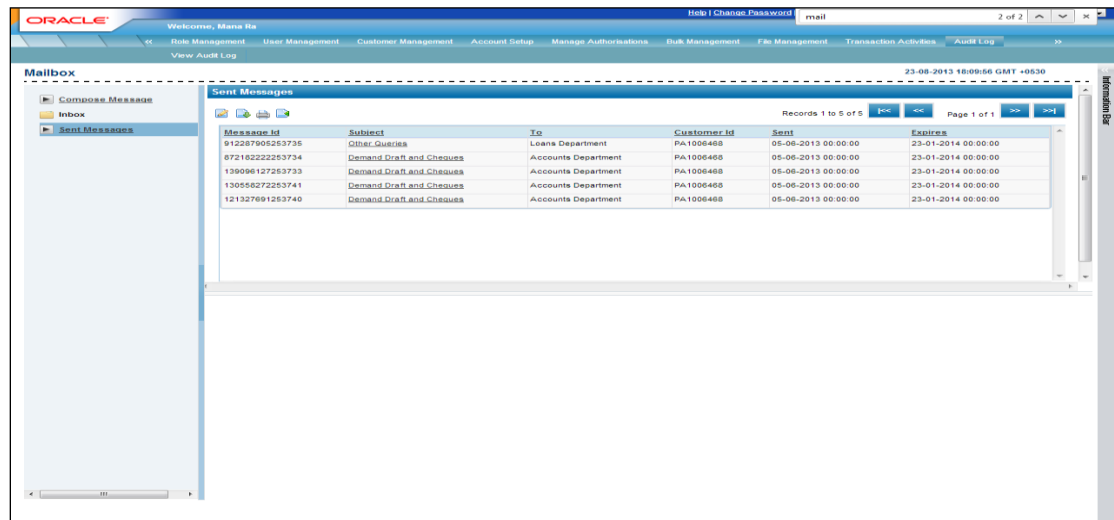2. Click the **Inbox** tab. The system displays following screen.

Messages

3. Click **Subject** link to view the message.

12.2 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** Messages tab. The system displays following screen.

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

Messages Sent
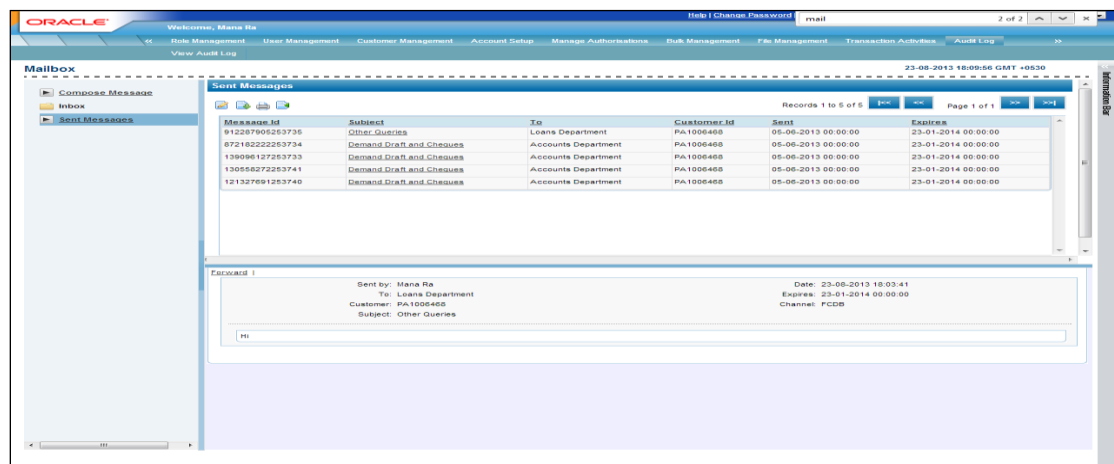
12.3 Sending Messages

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
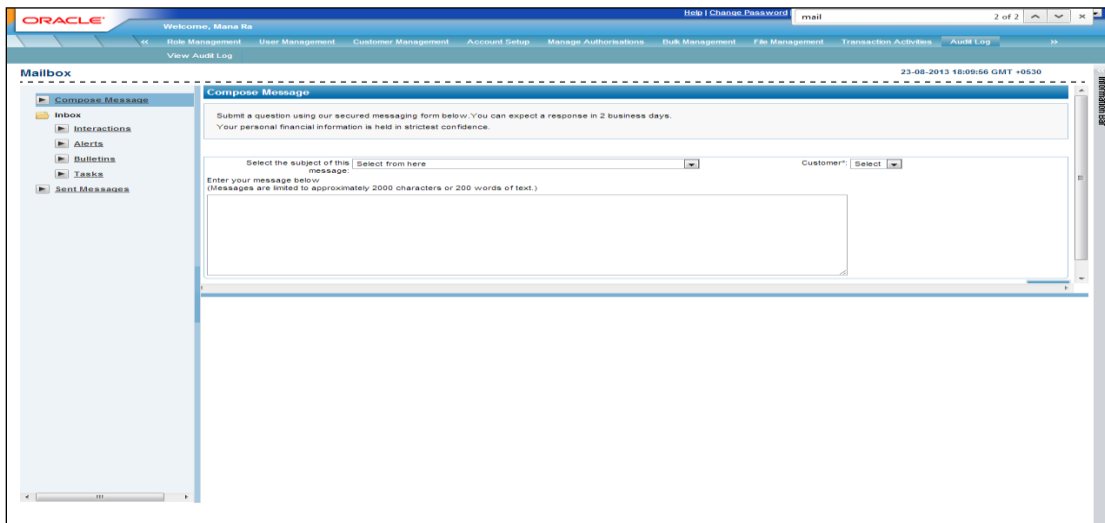
1. Select an appropriate category for this message from the drop-down list adjacent to **Step 1: Select what this message is about**.

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
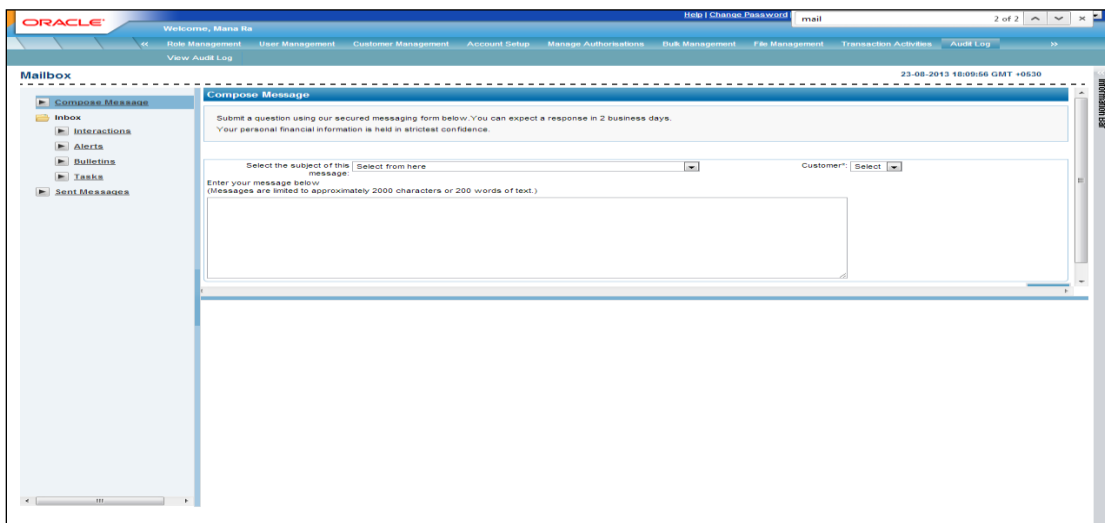
4. If you wish to be informed by e-mail when the bank replies to the message, select the **Send me an e-mail when my messages are answered** checkbox.

5. To send the message, click the **Submit** button. The system displays the following confirmation message.

Mailbox Message Compose Confirmation
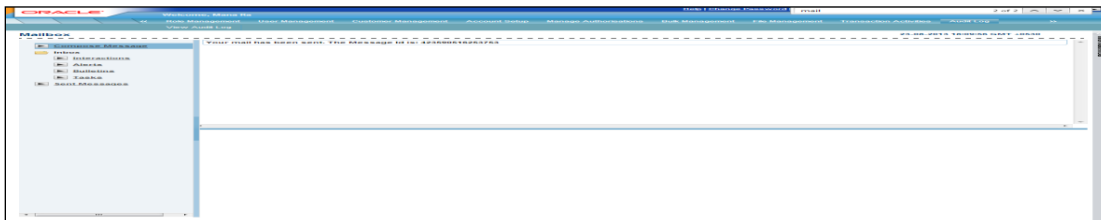
13. Manage Policies

The bank administrator can set user ID and password policy for different user types for available channels. The parameters can be set-up at each entity. The **Manage Policy** option allows the bank administrator to select the user type and type of policy which is to be set up.

To set a password policy

1. Navigate through the menus to **Maintenances and Setup > Manage Policies**. The system displays the **Manage Policy** screen.

Manage Policy

Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Select the user type from the drop-down list.
Select Policy Type	[Mandatory, Drop-Down] Select the password policy from the drop-down list. The options are: • Login Password Policy • Transaction Password Policy • User ID Policy

2. Select the user type and login password policy from the drop-down list.
3. Click **Get Details**. The system displays the **Manage Policy** screen.
4. Select the appropriate password policy details. Here details are shown for Login Password Policy.

Manage Policy – Login Password Policy

Manage Policy – User ID Policy

Field Description

Field Name	Description
Entity	[Display]
	This column displays the entity name.
User Type	[Display]
	This column displays the name of the user.
Channel Group	[Display]
	This column displays the channel group for which the policy is being set.
Channel	[Display]
	This column displays the channel for which the policy is being set.

Field Name	Description
Policy	[Display] This column displays the password policy set to the user type.
Lowercase Alphabets Allowed	[Mandatory, Drop-Down] Select whether the lowercase alphabets are allowed in a password. The options are: • No • Yes
Mandatory	[Conditional, Drop-Down] Select the number of lowercase characters allowed in a password from the drop-down list.
Uppercase Alphabets Allowed	[Mandatory, Drop-Down] Select whether the uppercase alphabets are allowed in a password from the Dropdown list. The options are: • No • Yes
Mandatory	[Conditional, Drop-Down] Select the number of uppercase characters allowed in a password from the drop-down list. This drop-down list is disabled if **No** is selected in **Uppercase Alphabets Allowed**.
Numbers Allowed	[Mandatory, Drop-Down] Select numbers allowed from the drop-down list to allow numeric values in the password. The options are: • No • Yes
Mandatory	[Conditional, Drop-Down] Select the number of numeric characters allowed in a password from the drop-down list. This drop-down list is disabled if **No** is selected in **Numbers Allowed**.

Field Name	Description
Special Characters Allowed	[Mandatory, Drop-Down] Select special characters allowed from the drop-down list to allow special characters in the password. The options are: • No • Yes
Mandatory	[Conditional, Drop-Down] Select the number of special characters allowed in a password from the drop-down list. This drop-down list is disabled if **No** is selected in **Numbers Allowed**.
Minimum Length	[Mandatory, Drop-Down] Select the minimum password length from the drop-down list.
Maximum Number Of Repetitions Allowed	[Mandatory, Drop-Down] Select the maximum number of repetitions allowed from the drop-down list. The options are: [0-20]
Maximum Length	[Mandatory, Drop-Down] Select the maximum password length from the drop-down list.
Maximum Number Of Successions Allowed	[Mandatory, Drop-Down] Select the number of successful attempts allowed to enter a password from the drop-down list.
First Character	[Mandatory, Check Box] Select the check box to select the first character of the password. The options are: • Special character: If this check box is selected then user can enter special characters as first character of the password. • Lower Case: If this check box is selected then user can enter first character in lower case. • Upper Case: If this check box is selected then user can enter first character in upper case. • Numbers: If this check box is selected then user can enter first character as numeric

Field Name	Description
Last Character	[Mandatory, Check Box] Select the check box to select the last character of the password. The options are: • Special character: If this check box is selected then user can enter special characters as last character of the password • Lower Case: If this check box is selected then user can enter last character in lower case • Upper Case: If this check box is selected then user can enter last character in upper case • Numbers: If this check box is selected then user can enter last character as numeric.

Following fields are enabled if you select **Transaction Password Policy** in the **Select Policy type** drop-down list.

Field Name	Description
Number of Unsuccessful Attempts Allowed	[Mandatory, Drop-Down] Select the number of unsuccessful attempts allowed from the drop-down list. The account will be locked after the specified number of attempts.
Number of Random Characters	[Mandatory, Drop-Down] Select the number of random characters allowed from the drop-down list.
Password History Size	[Mandatory, Drop-Down] Select the password history from the drop-down list. System retains a log of old passwords which cannot be repeated.
Password Minimum Expiry Period	[Mandatory, Drop-Down] Select the password minimum expiry period from the drop-down list.
Maximum Expiry Period	[Mandatory, Drop-Down] Select the password maximum expiry period in years, month and days from the drop-down list. The values are: • Years - [0-10] • Months - [0-11] • Days - [0-30]

Field Name	Description
Forced Reset Of Password With Change In Policy	[Mandatory, Check Box] Select the **Forced Reset Of Password With Change In Policy** check box this forces the users to change password with each change in the password policy.

5. Click **Modify**. The system displays the **Manage Password Policy - Verify** screen.
    OR
    Click **Back** button to return to the previous screen.

Manage Password Policy - Verify

6. Click the **Confirm** button. The system displays the **Manage Password Policy - Confirm** screen with the status message.
    OR
    Click the **Change** button to go to the previous screen.

Manage Password Policy - Confirm

7.   Click **OK**. The system displays the **Manage Policy** screen.

13.2 Automatic Unlock of Transaction Password

If the user enters the incorrect password consecutively for more than particular number of times, the *Transaction Password* is then locked automatically. The system then unlocks the same after the specific time set during the configuration.

Note: Please refer to the **following example** for easier understanding of the feature.

For Example:

The Transaction Password is/can be locked in the following situation:

Scenario	Result
If a user enters the incorrect *Transaction Password* **5 times** *(Default OR value set by the user)* consecutively within the same day	The *Transaction Password* remains *unlocked*.
If a user enters the incorrect *Transaction Password* **6 times** *(Default OR value set by the user)* consecutively within the same day	The *Transaction Password* gets locked and is *automatically unlocked after 24 hours*.
If a user enters the incorrect transaction password **10 times** *(Default OR value set by the user)* consecutively within the same day	The *Transaction Password* gets locked and is *automatically unlocked after 24 hours*.
If a user enters the incorrect transaction password **11 times** *(Default OR value set by the user)* consecutively within the same day	The *Transaction Password* gets locked and will have to be *manually unlocked* by the *bank or corporate administrator*.

Note: The user is notified while locking the *Transaction Password*.