

# businessONLINE - Administration Guide

Version 1.0

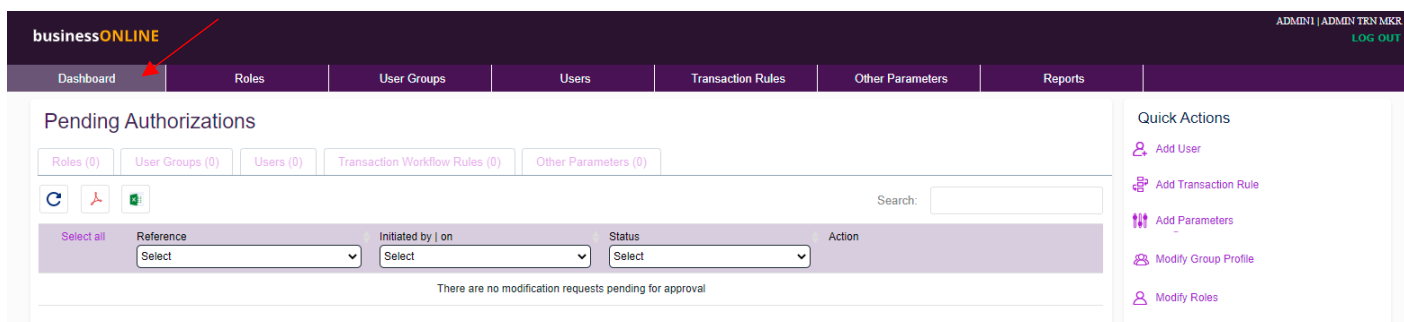
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## Dashboard

Dashboard displays the pending Authorization records under sub menus.

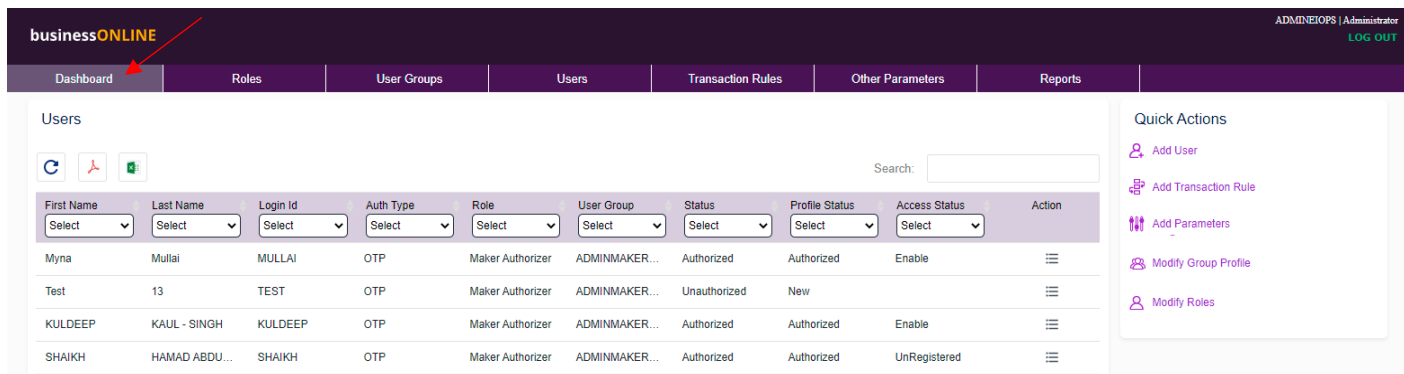


(Above Screen applicable if the client is Dual Admin)

If the Client is Dual Admin, Dashboard will have Pending Authorization which consist of below tabs:

1. Roles
2. User Group
3. Users
4. Transaction Workflow Rules
5. Other Parameters

Note: Each individual tabs will be elaborated further in this guide along with its respective sub menu.



First Name	Last Name	Login Id	Auth Type	Role	User Group	Status	Profile Status	Access Status	Action
Myna	Mullai	MULLAI	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	Enable	
Test	13	TEST	OTP	Maker Authorizer	ADMINMAKER...	Unauthorized	New		
KULDEEP	KAUL - SINGH	KULDEEP	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	Enable	
SHAIKH	HAMAD ABDU...	SHAIKH	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	UnRegistered	

(Above Screen applicable if the client is Single Admin)

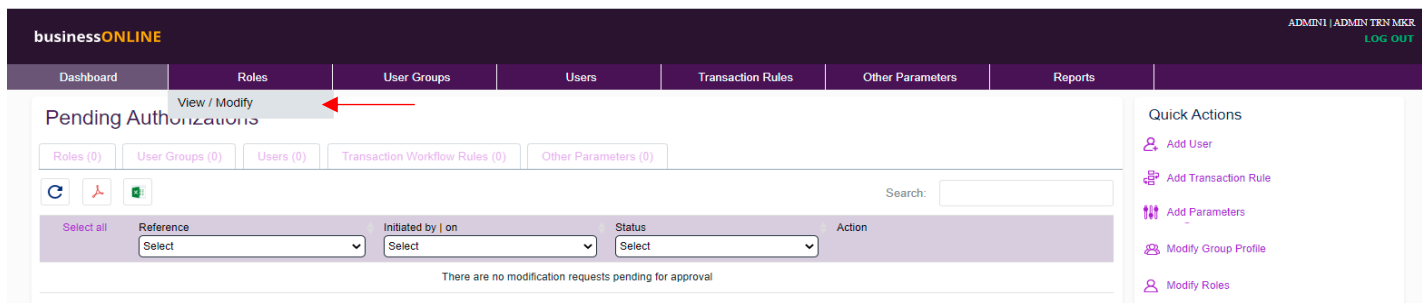
If the Client is Single Admin, Dashboard will display 'Users' summary along with Quick Actions of the right.

## Roles - View / Modify Roles

This menu helps Admin to decide what label/role name to be given to which user along with classification is the user role is to be given for maker/checker user OR an Authorizer user while creating or modifying a user.

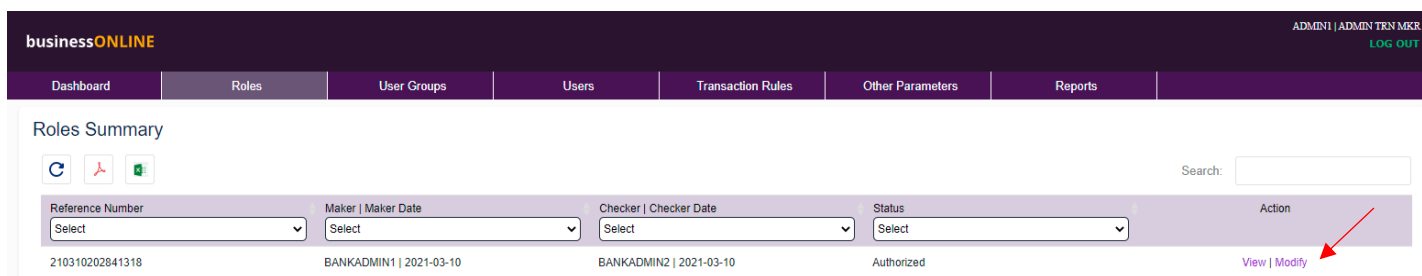
(Applicable for Single & Dual Admin)

Click **Roles > View / Modify**



The screenshot shows the 'Pending Authorizations' page. At the top, there is a navigation bar with 'Roles' selected. Below the navigation bar, there are tabs for 'Roles (0)', 'User Groups (0)', 'Users (0)', 'Transaction Workflow Rules (0)', and 'Other Parameters (0)'. A search bar is present. Below the search bar, there are dropdown menus for 'Reference', 'Initiated by | on', and 'Status'. The main content area displays a message: 'There are no modification requests pending for approval'. On the right side, there is a 'Quick Actions' panel with links for 'Add User', 'Add Transaction Rule', 'Add Parameters', 'Modify Group Profile', and 'Modify Roles'.

Click on 'Modify' to modify the Roles



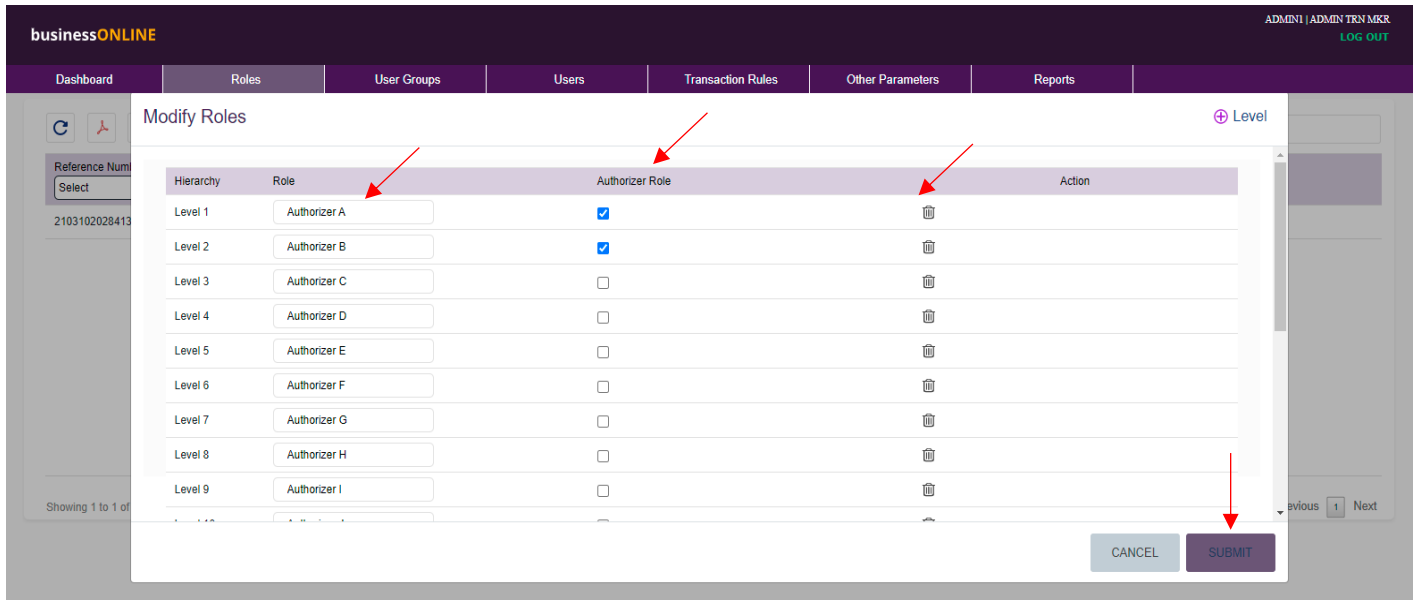
The screenshot shows the 'Roles Summary' page. At the top, there is a navigation bar with 'Roles' selected. Below the navigation bar, there are tabs for 'Roles', 'User Groups', 'Users', 'Transaction Rules', 'Other Parameters', and 'Reports'. A search bar is present. Below the search bar, there are dropdown menus for 'Reference Number', 'Maker | Maker Date', 'Checker | Checker Date', and 'Status'. The main content area displays a table with the following data:

Reference Number	Maker   Maker Date	Checker   Checker Date	Status	Action
210310202841318	BANKADMIN1   2021-03-10	BANKADMIN2   2021-03-10	Authorized	<a href="#">View   Modify</a>

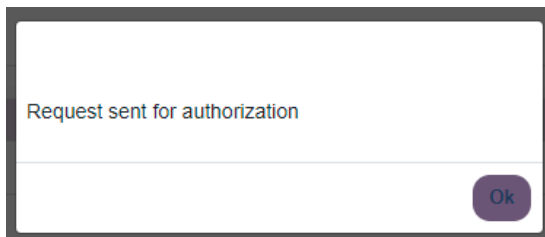
The 'View | Modify' link in the 'Action' column is highlighted with a red arrow.

You can,

1. Modify the Role Name – can give any label of choice or as per organization Structure.
2. Assign a Role as 'Authorizer Role' – Enable the Checkbox if the Role is applicable for Authorizer category and will be used to define Payment Transaction Rules.
3. Delete the Role – Delete unwanted or unused Roles.



Click on Submit, to modify the Roles.

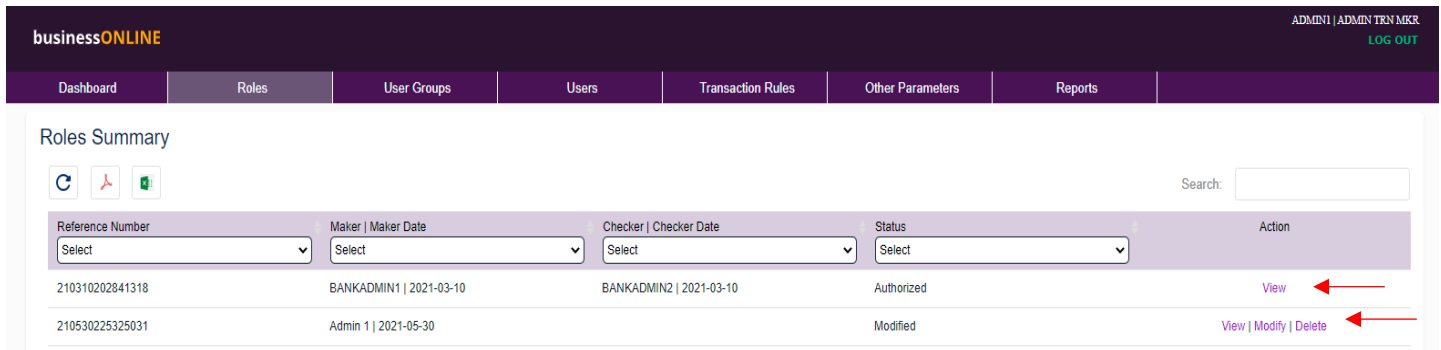


If the Client is a Single Admin, the Roles will be Auto-approved upon submit action.

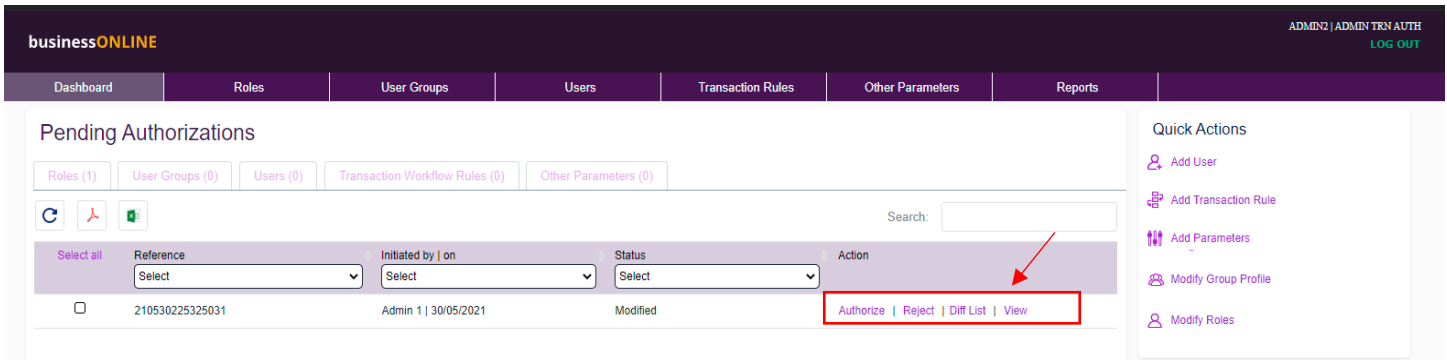
If the Client is a Dual Admin, the Roles will be available to other Admin under the same subscriptions for approval.

Below screen will be available for the Admin who modified the Roles. Where you can,

1. View the Modified Record
2. If you wish, you can modify the record with Status 'Modified' before other Admin approves.
3. If you wish, you can delete the record with Status 'Modified' before other Admin approved.



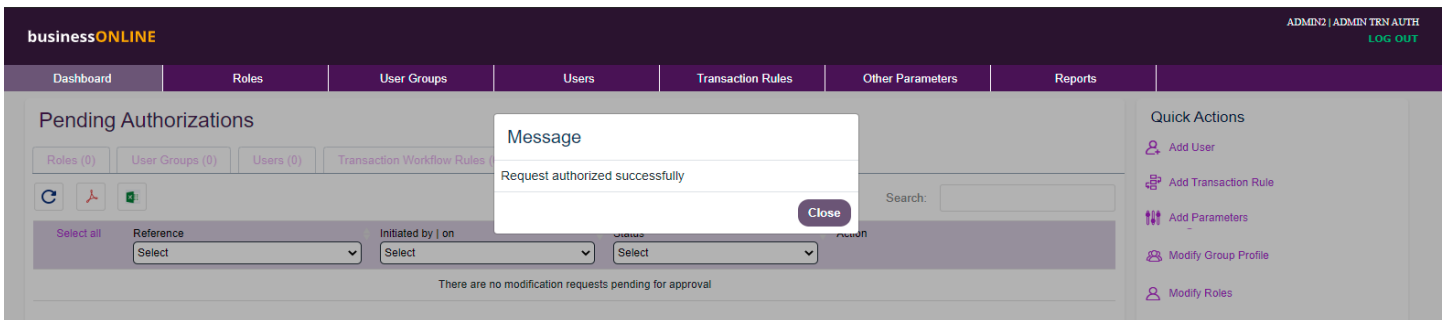
In case of Dual Admin, To Approve the Modified Roles, Login with other Admin and Click **Dashboard > Roles**



The screenshot shows the 'Pending Authorizations' section of the Roles page. A table lists pending requests. The first row is highlighted, and a red box around the 'Action' column contains the links: [Authorize](#) | [Reject](#) | [Diff List](#) | [View](#). A red arrow points to the 'Authorize' link.

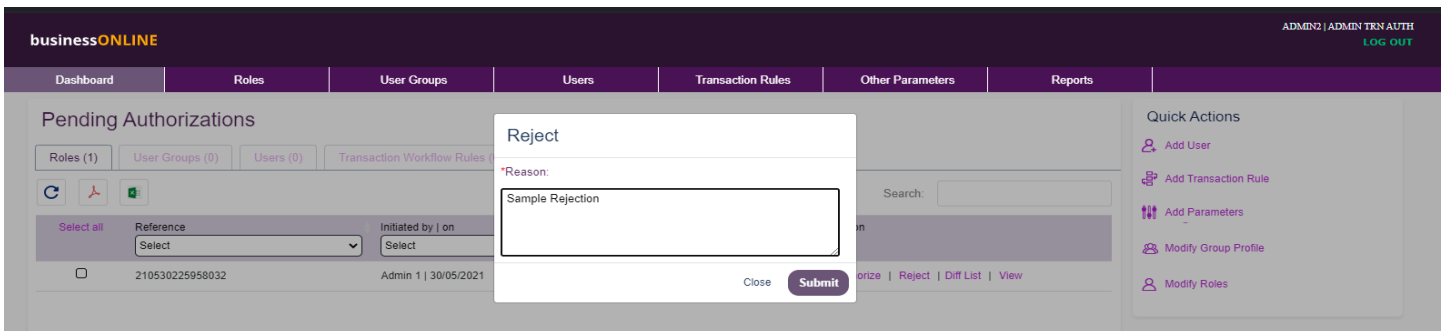
The Admin can, Select below Action

1. **Authorize** – this action will approve the changes/modification submitted by previous Admin.

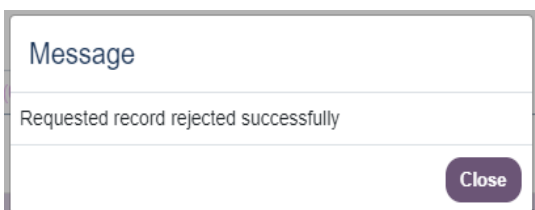


The screenshot shows the 'Pending Authorizations' section with a modal dialog box titled 'Message' displayed. The message inside the dialog reads: 'Request authorized successfully'. There is a 'Close' button at the bottom right of the dialog.

2. **Reject** - this action will reject the changes/modification submitted by previous Admin. Mentioning Reject Reason is mandatory and will be displayed to the Admins under view.



The screenshot shows the 'Pending Authorizations' section with a modal dialog box titled 'Reject' displayed. It contains a 'Reason:' label and a text input field with the placeholder text 'Sample Rejection'. There are 'Close' and 'Submit' buttons at the bottom of the dialog.



The screenshot shows a modal dialog box titled 'Message' with the text: 'Requested record rejected successfully'. There is a 'Close' button at the bottom right of the dialog.

Click on View for the Record with Status as "Rejected"

Note: The Rejected Record can be modified again/as per requirement and submit for Authorization.

businessONLINE ADMIN | ADMIN TRN MKR LOG OUT

Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Roles Summary

Search:

Reference Number	Maker   Maker Date	Checker   Checker Date	Status	Action
210530225325031	Admin 1   2021-05-30	Admin 2   2021-05-30	Authorized	<a href="#">View</a>
210530225958032	Admin 1   2021-05-30	Admin 2   2021-05-30	Rejected	<a href="#">View   Modify   Delete</a>

The Reject Reason is visible to Admin.

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Roles Summary View Roles

Level 11	Maker Authorizer	<input type="checkbox"/>
Level 12	ADMIN TRN AUTH	<input type="checkbox"/>
Level 13	ADMIN TRN MKR AUTH	<input type="checkbox"/>
Level 14	Maker	<input checked="" type="checkbox"/>
Level 15	Enquiry	<input checked="" type="checkbox"/>
Level 16	ADMIN TRN MKR	<input type="checkbox"/>
Level 17	Checker 1	<input type="checkbox"/>
Level 18	Checker 2	<input type="checkbox"/>
Level 19	Administrator	<input type="checkbox"/>

Reference Number	Maker	Maker Date	Checker	Checker Date	Status	Reject Reason
210530225958032	Admin 1	May-30-2021 10:59:58 PM	Admin 2	May-30-2021 11:00:59 PM	Rejected	Sample Rejection

Showing 1 to 2 of ...

CLOSE Previous 1 Next

3. **Diff List** - this action will list down the changes/modification submitted by previous Admin with respect to last authorized Roles. The changes/modifications are highlighted in red font for easy identification.

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Pending A Roles Diff List

Subscriber ID: SHAREDUSERD  
 Maker: Admin 1  
 Maker Date: May-30-2021 10:53:25 PM

Last Updated Record

Hierarchy	Roles	Is the User an Authorizer?	Hierarchy	Roles	Is the User an Authorizer?
1	Authorizer A	Yes	11	Maker Authorizer	No
2	Authorizer B	Yes	12	ADMIN TRN AUTH	No
3	Authorizer C	No	13	ADMIN TRN MKR AUTH	No
4	Authorizer D	No	14	Maker	No
5	Authorizer E	No	15	Enquiry	No
6	Authorizer F	No	16	ADMIN TRN MKR	No
7	Authorizer G	No	17	Checker 1	No
8	Authorizer H	No	18	Checker 2	No
9	Authorizer I	No	19	Administrator	No
10	Authorizer J	No	20		

CLOSE

4. **View**- this action will allow to View modification submitted by previous Admin.

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Pending A View Roles

Hierarchy	Role	Authorizer Role
Level 1	Authorizer A	<input checked="" type="checkbox"/>
Level 2	Authorizer B	<input checked="" type="checkbox"/>
Level 3	Authorizer C	<input type="checkbox"/>
Level 4	Authorizer D	<input type="checkbox"/>
Level 5	Authorizer E	<input type="checkbox"/>
Level 6	Authorizer F	<input type="checkbox"/>
Level 7	Authorizer G	<input type="checkbox"/>
Level 8	Authorizer H	<input type="checkbox"/>
Level 9	Authorizer I	<input type="checkbox"/>

CLOSE

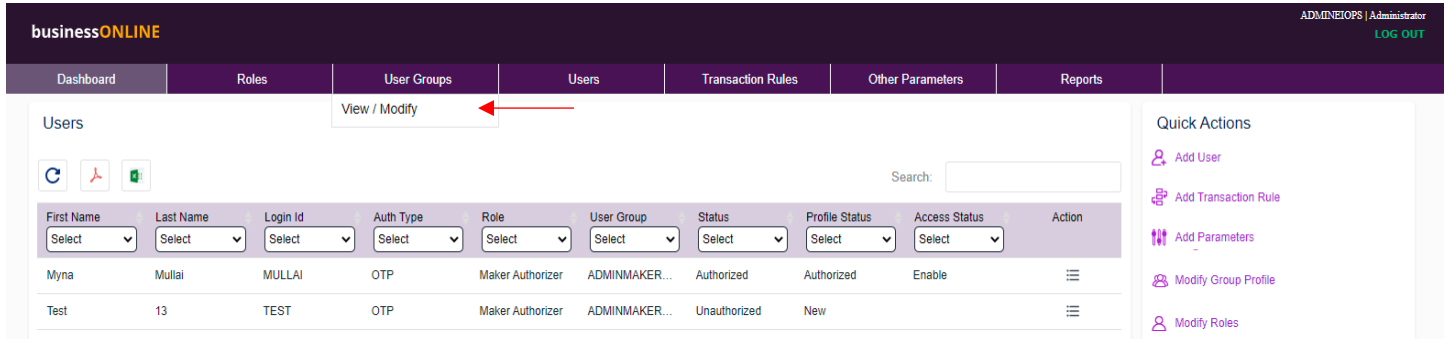


## User Group - View / Modify / Delete

This menu helps Admin to view and modify its total user groups.

(Applicable for Single & Dual Admin)

Click **User Group > View / Modify**

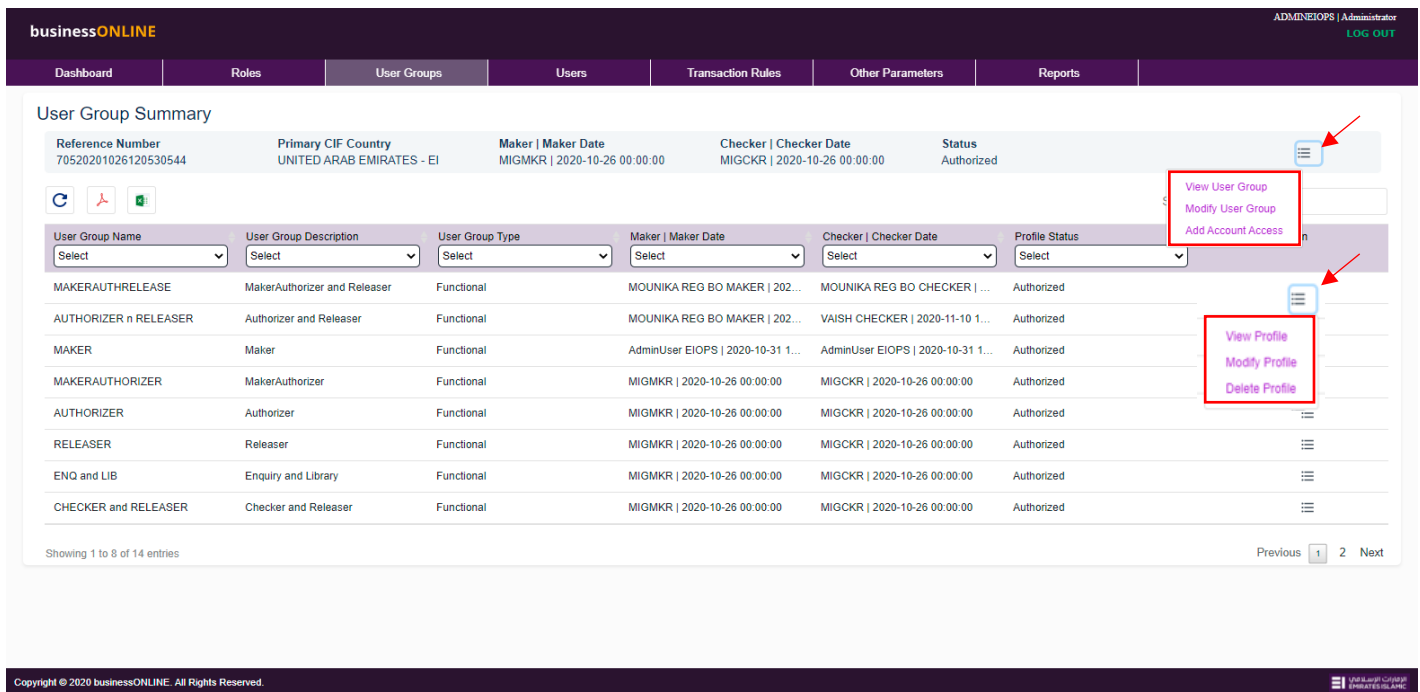


The screenshot shows the 'Users' menu in the businessONLINE interface. The 'View / Modify' option is highlighted with a red arrow. The interface includes a search bar and a table of users.

First Name	Last Name	Login Id	Auth Type	Role	User Group	Status	Profile Status	Access Status	Action
Myna	Mullai	MULLAI	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	Enable	⋮
Test	13	TEST	OTP	Maker Authorizer	ADMINMAKER...	Unauthorized	New		⋮

Below screen will be displayed with options:

1. User Group Summary
  - a. View User Group – Can view available User groups in subscription
  - b. Modify User Group – Can Modify the User Group Name & Description, also Add or Delete User group.
  - c. Add Account Access – Link New Account or CIF to the Existing User group(s).
2. User group Profiles
  - a. View Profile
  - b. Modify Profile
  - c. Delete Profile



The screenshot shows the 'User Group Summary' screen. It features a summary table at the top and a detailed table of user groups below. Red boxes highlight the 'View User Group' and 'View Profile' options in the action column of the detailed table.

Reference Number	Primary CIF Country	Maker   Maker Date	Checker   Checker Date	Status	Action
70520201026120530544	UNITED ARAB EMIRATES - EI	MIGMKR   2020-10-26 00:00:00	MIGCKR   2020-10-26 00:00:00	Authorized	⋮

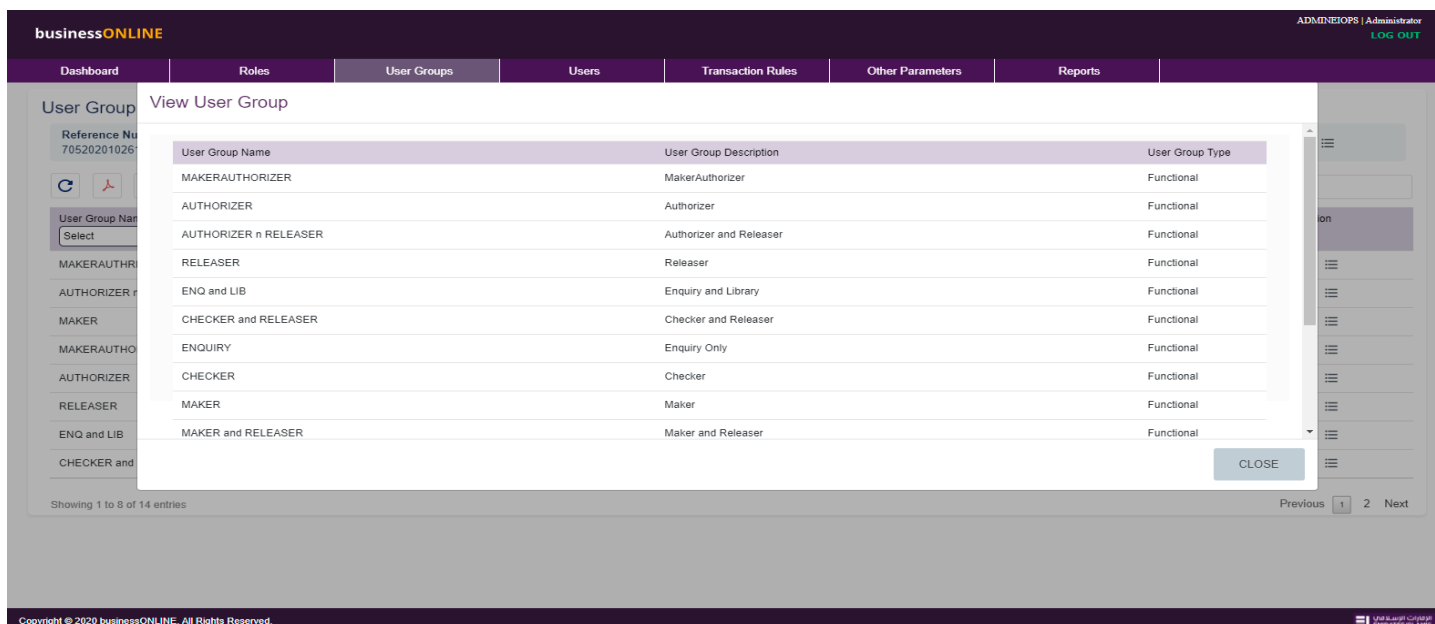
User Group Name	User Group Description	User Group Type	Maker   Maker Date	Checker   Checker Date	Profile Status	Action
MAKERAUTHRELEASE	MakerAuthorizer and Releaser	Functional	MOUNIKA REG BO MAKER   202...	MOUNIKA REG BO CHECKER   ...	Authorized	⋮
AUTHORIZER n RELEASER	Authorizer and Releaser	Functional	MOUNIKA REG BO MAKER   202...	VAISH CHECKER   2020-11-10 1...	Authorized	⋮
MAKER	Maker	Functional	AdminUser EIOPS   2020-10-31 1...	AdminUser EIOPS   2020-10-31 1...	Authorized	⋮
MAKERAUTHORIZER	MakerAuthorizer	Functional	MIGMKR   2020-10-26 00:00:00	MIGCKR   2020-10-26 00:00:00	Authorized	⋮
AUTHORIZER	Authorizer	Functional	MIGMKR   2020-10-26 00:00:00	MIGCKR   2020-10-26 00:00:00	Authorized	⋮
RELEASER	Releaser	Functional	MIGMKR   2020-10-26 00:00:00	MIGCKR   2020-10-26 00:00:00	Authorized	⋮
ENQ and LIB	Enquiry and Library	Functional	MIGMKR   2020-10-26 00:00:00	MIGCKR   2020-10-26 00:00:00	Authorized	⋮
CHECKER and RELEASER	Checker and Releaser	Functional	MIGMKR   2020-10-26 00:00:00	MIGCKR   2020-10-26 00:00:00	Authorized	⋮

## 1.a. View User Group

This option will allow user to view all the available User groups in the Subscription.

If Subscription is New to businessONLINE, it will have 14 pre-defined User groups by Default. And if the Subscription is migrated from smartBUSINESS, it will have additional user groups migrated which will be prefixed with "SB".

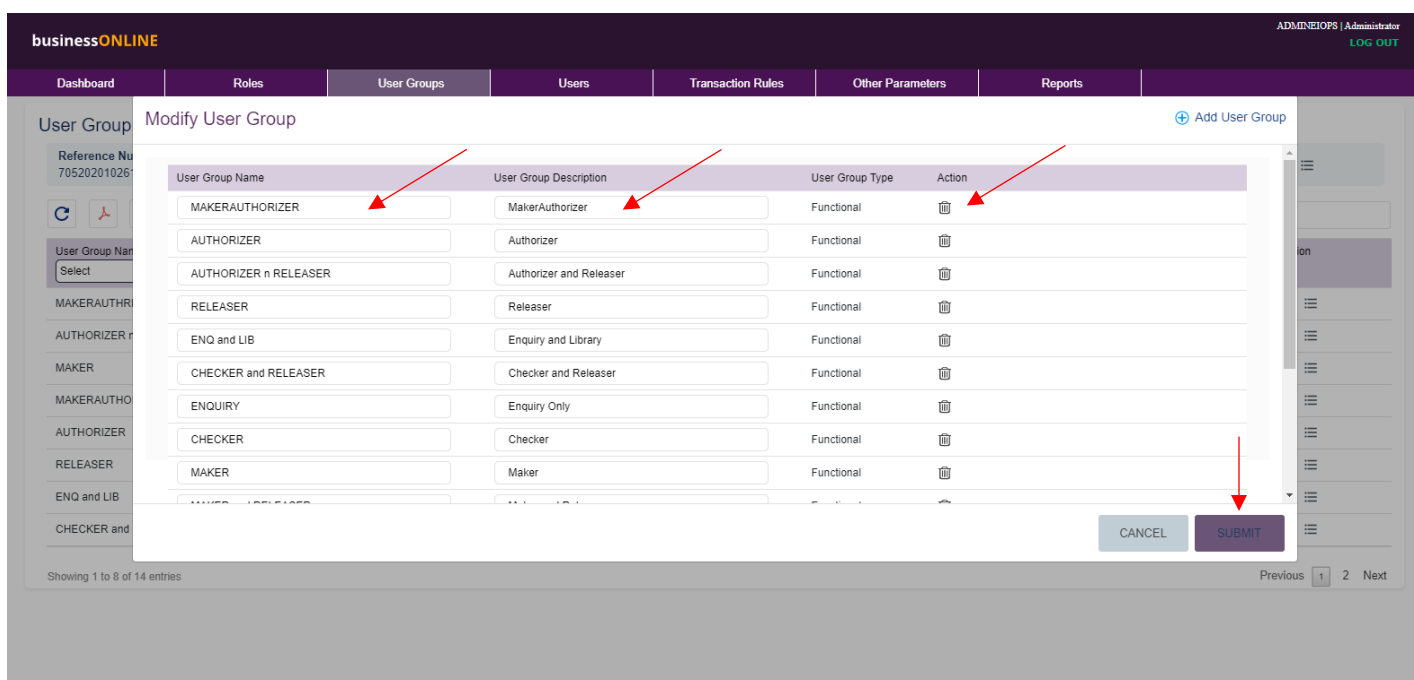
This user groups can be used while creating the users.



User Group Name	User Group Description	User Group Type
MAKERAUTHORIZER	MakerAuthorizer	Functional
AUTHORIZER	Authorizer	Functional
AUTHORIZER n RELEASER	Authorizer and Releaser	Functional
RELEASER	Releaser	Functional
ENQ and LIB	Enquiry and Library	Functional
CHECKER and RELEASER	Checker and Releaser	Functional
ENQUIRY	Enquiry Only	Functional
CHECKER	Checker	Functional
MAKER	Maker	Functional
MAKER and RELEASER	Maker and Releaser	Functional

## 1.b. Modify User Group

This option will allow user to Modify the User Group Name & User group description. Also, User can chose to delete the un-used/Not required user group(s) in the Subscription.

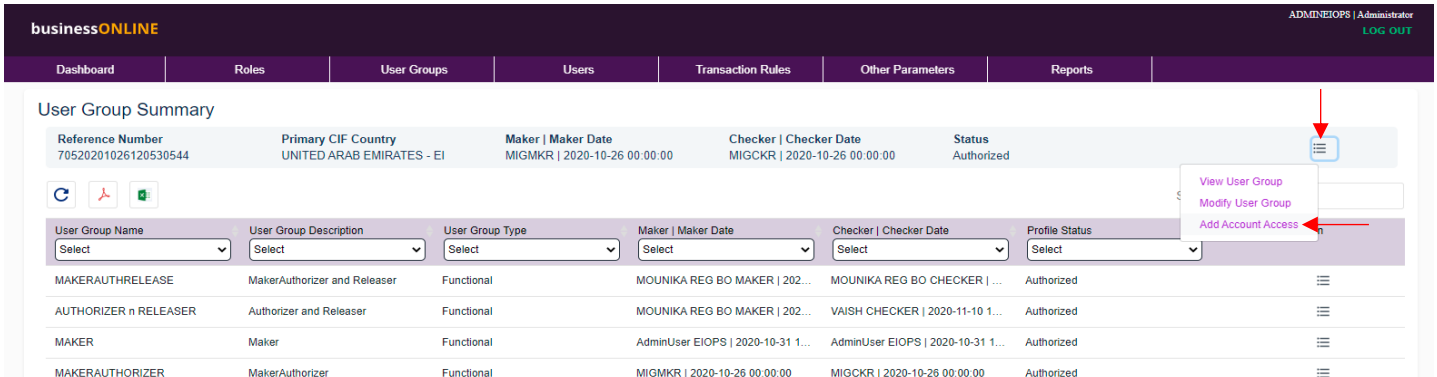


User Group Name	User Group Description	User Group Type	Action
MAKERAUTHORIZER	MakerAuthorizer	Functional	🗑️
AUTHORIZER	Authorizer	Functional	🗑️
AUTHORIZER n RELEASER	Authorizer and Releaser	Functional	🗑️
RELEASER	Releaser	Functional	🗑️
ENQ and LIB	Enquiry and Library	Functional	🗑️
CHECKER and RELEASER	Checker and Releaser	Functional	🗑️
ENQUIRY	Enquiry Only	Functional	🗑️
CHECKER	Checker	Functional	🗑️
MAKER	Maker	Functional	🗑️

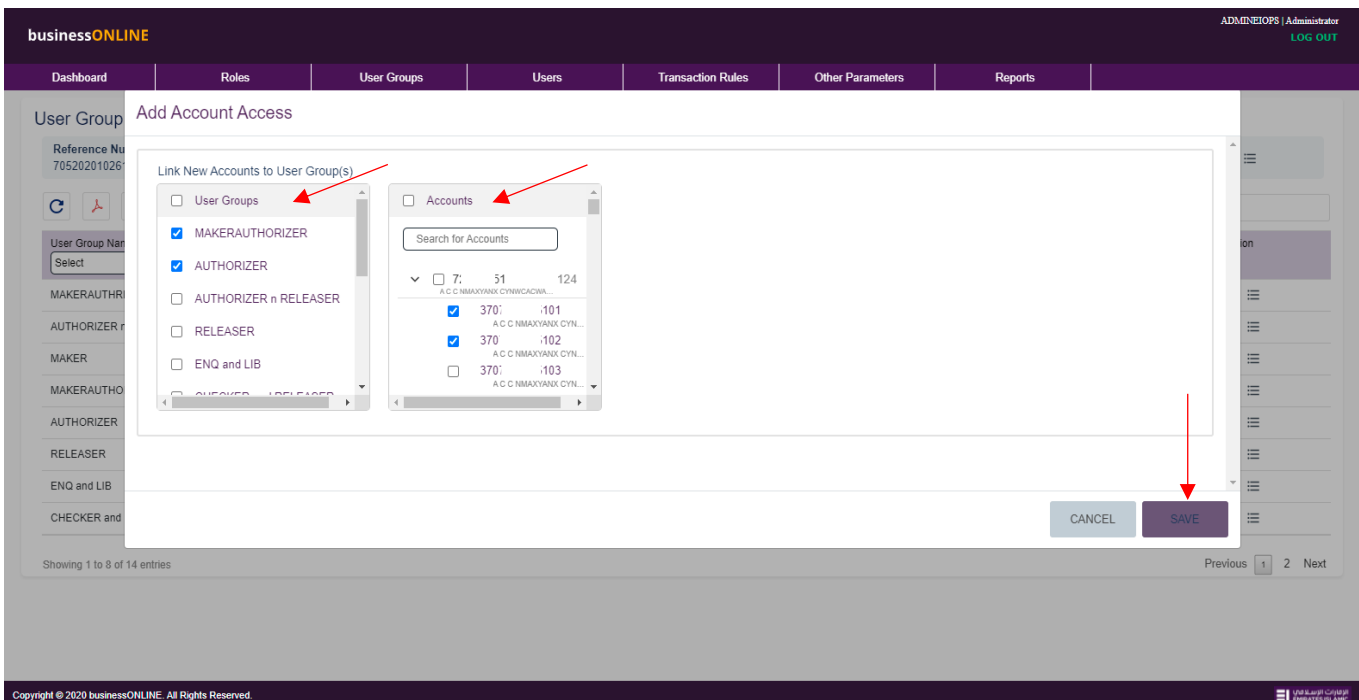
### 1.c. Add Account Access

This option will allow user to Link the Newly opened Account OR Newly linked CIF to the existing user groups within the subscription.

Click on "Add Account Access"



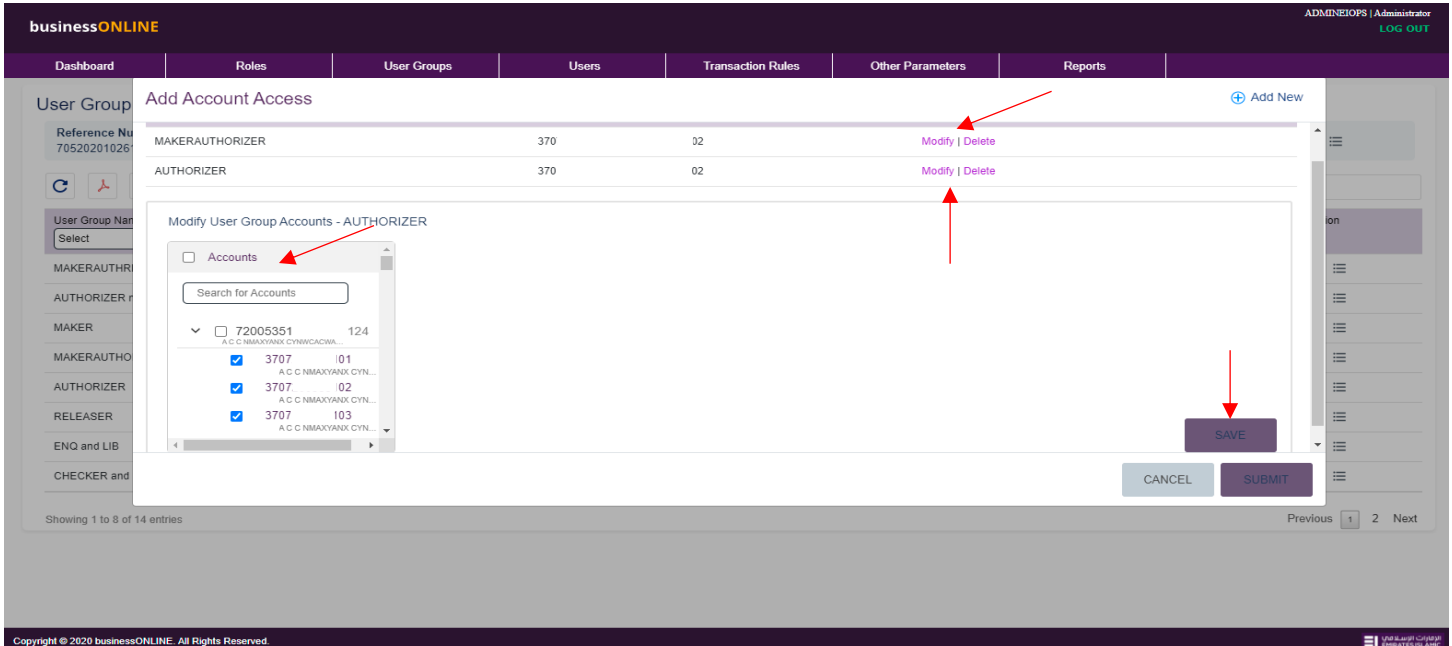
Screen will display available User Group on the left and New Account/CIFs on right for selection.



Screen the User group which needs to be modified to add the selected account under 'Accounts' and click on SAVE.

Screen will show the summary of the selected user group & Account/CIFs along with option to Modify/Delete.

- 'Delete' Will remove the Selected User Group and Accounts combination.
- 'Modify' Will allow user to add more accounts to particular User group.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

User Group Add Account Access Add New

User Groups	Accounts	Action
MAKERAUTHORIZER	370 02	Modify   Delete
AUTHORIZER	370 02	Modify   Delete

Modify User Group Accounts - AUTHORIZER

Accounts

Search for Accounts

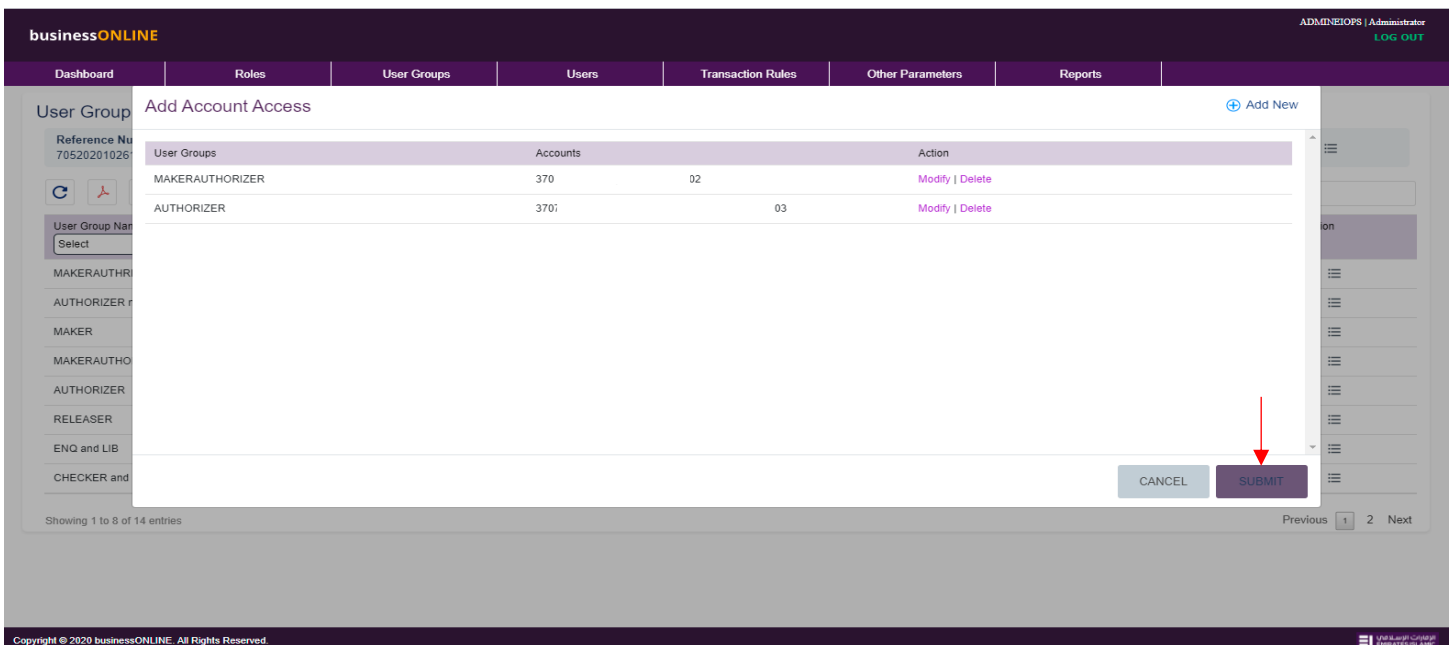
- 72005351 124
- 3707 101
- 3707 02
- 3707 103

SAVE CANCEL SUBMIT

Showing 1 to 8 of 14 entries Previous 1 2 Next

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Click on SAVE.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

User Group Add Account Access Add New

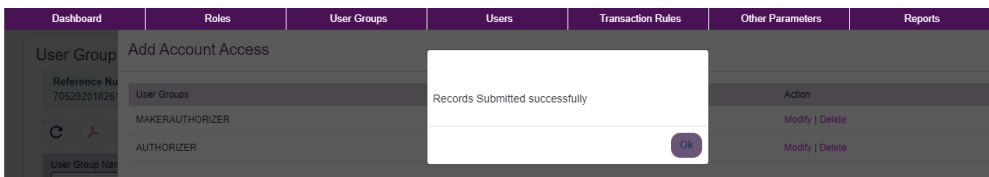
User Groups	Accounts	Action
MAKERAUTHORIZER	370 02	Modify   Delete
AUTHORIZER	370; 03	Modify   Delete

CANCEL SUBMIT

Showing 1 to 8 of 14 entries Previous 1 2 Next

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Above Screen displays the 'Modify' steps. Once concluded, Click on SUBMIT.



Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

User Group Add Account Access

Records Submitted successfully

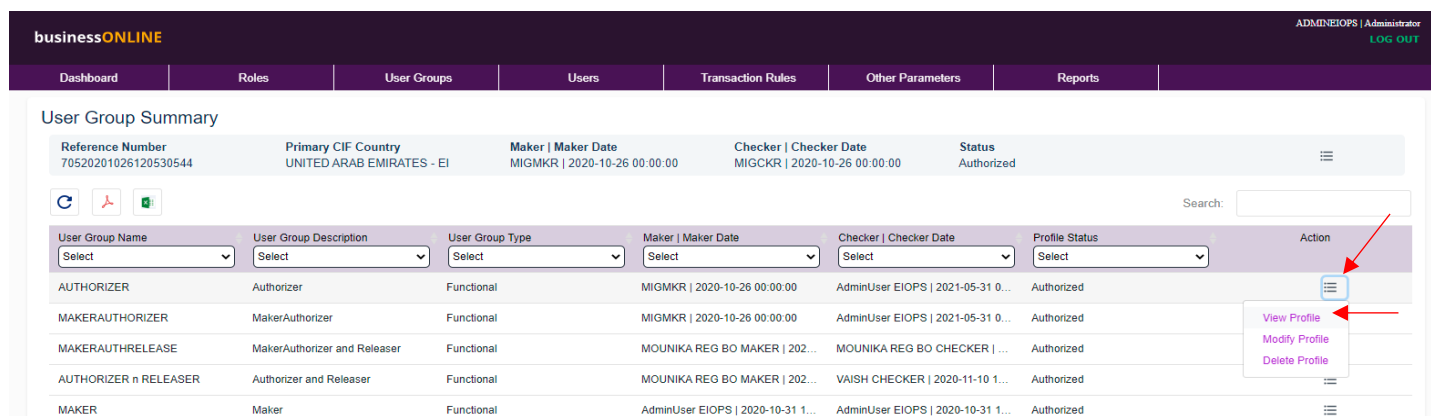
OK

After Submission,

- System will display above success message in case if the Subscription is Single ADMIN
- in case of Dual ADMIN, it will be pending for approval to another ADMIN in the subscription.

## 2.a. View User group Profile

This option will allow user to view the selected User groups profile, all the entitled products, accounts etc.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

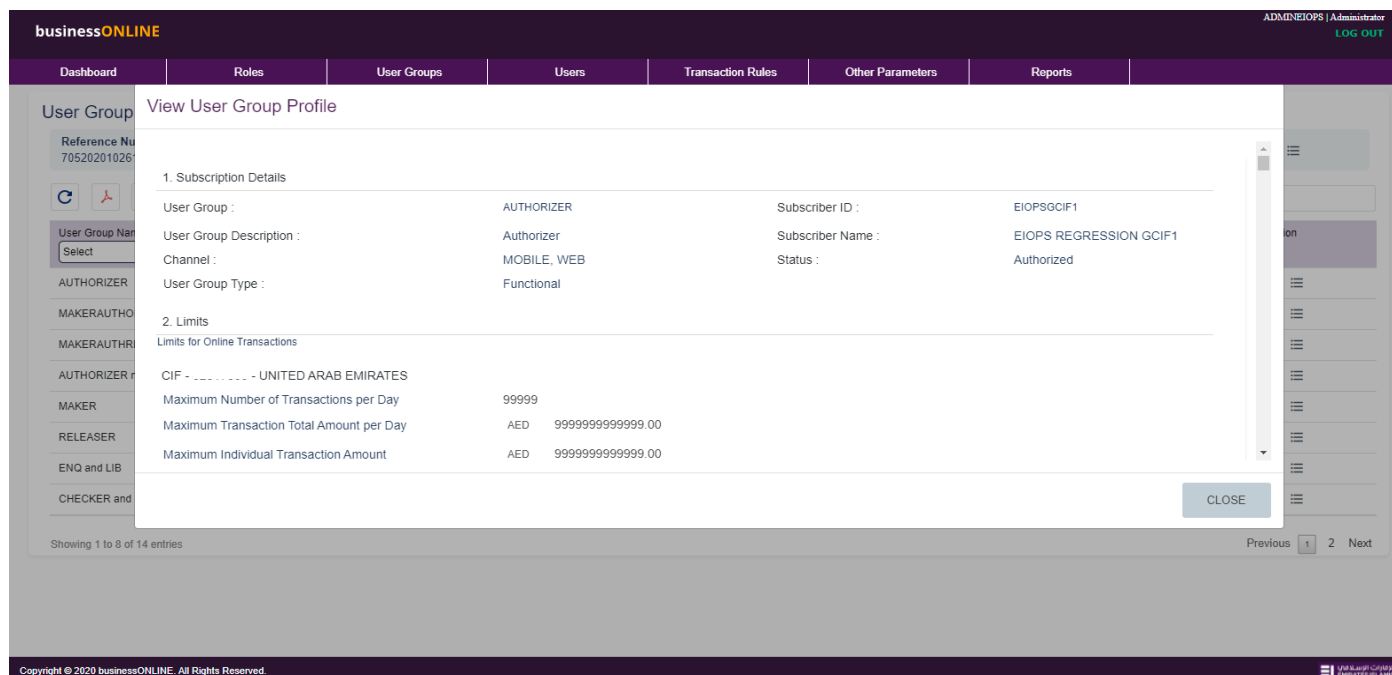
User Group Summary

Reference Number: 70520201026120530544 | Primary CIF Country: UNITED ARAB EMIRATES - EI | Maker | Maker Date: MIGMKR | 2020-10-26 00:00:00 | Checker | Checker Date: MIGCKR | 2020-10-26 00:00:00 | Status: Authorized

User Group Name	User Group Description	User Group Type	Maker   Maker Date	Checker   Checker Date	Profile Status	Action
AUTHORIZER	Authorizer	Functional	MIGMKR   2020-10-26 00:00:00	AdminUser EIOPS   2021-05-31 0...	Authorized	View Profile
MAKERAUTHORIZER	MakerAuthorizer	Functional	MIGMKR   2020-10-26 00:00:00	AdminUser EIOPS   2021-05-31 0...	Authorized	Modify Profile
MAKERAUTHRELEASE	MakerAuthorizer and Releaser	Functional	MOUNIKA REG BO MAKER   202...	MOUNIKA REG BO CHECKER   ...	Authorized	Delete Profile
AUTHORIZER n RELEASER	Authorizer and Releaser	Functional	MOUNIKA REG BO MAKER   202...	VAISH CHECKER   2020-11-10 1...	Authorized	
MAKER	Maker	Functional	AdminUser EIOPS   2020-10-31 1...	AdminUser EIOPS   2020-10-31 1...	Authorized	

Click on 'View Profile', the Screen will show full profile of the user group selected in below sections:

1. Subscription Details – Displays user group name & description, Subscriber IF & Name, User group type, Status of User group.
2. Limits – Displays CIF level limits for predefined parameters along with other controls.
3. Products and Sub Products – Displays assigned/entitled products and sub products.
4. Functions of all products – Displays enabled functions under each entitled products and sub products.
5. Criteria Group / Criteria Values – Displays assigned accounts for each entitled products and sub products.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

User Group View User Group Profile

Reference Number: 70520201026120530544

1. Subscription Details

User Group : AUTHORIZER | Subscriber ID : EIOPSGCIF1

User Group Description : Authorizer | Subscriber Name : EIOPS REGRESSION GCIF1

Channel : MOBILE, WEB | Status : Authorized

User Group Type : Functional

2. Limits

Limits for Online Transactions

CIF - . . . . . UNITED ARAB EMIRATES

Maximum Number of Transactions per Day : 99999

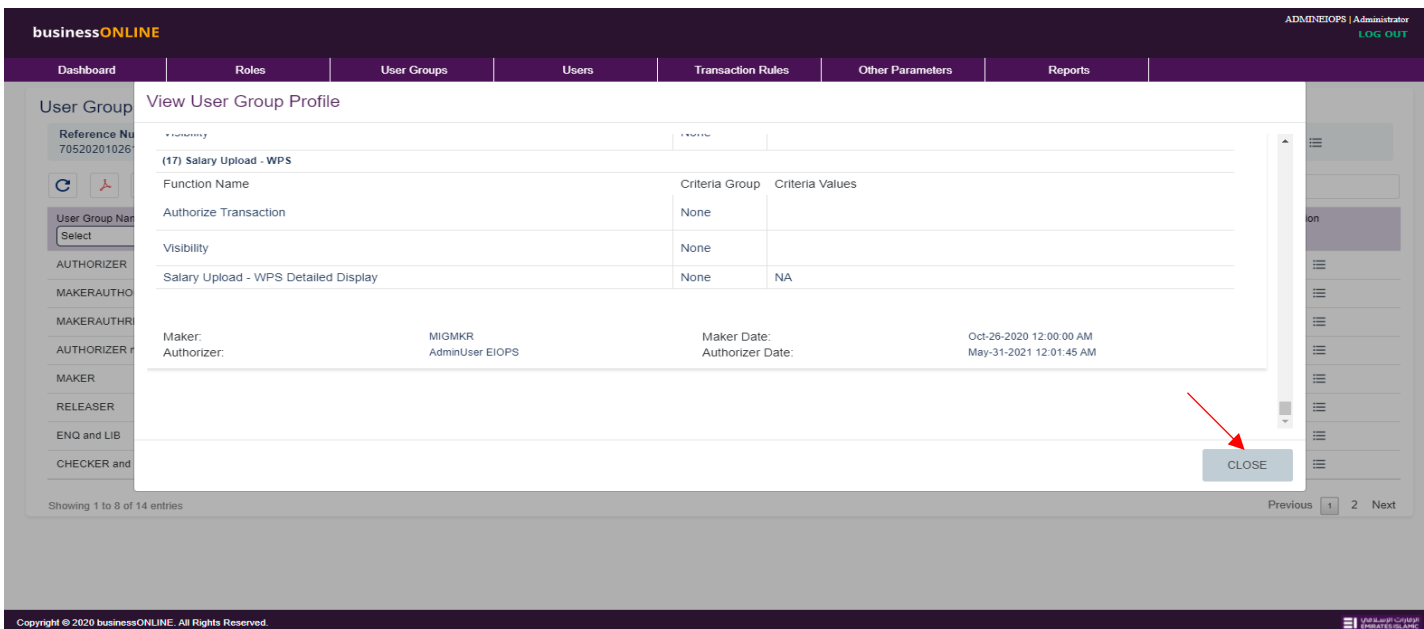
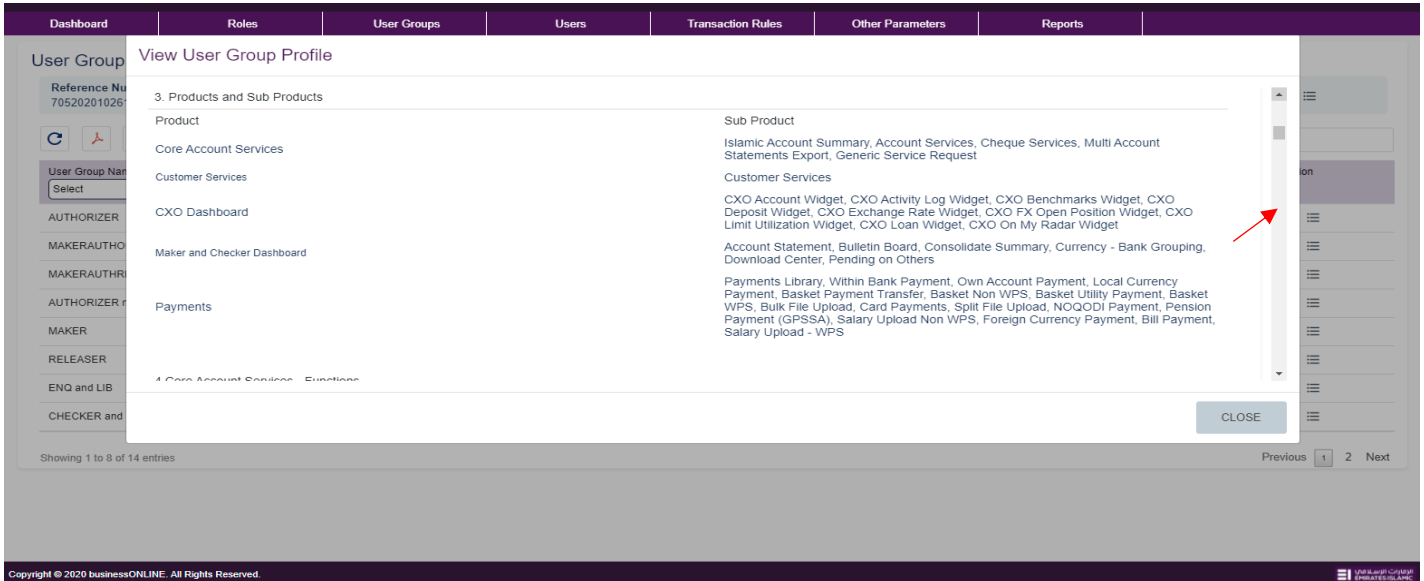
Maximum Transaction Total Amount per Day : AED 999999999999.00

Maximum Individual Transaction Amount : AED 999999999999.00

Showing 1 to 8 of 14 entries

Previous 1 2 Next

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## 2.b. Modify User group Profile

This option will allow user to modify the selected User groups profile, all the entitled products, accounts etc.

- Update Limits
- Add/remove Product and sub products
- Add/remove functions under each Product and sub products
- Add/remove CIFs/Accounts
- Link New Accounts to User group/

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LOG OUT

Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### User Group Summary

Reference Number: 70520201026120530544 | Primary CIF Country: UNITED ARAB EMIRATES - EI | Maker | Maker Date: MIGMKR | 2020-10-26 00:00:00 | Checker | Checker Date: MIGCKR | 2020-10-26 00:00:00 | Status: Authorized

Search:

User Group Name	User Group Description	User Group Type	Maker   Maker Date	Checker   Checker Date	Profile Status	Action
AUTHORIZER	Authorizer	Functional	MIGMKR   2020-10-26 00:00:00	AdminUser EIOPS   2021-05-31 0...	Authorized	<a href="#">View Profile</a> <a href="#">Modify Profile</a> <a href="#">Delete Profile</a>
MAKERAUTHORIZER	MakerAuthorizer	Functional	MIGMKR   2020-10-26 00:00:00	AdminUser EIOPS   2021-05-31 0...	Authorized	
MAKERAUTHRELEASE	MakerAuthorizer and Releaser	Functional	MOUNIKA REG BO MAKER   202...	MOUNIKA REG BO CHECKER   ...	Authorized	
AUTHORIZER n RELEASER	Authorizer and Releaser	Functional	MOUNIKA REG BO MAKER   202...	VAISH CHECKER   2020-11-10 1...	Authorized	
MAKER	Maker	Functional	AdminUser EIOPS   2020-10-31 1...	AdminUser EIOPS   2020-10-31 1...	Authorized	

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Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

### Modify User Group Profile

Reference Number: 70520201026120530544 | User group: AUTHORIZER | type: Functional | subscriber: EIOPSGCIF1 | Status: Authorized

Basic Details Products Setup

Access to businessONLINE via  Web  Mobile

Amount Masking  Mask salary amount during Salary and WPS uploads  Mask Payment Amount during Bulk Uploads  Mask Available Balance

Limit Details

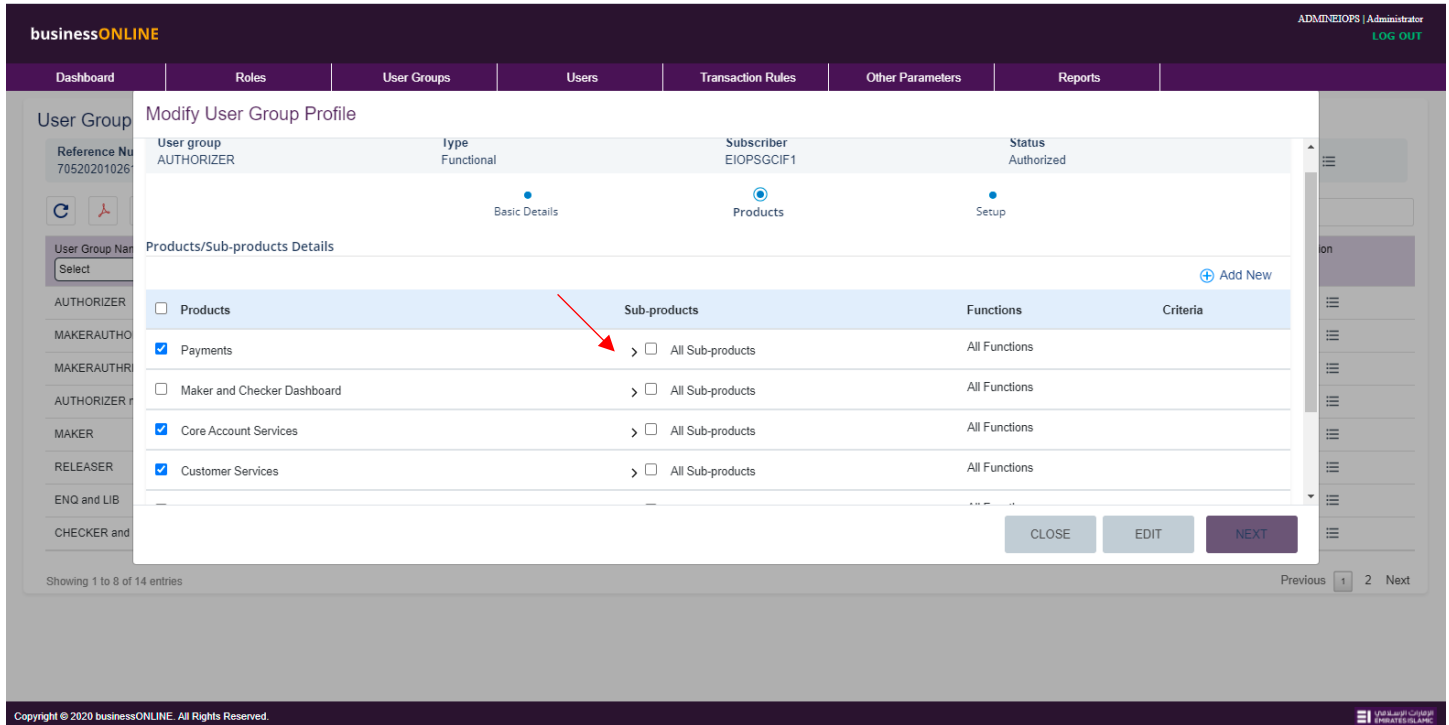
*Max no. of Transactions per day(all transaction types)	*Max Transactions amount per day(all transaction types)	*Max transactions amount per day(individual transactions)
99999	AED 999999999999	AED 99999999
*Max no. of Files uploaded per day	Max Transactions amount per day(File upload transactions)	Approval Limit per day
99999	AED 99999999	AED <input type="text"/>
*Max amount for individual transaction within a File	Self authorization Limit/Transaction	
AED 999999999999	AED <input type="text"/>	

SAVE CANCEL  
CLOSE NEXT

Showing 1 to 8 of ...

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On the above screen, user can define or update the parameters at CIF level. Each CIF can have different parameter values.



businessONLINE Administrator | ADMIN@EIOFS | Administrator | LOG OUT

Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

User Group Modify User Group Profile

Reference Number: 70520201026

User Group Name: AUTHORIZER

Type: Functional

Subscriber: EIOPSGCIF1

Status: Authorized

Basic Details Products Setup

Products/Sub-products Details

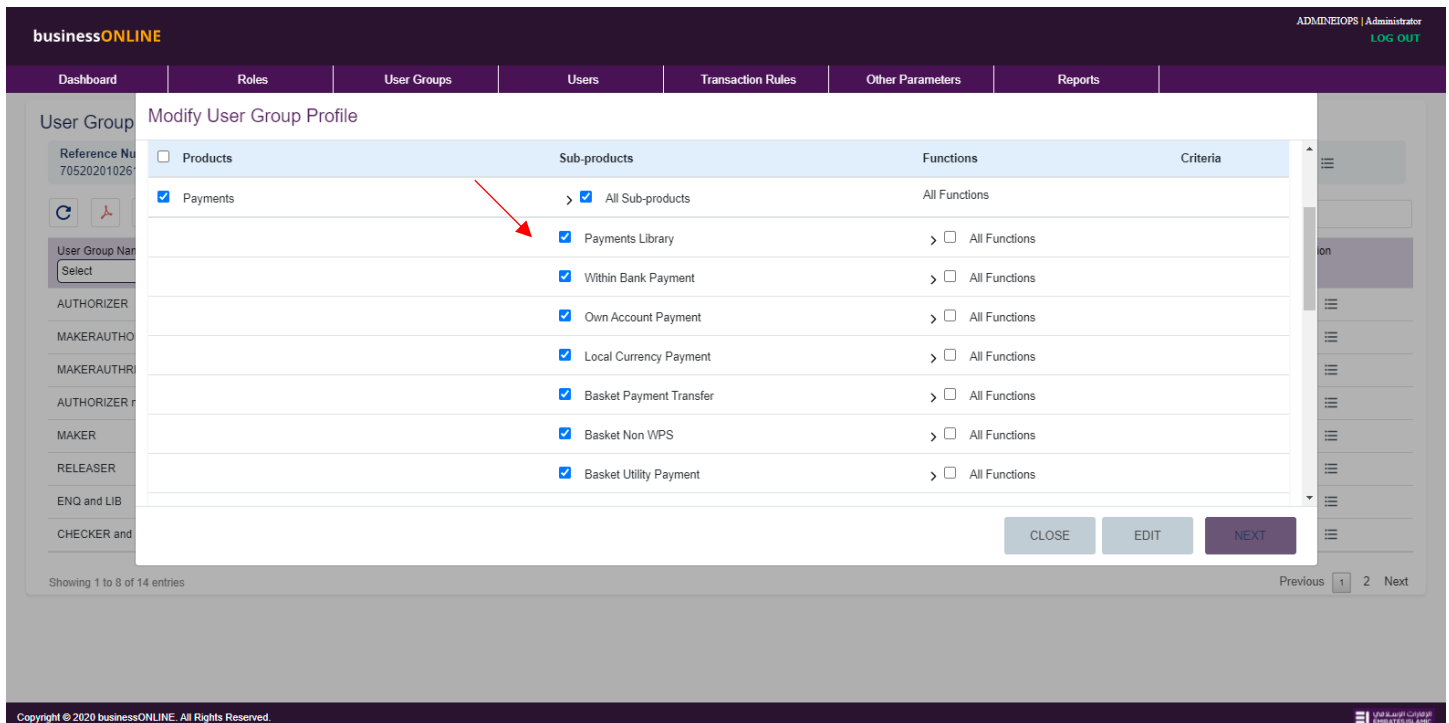
Products	Sub-products	Functions	Criteria
<input type="checkbox"/> Products	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Payments	> <input type="checkbox"/> All Sub-products	All Functions	
<input type="checkbox"/> Maker and Checker Dashboard	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Core Account Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Customer Services	> <input type="checkbox"/> All Sub-products	All Functions	

Showing 1 to 8 of 14 entries

Previous 1 2 Next

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To select the Sub-product under Products, click on the '>' sign (Expand) under Sub-products. This will expand and show the available Sub-products under selected Product.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

User Group Modify User Group Profile

Reference Number: 70520201026

User Group Name: AUTHORIZER

Type: Functional

Subscriber: EIOPSGCIF1

Status: Authorized

Basic Details Products Setup

Products/Sub-products Details

Products	Sub-products	Functions	Criteria
<input checked="" type="checkbox"/> Payments	> <input checked="" type="checkbox"/> All Sub-products	All Functions	
	<input checked="" type="checkbox"/> Payments Library	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Within Bank Payment	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Own Account Payment	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Local Currency Payment	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Basket Payment Transfer	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Basket Non WPS	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Basket Utility Payment	> <input type="checkbox"/> All Functions	

Showing 1 to 8 of 14 entries

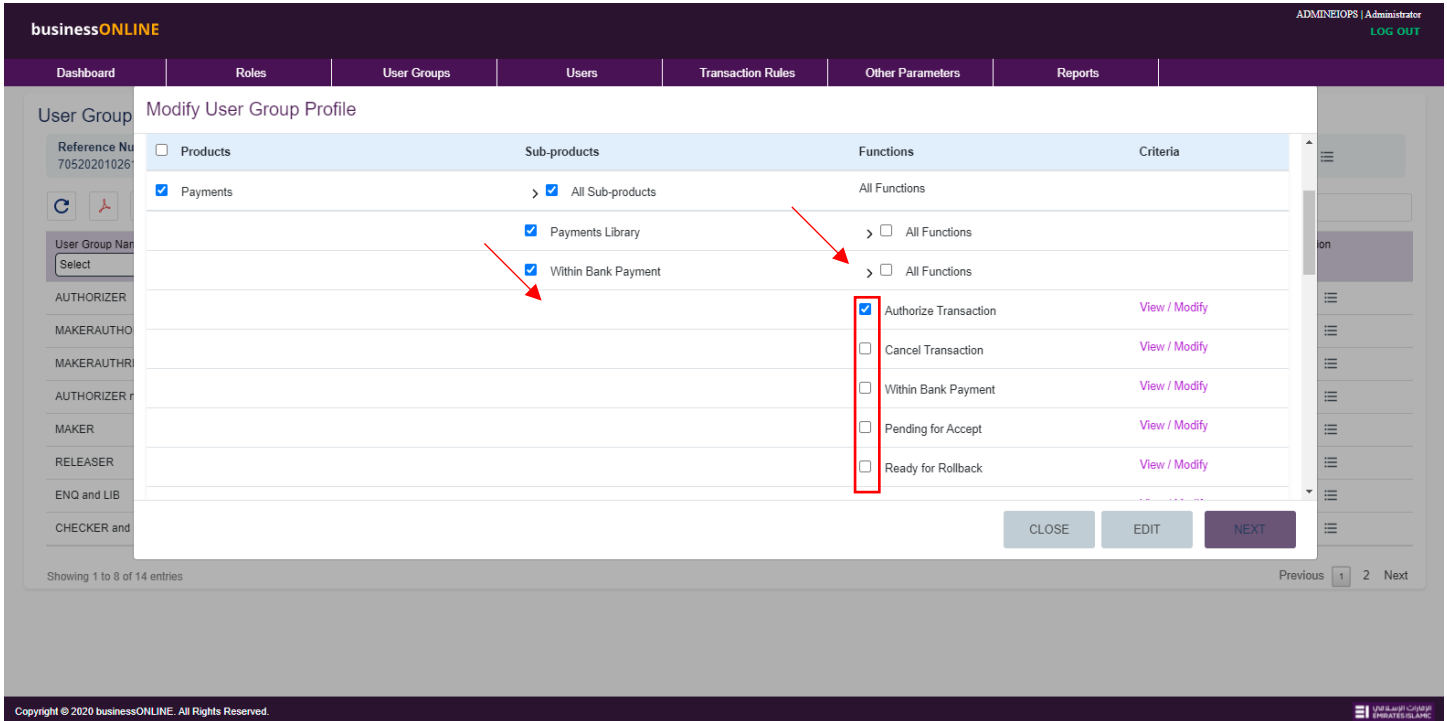
Previous 1 2 Next

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The user can,

- To remove the Sub-product, de-select the Sub-product from the available list.
- To add the Sub-product, select the Sub-product by selecting the checkbox. click on the '>' sign (Expand) under Functions. This will expand and show the available functions under the selected sub-product.





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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

User Group Modify User Group Profile

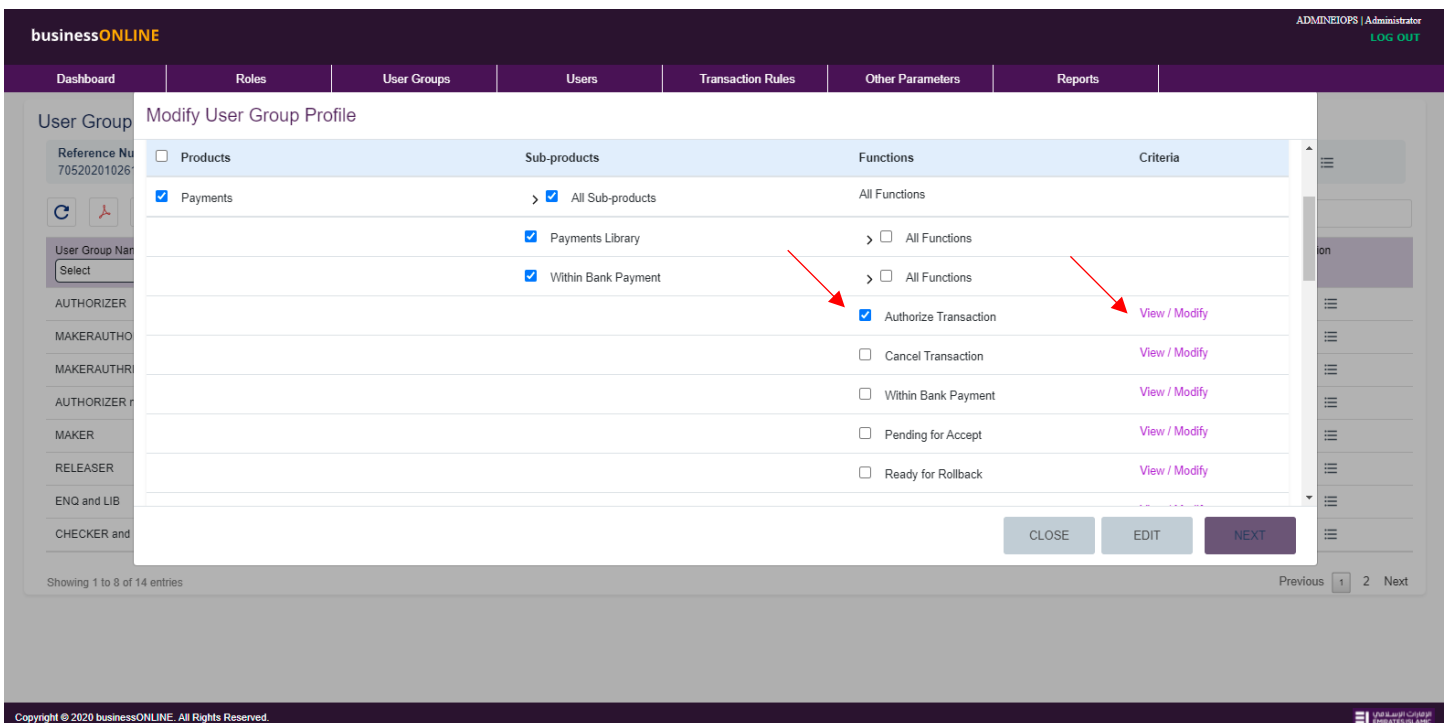
Products	Sub-products	Functions	Criteria
<input type="checkbox"/> Payments	> <input checked="" type="checkbox"/> All Sub-products	All Functions	
	<input checked="" type="checkbox"/> Payments Library	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Within Bank Payment	> <input type="checkbox"/> All Functions	
		<input checked="" type="checkbox"/> Authorize Transaction	<a href="#">View / Modify</a>
		<input type="checkbox"/> Cancel Transaction	<a href="#">View / Modify</a>
		<input type="checkbox"/> Within Bank Payment	<a href="#">View / Modify</a>
		<input type="checkbox"/> Pending for Accept	<a href="#">View / Modify</a>
		<input type="checkbox"/> Ready for Rollback	<a href="#">View / Modify</a>

Showing 1 to 8 of 14 entries Previous 1 2 Next

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The user can,

- To remove the already selected function, de-select the function checkbox from the available list.
- To add the Sub-product, select the function checkbox from the available list.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

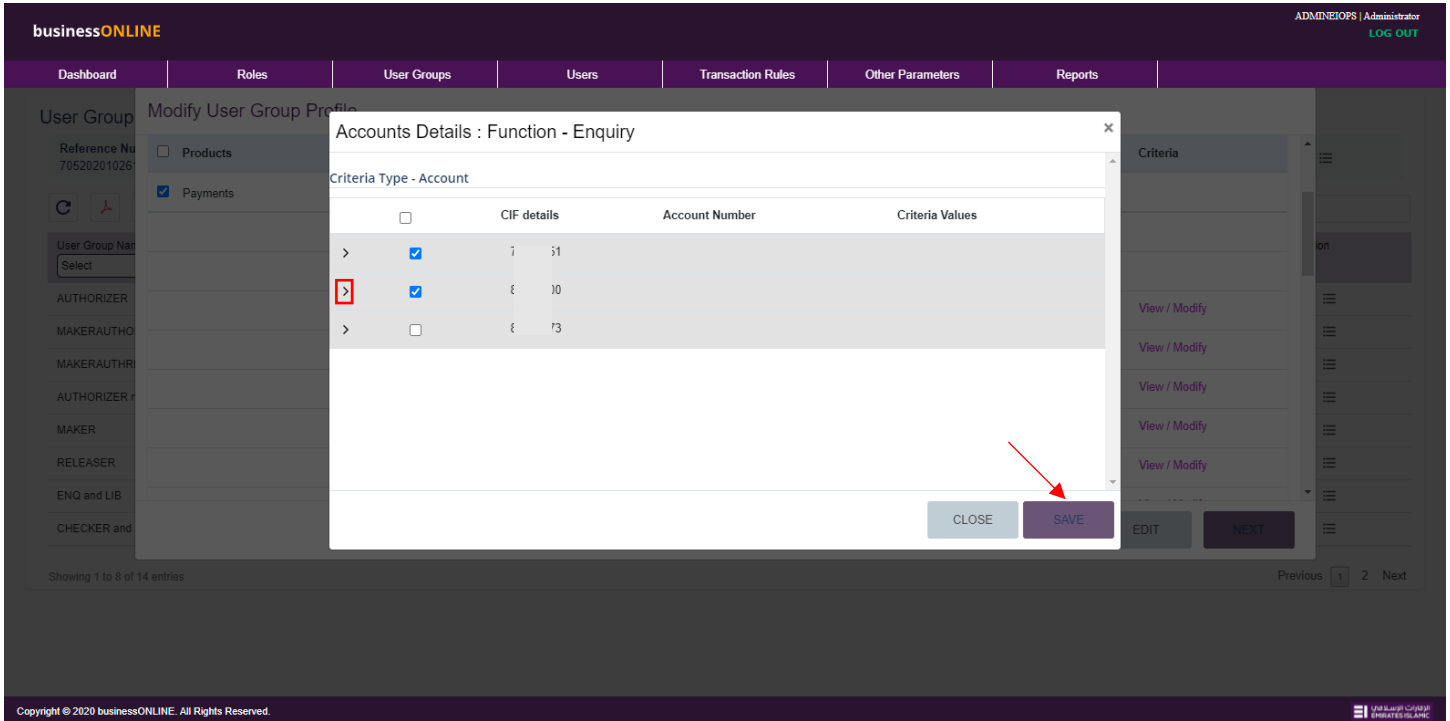
User Group Modify User Group Profile

Products	Sub-products	Functions	Criteria
<input checked="" type="checkbox"/> Payments	> <input checked="" type="checkbox"/> All Sub-products	All Functions	
	<input checked="" type="checkbox"/> Payments Library	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Within Bank Payment	> <input type="checkbox"/> All Functions	
		<input checked="" type="checkbox"/> Authorize Transaction	<a href="#">View / Modify</a>
		<input type="checkbox"/> Cancel Transaction	<a href="#">View / Modify</a>
		<input type="checkbox"/> Within Bank Payment	<a href="#">View / Modify</a>
		<input type="checkbox"/> Pending for Accept	<a href="#">View / Modify</a>
		<input type="checkbox"/> Ready for Rollback	<a href="#">View / Modify</a>

Showing 1 to 8 of 14 entries Previous 1 2 Next

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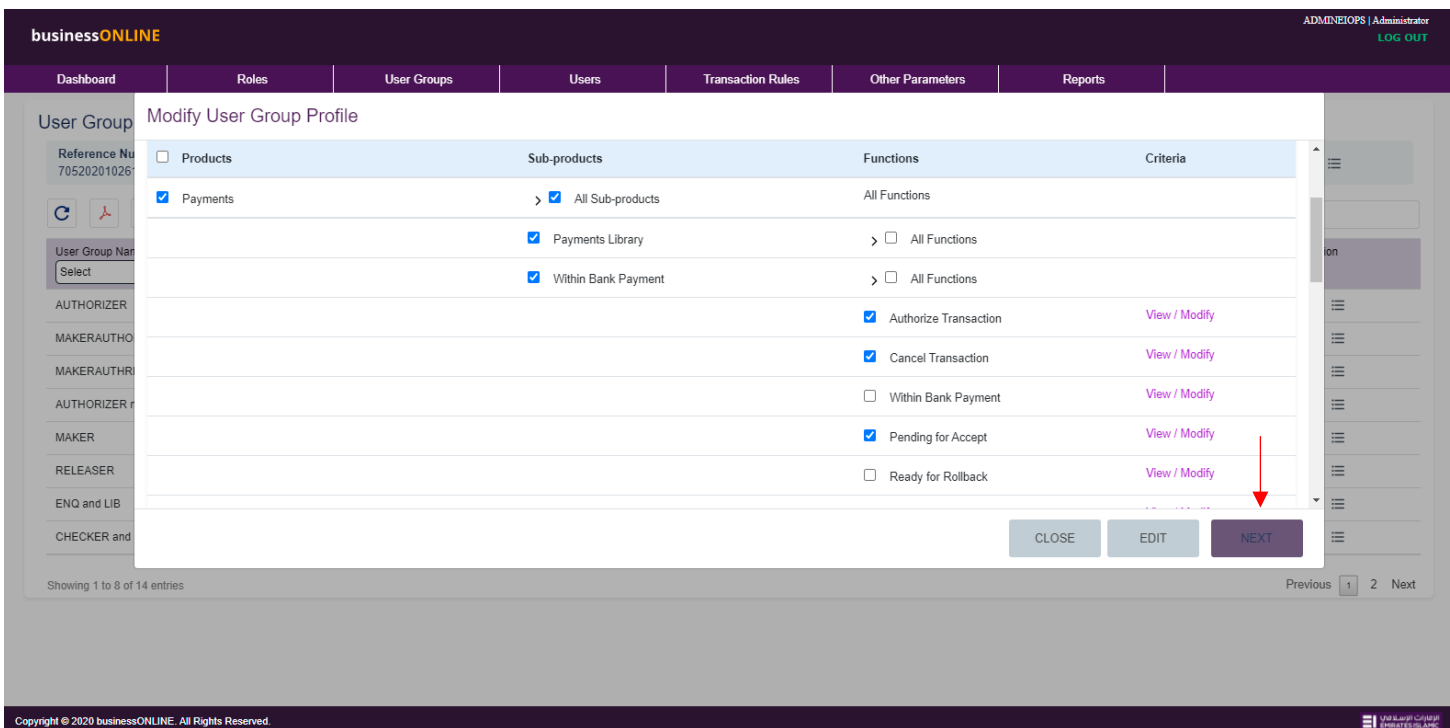
- To remove the already selected CIFs/Accounts, click on 'View / Modify' against each selected function.
- **Repeat this process for each newly added/selected function appropriately under all newly added products and sub-products.**



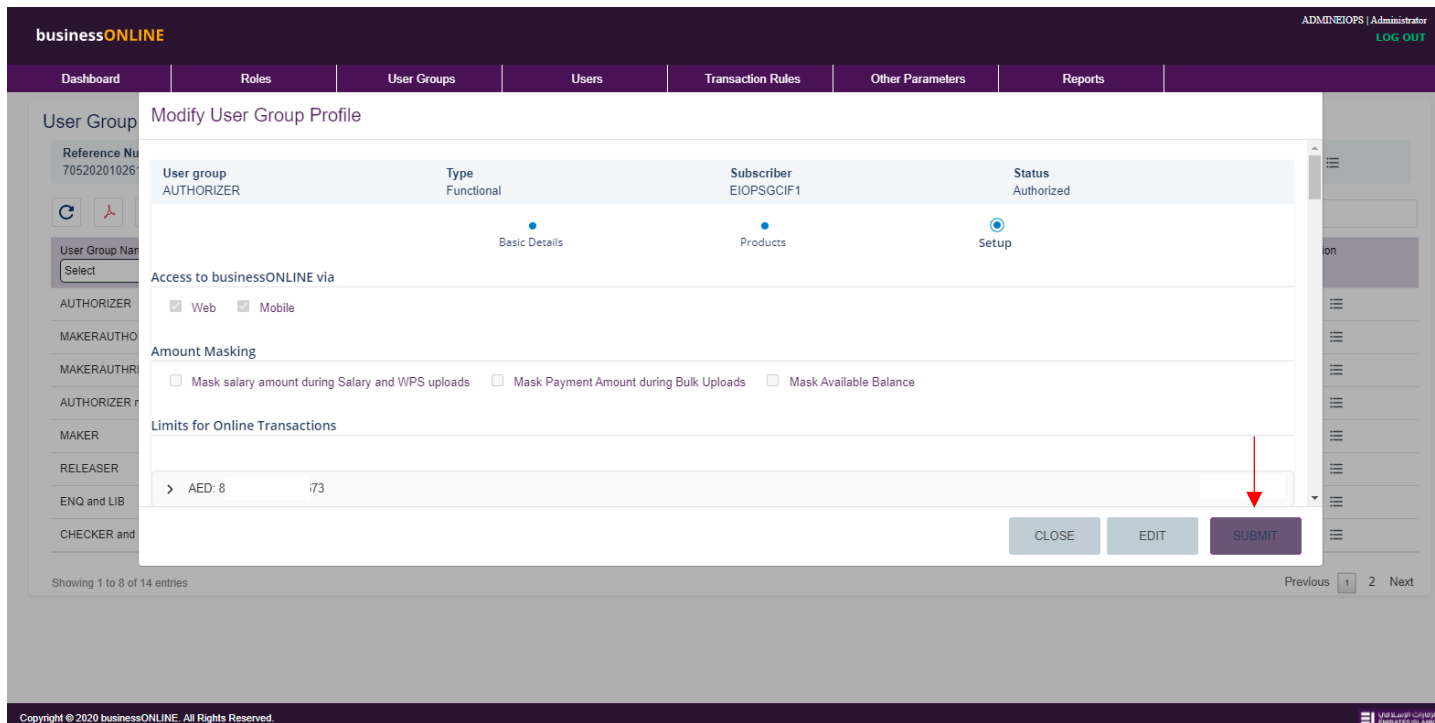
Once all process is done, click on 'SAVE'.

Once all required Products, Sub-products, Functions and Accounts are Selects, Click on NEXT.

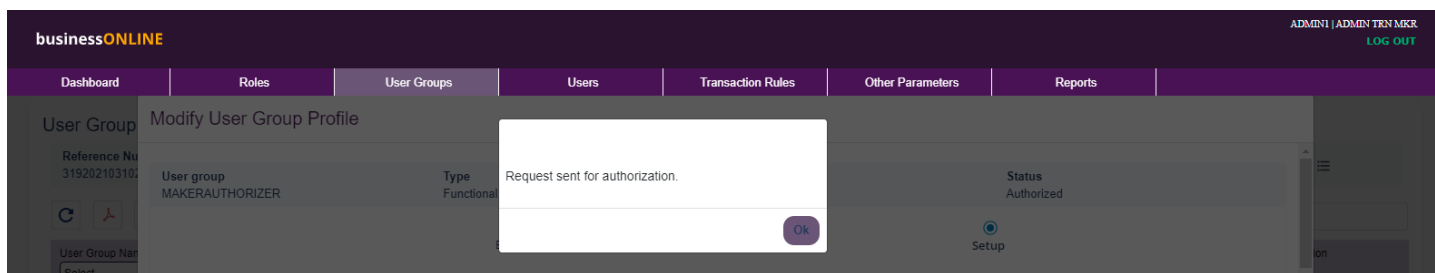
Refer below screen for the same.



After NEXT, system will display Summary screen to confirm the selected/modified/added changes for Submitting for approval.

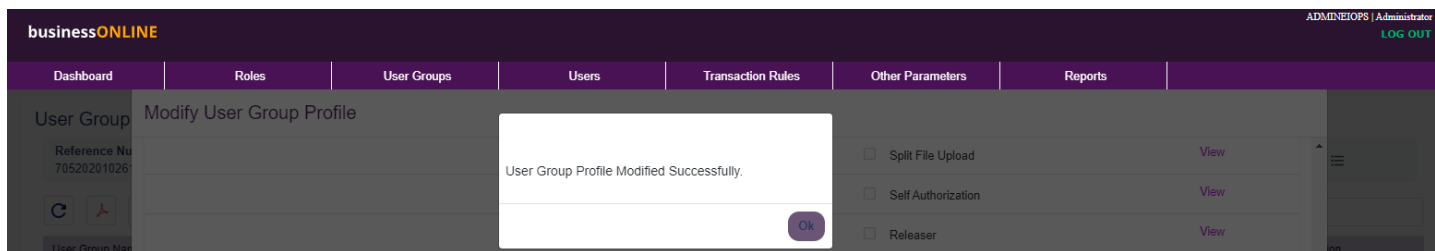


After SUBMIT,



- If the Client is a Single (SHARED) Admin, the User Group profile modification will be Auto approved upon submit action and will be available for Bank review.
- If the Client is a Dual (SHARED) Admin, the User Group profile modification will be available to other Admin under the same subscriptions for approval and then will be available for Bank review.

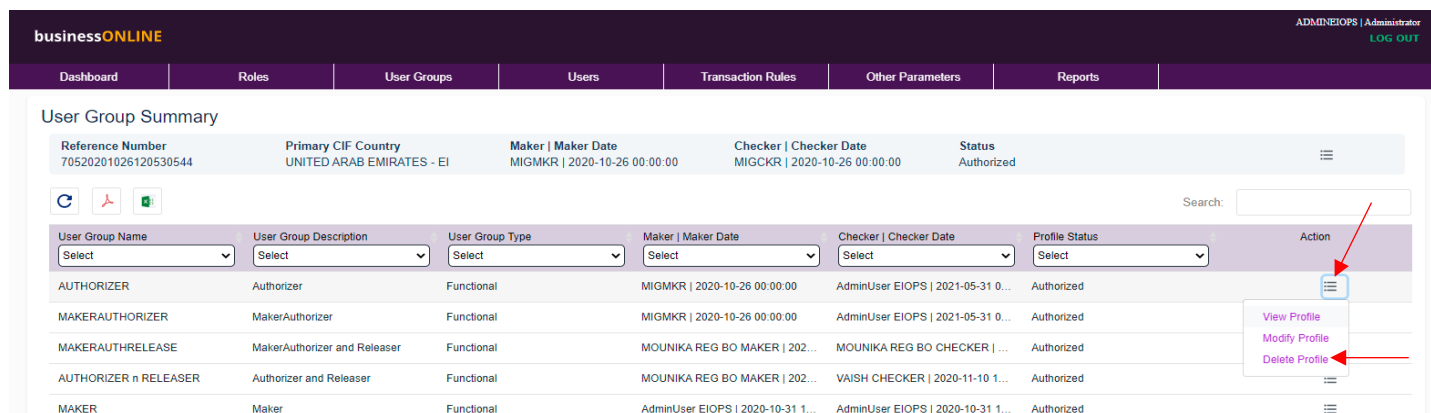
The Bank will review the request and provide the decision of Approve or Reject within next working day.



- If the Client is a Single (CLIENT) Admin, the User Group profile modification will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the User Group profile modification will be available to other Admin under the same subscriptions for approval.

## 2.c. Delete User group Profile

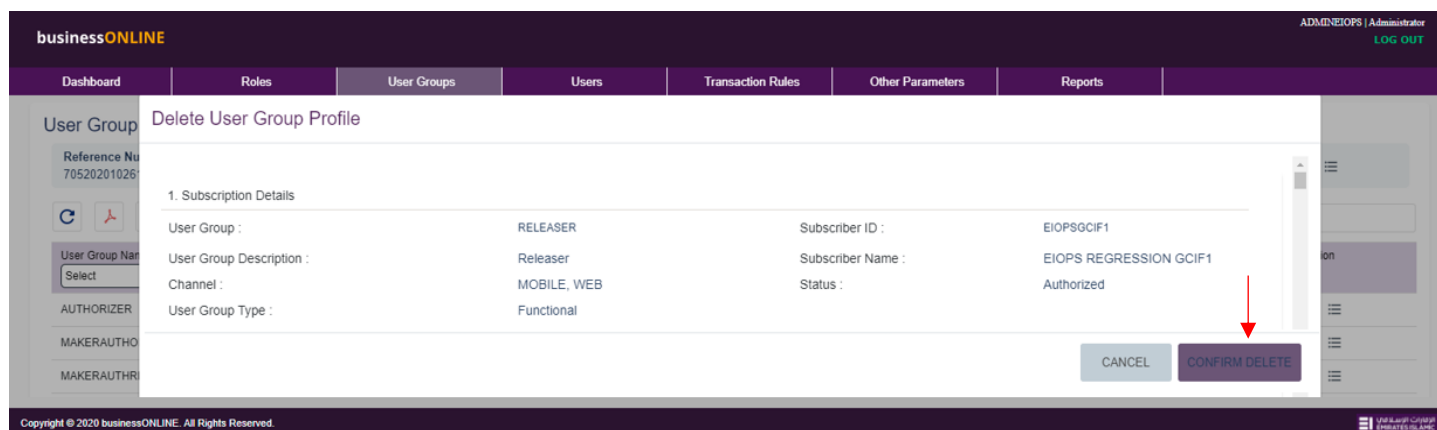
This option will allow user to Delete the selected User groups profile, all the entitled products, accounts will be deleted from the User group etc.



User Group Name	User Group Description	User Group Type	Maker   Maker Date	Checker   Checker Date	Profile Status	Action
AUTHORIZER	Authorizer	Functional	MIGMKR   2020-10-26 00:00:00	AdminUser EIOPS   2021-05-31 0...	Authorized	[Action Menu]
MAKERAUTHORIZER	MakerAuthorizer	Functional	MIGMKR   2020-10-26 00:00:00	AdminUser EIOPS   2021-05-31 0...	Authorized	[Action Menu]
MAKERAUTHRELEASE	MakerAuthorizer and Releaser	Functional	MOUNIKA REG BO MAKER   202...	MOUNIKA REG BO CHECKER   ...	Authorized	[Action Menu]
AUTHORIZER n RELEASER	Authorizer and Releaser	Functional	MOUNIKA REG BO MAKER   202...	VAISH CHECKER   2020-11-10 1...	Authorized	[Action Menu]
MAKER	Maker	Functional	AdminUser EIOPS   2020-10-31 1...	AdminUser EIOPS   2020-10-31 1...	Authorized	[Action Menu]

Select 'Delete Profile' from the Action menu against the selected user group name.

Once confirmed, Click on CONFIRM DELETE.



**Delete User Group Profile**

1. Subscription Details

User Group : RELEASER      Subscriber ID : EIOPSGCIF1

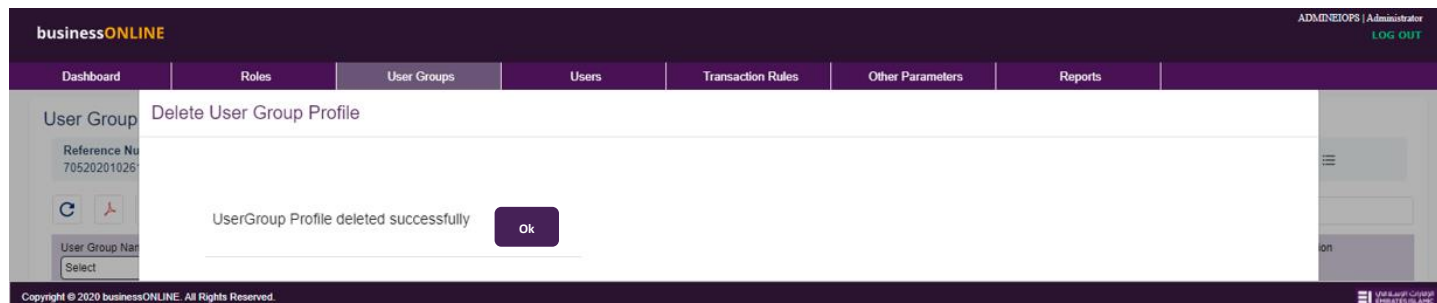
User Group Description : Releaser      Subscriber Name : EIOPS REGRESSION GCIF1

Channel : MOBILE, WEB      Status : Authorized

User Group Type : Functional

[CANCEL] [CONFIRM DELETE]

- If the Client is a Single Admin, the User Group profile deletion will be Auto approved upon CONFIRM DELETE action with a successful popup message.
- If the Client is a Dual Admin, the User Group profile deletion will be sent for approval to another ADMIN user within the subscription upon CONFIRM DELETE action.



**Delete User Group Profile**

UserGroup Profile deleted successfully [Ok]

## Users Add / View / Modify / Disable / Delete

This menu helps Admin to Add, view and modify its users and their profiles available for the subscription.

(Applicable for Single & Dual Admin)

### 1.a. Add User

This option will allow ADMIN to create user within the subscription.

Click **Users > Add**

- i. User is a Maker/Checker – Select this to create a user for Maker, Checker, Enquiry Roles within subscription.
- ii. User is an Authorizer – Select this to create a user for Maker Authorizer or Authorizer roles within subscription.

#### **1.a.i. Creation of a Maker/Checker user: (Applicable for both, Client & Shared Admin type)**

Select 'User is a Maker/Checker' and Fill all the mandatory fields and SUBMIT.

businessONLINE ADMIN/EOPS | Administrator  
LOG OUT

Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

### Add User

User is a Maker/Checker
  User is an Authorizer

\*First name: 
 Middle name: 
 \*Last name:

User Type: 
 \*Authentication type:

\*Login ID: 
 \*Domicile:

**Role & User Groups**  
 User Group: 
 \*Role:

**User Address**  
 \*Line 1: 
 Line 2: 
 Residence area:

\*City: 
 State: 
 \*Country:

Post code:

**Select Channel**  
 Mobile

**Contact information**  
 \*Email address: 
 \*Mobile phone number:

Landline Number:

Allow this User to approve payments which were initiated by him/her

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

### Add User

**User Submitted**

Records Submitted successfully

23, 44 Street  
 \*City:

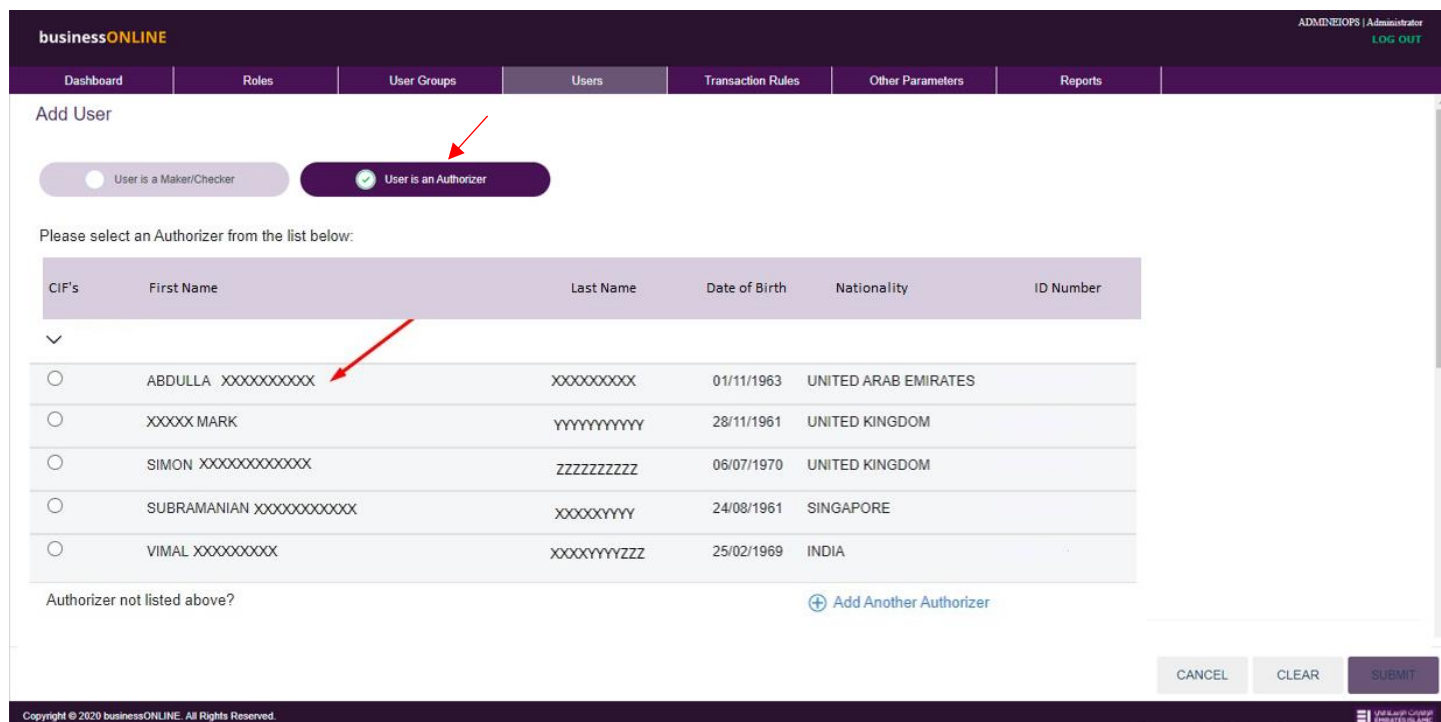
Post code:

\*Country:

- If the Client is a Single (Client or Shared) Admin, the User addition will be done with a successful popup message.
- If the Client is a Dual (Client or Admin) Admin, the User addition will be sent for approval to another ADMIN user within the subscription.
- If the Client is a Single (Shared) Admin, the User addition will be done with a successful popup message.
- If the Client is a Dual (Client) Admin, the User addition will be sent for approval to another ADMIN user within the subscription.

## 1.a. ii. Creation of an Authorizer (Fetch from Bank Records) : (Applicable for both, Client & Shared Admin type)

Select 'User is an Authorizer', system will list down the available signatories registered in bank's record.



**businessONLINE** ADMIN/NEOPS | Administrator LOG OUT

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

**Add User**

User is a Maker/Checker
  User is an Authorizer

Please select an Authorizer from the list below:

CIF's	First Name	Last Name	Date of Birth	Nationality	ID Number
<input type="radio"/>	ABDULLA XXXXXXXXXXXX	XXXXXXXXXX	01/11/1963	UNITED ARAB EMIRATES	
<input type="radio"/>	XXXXX MARK	YYYYYYYYYY	28/11/1961	UNITED KINGDOM	
<input type="radio"/>	SIMON XXXXXXXXXXXXXX	ZZZZZZZZZZ	06/07/1970	UNITED KINGDOM	
<input type="radio"/>	SUBRAMANIAN XXXXXXXXXXXXX	XXXXXXYY	24/08/1961	SINGAPORE	
<input type="radio"/>	VIMAL XXXXXXXXXXXX	XXXXYYYYZZ	25/02/1969	INDIA	

Authorizer not listed above? [+ Add Another Authorizer](#)

CANCEL CLEAR **SUBMIT**

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Select the User which you want to create as an Authorizer. System will auto fill few fields in the next screen for the selected user.

Below fields are mandatory to fill:

- Authentication type (If you select Hard token, you will need to assign one from the list).
- Login ID (enter minimum 8-character alphanumeric preferred Login ID)
- Role (Select suitable role from the list, remember to use same role while defining the Transaction workflow rules)
- User Group (Select the appropriate user group to your user, this are predefined access over the products and accounts)
- Select Channel, If the Mobile checkbox is enabled that means user will be able to login businessONLINE via its Mobile App (user need to download businessONLINE mobile app).
- Email Address & Mobile number – to receive notification(s) and OTP(s).
- Select the Checkbox 'All this user to approve the payments which were initiated by him/her' if you are creating a Maker-Authorizer user.

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ADMINEIOPS | Administrator  
[LOG OUT](#)

Dashboard
Roles
User Groups
Users
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Other Parameters
Reports

### Add User

User is a Maker/Checker
  User is an Authorizer

\*First name

User Type

\*Login ID

\*ID type

\*Place of birth

\*Gender

Middle name

\*Authentication type

\*Domicile

\*ID number

\*Date of Birth

\*Last name

\*ID expiry date

\*Nationality

#### Role & User Groups

User Group

\*Role

#### User Address

\*Line 1

\*City

Post code

Line 2

State

Residence area

\*Country

#### Select Channel

Mobile

#### Contact information

\*Email address

\*Mobile phone number

Landline Number

Allow this User to approve payments which were initiated by him/her

Once all the details are filled, Click on SUBMIT.

businessONLINE
ADMINEIOPS | Administrator  
[LOG OUT](#)

Dashboard
Roles
User Groups
Users
Transaction Rules
Other Parameters
Reports

### Add User

\*City

Post code

User Submitted

Records Submitted successfully

\*Country

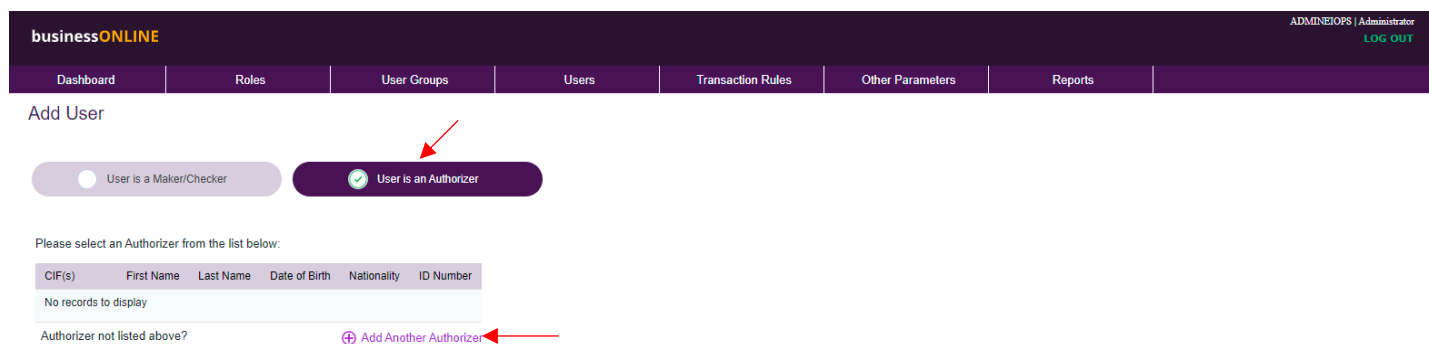


- If the Client is a Single (SHARED) Admin, the User will be Auto approved upon submit action and will be available for Bank review, Post Bank review the user will be Approved else rejected with reason mentioned by bank user.
- If the Client is a Dual (SHARED) Admin, the User will be available to other Admin under the same subscriptions for approval and then will be available for Bank review.
- If the Client is a Single (CLIENT) Admin, the User will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the User will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

### 1.a. iii. Creation of an Authorizer (Using KYC documents) (Applicable for Client Admin type)

Select 'User is an Authorizer', If the system does not list down the available signatories registered in bank's record then,

1. System will have "Add Another Authorizer" link (Applicable for Client Admin type)
2. If system do not have "Add Another Authorizer" link (Applicable for Shared Admin type), please get in touch with your Relationship manager to add the Authorizer/Signatory in bank records.



businessONLINE ADMIN/OPS | Administrator LOG OUT

Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Add User

User is a Maker/Checker  User is an Authorizer

Please select an Authorizer from the list below:

CIF(s)	First Name	Last Name	Date of Birth	Nationality	ID Number
No records to display					

Authorizer not listed above? [Add Another Authorizer](#)

Click on "Add Another Authorizer" link. System will allow user to fill the Authorizer information along with the uploading an authentic KYC document (preferably Passport Copy or Emirates ID copy).

Below fields are mandatory to fill:

- First Name & Last Name of the User.
- Authentication type (If you select Hard token, you will need to assign one from the list).
- Login ID (enter minimum 8-character alphanumeric preferred Login ID)
- ID Type, ID Number, ID Expiry date, Place of Birth, Date of Birth, Nationality, Gender and upload KYC Document (Make sure the Details entered are matching with the KYC document uploaded)
- Role (Select suitable role from the list, remember to use same role while defining the Transaction workflow rules)
- User Group (Select the appropriate user group to your user, this are predefined access over the products and accounts)
- User Address (Line 1, City and Country)
- Select Channel, If the Mobile checkbox is enabled that means user will be able to login businessONLINE via its Mobile App (user need to download businessONLINE mobile app).
- Email Address & Mobile number – to receive notification(s) and OTP(s).
- Select the Checkbox 'All this user to approve the payments which were initiated by him/her' if you are creating a Maker-Authorizer user.

## Add User

User is a Maker/Checker
  User is an Authorizer

*First name <input type="text" value="ABDULLA XXXXXXXXXXX"/>	Middle name <input type="text"/>	*Last name <input type="text" value="XXXXXXXX"/>
User Type <input type="text" value="Functional"/>	*Authentication type <input type="text" value="OTP + Soft Token"/>	
*Login ID <input type="text" value="ABDULLA"/>	*Domicile <input type="text" value="UNITED ARAB EMIRATES - EI"/>	
*ID type <input type="text" value="Passport"/>	*ID number <input type="text"/>	*ID expiry date <input type="text" value="30-11-2021"/>
*Place of birth <input type="text" value="Dubai"/>	*Date of Birth <input type="text" value="01-11-1963"/>	*Nationality <input type="text" value="UNITED ARAB EMIRATES"/>
*Gender <input type="text" value="Male"/>	*KYC document <a href="#">Upload</a> TEST USER PASSPORT COPY.pdf	

## Role & User Groups

User Group <input type="text" value="MAKERAUTHORIZER"/> <a href="#">View User Group related information</a>	*Role <input type="text" value="Maker Authorizer"/> <a href="#">View Roles</a>
---	--

## User Address

*Line 1 <input type="text" value="12, 5th Street"/>	Line 2 <input type="text" value="Al Twar"/>	Residence area <input type="text"/>
*City <input type="text" value="Dubai"/>	State <input type="text"/>	*Country <input type="text" value="United Arab Emirates"/>
Post code <input type="text"/>		

## Select Channel

Mobile

Contact information	
*Email address <input type="text" value="Test@gmail.com"/>	*Mobile phone number <input type="text" value="United Arab Emirates"/> <input type="text" value="971"/> <input type="text"/>
Landline Number <input type="text" value="e.g.971501234567"/>	

Allow this User to approve payments which were initiated by him/her

Once all the details are filled, Click on SUBMIT.

businessONLINE ADMIN/EIOPS | Administrator [LOG OUT](#)

Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

## Add User

\*City

Post code

**User Submitted**

Records Submitted successfully

- If the Client is a Single (CLIENT) Admin, the User will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the User will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

## 1.b. Modify User

Select the User to be Modified. ADMIN user can Modify the Basic Info or Profile of the customer user. The ADMIN user can :

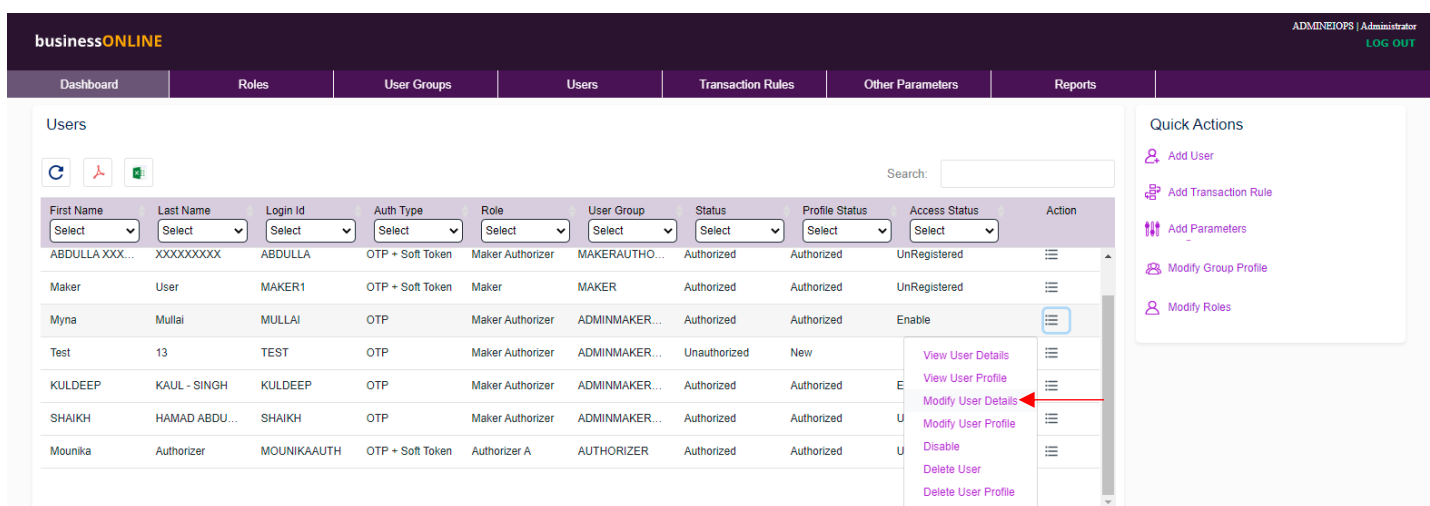
- Modify User Details
- Modify User Profile

### 1.b.i. Modify user Details

This menu helps Admin to modify a user details.

Click **Users > View / Modify**

Click Action button against the user which Admin want to modify. Select 'Modify User Details'



The screenshot displays the 'Users' management page in businessONLINE. At the top, there is a navigation bar with 'businessONLINE' on the left and 'ADMINEIOPS | Administrator' and 'LOG OUT' on the right. Below the navigation bar is a menu with options: Dashboard, Roles, User Groups, Users, Transaction Rules, Other Parameters, and Reports. The main content area shows a table of users with the following columns: First Name, Last Name, Login Id, Auth Type, Role, User Group, Status, Profile Status, Access Status, and Action. The table contains several rows of user data. A red arrow points to the 'Modify User Details' option in the Action menu for the user 'Mounika'.

First Name	Last Name	Login Id	Auth Type	Role	User Group	Status	Profile Status	Access Status	Action
ABDULLA XXX...	XXXXXXXXXX	ABDULLA	OTP + Soft Token	Maker Authorizer	MAKERAUTHO...	Authorized	Authorized	UnRegistered	...
Maker	User	MAKER1	OTP + Soft Token	Maker	MAKER	Authorized	Authorized	UnRegistered	...
Myna	Mullai	MULLAI	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	Enable	...
Test	13	TEST	OTP	Maker Authorizer	ADMINMAKER...	Unauthorized	New		View User Details View User Profile Modify User Details Modify User Profile
KULDEEP	KAUL - SINGH	KULDEEP	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	E	...
SHAIKH	HAMAD ABDU...	SHAIKH	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	U	...
Mounika	Authorizer	MOUNIKAAUTH	OTP + Soft Token	Authorizer A	AUTHORIZER	Authorized	Authorized	U	Disable Delete User Delete User Profile

Admin user can modify user details like,

- Mobile Number & Email ID
- Role & User group
- Authentication Type etc.

Once done, click on SUBMIT.

businessONLINE ADMIN/EOPS | Administrator  
LOG OUT

Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Users Modify User

User is a Maker/Checker
  User is an Authorizer

\*First Name: Myna Middle name: Last name: Mullai  
 User Type: Funtional \*Authentication type: OTP  
 \*Login ID: MULLAI \*Domicile: UNITED ARAB EMIRATES - EI  
 Emirates ID: WERA23617231 16/08/2023  
 \*Place of birth: TAMILNADU \*Date of Birth: 11/08/1992 \*Nationality: INDIA  
 Gender: Female

Contact information

\*Email address: KVaishnavi@uat.emirtaenbd.com \*Mobile phone number: United Arab Emirates 971 556644338  
 Landline Number: e.g. 971501234567

Allow this User to approve payments which were initiated by him/her

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LOG OUT

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LOG OUT

Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Users

Records Submitted successfully

First Name	Last Name	Login Id	Auth Type	Role	Auth Status	Access Status	Action
Authorizer	user	AUTH1	OTP + Soft Token	Authorizer A	AUTHORIZER	Authorized	Authorized
ABDULLA XXX...	XXXXXXXXXX	ABDULLA	OTP + Soft Token	Maker Authorizer	MAKERAUTHO...	Authorized	Authorized

Quick Actions

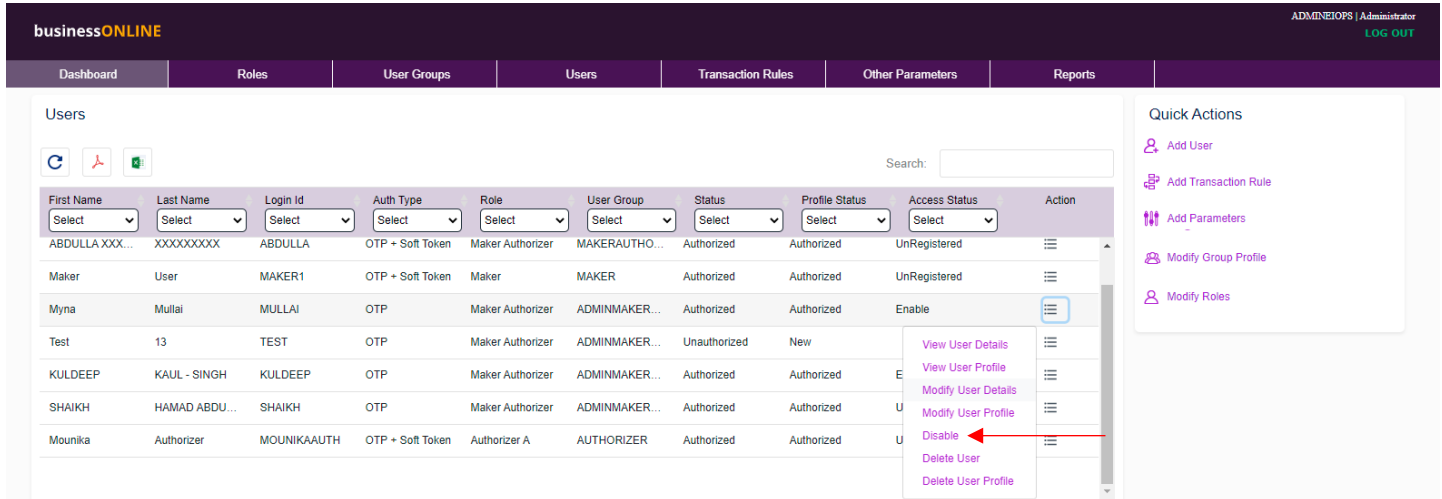
- Add User
- Add Transaction Rule
- Add Parameters
- Modify Group Profile
- Modify Roles

- If the Client is a Single (SHARED) Admin, the User modification will be Auto approved upon submit action and will be available for Bank review, Post Bank review the user will be Approved else rejected with reason mentioned by bank user.
- If the Client is a Dual (SHARED) Admin, the User modification will be available to other Admin under the same subscriptions for approval and then will be available for Bank review.
- If the Client is a Single (CLIENT) Admin, the User modification will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the User modification will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

### 1.c. Disable User

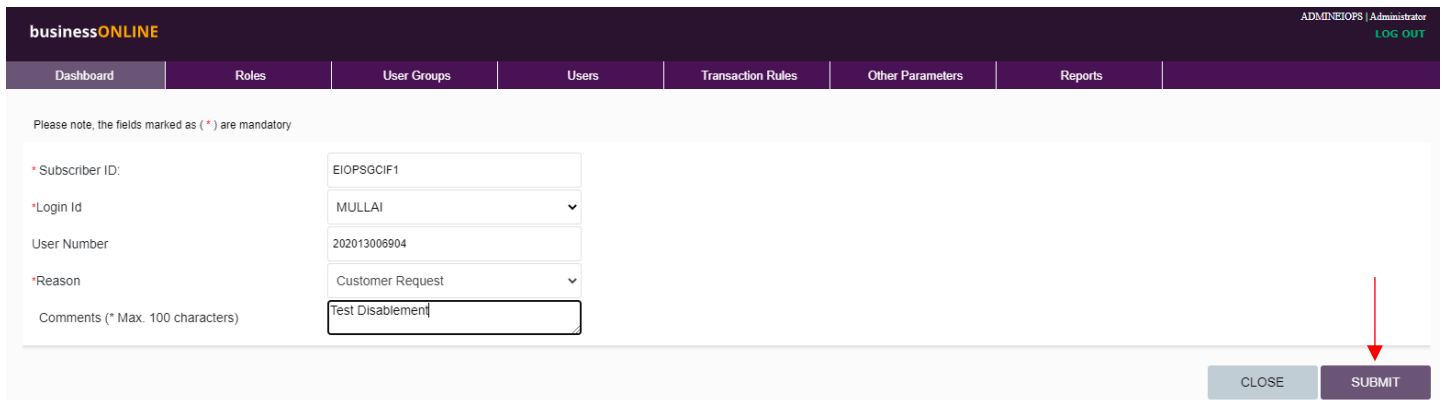
This option will allow Admin user to disable any user within the subscription.

Click Action button against the user which Admin want to Disable. Select 'Disable'



First Name	Last Name	Login Id	Auth Type	Role	User Group	Status	Profile Status	Access Status	Action
ABDULLA XXX...	XXXXXXXXXX	ABDULLA	OTP + Soft Token	Maker Authorizer	MAKERAUTHO...	Authorized	Authorized	UnRegistered	⋮
Maker	User	MAKER1	OTP + Soft Token	Maker	MAKER	Authorized	Authorized	UnRegistered	⋮
Myna	Mullai	MULLAI	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	Enable	⋮
Test	13	TEST	OTP	Maker Authorizer	ADMINMAKER...	Unauthorized	New		⋮
KULDEEP	KAUL - SINGH	KULDEEP	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	E	⋮
SHAIKH	HAMAD ABDU...	SHAIKH	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	U	⋮
Mounika	Authorizer	MOUNIKAAUTH	OTP + Soft Token	Authorizer A	AUTHORIZER	Authorized	Authorized	U	⋮

Fill the required details.



Please note, the fields marked as (\*) are mandatory

\*Subscriber ID: EIOPSGCIF1

\*Login Id: MULLAI

User Number: 202013006904

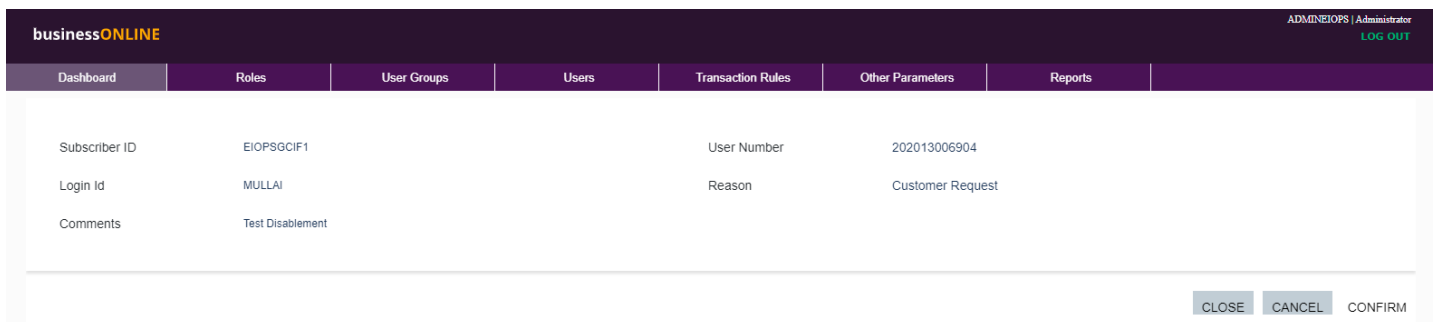
\*Reason: Customer Request

Comments (\* Max. 100 characters): Test Disablement

CLOSE SUBMIT

Admin user need to select the Login ID which needs to be disabled and provide the Reason and comments for Disablement for reference.

Once done, Click on SUBMIT.



Subscriber ID: EIOPSGCIF1

Login Id: MULLAI

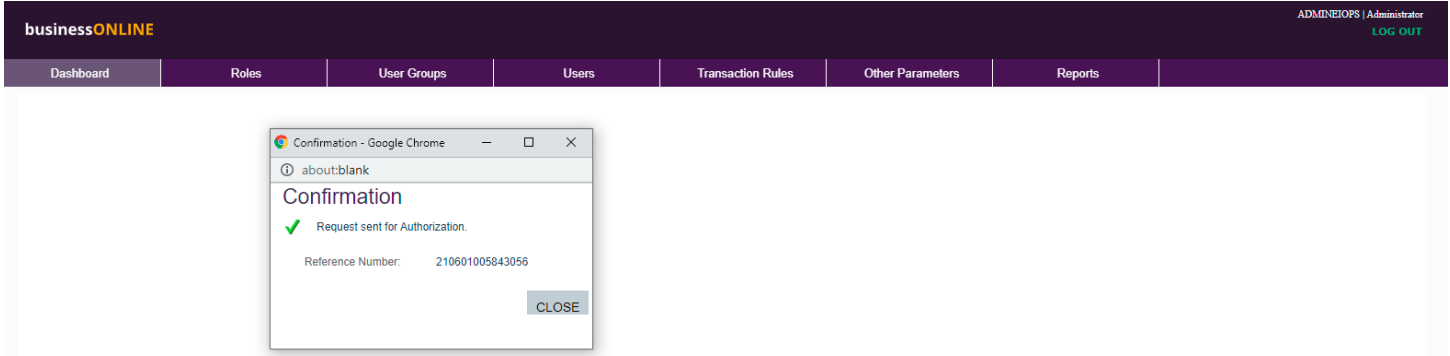
User Number: 202013006904

Reason: Customer Request

Comments: Test Disablement

CLOSE CANCEL CONFIRM

Validate the details on the screen and Click on CONFIRM.

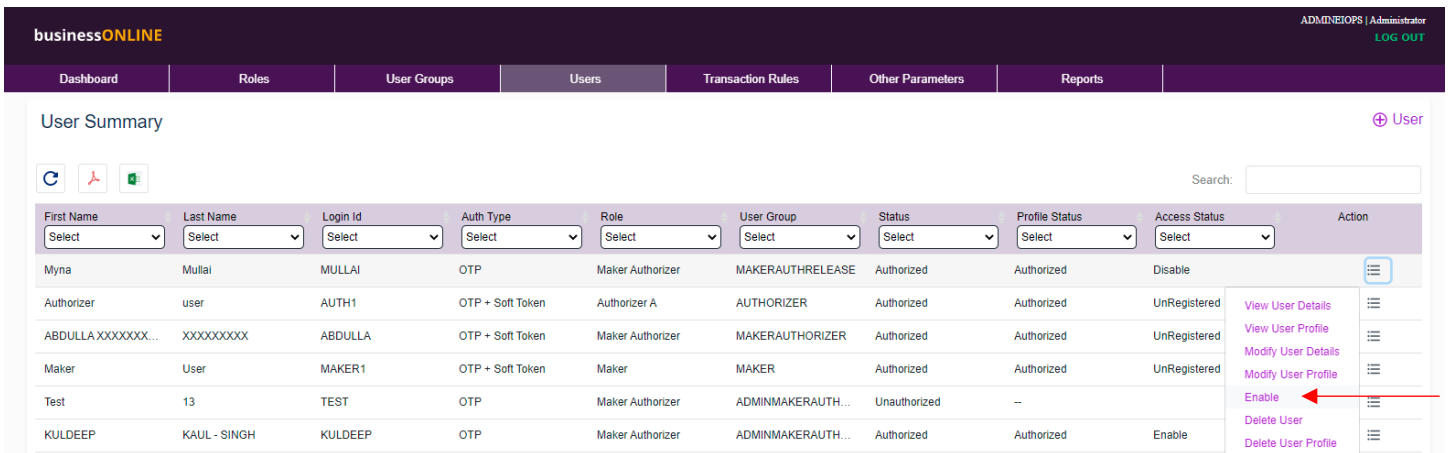


- If the Client is a Single Admin, the User will be Auto approved upon submit action.
- If the Client is a Dual Admin, the User will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

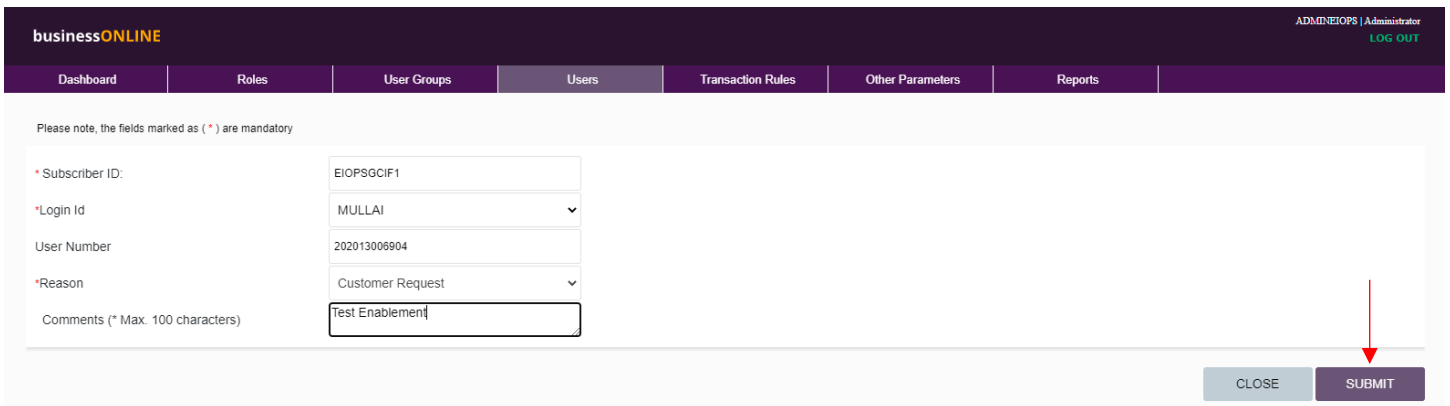
### 1.d. Enable User

This option will allow Admin user to Enable any disabled user within the subscription.

Click Action button against the user which Admin want to enable. Select 'Enable'.

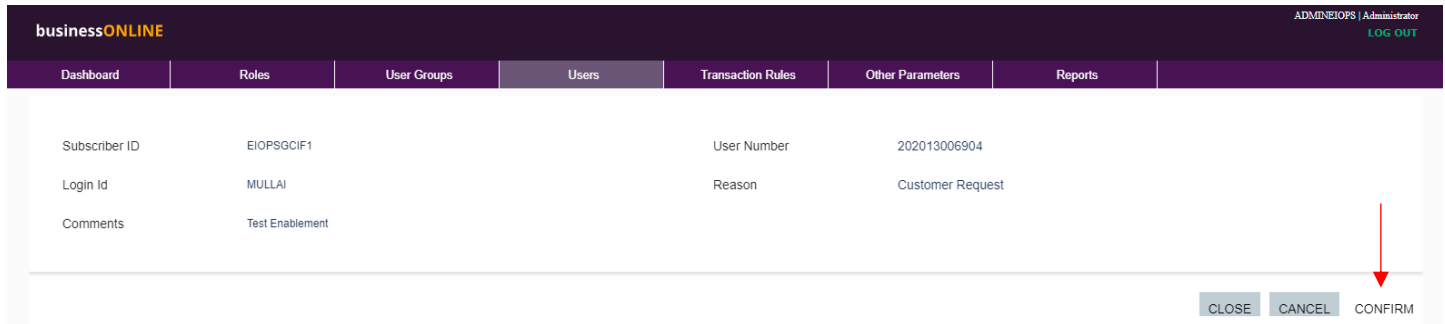


Fill the required details.



Admin user need to select the Login ID which needs to be enabled and provide the Reason and comments for Enablement for reference.

Once done, Click on SUBMIT.



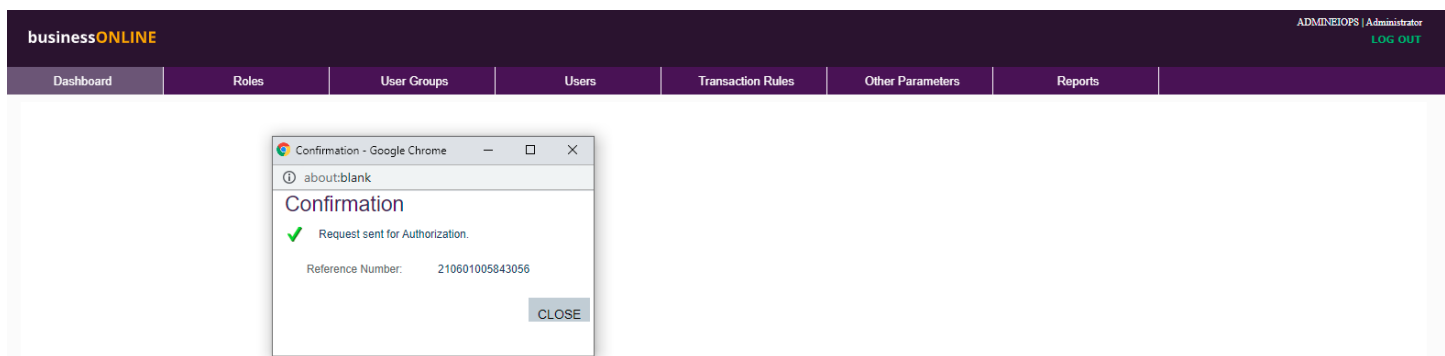
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Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

Subscriber ID	EIOPSGCIF1	User Number	202013006904
Login Id	MULLAI	Reason	Customer Request
Comments	Test Enablement		

CLOSE CANCEL **CONFIRM**

Validate the details on the screen and Click on CONFIRM.



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Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

Confirmation - Google Chrome

about:blank

**Confirmation**

✔ Request sent for Authorization.

Reference Number: 210601005843056

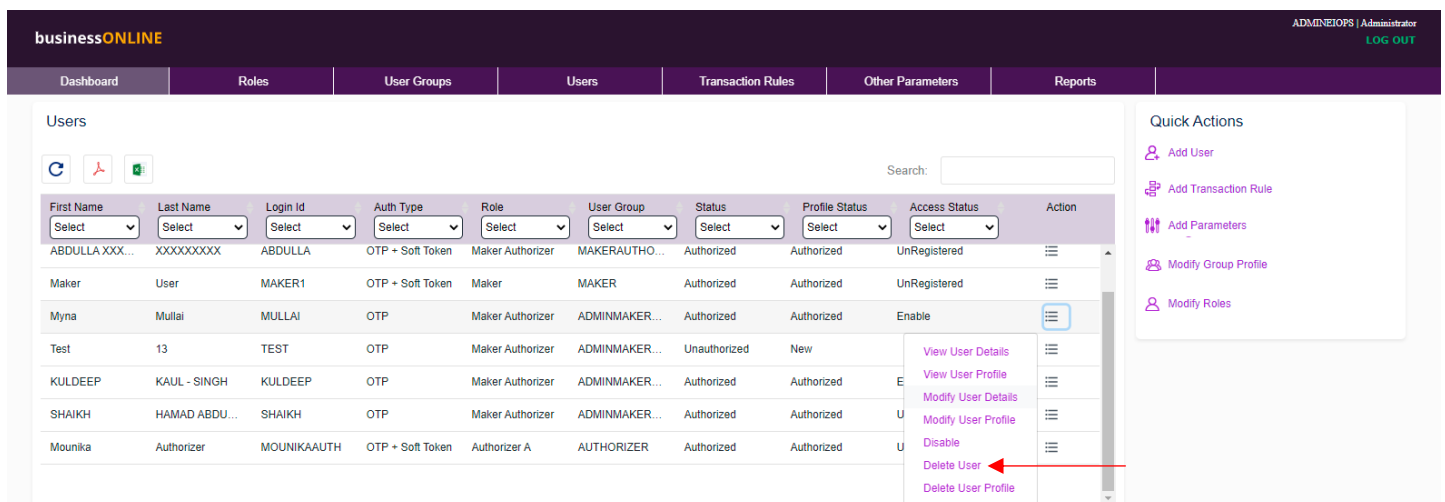
CLOSE

- If the Client is a Single Admin, the User will be Auto approved upon submit action.
- If the Client is a Dual Admin, the User will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

## 1.e. Delete User

This option will allow Admin user to permanently delete within the subscription.

Click Action button against the user which Admin want to permanently Delete. Select 'Delete'.



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Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

Users

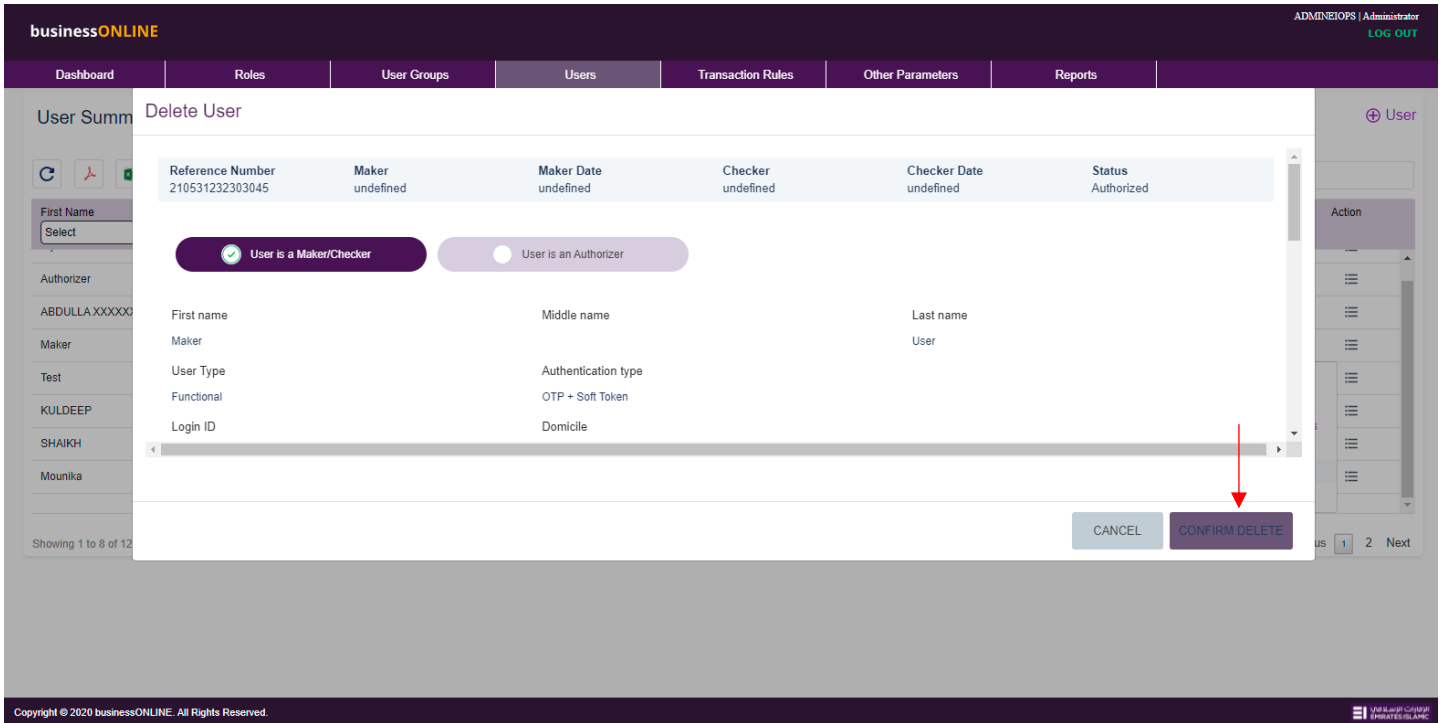
Search:

First Name	Last Name	Login Id	Auth Type	Role	User Group	Status	Profile Status	Access Status	Action
ABDULLA XXX...	XXXXXXXXXX	ABDULLA	OTP + Soft Token	Maker Authorizer	MAKERAUTHO...	Authorized	Authorized	UnRegistered	⋮
Maker	User	MAKER1	OTP + Soft Token	Maker	MAKER	Authorized	Authorized	UnRegistered	⋮
Myna	Mullai	MULLAI	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	Enable	⋮
Test	13	TEST	OTP	Maker Authorizer	ADMINMAKER...	Unauthorized	New		⋮
KULDEEP	KAUL - SINGH	KULDEEP	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	E	⋮
SHAIKH	HAMAD ABDO...	SHAIKH	OTP	Maker Authorizer	ADMINMAKER...	Authorized	Authorized	U	⋮
Mounika	Authorizer	MOUNIKAAUTH	OTP + Soft Token	Authorizer A	AUTHORIZER	Authorized	Authorized	U	⋮

Quick Actions

- Add User
- Add Transaction Rule
- Add Parameters
- Modify Group Profile
- Modify Roles

System will show the selected user details.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

User Summary Delete User

Reference Number	Maker	Maker Date	Checker	Checker Date	Status
210531232303045	undefined	undefined	undefined	undefined	Authorized

User is a Maker/Checker
  User is an Authorizer

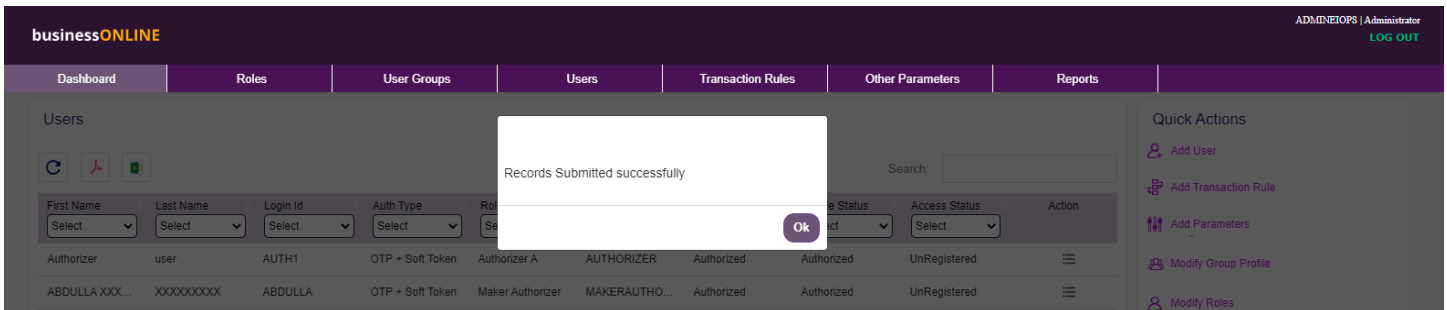
First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_  
 Maker: \_\_\_\_\_ User: \_\_\_\_\_  
 User Type: \_\_\_\_\_ Authentication type: \_\_\_\_\_  
 Functional: \_\_\_\_\_ OTP + Soft Token: \_\_\_\_\_  
 Login ID: \_\_\_\_\_ Domicile: \_\_\_\_\_

CANCEL CONFIRM DELETE

Showing 1 to 8 of 12

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Click on CONFIRM DELETE.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Users

Records Submitted successfully

First Name	Last Name	Login Id	Auth Type	Role	Group	Status	Access Status	Action
user	user	AUTH1	OTP + Soft Token	Authorizer A	AUTHORIZER	Authorized	Authorized	UnRegistered
ABDULLA XXX...	XXXXXXXXXX	ABDULLA	OTP + Soft Token	Maker Authorizer	MAKERAUTHO...	Authorized	Authorized	UnRegistered

Quick Actions

- Add User
- Add Transaction Rule
- Add Parameters
- Modify Group Profile
- Modify Roles

- If the Client is a Single Admin, the User will be permanently deleted upon submit action.
- If the Client is a Dual Admin, the User will be available to other Admin under the same subscriptions for approval post which it will be permanently deleted upon submit action.



## Transaction Rules

This menu helps Admin to Add, view and modify or delete the transaction workflow rules for the subscription.

(Applicable for Single & Dual Admin)

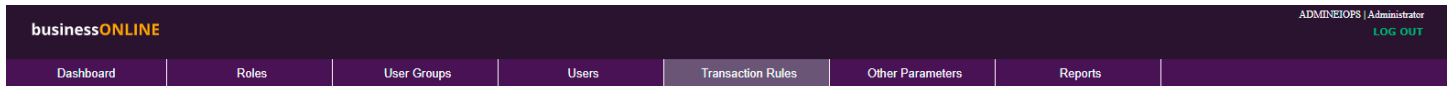
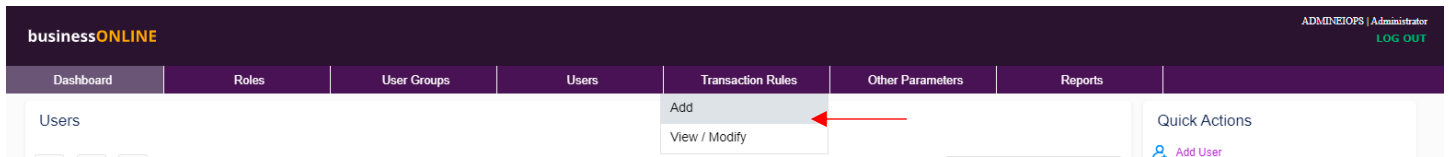
### 1.a. Add Workflow Rule

This option will allow user to define the Transaction workflow rules i.e. payment rules within the subscription.

Click **Transaction Rules > Add**

System Display below fields which are mandatory:

- *Rule Name*: Admin user to provide a Name for the rule for reference and identify it easily from the summary screen.
- *Rule Description*: The detailed description to the Rule for reference purpose.
- *Rule Currency*: Admin User can select the Currency from the list in which the workflow is expected.
- *Financial*: by Selecting this option, the system will display products related to payments transaction which are based on amount range. For e.g. Local currency Payment, Foreign Currency Payment, Salary Payments.
- *Non-Financial*: by Selecting this option, the system will display products which are not amount based and are treated as service requests. For e.g. Cheque book request, Generic Service Request.



#### Create New Rule

\*Rule Name       \*Rule Description

\*Rule Currency

Select Rule Type, Products and Subproducts

Financial       Non-Financial

Products

Payments

Subproducts

Apply to all subproducts       Apply "No Rules" to selected subproducts\*\*

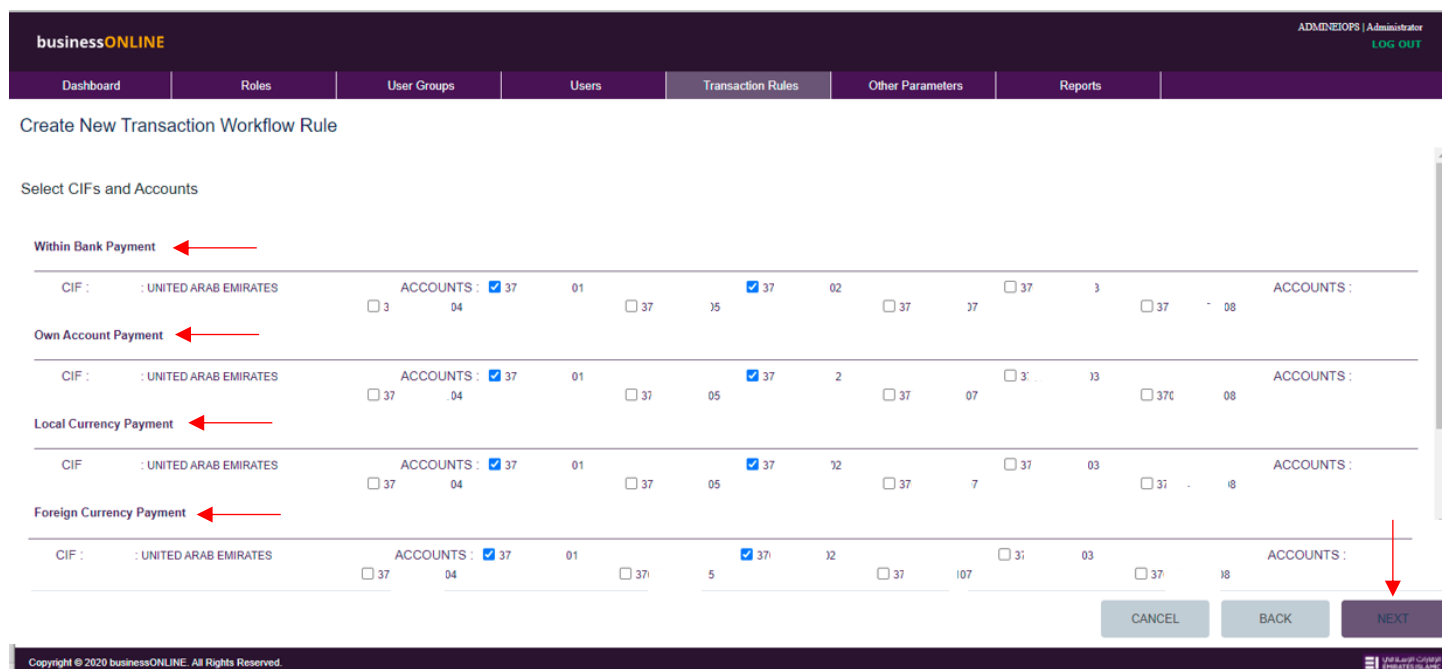
<input checked="" type="checkbox"/> Within Bank Payment	<input checked="" type="checkbox"/> Own Account Payment	<input checked="" type="checkbox"/> Local Currency Payment	<input type="checkbox"/> Card Payments
<input type="checkbox"/> NOOODI Payment	<input checked="" type="checkbox"/> Foreign Currency Payment	<input type="checkbox"/> Bill Payment	<input type="checkbox"/> Basket Payment Transfer
<input type="checkbox"/> Basket Non WPS	<input type="checkbox"/> Basket Utility Payment	<input type="checkbox"/> Basket WPS	<input type="checkbox"/> Bulk File Upload
<input type="checkbox"/> Pension Payment (GPSSA)	<input type="checkbox"/> Salary Upload Non WPS	<input type="checkbox"/> Salary Upload - WPS	

\*\* "No Rules" Allows the complete a transaction singly without additional approval(s) for the selected subproduct(s)  
 "No Rules" is not applicable for bulk transactions subproduct(s)

CANCEL **NEXT**

- *Apply to all subproducts* : This option allows user to select the sub products and apply an amount-based transaction workflow rule.
- *Apply "No Rules" to selected subproducts* : This option allows user to select the sub products and apply an "No Rule" transaction workflow at amount slab level. This means for the selected amount range there is No rule required for Authorizer to approve, the transaction will be auto processed once submitted by Maker User. This option is not applicable for bulk subproducts.

After Selecting the subproducts, click on NEXT.



Select the accounts for which a common transaction workflow rule needs to be created. Once all selections are done, click on NEXT.

**Note:** The accounts selected should be common across all sub products within the rule else system will alert with a pop-up message.

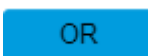
Upon clicking on NEXT, system will navigate to next screen where below parameters to be defined according to subscriber mandate to complete the transaction workflow setup and submit for approval.

'Hierarchical' denotes sequential approver selection for transaction authorization, whereas 'Non-Hierarchical' denotes Parallel selection of approvers for transaction authorization.

User need to define the From Amount (Minimum) and To Amount (Maximum) along with number of approvers with its role required to process the payment transaction.



means AND condition whereas



means OR condition in the Workflow rule.

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

### Create New Transaction Workflow Rule

Hierarchical
  Non-hierarchical

Enter Transaction Workflow Rule's Minimum and Maximum limit

From Amount(Minimum)  To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

1	Select	OR	(+)+Add The Rule
	Select		
	Authorizer A		
	Authorizer B		
	Authorizer C		
	Authorizer D		
	Maker Authorizer		

Minimum	Maximum Amount	Approver(s)	Action

CANCEL BACK SUBMIT

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### Create New Transaction Workflow Rule

Hierarchical
  Non-hierarchical

Enter Transaction Workflow Rule's Minimum and Maximum limit

From Amount(Minimum)  To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

1 Select (+)

OR

Minimum Amount	Maximum Amount	Approver(s)	Action
1.00	1,000,000.00	1 Authorizer A	Modify   Delete

CANCEL BACK SUBMIT

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Once all parameters are entered, Click on '(+)'Add The Rule' link. This will add the user defined workflow to the list.

If there are multiple amount slabs, repeat the above process of adding amount slab and approver details and click on '(+)'Add The Rule' link.

Click (+) to add an approver for AND condition.

Click OR to add an approver for OR condition.

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

### Create New Transaction Workflow Rule

Hierarchical
  Non-hierarchical

Enter Transaction Workflow Rule's Minimum and Maximum limit

From Amount(Minimum)  To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role  Authorizer A AND  Authorizer B

OR |

Number Approver Role

OR

(+)+Add The Rule

Minimum Amount	Maximum Amount	Approver(s)	Action
1.00	1,000,000.00	1 Authorizer A	Modify   Delete

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Once completed, Click on '(+)+Add The Rule' link.

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

### Create New Transaction Workflow Rule

Hierarchical
  Non-hierarchical

Enter Transaction Workflow Rule's Minimum and Maximum limit

From Amount(Minimum)  To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role  Authorizer A AND  Authorizer B

OR |

Number Approver Role

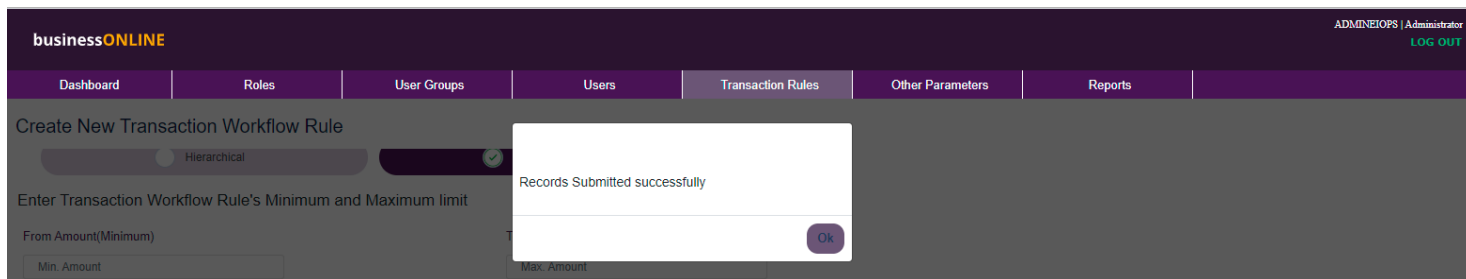
OR

Minimum Amount	Maximum Amount	Approver(s)	Action
1.00	1,000,000.00	1 Authorizer A	Modify   Delete
1.00	5,000,000.00	1 Authorizer A + 1 Authorizer B OR 1 Maker Authorizer	Modify   Delete

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Based on subscriber mandate, Admin user can repeat the above steps to define the transaction workflow rules.

Once all required Rules are defined, click on SUBMIT. On successful approval the transaction workflow rules will be available in the summary screen (Transaction Rule > View/modify).



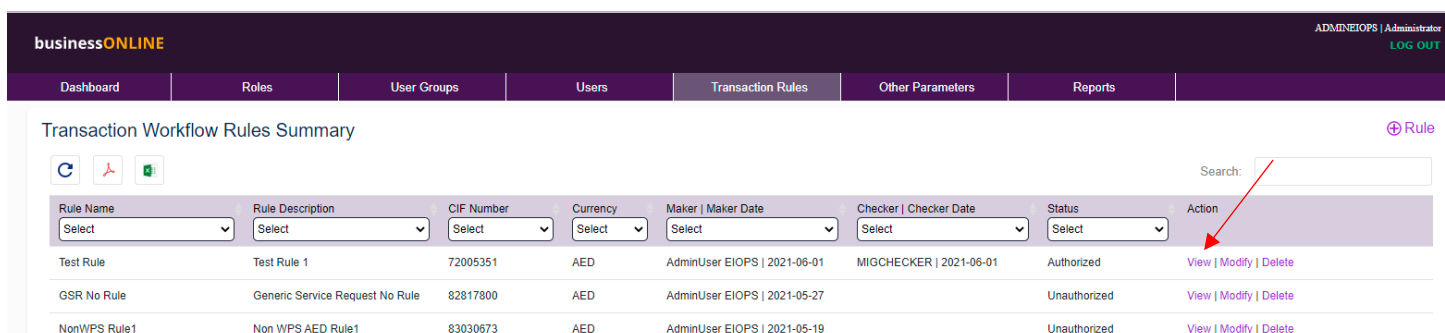
- If the Client is a Single (SHARED) Admin, the Transaction workflow will be Auto approved upon submit action and will be available for Bank review, Post Bank review workflow user will be Approved else rejected with reason mentioned by bank user.
- If the Client is a Dual (SHARED) Admin, the Transaction workflow will be available to other Admin under the same subscriptions for approval and then will be available for Bank review.
- If the Client is a Single (CLIENT) Admin, the Transaction workflow will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the Transaction workflow will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

## 1.b. View Workflow Rule

This option will allow user to View the Transaction workflow rules i.e. payment rules within the subscription.

Click **Transaction Rules > View/Modify**

System Display below summary Screen



Rule Name	Rule Description	CIF Number	Currency	Maker   Maker Date	Checker   Checker Date	Status	Action
Test Rule	Test Rule 1	72005351	AED	AdminUser EIOPS   2021-06-01	MIGCHECKER   2021-06-01	Authorized	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>
GSR No Rule	Generic Service Request No Rule	82817800	AED	AdminUser EIOPS   2021-05-27		Unauthorized	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>
NonWPS Rule1	Non WPS AED Rule1	83030673	AED	AdminUser EIOPS   2021-05-19		Unauthorized	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

Summary screen displays the Rules defined by Admin user for all the CIFs associated with the subscription.

To view the details, click on View on the required workflow rule.

The 'View Transaction Workflow Rule' screen displays all details which were submitted and approved during the workflow creation.

**View Transaction Workflow Rule**

Reference Number: 61210601011527 | Maker: AdminUser EIOPS | Maker Date: 01/06/2021 | Checker: MIGCHECKER | Checker Date: 01/06/2021 | Status: Authorized

Hierarchical  Non-hierarchical

Rule Currency: AED

Rule Name: Test Rule 1 | Rule Description: Test Rule

Product and Sub Products

Payments: Foreign Currency Payment, Within Bank Payment, Own Account Payment, Local Currency Payment

CIF and Accounts

Transaction Rule	Minimum Amount	Maximum Amount	Approver(s)
	1.0	1000000.0	1 Authorizer A
	1.0	5000000.0	1 Authorizer A+1 Authorizer B OR 1 Maker Authorizer

CLOSE

### 1.c. Modify Workflow Rule

This option will allow user to Modify the existing Transaction workflow rules i.e. payment rules within the subscription.

Click **Transaction Rules > View/Modify**

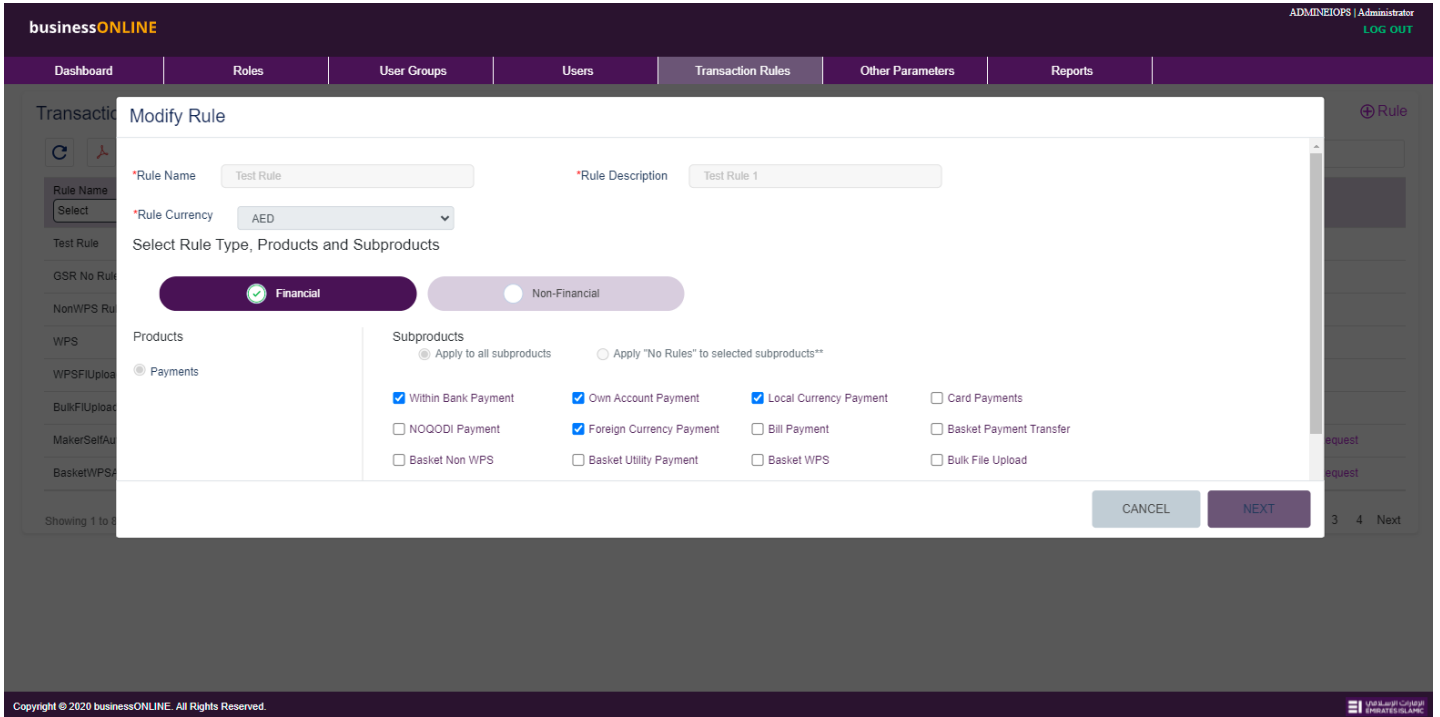
System Display below summary Screen where the user needs to click on the 'Modify' link of the target workflow rule to be modified.

**Transaction Workflow Rules Summary**

Search:

Rule Name	Rule Description	CIF Number	Currency	Maker   Maker Date	Checker   Checker Date	Status	Action
Test Rule	Test Rule 1	72005351	AED	AdminUser EIOPS   2021-06-01	MIGCHECKER   2021-06-01	Authorized	View   <b>Modify</b>   Delete
GSR No Rule	Generic Service Request No Rule	82817800	AED	AdminUser EIOPS   2021-05-27		Unauthorized	View   Modify   Delete

System will display the screen with all the details pre-selected.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Modify Rule

\*Rule Name: Test Rule \*Rule Description: Test Rule 1

\*Rule Currency: AED

Select Rule Type, Products and Subproducts

Financial  Non-Financial

Products:  Payments

Subproducts:  Apply to all subproducts  Apply "No Rules" to selected subproducts\*\*

Within Bank Payment  Own Account Payment  Local Currency Payment  Card Payments

NOQODI Payment  Foreign Currency Payment  Bill Payment  Basket Payment Transfer

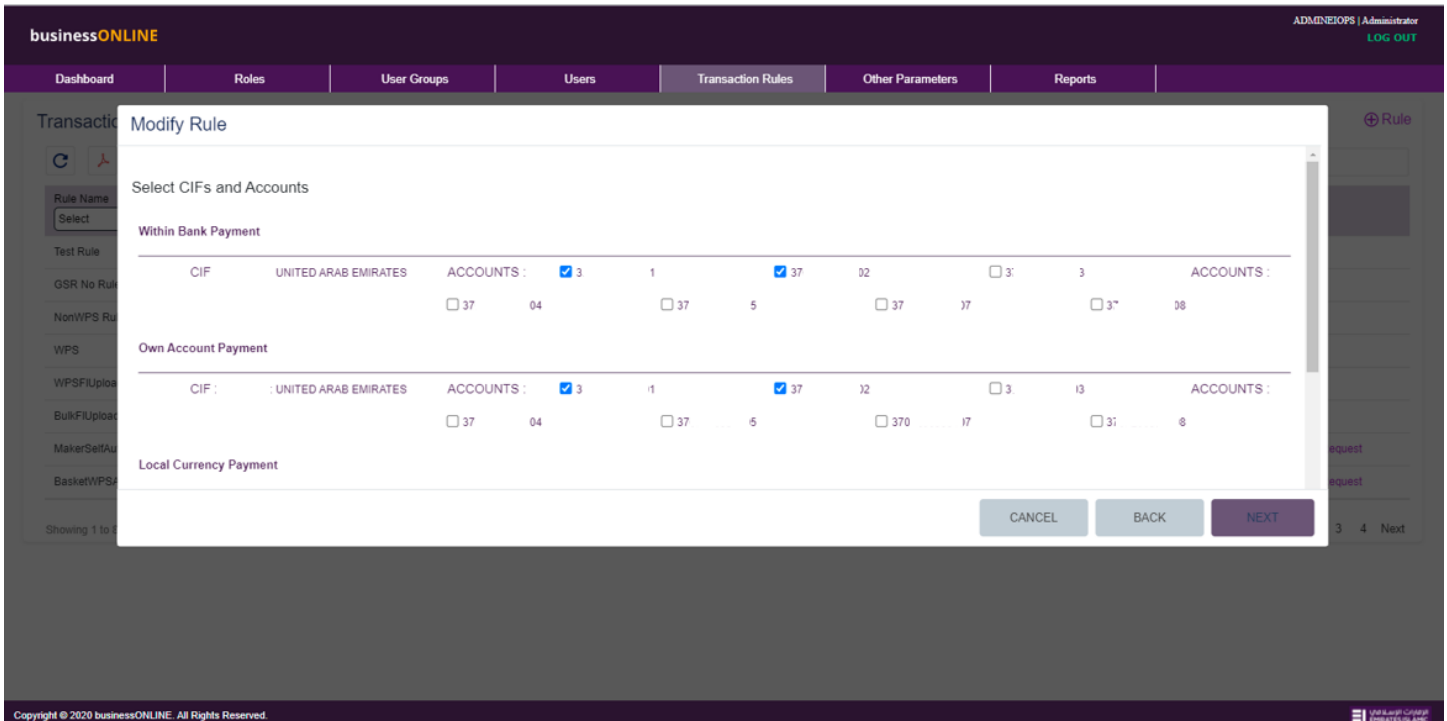
Basket Non WPS  Basket Utility Payment  Basket WPS  Bulk File Upload

CANCEL NEXT

Showing 1 to 3

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Modify (Add or remove) the subproducts (if required) and click on NEXT.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Modify Rule

Select CIFs and Accounts

Within Bank Payment

CIF	UNITED ARAB EMIRATES	ACCOUNTS :	<input checked="" type="checkbox"/> 3	1	<input checked="" type="checkbox"/> 37	02	<input type="checkbox"/> 3	3	ACCOUNTS :
		<input type="checkbox"/> 37	04	<input type="checkbox"/> 37	5	<input type="checkbox"/> 37	37	<input type="checkbox"/> 3*	08

Own Account Payment

CIF :	UNITED ARAB EMIRATES	ACCOUNTS :	<input checked="" type="checkbox"/> 3	1	<input checked="" type="checkbox"/> 37	02	<input type="checkbox"/> 3	13	ACCOUNTS :
		<input type="checkbox"/> 37	04	<input type="checkbox"/> 37	5	<input type="checkbox"/> 370	17	<input type="checkbox"/> 31	08

Local Currency Payment

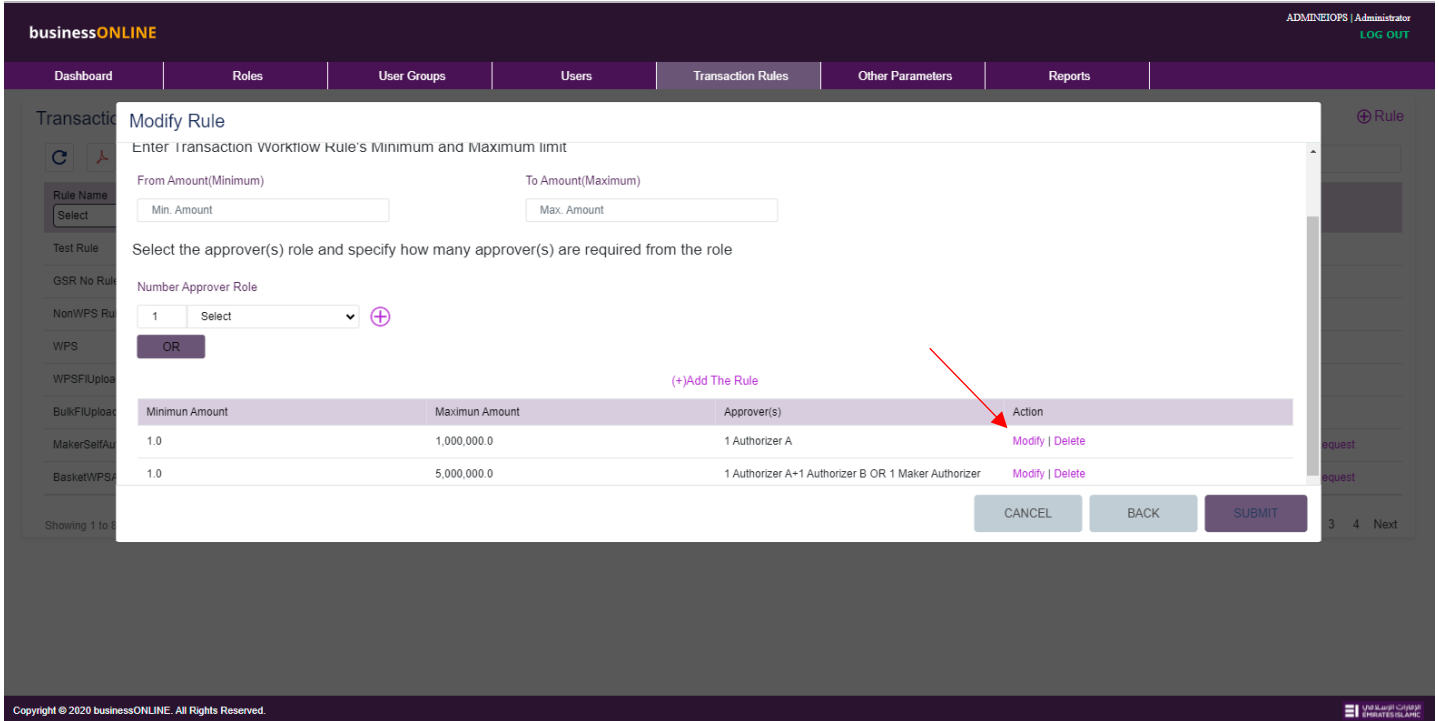
CANCEL BACK NEXT

Showing 1 to 4

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Modify (Add or remove) the Accounts (if required) and click on NEXT.

System will display the existing transaction Rules.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Modify Rule

Enter transaction workflow Rule's minimum and maximum limit

From Amount(Minimum) To Amount(Maximum)

Min. Amount Max. Amount

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

1 Select (+)

OR

(+)Add The Rule

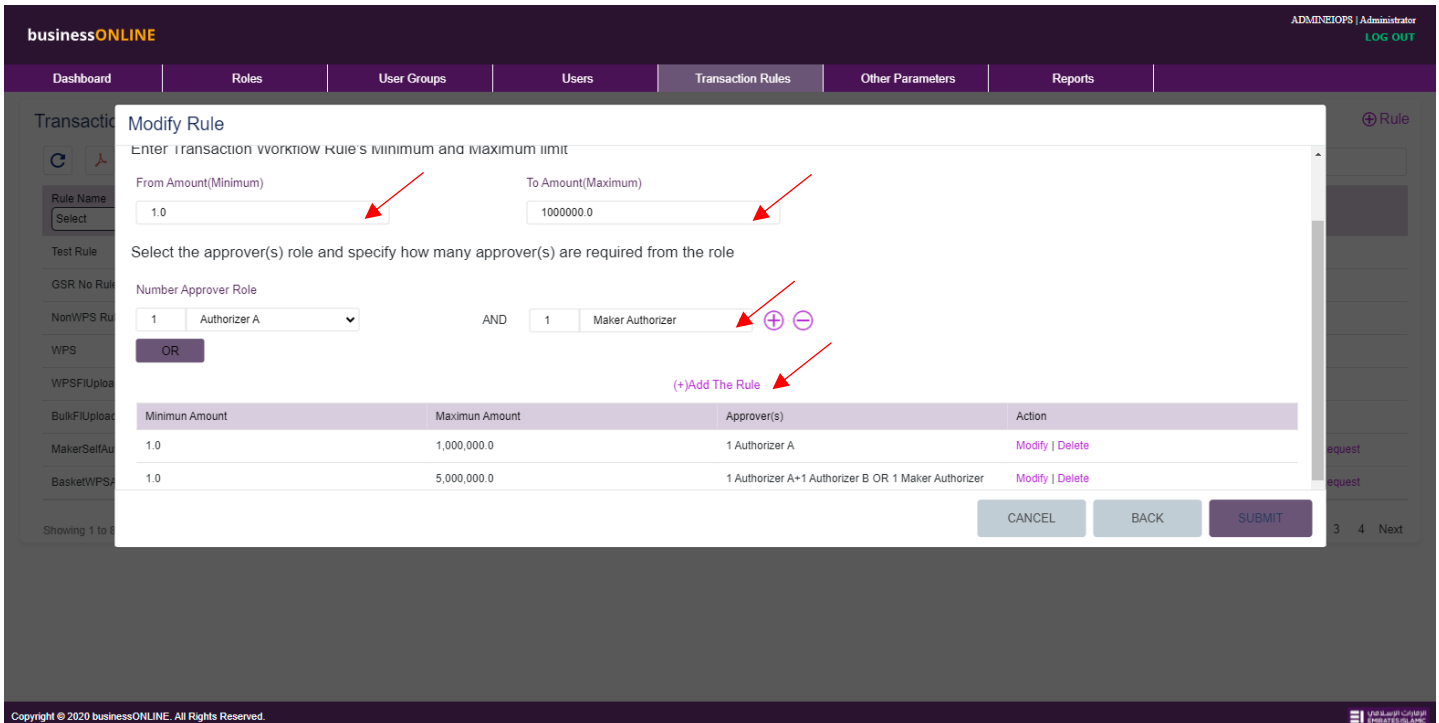
Minimum Amount	Maximum Amount	Approver(s)	Action
1.0	1,000,000.0	1 Authorizer A	Modify   Delete
1.0	5,000,000.0	1 Authorizer A+1 Authorizer B OR 1 Maker Authorizer	Modify   Delete

CANCEL BACK SUBMIT

Showing 1 to 2 of 2 items

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To Modify, select modify link against the amount slab.



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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Modify Rule

Enter transaction workflow Rule's minimum and maximum limit

From Amount(Minimum) To Amount(Maximum)

1.0 1000000.0

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

1 Authorizer A AND 1 Maker Authorizer (+) (-)

OR

(+)Add The Rule

Minimum Amount	Maximum Amount	Approver(s)	Action
1.0	1,000,000.0	1 Authorizer A	Modify   Delete
1.0	5,000,000.0	1 Authorizer A+1 Authorizer B OR 1 Maker Authorizer	Modify   Delete

CANCEL BACK SUBMIT

Showing 1 to 2 of 2 items

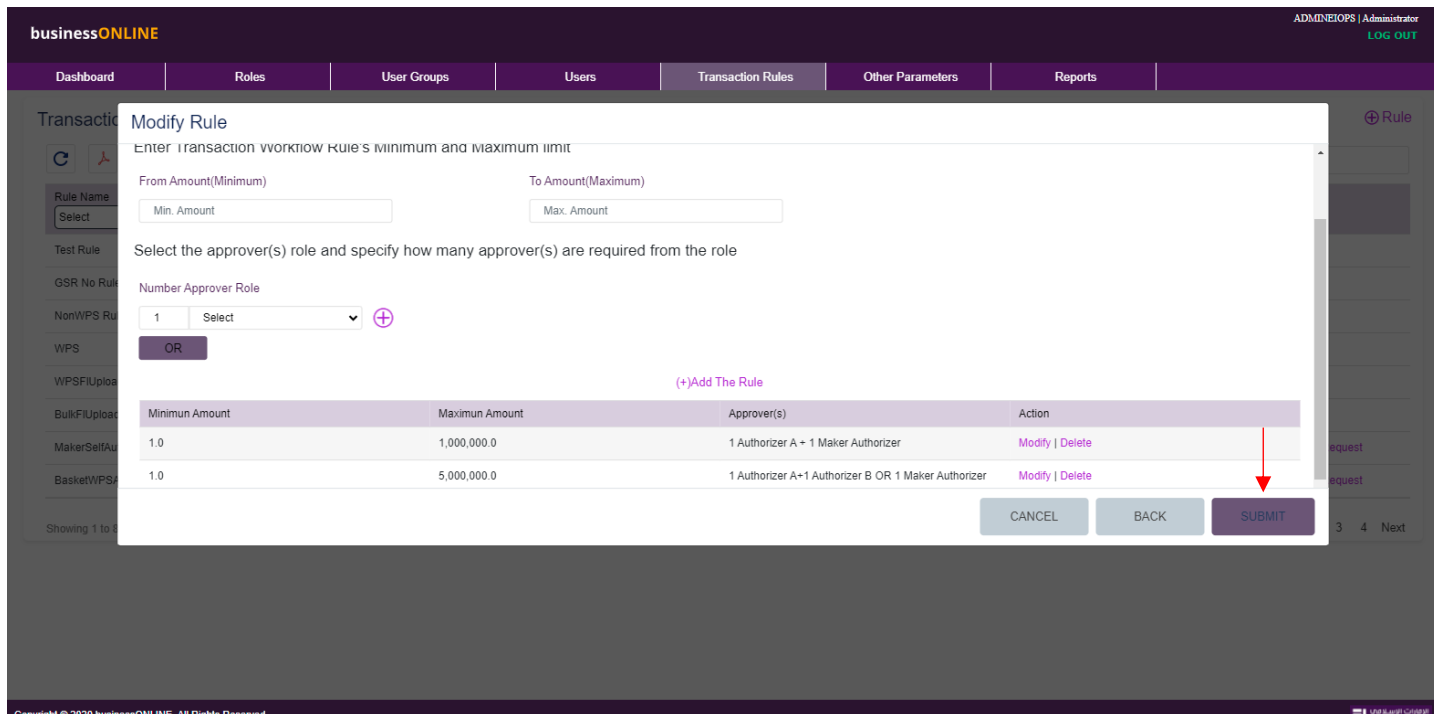
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If there are multiple amount slabs modification, repeat the above process for selected amount slabs and click on '(+)Add The Rule' link.

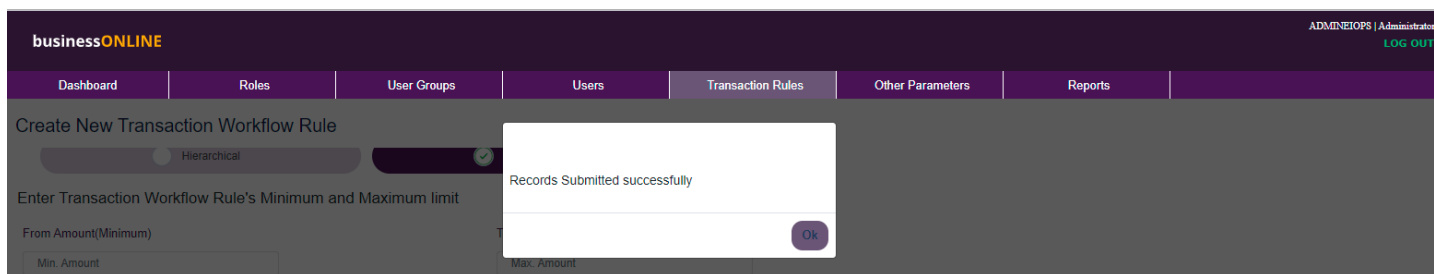
Click (+) to add an approver for AND condition.

Click OR to add an approver for OR condition.





Once all the required modifications are done, click on SUBMIT.



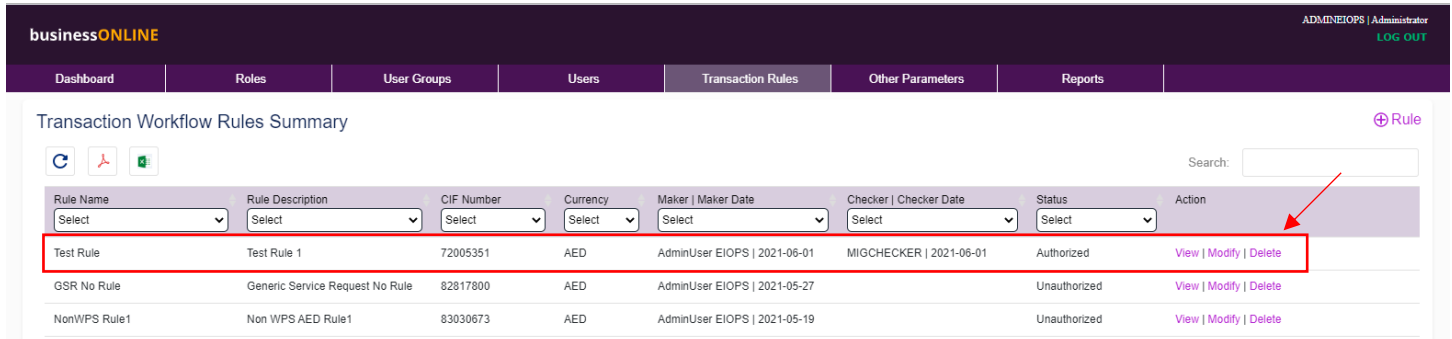
- If the Client is a Single (SHARED) Admin, the Transaction workflow modification will be Auto approved upon submit action and will be available for Bank review, Post Bank review workflow user will be Approved else rejected with reason mentioned by bank user.
- If the Client is a Dual (SHARED) Admin, the Transaction workflow modification will be available to other Admin under the same subscriptions for approval and then will be available for Bank review.
- If the Client is a Single (CLIENT) Admin, the Transaction workflow modification will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the Transaction workflow modification will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

### 1.d. Delete Workflow Rule

This option will allow user to Delete the Transaction workflow rules i.e. payment rules from the subscription.

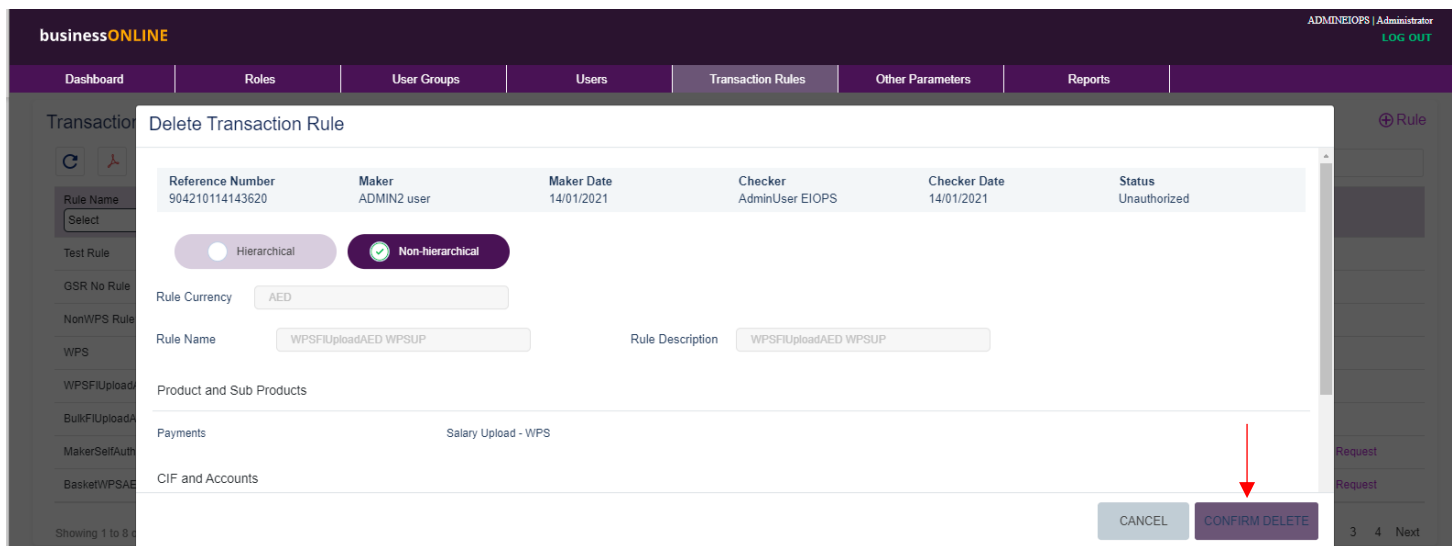
Click **Transaction Rules > View/Modify**

System Display below summary Screen



Rule Name	Rule Description	CIF Number	Currency	Maker   Maker Date	Checker   Checker Date	Status	Action
Select	Select	Select	Select	Select	Select	Select	
Test Rule	Test Rule 1	72005351	AED	AdminUser EIOPS   2021-06-01	MIGCHECKER   2021-06-01	Authorized	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>
GSR No Rule	Generic Service Request No Rule	82817800	AED	AdminUser EIOPS   2021-05-27		Unauthorized	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>
NonWPS Rule1	Non WPS AED Rule1	83030673	AED	AdminUser EIOPS   2021-05-19		Unauthorized	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

Click on 'Delete' for the selected record.



**Delete Transaction Rule**

Reference Number	Maker	Maker Date	Checker	Checker Date	Status
904210114143620	ADMIN2 user	14/01/2021	AdminUser EIOPS	14/01/2021	Unauthorized

Hierarchical
  Non-hierarchical

Rule Currency: AED

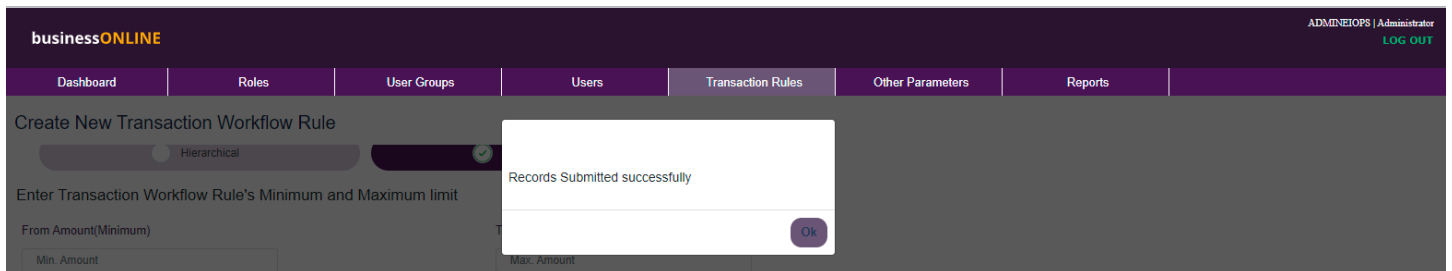
Rule Name: WPSFIUploadAED WPSUP
 Rule Description: WPSFIUploadAED WPSUP

Product and Sub Products:

Payments: Salary Upload - WPS

CIF and Accounts:

Click on CONFIRM DELETE to delete the Transaction workflow rules i.e. payment rules from the subscription



**Create New Transaction Workflow Rule**

Hierarchical
  Non-hierarchical

Enter Transaction Workflow Rule's Minimum and Maximum limit

From Amount(Minimum)  To Amount(Maximum)

Records Submitted successfully

- If the Client is a Single Admin, the workflow rule will be permanently deleted upon submit action.
- If the Client is a Dual Admin, the workflow rule will be available to other Admin under the same subscriptions for approval post which it will be permanently deleted upon submit action.

## Other Parameters

This menu helps Admin to Add, view and modify parameters like WPS MOL ID, GPSSA Employer ID & Daily Transaction Limit for the subscription.

### 1.a. View Parameters

This option will allow user to view the Parameters (MOL ID for WPS, Employer ID for GPSSA, Daily Releaser Limit) available for the subscription.

Click **Other Parameters** > **View**

System Display below summary Screen

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Reports

View Parameters

Showing 1 to 1 Total Search Results :1

Reference Number	Country	Status	Maker	Maker Date	Authorizer	Authorizer Date
210530224713029	UNITED ARAB EMIRATES - EI	Authorized	MOUNIKA REG BO CHECKER	May-30-2021	MOUNIKA REG BO CHECKER	May-30-2021

Click on the Reference Number to view the details.

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View Parameters

MOL ID for WPS	0000000240323.0000000034523		
Employer ID For GPSSA	AE0000001234		
Daily Releaser Limit for Subscriber	9999999999999 AED		
Status	Authorized		
Maker Name	MOUNIKA REG BO CHECKER	Maker Date	May-30-2021 10:47:13 PM
Authorizer	MOUNIKA REG BO CHECKER	Authorizer Date	May-30-2021 10:47:13 PM

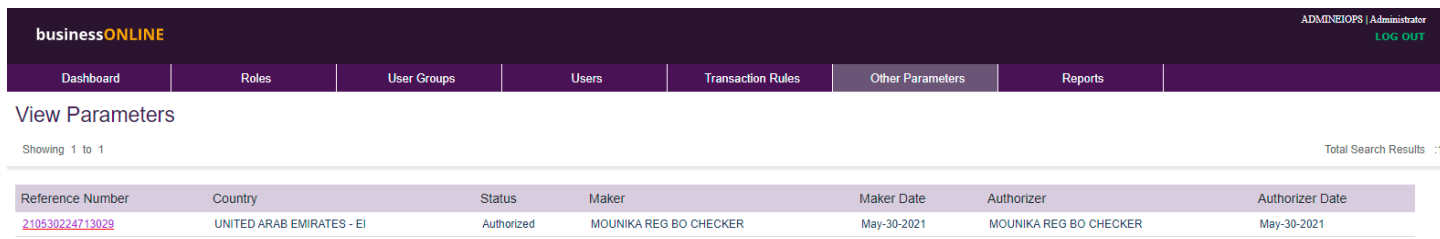
CLOSE

## 1.b. Modify Parameters

This option will allow user to modify the Parameters (MOL ID for WPS, Employer ID for GPSSA, Daily Releaser Limit) available for the subscription.

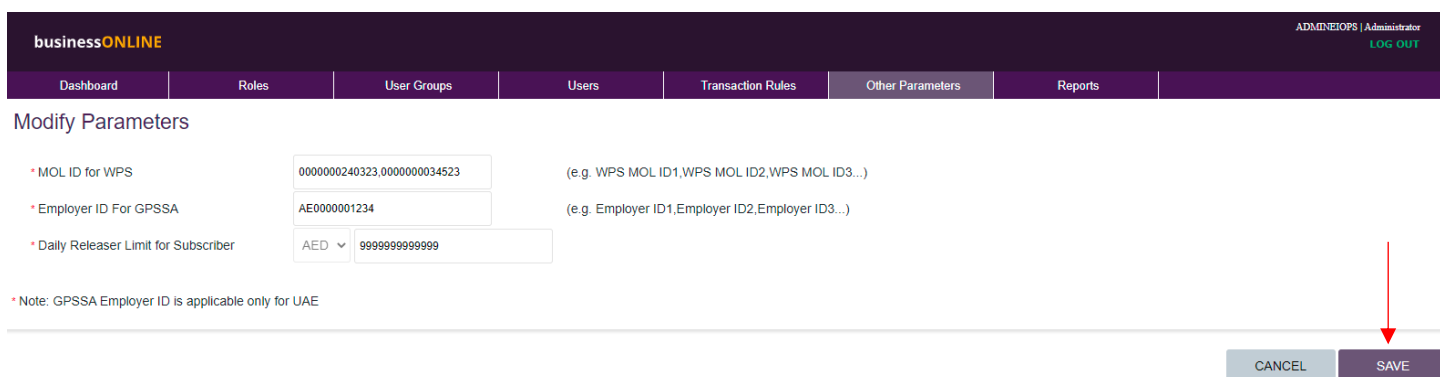
Click **Other Parameters > Modify**

System Display below summary Screen



Reference Number	Country	Status	Maker	Maker Date	Authorizer	Authorizer Date
210530224713029	UNITED ARAB EMIRATES - EI	Authorized	MOUNIKA REG BO CHECKER	May-30-2021	MOUNIKA REG BO CHECKER	May-30-2021

Click on the Reference Number to Modify the details.



Admin user Can modify below parameters as per requirement.

- *MOL ID for WPS*: User can add, modify or remove the MOL ID for subscription.
- *Employer ID for GPSSA*: User can add, modify or remove the MOL ID for subscription.
- *Daily Releaser Limit for Subscriber*: User can increase or decrease the its daily releaser limit.

Once done, click on SAVE.

- If the Client is a Single Admin, the Parameters will be approved upon submit action.
- If the Client is a Dual Admin, the Parameters will be available to other Admin under the same subscription for approval post which it will be approved upon submit action.

## Reports

This menu helps Admin to view and download various reports for the subscription.

### 1. Client User Audit Report

This report provides the Admin user with the details of transaction performed by its users within the subscription.

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#### Client User Audit Report

Please note, the fields marked as (\*) are mandatory

Subscriber ID	EIOPSGCIF1	
*Login Id	<input type="text" value="MAKEREIOPS"/>	
*From Date [dd/mm/yyyy]	<input type="text" value="01/05/2021"/>	<input type="button" value="📅"/>
*To Date [dd/mm/yyyy]	<input type="text" value="01/06/2021"/>	<input type="button" value="📅"/>
Sub Product	<input type="text" value="ALL"/>	▼
Event / Action	<input type="text" value="ALL"/>	▼
Transaction Reference Number	<input type="text"/>	

### 2. User List Report

This report provides the Admin user with the list details of users within the subscription with their current status.

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#### User List Report

Subscriber ID	EIOPSGCIF1	
Login Id	<input type="text"/>	
Mobile Phone Number	<input type="text"/>	
E Mail Address	<input type="text"/>	
User Number	<input type="text"/>	
User Status	<input type="text" value="--Select--"/> <ul style="list-style-type: none"> <li style="padding: 2px;">--Select--</li> <li style="padding: 2px; background-color: #2c3e50; color: white;">Active</li> <li style="padding: 2px;">Closed</li> <li style="padding: 2px;">Disabled</li> <li style="padding: 2px;">New</li> </ul>	

### 3. Transaction Report

This report provides the Admin user with the details of transaction initiated by the users within the subscription with their current status.

The screenshot shows the 'Transaction Report' form in the businessONLINE system. The form is set against a dark purple header with the 'businessONLINE' logo and user information 'ADMINEIOPS | Administrator' and 'LOG OUT'. A navigation bar contains links for Dashboard, Roles, User Groups, Users, Transaction Rules, Other Parameters, and Reports. The form fields are as follows:

- Login Id:
- Transaction Reference Number:
- \*Subscriber ID: EIOPSGCIF1
- CIF: --Select--
- Products: Payments
- Sub Products: --Select--
- Functions: --Select-- (dropdown menu with options: Batch Transactions, Within Bank Payment, Own Account Payment, Local Currency Payment, Basket Payment Transfer, Basket Non WPS, Basket Utility Payment, Basket WPS, Bulk File Upload, Card Payments, Customer Cheque, Split File Upload, NOQODI Payment, Pension Payment (GPSSA), Managers Cheque, Remote Fund Transfer - MT101)
- Debit From Amount:
- Debit Upto Amount:
- From Date [dd/mm/yyyy]:
- To Date [dd/mm/yyyy]:
- Status:
- Status: Processed by Bank

Buttons for 'CLOSE' and 'SUBMIT' are located at the bottom right of the form area. The footer contains 'Copyright © 2020 businessONLINE. All Rights Reserved.' and the Emirates Islamic logo.

### 4. Subscription Overview Report

This report provides the Admin user with the overall details the subscription with their current status of Accounts, Products, Users with their entitlements and transaction workflow details etc.

The screenshot shows the 'Reports Inbox' section in the businessONLINE system. The header is the same as in the previous screenshot. The navigation bar includes 'Reports'. The main content area shows:

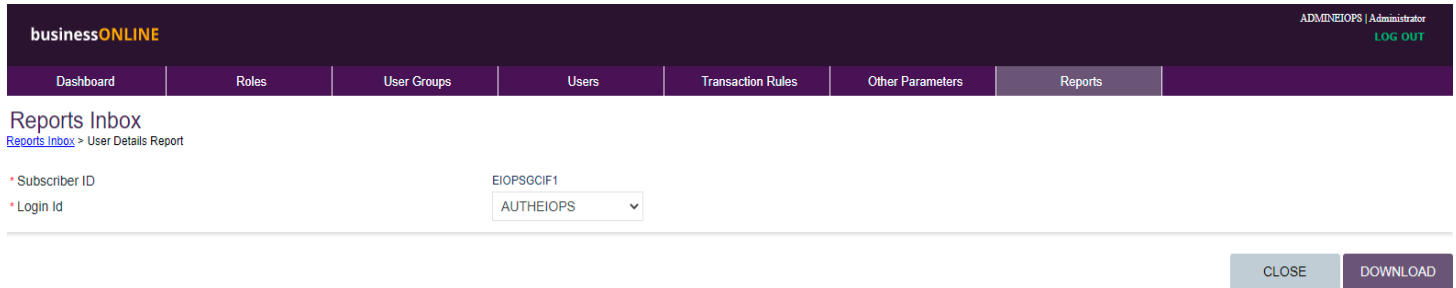
- Reports Inbox
- [Reports Inbox](#) > Subscription Overview Report
- \*Subscriber ID: EIOPSGCIF1

Buttons for 'CLOSE' and 'DOWNLOAD' are located at the bottom right of the report area. The footer contains 'Copyright © 2020 businessONLINE. All Rights Reserved.' and the Emirates Islamic logo.

## 5. User Details Report

This report provides the Admin user with the details of a particular user within the subscription available in the list.

Z



## 6. Admin Audit Report

This report provides the Admin user with the overall details of the tasks performed by the ADMIN user within the subscription.

