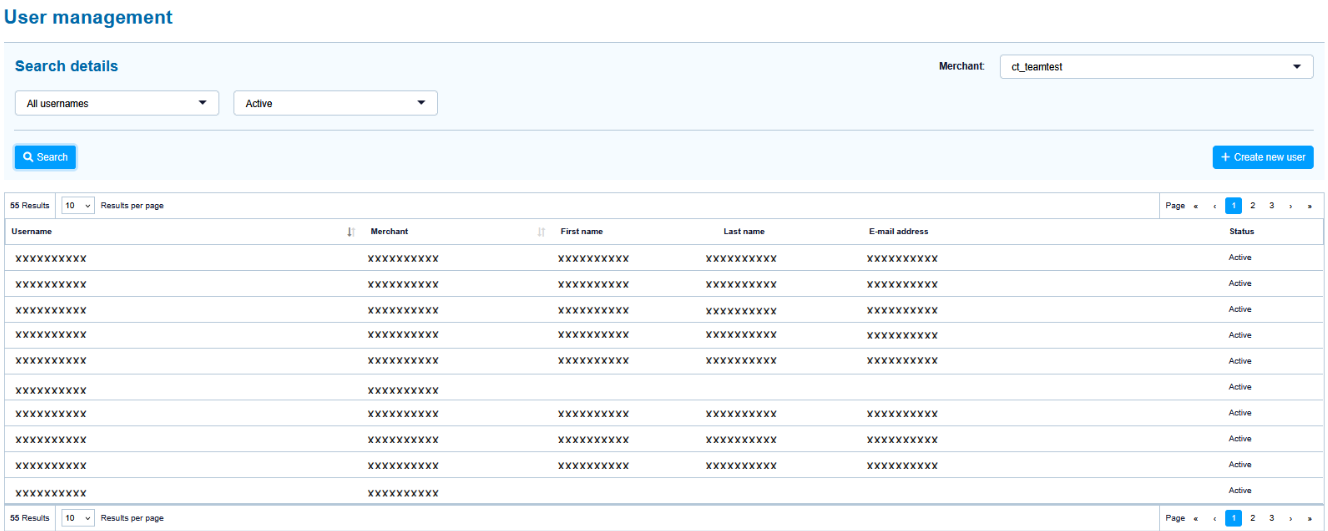
Managing users created

Merchant Portal

The "Administration User management" tab allows you to view all users of the application and to change their user data. You have the option of calling up more information (detailed view) about every user. You can change personal data, the language and the site access rights in the detailed view.

Opening the detailed view of user



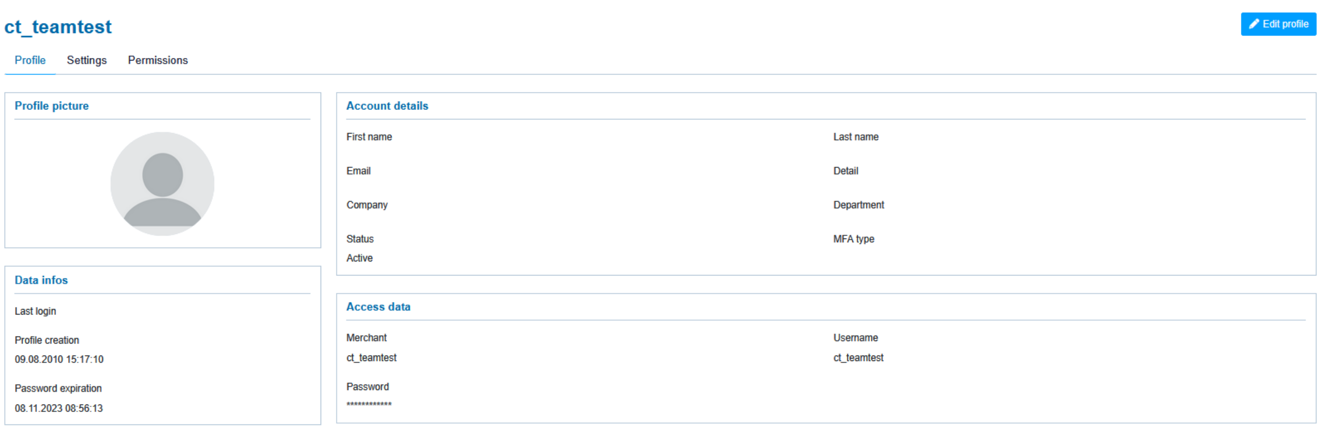
1. *"User name" column*
2. *User name of a user*

Proceed as follows to open the detailed view of an operation:

1. Click on the name of the required user in the "User name" column.

The detailed view of the user opens.

The detailed view of the user is divided into "Profile", "Settings", "Permissions" (optional) sections.



Changing access data

> **Access data**
>
> The access data Merchant and username for the user can only be changed by Computop Helpdesk for security reasons.
>
> The password can be changed by editing the access data. After creation of password, please remember to copy the password. Once saved you will just able to override it.

Changing personal data

You can change personal data by using the "Edit profile" button.

Changing the language

You can change the language displayed to the user by using the "settings" tab.

Deactivating/activating access rights for the user

In order to enable a tab or an action for the user, you must activate the corresponding permission in the detailed view of the user.

Proceed as follows to activate or deactivate the site access rights for the user:

1. Open the detailed view of a user.

2. Click on the "permissions" tab and click on "Edit profile" button.

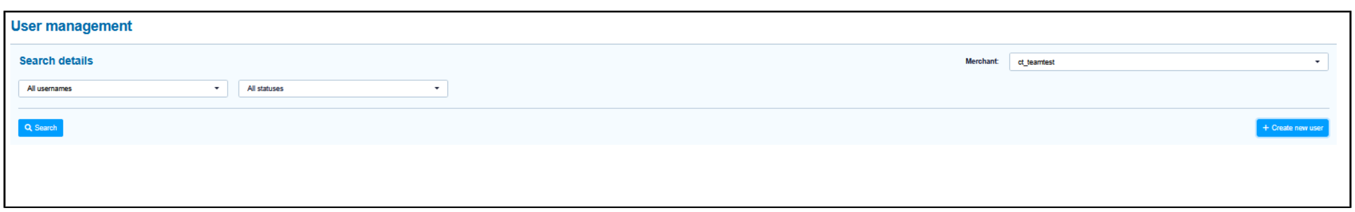
The necessary permissions can be selected. After selection click on save profile.

3. Activate or deactivate permissions. A description of the permissions can be found in the table below.

> **Showing and hiding site access rights**
>
> When you activate a higher-level permission (indicated in bold type), the corresponding lower-level permissions are selected. you can individually de-select the low level user rights.

You can use the "New user" button to create a new user for your application in the tab "Administration User management". By creating new users, you can grant several persons access to the application. This has the advantage of allowing you to assign areas of responsibility and view activities by every user in the application.

Creating a new user

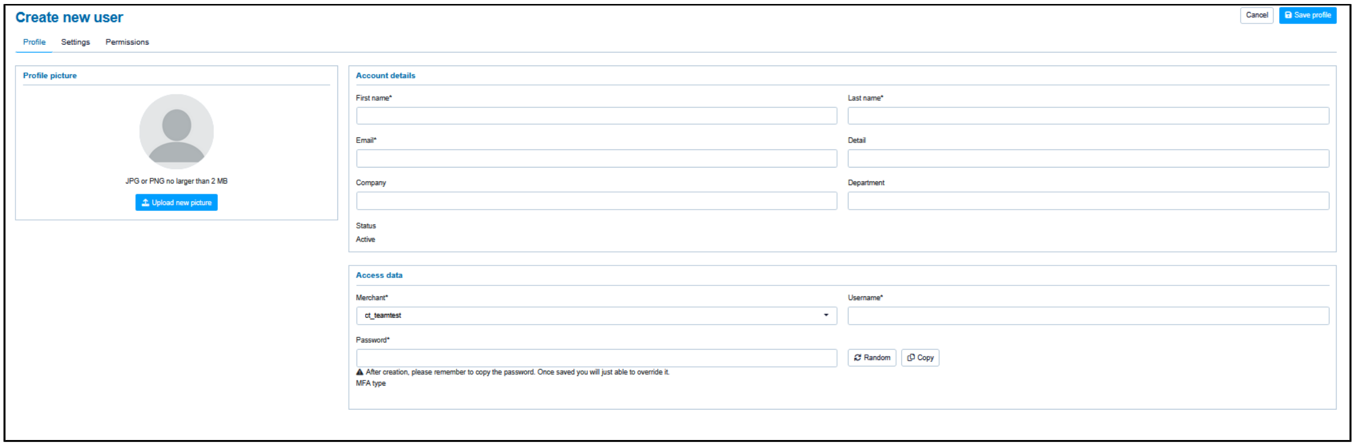


> 1. *"Create new user" button*

Proceed as follows to create a new user:

1. Click on the "Create new user" button.

The "Create new user" window appears.



1. *Profile and Account Details*
2. *Settings*
3. *Permissions*

User name of the new user

You cannot change the user name after creating the user. The user name can only be changed by Computop Helpdesk for security reasons.

Password for the new user

You cannot enter a password for the new user. The new user will be automatically sent the password valid for use with their access data. You can change the password in the user management once the user has been created. Make sure that you change the password before handing over the access data. Otherwise, your password may be passed on to unauthorized persons.

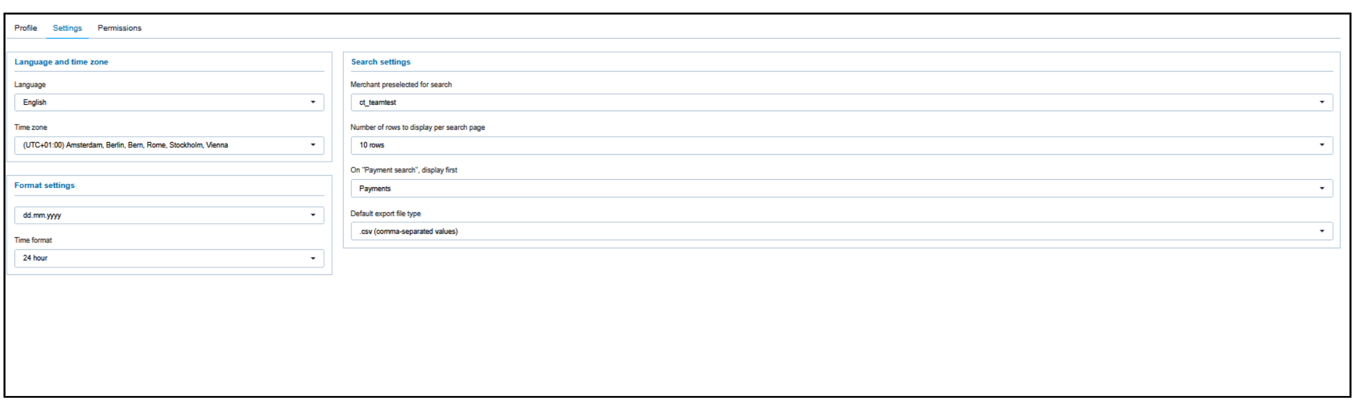
2. Enter the user name and password.

3. Enter the personal data.

4. Select the localization data and search settings.

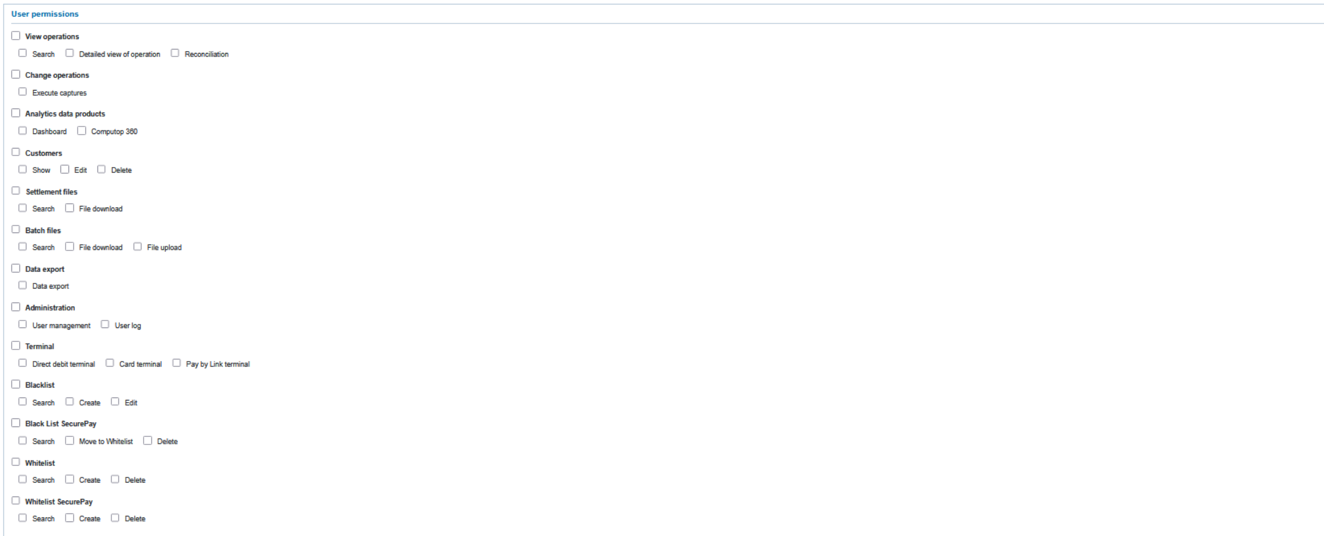
"Time zone" input field

Operations can only be displayed and created with the correct time data as long as you have selected the right time zone for the user.



5. Select the site access rights. A description of the site access rights can be found in the Manage User Section.

> **Showing and hiding site access rights**
>
> When you activate a higher-level site access right (indicated in bold type), the corresponding lower-level site access rights are shown. All lower-level site access rights are shown in Fig. Site access rights.



1. *View operations*
2. *Change operations*
3. *Analytics Data Products*
4. *Customers*
5. *Settlement files*
6. *Batch files*
7. *Data Export*
8. *Administration*
9. *Terminal*
10. *Blacklist*
11. *Blacklist securepay*
12. *Whitelist*
13. *Whitelist securepay*

"View operations" access right	Description
View operations	Enable the tab "View operations"
search	User with this right can search for payments/transaction
detailed view operations	User with this right can see the detailed view of payments/transaction details
reconciliation	View Reconciliations tab and let the user search the payments with account number

"Change operations" site access rights	Description
Change operations	Enable editing of payment using the detailed view of operations
Execute captures	Enable the "Execute captures" action in the detailed view of operations
Execute reversals	Enable the "Execute reversals" action in the detailed view of operations
Execute credits	Enable the "Execute credit" action in the detailed view of operations
Delete personal data	Enable the "Delete personal data" action in the detailed view of operations
Re-authorization manually	Enable the "Re-authorization manually" action in the detailed view of operations
Re-debiting process	Enable the "Re-debiting process" action in the detailed view of operations

Cancel	Enable the "Cancel" action in the detailed view of operations
Close	Enable the "Close" action in the detailed view of operations

"Terminal" site access rights	Description
Terminal	Enable the tab "Create Processes" (optional)
Card terminal	Enable the tab "Terminal Card terminal"
Direct debit terminal	Enable the tab "Terminal Direct debit terminal"
Pay By Link Terminal	Enable the tab "Pay by Link"

"Batch files" site access rights	Description
Batch files	Enable uploads and downloads of "batch files"
Search	Enable searching of processed batch files
Download	User with this access can download the processed batch file
Upload	user with this access can upload batch file for processing

"Settlement files" access rights	Description
Settlement Files	Enable search and download of settlement files
Search	User with this access will be able to search the settlement files
Download	User with this access will be able to download the settlement files

"Analytics data product" access right	Description
Dashboard	Enable the tab "Dashboard" (optional)
Computop 360	Enable the "Computop 360" (qlik) dashboard in merchant portal.

"Customers" access right	Enables the customer tab
Search	Enable the customer search
Detailed view of customer	Enable detailed view of customer
Delete person-related data	Enable action "Delete person-related data" in the customer detailed view

"Administration" site access rights	Description
Administration	Enable the tab "Administration" (optional)
User management	Enable the tab "Administration User management" (optional)
User log	Enable the tab "Administration User log" (optional)

"Data Export" site access rights	Description
Data export	Enable the Data Export tab

"Blacklist" site access rights	Description
Search	Enable the Blacklist search operation for the user
Create	Enable the Blacklist creation access for the user
Edit	Enable the Edit action of the blacklist entries for the user

"whitelist" site access rights	Description
Search	Enable the user to search the whitelist entries
Create	Enable the user to create whitelist entries
Delete	Enable the user to Delete the whitelist entries

"Blacklist securepay" site access rights	Description

Search	Enable the user to search through the Blacklist secure pay entries
Show details page	Enable the user to view the Blacklist securepay details page
Move	Enable the user to move the blacklist entry to whitelist
Delete	Enable the user to delete the blacklist entry
"Whitelist securepay" site access rights	**Description**
Search	Enables the user to search through whitelist securepay list
Create	Enables the user to create securepay whitelist entries
Delete	Enables the user to delete whitelist securepay entries
"Key management" site access rights	**Description**
Show	Enables the user to view API Credentials in the Key management tab
Edit	Enables the user to manage API Credentials in the Key management tab
"Moto search" site access rights	**Description**
Search	This permission enables the user to search the Moto Transactions created by all the users of the MerchantId in Merchant Portal.

4. Click on the "save profile" button

The input fields close, and the changes are saved