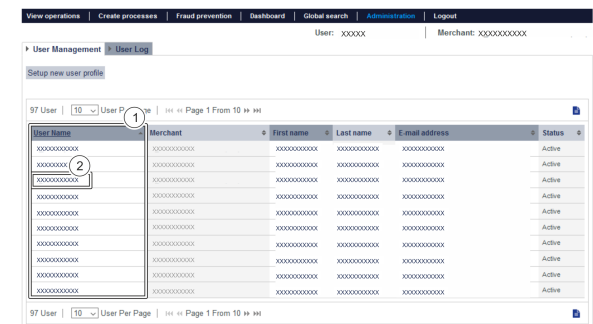


Managing users that have been created

The "Administration User management" tab allows you to view all users of Computop Analytics 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 "Access data", "Personal data", "Localisation data" and "Site access rights" (optional) sections.

Detailed view of user

Access data

User Name

Status

Personal Data

First name

Last name

E-mail address

Department

Detail

Localisation data

Time Zone

Culture

Site Access Rights

☒ View operations

☒ Operations

☐ Terminal only operations

☒ Detailed view of operation

☐ Reconciliation

☐ Change operations

☐ Terminal

☐ Batch files

☐ Fraud prevention

☐ Dashboard

☐ Administration

☐ Data export

☒ Statistics

☐ Subscriptions

☐ Detailed view of subscription

New password

Create user

Application Button

The button at the bottom allows you to jump to the corresponding page within the application. You must be logged in to jump to the corresponding page within the application.

Computop Analytics

On this page

- [Opening the detailed view of user](#)
- [Changing access data](#)
- [Changing personal data](#)
- [Changing the language](#)
- [Deactivating/activating site access rights for the user](#)
- [Assigning a new password](#)

In this section

- [Creating a new user](#)
- [Managing users and access rights \(optional\)](#)
- [Managing users that have been created](#)
- [TemplateManager \(optional\)](#)
- [Viewing the user activity log](#)

1. *Access data*
2. *Personal data*
3. *Localisation data*
4. *Site access rights*
5. *"Change settings" button*
6. *"New password" button*

Changing access data



Access data

The access data for the user can only be changed by [Computop Helpdesk](#) for security reasons.

Changing personal data

You can change personal data by using the "Change settings" button.

Information on how to change personal data can be found in the chapter that covers [changing personal data](#).

Changing the language

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

Information on how to [change the language](#) displayed can be found in the chapter that covers language.

Deactivating/activating site access rights for the user

In order to enable a tab or an action for the user, you must activate the corresponding site access right 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 "Change settings" button.

The site access rights can be selected. The input fields and the "Confirm" button appear.

3. Activate or deactivate site access rights. A description of the site access rights can be found in the table below.



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.

Site Access Rights

☒ View operations

1

☒ Operations

2

☐ Terminal only operations

3

☒ Detailed view of operation

4

☒ Reconciliation

5

☒ Change operations

6

☒ Execute captures

7

☒ Execute reversals

8

☒ Execute credits

9

☒ Execute manual authorise

10

☒ Terminal

11

☒ Card terminal

12

☒ Batch files

13

☒ Settlement files

14

☒ Fraud prevention

15

☒ Black list

16

☒ Create black list entries

17

☒ Dashboard

18

☒ Dashboard

19

☒ Administration

20

☒ User Management

21

☒ User Log

22

☒ Data export

23

☒ Statistics

24

☒ Subscriptions

25

☒ Detailed view of subscription

26

☒ Create subscriptions

27

☒ Change subscriptions

28

☒ Pay by Link

29

☒ Delete person-related data

30

☒ Direct debit terminal

31

☒ Batch files

32

☒ Change blacklist

33

☒ Detailed view of list entry

34

☒ TemplateManager

35

1. *View operations*
2. *Change operations*
3. *Terminal*
4. *Batch files*
5. *Fraud prevention*
6. *Dashboard*
7. *Administration*



"Optional" flag

Functions that are flagged as "optional" within Computop Analytics might not be enabled within Computop Analytics you are using. [Computop Sales](#) will be happy to enable these functions for you when necessary.

"View operations" site access right	Description
View operations	Enable the tab " View operations "
Operations	Enable the tab " View operations Operations "
Data export	Enable the tab " View operations Data export "
Terminal only operations	The user only sees the operations in Computop Analytics that were created using the tab " Create operations " (optional)
Statistics	Enable the tab " View operations Statistics "
Detailed view of an operation	Enable the detailed view of operations. You can access information about customer and operation data, and perform additional actions in the detailed view.
Subscriptions	Enable the tab " Create processes Subscriptions "
Reconciliation	Enable the tab " View operations Reconciliation "
Detailed view of subscription	Enable the detailed view of subscriptions. You can access information about customer and operation data in the detailed view.

"Change operations" site access rights	Description
Change operations	Enable editing of operations using the detailed view of operations
Execute captures	Enable the "Execute captures" action in the detailed view of operations
Create subscriptions	Enable the "Create subscriptions" action in the detailed view of operations
Execute reversals	Enable the "Execute reversals" action in the detailed view of operations
Change subscriptions	Enable the "Change subscriptions" action in the detailed view of operations and of subscriptions
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
"Terminal" site access rights	Description
Terminal	Enable the tab " Create operations " (optional)
Card terminal	Enable the tab " Create operations Card terminal "
Direct debit terminal	Enable the tab " Create operations Direct debit terminal "
"Batch files" site access rights	Description
Batch files	Enable uploads and downloads of "batch files"
Settlement files	Enable the tab " View operations Settlement files "
Batch files	Enable the tab " Create processes Batch files "
"Fraud prevention" site access rights	Description
Fraud prevention	Enable the tab " Fraud prevention " (optional)
Black list	Enable the tab " Fraud prevention Black list "
White List SecurePay	Enable the tab " Fraud prevention White List SecurePay "
Black List SecurePay	Enable the tab " Fraud prevention Black List SecurePay "
Create white list entries	Enable the creation of entries in the white list
Create black list entries	Enable the creation of entries in the black list
Change white list	Enable changes to entries in the white list
Change black list	Enable changes to entries in the black list
Detailed view of a list entry	Enable the opening of the detailed view of a list entry in the black list and white list
White list	Enable the tab " Fraud prevention White list "
Detailed view of SecurePay	Enable the opening of the detailed view of a list entry in the SecurePay black list and white list
"Dashboard" site access right	Description
Dashboard	Enable the tab " Dashboard " (optional)
Dashboard	Enable the " Dashboard "
"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)

4. Click on the "Confirm" button

The input fields close, and the changes are saved

Assigning a new password

You can assign a new password for the user by using the "New password" button.

Information on how to [assign the new password](#) can be found in the chapter that covers passwords.