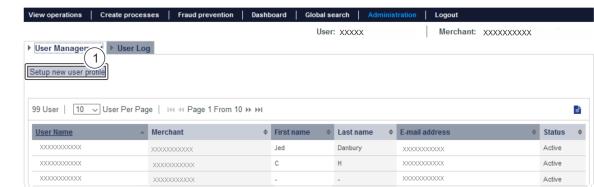


Creating a new user

You can use the "New user" button to create a new user for your Computop Analytics in the tab "Administration User management". By creating new users, you can grant several persons access to Analytics. 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. "Set up new user profile" button

Proceed as follows to create a new user:

1. Click on the "Set up new user profile" button.

The "Detailed view of user" appears.

Detailed view of user

Access data

User Name

Status

active

Personal Data

First name

Last name

E-mail address

Department

Detail

Localisation data

Time Zone

Culture

(UTC+01:00) Amsterdam, Berlin, Bern, ...

English (United Kingdom) [en-GB]

Site Access Rights

☒ View operations

☐ Data export

☒ Operations

☒ Statistics

☐ Terminal only operations

☐ Subscriptions

☒ Detailed view of operation

☐ Detailed view of subscription

☐ Reconciliation

☐ Change operations

☐ Terminal

☐ Batch files

☐ Fraud prevention

☐ Dashboard

☐ Administration

Create user

1. Access data
2. Personal data
3. Localisation data
4. Site access rights that are enabled for the user
5. "Create user" button

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

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](#)



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 unauthorised persons.



Status

You have the option of creating "inactive" new users. This has the advantage of allowing you, for example, to have access rights ready for future new employees.

2. Enter the user name and select a status.

3. Enter the personal data.

Localisation data	Time Zone	(UTC+01:00) Amsterdam, Berlin, Bern, v
	Culture	English (United Kingdom) [en-GB] v



"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.



"Culture" input field

The selection made under "Culture" affects both the language that is shown to the user in Computop Analytics, and the date and decimal format, this being, for example, the date as DD.MM.YYYY or MM/DD/YYYY, as well as the thousands and decimals separators used.

4. Select the localisation data.

5. Select the 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

☒ Operations
 ☒ Data export

☒ Terminal only operations
 ☒ Statistics

☒ Detailed view of operation
 ☒ Subscriptions

☒ Reconciliation
 ☒ Detailed view of subscription

☒ Change operations
 ☒ Execute captures
 ☒ Execute reversals
 ☒ Execute credits

☒ Create subscriptions
 ☒ Change subscriptions
 ☒ Delete person-related data

☒ Terminal
 ☒ Card terminal

☒ Direct debit terminal

☒ Batch files
 ☒ Settlement files

☒ Batch files

☒ Fraud prevention
 ☒ Black list
 ☒ Black List SecurePay
 ☒ Create black list entries
 ☒ Change blacklist
 ☒ White List

☒ White List SecurePay
 ☒ Create white list entries
 ☒ Change white list
 ☒ Detailed view of list entry
 ☒ Detailed view of SecurePay

☒ Dashboard
 ☒ Dashboard

☒ Administration
 ☒ User Management
 ☒ User Log

☒ TemplateManager

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)

6. Click on the "Create user" button.

Computop Analytics verifies the values entered. If the values are invalid, a message showing the reason why will appear in red. If the values are valid, the user is created.