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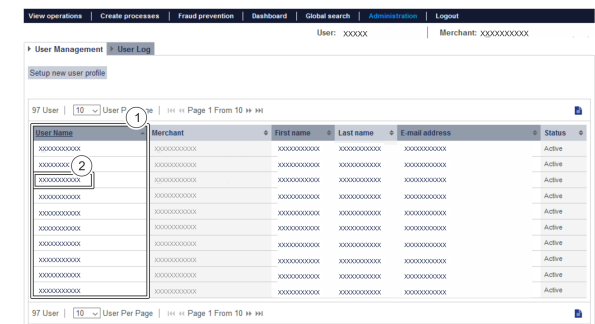
1. "User name" column
2. User name of a user

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.

Computop Analytics

On this page

In this section

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   ☑ Data export
☐ Terminal only operations   ☑ Statistics
☑ Detailed view of operation   ☑ Subscriptions
☑ Reconciliation   ☑ Detailed view of subscription

☑ **Change operations**   ②
☑ Execute captures   ☑ Create subscriptions
☑ Execute reversals   ☑ Change subscriptions
☑ Execute credits   ☑ Pay by Link
☑ Execute manual authorise   ☑ Delete person-related data

☑ **Terminal**   ③
☑ Card terminal   ☑ Direct debit terminal

☑ **Batch files**   ④
☑ Settlement files   ☑ Batch files

☑ **Fraud prevention**   ⑤
☑ Black list   ☑ Change blacklist
☑ Create black list entries   ☑ Detailed view of list entry

☑ **Dashboard**   ⑥
☑ Dashboard

☑ **Administration**   ⑦
☑ User Management   ☑ TemplateManager
☑ User Log

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.