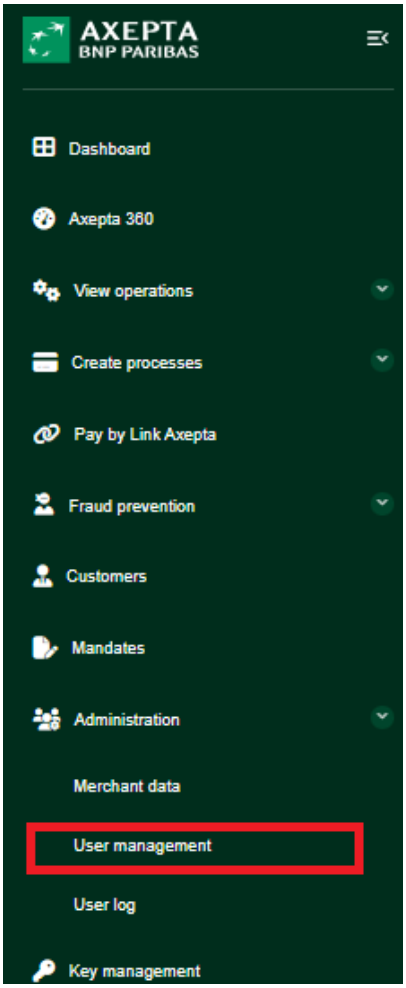
Managing permissions of users

The tab **Administration User Management Permissions** allows you to view all users of the merchant portal and modify their permissions.

Merchant Portal



Accessing the Permissions Form

Follow the steps below to access the user permissions management form:

1. Click the search button on the "User Management" form
2. Select the user whose permissions you wish to modify
3. Click on the user's name
4. The detailed user view opens, click on 'Permissions' then 'Edit Profile'.

Deactivating/activating access rights for the user

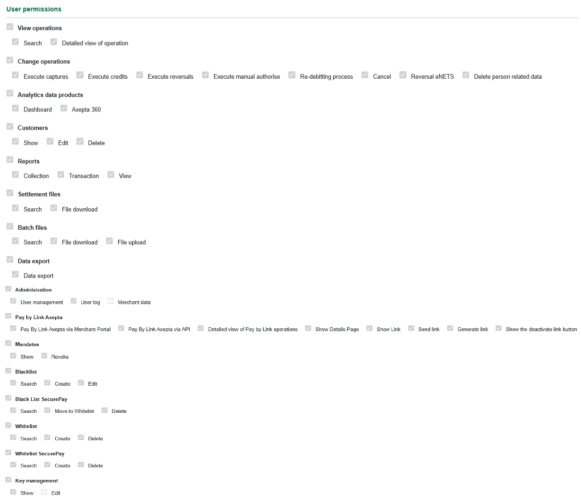
In order to enable a tab or an action for the user, you must activate the corresponding permission in the detailed view of the user.

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.



> **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.
>
> Whithin "Change opérations", the following permissions are not currently included the Axepta Online offering (Execute manual authorise, Re-debiting process, Cancel, Reversal eNETS)

Rights table

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

"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.

"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
Execute manual authorise	Enable the "Execute manual authorise" 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
Reversal eNETS	Enable the "Reversal eNETS" action in the detailed view of operations
"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**
Show	Enable the customer search
Edit	Enable detailed view of customer
Delete	Enable action "Delete person-related data" in the customer detailed view
Droit d'accès « Customers »	**Description**
Collection	Authorize the generation of transaction reports
Transaction	Authorize the generation of collection reports
View	Authorize access to available reports without triggering their generation
"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
File download	User with this access will be able to download the settlement files

"Batch files" site access rights	**Description**
Batch files	Enable uploads and downloads of "batch files"
Search	Enable searching of processed batch files
File download	User with this access can download the processed batch file
File upload	user with this access can upload batch file for processing
"Data Export" site access rights	**Description**
Data export	Enable the Data Export tab.
"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)
Merchant data	Enable the tab "Merchant data" (optional)
Access Right "Pay by link Axepta"	**Description**
Pay By Link Axepta via Merchant Portal	Right to access the *Pay By Link Axepta* menu on the Merchant Portal
Pay By Link Axepta via API	Right to create link by API

Detailed view of Pay by Link operations	View *Pay By Link* transactions from the "View Transactions" menu
Show Details Page	Access the transaction details page after the payment link has been created
Show Link	Display the payment link from the Payment Link Details page
Send link	Generate the payment link (and send it to the customer using one's own means)
Generate link	Send the payment link automatically to the customer by email
Show Deactivate link button	This right allows the user to display the deactivation button of the payment link

"Mandates" site access rights	**Description**
Show	Authorize access to mandates
Revoke	Authorize the revocation of a mandate

"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

"Blacklist securepay" site access rights	**Description**
Search	Enable the user to search through the Blacklist secure pay entries
Move to Whitelist	Enable the user to move the blacklist entry to whitelist
Delete	Enable the user to delete the blacklist entry

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

"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

"View API credentials" site access rights	**Description**
Show	Enable the API credential tab
Edit	Authorize the copying of keys