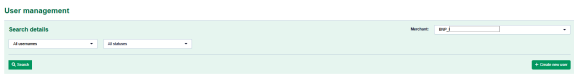
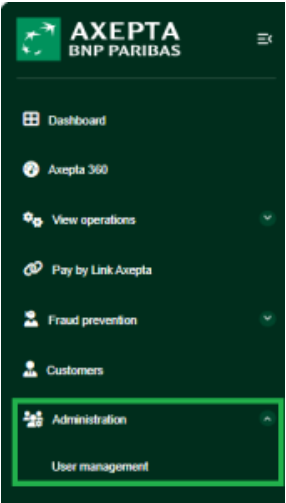
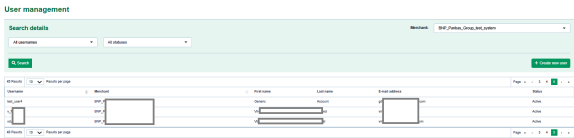


Managing users created (EN)

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



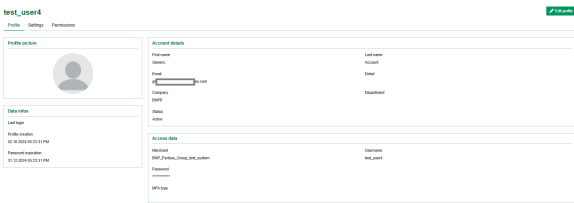
1. "User name" column
2. User name of a user

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 Axepta BNP Paribas Support 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.

The screenshot shows the user profile page for 'test_user4'. The 'Profile picture' section has a placeholder image and a 'Data info' section with login details. The 'Account details' section shows fields for email, password, and username. The 'Access data' section shows fields for merchant, username, and password.

The edit profile page of the user opens.

The screenshot shows the user profile page for 'test_user4' with the 'Edit profile' button highlighted. The 'Account details' section shows fields for email, password, and username. The 'Access data' section shows fields for merchant, username, and password.

Changing parameters

You can change the language displayed to the user or other parameters by using the "Edit profile" button on "settings" tab.

The screenshot shows the user profile page for 'test_user4' with the 'Settings' tab selected. The 'Language and time zone' section shows fields for language, time zone, and date format. The 'Search settings' section shows fields for search settings.

The edit profile page of the user opens.

The screenshot shows the user profile page for 'test_user4' with the 'Settings' tab selected. The 'Language and time zone' section shows fields for language, time zone, and date format. The 'Search settings' section shows fields for search settings.

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.

test_user4
Cancel
Save

Profile Settings Permissions

User permissions

View operations

View ☒ Search ☒ Add new of operation

Change operations

Associate objects ☒ Associate records ☒ Associate record attributes ☒ Rebuilding process ☒ Cancel ☒ Close ☒ Delete parent related data

Associate data products

Associate ☒ Assign ID

Customers

New ☒ Edit ☒ Delete

Administration

User management

Play by Link Rights

Play by Link Rights on Product Portal ☐ Play by Link Rights on LRP ☐ Deleted view of Play by Link operations ☐ Show Details Page ☐ Show Link ☐ Search link ☐ Show Link ☒ Show Details link

Details

Search ☐ Create ☐ Edit

Block List functionality

Search ☐ Show to Admin ☐ Delete

Website

Search ☐ Create ☐ Delete

Website functionality

Search ☐ Create ☐ Delete



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.