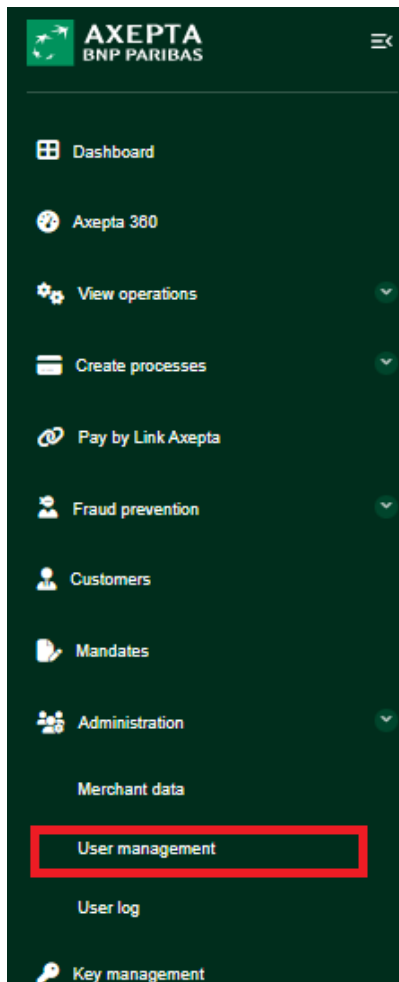


# Managing permissions of users

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.

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>User permissions</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> View operations          | <input type="checkbox"/> Search <input type="checkbox"/> Detailed view of operation                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> Change operations        | <input type="checkbox"/> Execute captures <input type="checkbox"/> Execute credits <input type="checkbox"/> Execute reversals <input type="checkbox"/> Execute manual authorise <input type="checkbox"/> Re-debiting process <input type="checkbox"/> Cancel <input type="checkbox"/> Reversal eNETS <input type="checkbox"/> Delete person related data                                              |
| <input type="checkbox"/> Analytics data products  | <input type="checkbox"/> Dashboard <input type="checkbox"/> Axepta 360                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> Customers                | <input type="checkbox"/> Show <input type="checkbox"/> Edit <input type="checkbox"/> Delete                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> Reports                  | <input type="checkbox"/> Collection <input type="checkbox"/> Transaction <input type="checkbox"/> View                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> Settlement files         | <input type="checkbox"/> Search <input type="checkbox"/> File download                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> Batch files              | <input type="checkbox"/> Search <input type="checkbox"/> File download <input type="checkbox"/> File upload                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> Data export              | <input type="checkbox"/> Data export                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> Administration           | <input type="checkbox"/> User management <input type="checkbox"/> User log <input type="checkbox"/> Merchant data                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> Pay by Link Axepta       | <input type="checkbox"/> Pay By Link Axepta via Merchant Portal <input type="checkbox"/> Pay By Link Axepta via API <input type="checkbox"/> Detailed view of Pay by Link operations <input type="checkbox"/> Show Details Page <input type="checkbox"/> Show Link <input type="checkbox"/> Send link <input type="checkbox"/> Generate link <input type="checkbox"/> Show the deactivate link button |
| <input type="checkbox"/> Mandates                 | <input type="checkbox"/> Show <input type="checkbox"/> Revoke                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> Blacklist                | <input type="checkbox"/> Search <input type="checkbox"/> Create <input type="checkbox"/> Edit                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> Black List SuccessfulPay | <input type="checkbox"/> Search <input type="checkbox"/> Mark to Whitelist <input type="checkbox"/> Delete                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> Whitelist                | <input type="checkbox"/> Search <input type="checkbox"/> Create <input type="checkbox"/> Delete                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> Whitelist SuccessfulPay  | <input type="checkbox"/> Search <input type="checkbox"/> Create <input type="checkbox"/> Delete                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> Keymanagement            | <input type="checkbox"/> Show <input type="checkbox"/> QR                                                                                                                                                                                                                                                                                                                                             |



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                                                                                     |
|----------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>View operations</b>                 | 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                                                                                     |
| <b>Change operations</b>               | Enable editing of payment using the <a href="#">detailed view of operations</a>                 |
| Execute captures                       | Enable the "Execute captures" action in the <a href="#">detailed view of operations</a>         |
| Execute reversals                      | Enable the "Execute reversals" action in the <a href="#">detailed view of operations</a>        |
| Execute credits                        | Enable the "Execute credit" action in the <a href="#">detailed view of operations</a>           |
| Delete personal data                   | Enable the "Delete personal data" action in the <a href="#">detailed view of operations</a>     |
| Execute manual authorise               | Enable the "Execute manual authorise" action in the <a href="#">detailed view of operations</a> |

|                                              |                                                                                            |
|----------------------------------------------|--------------------------------------------------------------------------------------------|
| Re-debiting process                          | Enable the "Re-debiting process" action in the <a href="#">detailed view of operations</a> |
| Cancel                                       | Enable the "Cancel" action in the <a href="#">detailed view of operations</a>              |
| Reversal eNETS                               | Enable the "Reversal eNETS" action in the <a href="#">detailed view of operations</a>      |
| <b>"Analytics data product" access right</b> | <b>Description</b>                                                                         |
| Dashboard                                    | Enable the tab " <a href="#">Dashboard</a> " (optional)                                    |
| Computop 360                                 | Enable the "Computop 360" (qlik) dashboard in merchant portal.                             |
| <b>"Customers" access right</b>              | <b>Enables the customer tab</b>                                                            |
| Show                                         | Enable the customer search                                                                 |
| Edit                                         | Enable detailed view of customer                                                           |
| Delete                                       | Enable action "Delete person-related data" in the customer detailed view                   |
| <b>Droit d'accès « Customers »</b>           | <b>Description</b>                                                                         |
| Collection                                   | Authorize the generation of transaction reports                                            |
| Transaction                                  | Authorize the generation of collection reports                                             |
| View                                         | Authorize access to available reports without triggering their generation                  |
| <b>"Settlement files" access rights</b>      | <b>Description</b>                                                                         |
| <b>Settlement Files</b>                      | 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                        |

|                                               |                                                                                              |
|-----------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>"Batch files" site access rights</b>       | <b>Description</b>                                                                           |
| <b>Batch files</b>                            | 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                                   |
| <b>"Data Export" site access rights</b>       | <b>Description</b>                                                                           |
| Data export                                   | Enable the Data Export tab.                                                                  |
| <b>"Administration" site access rights</b>    | <b>Description</b>                                                                           |
| <b>Administration</b>                         | Enable the tab " <a href="#">Administration</a> " (optional)                                 |
| User management                               | Enable the tab " <a href="#">Administration</a> <a href="#">User management</a> " (optional) |
| User log                                      | Enable the tab " <a href="#">Administration</a> <a href="#">User log</a> " (optional)        |
| Merchant data                                 | Enable the tab " <a href="#">Merchant data</a> " (optional)                                  |
| <b>Access Right "Pay by link Axepta"</b>      | <b>Description</b>                                                                           |
| <b>Pay By Link Axepta via Merchant Portal</b> | Right to access the <i>Pay By Link Axepta</i> 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 <i>Pay By Link</i> 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 |
| <b>"Mandates" site access rights</b>             | <b>Description</b>                                                                |
| Show                                             | Authorize access to mandates                                                      |
| Revoke                                           | Authorize the revocation of a mandate                                             |
| <b>"Blacklist" site access rights</b>            | <b>Description</b>                                                                |
| 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                      |
| <b>"Blacklist securepay" site access rights</b>  | <b>Description</b>                                                                |
| 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                                     |
| <b>"whitelist" site access rights</b>            | <b>Description</b>                                                                |
| 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                                  |
| <b>"Whitelist securepay" site access rights</b>  | <b>Description</b>                                                                |
| 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                            |
| <b>"View API credentials" site access rights</b> | <b>Description</b>                                                                |
| Show                                             | Enable the API credential tab                                                     |
| Edit                                             | Authorize the copying of keys                                                     |