

Back-office rights

Here is the overview list of the user rights on the Axepta Back-office :

Right	Sub-Right	Detail
View operations		
	Operations	<ul style="list-style-type: none">• View the list of transactions without details• You can filter the data and search
	Terminal only operations	<ul style="list-style-type: none">• View only transactions created manually in the back office• If this right is activated, you won't be able to see the others transactions
	Reconciliation	<ul style="list-style-type: none">• Enquiries on the reconciliation tab
	Detailed view of operation	<ul style="list-style-type: none">• View the details of transactions• You can filter the data and search
	Statistics	<ul style="list-style-type: none">• Overview of statistics
Change operations		
	Execute captures	<ul style="list-style-type: none">• Capturing authorised payments with manual capture
	Execute credits	<ul style="list-style-type: none">• Refunding amounts in case of returns or complaints
	Execute reversals	<ul style="list-style-type: none">• Cancelling payments
	Delete person-related data	<ul style="list-style-type: none">• Delete personal data on a transaction
Terminal		
	Card terminal	<ul style="list-style-type: none">• Allow you to manually create a credit card payments
	Direct debit terminal	<ul style="list-style-type: none">• Allow you to manually create a debit card payments
Batch files		
	Settlement files	<ul style="list-style-type: none">• Download files provided for reconciliation• Download smartdata if activated
	Batch files	<ul style="list-style-type: none">• Upload file for transactions batch processing
Fraud prevention		
	Black list	<ul style="list-style-type: none">• View contents of the global black list

	White List SecurePay	<ul style="list-style-type: none"> • View entries (IP, cards...) whitelisted by SecurePay
	Black List SecurePay	<ul style="list-style-type: none"> • View entries (IP, cards...) blacklisted by SecurePay
	Create white list entries	<ul style="list-style-type: none"> • Create white list entries : Add BIN, IP...
	Create black list entries	<ul style="list-style-type: none"> • Create white list entries : Add BIN, IP...
	Change white list	<ul style="list-style-type: none"> • Add/remove entries from the white list
	Change blacklist	<ul style="list-style-type: none"> • Add/remove entries from the black list
	Detailed view of list entry	<ul style="list-style-type: none"> • Details of individual blacklist or exception entries
	Detailed view of SecurePay	<ul style="list-style-type: none"> • Display black list and exception entries in the detailed view
	White List	<ul style="list-style-type: none"> • View contents of the global white list
Dashboard		
	The dashboard is divided in 5 sections	<ul style="list-style-type: none"> • Key figures • Operations Analysis • Transaction Status • Trend Analysis • Country analysis
Administration		The Administration should only be used by an administrator in the company
	User Management	<ul style="list-style-type: none"> • Allow to change access rights of all users
	User Log	<ul style="list-style-type: none"> • Allow to view the log of user activities without being able to change rights

The Back-office features are described in this section : [Axepta Backoffice](#)