businessONLINE Administration Guide

Version 1.0

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Dashboard

Dashboard displays the pending Authorization records under sub menus.

(Above Screen applicable if the client is Dual Admin)

If the Client is Dual Admin, Dashboard will have Pending Authorization which consist of below tabs:

1. Roles
2. User Group
3. Users
4. Transaction Workflow Rules
5. Other Parameters

Note: Each individual tabs will be elaborated further in this guide along with its respective sub menu.

(Above Screen applicable if the client is Single Admin)

If the Client is Single Admin, Dashboard will display 'Users' summary along with Quick Actions of the right.
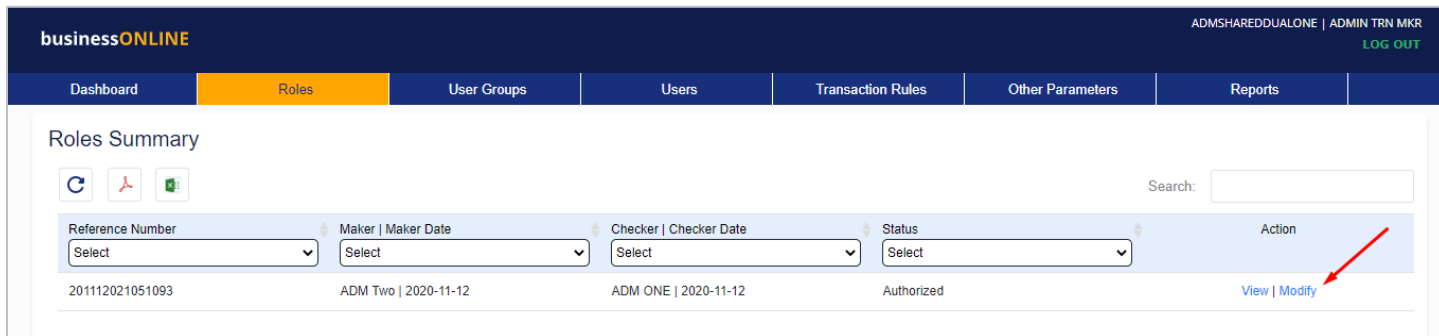
Roles - View / Modify Roles

This menu helps Admin to decide what label/role name to be given to which user along with classification is the user role is to be given for maker/checker user OR an Authorizer user while creating or modifying a user.

(Applicable for Single & Dual Admin)

Click **Roles** > **View / Modify**
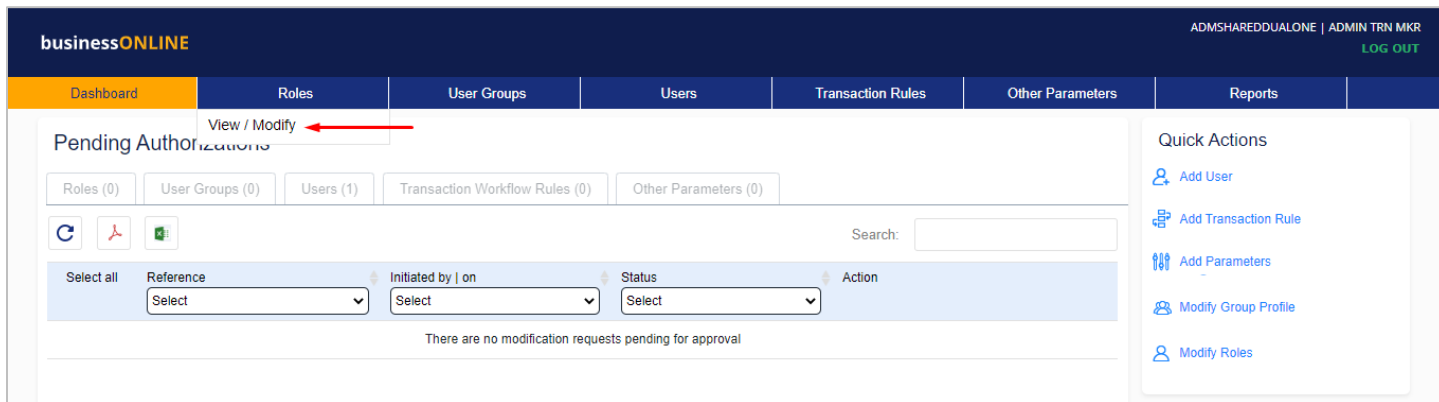
Click on 'Modify' to modify the Roles

You can,

1. Modify the Role Name – can give any label of choice or as per organization Structure.
2. Assign a Role as 'Authorizer Role' – Enable the Checkbox if the Role is applicable for Authorizer category and will be used to define Payment Transaction Rules.
3. Delete the Role – Delete unwanted or unused Roles.

Click on Submit, to modify the Roles.

If the Client is a Single Admin, the Roles will be Auto-approved upon submit action.

If the Client is a Dual Admin, the Roles will be available to other Admin under the same subscriptions for approval.

Below screen will be available for the Admin who modified the Roles. Where you can,

1. View the Modified Record
2. If you wish, you can modify the record with Status 'Modified' before other Admin approves.
3. If you wish, you can delete the record with Status 'Modified' before other Admin approved.

In case of Dual Admin, To Approve the Modified Roles, Login with other Admin and Click **Dashboard > Roles**

The Admin can, Select below Action

1. **Authorize** – this action will approve the changes/modification submitted by previous Admin.

2. **Reject** - this action will reject the changes/modification submitted by previous Admin. Mentioning Reject Reason is mandatory and will be displayed to the Admins under view.

Click on View for the Record with Status as "Rejected"

Note: The Rejected Record can be modified again/as per requirement and submit for Authorization.

The Reject Reason is visible to Admin.

3. **Diff List** - this action will list down the changes/modification submitted by previous Admin with respect to last authorized Roles. The changes/modifications are highlighted in red font for easy identification.

4. **View** - this action will allow to View modification submitted by previous Admin.

ADMSHAREDDUALTWO | Administrator
LOG OUT

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View Roles

Hierarchy	Role	Authorizer Role
Level 1	Authorizer A	☑
Level 2	Authorizer B	☑
Level 3	Authorizer C	☑
Level 4	Authorizer D	☑
Level 5	Authorizer E	☑
Level 6	Authorizer F	☑
Level 7	Authorizer G	☑
Level 8	Authorizer H	☑

CLOSE

User Group - View / Modify / Delete

This menu helps Admin to view and modify its total user groups.

(Applicable for Single & Dual Admin)

Click **User Group** > **View / Modify**

Below screen will be displayed with options:

1. User Group Summary
   a. View User Group – Can view available User groups in subscription
   b. Modify User Group – Can Modify the User Group Name & Description, also Add or Delete User group.
   c. Add Account Access – Link New Account or CIF to the Existing User group(s).
2. User group Profiles
   a. View Profile
   b. Modify Profile
   c. Delete Profile

b u s i n e s s **ONLINE** – A D M I N I S T R A T I O N

1.a. View User Group

This option will allow user to view all the available User groups in the Subscription.

If Subscription is New to businessONLINE, it will have 14 pre-defined User groups by Default. And if the Subscription is migrated from smartBUSINESS, it will have additional user groups migrated which will be prefixed with "SB".

This user groups can be used while creating the users.

1.b. Modify User Group

This option will allow user to Modify the User Group Name & User group description. Also, User can chose to delete the un-used/Not required user group(s) in the Subscription.

1.c. Add Account Access

This option will allow user to Link the Newly opened Account OR Newly linked CIF to the existing user groups within the subscription.

Click on "Add Account Access"
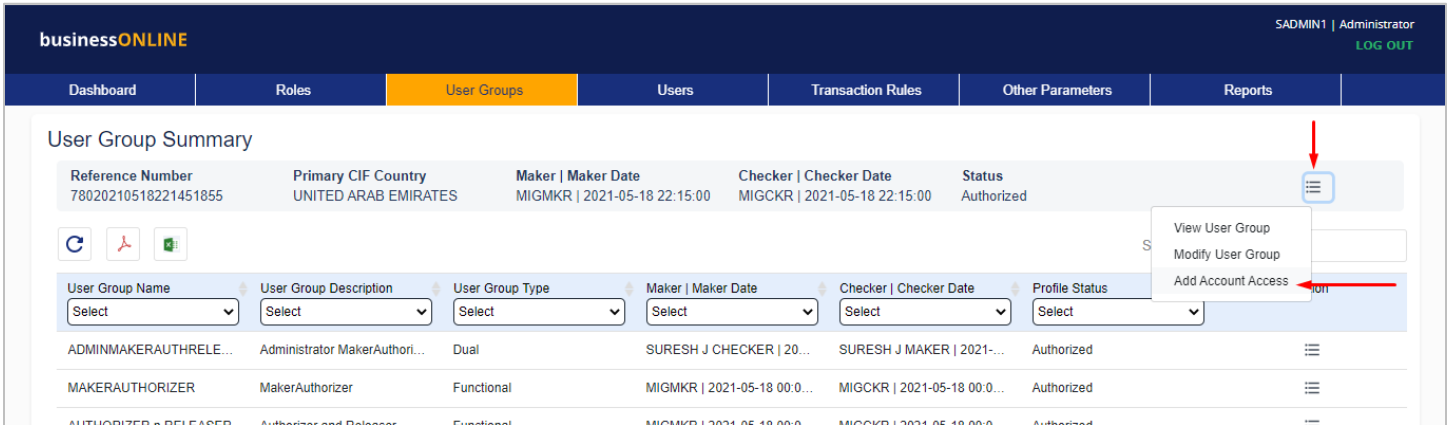
Screen will display available User Group on the left and New Account/CIFs on right for selection.
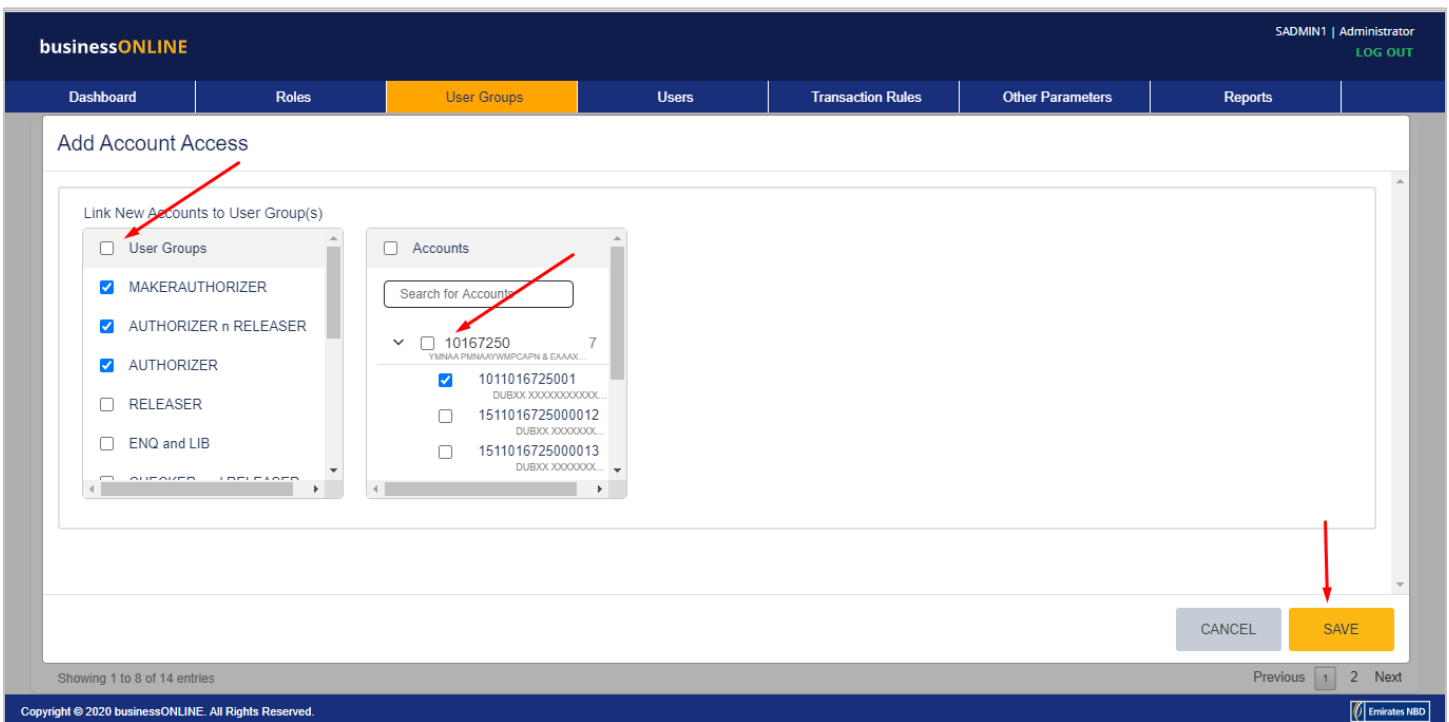
Screen the User group which needs to be modified to add the selected account under 'Accounts' and click on SAVE.

Screen will show the summary of the selected user group & Account/CIFs along with option to Modify/Delete.

- – 'Delete' Will remove the Selected User Group and Accounts combination.
- – 'Modify' Will allow user to add more accounts to particular User group.

Click on SAVE.

Above Screen displays the 'Modify' steps. Once concluded, Click on SUBMIT.
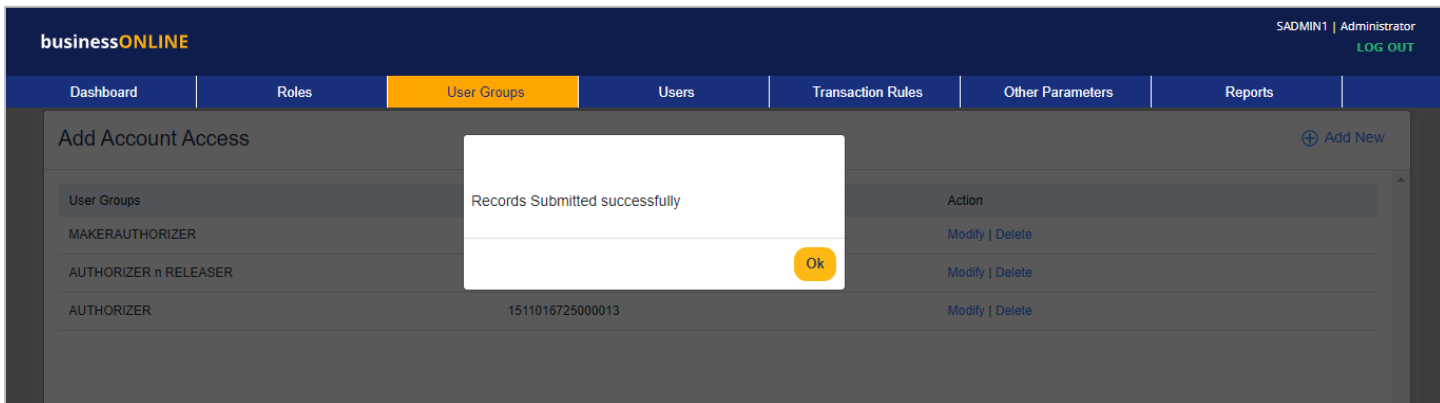
After Submission,

- System will display above success message in case if the Subscription is Single ADMIN
- in case of Dual ADMIN, it will be pending for approval to another ADMIN in the subscription.

2.a. View User group Profile

This option will allow user to view the selected User groups profile, all the entitled products, accounts etc.
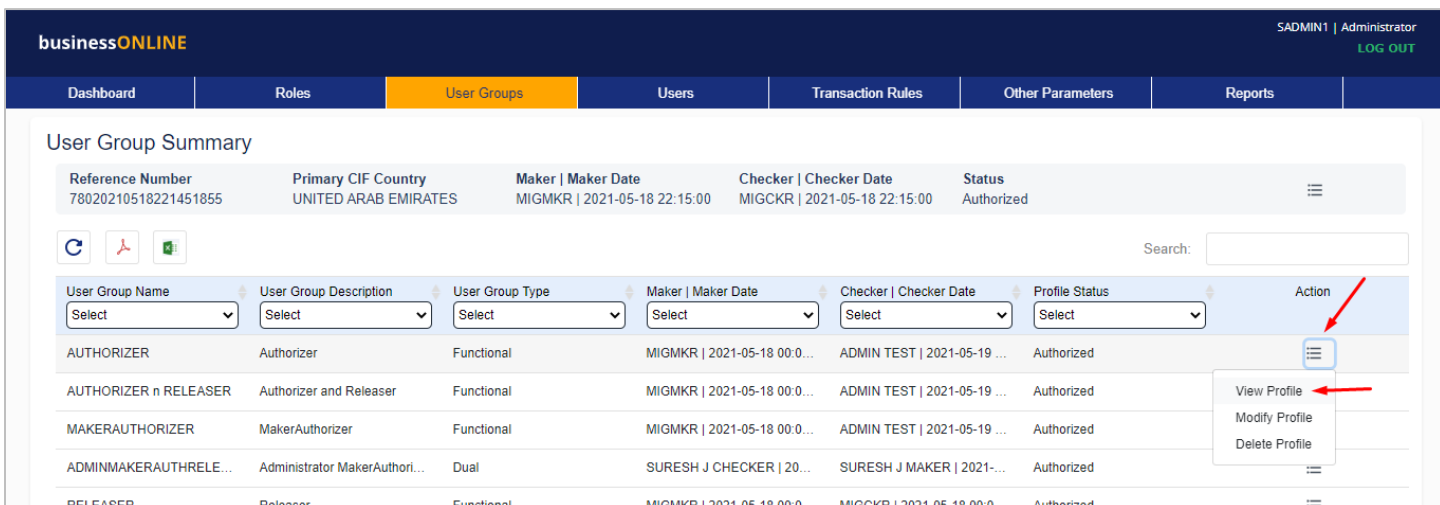
Click on 'View Profile', the Screen will show full profile of the user group selected in below sections:

1. Subscription Details – Displays user group name & description, Subscriber IF & Name, User group type, Status of User group.
2. Limits – Displays CIF level limits for predefined parameters along with other controls.
3. Products and Sub Products – Displays assigned/entitled products and sub products.
4. Functions of all products – Displays enabled functions under each entitled products and sub products.
5. Criteria Group / Criteria Values – Displays assigned accounts for each entitled products and sub products.

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View User Group Profile

1. Subscription Details

User Group :	AUTHORIZER	Subscriber ID :	SSADMIN
User Group Description :	Authorizer	Subscriber Name :	PPACX CYAAW ANWPCNAWAYNAX XPNPCAX WCAYANX XXC
Channel :	WEB	Status :	Authorized
User Group Type :	Functional		

2. Limits

Limits for Online Transactions

CIF - 11524014 - UNITED ARAB EMIRATES

Maximum Number of Transactions per Day	99999	
Maximum Transaction Total Amount per Day	AED	9999999999999.00
Maximum Individual Transaction Amount	AED	9999999999999.00

Maximum Number of File Upload Transactions per Day	99999	
Maximum Transaction Total Amount per Day for File Upload	AED	9999999999999.00
Maximum Individual Transaction Amount for File Upload	AED	9999999999999.00
Approval Limit per Day	AED	0.00
Self Authorization Limit per Transaction	AED	0.00
Mask Salary amount during Salary and WPS Uploads	No	
Mask Payment Amount During Bulk Uploads	No	
Mask Available Balance	No	

3. Products and Sub Products

Product	Sub Product
Core Account Services	Account Services, Cheque Services, Enhanced CSV Statement, Multi Account Statements Export, Generic Service Request, MT940 Statement, PDC Outstanding Report
Customer Services	Customer Services
CXO Dashboard	CXO Account Widget, CXO Activity Log Widget, CXO Benchmarks Widget, CXO Deposit Widget, CXO Exchange Rate Widget, CXO FX Open Position Widget, CXO Limit Utilization Widget, CXO Loan Widget, CXO On My Radar Widget
Maker and Checker Dashboard	Account Statement, Bulletin Board, Consolidate Summary, Currency - Bank Grouping, Download Center, Pending on Others
Payments	Payments Library, Within Bank Payment, Own Account Payment, Local Currency Payment, Basket Payment Transfer, Basket Non WPS, Basket Utility Payment, Basket WPS, Bulk File Upload, Card Payments, Split File Upload, NOQODI Payment, Pension Payment (GPSSA), Managers Cheque, Salary Upload Non WPS, Foreign Currency Payment, Bill Payment, WPS Refund Request, Salary Upload - WPS

Within Bank Payment

Function Group	Function Name
Authorize	Authorize Transaction

Own Account Payment

Function Group	Function Name
Authorize	Authorize Transaction

Local Currency Payment

Function Group	Function Name
Authorize	Authorize Transaction

Maker:	MIGMKR	Maker Date:	May-18-2021 12:00:00 AM
Authorizer:	ADMIN TEST	Authorizer Date:	May-19-2021 04:18:35 AM

CLOSE

Showing 1 to 8 of 14 entries

Previous 1 2 Next

2.b. Modify User group Profile

This option will allow user to modify the selected User groups profile, all the entitled products, accounts etc.

- Update Limits
- Add/remove Product and sub products
- Add/remove functions under each Product and sub products
- Add/remove CIFs/Accounts
- Link New Accounts to User group/

On the above screen, user can define or update the parameters at CIF level. Each CIF can have different parameter values.
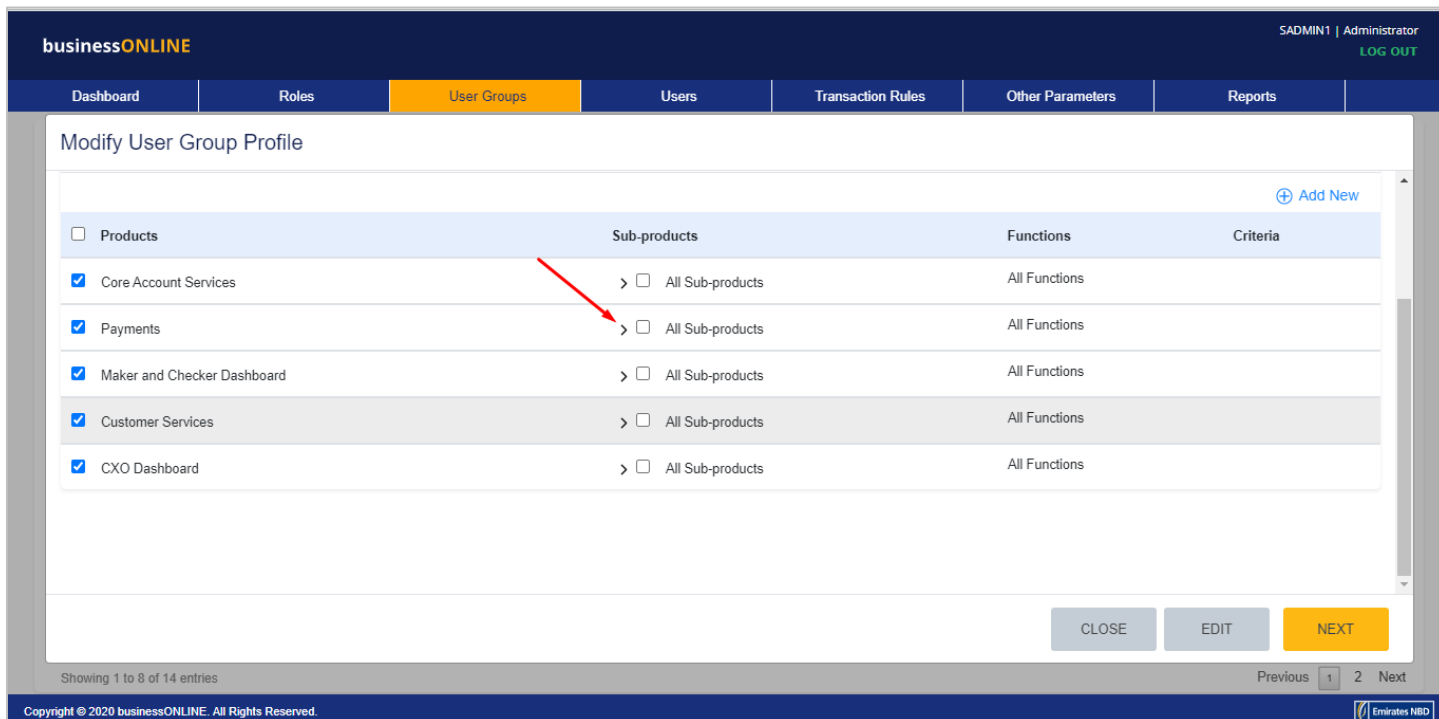
To select the Sub-product under Products, click on the '>' sign (Expand) under Sub-products. This will expand and show the available Sub-products under selected Product.
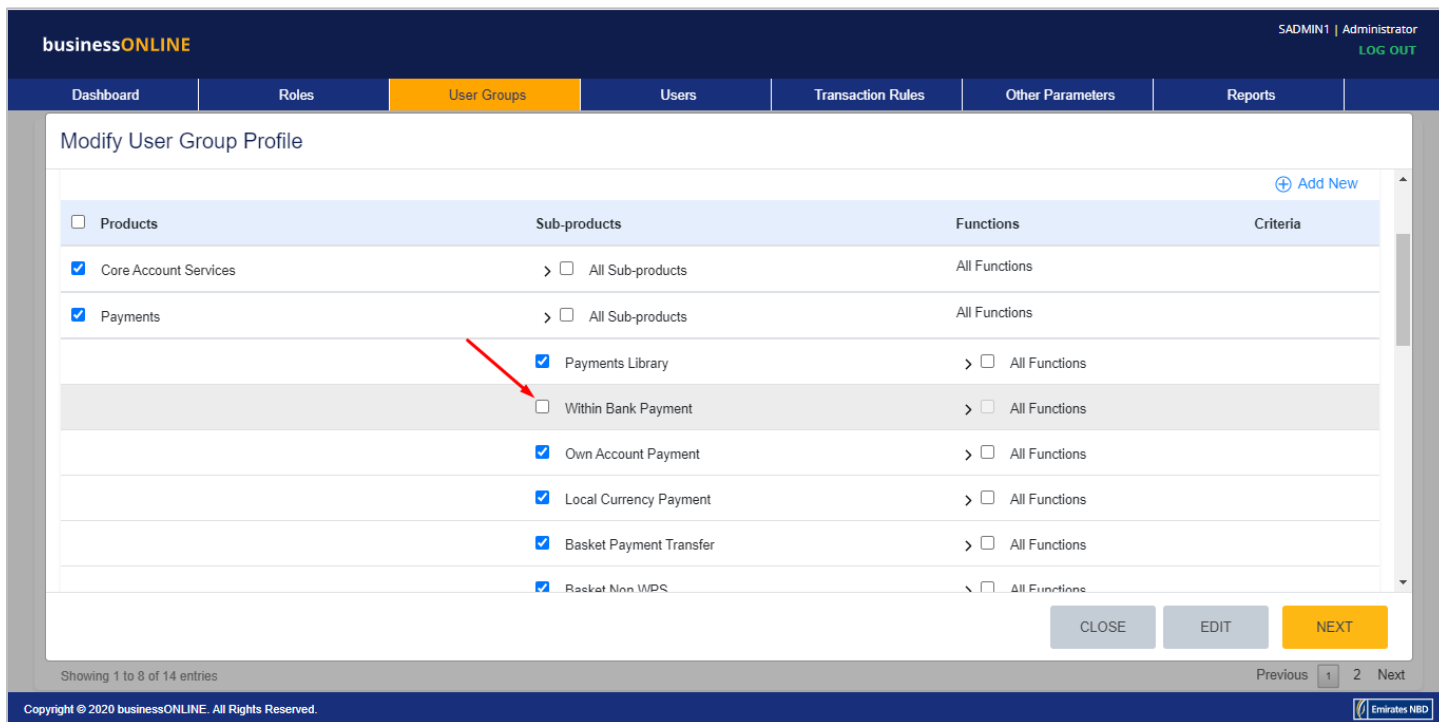
The user can,

- To remove the Sub-product, de-select the Sub-product from the available list.
- To add the Sub-product, select the Sub-product by selecting the checkbox.

click on the '>' sign (Expand) under Functions. This will expand and show the available functions under the selected sub-product.


The user can,

- To remove the already selected function, de-select the function checkbox from the available list.
- To add the Sub-product, select the function checkbox from the available list.

- To remove the already selected CIFs/Accounts, click on 'View / Modify' against each selected function.
- **Repeat this process for each newly added/selected function appropriately under all newly added products and sub-products**.
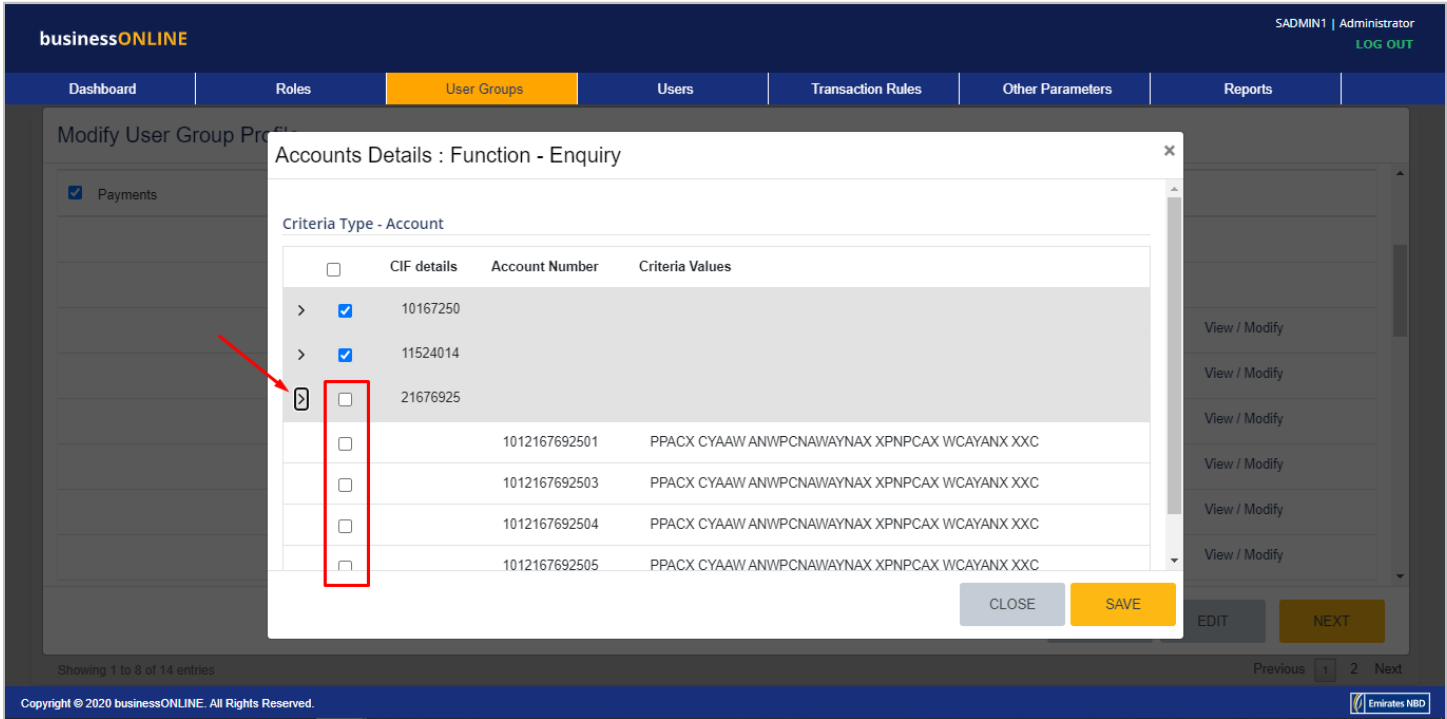
Once all process is done, click on 'SAVE'.
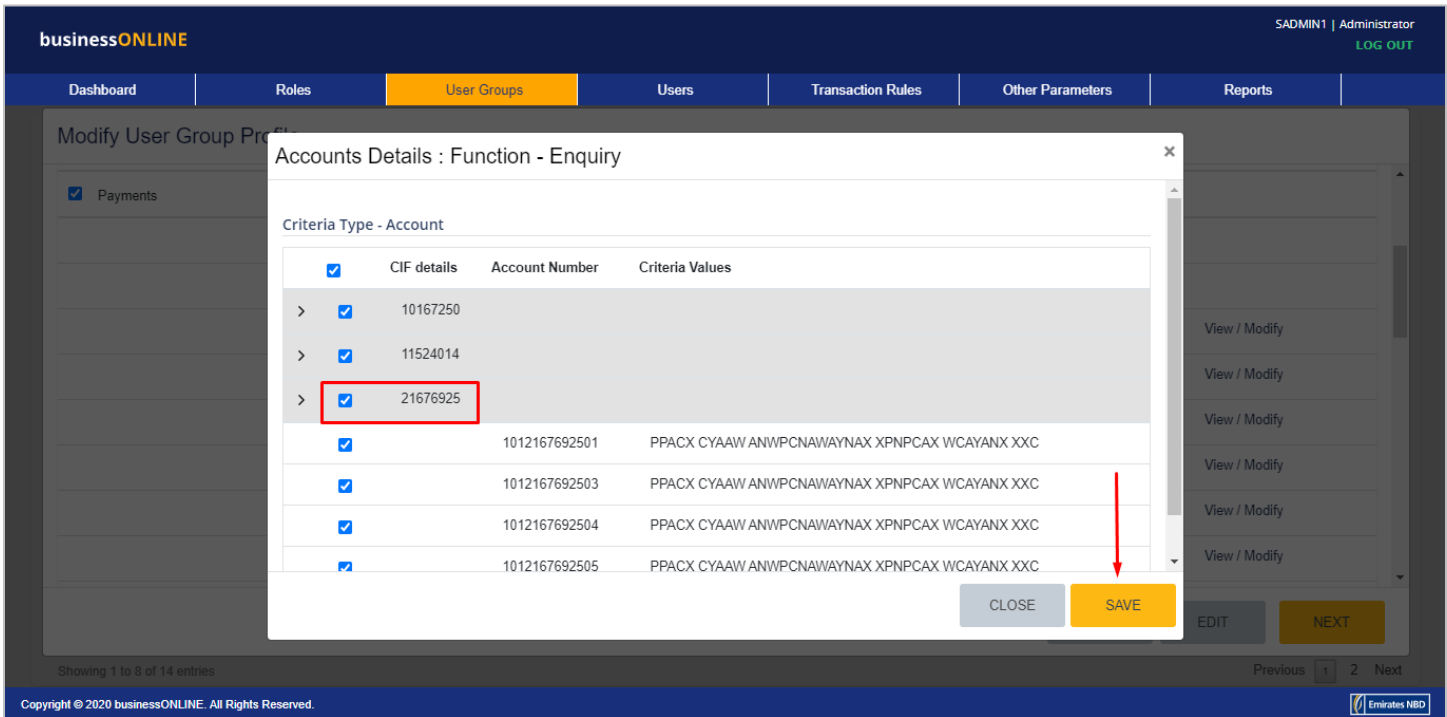
Once all required Products, Sub-products, Functions and Accounts are Selects, Click on NEXT.

Refer below screen for the same.

After NEXT, system will display Summary screen to confirm the selected/modified/added changes for Submitting for approval.

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After SUBMIT,

- If the Client is a Single (SHARED) Admin, the User Group profile modification will be Auto approved upon submit action and will be available for Bank review.
- If the Client is a Dual (SHARED) Admin, the User Group profile modification will be available to other Admin under the same subscriptions for approval and then will be available for Bank review.

The Bank will review the request and provide the decision of Approve or Reject within next working day.
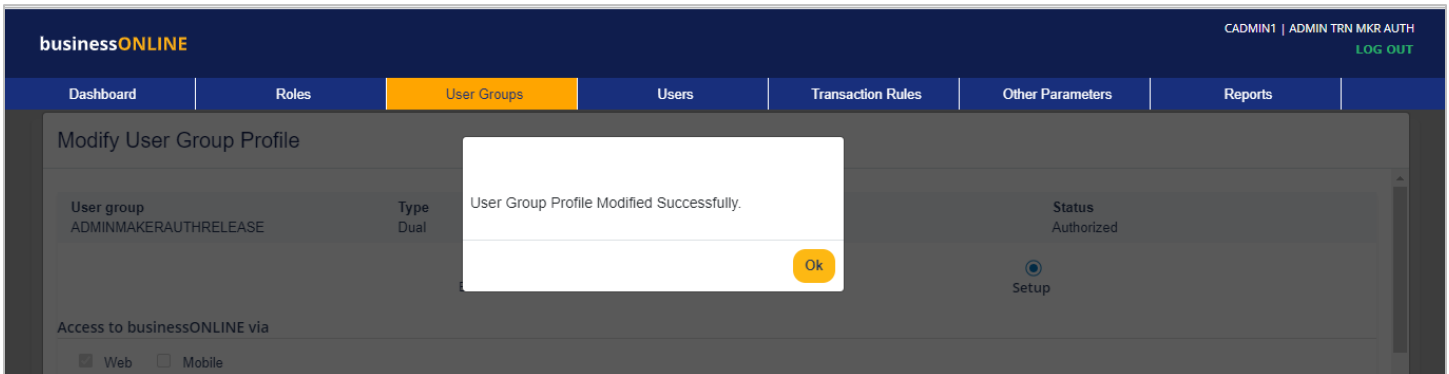
- If the Client is a Single (CLIENT) Admin, the User Group profile modification will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the User Group profile modification will be available to other Admin under the same subscriptions for approval.

2.c. Delete User group Profile

This option will allow user to Delete the selected User groups profile, all the entitled products, accounts will be deleted from the User group etc.
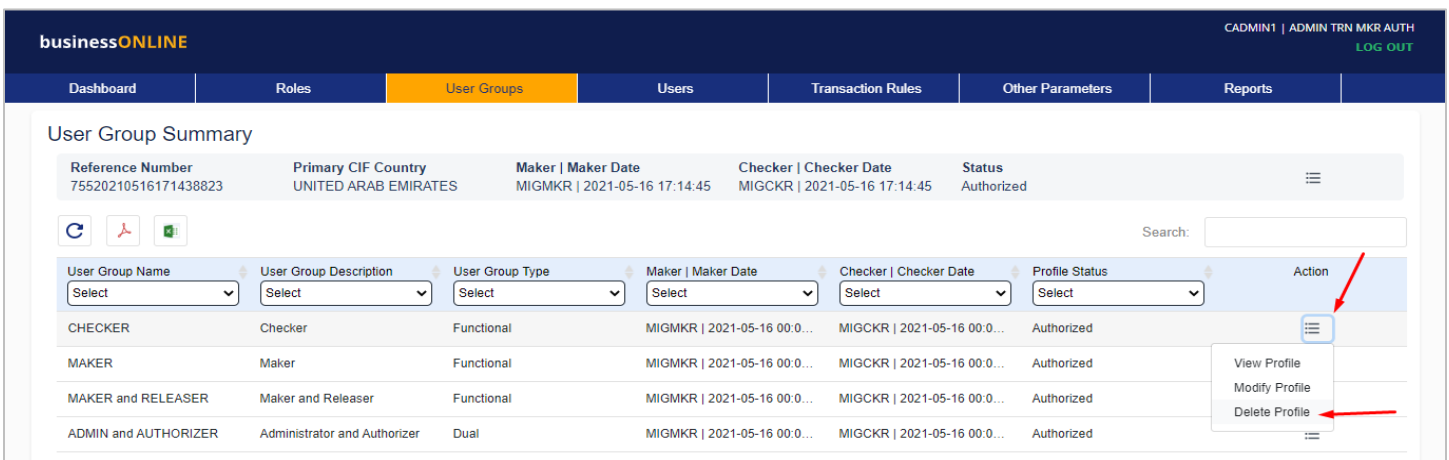
Select 'Delete Profile' from the Action menu against the selected user group name.

Once confirmed, Click on CONFIRM DELETE.

- If the Client is a Single Admin, the User Group profile deletion will be Auto approved upon CONFIRM DELETE action with a successful popup message.
- If the Client is a Dual Admin, the User Group profile deletion will be sent for approval to another ADMIN user within the subscription upon CONFIRM DELETE action.

Users Add / View / Modify / Disable / Delete

This menu helps Admin to Add, view and modify its users and their profiles available for the subscription.

(Applicable for Single & Dual Admin)

1.a. Add User

This option will allow ADMIN to create user within the subscription.

Click **Users** > **Add**

    i.   User is a Maker/Checker – Select this to create a user for Maker, Checker, Enquiry Roles within subscription.

    ii.   User is an Authorizer – Select this to create a user for Maker Authorizer or Authorizer roles within subscription.

1.a.i. Creation of a Maker/Checker user: (Applicable for both, Client & Shared Admin type)

Select 'User is a Maker/Checker' and Fill all the mandatory fields and SUBMIT.
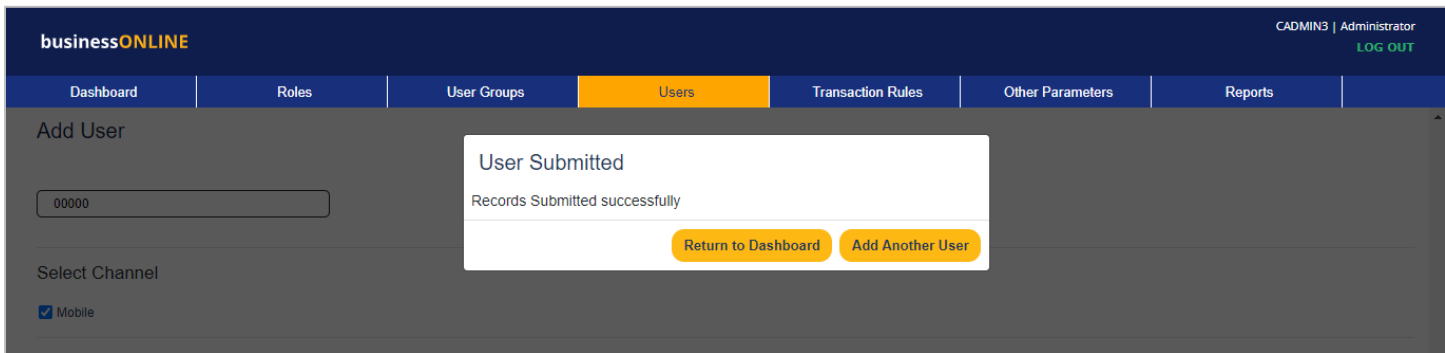

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- If the Client is a Single (Client or Shared) Admin, the User addition will be done with a successful popup message.
- If the Client is a Dual (Client or Admin) Admin, the User addition will be sent for approval to another ADMIN user within the subscription.
- If the Client is a Single (Shared) Admin, the User addition will be done with a successful popup message.
- If the Client is a Dual (Client) Admin, the User addition will be sent for approval to another ADMIN user within the subscription.

1.a. ii. Creation of an Authorizer (Fetch from Bank Records) : (Applicable for both, Client & Shared Admin type)

Select 'User is an Authorizer', system will list down the available signatories registered in bank's record.
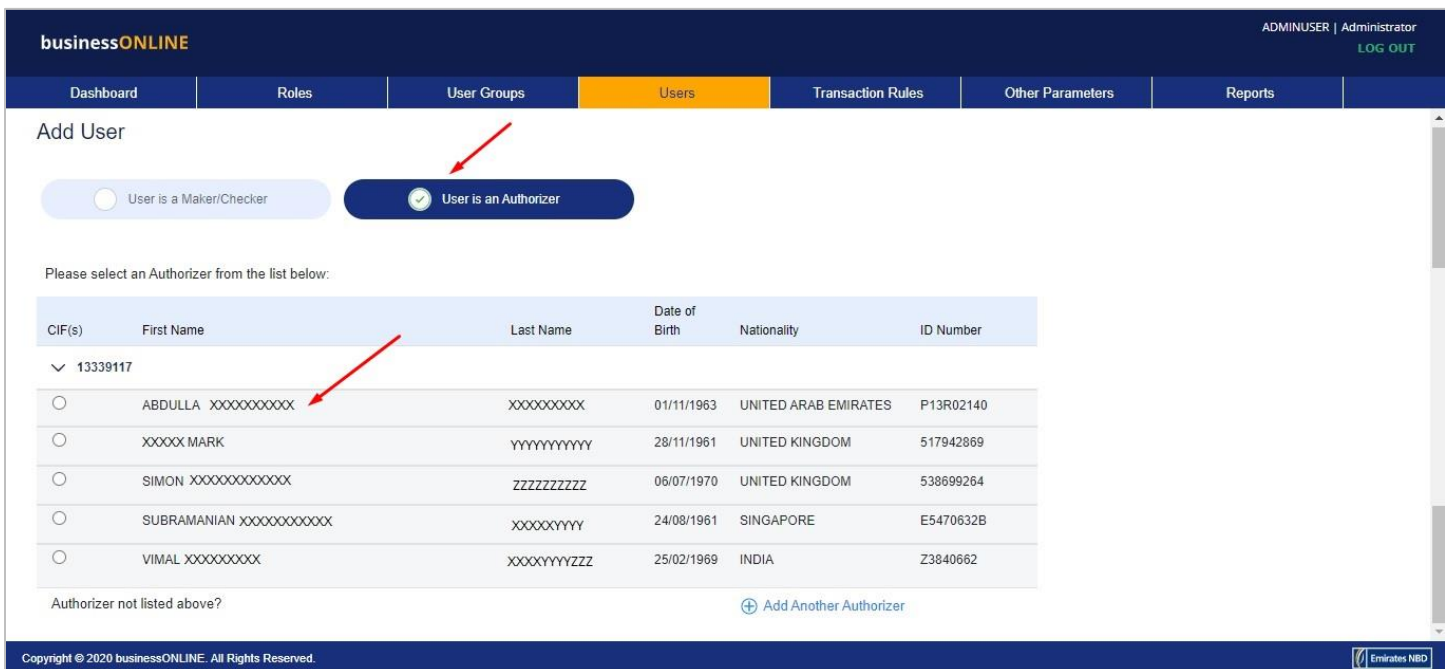
Select the User which you want to create as an Authorizer. System will auto fill few fields in the next screen for the selected user.

Below fields are mandatory to fill:

- Authentication type (If you select Hard token, you will need to assign one from the list).
- Login ID (enter minimum 8-character alphanumeric preferred Login ID)
- Role (Select suitable role from the list, remember to use same role while defining the Transaction workflow rules)

- User Group (Select the appropriate user group to your user, this are predefined access over the products and accounts)
- Select Channel, If the Mobile checkbox is enabled that means user will be able to login businessONLINE via its Mobile App (user need to download businessONLINE mobile app.
- Email Address & Mobile number – to receive notification(s) and OTP(s).
- Select the Checkbox 'All this user to approve the payments which were initiated by him/her' if you are creating a Maker-Authorizer user.


Once all the details are filled, Click on SUBMIT.

- If the Client is a Single (SHARED) Admin, the User will be Auto approved upon submit action and will be available for Bank review, Post Bank review the user will be Approved else rejected with reason mentioned by bank user.
- If the Client is a Dual (SHARED) Admin, the User will be available to other Admin under the same subscriptions for approval and then will be available for Bank review.
- If the Client is a Single (CLIENT) Admin, the User will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the User will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

1.a. iii. Creation of an Authorizer (Using KYC documents) (Applicable for Client Admin type)

Select 'User is an Authorizer', If the system does not list down the available signatories registered in bank's record then,

1. System will have "Add Another Authorizer" link (Applicable for Client Admin type)
2. If system do not have "Add Another Authorizer" link (Applicable for Shared Admin type), please get in touch with your Relationship manager to add the Authorizer/Signatory in bank records.
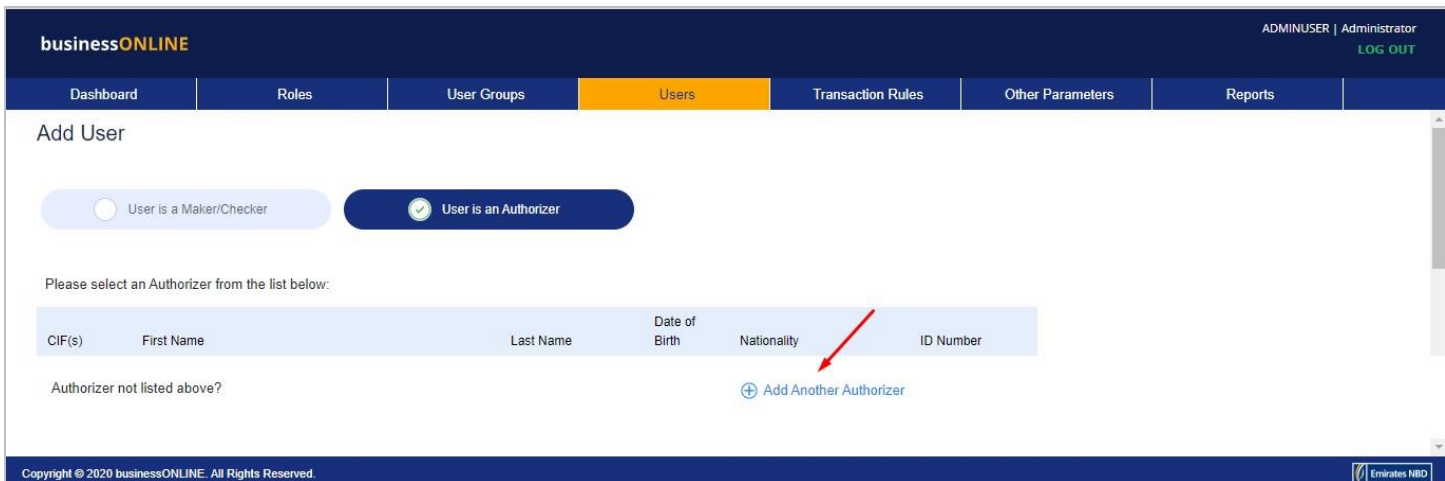
Click on "Add Another Authorizer" link. System will allow user to fill the Authorizer information along with the uploading an authentic KYC document (preferably Passport Copy or Emirates ID copy).

Below fields are mandatory to fill:

- First Name & Last Name of the User.
- Authentication type (If you select Hard token, you will need to assign one from the list).
- Login ID (enter minimum 8-character alphanumeric preferred Login ID)
- ID Type, ID Number, ID Expiry date, Place of Birth, Date of Birth, Nationality, Gender and upload KYC Document (Make sure the Details entered are matching with the KYC document uploaded)

- Role (Select suitable role from the list, remember to use same role while defining the Transaction workflow rules)
- User Group (Select the appropriate user group to your user, this are predefined access over the products and accounts)
- User Address (Line 1, City and Country)
- Select Channel, If the Mobile checkbox is enabled that means user will be able to login businessONLINE via its Mobile App (user need to download businessONLINE mobile app.
- Email Address & Mobile number – to receive notification(s) and OTP(s).
- Select the Checkbox 'All this user to approve the payments which were initiated by him/her' if you are creating a Maker-Authorizer user.

Once all the details are filled, Click on SUBMIT.

- If the Client is a Single (CLIENT) Admin, the User will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the User will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

1.b. Modify User

Select the User to be Modified. ADMIN user can Modify the Basic Info or Profile of the customer user. The ADMIN user can :

i.   Modify User Details
ii.   Modify User Profile

1.b.i. Modify user Details

This menu helps Admin to modify a user details.

Click **Users** > **View / Modify**

Click Action button against the user which Admin want to modify. Select 'Modify User Details'
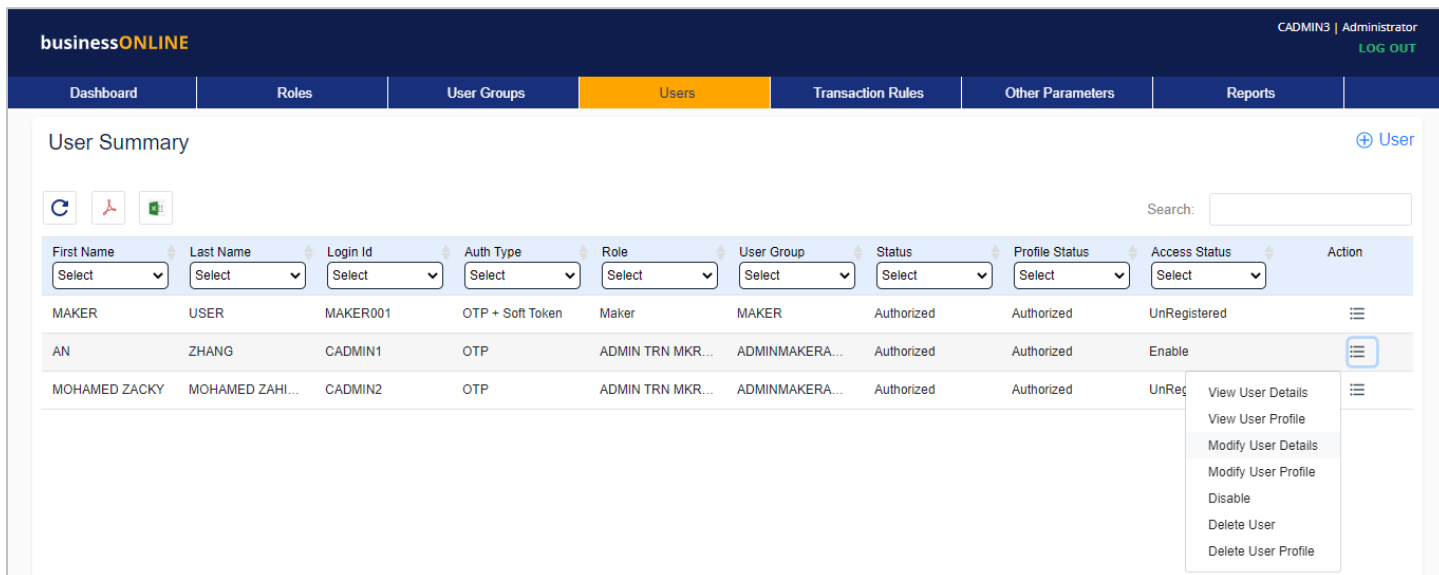
Admin user can modify user details like,

- Mobile Number & Email ID
- Role & User group
- Authentication Type etc.

Once done, click on SUBMIT.

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Modify User

( ) User is a Maker/Checker   (✓) User is an Authorizer

*First name	Middle name	*Last name
AN		ZHANG

User Type	*Authentication type	
Funtional	OTP	

*Login ID	*Domicile	
CADMIN1	UNITED ARAB EMIRATES	

ID type	*ID number	*ID expiry date
Select	E35290137	04/02/2025

*Place of birth	*Date of Birth	*Nationality
ZHEJIANG	08/10/1980	CHINA

Gender		
Select		

Role & User Groups

User Group	*Role
MAKERAUTHRELEASE	ADMIN TRN MKR AUTH
View User Group related information	View Roles

User Address

*Line 1	Line 2	Residence area
H5046023,CY WCANAACWAYN NANMANX V		

*City	State	*Country
DXB		Select

Post code		
999		

Select Channel

☑ Mobile

Contact information

*Email address	*Mobile phone number		
TR@WR.COM	United Kingdom	44	342343242

Landline Number
e.g.971501234567

☑ Allow this User to approve payments which were initiated by him/her

CANCEL   CLEAR   SUBMIT

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User Summary

⊕ User

Records Submitted successfully

Ok

Search:

First Name	Last Name	Login Id			Status	Profile Status	Access Status	Action
Select	Select	Select			Select	Select	Select	
MAKER	USER	MAKER001	OTP + Soft Token	Maker	MAKER	Authorized	Authorized	UnRegistered	≡

- If the Client is a Single (SHARED) Admin, the User modification will be Auto approved upon submit action and will be available for Bank review, Post Bank review the user will be Approved else rejected with reason mentioned by bank user.
- If the Client is a Dual (SHARED) Admin, the User modification will be available to other Admin under the same subscriptions for approval and then will be available for Bank review.
- If the Client is a Single (CLIENT) Admin, the User modification will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the User modification will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

1.c. Disable User

This option will allow Admin user to disable any user within the subscription.

Click Action button against the user which Admin want to Disable. Select 'Disable'

Fill the required details.

Admin user need to select the Login ID which needs to be disabled and provide the Reason and comments for Disablement for reference.

Once done, Click on SUBMIT.

Validate the details on the screen and Click on CONFIRM.

- If the Client is a Single Admin, the User will be Auto approved upon submit action.
- If the Client is a Dual Admin, the User will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

1.d. Enable User

This option will allow Admin user to Enable any disabled user within the subscription.

Click Action button against the user which Admin want to enable. Select 'Enable'.

Fill the required details.

Admin user need to select the Login ID which needs to be enabled and provide the Reason and comments for Enablement for reference.

Once done, Click on SUBMIT.

Validate the details on the screen and Click on CONFIRM.

- If the Client is a Single Admin, the User will be Auto approved upon submit action.
- If the Client is a Dual Admin, the User will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

1.e. Delete User

This option will allow Admin user to permanently delete within the subscription.

Click Action button against the user which Admin want to permanently Delete. Select 'Delete'.

System will show the selected user details.

Click on CONFIRM DELETE.

- If the Client is a Single Admin, the User will be permanently deleted upon submit action.
- If the Client is a Dual Admin, the User will be available to other Admin under the same subscriptions for approval post which it will be permanently deleted upon submit action.

Transaction Rules

This menu helps Admin to Add, view and modify or delete the transaction workflow rules for the subscription.

(Applicable for Single & Dual Admin)

1.a. Add Workflow Rule

This option will allow user to define the Transaction workflow rules i.e. payment rules within the subscription.

Click **Transaction Rules** > **Add**

System Display below fields which are mandatory:

- *Rule Name* : Admin user to provide a Name for the rule for reference and identify it easily from the summary screen.
- *Rule Description* : The detailed description to the Rule for reference purpose.
- *Rule Currency* : Admin User can select the Currency from the list in which the workflow is expected.
- *Financial* : by Selecting this option, the system will display products related to payments transaction which are based on amount range. For e.g. Local currency Payment, Foreign Currency Payment, Salary Payments.
- *Non-Financial* : by Selecting this option, the system will display products which are not amount based and are treated as service requests. For e.g. Cheque book request, Generic Service Request.

- o *Apply to all subproducts* **:** This option allows user to select the sub products and apply an amount-based transaction workflow rule.
- o *Apply "No Rules" to selected subproducts* : This option allows user to select the sub products and apply an "No Rule" transaction workflow at amount slab level. This means for the selected amount range there is No rule required for Authorizer to approve, the transaction will be auto processed once submitted by Maker User. This option is not applicable for bulk subproducts.

After Selecting the subproducts, click on NEXT.

Select the accounts for which a common transaction workflow rule needs to be created. Once all selections are done, click on NEXT.

Note: The accounts selected should be common across all sub products within the rule else system will alert with a pop-up message.

Upon clicking on NEXT, system will navigate to next screen where below parameters to be defined according to subscriber mandate to complete the transaction workflow setup and submit for approval.

'Hierarchical' denotes sequential approver selection for transaction authorization, whereas 'Non-Hierarchical' denotes Parallel selection of approvers for transaction authorization.

User need to define the From Amount (Minimum) and To Amount (Maximum) along with number of approvers with its role required to process the payment transaction.

⊕ means AND condition whereas **OR** means OR condition in the Workflow rule.

Once all parameters are entered, Click on '(+)Add The Rule' link. This will add the user defined workflow to the list.

If there are multiple amount slabs, repeat the above process of adding amount slab and approver details and click on '(+)Add The Rule' link.

Click [+] to add an approver for AND condition.

Click [OR] to add an approver for OR condition.

Once completed, Click on '(+)Add The Rule' link.

Based on subscriber mandate, Admin user can repeat the above steps to define the transaction workflow rules.

Once all required Rules are defined, click on SUBMIT. On successful approval the transaction workflow rules will be available in the summary screen (Transaction Rule > View/modify).

- If the Client is a Single (SHARED) Admin, the Transaction workflow will be Auto approved upon submit action and will be available for Bank review, Post Bank review workflow user will be Approved else rejected with reason mentioned by bank user.
- If the Client is a Dual (SHARED) Admin, the Transaction workflow will be available to other Admin under the same subscriptions for approval and then will be available for Bank review.
- If the Client is a Single (CLIENT) Admin, the Transaction workflow will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the Transaction workflow will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

1.b. View Workflow Rule

This option will allow user to View the Transaction workflow rules i.e. payment rules within the subscription.

Click **Transaction Rules** > **View/Modify**

System Display below summary Screen
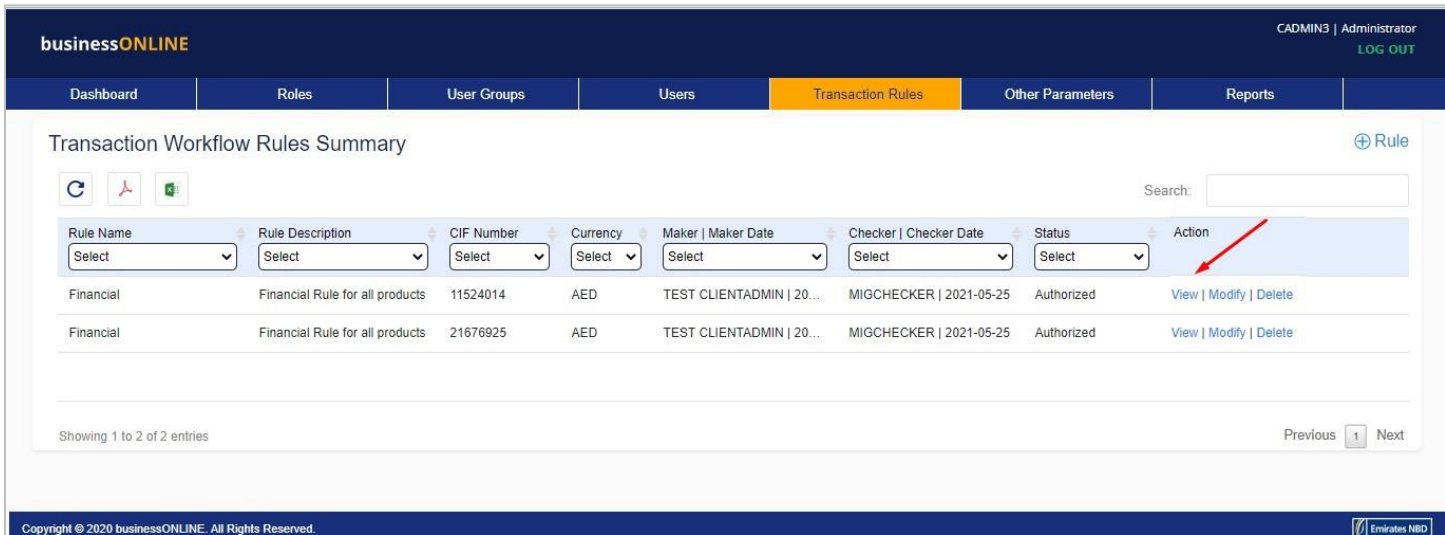
Summary screen displays the Rules defined by Admin user for all the CIFs associated with the subscription.

To view the details, click on View on the required workflow rule.

The 'View Transaction Workflow Rule' screen displays all details which were submitted and approved during the workflow creation.

1.c. Modify Workflow Rule

This option will allow user to Modify the existing Transaction workflow rules i.e. payment rules within the subscription.

Click **Transaction Rules** > **View/Modify**

System Display below summary Screen where the user needs to click on the 'Modify' link of the target workflow rule to be modified.

System will display the screen with all the details pre-selected.

Modify (Add or remove) the subproducts (if required) and click on NEXT.

Modify (Add or remove) the Accounts (if required) and click on NEXT.

System will display the existing transaction Rules.

To Modify, select modify link against the amount slab.

If there are multiple amount slabs modification, repeat the above process for selected amount slabs and click on '(+)Add The Rule' link.

Click ⊕ to add an approver for AND condition.

Click **OR** to add an approver for OR condition.

Once all the required modifications are done, click on SUBMIT.

- If the Client is a Single (SHARED) Admin, the Transaction workflow modification will be Auto approved upon submit action and will be available for Bank review, Post Bank review workflow user will be Approved else rejected with reason mentioned by bank user.
- If the Client is a Dual (SHARED) Admin, the Transaction workflow modification will be available to other Admin under the same subscriptions for approval and then will be available for Bank review.
- If the Client is a Single (CLIENT) Admin, the Transaction workflow modification will be Auto approved upon submit action.
- If the Client is a Dual (CLIENT) Admin, the Transaction workflow modification will be available to other Admin under the same subscriptions for approval post which it will be Auto approved upon submit action.

1.d. Delete Workflow Rule

This option will allow user to Delete the Transaction workflow rules i.e. payment rules from the subscription.

Click **Transaction Rules** > **View/Modify**

System Display below summary Screen

Click on 'Delete' for the selected record.

Click on CONFIRM DELETE to delete the Transaction workflow rules i.e. payment rules from the subscription

- If the Client is a Single Admin, the workflow rule will be permanently deleted upon submit action.
- If the Client is a Dual Admin, the workflow rule will be available to other Admin under the same subscriptions for approval post which it will be permanently deleted upon submit action.

Other Parameters

This menu helps Admin to Add, view and modify parameters like WPS MOL ID, GPSSA Employer ID & Daily Transaction Limit for the subscription.

1.a. View Parameters

This option will allow user to view the Parameters (MOL ID for WPS, Employer ID for GPSSA, Daily Releaser Limit) available for the subscription.

Click **Other Parameters** > **View**

System Display below summary Screen

Click on the Reference Number to view the details.

1.b. Modify Parameters

This option will allow user to modify the Parameters (MOL ID for WPS, Employer ID for GPSSA, Daily Releaser Limit) available for the subscription.

Click **Other Parameters** > **Modify**

System Display below summary Screen

Click on the Reference Number to Modify the details.

Admin user Can modify below parameters as per requirement.

- *MOL ID for WPS* : User can add, modify or remove the MOL ID for subscription.
- *Employer ID for GPSSA* : User can add, modify or remove the MOL ID for subscription.
- *Daily Releaser Limit for Subscriber* : User can increase or decrease the its daily releaser limit.

Once done, click on SAVE.

- If the Client is a Single Admin, the Parameters will be approved upon submit action.
- If the Client is a Dual Admin, the Parameters will be available to other Admin under the same subscription for approval post which it will be approved upon submit action.

Reports

This menu helps Admin to view and download various reports for the subscription.

1. Client User Audit Report

This report provides the Admin user with the details of transaction performed by its users within the subscription.

2. User List Report

This report provides the Admin user with the list details of users within the subscription with their current status.

3. Transaction Report

This report provides the Admin user with the details of transaction initiated by the users within the subscription with their current status.

4. Subscription Overview Report

This report provides the Admin user with the overall details the subscription with their current status of Accounts, Products, Users with their entitlements and transaction workflow details etc.

5. User Details Report

This report provides the Admin user with the details of a particular user within the subscription available in the list.

6. Admin Audit Report

This report provides the Admin user with the overall details of the tasks performed by the ADMIN user within the subscription.