

# 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)

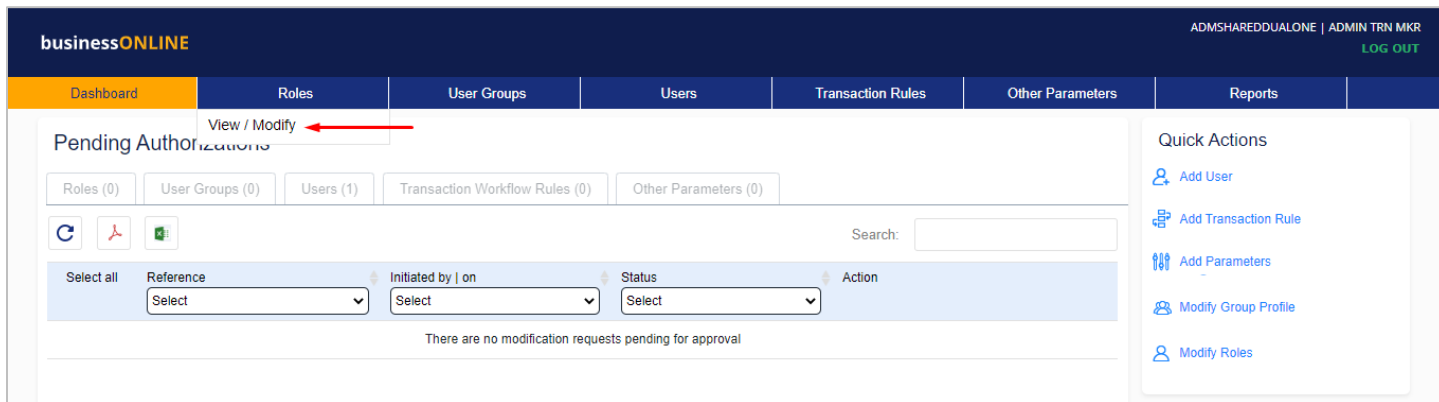
If the Client is Single Admin, Dashboard will display 'Users' summary along with Quick Actions of the right.

## Roles - View / Modify Roles

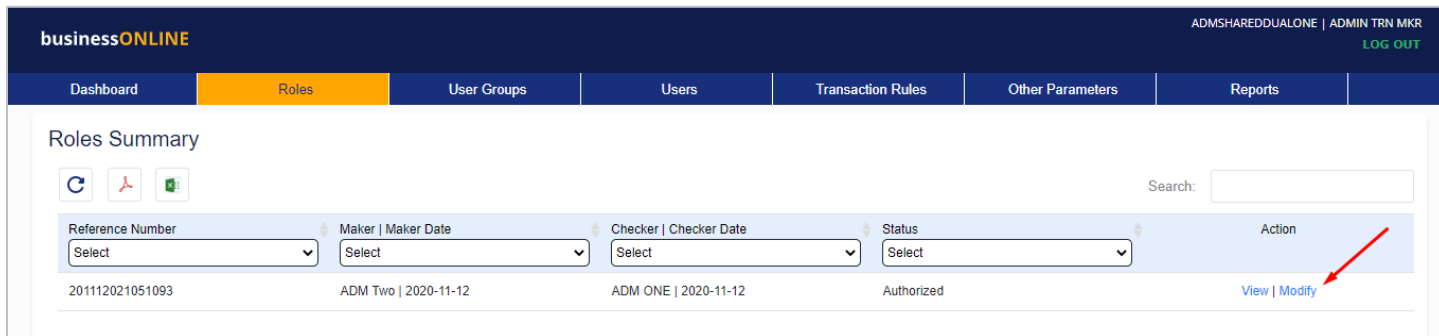
This menu helps Admin to decide what label/role name to be given to which user along with classification is the user role is to be given for maker/checker user OR an Authorizer user while creating or modifying a user.

(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.

businessONLINE ADMSHAREDDUALONE | ADMIN TRN MKR LOG OUT

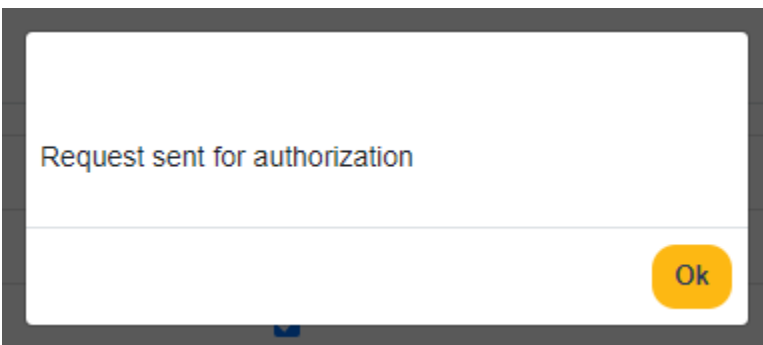
Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

### Modify Roles + Level

Hierarchy	Role	Authorizer Role	Action
Level 1	Authorizer A	<input checked="" type="checkbox"/>	
Level 2	Authorizer B	<input checked="" type="checkbox"/>	
Level 3	Authorizer C	<input checked="" type="checkbox"/>	
Level 4	Authorizer D	<input checked="" type="checkbox"/>	
Level 5	Authorizer E	<input checked="" type="checkbox"/>	
Level 6	Authorizer F	<input checked="" type="checkbox"/>	
Level 7	Authorizer G	<input checked="" type="checkbox"/>	
Level 8	Authorizer H	<input checked="" type="checkbox"/>	

CANCEL SUBMIT

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.

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

### Roles Summary

Search:

Reference Number	Maker   Maker Date	Checker   Checker Date	Status	Action
201112021051093	ADM Two   2020-11-12	ADM ONE   2020-11-12	Authorized	<a href="#">View</a>
210222031242646	ADM ONE   2021-02-22		Modified	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

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.

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Roles Summary

Search:

Reference Number	Maker   Maker Date	Checker   Checker Date	Status	Action
201112021051093	ADM Two   2020-11-12	ADM ONE   2020-11-12	Authorized	<a href="#">View</a>
210222031242646	ADM ONE   2021-02-22	ADM Two   2021-02-22	Rejected	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

The Reject Reason is visible to Admin.

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

View Roles

Level 13	ADMIN TRN MKR AUTH	<input checked="" type="checkbox"/>
Level 14	Maker Role	<input type="checkbox"/>
Level 15	Enquiry Role	<input type="checkbox"/>
Level 16	ADMIN TRN MKR	<input type="checkbox"/>
Level 17	Checker 1	<input type="checkbox"/>
Level 18	Checker 2	<input type="checkbox"/>
Level 19	Administrator	<input type="checkbox"/>
Level 20	New Role	<input type="checkbox"/>

Reference Number	Maker	Maker Date	Checker	Checker Date	Status	Reject Reason
210222031242646	ADM ONE	Feb-22-2021 03:12:42 AM	ADM Two	Feb-22-2021 03:26:26 AM	Rejected	Rejected Record

Showing 1 to 2 of 2 entries

- 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.

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

Roles Diff List

Subscriber ID: DSHAREDADMIN  
 Maker: ADM ONE  
 Maker Date: Feb-22-2021 03:12:42 AM

Last Updated Record

Hierarchy	Roles	Is the User an Authorizer?	Hierarchy	Roles	Is the User an Authorizer?
1	Authorizer A	Yes	11	Maker Authorizer	Yes
2	Authorizer B	Yes	12	ADMIN TRN AUTH	No
3	Authorizer C	Yes	13	ADMIN TRN MKR AUTH	Yes
4	Authorizer D	Yes	14	Maker Role	No
5	Authorizer E	Yes	15	Enquiry Role	No
6	Authorizer F	Yes	16	ADMIN TRN MKR	No
7	Authorizer G	Yes	17	Checker 1	No
8	Authorizer H	Yes	18	Checker 2	No

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

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Dashboard Roles User Groups Users Transaction Rules Other Parameters Reports

### View Roles

Hierarchy	Role	Authorizer Role
Level 1	<input type="text" value="Authorizer A"/>	<input checked="" type="checkbox"/>
Level 2	<input type="text" value="Authorizer B"/>	<input checked="" type="checkbox"/>
Level 3	<input type="text" value="Authorizer C"/>	<input checked="" type="checkbox"/>
Level 4	<input type="text" value="Authorizer D"/>	<input checked="" type="checkbox"/>
Level 5	<input type="text" value="Authorizer E"/>	<input checked="" type="checkbox"/>
Level 6	<input type="text" value="Authorizer F"/>	<input checked="" type="checkbox"/>
Level 7	<input type="text" value="Authorizer G"/>	<input checked="" type="checkbox"/>
Level 8	<input type="text" value="Authorizer H"/>	<input checked="" type="checkbox"/>

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

Reference Number	Primary CIF Country	Maker   Maker Date	Checker   Checker Date	Status
78020210518221451855	UNITED ARAB EMIRATES	MIGMKR   2021-05-18 22:15:00	MIGCKR   2021-05-18 22:15:00	Authorized

User Group Name	User Group Description	User Group Type	Maker   Maker Date	Checker   Checker Date	Profile Status
ADMINMAKERAUTHRELE...	Administrator MakerAuthori...	Dual	SURESH J CHECKER   20...	SURESH J MAKER   2021-...	Authorized
MAKERAUTHORIZER	MakerAuthorizer	Functional	MIGMKR   2021-05-18 00:0...	MIGCKR   2021-05-18 00:0...	Authorized
AUTHORIZER n RELEASER	Authorizer and Releaser	Functional	MIGMKR   2021-05-18 00:0...	MIGCKR   2021-05-18 00:0...	Authorized
AUTHORIZER	Authorizer	Functional	MIGMKR   2021-05-18 00:0...	MIGCKR   2021-05-18 00:0...	Authorized
RELEASER	Releaser	Functional	MIGMKR   2021-05-18 00:0...	MIGCKR   2021-05-18 00:0...	Authorized
ENQ and LIB	Enquiry and Library	Functional	MIGMKR   2021-05-18 00:0...	MIGCKR   2021-05-18 00:0...	Authorized
CHECKER and RELEASER	Checker and Releaser	Functional	MIGMKR   2021-05-18 00:0...	MIGCKR   2021-05-18 00:0...	Authorized
ENQUIRY	Enquiry Only	Functional	MIGMKR   2021-05-18 00:0...	MIGCKR   2021-05-18 00:0...	Authorized

## 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.

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Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### View User Group

User Group Name	User Group Description	User Group Type
MAKERAUTHORIZER	MakerAuthorizer	Functional
AUTHORIZER n RELEASER	Authorizer and Releaser	Functional
AUTHORIZER	Authorizer	Functional
RELEASER	Releaser	Functional
ENQ and LIB	Enquiry and Library	Functional
CHECKER and RELEASER	Checker and Releaser	Functional
ENQUIRY	Enquiry Only	Functional
CHECKER	Checker	Functional
MAKER	Maker	Functional
MAKER and RELEASER	Maker and Releaser	Functional

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## 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.

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Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### Modify User Group + Add User Group

User Group Name	User Group Description	User Group Type	Action
<input type="text" value="MAKERAUTHORIZER"/>	<input type="text" value="MakerAuthorizer"/>	Functional	
<input type="text" value="AUTHORIZER n RELEASER"/>	<input type="text" value="Authorizer and Releaser"/>	Functional	
<input type="text" value="AUTHORIZER"/>	<input type="text" value="Authorizer"/>	Functional	
<input type="text" value="RELEASER"/>	<input type="text" value="Releaser"/>	Functional	
<input type="text" value="ENQ and LIB"/>	<input type="text" value="Enquiry and Library"/>	Functional	
<input type="text" value="CHECKER and RELEASER"/>	<input type="text" value="Checker and Releaser"/>	Functional	
<input type="text" value="ENQUIRY"/>	<input type="text" value="Enquiry Only"/>	Functional	
<input type="text" value="CHECKER"/>	<input type="text" value="Checker"/>	Functional	
<input type="text" value="MAKER"/>	<input type="text" value="Maker"/>	Functional	

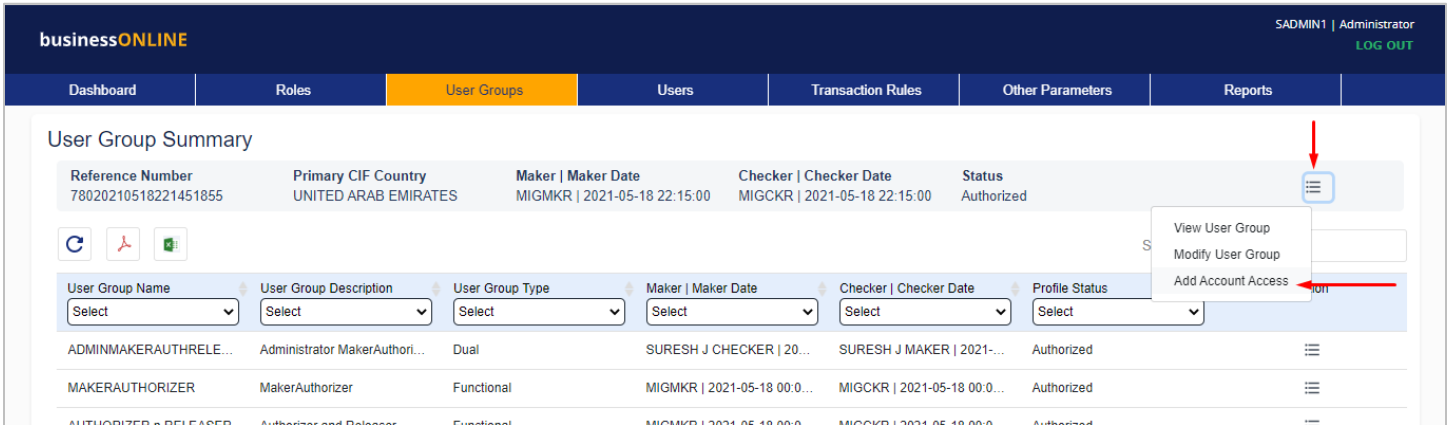
Showing 1 to 8 of 14 entries Previous 1 2 Next

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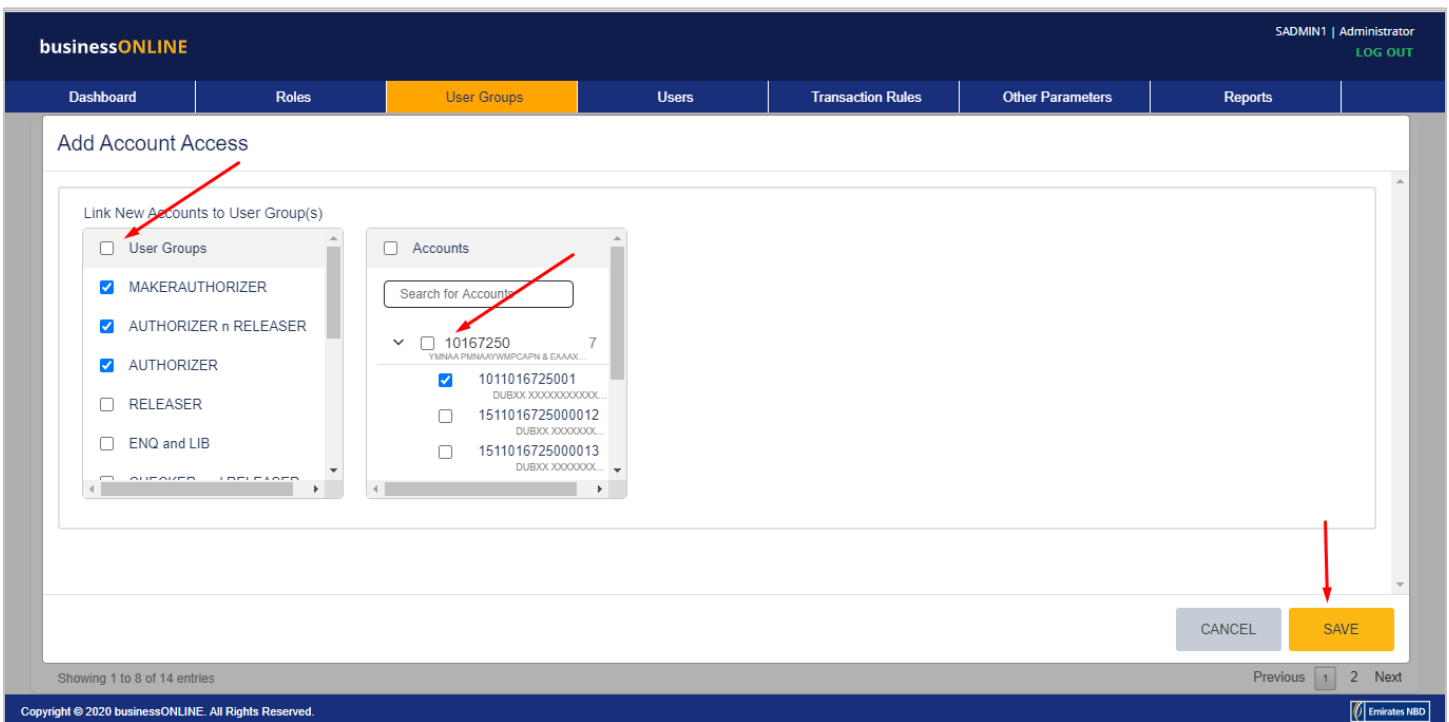
### 1.c. Add Account Access

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.

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Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### Add Account Access ⊕ Add New

User Groups	Accounts	Action
MAKERAUTHORIZER	1011016725001	<a href="#">Modify</a>   <a href="#">Delete</a>
AUTHORIZER n RELEASER	1011016725001	<a href="#">Modify</a>   <a href="#">Delete</a>
AUTHORIZER	1011016725001	<a href="#">Modify</a>   <a href="#">Delete</a>

Modify User Group Accounts - AUTHORIZER

Accounts

- 10167250 7
- 1011016725001
- 1511016725000012
- 1511016725000013
- 1511016725000014

[SAVE](#) [CANCEL](#) [SUBMIT](#)

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Click on SAVE.

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Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### Add Account Access ⊕ Add New

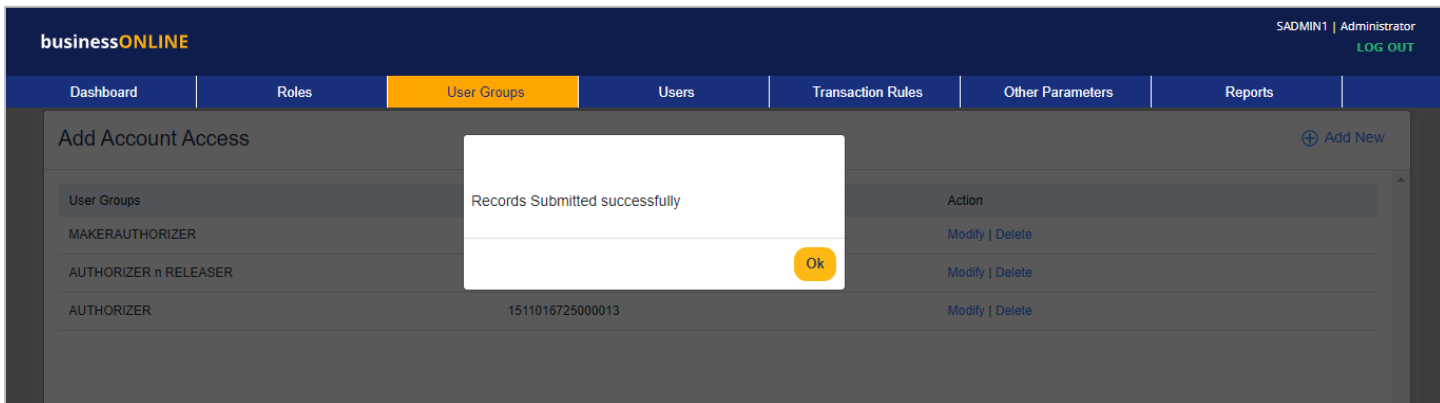
User Groups	Accounts	Action
MAKERAUTHORIZER	1011016725001	<a href="#">Modify</a>   <a href="#">Delete</a>
AUTHORIZER n RELEASER	1011016725001	<a href="#">Modify</a>   <a href="#">Delete</a>
AUTHORIZER	1011016725001, 1511016725000012	<a href="#">Modify</a>   <a href="#">Delete</a>

[CANCEL](#) [SUBMIT](#)

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

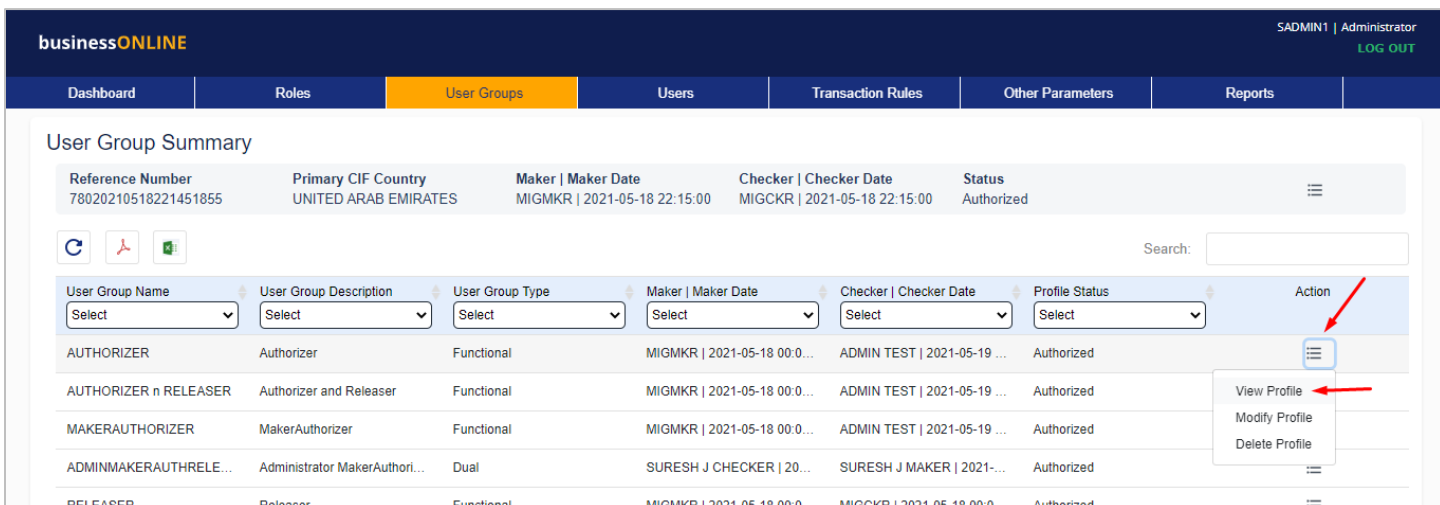


After Submission,

- 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.

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
<b>Own Account Payment</b>	
Function Group	Function Name
Authorize	Authorize Transaction
<b>Local Currency Payment</b>	
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/

**businessONLINE** SADMIN1 | Administrator [LOG OUT](#)

Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### User Group Summary

Reference Number	Primary CIF Country	Maker   Maker Date	Checker   Checker Date	Status
78020210518221451855	UNITED ARAB EMIRATES	MIGMKR   2021-05-18 22:15:00	MIGCKR   2021-05-18 22:15:00	Authorized

Search:

User Group Name	User Group Description	User Group Type	Maker   Maker Date	Checker   Checker Date	Profile Status	Action
AUTHORIZER	Authorizer	Functional	MIGMKR   2021-05-18 00:00:00	ADMIN TEST   2021-05-19 ...	Authorized	View Profile Modify Profile Delete Profile
AUTHORIZER n RELEASER	Authorizer and Releaser	Functional	MIGMKR   2021-05-18 00:00:00	ADMIN TEST   2021-05-19 ...	Authorized	
MAKERAUTHORIZER	MakerAuthorizer	Functional	MIGMKR   2021-05-18 00:00:00	ADMIN TEST   2021-05-19 ...	Authorized	
ADMINMAKERAUTHRELE...	Administrator MakerAuthori...	Dual	SURESH J CHECKER   20...	SURESH J MAKER   2021-...	Authorized	
RELEASER	Releaser	Functional	MIGMKR   2021-05-18 00:00:00	MIGCKR   2021-05-18 00:00:00	Authorized	

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Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### Modify User Group Profile

User group	Type	Subscriber	Status
AUTHORIZER	Functional	SSADMIN	Authorized

Basic Details Products Setup

Access to businessONLINE via  
 Web  Mobile

Amount Masking  
 Mask salary amount during Salary and WPS uploads  Mask Payment Amount during Bulk Uploads  Mask Available Balance

Limits for Online Transactions

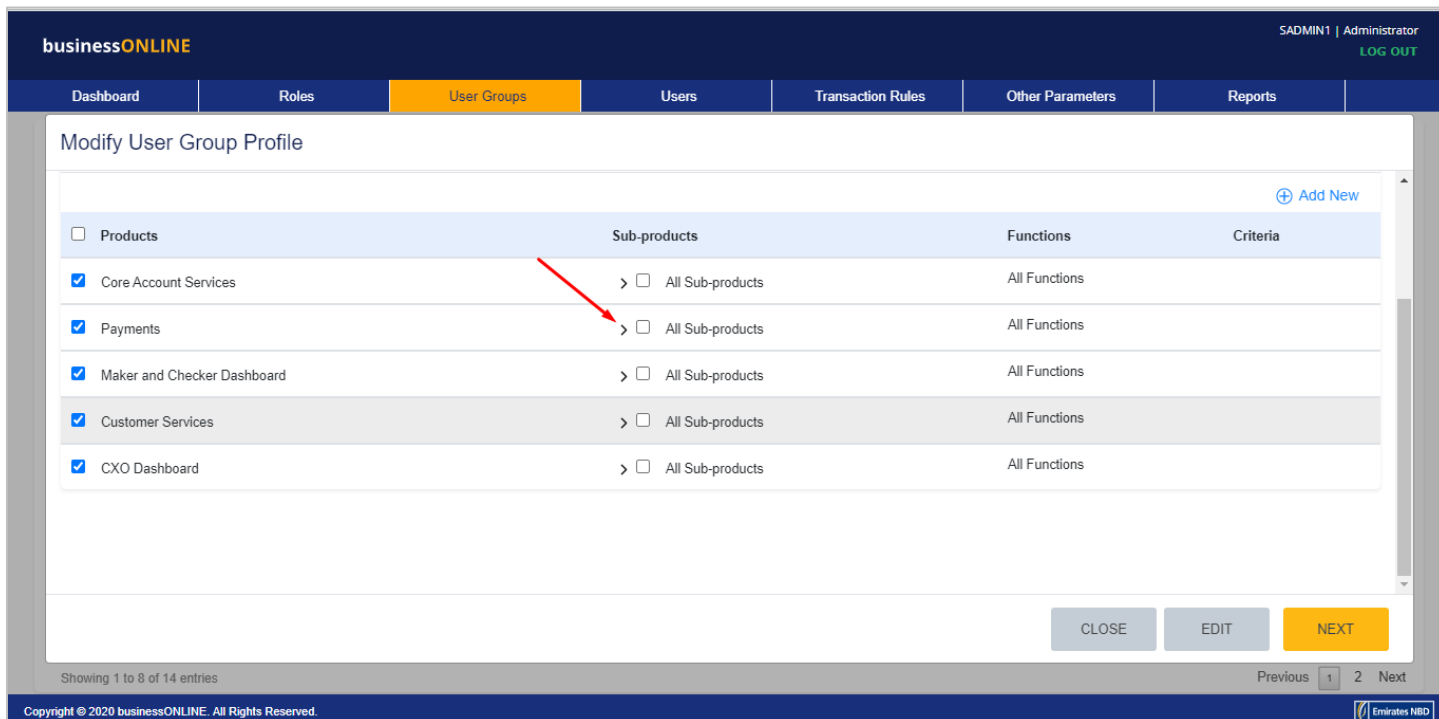
*Max no. of Transactions per day(all transaction types) 99999	*Max Transactions amount per day(all transaction types) AED 99999999999999	*Max transactions amount per day(individual transactions) AED 99999999999999
*Max no. of Files uploaded per day 99999	Max Transactions amount per day(File upload transactions) AED 99999999999999	Approval Limit per day AED
*Max amount for individual transaction within a File AED 99999999999999	Self authorization Limit/Transaction AED	

Showing 1 to 8 of 14 entries

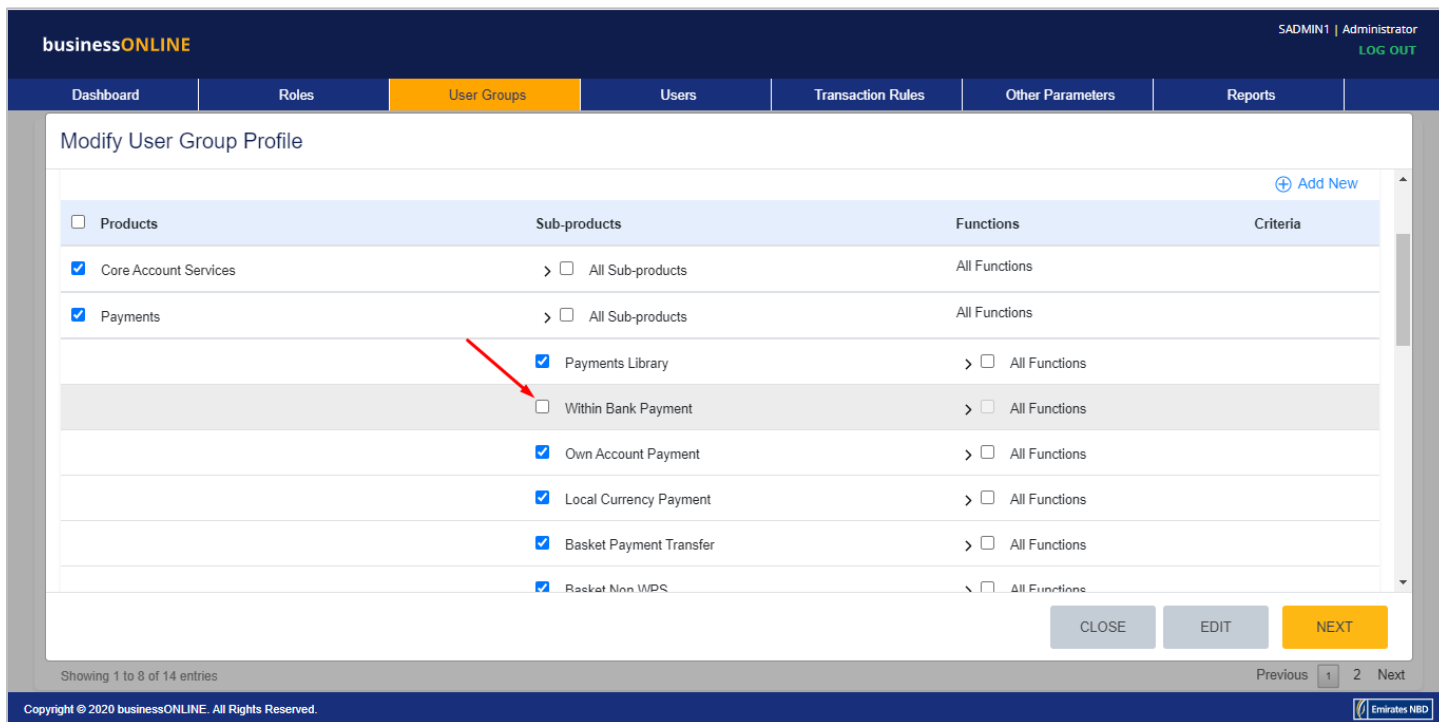
Previous 1 2 Next

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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.

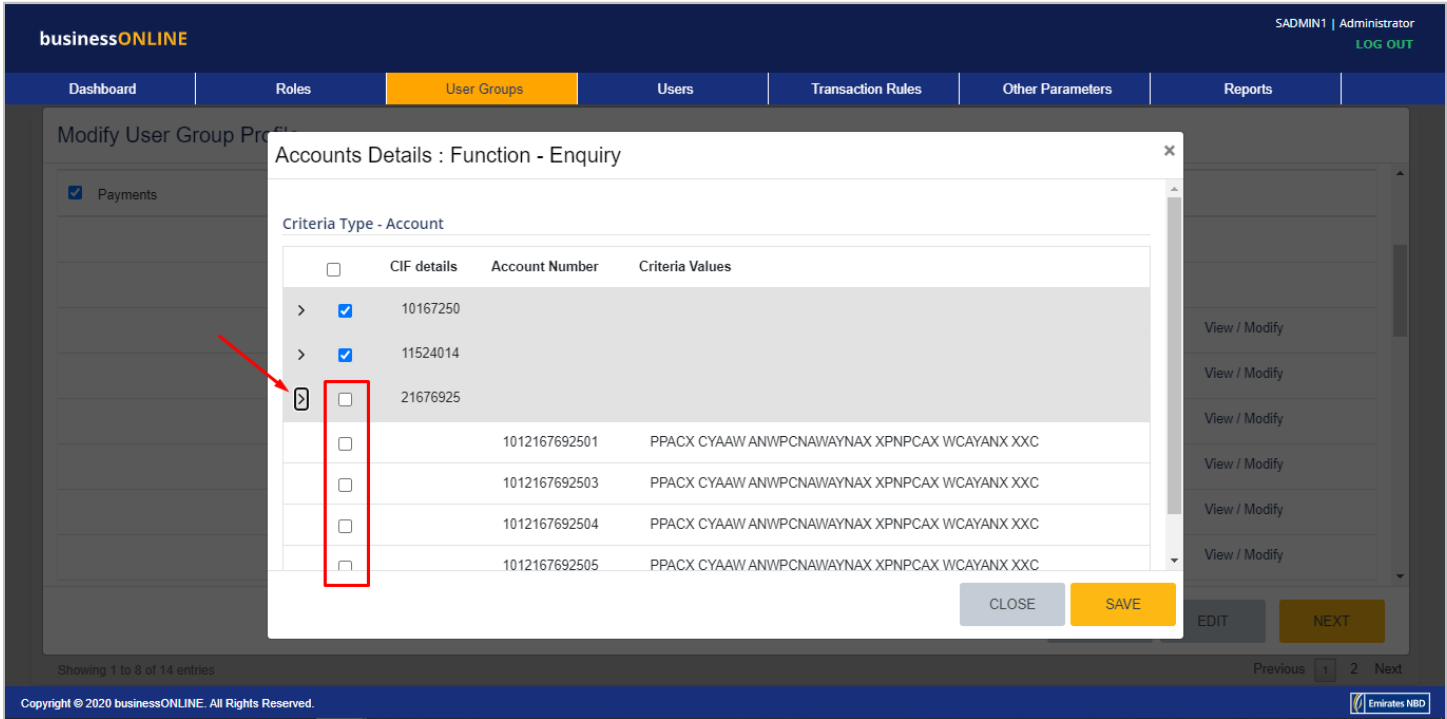


click on the '>' sign (Expand) under Functions. This will expand and show the available functions under the selected sub-product.

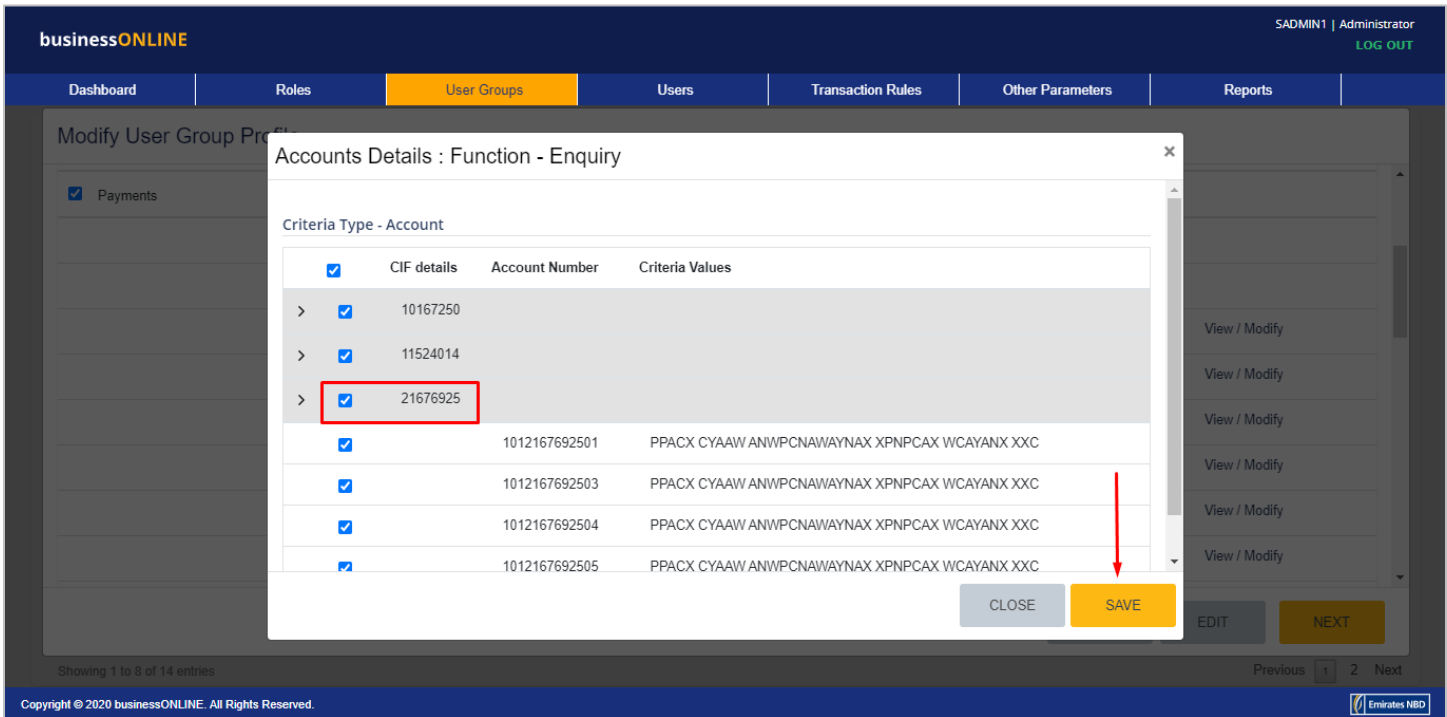
The user can,

- 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.

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LOG OUT

Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### Modify User Group Profile

<input checked="" type="checkbox"/> Payments	> <input checked="" type="checkbox"/> All Sub-products	All Functions	
	<input checked="" type="checkbox"/> Payments Library	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Within Bank Payment	> <input type="checkbox"/> All Functions	
		<input checked="" type="checkbox"/> Authorize Transaction	View / Modify
		<input type="checkbox"/> Cancel Transaction	View / Modify
		<input checked="" type="checkbox"/> Within Bank Payment	View / Modify
		<input type="checkbox"/> Pending for Accept	View / Modify
		<input type="checkbox"/> Ready for Rollback	View / Modify
		<input type="checkbox"/> Self Authorization	View / Modify

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

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Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### Modify User Group Profile

User group	Type	Subscriber	Status
AUTHORIZER	Functional	SSADMIN	Authorized

Basic Details
Products
Setup

Access to businessONLINE via

Web  Mobile

Amount Masking

Mask salary amount during Salary and WPS uploads  Mask Payment Amount during Bulk Uploads  Mask Available Balance

Limits for Online Transactions

> AED: 10167250.21676925	Modify   Delete
> AED: 11524014	Modify   Delete

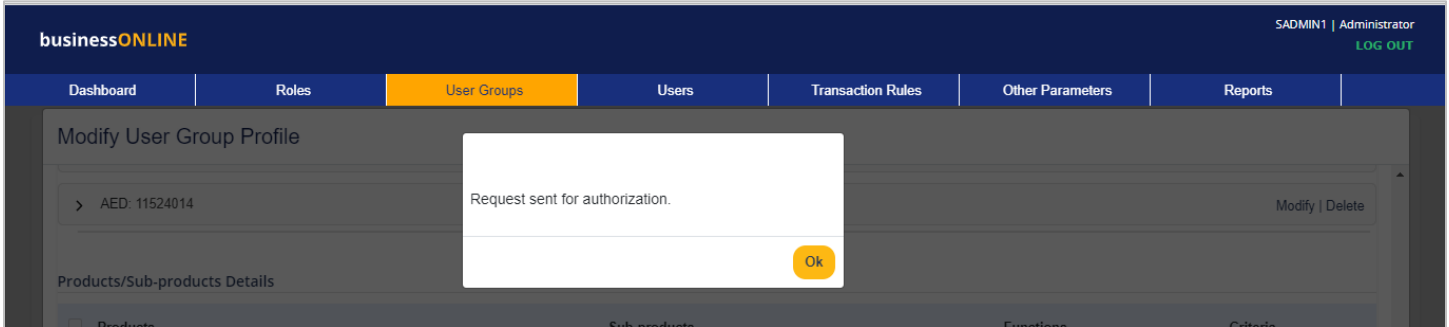
Products/Sub-products Details

Products	Sub-products	Functions	Criteria
<input checked="" type="checkbox"/> Core Account Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Payments	> <input checked="" type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Maker and Checker Dashboard	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Customer Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Customer Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> CXO Dashboard	> <input type="checkbox"/> All Sub-products	All Functions	

Showing 1 to 8 of 14 entries Previous 1 2 Next

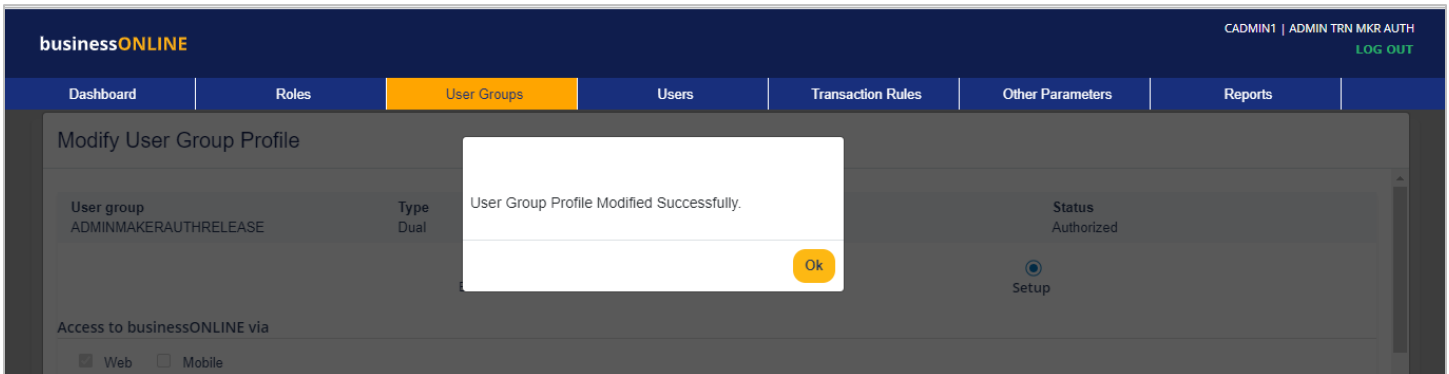
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After SUBMIT,



- 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.

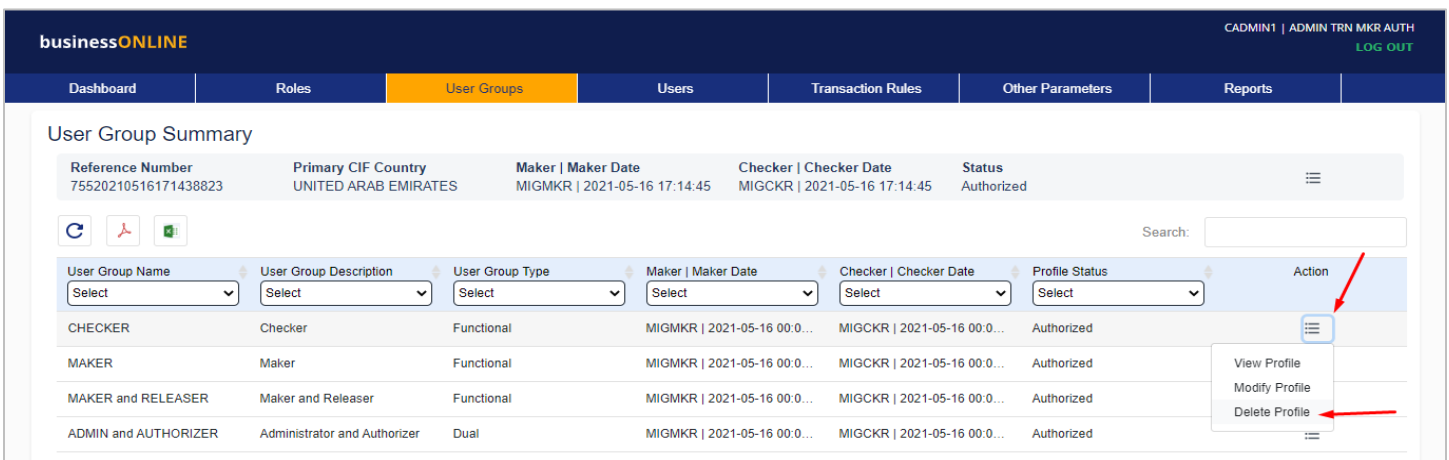
The Bank will review the request and provide the decision of Approve or Reject within next working day.



- 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.

**businessONLINE** ADMIN1 | ADMIN TRN MKR AUTH LOG OUT

Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### Delete User Group Profile

1. Subscription Details

User Group :	CHECKER	Subscriber ID :	BIPIN123
User Group Description :	Checker	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	999999999999.00	
Maximum Individual Transaction Amount	AED	999999999999.00	

CANCEL CONFIRM DELETE

Showing 9 to 14 of 14 entries Previous 1 2 Next

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- 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.

**businessONLINE** ADMIN1 | ADMIN TRN MKR AUTH LOG OUT

Dashboard Roles **User Groups** Users Transaction Rules Other Parameters Reports

### Delete User Group Profile

1. Subscription Details

User Group :	Administrator and Maker	Subscriber ID :	BIPIN123
User Group Description :	Administrator and Maker	Subscriber Name :	PPACX CYAAW ANWPCNAWAYNAX XPNPCAX WCAYANX XXC
Channel :	WEB	Status :	Authorized
User Group Type :	Dual		

2. Limits

UserGroup Profile deleted successfully Ok

## 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.

**businessONLINE** CADMIN3 | Administrator  
LOG OUT

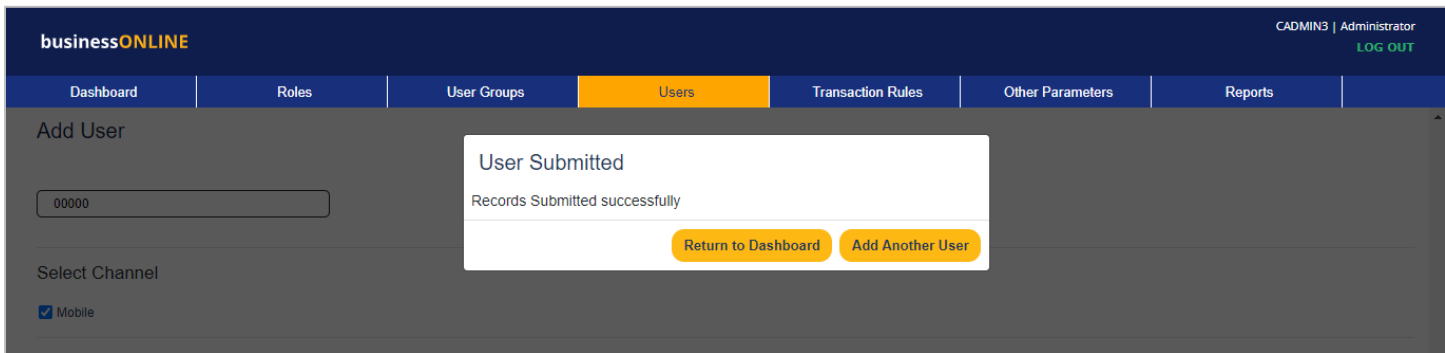
Dashboard Roles **Users** Transaction Rules Other Parameters Reports

### Add User

User is a Maker/Checker
  User is an Authorizer

\*First name: MAKER  
 Middle name:   
 \*Last name: USER  
 User Type: Functional  
 \*Authentication type: OTP + Soft Token  
 \*Login ID: MAKER001  
 \*Domicile: UNITED ARAB EMIRATES  
 Role & User Groups  
 User Group: MAKER  
 \*Role: Maker  
 User Address  
 \*Line 1: Dubai  
 Line 2:   
 Residence area:   
 \*City: Dubai  
 State: Dubai  
 \*Country: United Arab Emirates  
 Post code: 00000  
 Select Channel  
 Mobile  
 Contact information  
 \*Email address:   
 \*Mobile phone number: Select 971   
 Landline Number: e.g. 971501234567  
 Allow this User to approve payments which were initiated by him/her

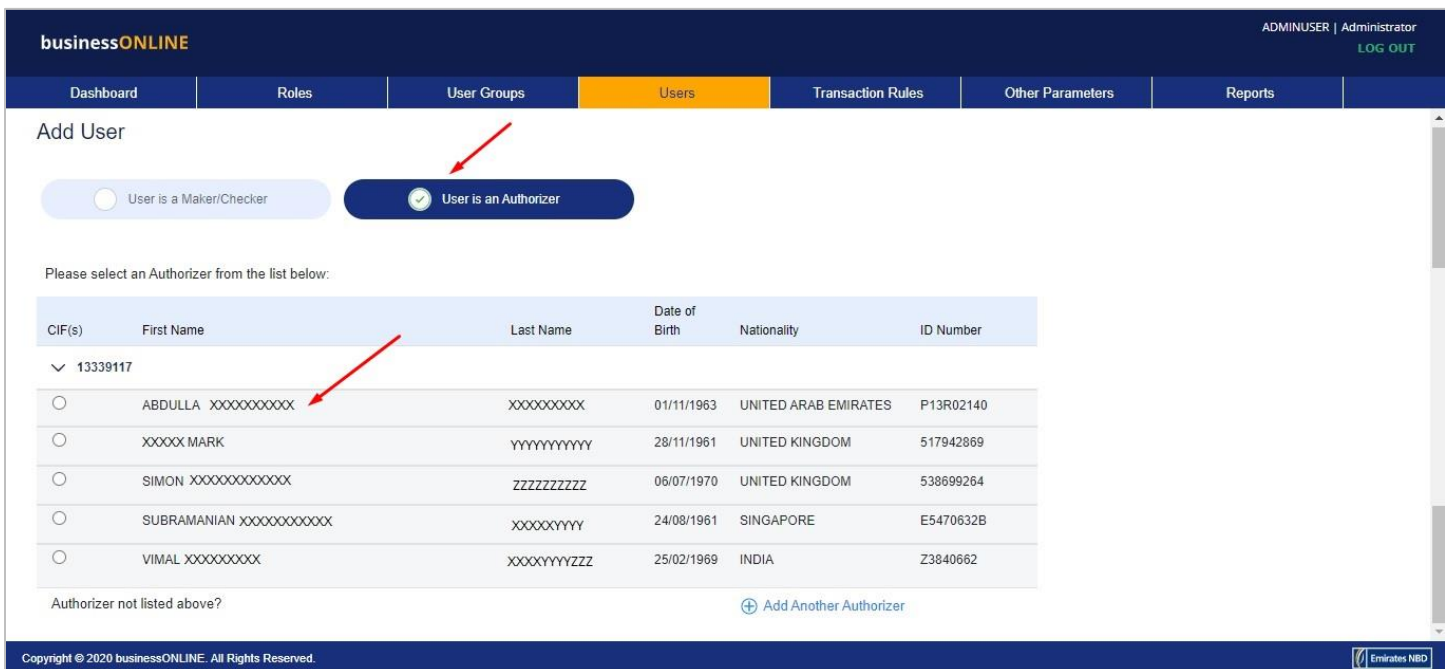
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- If the Client is a Single (Client or Shared) Admin, the User addition will be done with a successful popup message.
- If the Client is a Dual (Client or Admin) Admin, the User addition will be sent for approval to another ADMIN user within the subscription.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

**businessONLINE** ADMINUSER | Administrator [LOG OUT](#)

Dashboard Roles **User Groups** **Users** Transaction Rules Other Parameters Reports

### Add User

User is a Maker/Checker  **User is an Authorizer**

\*First name: ABDULLA XXXXXXXXXXXXXXX Middle name: \_\_\_\_\_ \*Last name: XXXXXXXXXXXX

User Type: Functional \*Authentication type: **OTP + Soft Token**

\*Login ID: ABDULLA \*Domicile: UNITED ARAB EMIRATES

ID type: Select \*ID number: P13R02140 \*ID expiry date: 15/11/2021

\*Place of birth: DUBAI \*Date of Birth: 01/11/1963 \*Nationality: UNITED ARAB EMIRATES

Gender: Select

#### Role & User Groups

User Group: **AUTHORIZER** \*Role: **Authorizer A**

[View User Group related information](#) [View Roles](#)

#### User Address

\*Line 1: DXB Line 2: \_\_\_\_\_ Residence area: \_\_\_\_\_

\*City: DXB State: \_\_\_\_\_ \*Country: United Arab Emirates

Post code: 9999

#### Select Channel

Mobile

#### Contact information

\*Email address: abc@abc.com \*Mobile phone number: United Arab Emirates 971 50000001

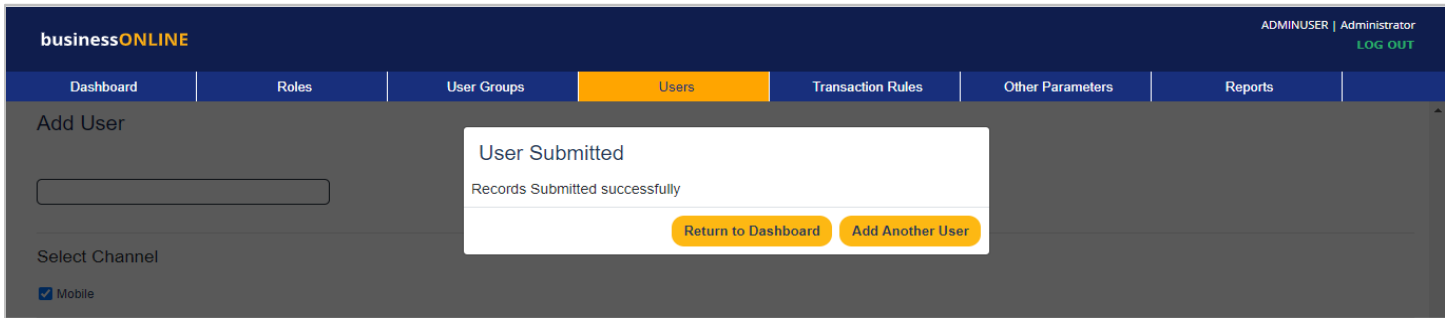
Landline Number: e.g. 971501234567

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

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Once all the details are filled, Click on SUBMIT.



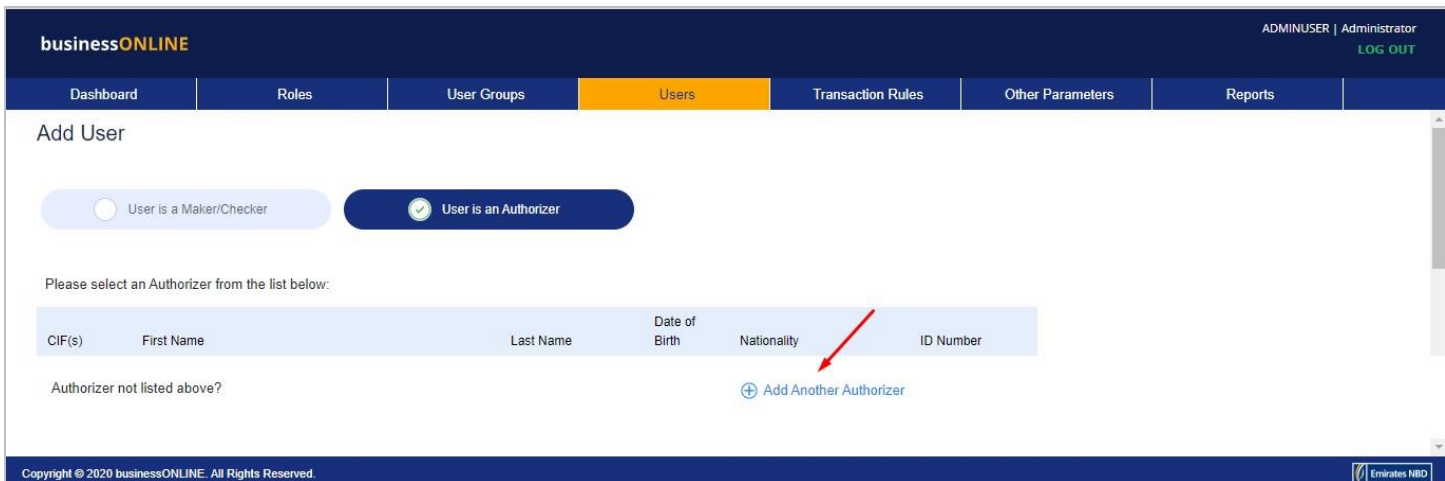


- If the Client is a Single (SHARED) Admin, the User will be Auto approved upon submit action and will be available for Bank review, Post Bank review the user will be Approved else rejected with reason mentioned by bank user.
- If the Client is a Dual (SHARED) Admin, the User will be available to other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

businessONLINE
ADMINUSER | Administrator  
LOG OUT

Dashboard | Roles | User Groups | Users | Transaction Rules | Other Parameters | Reports

### Add User

User is a Maker/Checker
 User is an Authorizer

\*First name ↗

Middle name

\*Last name ↗

User Type

\*Authentication type ↗

\*Login ID ↗

\*Domicile

\*ID type ↗

\*ID number ↗

\*ID expiry date ↗

\*Place of birth ↗

\*Date of Birth ↗

\*Nationality ↗

\*Gender ↗

\*KYC document ↗

[Upload](#) TEST USER PASSPORT COPY.pdf

Role & User Groups

User Group ↗

[View User Group related information](#)

\*Role ↗

[View Roles](#)

User Address

\*Line 1 ↗

Line 2

Residence area

\*City ↗

State

\*Country ↗

Post code

Select Channel ↗

Mobile

Contact information

\*Email address ↗

\*Mobile phone number ↗

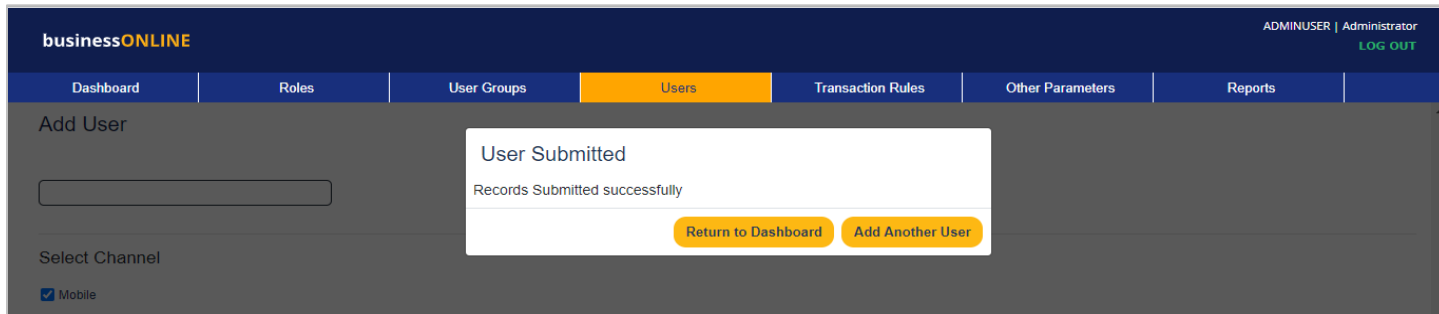
Landline Number

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

CANCEL | CLEAR | SUBMIT ↗

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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 :

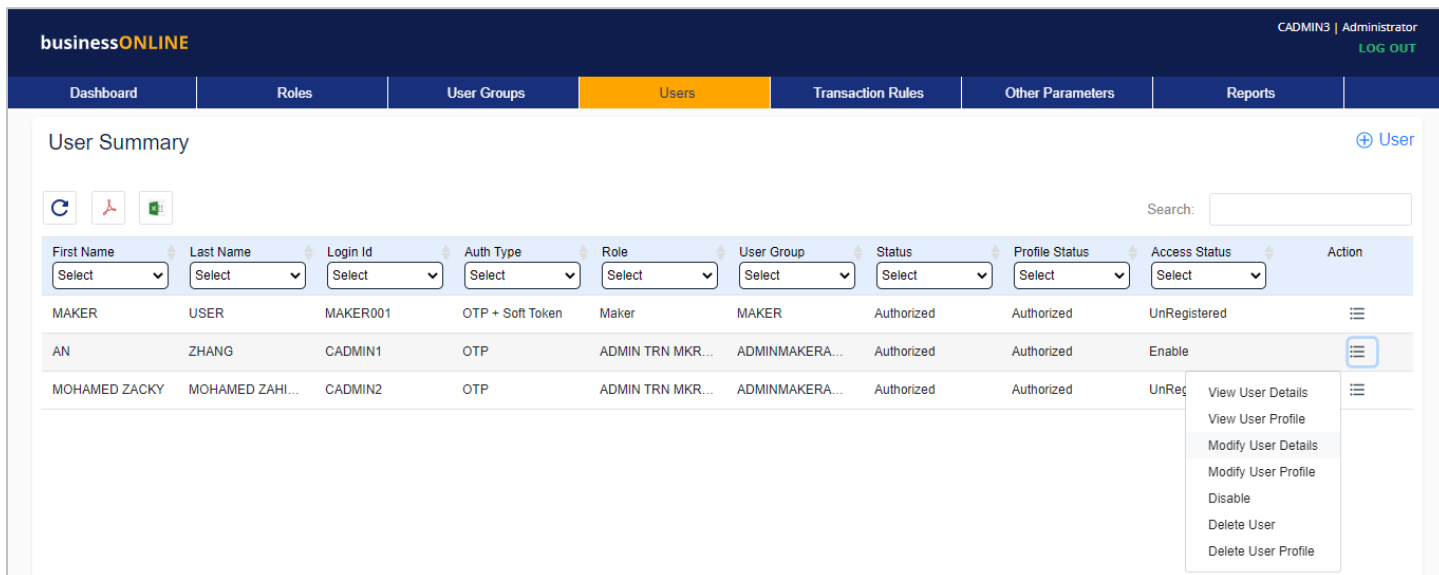
- Modify User Details
- Modify User Profile

### 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.

businessONLINE CADMIN3 | Administrator  
LOG OUT

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

### Modify User

User is a Maker/Checker
  **User is an Authorizer**

\*First name: AN Middle name: Last name: ZHANG  
 User Type: Functional \*Authentication type: OTP  
 \*Login ID: CADMIN1 \*Domicile: UNITED ARAB EMIRATES  
 ID type: Select \*ID number: E35290137 \*ID expiry date: 04/02/2025  
 \*Place of birth: ZHEJIANG \*Date of Birth: 08/10/1980 \*Nationality: CHINA  
 Gender: Select

**Role & User Groups**  
 User Group: MAKERAUTHRELEASE [View User Group related information](#)  
 \*Role: ADMIN TRN MKR AUTH [View Roles](#)

**User Address**  
 \*Line 1: H5046023,CY WCANAACWAYN NANMANX V Line 2: Residence area:  
 \*City: DXB State: \*Country: Select  
 Post code: 999

Select Channel:  
 Mobile

**Contact information**  
 \*Email address: TR@WR.COM \*Mobile phone number: United Kingdom 44 342343242  
 Landline Number: e.g. 971501234567  
 Allow this User to approve payments which were initiated by him/her

businessONLINE CADMIN3 | Administrator  
LOG OUT

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

### User Summary

Records Submitted successfully

First Name: Select Last Name: Select Login Id: Select Status: Select Profile Status: Select Access Status: Select Action:

First Name	Last Name	Login Id	Status	Profile Status	Access Status	Action
MAKER	USER	MAKER001	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'

The screenshot shows the 'Users' section of the businessONLINE interface. At the top, there is a navigation bar with 'businessONLINE' on the left and 'CADMIN3 | Administrator' and 'LOG OUT' on the right. Below the navigation bar are tabs for 'Dashboard', 'Roles', 'User Groups', 'Users' (highlighted), 'Transaction Rules', 'Other Parameters', and 'Reports'. The main content area is titled 'User Summary' and includes a search bar and a table of users. The table has columns for First Name, Last Name, Login Id, Auth Type, Role, User Group, Status, Profile Status, Access Status, and Action. The user 'MOHAMED ZACKY' is selected, and a context menu is open over the 'Action' column, showing options: View User Details, View User Profile, Modify User Details, Modify User Profile, Disable, Delete User, and Delete User Profile. A red arrow points to the 'Disable' option.

Fill the required details.

The screenshot shows the 'Disable User' form in the businessONLINE interface. At the top, there is a navigation bar with 'businessONLINE' on the left and 'CADMIN3 | Administrator' and 'LOG OUT' on the right. Below the navigation bar are tabs for 'Dashboard', 'Roles', 'User Groups', 'Users' (highlighted), 'Transaction Rules', 'Other Parameters', and 'Reports'. The main content area contains a form with the following fields:
 

- \* Subscriber ID: TESTPROFILE
- \* Login Id: TESTLOGIN (dropdown menu)
- User Number: 202118010025
- \* Reason: Customer Request (dropdown menu)
- Comments (\* Max. 100 characters): Reason for Disable

 At the bottom right of the form, there are two buttons: 'CLOSE' and 'SUBMIT'. A red arrow points to the 'SUBMIT' button.

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.

businessONLINE CADMIN3 | Administrator  
LOG OUT

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

Subscriber ID	TESTPROFILE	User Number	202118010025
Login Id	TESTLOGIN	Reason	Customer Request
Comments	Reason for Disable		

Validate the details on the screen and Click on CONFIRM.

businessONLINE CADMIN3 | Administrator  
LOG OUT

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

Confirmation - Google Chrome

about:blank

**Confirmation**

✔ Request sent for Authorization.

Reference Number: 210524042304964

- 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'.

businessONLINE CADMIN3 | Administrator  
LOG OUT

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

User Summary + User

Search:

First Name	Last Name	Login Id	Auth Type	Role	User Group	Status	Profile Status	Access Status	Action
AN	ZHANG	CADMIN1	OTP	ADMIN TRN MKR...	MAKERAUTHRE...	Authorized	Authorized	Disable	
MAKER	USER	MAKER001	OTP + Soft Token	Maker	MAKER	Authorized	Authorized	UnReg	<ul style="list-style-type: none"> <li>View User Details</li> <li>View User Profile</li> <li>Modify User Details</li> <li>Modify User Profile</li> <li>Enable</li> <li>Delete User</li> <li>Delete User Profile</li> </ul>
MOHAMED ZACKY	MOHAMED ZAHIL...	CADMIN2	OTP	ADMIN TRN MKR...	ADMINMAKERA...	Authorized	Authorized	UnReg	

Fill the required details.

businessONLINE CADMIN3 | Administrator  
LOG OUT

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

Please note, the fields marked as (\*) are mandatory

\*Subscriber ID: TESTPROFILE

\*Login Id: TESTLOGIN

User Number: 202118010025

\*Reason: Customer Request

Comments (\* Max. 100 characters): Reason for Enable

CLOSE SUBMIT

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.

businessONLINE CADMIN3 | Administrator  
LOG OUT

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

Subscriber ID	TESTPROFILE	User Number	202118010025
Login Id	TESTLOGIN	Reason	Customer Request
Comments	Reason for Enable		

CLOSE CANCEL CONFIRM

Validate the details on the screen and Click on CONFIRM.

businessONLINE CADMIN3 | Administrator  
LOG OUT

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

Confirmation - Google Chrome

about:blank

**Confirmation**

Request sent for Authorization.

Reference Number: 210524044447965

CLOSE

- 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'.

**businessONLINE** CADMIN3 | Administrator [LOG OUT](#)

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

User Summary [+ User](#)

Search:

First Name	Last Name	Login Id	Auth Type	Role	User Group	Status	Profile Status	Access Status	Action
AN	ZHANG	CADMIN1	OTP	ADMIN TRN MKR...	MAKERAUTHRE...	Authorized	Authorized	Enable	
MAKER	USER	MAKER001	OTP + Soft Token	Maker	MAKER	Authorized	Authorized	UnRegistered	
MOHAMED ZACKY	MOHAMED ZAHI...	CADMIN2	OTP	ADMIN TRN MKR...	ADMINMAKERA...	Authorized	Authorized	UnReg	

- View User Details
- View User Profile
- Modify User Details
- Modify User Profile
- Delete User**
- Delete User Profile

System will show the selected user details.

**businessONLINE** CADMIN3 | Administrator [LOG OUT](#)

Dashboard Roles User Groups **Users** Transaction Rules Other Parameters Reports

Delete User

Reference Number	Maker	Maker Date	Checker	Checker Date	Status
210523041133916	undefined	undefined	undefined	undefined	Authorized

User is a Maker/Checker  User is an Authorizer

First name: MAKER Middle name: Last name: USER

User Type: Authentication type: OTP + Soft Token

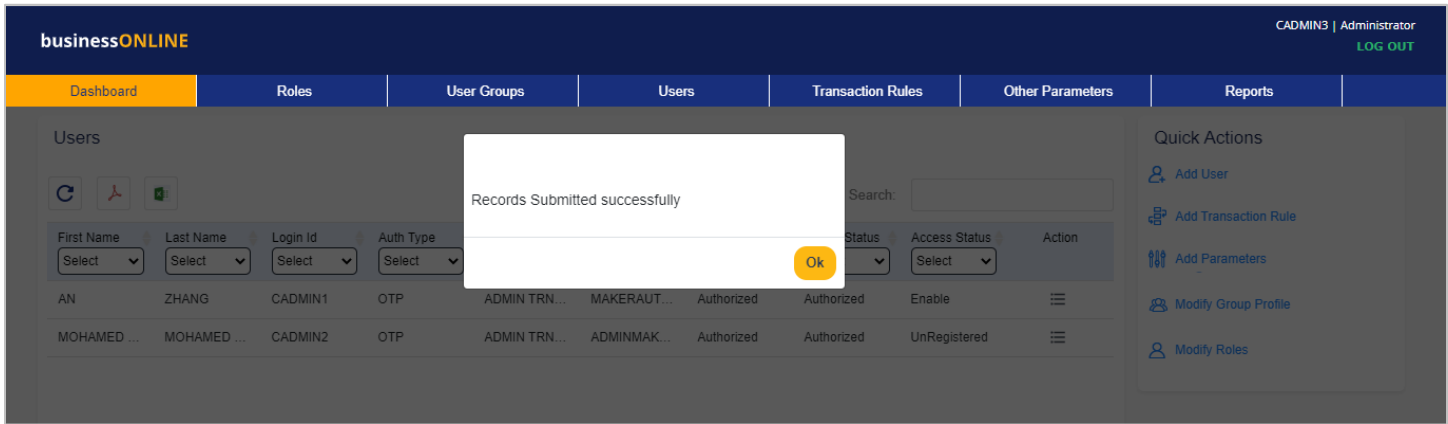
Functional: Domicile:

Login ID:

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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.

- *Apply to all subproducts*: This option allows user to select the sub products and apply an amount-based transaction workflow rule.
- *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.

businessONLINE CADMIN3 | Administrator  
LOG OUT

Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

### Create New Transaction Workflow Rule

Select CIFs and Accounts

**Within Bank Payment**

CIF :11524014 : UNITED ARAB EMIRATES	ACCOUNTS : <input type="checkbox"/> 0411152401406	<input checked="" type="checkbox"/> 0591152401405	<input checked="" type="checkbox"/> 1011152401401
	ACCOUNTS : <input checked="" type="checkbox"/> 1011152401402	<input checked="" type="checkbox"/> 1011152401403	<input checked="" type="checkbox"/> 1011152401404
CIF :21676925 : UNITED ARAB EMIRATES	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692501	<input checked="" type="checkbox"/> 1012167692503	<input checked="" type="checkbox"/> 1012167692504
	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692505		

**Own Account Payment**

CIF :11524014 : UNITED ARAB EMIRATES	ACCOUNTS : <input type="checkbox"/> 0411152401406	<input checked="" type="checkbox"/> 0591152401405	<input checked="" type="checkbox"/> 1011152401401
	ACCOUNTS : <input checked="" type="checkbox"/> 1011152401402	<input checked="" type="checkbox"/> 1011152401403	<input checked="" type="checkbox"/> 1011152401404
CIF :21676925 : UNITED ARAB EMIRATES	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692501	<input checked="" type="checkbox"/> 1012167692503	<input checked="" type="checkbox"/> 1012167692504
	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692505		

**Local Currency Payment**

CIF :11524014 : UNITED ARAB EMIRATES	ACCOUNTS : <input type="checkbox"/> 0411152401406	<input checked="" type="checkbox"/> 0591152401405	<input checked="" type="checkbox"/> 1011152401401
	ACCOUNTS : <input checked="" type="checkbox"/> 1011152401402	<input checked="" type="checkbox"/> 1011152401403	<input checked="" type="checkbox"/> 1011152401404
CIF :21676925 : UNITED ARAB EMIRATES	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692501	<input checked="" type="checkbox"/> 1012167692503	<input checked="" type="checkbox"/> 1012167692504
	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692505		

**Card Payments**

CIF :11524014 : UNITED ARAB EMIRATES	ACCOUNTS : <input checked="" type="checkbox"/> 0591152401405	<input checked="" type="checkbox"/> 1011152401401	<input checked="" type="checkbox"/> 1011152401402
	ACCOUNTS : <input checked="" type="checkbox"/> 1011152401403	<input checked="" type="checkbox"/> 1011152401404	
CIF :21676925 : UNITED ARAB EMIRATES	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692501	<input checked="" type="checkbox"/> 1012167692503	<input checked="" type="checkbox"/> 1012167692504
	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692505		

**Foreign Currency Payment**

CIF :11524014 : UNITED ARAB EMIRATES	ACCOUNTS : <input type="checkbox"/> 0411152401406	<input checked="" type="checkbox"/> 0591152401405	<input checked="" type="checkbox"/> 1011152401401
	ACCOUNTS : <input checked="" type="checkbox"/> 1011152401402	<input checked="" type="checkbox"/> 1011152401403	<input checked="" type="checkbox"/> 1011152401404
CIF :21676925 : UNITED ARAB EMIRATES	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692501	<input checked="" type="checkbox"/> 1012167692503	<input checked="" type="checkbox"/> 1012167692504
	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692505		

**Bill Payment**

CIF :11524014 : UNITED ARAB EMIRATES	ACCOUNTS : <input checked="" type="checkbox"/> 0591152401405	<input checked="" type="checkbox"/> 1011152401401	<input checked="" type="checkbox"/> 1011152401402
	ACCOUNTS : <input checked="" type="checkbox"/> 1011152401403	<input checked="" type="checkbox"/> 1011152401404	
CIF :21676925 : UNITED ARAB EMIRATES	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692501	<input checked="" type="checkbox"/> 1012167692503	<input checked="" type="checkbox"/> 1012167692504
	ACCOUNTS : <input checked="" type="checkbox"/> 1012167692505		

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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



means OR condition in the Workflow rule.

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Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

### Create New Transaction Workflow Rule

Hierarchical
  Non-hierarchical

Enter Transaction Workflow Rule's Minimum and Maximum limit

From Amount(Minimum) 
 To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

OR

Minimum  Maximum  Approver(s)  Action

(+)+Add The Rule

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

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Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

### Create New Transaction Workflow Rule

Hierarchical
  Non-hierarchical

Enter Transaction Workflow Rule's Minimum and Maximum limit

From Amount(Minimum) 
 To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

OR

(+)+Add The Rule

Minimum Amount	Maximum Amount	Approver(s)	Action
0.00	1,000,000.00	1 Maker Authorizer	Modify   Delete

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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  to add an approver for OR condition.

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Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

### Create New Transaction Workflow Rule

Hierarchical  Non-hierarchical

Enter Transaction Workflow Rule's Minimum and Maximum limit

From Amount(Minimum)  To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role  Authorizer A AND  Authorizer B

OR |

Number Approver Role  Maker Authorizer

[\(+Add The Rule\)](#)

Minimum Amount	Maximum Amount	Approver(s)	Action
0.00	1,000,000.00	1 Maker Authorizer	Modify   Delete

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

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### Create New Transaction Workflow Rule

Hierarchical  Non-hierarchical

Enter Transaction Workflow Rule's Minimum and Maximum limit

From Amount(Minimum)  To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role  Select

OR

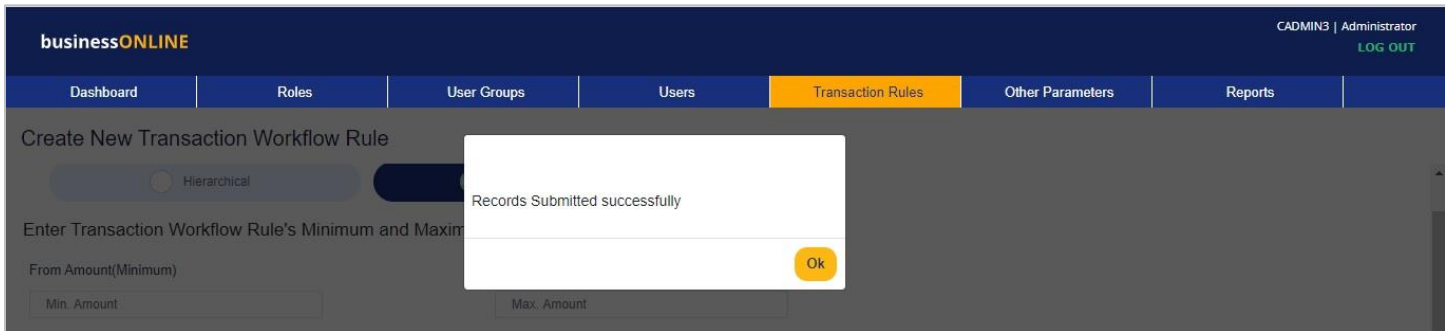
[\(+Add The Rule\)](#)

Minimum Amount	Maximum Amount	Approver(s)	Action
0.00	1,000,000.00	1 Maker Authorizer	Modify   Delete
0.00	999,999,999,999.00	1 Authorizer A + 1 Authorizer B OR 1 Maker Authorizer	Modify   Delete

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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).



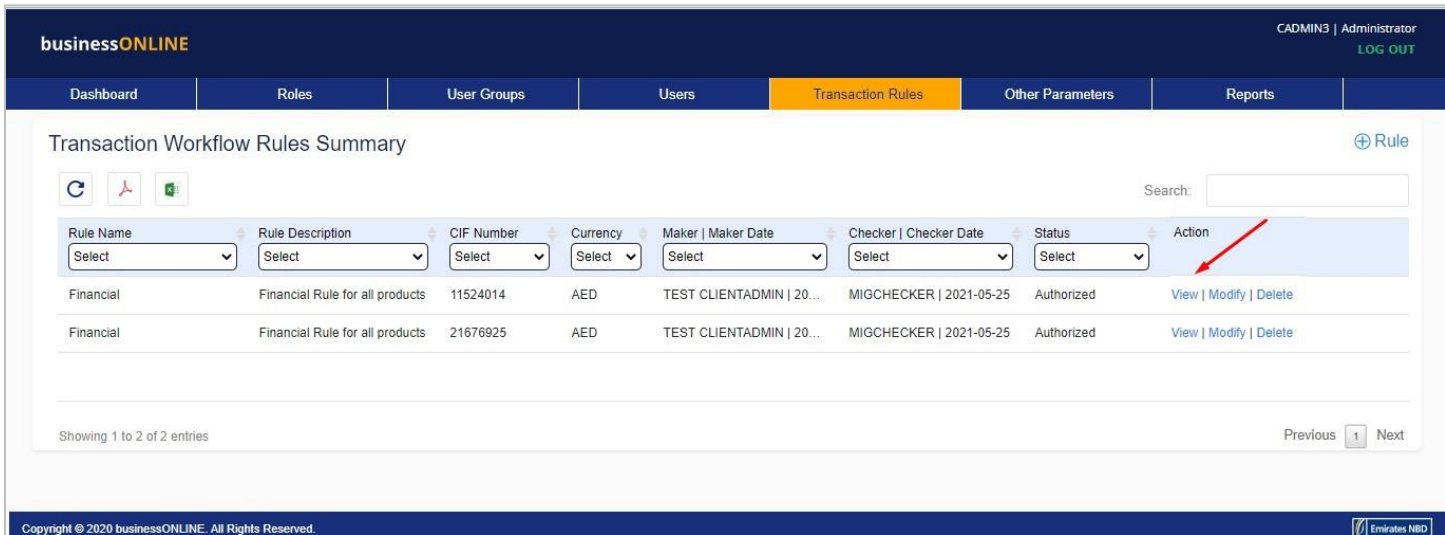
- If the Client is a Single (SHARED) Admin, the Transaction workflow will be Auto approved upon submit action and will be available for Bank review, Post Bank review workflow user will be Approved else rejected with reason mentioned by bank user.
- If the Client is a Dual (SHARED) Admin, the Transaction 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.



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Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

### View Transaction Workflow Rule

Reference Number 992210525014128	Maker TEST CLIENTADMIN	Maker Date 25/05/2021	Checker MIGCHECKER	Checker Date 25/05/2021	Status Authorized
-------------------------------------	---------------------------	--------------------------	-----------------------	----------------------------	----------------------

Hierarchical
  Non-hierarchical

Rule Currency:

Rule Name: 
 Rule Description:

Product and Sub Products

Payments	Within Bank Payment	Own Account Payment	Local Currency Payment
Card Payments	Foreign Currency Payment	Bill Payment	

CIF and Accounts

11524014			
1011152401403	0591152401405	1011152401404	1011152401401
1011152401402			

Transaction Rule

Minimum Amount	Maximum Amount	Approver(s)
0.0	1000000.0	1 Maker Authorizer
0.0	999999999999	1 Authorizer A+1 Authorizer B OR 1 Maker Authorizer

[CLOSE](#)

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### 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.

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Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

### Transaction Workflow Rules Summary

[+ Rule](#)

Search:

Rule Name	Rule Description	CIF Number	Currency	Maker   Maker Date	Checker   Checker Date	Status	Action
Select	Select	Select	Select	Select	Select	Select	
Financial	Financial Rule for all products	11524014	AED	TEST CLIENTADMIN   20...	MIGCHECKER   2021-05-25	Authorized	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>
Financial	Financial Rule for all products	21676925	AED	TEST CLIENTADMIN   20...	MIGCHECKER   2021-05-25	Authorized	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

Showing 1 to 2 of 2 entries Previous  Next

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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.



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Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

### Modify Rule

From Amount(Minimum)  To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

[\(+Add The Rule\)](#)

Minimum Amount	Maximum Amount	Approver(s)	Action
0.0	1,000,000.0	1 Maker Authorizer	<a href="#">Modify   Delete</a>
0.0	999,999,999,999	1 Authorizer A+1 Authorizer B OR 1 Maker Authorizer	<a href="#">Modify   Delete</a>

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To Modify, select modify link against the amount slab.

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Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

### Modify Rule

From Amount(Minimum)  To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

[\(+Add The Rule\)](#)

Minimum Amount	Maximum Amount	Approver(s)	Action
0.0	1,000,000.0	1 Maker Authorizer	<a href="#">Modify   Delete</a>
0.0	999,999,999,999	1 Authorizer A+1 Authorizer B OR 1 Maker Authorizer	<a href="#">Modify   Delete</a>

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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  to add an approver for OR condition.

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Modify Rule

From Amount(Minimum)  To Amount(Maximum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role: 1 | Select | (+)

OR

(+) Add The Rule

Minimum Amount	Maximum Amount	Approver(s)	Action
0.0	1,000,000.0	1 Maker Authorizer + 1 Authorizer A	Modify   Delete
0.0	999,999,999,999	1 Authorizer A+1 Authorizer B OR 1 Maker Authorizer	Modify   Delete

CANCEL | BACK | **SUBMIT**

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

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Modify Rule

From Amount(Minimum)

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

Records Submitted successfully

Ok

- 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

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Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

### Transaction Workflow Rules Summary + Rule

Search:

Rule Name	Rule Description	CIF Number	Currency	Maker   Maker Date	Checker   Checker Date	Status	Action
Financial	Financial Rule for all products	11524014	AED	TEST CLIENTADMIN   20...	MIGCHECKER   2021-05-25	Authorized	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>
Financial	Financial Rule for all products	21676925	AED	TEST CLIENTADMIN   20...	MIGCHECKER   2021-05-25	Authorized	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

Showing 1 to 2 of 2 entries Previous 1 Next

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Click on 'Delete' for the selected record.

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Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

### Delete Transaction Rule

Reference Number	Maker	Maker Date	Checker	Checker Date	Status
990210525014127	TEST CLIENTADMIN	25/05/2021	MIGCHECKER	25/05/2021	Authorized

Hierarchical
  Non-hierarchical

Rule Currency:

Rule Name: 
 Rule Description:

Product and Sub Products

Payments	Within Bank Payment	Own Account Payment	Local Currency Payment
Card Payments	Foreign Currency Payment	Bill Payment	

CIF and Accounts

21676925			
1012167692501	1012167692503	1012167692504	1012167692505

Transaction Rule

Minimum Amount	Maximum Amount	Approver(s)
0.0	1000000.0	1 Maker Authorizer
0.0	999999999999	1 Authorizer A+1 Authorizer B OR 1 Maker Authorizer

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

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Dashboard Roles User Groups Users **Transaction Rules** Other Parameters Reports

Transaction Workflow Rules Summary ⊕ Rule

Records Submitted successfully

Search:

Rule Name	Rule Description	Client	Checker	Checker Date	Status	Action
Select	Select	S	Select	Select	Select	
Financial	Financial Rule for all products	11524014	AED	TEST CLIENTADMIN   20	MIGCHECKER   2021-05-25	Authorized <a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

- 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

Reference Number	Country	Status	Maker	Maker Date	Authorizer	Authorizer Date
<a href="#">210518233353867</a>	UNITED ARAB EMIRATES	Authorized	SURESH J CHECKER	May-18-2021	SURESH J CHECKER	May-18-2021

Click on the Reference Number to view the details.

MOL ID for WPS	0000000123456		
Employer ID For GPSSA	AE123456789012345		
Daily Releaser Limit for Subscriber	9999999999999 AED		
Status	Authorized		
Maker Name	SURESH J CHECKER	Maker Date	May-18-2021 11:33:53 PM
Authorizer	SURESH J CHECKER	Authorizer Date	May-18-2021 11:33:53 PM

CLOSE

### 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

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### View Parameters

Showing 1 to 1 Total Search Results :1

Reference Number	Country	Status	Maker	Maker Date	Authorizer	Authorizer Date
<a href="#">210518233353867</a>	UNITED ARAB EMIRATES	Authorized	SURESH J CHECKER	May-18-2021	SURESH J CHECKER	May-18-2021

Click on the Reference Number to Modify the details.

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### Modify Parameters

\* MOL ID for WPS  (e.g. WPS MOL ID1,WPS MOL ID2,WPS MOL ID3...)

\* Employer ID For GPSSA  (e.g. Employer ID1,Employer ID2,Employer ID3...)

\* Daily Releaser Limit for Subscriber

\* Note: GPSSA Employer ID is applicable only for UAE

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.

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#### Client User Audit Report

Please note, the fields marked as (\*) are mandatory

Subscriber ID	BIPIN123
*Login Id	<input type="text" value="TESTUSER"/>
*From Date [dd/mm/yyyy]	<input type="text" value="25/04/2021"/> <small>Calendar icon</small>
*To Date [dd/mm/yyyy]	<input type="text" value="25/05/2021"/> <small>Calendar icon</small>
Sub Product	<input type="text" value="ALL"/> <small>Dropdown arrow</small>
Event / Action	<input type="text" value="ALL"/> <small>Dropdown arrow</small>
Transaction Reference Number	<input type="text"/>

CLOSE
SUBMIT

### 2. User List Report

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

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#### User List Report

Subscriber ID	BIPIN123
Login Id	<input type="text"/>
Mobile Phone Number	<input type="text"/>
E Mail Address	<input type="text"/>
User Number	<input type="text"/>
User Status	<input type="text" value="--Select--"/> <small>Dropdown arrow</small> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <span style="background-color: #3498db; color: white; padding: 2px;">Active</span> <span style="padding: 2px;">Closed</span> <span style="padding: 2px;">Disabled</span> <span style="padding: 2px;">New</span> </div>

CLOSE
SUBMIT

### 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.

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#### Transaction Report

Login id

Transaction Reference Number

\*Subscriber ID BIPIN123

CIF --Select--

Products Payments

Sub Products --Select--

Functions --Select--  
Batch Transactions  
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  
Customer Cheque  
Split File Upload  
NOQODI Payment  
Pension Payment (GPSSA)

Debit From Amount

Debit Upto Amount

From Date [dd/mm/yyyy]

To Date [dd/mm/yyyy]

Status Processed by Bank

CLOSE SUBMIT

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### 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.

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#### Reports Inbox

[Reports Inbox](#) > Subscription Overview Report

\* Subscriber ID TESTPROFILE

CLOSE DOWNLOAD



## 5. User Details Report

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

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**Reports Inbox**  
[Reports Inbox](#) > User Details Report

\* Subscriber ID TESTPROFILE

\* Login Id CADMIN1

CLOSE
DOWNLOAD

## 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.

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**Admin Audit Report**

Please note, the fields marked as (\*) are mandatory

\* Bank User Id All

Subscriber ID TESTPROFILE

\* From Date [dd/mm/yyyy] 01/01/2021

\* To Date [dd/mm/yyyy] 25/05/2021

\* Event / Action All

\* Function All

CLOSE
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