

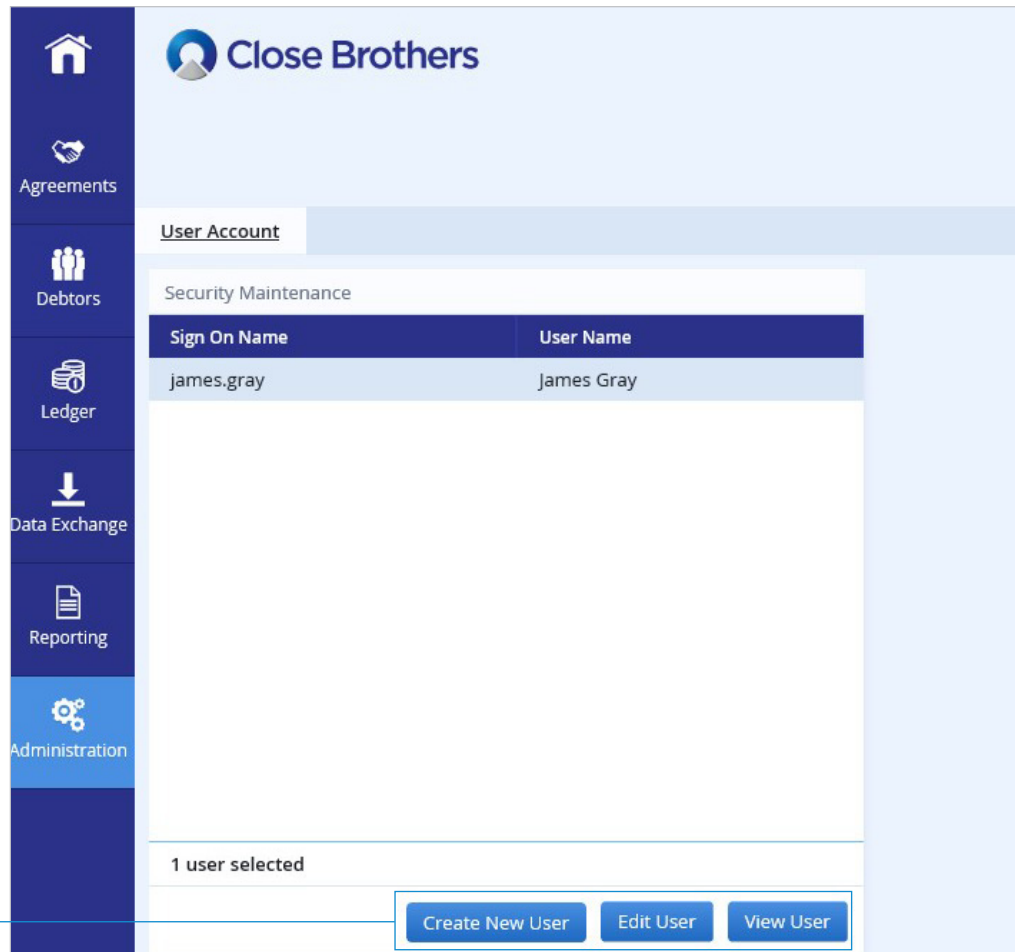
How to...

Set up a staff passcode

1. Sign into your account and click on the **Administration** icon.



2. Your **Administration User Account** will load.
From here you can view and edit your account and create separate user accounts by selecting the relevant button below.



Sign On Name	User Name
james.gray	James Gray

1 user selected

Create New User Edit User View User

3. Please complete all fields denoted with an * as follows:

- Sign On Name*
- User Name*
- Initials*
- New Password*
- Re-Enter Password*
- Country*
- Language*

4. You can also manage new user access.

If you require them to have full access, check the **Client manager** permissions box.

5. Click on **Save Profile** and the account is ready to use.

User Account

Sign On Name: samantha.gray
 User Name: Samantha Gray
 Initials: sg

Change Password

New Password *
 Re-Enter Password *
 Password Expiry *: 07/10/20
 Password Last Changed: 09/09/20 14:26

Incorrect Attempts: 0
 User Created By: Samantha Gray
 Effective Date: 09/09/20 14:26
 End Date: Never

Account Is Active

Inactive Reason
 Comment

Language *: English (British)
 Email (Work) *: sgray@gray.com
 Country Of Address
 Address Line 1
 Address Line 2
 Address Line 3
 City
 State
 PostCode
 Use as Legal
 Dial Code/Number (Work)

Permissions

Client manager

Portfolio Restrictions

Client Name	Agreement Ref.	Agreement Type
<input checked="" type="checkbox"/> ABC Ltd		
<input type="checkbox"/> ABC Ltd	0001234/001 GBP	Non Recourse Factoring
<input type="checkbox"/> ABC Ltd	0001234/004 GBP	Aggregation
<input type="checkbox"/> ABC Ltd	0001234/001 GBP	Aggregation
<input type="checkbox"/> ABC Ltd	0001234/002 USD	Aggregation
<input type="checkbox"/> ABC Ltd	0001234/003 EUR	Aggregation

Date Updated 09/09/20 15:00

administration.useraccount User Account

6. If you require the new user to have restricted access to specific screens/information, click on the arrow next to the **Client Name**.

For multiple accounts, tick the **Client Name/Agreement Ref** that you wish the user to have access to.

Portfolio Restrictions			
<input type="checkbox"/>	Client Name	Agreement Ref.	Agreement Type
<input checked="" type="checkbox"/>	ABC Ltd	0001234/001 GBP	Non Recourse Factoring
<input type="checkbox"/>	ABC Ltd	0001234/002 USD	Non Recourse Factoring
<input type="checkbox"/>	ABC Ltd	0001234/003 EUR	Non Recourse Factoring
<input checked="" type="checkbox"/>	ABC Ltd	0001234/004 GBP	Aggregation
<input checked="" type="checkbox"/>	ABC Ltd	0001234/001 GBP	Aggregation

7. Tick the **Client manager** box, then click the arrow next to it to manage access permissions.

*Example: We want to restrict user access to **Availability**, **Current Account** and **Withdraw Funds**. Click on the arrow next to **Agreement Enquiries** to expand the menu options.*

*Scroll down and uncheck **Movements**, **Aggregation Agreement Summary** and **SA Summary** then click on the **Save Profile** button to complete the user set up.*


Please note: Scroll down to view all options/content.

Permissions

- Client manager
 - Agreement Enquiries
 - Out-Payments
 - Messages
 - Reports
 - Schedule Entry
 - Debtor Enquiries

- Statistics
- Daily Cash
- Movements
 - Movements View
 - Aggregation Agreement Summary
- SA Summary
 - Snapshot Position

8. When the new user first signs in, they will be asked to change their password.



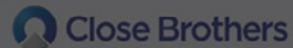
Change Password

Current Password

New Password

Re-Enter Password

[Change Password](#)



Change Password

Current Password

Password Changed

[Return To Login](#)

[Change Password](#)

USER RESTRICTION OPTIONS:

Agreement Enquiries

- Top Debtors
- Ageing
- Statistics – Sales Ledger / Funding Disapproved / Credit Disapproved / Disputed / Client Balance / Funds In Use / Close of Day Availability
- Daily Cash
- Movements – Movements View (Sales Ledger / Funding Disapproved / Credit Disapproved / Disputed / Client balance / Funds in Use / Close of Day Availability / Close of Day Available Funds /Concentration Retention)
- Aggregation Agreement Summary – Shows a group / aggregation availability position
- SA Summary (Service Agreement) – SA Summary Availability Breakdown / SA Summary Out-Payment Status / SA Summary Disapproved Beakdown / SA Summary MTD Movements
- Snapshot Position
- Ledger Item Analysis
- Ledger Item Search – Ledger Item Search / Ledger Item View / View Credit Disapproval Status / View Funding Disapproval Status

Out-Payments

- Out-Payment Entry
- Agregation Out-Payment Multiple Splits
- Out-Payments Enquiry

Messages

Reports

- Delivery Method Internet Service
- Output Strategy Internet Service
- Delivery Format Excel
- Delivery Format CSV

Schedule Entry

Debtor Enquiries

- Debtor Account Enquiry
- Debtor Account Summary
- Sales turnover
- Ageing
- Movements
- Cash Flow Position
- Performance Analysis

File Upload

Security Maintenance (Admin user only)

- Change Password
- Add user
- Edit User
- View User

Debtor Maintenance

CAR Entry

Credit Limit Entry

Report Generator

Schedule Enquiry

- Schedule Enquiry Assigment Confirmation