



5

Managing your Site

- USERS
- PERMISSIONS
- APPROVAL SCHEMES
- EDITING USERS
- TRANSACTIONS

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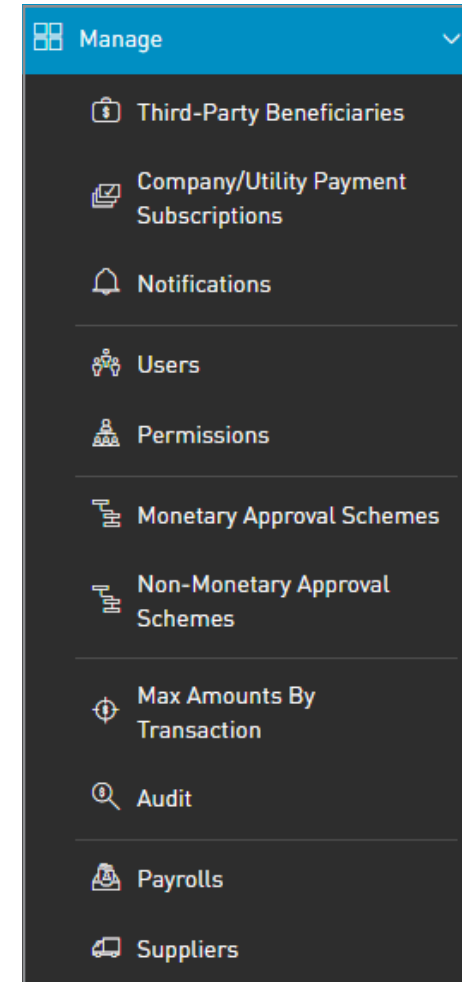
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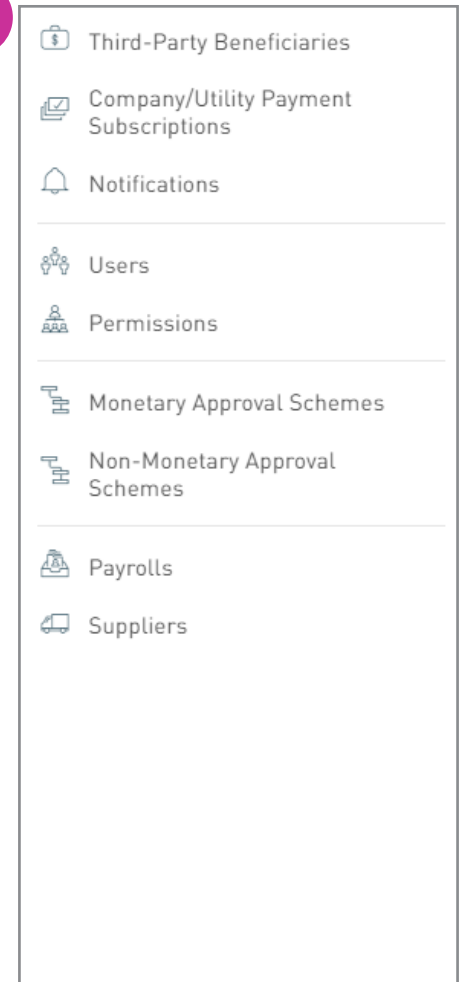
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Site Administration

- Your company's internet banking profile on Corporate RepublicOnline is always referred to as: 'your Corporate RepublicOnline site' or 'your site'.
- Your site comprises all your business' companies (if applicable) as well as all your accounts and the services available to you.
- Your business (and all its companies) is responsible for administering your site. You have the flexibility to set up your user profile/s how you see fit. *The Bank can provide guidance if needed.*
- All of the administrative features on your Corporate RepublicOnline site can be accessed via the **MANAGE** tab in either the **Quick** or **Main** Menu.



or



Site Administration

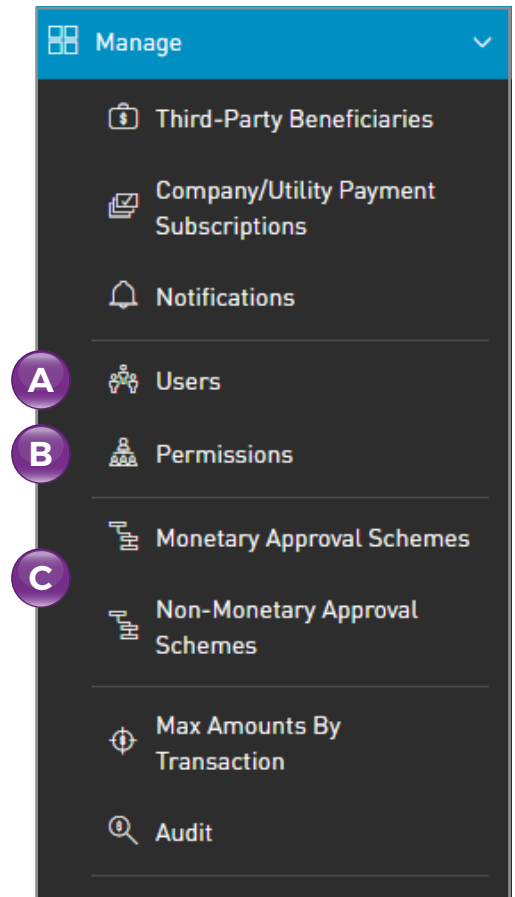
Responsibilities of the Site Administrator

Your company must assign a Site Administrator who sets up their own Site Administrator profile on your Corporate RepublicOnline site. Your Site Administrator will be given administrative permissions to conduct all the administrative and maintenance functions of your site.

This includes the following:

- A** Creating all subsequent **user profiles** and maintaining them (add, amend, delete).
- B** Assigning **permissions**.
- C** Creating and maintaining **approval schemes**: monetary/non-monetary.

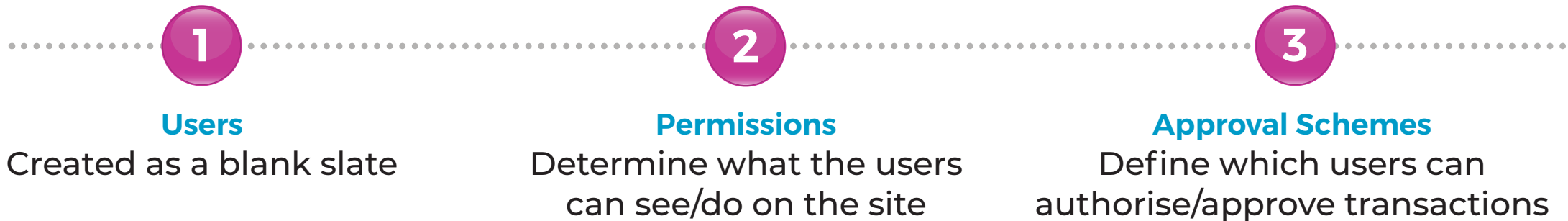
Your Site Administrator can amend their profile as well as create other Administrators.



Site Administration

Users, Permissions and Approval Schemes

- There are 3 elements which govern how your company's Corporate RepublicOnline site will be run and who will be the key players in the running of your site.
- Your Site Administrator will be responsible for managing these 3 elements, based on your company's requirements.



Users

Site Administrator user profile

Your company will choose a Site Administrator who will be responsible for setting up their own and all other company user profiles. Your Site Administrator also has permissions to add, amend and delete users.

Types of users that may be created for a Corporate Republic*Online* site.

- 1 Administrator
- 2 Basic

Users

Features	Administrative User	Basic User
● Creation	User profile for Site Administrator (S.A.) is created during your site set up. Other administrators set up thereafter by S.A.	Basic user profiles are created by S.A. or other administrator users.
● Default rights	Created with a default set of administrative permissions.	Created as a blank slate. Must be granted features and permissions by administrators.
● Non-Monetary Functions <i>(Administrative rights: to create/amend users, permissions, approval schemes, etc.)</i>	Created with non-monetary function rights (as listed in first column) by default.	No default rights. Can be permitted non-monetary function rights by administrators.
● Monetary Functions	No default monetary function rights. These can be added.	No default rights. Can be permitted monetary function rights by administrators.

Users

You have the flexibility to create any combination of permissions and rights for your company's user profiles.

For example:

- User with Administrator rights only.
- Basic User with monetary function rights only.
- Administrator User with permissions for monetary functions.
- Basic Users with a mix of monetary and administrative permissions.

Users

Creating a user profile

4-Step Process

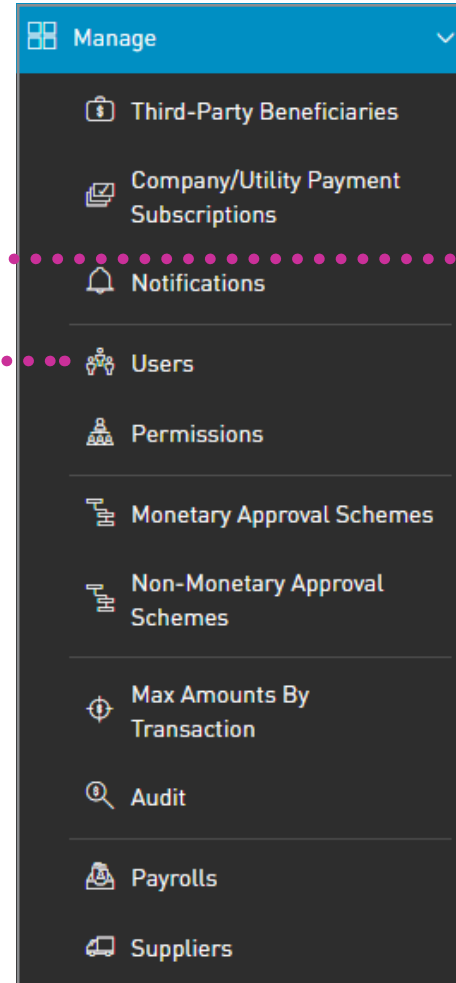
- 1 Select users
- 2 Select new user
- 3 Enter user details
- 4 Save

Users

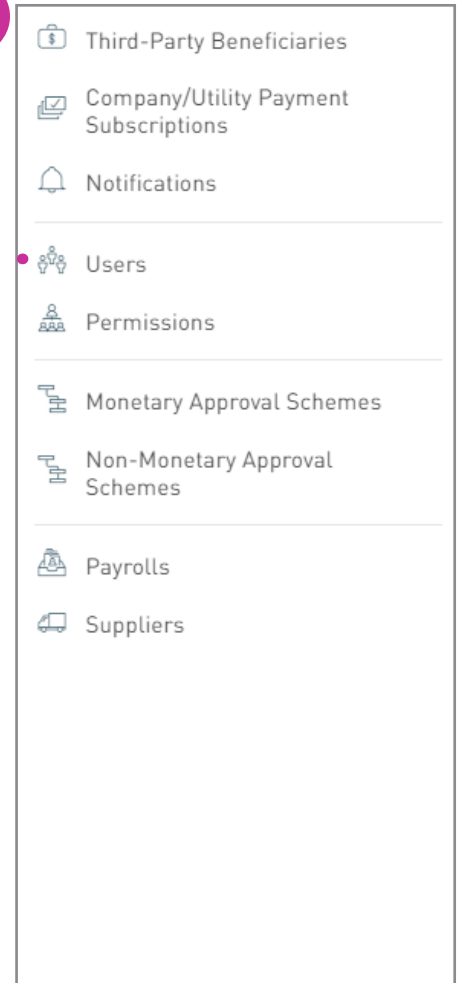
1 Select user

Select the **USERS** option under the **MANAGE** section from either the **QUICK** or **MAIN** Menu

Your Site Administrator/Administrator will be redirected to the Users Page.



or



Users

1 Select user

Users page

This page contains a master list of all your site's users, and includes the following:

- USERNAME
- FIRST and LAST NAME
- TYPE (Basic or Administrator)
- STATUS

The screenshot shows the 'Users' page in the Republic Bank system. The page features a navigation sidebar on the left with options: Home, My Accounts, Transfer, Pay, Service Request, Manage (highlighted), and Pending Approvals. The main content area is titled 'Users' and includes a 'User Status' filter with buttons for 'All', 'Active', and 'Blocked'. Below the filter is a table with columns for Username, First Name, Last Name, Type, and Status. The table contains five rows of test users. A search bar is located in the top right corner, and a 'New User' button is in the bottom right corner. A 'Contextual Menu' is indicated by a vertical line of dots on the right side of the table.

Annotations on the screenshot include:

- Status filter**: Points to the 'User Status' filter buttons.
- Search**: Points to the search bar in the top right.
- Add new user**: Points to the 'New User' button in the bottom right.
- Contextual Menu**: Points to the vertical line of dots on the right side of the table.

Username	First Name	Last Name	Type	Status
Test1	Trainer	Test	Administrator	Active
Test2	John	Doe	Basic	Active
Test3	John	Doe	Basic	Active
Test4	James	Doe	Basic	Active
Test19	Mary	Doe	Basic	Active

Users

2 Select new user

Select NEW USER

Republic Bank

Trainer Test | Logout

Users

User Status:

Username	First Name	Last Name	Type	Status	
Test	Trainer	Test	Basic	Active	⋮
Test1	Trainer	Test	Administrator	Active	⋮
Test2	John	Doe	Basic	Active	⋮

[New User](#)

Users

3 Enter user details

A | USER TYPE

(Basic or Administrator)

B | USERNAME

(See Section 2 - Site Security, pg.17, for username guidelines)

C | FIRST NAME

D | LAST NAME

E | DATE OF BIRTH

Used to validate the age of the user. All Corporate RepublicOnline users must be 18 years or older.

F | IDENTIFICATION TYPE

G | IDENTIFICATION NUMBER

H | EMAIL ADDRESS

This email address will be used to confirm registration of user, send temporary passwords and any future correspondence for resetting the user's account.

Each data point beginning with a blue line is mandatory.

The screenshot shows the 'New User' registration page in the Republic Bank system. The form is titled 'New User' and includes a 'Required' indicator. The fields are as follows:

- A** User Type: Basic (dropdown menu)
- B** Username: (text input field)
- C** First Name: (text input field)
- D** Last Name: (text input field)
- E** Date of Birth: 16/01/2005 (calendar icon)
- F** Identification Type: Select an Option (dropdown menu)
- G** Identification Number: (text input field)
- H** Email Address: mymail@domain.com (text input field)
- I** Phone Number: (text input field)
- J** Mobile Number: (text input field)

I | PHONE NUMBER

J | MOBILE NUMBER

Users

3 Enter user details





Your Site Administrator/Administrator may also restrict the user by IP Address. In this way, the user will only have access to your company's Corporate Republic*Online* site from a specific location.

The following information will be requested:

- IP ADDRESS
- DESCRIPTION

Restricting Access By IP

Restricting Access Except From the Following IP Addresses:

IP Address	Description	
192.0.0.1	RBL IP 1	 
192.183.3.0	RBL IP 2	 

[+ Add IP Address](#)

Add new IP address

Edit IP address

Delete IP address

Users

4 Save

Once the required information has been entered, **select SAVE**.

When the new user's profile is saved, he/she will receive an **email notification**, advising of their temporary password.

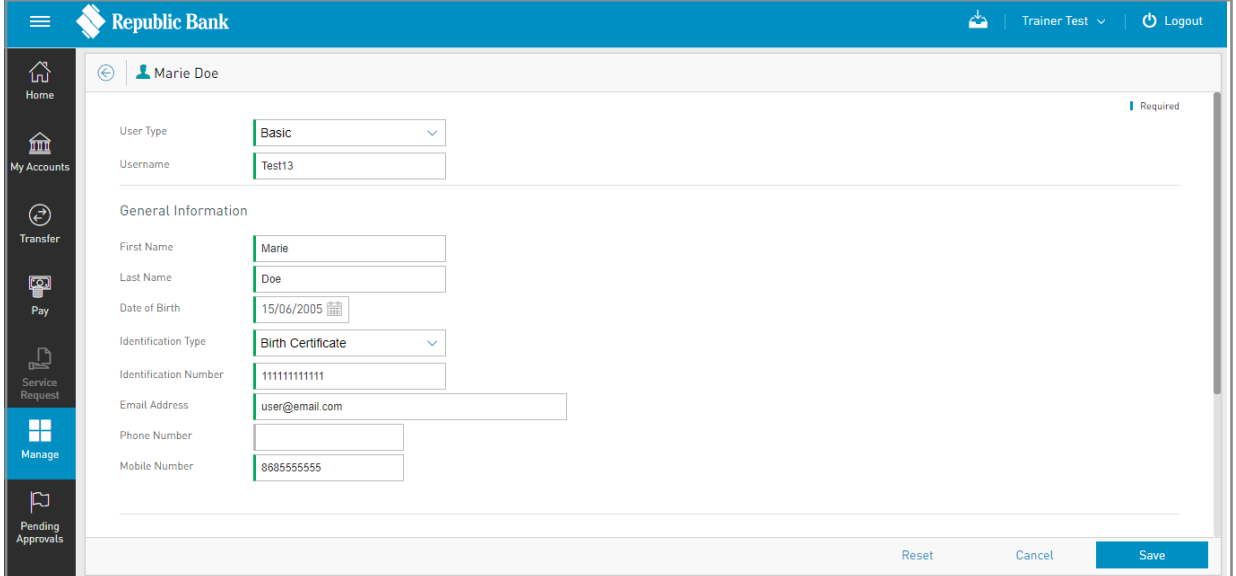
The user must then follow the **First-Time Login process** (See *Section 3 – First-Time Login, pg. 24*).

If you do not select SAVE the available actions are:

CANCEL to cancel the process.

RESET to reset all the information entered.

 to return to the previous page.



The screenshot displays the Republic Bank user management interface. The top navigation bar includes the Republic Bank logo, a user profile icon for 'Trainer Test', and a 'Logout' button. The main content area is titled 'Marie Doe' and contains a form with the following fields:

- User Type: Basic (dropdown menu)
- Username: Test13
- General Information section:
 - First Name: Marie
 - Last Name: Doe
 - Date of Birth: 15/06/2005 (calendar icon)
 - Identification Type: Birth Certificate (dropdown menu)
 - Identification Number: 111111111111
 - Email Address: user@email.com
 - Phone Number: (empty field)
 - Mobile Number: 8685555555

At the bottom right of the form, there are three buttons: 'Reset', 'Cancel', and 'Save'.

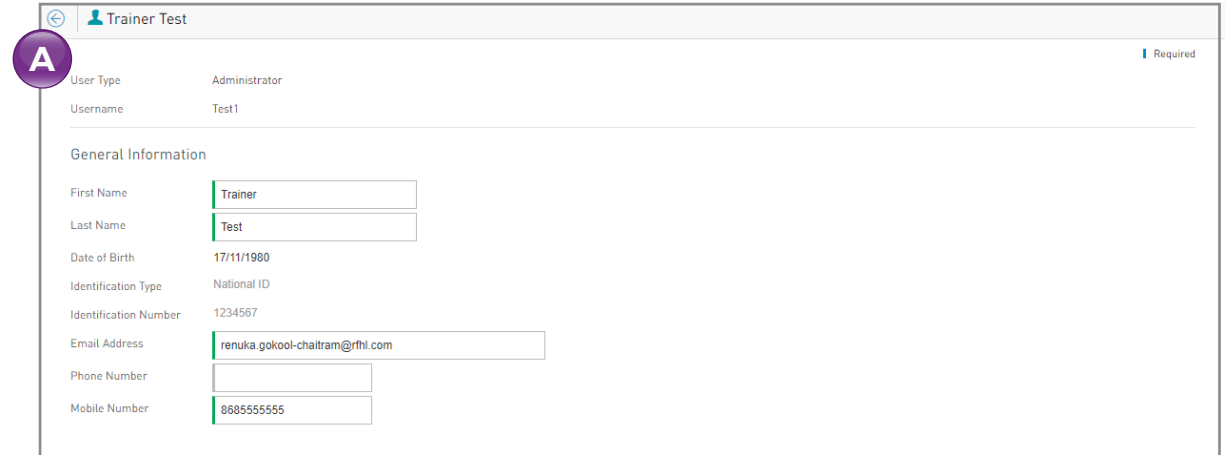
Users

User profiles

To view a user profile, select the **EDIT** option on the contextual menu of the user, from the list.

A ADMINISTRATIVE USER PROFILE example

B BASIC USER PROFILE example

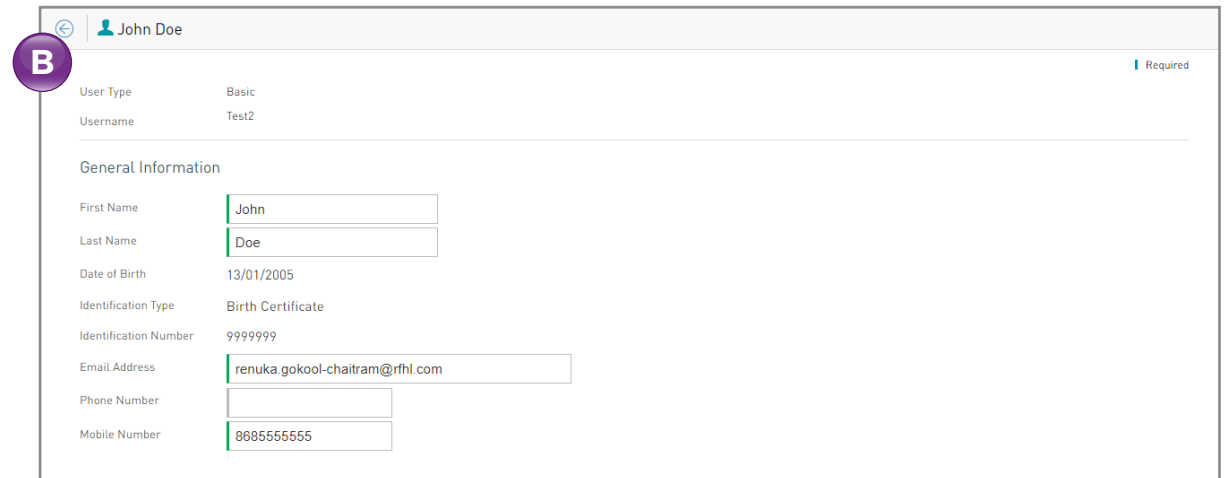


The screenshot shows the 'Trainer Test' user profile. It includes a header with a back arrow, a user icon, and the name 'Trainer Test'. A 'Required' indicator is in the top right. The profile details are as follows:

User Type	Administrator
Username	Test1

General Information

First Name	Trainer
Last Name	Test
Date of Birth	17/11/1980
Identification Type	National ID
Identification Number	1234567
Email Address	renuka.gokool-chaitram@rfl.com
Phone Number	
Mobile Number	8685555555



The screenshot shows the 'John Doe' user profile. It includes a header with a back arrow, a user icon, and the name 'John Doe'. A 'Required' indicator is in the top right. The profile details are as follows:

User Type	Basic
Username	Test2

General Information

First Name	John
Last Name	Doe
Date of Birth	13/01/2005
Identification Type	Birth Certificate
Identification Number	9999999
Email Address	renuka.gokool-chaitram@rfl.com
Phone Number	
Mobile Number	8685555555

Permissions

Permissions are rights or access privileges to features and transactions on your Corporate Republic*Online* site.

Without assigned permissions, users will be able to log on to your site, but they will not have rights to view or conduct any transactions.

Permissions are categorised into 3 groups:

- 1 Administrative**
These are related to the administration and maintenance of your site, users and so on.
- 2 Account**
Associated with particular accounts.
- 3 General**

Permissions

Example

Permission Name	Description	Permission Type
1 Administration - Users	Allowed to view and manage users of your site. (this permission does not allow the administrator to approve creation or editing of users).	Administrative
2 Account - Stop Cheque	Allows users to request the cancellation of a cheque.	Account (Chequing)
3 Financial Status - Assets and Liabilities	Allows users to view this area in the dashboard.	General

The Permissions list is a critical tool for your Site Administrator. It guides the creating and amending of all the user profiles on your site.

Refer to Appendices B, C and D to view the complete lists of all Corporate RepublicOnline user permissions.

Permissions

Permissions administration

The Permissions page contains a master list of all your site's users' permissions.

To access this page select the **PERMISSIONS** option under the **MANAGE** section of either the **QUICK** or **MAIN** Menus

Only users assigned the relevant permissions can access the Permissions page.

The diagram illustrates two ways to access the 'Permissions' page. On the left, a dark blue 'Manage' dropdown menu is shown with the following items: Third-Party Beneficiaries, Company/Utility Payment Subscriptions, Notifications, Users, **Permissions** (highlighted), Monetary Approval Schemes, Non-Monetary Approval Schemes, Max Amounts By Transaction, Audit, Payrolls, and Suppliers. On the right, a light grey menu is shown with the following items: Third-Party Beneficiaries, Company/Utility Payment Subscriptions, Notifications, Users, **Permissions** (highlighted), Monetary Approval Schemes, Non-Monetary Approval Schemes, Payrolls, and Suppliers. A pink circle with the word 'or' is positioned between the two menus. A horizontal pink dotted line connects the 'Permissions' item in the left menu to the 'Permissions' item in the right menu.

Permissions

Permissions page

The Permissions page lists the following:

- A** USER (username, and full name)
- B** FEATURE (Permission)
- C** ACCOUNT (where applicable)
- D** CHANNELS where the Permissions are accessible (Banking Web / Apps)

Filters

Assign new permission

Advanced filter

Delete a permission

User	Feature	Account	Banking Web	Apps
<input type="checkbox"/> Disabled User <input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9908888801 9908888801	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9908888802 9908888802	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9909999901 9909999901	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9909999902 9909999902	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9909999903 9909999903	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9909999904 9909999904	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9909999905 9909999905	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9909999906 9909999906	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9909999907 9909999907	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9909999908 9909999908	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9908888801 9908888801	✓	✓
<input type="checkbox"/> Etrading1 <input type="checkbox"/> Etrading Test	Account - Details	9908888802 9908888802	✓	✓

Permissions

Assigning new permissions

Go the Permissions page

Select

ASSIGN NEW PERMISSION

Permissions

All Users

Channels: All Banking Web Apps

Advanced Filter

User

User	Feature	Account	Banking Web	Apps
Disabled rows correspond to administrative features. Administrative features will not be removed from administrators.				
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99088888801 9908888801	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99088888802 9908888802	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99099999901 9909999901	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99099999902 9909999902	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99099999903 9909999903	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99099999904 9909999904	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99099999905 9909999905	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99099999906 9909999906	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99099999907 9909999907	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99099999908 9909999908	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99088888801 9908888801	✓	✓
<input type="checkbox"/> Etraining1 Etraining Test	Account - Details	99088888802 9908888802	✓	✓

Assign New Permission

Delete

Permissions

Assigning new permissions

To assign new permissions follow this simple 4-step process.



1

Choose user

2

Choose accounts

3

Choose features

4

Confirm

4-Step Process

Permissions

1 Choose user

After you select **ASSIGN NEW PERMISSIONS**, your site's master list of all users will be displayed. Select the user/s you wish to assign permissions

Multiple users may be selected in this step, if they all require the same permissions.

Replace Existing Permissions Enable toggle if the user's current permissions are to be removed/replaced.

Replace Existing Permissions Leave toggle off if the user needs to retain their existing permissions.

The screenshot shows the 'Permissions Configuration' interface for Republic Bank. The page is titled 'Step 1 of 4: Choose Users'. A toggle for 'Replace Existing Permissions' is located in the top right corner. Below the toggle, there is a dropdown menu for 'All User Types' and a search bar. A table displays a list of users with columns for Username, First Name, Last Name, and User Type. The first row, 'Test', is selected. The table contains the following data:

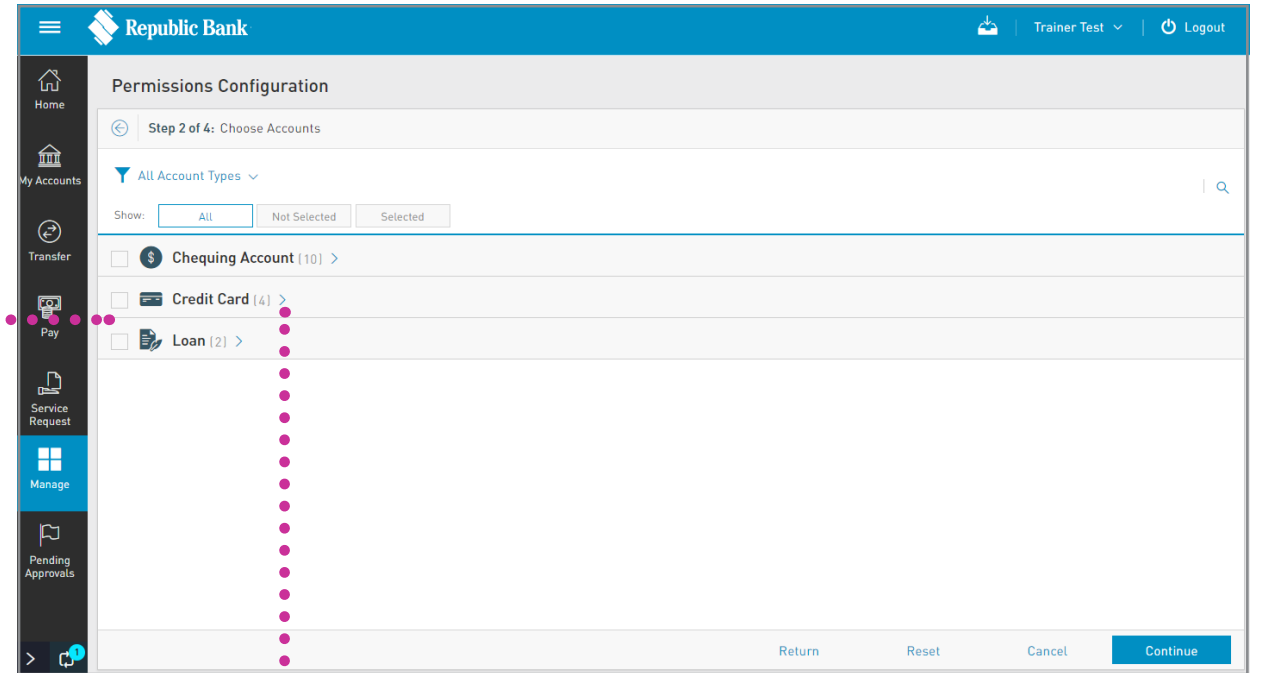
Username	First Name	Last Name	User Type
<input checked="" type="checkbox"/> Test	Trainer	Test	Basic
<input type="checkbox"/> Test1	Trainer	Test	Administrator
<input type="checkbox"/> Test2	John	Doe	Basic

Permissions

2 Choose accounts

A master list of all accounts available for permissions assignments will be displayed. Here your accounts are categorised by type and may be filtered

This step may be skipped if the user does not require permissions related to particular accounts, i.e. if the user is being assigned Administrative or General Permissions.



The > allows you to expand the category to select the relevant account

Permissions

3 Choose features

- Features refer to the relevant rights or access that your user may be granted.
- The screen displays a master list of all available features that may be assigned.
- If an account was selected in the previous step, the list will contain all available features related to the selected account.
- If no account was selected, then only Administrative features will be available for selection.

The screenshot shows the 'Permissions Configuration' interface for Republic Bank. The page title is 'Permissions Configuration' and the current step is 'Step 3 of 4: Choose Features'. The interface includes a navigation menu on the left with options like Home, My Accounts, Transfer, Pay, Service Request, Manage, and Pending Approvals. The main content area displays a list of features with checkboxes for selection. The features are categorized into 'Apps' and 'Banking Web'. A warning message states: '[*] Administrative feature. Administrative features will not be removed from administrators even if "Replace Existing Permissions" option has been checked.' The features listed are:

Feature	Apps	Banking Web
<input checked="" type="checkbox"/> Account - Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Account - Statements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Pending Approvals [*]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Alias Configuration [*]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Permissions Configuration [*]		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Approval Schemes [*]		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Transaction Amounts [*]		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Users [*]		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Account - Stop Cheque	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of the interface, there are buttons for 'Return', 'Reset', 'Cancel', and 'Continue'.

Permissions

3 Choose features

This symbol: (*) represents:
Administrative features.

Select required
feature(s) and channel(s)

Select CONTINUE

Permission Template

Republic Bank

Trainer Test | Logout

Permissions Configuration

Step 3 of 4: Choose Features

Show: All Not Selected Selected

Apply Permissions Template

Feature	Apps	Banking Web
[*] Administrative feature. Administrative features will not be removed from administrators even if "Replace Existing Permissions" option has been checked.		
<input checked="" type="checkbox"/> Account - Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Account - Statements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Pending Approvals (*)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Alias Configuration (*)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Permissions Configuration (*)		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Approval Schemes (*)		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Transaction Amounts (*)		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Administration - Users (*)		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Account - Stop Cheque	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Return Reset Cancel Continue

Permissions may also be restricted by channels whereby a user may be granted permissions on one channel only. (e.g. permissions to approve transactions on web only). Additionally, pre-configured permission templates are available. (See Appendix E for description of Permission Templates).

Permissions

4 Confirm

Review information entered in the previous step.

Select **SAVE**

If you do not select **SAVE** the available actions are:

RETURN to go back to the previous step to edit transaction.

CANCEL to cancel transaction request.

Select to view details

Republic Bank

Permissions Configuration

Step 4 of 4: Confirm

The new permissions will be added to the existing permissions for the currently selected users.

Users to whom permissions will be assigned

Username	First Name	Last Name	User Type
Etraining1	Etraining	Test	Administrator

Accounts to which permissions will be assigned

1 Chequing Account

99088888801	99088888801
-------------	-------------

Features that will be enabled

Feature	Apps	Banking Web
* Administrative feature. Administrative features will not be removed from administrators even if "Replace Existing Permissions" option has been checked.		
Account - Details	✓	✓
Account - Statements	✓	✓
Account - Transaction History	✓	✓
Administration - Alias Configuration [!]	✓	✓
Administration - Approval Schemes [!]	✓	✓
Administration - Audit and Logs [!]		✓

Return Cancel Save

Approval Schemes

Approval Schemes outline which users have authorisation to approve transactions and the scope of their authorisation privileges.

Approval Schemes are categorised as follows:

- 1 Non-Monetary Schemes**
Comprised of:
 - Functions or permissions
 - Users authorised to approve the process
 - Approval percentages
- 2 Monetary Schemes**
Comprised of:
 - Functions or permissions
 - Users authorised to approve the process
 - Approval percentages
 - Transaction limits

Approval Schemes

Key elements of Approval Schemes

- A** **Scope** (Permissions + Users)
- B** **Approval percentages**
- C** **Approval limits** (Monetary Approval Schemes only)

Approval Schemes

A Scope (Permissions + Users)

Your company's Site Administrator is responsible for creating user profiles and assigning permissions. Users who are responsible for approving processes or transactions must be given permissions to approve by your Site Administrator.

Users who are required to approve must be granted the following permissions:

- **COMMON APPROVER**
This permission enables the approval rights.
- **ADMINISTRATION-PENDING APPROVALS**
This permission allows users to access the Pending Approvals page.

Approval Schemes

B Approval percentages

All approval schemes contain approval percentages. Each user is assigned a percentage of the overall approval for each function and transaction.

EXAMPLE

User A - 50%

User B - 50%

User C - 100%

In this scenario, the process can be approved by either User A, B or C. User C has 100% approval and can therefore approve alone. However, Users A and B are assigned 50% approval. This means that if User A approves the transaction, it will only be 50% approved. In this case, the request will remain "Pending Approval" until User B or C approves it.

The requirement is for a minimum of 100% approval but the system does not prevent combined approval percentages which exceed 100%.

All approval schemes must reach 100% for the scheme to be complete.

Approval Schemes

C Approval limits

When creating Monetary Approval Schemes, the Administrator has 2 options;

- He/she may create the scheme “Without Amount Limit”, whereby all users assigned to the scheme may authorise transactions up to any amount.

OR

- The scheme may be created where the assigned users only approve up to a pre-set limit.

The screenshot shows the 'Monetary Approval Schemes' configuration page for 'Test Monetary Approval Scheme'. It has two tabs: 'Scope' and 'Configuration'. The 'Configuration' tab is active and is divided into two sections: 'Without Amount Limit' and 'With Amount Limit'.

Without Amount Limit

User Name	Complete Name	Percentage	Configure
Test1	Trainer Test	100%	
Test2	John Doe	50%	

With Amount Limit

Amount Approval Configuration New Amount Configuration

Until TTD 10000.00 ✎ ✕

User Name	Complete Name	Percentage
Test2	John Doe	100%

Buttons: Cancel, Save

Approval Schemes

C Approval limits

EXAMPLE 1: Scheme X

Transfer of funds from
Corporate Account 1

Pre-set limit: \$50,000

User A: 50% up to \$50,000
User B: 50% up to \$50,000
User C: 100% up to \$50,000

Here, the users have authority to approve the transfer of funds from Account 1 up to \$50,000. If the transfer exceeds this limit, these three users would not be able to approve it.

A user may be assigned to multiple schemes with varying configurations and limits.

EXAMPLE 2: Scheme Y

Transfer of funds from
Corporate Account 2

Pre-set limit: None

User A: 50%
User B: 50%
User C: 100%

Here, we see that the same users have the authority to approve the transfer of funds from Account 2 up to any amount, as a limit was not defined in this scenario.

One account may be assigned to multiple schemes with varying configurations and limits.

EXAMPLE 3: Scheme Z

Transfer of funds from
Corporate Account 1

Pre-set limit: None

User A: 25% approval unlimited
User B: 25% approval unlimited
User C: 50% approval unlimited
User D: 100%

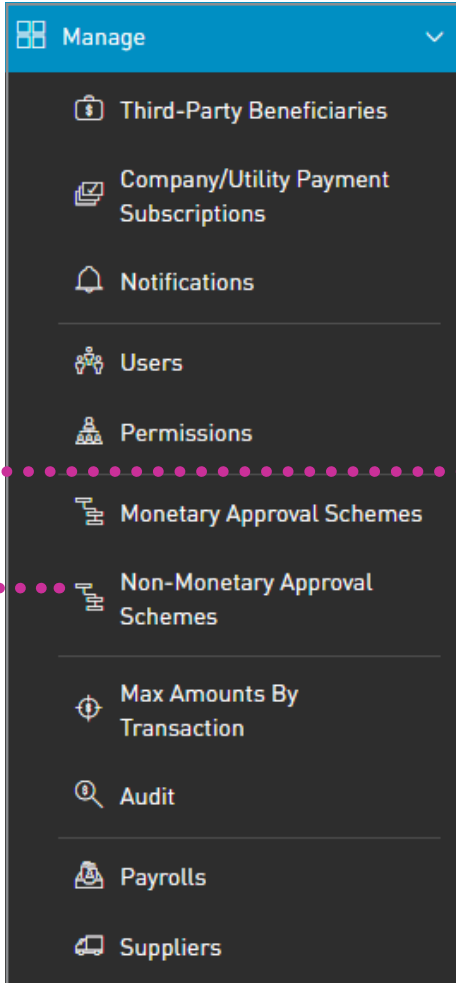
This scenario is an example of how the same users may belong to multiple schemes involving the same account. In example 1, Users A and B could authorise up to 50% of transfers from Account 1, up to \$50,000. In example 3, no limit was set. Therefore, if there are any fund transfers from Corporate Account 1 exceeding \$50,000, the same users may authorise, but their approval percentages in this case, are different.

Approval Schemes

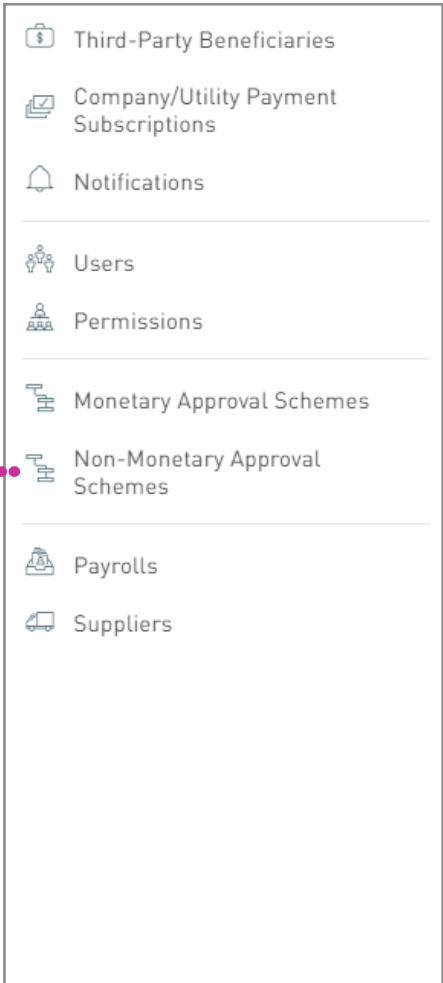
Creating a Non-Monetary Approval Scheme

Select **NON-MONETARY APPROVAL SCHEMES** under the **MANAGE** section of either menu

Only users assigned the relevant permissions will be able to access the Non-Monetary Approval Schemes feature. *(Refer to Appendix for list of Permissions)*



or



Approval Schemes

Creating a Non-Monetary Approval Scheme

THE NON-MONETARY APPROVAL SCHEMES page displays all existing Non-Monetary Approval Schemes.

Select **CONFIGURE NEW SCHEME** to create a new approval scheme

The screenshot shows the 'Non-Monetary Approval Schemes' page in the Republic Bank system. The page has a blue header with the 'Republic Bank' logo and a user profile 'Trainer Test' with a 'Logout' button. A left sidebar contains navigation icons for Home, My Accounts, Transfer, Pay, Service Request, Manage, and Pending Approvals. The main content area is titled 'Non-Monetary Approval Schemes' and features a breadcrumb trail: 'Configured' > 'Not Configured (2)'. A 'Configure New Scheme' button is located in the top right of the main area. Below the breadcrumb, there is a filter section with 'All Schemes' selected and 'All Features' expanded. A 'See:' dropdown shows 'All', 'Completed', and 'Incomplete' options. A table lists the schemes with columns for 'Scheme Name' and 'Feature'. Two schemes are visible: 'Administration >' and 'Block Card Scheme >'. A 'Delete Selected' button is on the right side of the table.

Approval Schemes

Creating a new Non-Monetary Approval Scheme

1

Choose feature

2

Configure

3

Confirm

3-Step Process

Approval Schemes

Creating a new Non-Monetary Approval Scheme

1 Choose features

Select the required feature

Select CONTINUE

Republic Bank

Trainer Test | Logout

Configure New Approval Scheme

Step 1 of 3: Scope Selection

All Features ▾

- Feature
- Account - Stop Cheque
- Non Monetary Requests
- Card - Block Cards

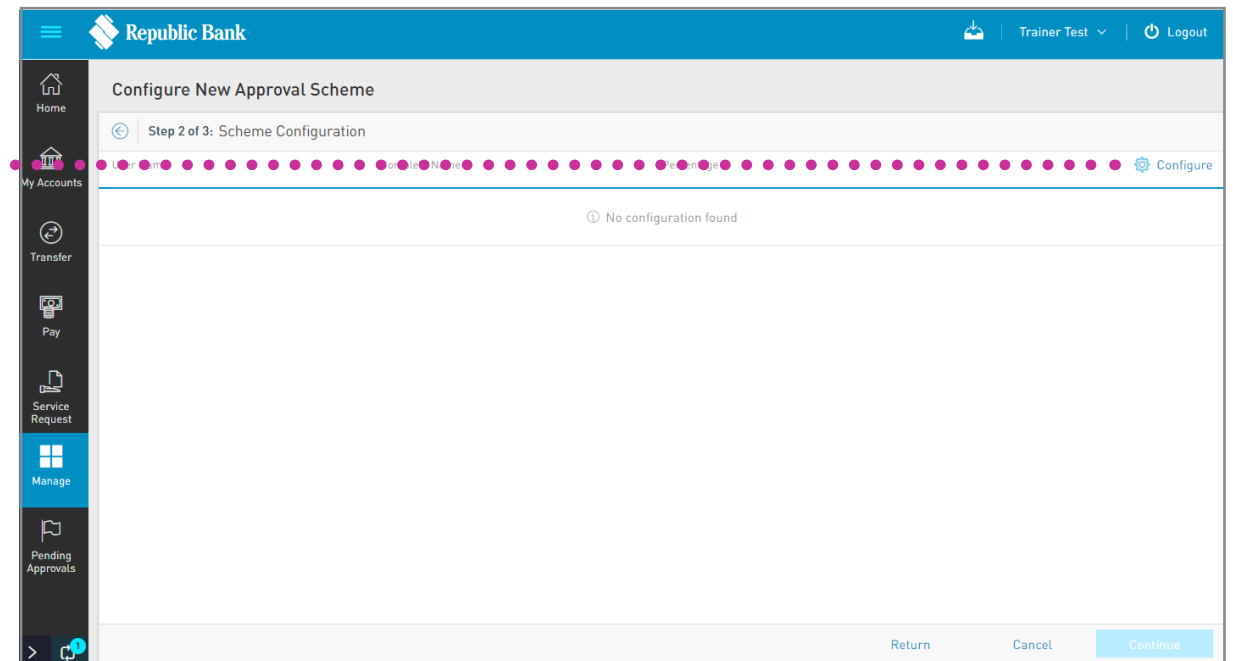
Cancel Continue

Approval Schemes

Creating a new Non-Monetary Approval Scheme

2 Configure

Select CONFIGURE



Approval Schemes

Creating a new Non-Monetary Approval Scheme

2 Configure

Select ADD USER

User Name	Complete Name	Percentage
No Users Found.		

Reset Cancel Confirm

Select the USERS to be added

Search

- Trainer Test
- Jane Doe
- John Doe

Cancel Apply

Approval Schemes

Creating a new Non-Monetary Approval Scheme

2 Configure

Input the approval
PERCENTAGES

Select CONFIRM

Approval configurations			
User Name	Complete Name	Percentage	+ Add User
Test1	Trainer Test	<input type="text" value="50"/>	✕
Test	Jane Doe	<input type="text" value="50"/>	✕

[Reset](#) [Cancel](#) [Confirm](#)

All approval schemes must reach 100% for the scheme to be complete.

Approval Schemes

Creating a new Non-Monetary Approval Scheme

2

Configure

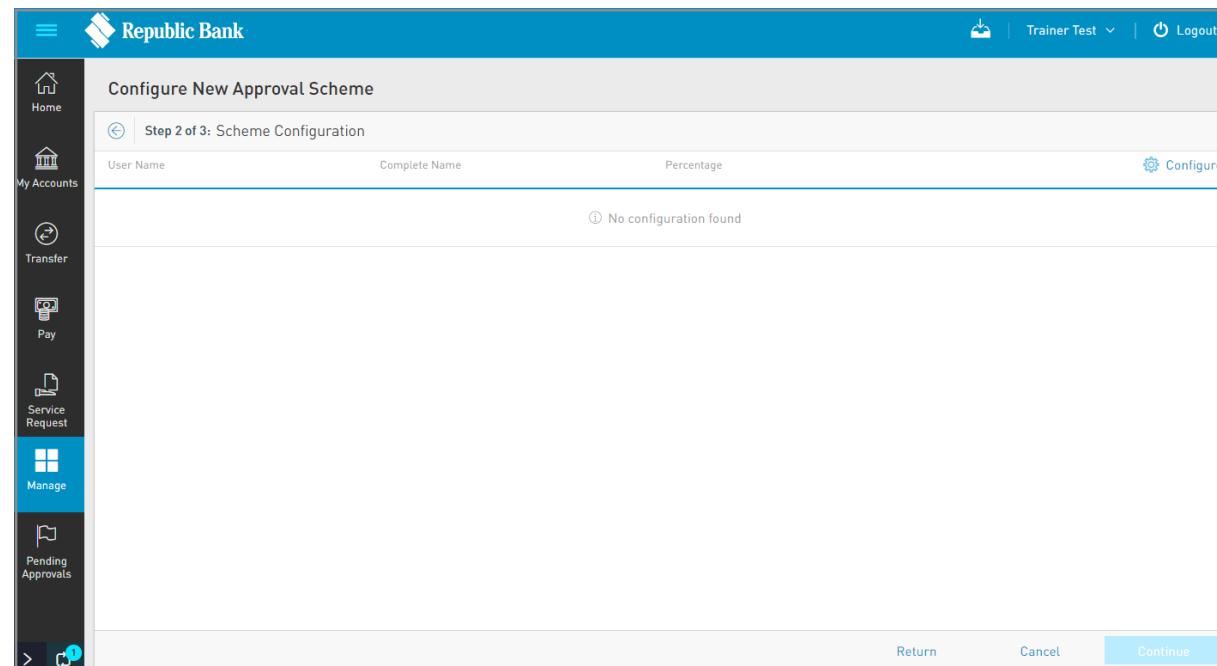
This completes the configuration process and the user will be redirected to the Scheme Configuration screen.

Select **CONTINUE**

If you do not select **CONTINUE** the available actions are:

CANCEL to cancel the transaction.

RETURN or  to return to the previous step.



Republic Bank

Trainer Test | Logout

Configure New Approval Scheme

Step 2 of 3: Scheme Configuration

User Name	Complete Name	Percentage	Configure
No configuration found			

Return Cancel Continue

Approval Schemes

Creating a new Non-Monetary Approval Scheme

3 Confirm

Review the information entered then select **SAVE**

Enter a **NAME** for the new Scheme in the space provided

Republic Bank

Trainer Test | Logout

Configure New Approval Scheme

Step 3 of 3: Confirmation

Scope of Scheme

Feature

Card - Block Cards

Approvers

User Name	Complete Name	Percentage
Test1	Trainer Test	50%
Test	Jane Doe	50%

Return Cancel Save

New Scheme

New Scheme Name

Name

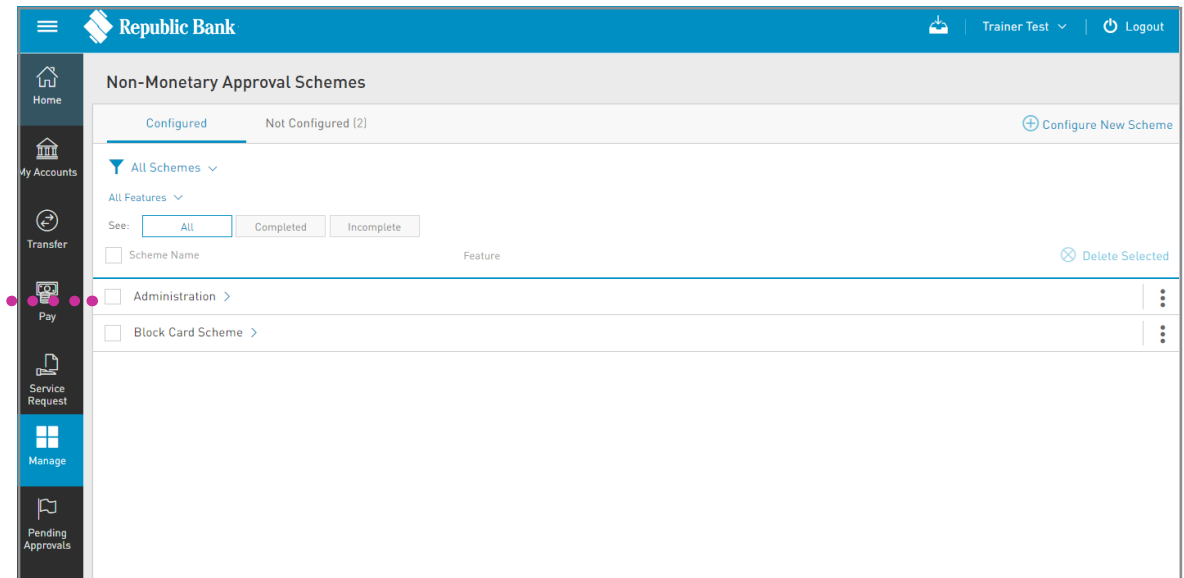
Cancel Confirm

Approval Schemes

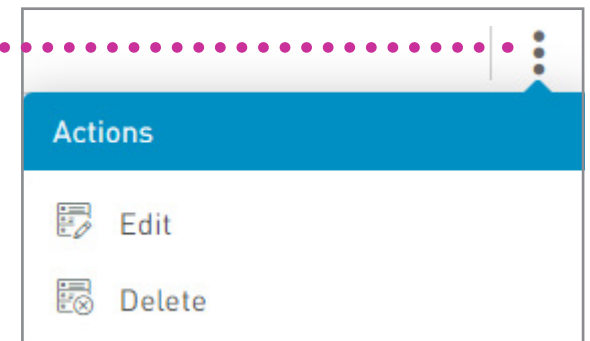
Creating a new Non-Monetary Approval Scheme

This step completes the process for creating a new Non-Monetary Approval Scheme.

Once the Scheme is saved the user will be redirected to the **Non-Monetary Approval Schemes** page where the new Scheme will be listed.



From this page the user may also **EDIT** and **DELETE** selected Approval Schemes via the **Contextual Menu** for the relevant Scheme.

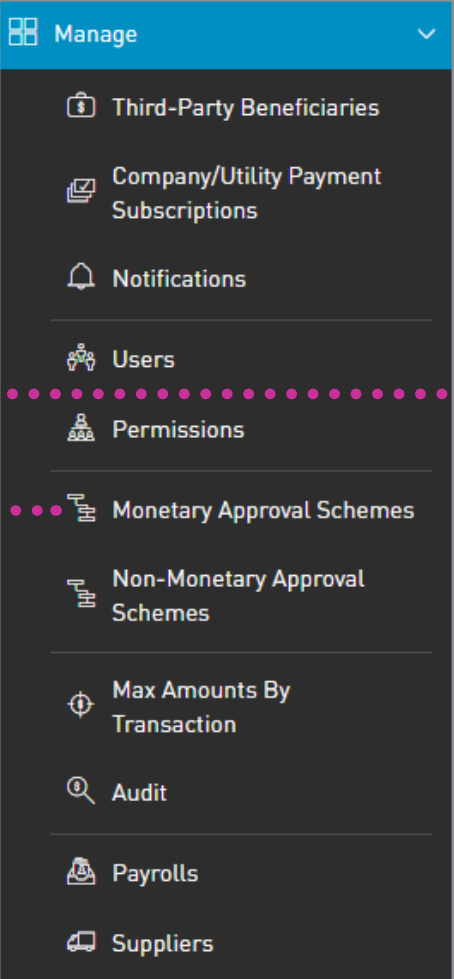


Approval Schemes

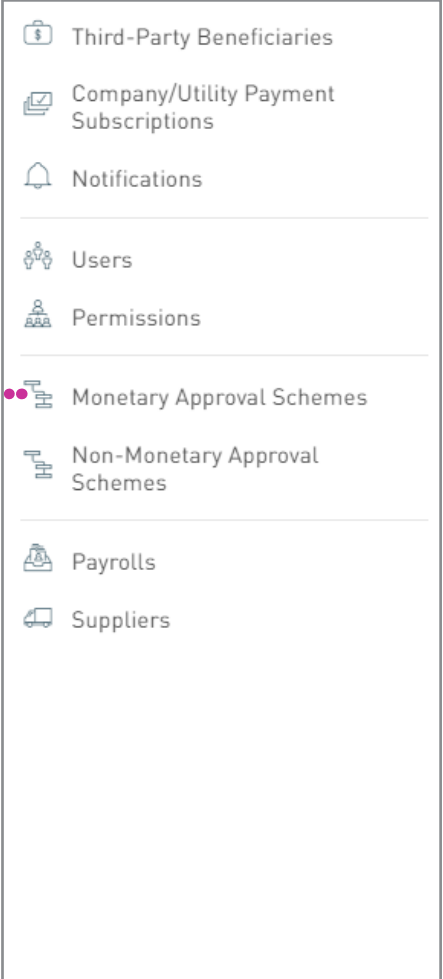
Creating a Monetary Approval Scheme

Select **MONETARY APPROVAL SCHEMES** under the **MANAGE** section of either menu

Only users assigned the relevant permissions will be able to access the Monetary Approval Schemes feature. (Refer to Appendix for list of Permissions)



or



Approval Schemes

Creating a Monetary Approval Scheme

The MONETARY APPROVAL SCHEMES page displays all existing Monetary Approval Schemes.

Select **CONFIGURE NEW SCHEME** to create a new approval Scheme

The screenshot displays the 'Monetary Approval Schemes' page in the Republic Bank system. The page header includes the Republic Bank logo and the user name 'Trainer Test' with a 'Logout' option. The main content area shows a table with the following structure:

Scheme Name	Feature	Accounts
<input type="checkbox"/> test >		

At the top of the table area, there are two tabs: 'Configured' and 'Not Configured (10/1)'. A 'Configure New Scheme' button is located in the top right corner of the table area. A pink dotted line points from the text 'Select CONFIGURE NEW SCHEME' to this button.

Approval Schemes

Creating a new Monetary Approval Scheme

3-Step Process

1

Select scope

2

Configure

3

Confirm

Approval Schemes

Creating a new Monetary Approval Scheme

1 Select scope

Feature + Account = **Scope**

Select the required feature and account

Select CONTINUE

The account attached to the scope will serve as the debit account in the Scheme.

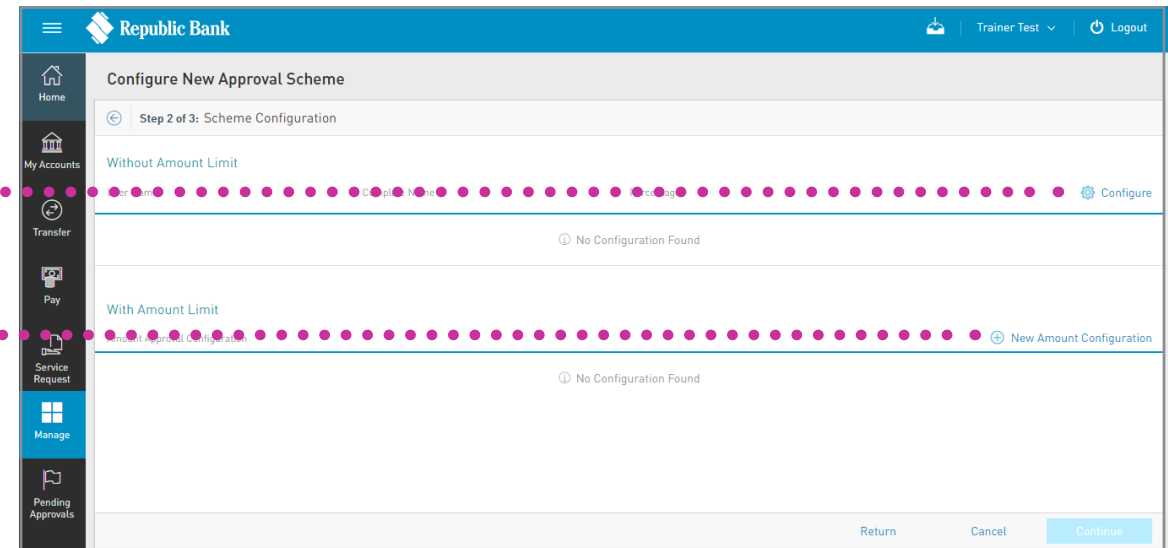
The screenshot shows the 'Configure New Approval Scheme' interface for Republic Bank. The page title is 'Configure New Approval Scheme' and the current step is 'Step 1 of 3: Scope Selection'. The interface is divided into two columns: 'All Features' and 'All Accounts'. The 'All Features' column contains a list of features with checkboxes: 'Payment - Your Loan' (checked), 'Payment - Payroll', 'Payment - Suppliers', 'Transfer - International Bank Account', and 'Transfer - Third-Party Local Bank Account'. The 'All Accounts' column contains a list of accounts, all of which are 'Chequing Account' with the number '9908888801'. A 'Show More' link is visible at the bottom right of the accounts list. The interface includes a sidebar with navigation options: Home, My Accounts, Transfer, Pay, Service Request, Manage (highlighted), and Pending Approvals. The top right corner shows 'Etraining Test' and 'Logout' options. At the bottom right, there are 'Cancel' and 'Continue' buttons.

Approval Schemes

Creating a new Monetary Approval Scheme

2 Configure

- A** Select CONFIGURE for a new Scheme **without an amount limit**
- B** Select NEW AMOUNT CONFIGURATION for a new Scheme **with an amount limit**



Approval Schemes

Creating a new Monetary Approval Scheme

2 Configure

A Without amount limit

Select ADD USER

Approval Configurations without Amount Limit

User Name	Complete Name	Percentage
No Users Found.		

+ Add User

Reset Cancel Confirm

Select the USERS to be added

Users

Search

Trainer Test

John Doe

Cancel Apply

Approval Schemes

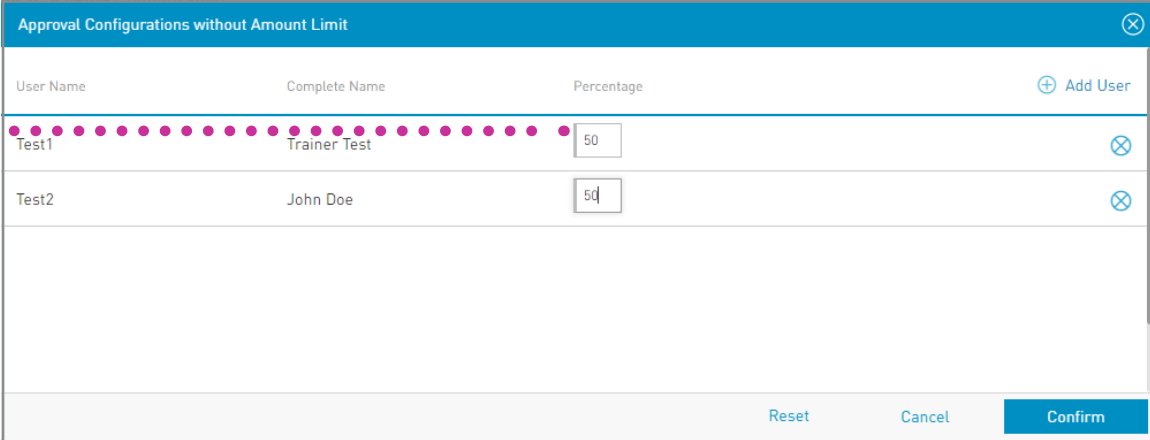
Creating a new Monetary Approval Scheme

2 Configure

A Without amount limit

Input the approval
PERCENTAGES

Select CONFIRM



User Name	Complete Name	Percentage	
Test1	Trainer Test	50	⊗
Test2	John Doe	50	⊗

Reset Cancel Confirm

This completes the configuration process of the Monetary Approval Scheme with no amount limit. The user will be redirected to the Scheme Configuration screen.

All approval schemes must reach 100% for the scheme to be complete.

Approval Schemes

Creating a new Monetary Approval Scheme

2 Configure

B With amount limit

Insert LIMIT AMOUNT

Select ADD USER

Approval Configurations with Amount Limit

Limit Amount

TTD Insert Amount

User Name	Complete Name	Percentage
No Users Found.		

+ Add User

Reset Cancel Confirm

Select the USERS to be added

+ Add User

Users

Search

- Trainer Test
- John Doe

Cancel Apply Confirm

Approval Schemes

Creating a new Monetary Approval Scheme

2

Configure

B

With amount limit

Insert approval PERCENTAGE

Select CONFIRM

User Name	Complete Name	Percentage	
Test1	Trainer Test	50	⊗
Test2	John Doe	50	⊗

This completes the configuration process of the Monetary Approval Scheme with an amount limit. The user will be redirected to the Scheme Configuration screen.

All approval schemes must reach 100% for the scheme to be complete.

Approval Schemes


Creating a Monetary Approval Scheme

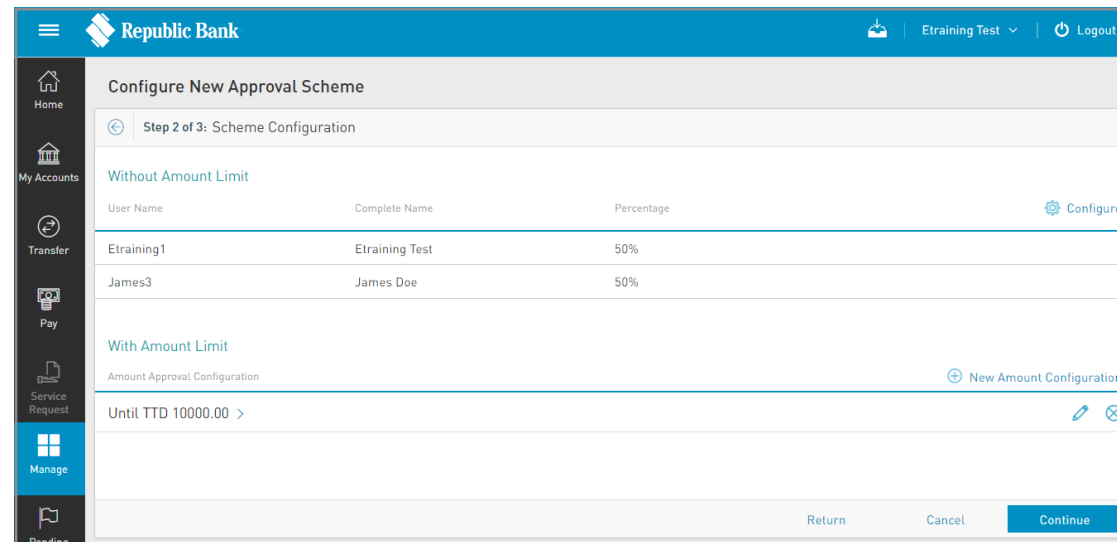
2

Configure

Scheme Configuration screen.

Select **CONTINUE** to confirm the data and proceed to the next step.

If you do not select **CONTINUE** the available actions are:
CANCEL to cancel the transaction.
RETURN or  to return to the previous step.



Republic Bank

Etraining Test | Logout

Configure New Approval Scheme

Step 2 of 3: Scheme Configuration

Without Amount Limit

User Name	Complete Name	Percentage	Configure
Etraining1	Etraining Test	50%	
James3	James Doe	50%	

With Amount Limit

Amount Approval Configuration [New Amount Configuration](#)

Until TTD 10000.00 > [✎](#) [✕](#)

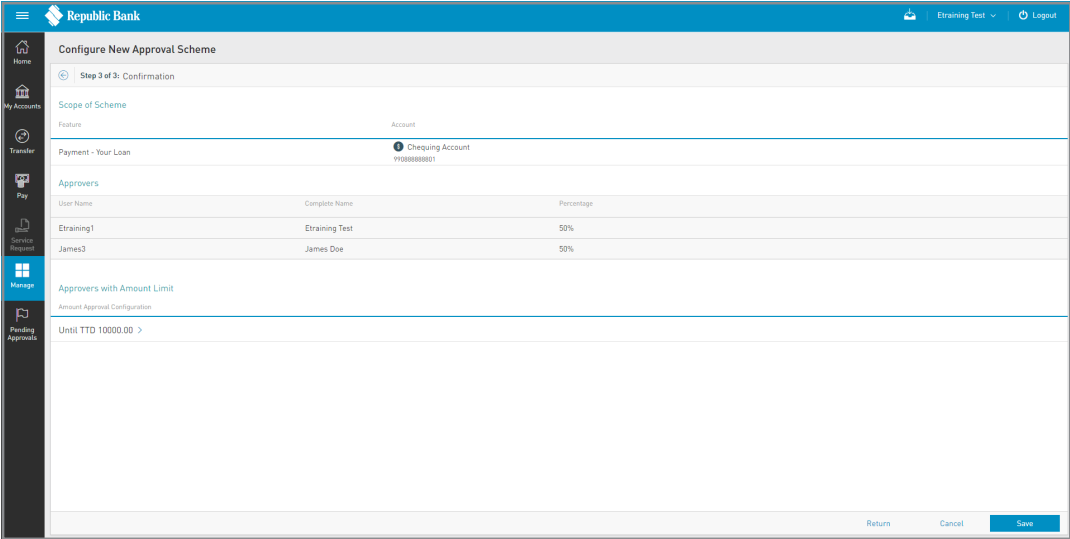
[Return](#) [Cancel](#) [Continue](#)

Approval Schemes

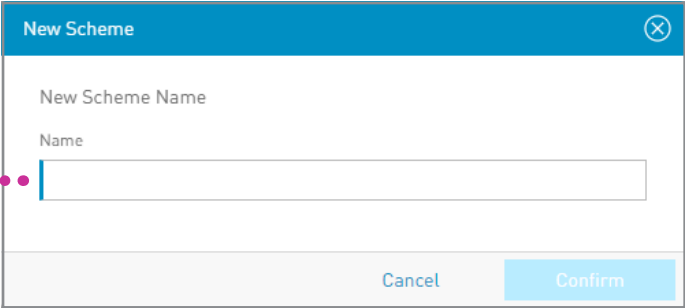
Creating a Monetary Approval Scheme

3 Confirm

Select SAVE



Enter a NAME for the new Scheme in the space provided

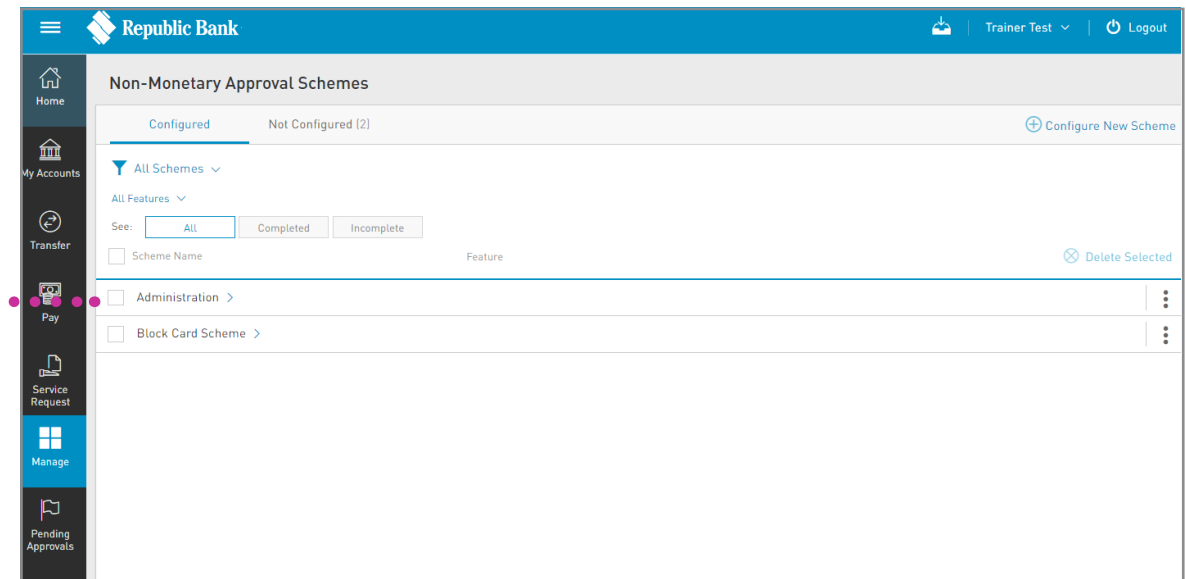


Approval Schemes

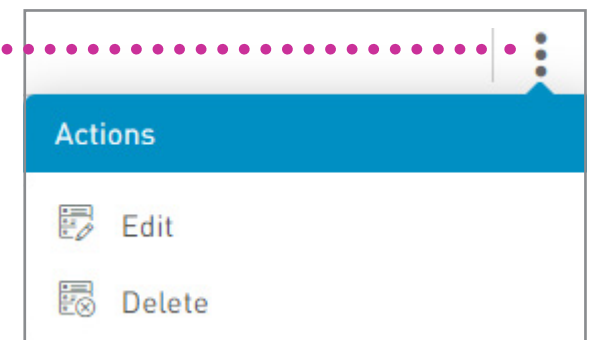
Creating a Monetary Approval Scheme

This step completes the process for creating a new Monetary Approval Scheme.

Once the scheme is saved the user will be redirected to the Monetary Approval Schemes page where the new scheme will be listed.



From the page the user may also EDIT and DELETE selected Approval Schemes via the Contextual Menu for the relevant Scheme.



Editing Users

To update or edit a user's profile, follow these 4 steps.

- 1 Select Users**

Select the **USERS** option under the **MANAGE** section of either menu.
- 2 Select Edit**

On the **USERS** page, click on the **CONTEXTUAL MENU** and select **EDIT**. (The user's profile will be displayed).
- 3 Edit User Profile**

The following details may be amended:

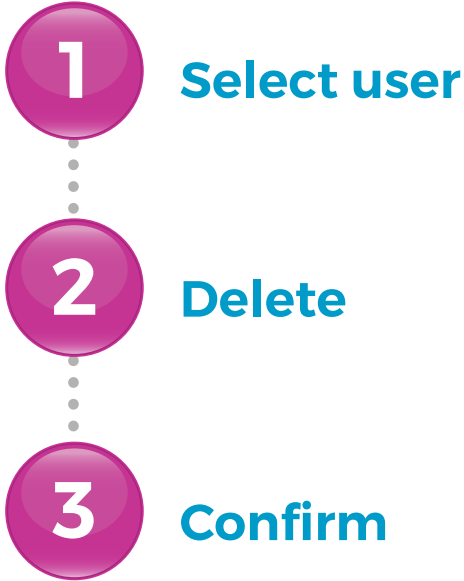
 - First name and last name
 - Email address
 - Phone and mobile number
 - IP address *(if applicable)*
- 4 Save**

Once the information has been edited, you can:

 - Save changes
 - Cancel the process
 - Reset all the information entered
 - Return to the previous page

Editing Users

Deleting users



3-Step Process

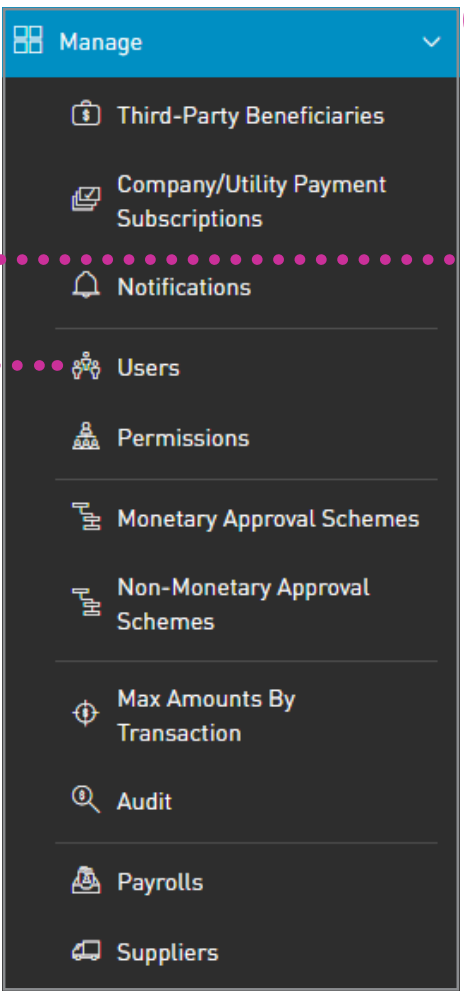
Editing Users

Deleting users

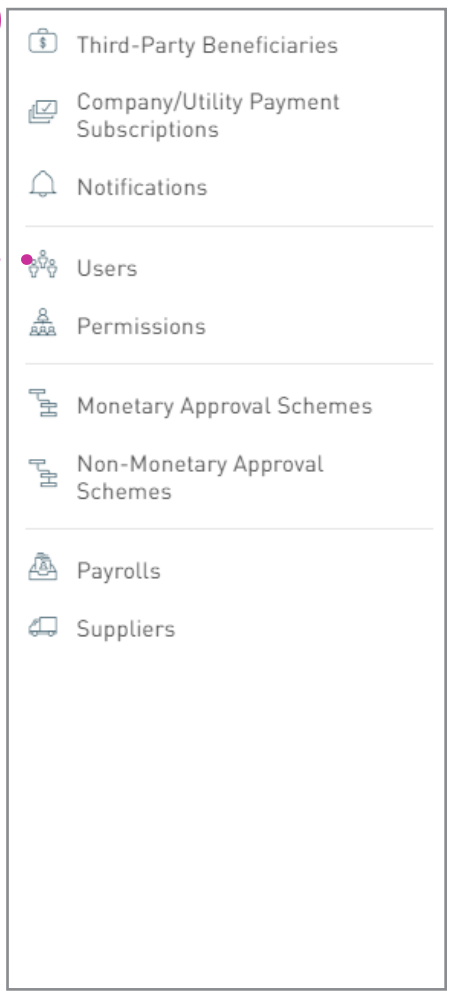
1

Select user

Select the **USERS** under the **MANAGE** section of either menu



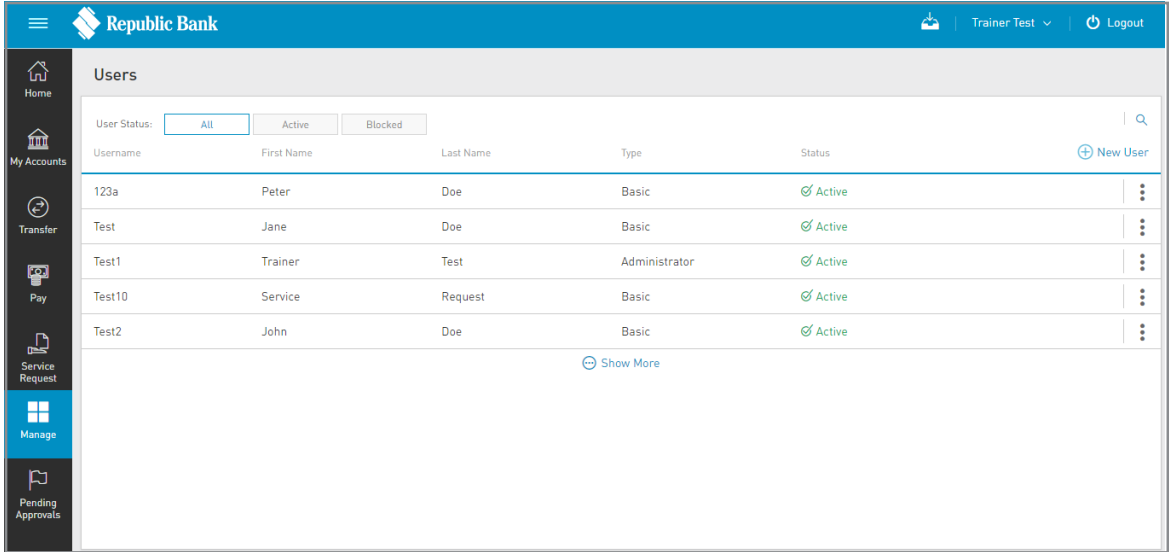
or



Editing Users

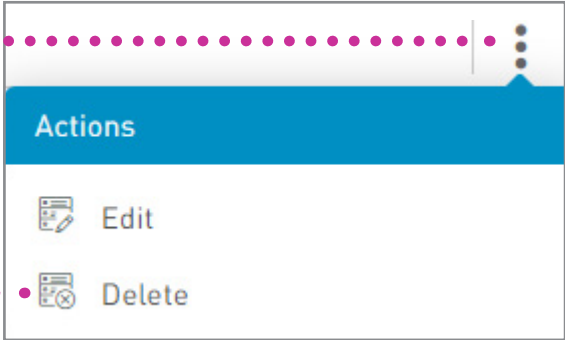
Deleting users

2 Delete



On the users Page, select the Contextual Menu for the user from the list displayed

Select DELETE



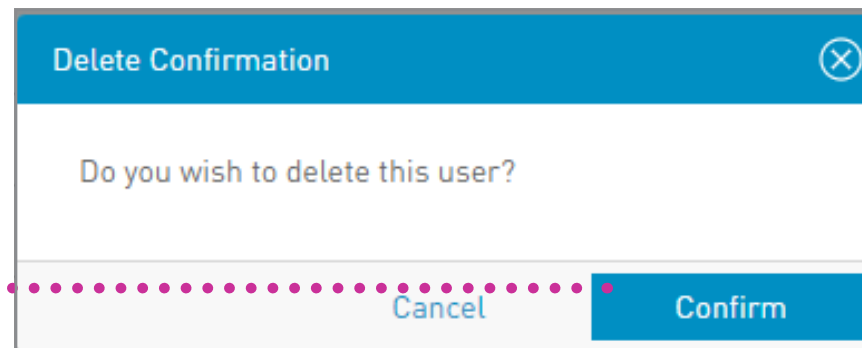
Editing Users

Deleting users

3 Confirm

When this option is selected, a message box will appear, asking the Administrator to confirm the action.

Select CONFIRM



- Only your Site Administrator, or users assigned the permission “Administration-Users” will be able to delete users.
- A Site Administrator cannot delete his/her own profile.
- A user whose profile has pending changes cannot be deleted.
- Your Site Administrator cannot be deleted until another is set up for your site.

Editing Users

Blocking and unblocking users

The block and/or unblock feature is used to enable or disable a user's access when required.

3-Step Process



1

Select user

2

Block/unblock

3

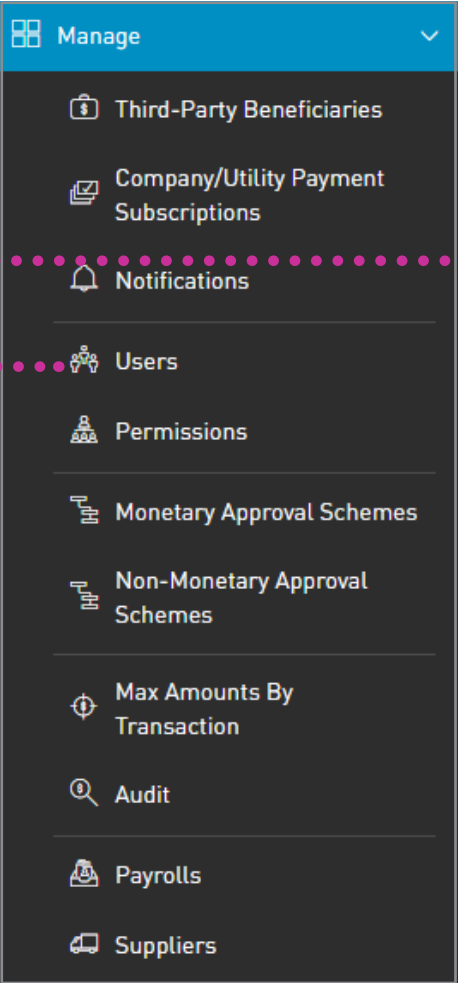
Confirm

Editing Users

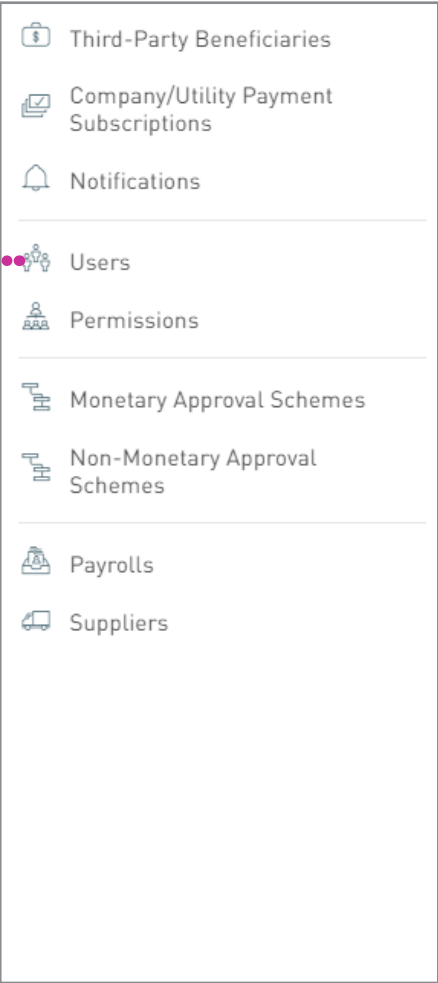
Blocking and unblocking users

1 Select user

Select USERS under the MANAGE section of either menu



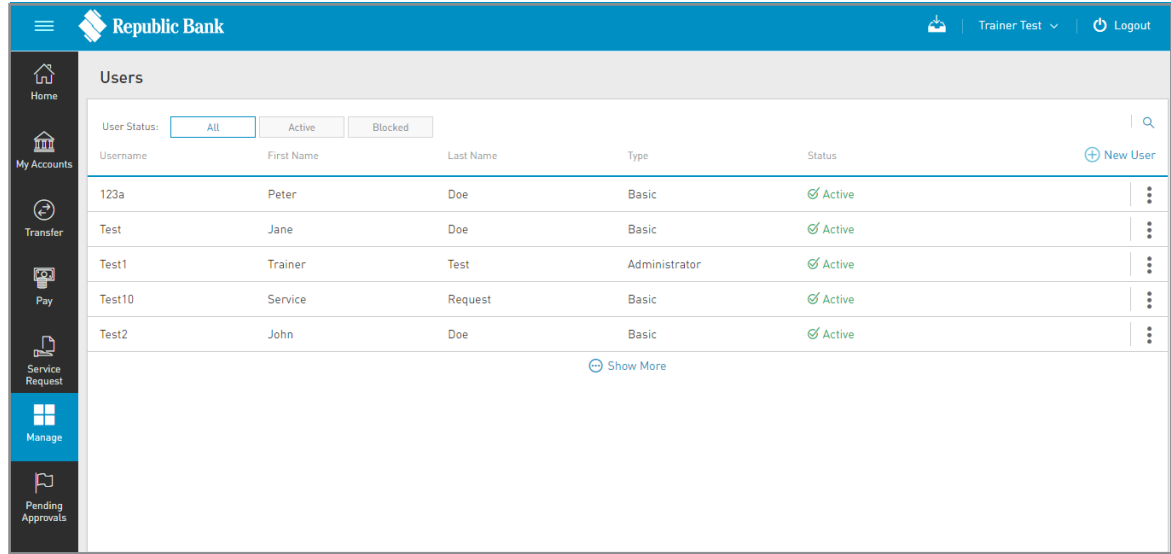
or



Editing Users

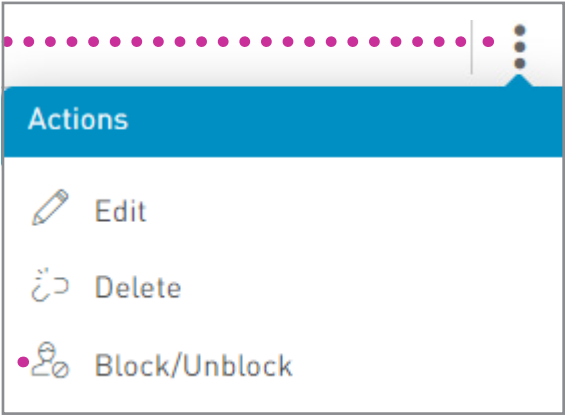
Blocking and unblocking users

2 Block/unblock



On the Users page, select the Contextual Menu for the user from the list displayed

Select BLOCK/UNBLOCK



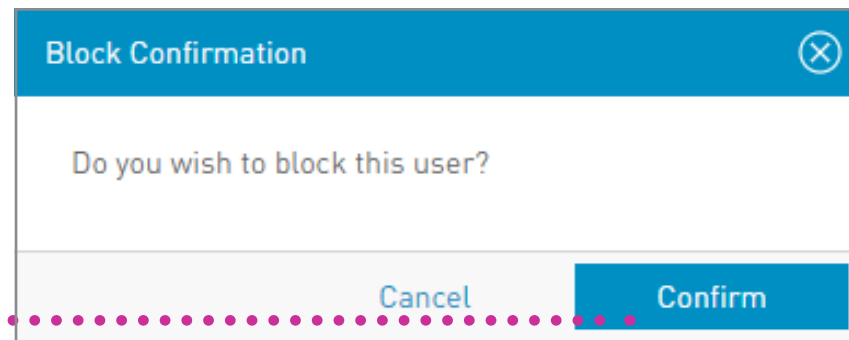
Editing Users

Blocking and unblocking users

3 Confirm

When this option is selected, a message box will appear, asking the Administrator to confirm the action.

Select CONFIRM



- An Administrator can only unblock a user that was blocked by themselves or one of your other site users.
- A user whose profile has pending changes cannot be blocked/unblocked.
- A user that was blocked by the Bank cannot be unblocked by your company's site users.
- A user that was blocked by the company cannot be unblocked by a Bank operator.
- A user blocked by a security device cannot be unblocked by one of your company's site users.

Editing Users

Resetting users

An Administrator may reset users' Passwords and/or Secret Question if required.



3-Step Process

Select user



Reset



Confirm

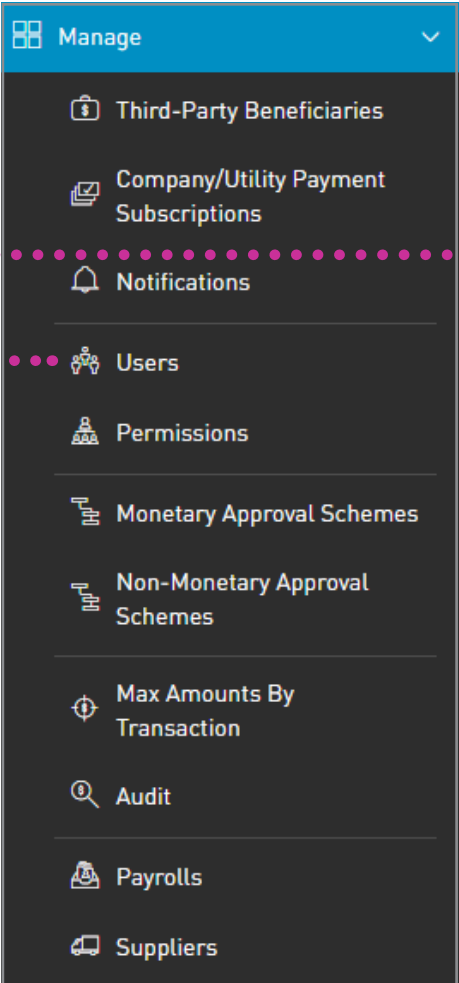
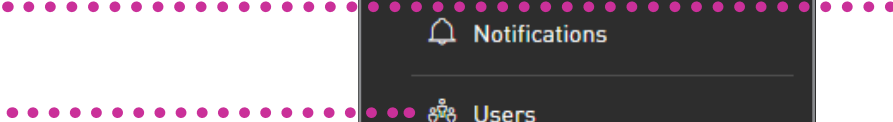
Editing Users

Resetting users

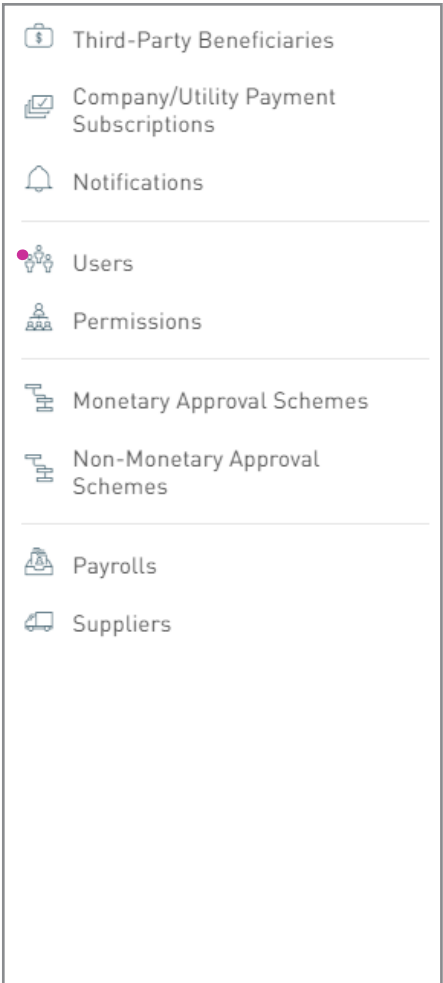
1

Select user

Select **USERS** under the **MANAGE** section of either menu



or



Editing Users

Resetting users

2 Reset

On the Users page, select the Contextual Menu for the user from the list displayed

Username	First Name	Last Name	Type	Status
123a	Peter	Doe	Basic	Active
Test	Jane	Doe	Basic	Active
Test1	Trainer	Test	Administrator	Active
Test10	Service	Request	Basic	Active
Test2	John	Doe	Basic	Active

Select the option that needs to be RESET

- PASSWORD or
- SECRET QUESTION

Actions

- Edit
- Delete
- Block/Unblock
- Reset
- Password
- Secret Question

Editing Users

Resetting users

3

Confirm

When this option is selected, a message box will appear, asking the Administrator to confirm the action.

Select CONFIRM

The image shows two overlapping dialog boxes. The top one is titled 'Reset Password Confirmation' and contains the text 'Do you wish to reset the password?'. The bottom one is titled 'Reset Secret Question Confirmation' and contains the text 'Do you wish to reset the secret question?'. Both dialog boxes have a blue header with a close button (X) in the top right corner. At the bottom of each dialog box, there are two buttons: a light blue 'Cancel' button and a dark blue 'Confirm' button. A dotted line connects the 'CONFIRM' text in the text block to the 'Confirm' button in the bottom dialog box.

PASSWORD RESET: An email will be sent to the user with a new password, which they will be required to change at their next login.

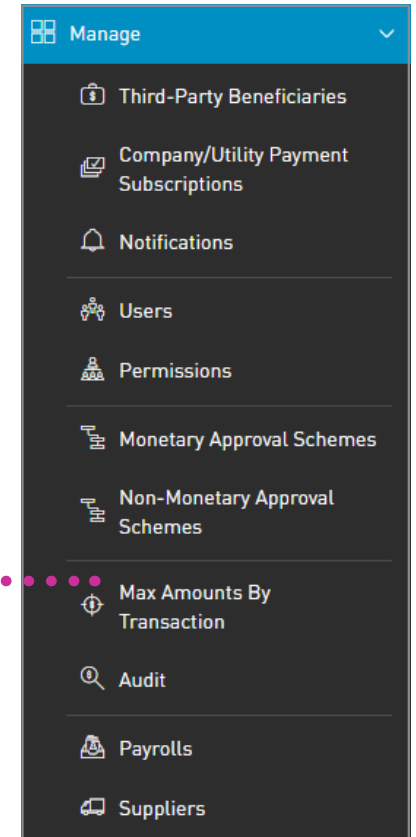
SECRET QUESTION RESET: The user will be prompted to enter a new question and answer at their next login.

Transactions

Max amount by Transaction

Accessing the Transaction Limits feature

Select the **MAX AMOUNTS BY TRANSACTION** under the **MANAGE** section of the **MAIN** Menu



Only users assigned relevant permissions will be able to access the Transaction Limits feature.
(Refer to Appendix for list of Permissions)

Transactions

Daily transaction amount limits

This page displays the master list of the daily transaction limits for your site.

To amend the values on this list, select **EDIT**

Transaction Type	Max Daily Amounts (TTD)
Between Your Own Accounts Transfer	999,999,999.00
Company/Utility Payments	999,999,999.00
International Bank Account Transfer	999,999,999.00
Payroll Payments	999,999,999.00
Republic Bank Credit Card Payment	90,000.00
Suppliers Payment	999,999,999.00
Third-Party Local Bank Account Transfer	499,999.99
Third-Party Republic Bank Account Transfer	999,999,999.00
Your Credit Card Payment	999,999,999.00

Transactions

Daily transaction amount limits

Edit the amount in the relevant fields

Select **SAVE**

Republic Bank

Trainer Test | Logout

Edit Daily Transaction Amount Limits

Required

Between Your Own Accounts Transfer	99999999	Max Value: 999,999,999.00
Company/Utility Payments	999,999,999.00	Max Value: 999,999,999.00
International Bank Account Transfer	999,999,999.00	Max Value: 999,999,999.00
Payroll Payments	999,999,999.00	Max Value: 999,999,999.00
Republic Bank Credit Card Payment	90,000.00	Max Value: 90,000.00
Suppliers Payment	999,999,999.00	Max Value: 999,999,999.00
Third-Party Local Bank Account Transfer	499,999.99	Max Value: 499,999.99
Third-Party Republic Bank Account Transfer	999,999,999.00	Max Value: 999,999,999.00
Your Credit Card Payment	999,999,999.00	Max Value: 999,999,999.00
Your Loan Payments	999,999,999.00	Max Value: 999,999,999.00

Cancel Save

Transactions

Auditing your business' online transactions

Through the Audit feature, users can access the site's audit logs in a tabular format.

Only users assigned the administrative permissions will have access to the Audit feature.

For each action or transaction, the following data is shown:

- DATE
- ACTION
- RESULTS
- USER
- CHANNEL

Filters

Contextual Menu

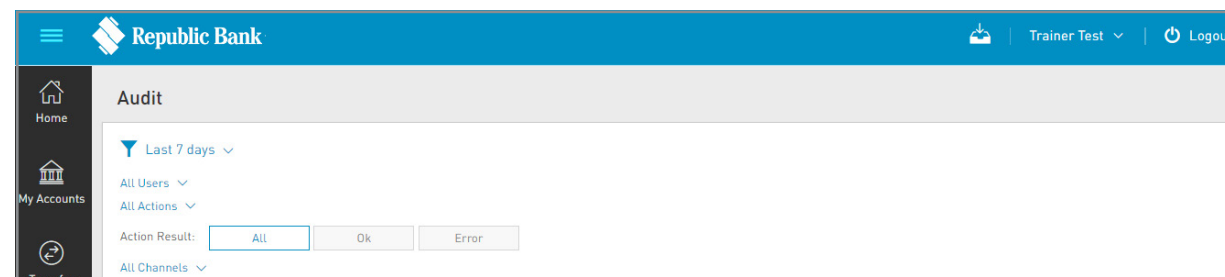
Date	Action	Result	User	Channel
16/01/2023 1:35 PM	Display Financial Status Information	Ok	Test1	Banking Web
16/01/2023 1:35 PM	Log On	Ok	Test1	Banking Web
16/01/2023 1:35 PM	VU Validate SMS Token	Ok	Test1	Banking Web
16/01/2023 1:34 PM	VU Generate SMS Token	Ok	Test1	Banking Web
16/01/2023 1:34 PM	Log On	Ok	Test1	Banking Web
16/01/2023 12:03 PM	Display Financial Status Information	Ok	Test1	Banking Web

Transactions

Auditing your business' online transactions

Filters




- **LAST 7 DAYS:** enables filtering of logs by time period. Select ✓ to change option.
- **ALL USERS:** enables filtering of log by users. Select ✓ to change option.
- **ALL ACTIONS:** enables filtering of logs by specific actions. Select ✓ to change option.
- **ACTION RESULT:** enables filtering by status of action. (All/Ok/Error)
- **ALL CHANNELS:** enables filtering by channel. Select ✓ to change option.



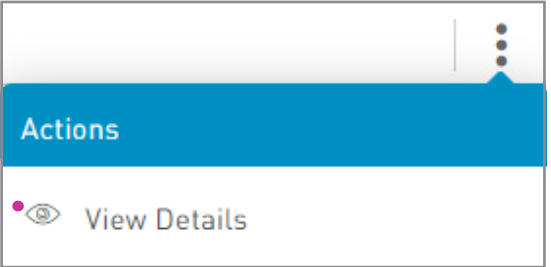
Transactions

Auditing your business' online transactions

Contextual Menu

	Date	Action	Result	User	Channel	
 Pay  Service Request  Manage	16/01/2023 1:35 PM	Display Financial Status Information	Ok	Test1	Banking Web	⋮
	16/01/2023 1:35 PM	Log On	Ok	Test1	Banking Web	⋮
	16/01/2023 1:35 PM	VU Validate SMS Token	Ok	Test1	Banking Web	⋮
	16/01/2023 1:34 PM	VU Generate SMS Token	Ok	Test1	Banking Web	⋮
	16/01/2023 1:34 PM	Log On	Ok	Test1	Banking Web	⋮
	16/01/2023 12:03 PM	Display Financial Status Information	Ok	Test1	Banking Web	⋮

The menu on each log offers the VIEW DETAILS option only



The only action available for the Audit is the VIEW DETAILS access. No site user has permission to amend any detail on the audit log.

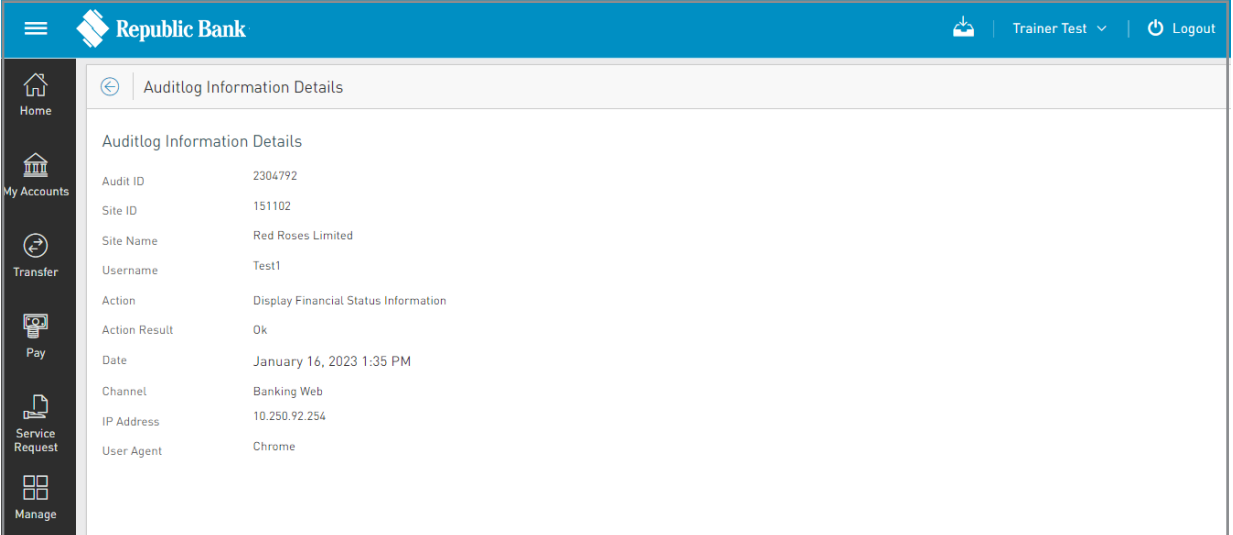
Transactions

Auditing your business' online transactions

Auditing information details screen

For each action the details displayed will vary. The general data shown is as follows:

- AUDIT ID
- SITE ID
- SITE NAME
- USERNAME
- ACTION
- ACTION RESULT
- DATE
- CHANNEL
- IP ADDRESS
- USER AGENT



The screenshot displays the 'Auditlog Information Details' screen in the Republic Bank interface. The page title is 'Auditlog Information Details'. The table below shows the details of an audit log entry.

Auditlog Information Details	
Audit ID	2304792
Site ID	151102
Site Name	Red Roses Limited
Username	Test1
Action	Display Financial Status Information
Action Result	Ok
Date	January 16, 2023 1:35 PM
Channel	Banking Web
IP Address	10.250.92.254
User Agent	Chrome