5
Managing your Site

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

Section 5 Contents

Section 5 Contents

Site Administration

- Your company's internet banking profile on Corporate Republic*Online* is always referred to as: 'your Corporate Republic*Online* 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 administrating 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 Republic*Online* site can be accessed via the MANAGE tab in either the **Quick** or **Main** Menu.

or

Manage
Third-Party Beneficiaries
Company/Utility Payment Subscriptions
Notifications
Users
Permissions
Monetary Approval Schemes
Non-Monetary Approval Schemes
Max Amounts By Transaction
Audit
Payrolls
Suppliers

| |
| --- |
| Third-Party Beneficiaries |
| Company/Utility Payment Subscriptions |
| Notifications |
| Users |
| Permissions |
| Monetary Approval Schemes |
| Non-Monetary Approval Schemes |
| Payrolls |
| Suppliers |

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 Republic*Online* 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.**

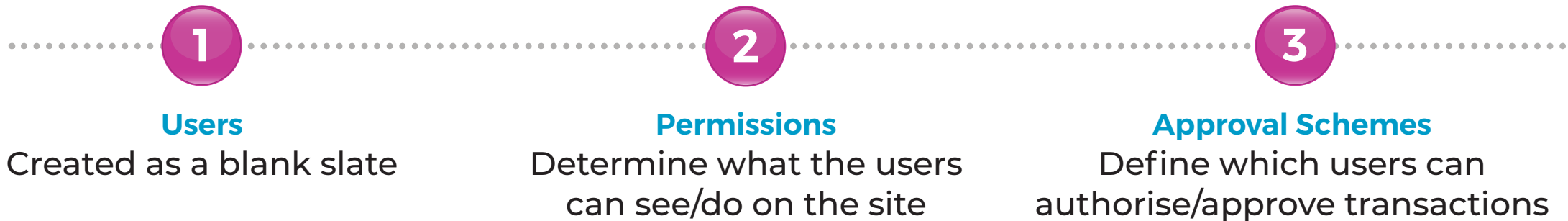**C** Creating and maintaining **approval schemes**: monetary/non-monetary.

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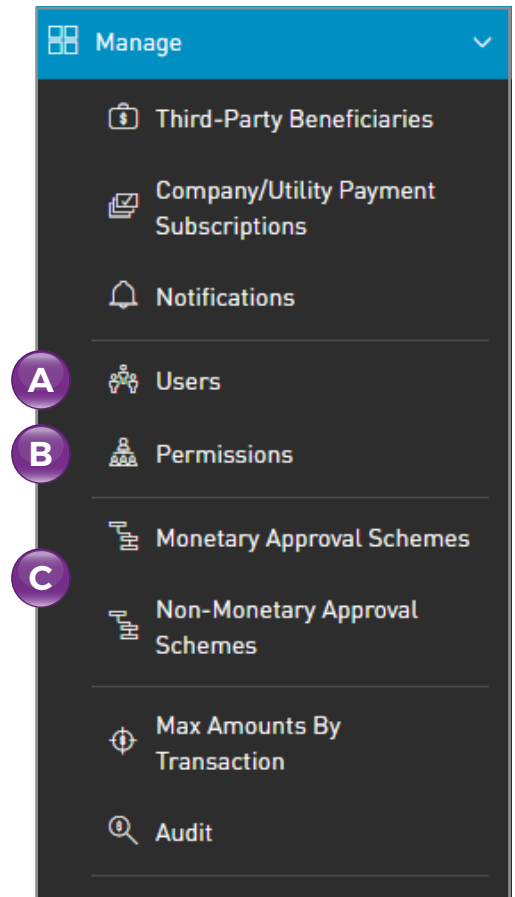
Site Administration

Users, Permissions and Approval Schemes

- There are **3 elements** which **govern how your company's** Corporate Republic*Online* 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.

1

Users
Created as a blank slate

2

Permissions
Determine what the users can see/do on the site

3

Approval Schemes
Define which users can authorise/approve transactions

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 *(Administrative rights: to create/amend users, permissions, approval schemes, etc.)*	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

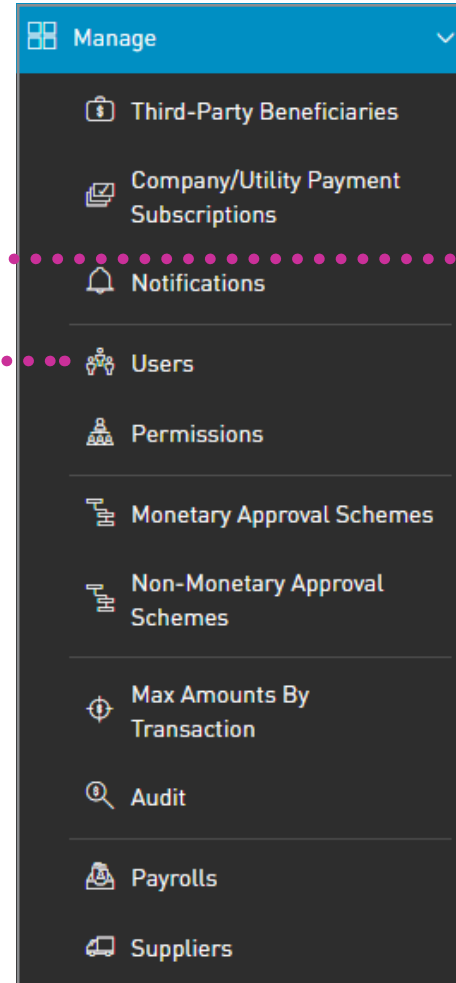## Creating a user profile

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.
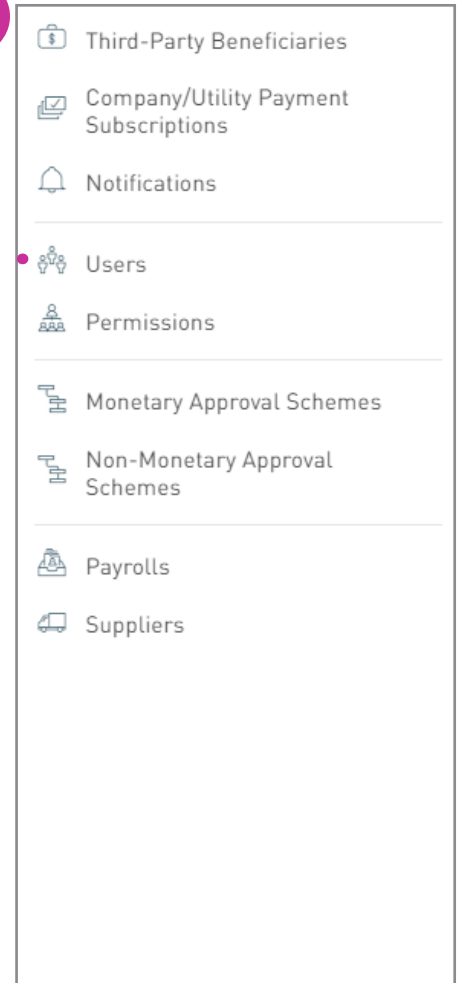
Users

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

Status filter

Search

Add new user

Contextual Menu

Users

(2) **Select new user**

Select **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 Republic*Online* 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.

I | PHONE NUMBER

J | MOBILE NUMBER

> Each data point beginning with a blue line is mandatory.

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

Add new
IP address

Restricting Access By IP

Restricting Access Except From the Following IP Addresses:

IP Address	Description	⊕ Add IP Address
192.0.0.1	RBL IP 1	✎ ⊗
192.183.3.0	RBL IP 2	✎ ⊗

Edit
IP address

Delete
IP address

Users

4 Save

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

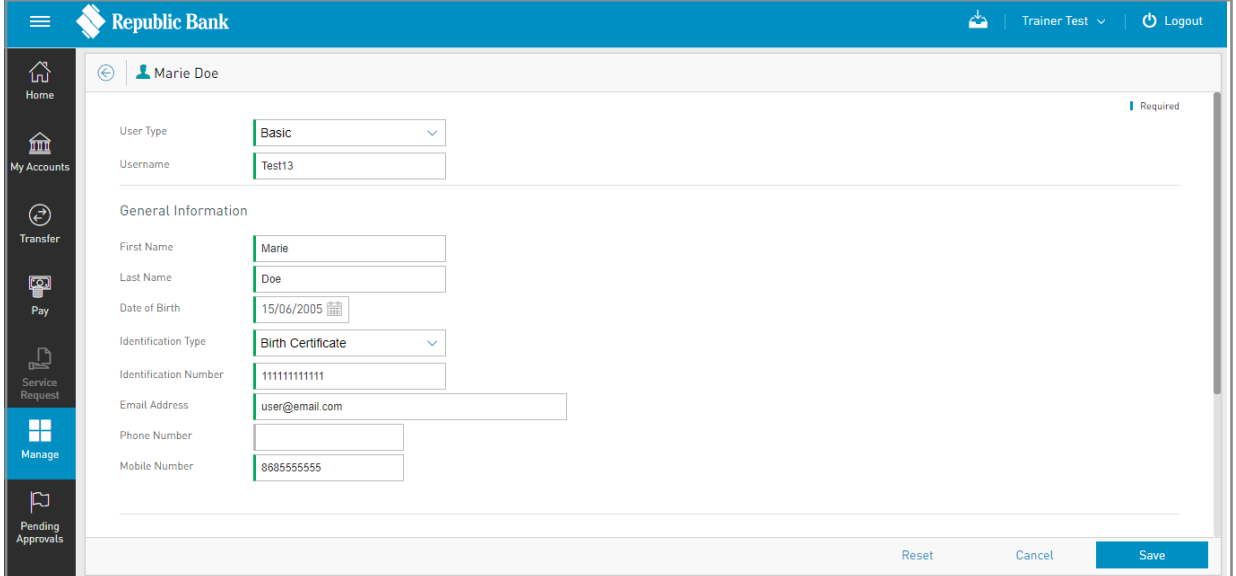When the new user's profile is saved, he/she will receive an **email notification, advising of their temporary password.**

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.
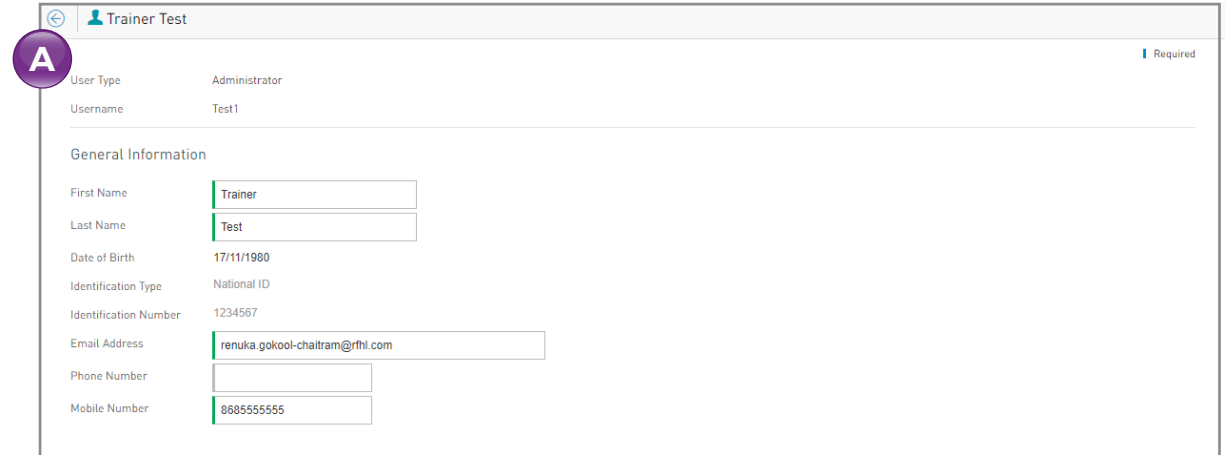to return to the previous page.

Users

User profiles

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

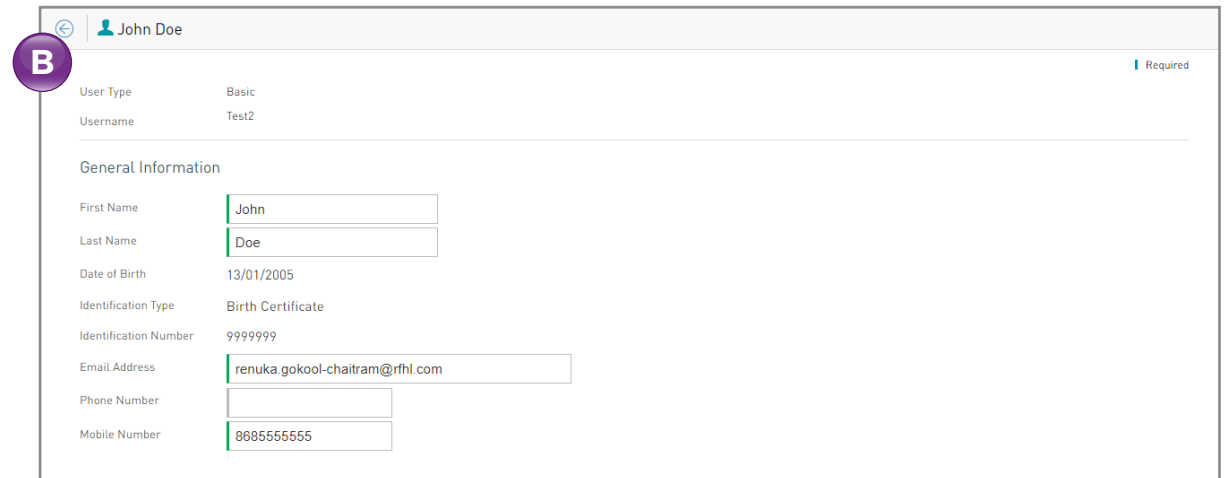**A** ADMINISTRATIVE USER PROFILE example

B BASIC USER PROFILE example

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.

or

Manage

- Third-Party Beneficiaries
- Company/Utility Payment Subscriptions
- Notifications
- Users
- Permissions
- Monetary Approval Schemes
- Non-Monetary Approval Schemes
- Max Amounts By Transaction
- Audit
- Payrolls
- Suppliers

- Third-Party Beneficiaries
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- Non-Monetary Approval Schemes
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- Suppliers

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

Permissions

Assigning new permissions

Go the Permissions page

Select
ASSIGN NEW PERMISSION

Permissions

Assigning new permissions

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

4-Step Process

1 **Choose user**

2 **Choose accounts**

3 **Choose features**

4 **Confirm**

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.

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

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

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.
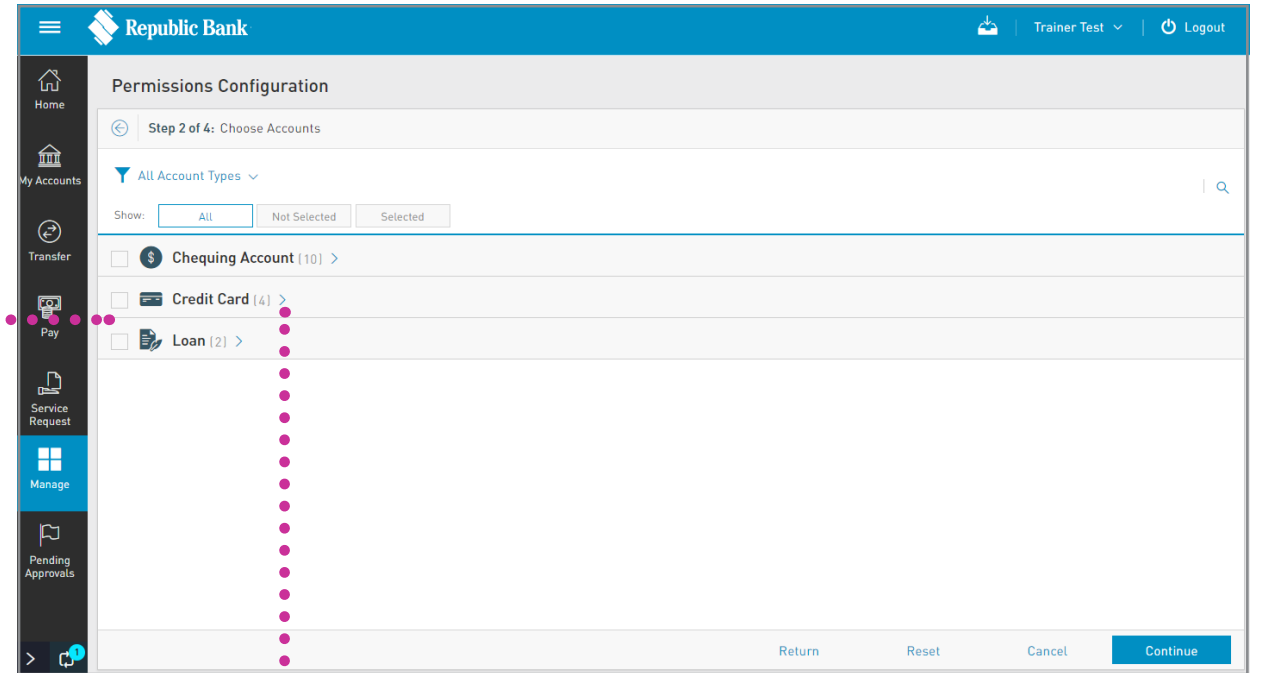
The ❯ allows you to expand the category to select the relevant account

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.

Permissions

3 **Choose features**

This symbol: (*) represents: Administrative features.

Select required feature(s) and channel(s)

Select **CONTINUE**

Permission Template

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

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.

Monetary Approval Schemes

Test Monetary Approval Scheme

Scope | Configuration

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%

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%

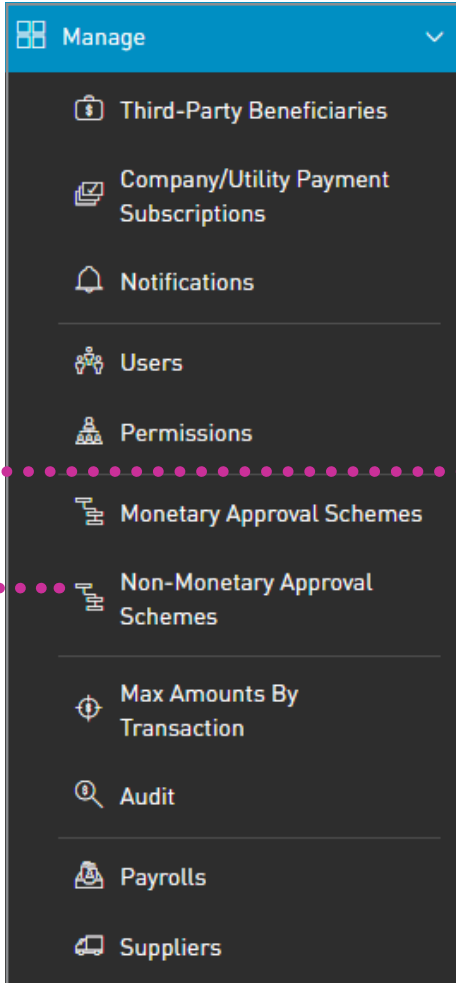This scenario is an example of how the same users may belong to multiple schemes involving the same account. In example 1, Users A and B could authorise up to 50% of transfers from Account 1, up to $50,000. In example 3, no limit was set. Therefore, if there are any fund transfers from Corporate Account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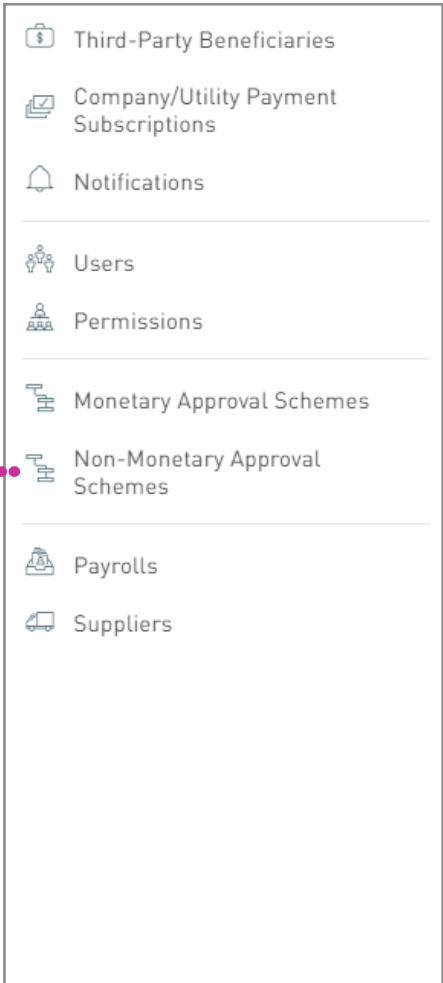
Approval Schemes

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

Manage

- Third-Party Beneficiaries
- Company/Utility Payment Subscriptions
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- Users
- Permissions
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- Non-Monetary Approval Schemes
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- Third-Party Beneficiaries
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- Non-Monetary Approval Schemes
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- Suppliers

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

Approval Schemes

Creating a new Non-Monetary Approval Scheme

3-Step Process

1 Choose feature

2 Configure

3 Confirm

Approval Schemes

Creating a new Non-Monetary Approval Scheme

1 **Choose features**

Select the required feature ●●●●●●●●●●●●●●●●●

Select **CONTINUE**

Approval Schemes

Creating a new Non-Monetary Approval Scheme

2 Configure

Select CONFIGURE ....
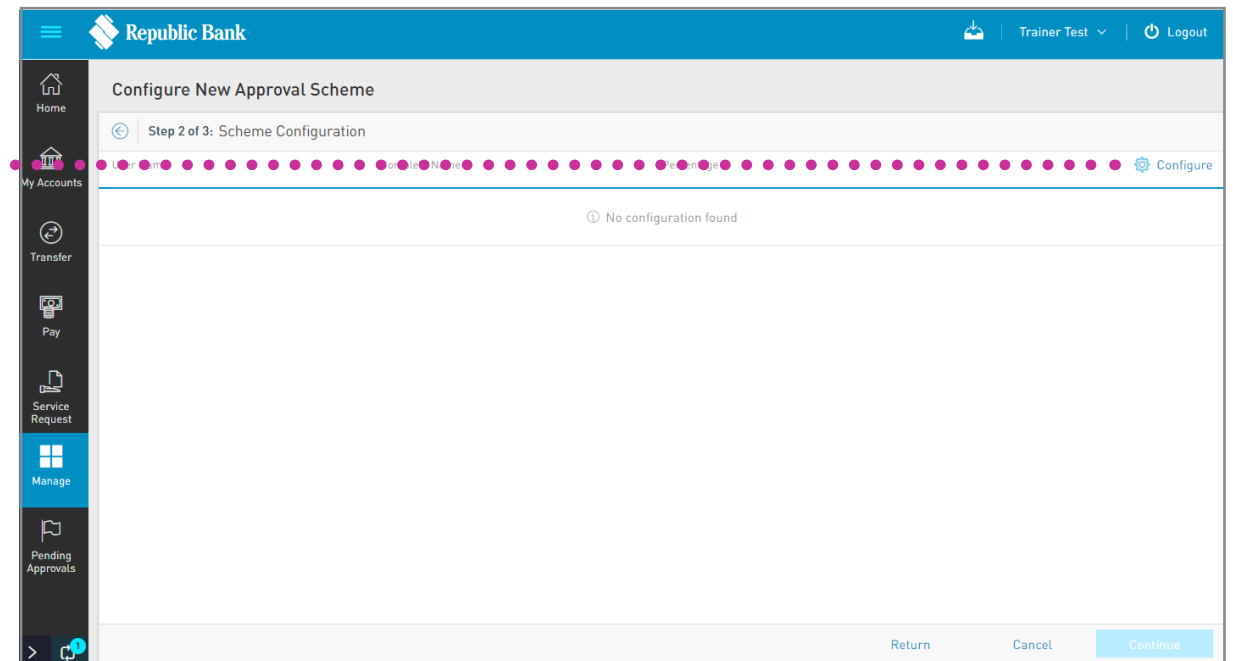
Approval Schemes

Creating a new Non-Monetary Approval Scheme

(2) Configure

Select ADD USER •••••••••••••••••••••••••••••

> **Approval configurations** ⊗
>
> User Name   Complete Name   Percentage   ⊕ Add User
>
> ⓘ No Users Found.
>
> Reset   Cancel   Confirm

Select the USERS to be added ••••••••••••

> **Users**
>
> 🔍 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	50		⊗
Test	Jane Doe	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
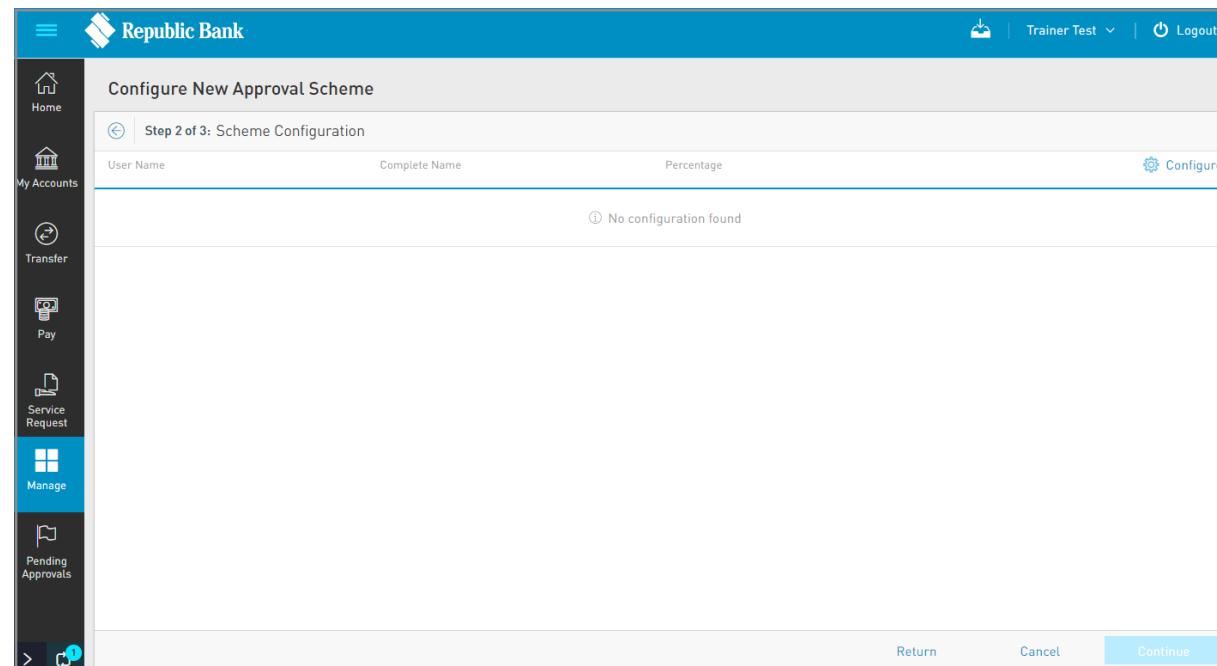
2 **Configure**

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.

Approval Schemes

Creating a new Non-Monetary Approval Scheme

(3) Confirm

Review the information entered then select **SAVE**
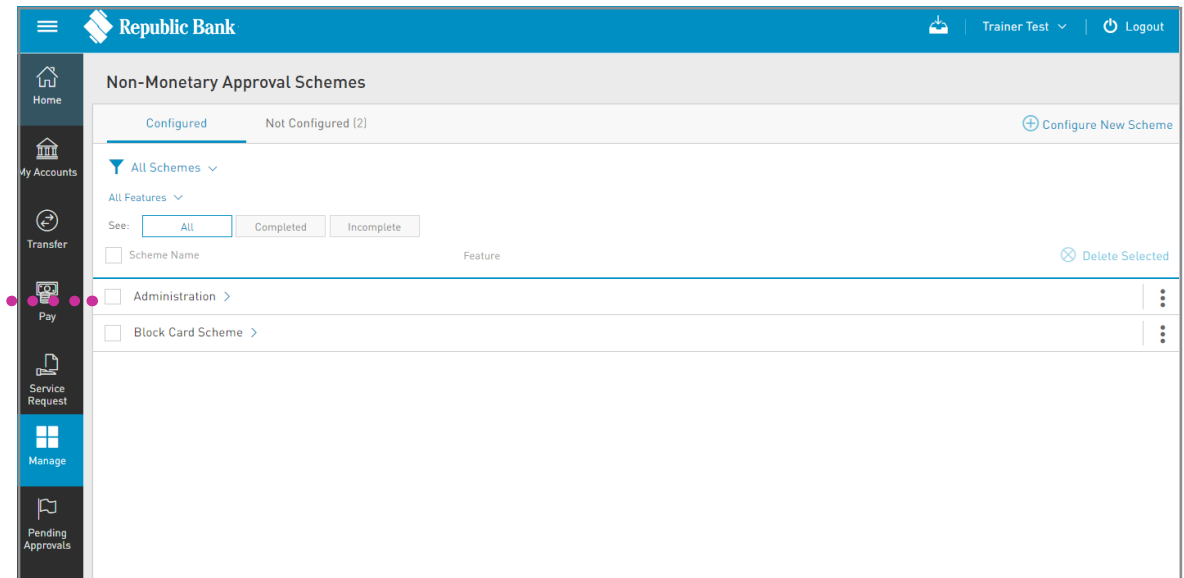
Enter a **NAME** for the new Scheme in the space provided
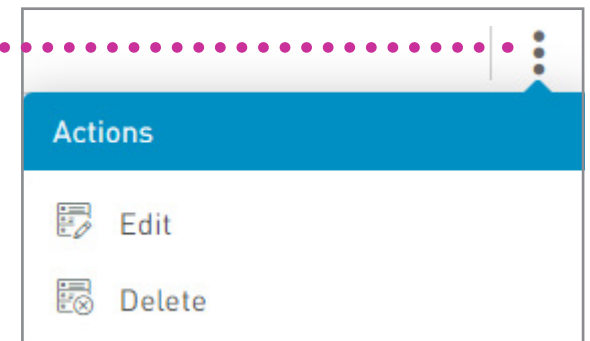
Approval Schemes

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.
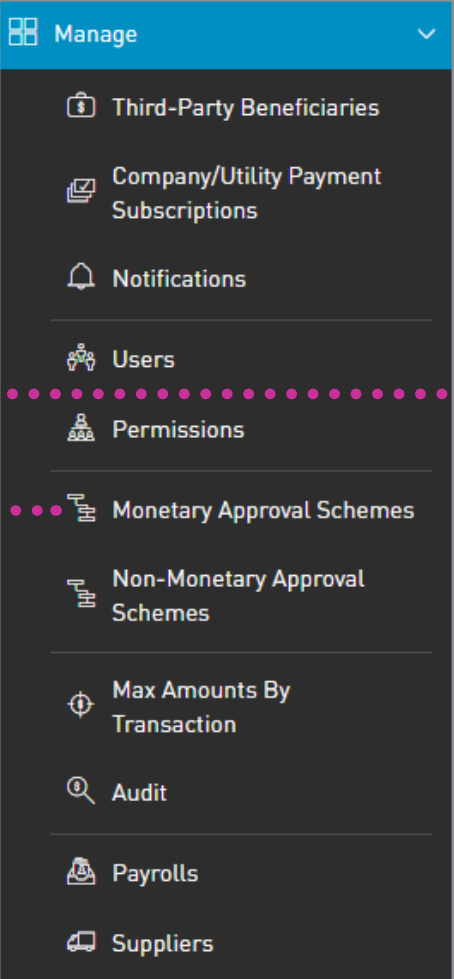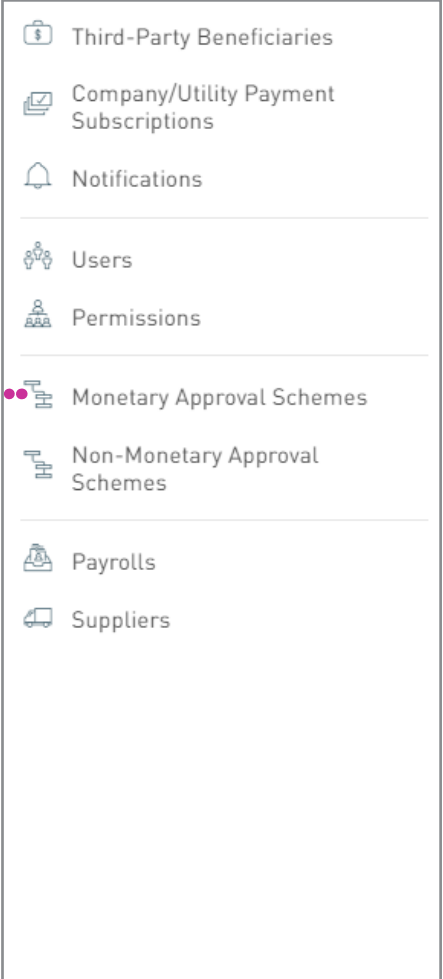
Approval Schemes

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)

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

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.

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**
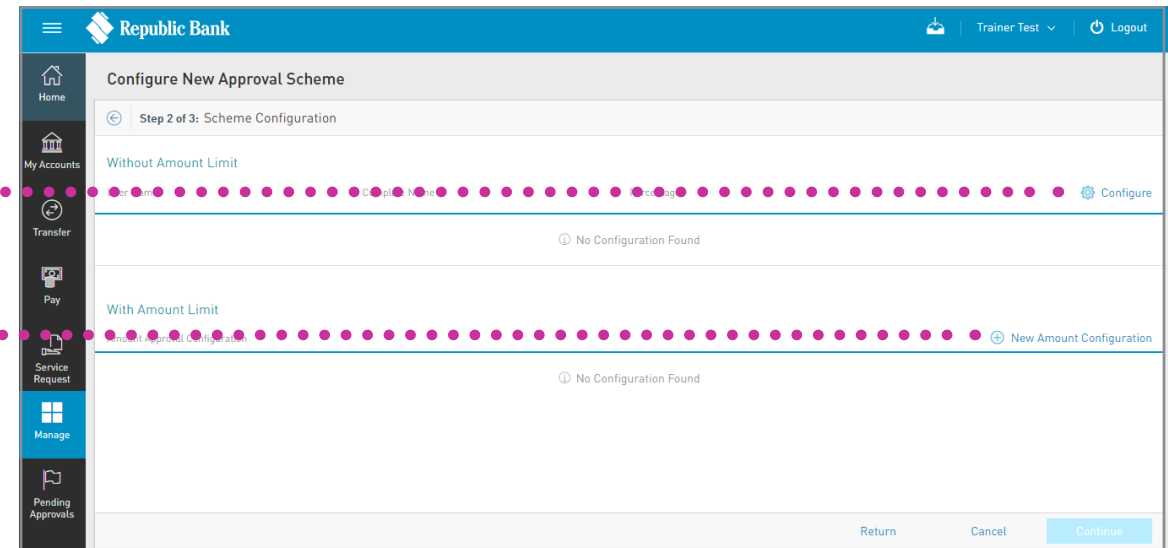
Approval Schemes

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	⊕ Add User

ⓘ No Users Found.

Reset   Cancel   Confirm

Select the USERS to be added

⊕ Add User

Users

🔍 Search

☐ Trainer Test

☐ John Doe

Cancel   Apply
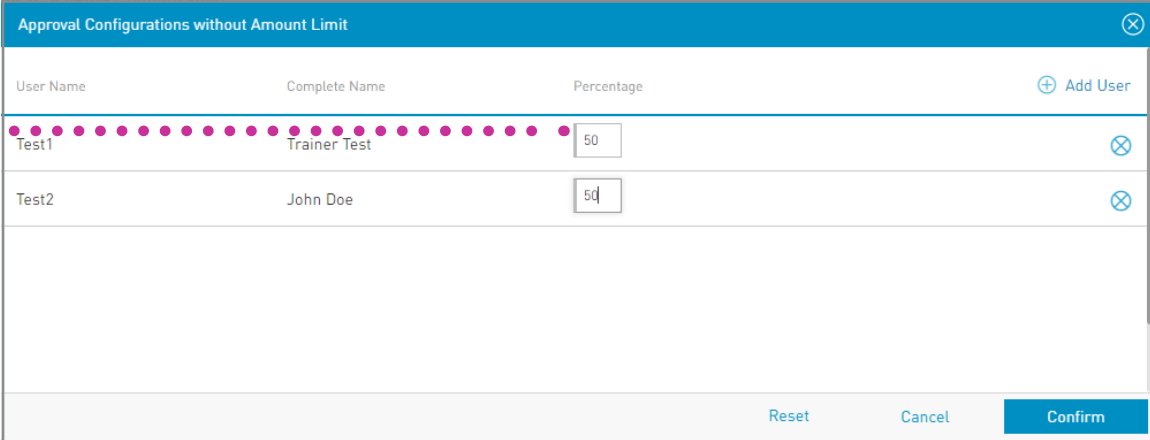
Approval Schemes

Creating a new Monetary Approval Scheme

2 **Configure**

A **Without amount limit**

Input the approval
PERCENTAGES

Select **CONFIRM**

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 ••••••••••••••••••••••

Select the USERS to be added ••••••••••••••••••

Approval Schemes

Creating a new Monetary Approval Scheme

2 **Configure**

B **With amount limit**

Insert approval PERCENTAGE

Select CONFIRM

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
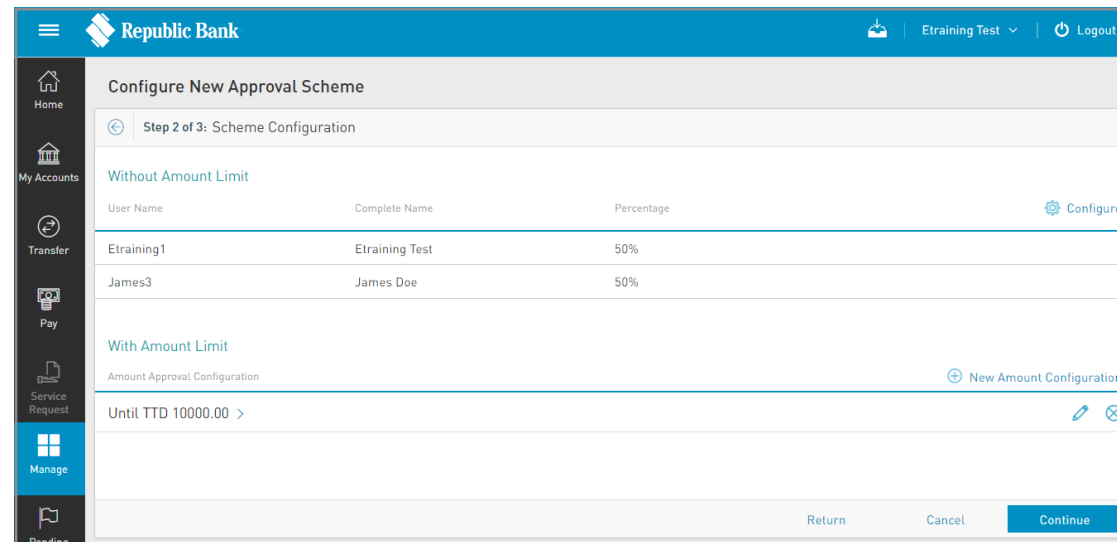
Creating a Monetary Approval Scheme

(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.
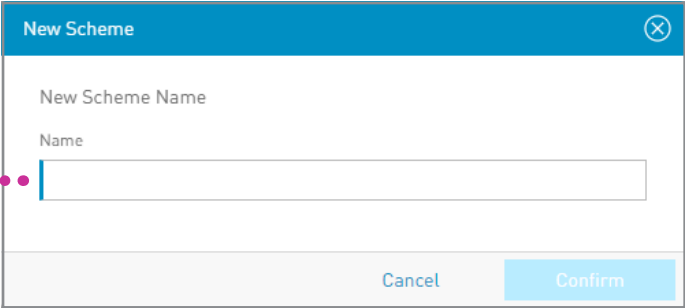
Approval Schemes

Creating a Monetary Approval Scheme

3 Confirm

Select **SAVE**

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

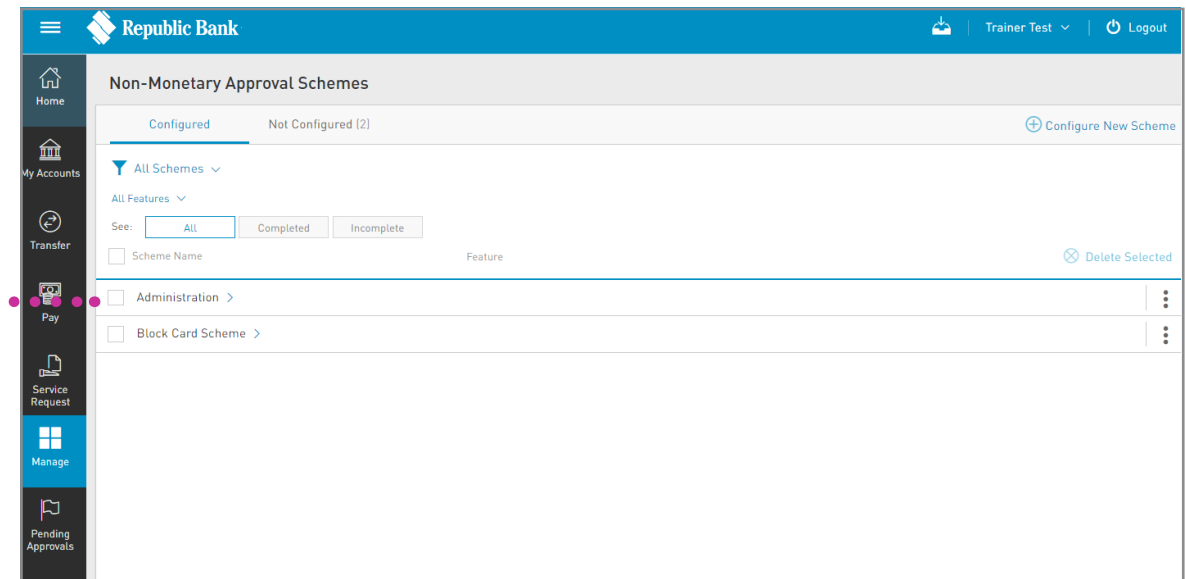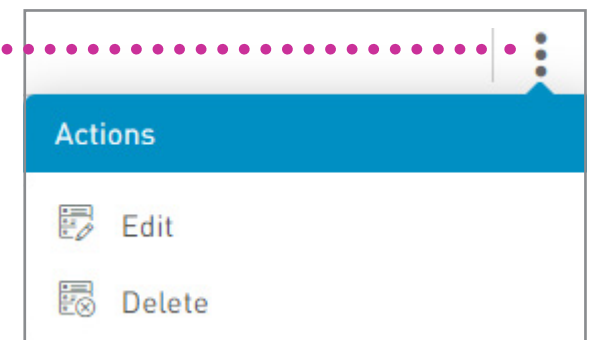# Approval Schemes

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**
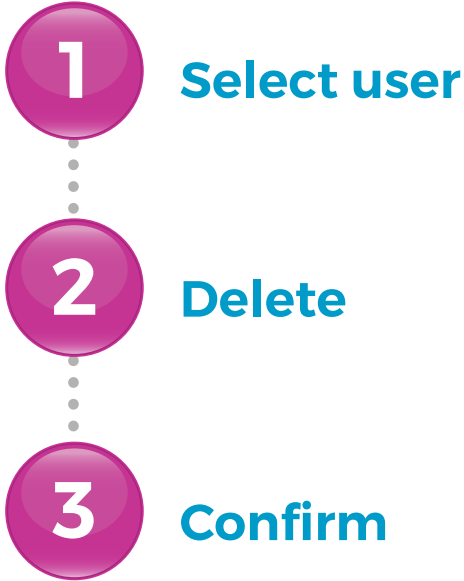The following details may be amended:
- First name and last name
- Email address
- Phone and mobile number
- IP address *(if applicable)*

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

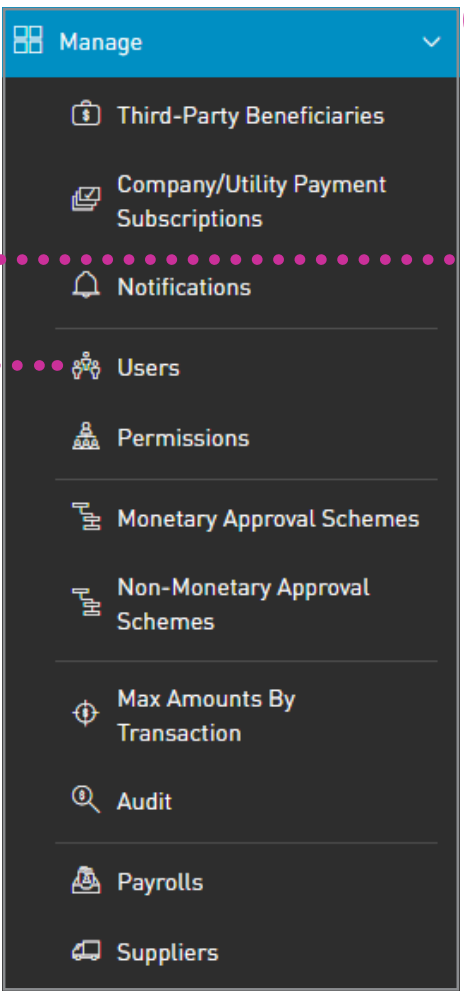# Editing Users
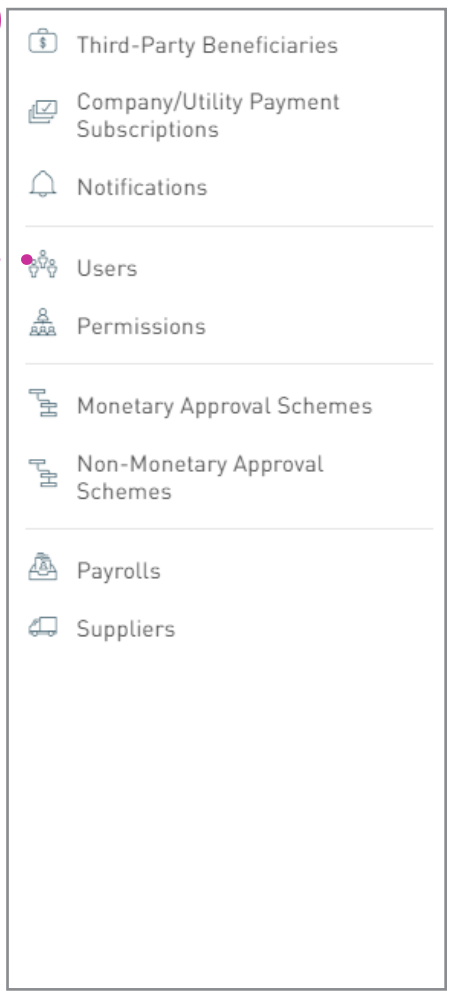
Deleting users

3-Step Process

1 Select user

2 Delete

3 Confirm

Editing Users

Deleting users

(1) **Select user**

Select the USERS under the MANAGE section of either menu

Manage

- Third-Party Beneficiaries
- Company/Utility Payment Subscriptions
- Notifications
- Users
- Permissions
- Monetary Approval Schemes
- Non-Monetary Approval Schemes
- Max Amounts By Transaction
- Audit
- Payrolls
- Suppliers

or

- Third-Party Beneficiaries
- Company/Utility Payment Subscriptions
- Notifications
- Users
- Permissions
- Monetary Approval Schemes
- Non-Monetary Approval Schemes
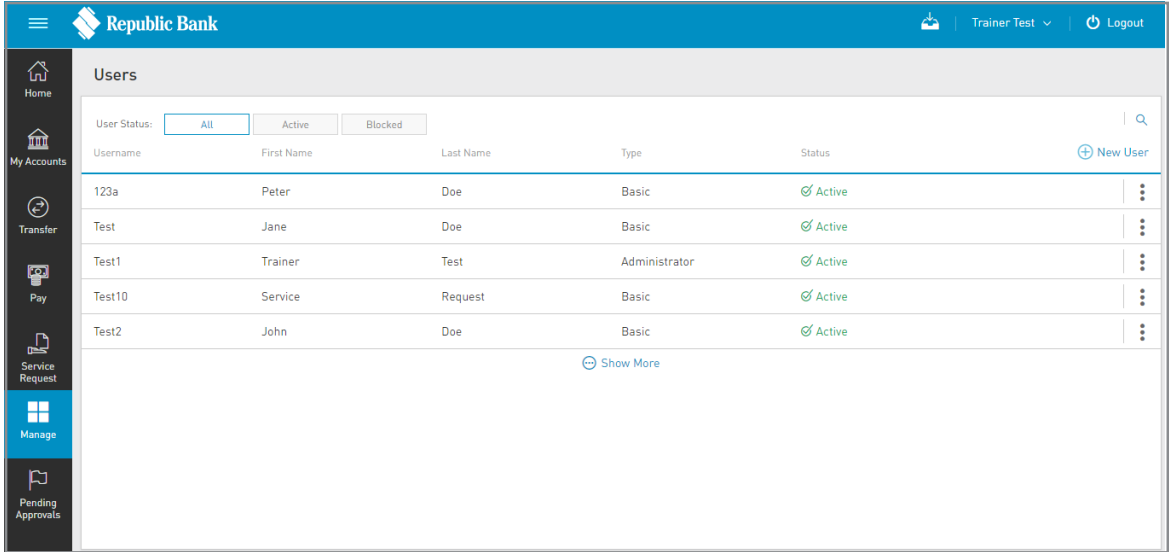- Payrolls
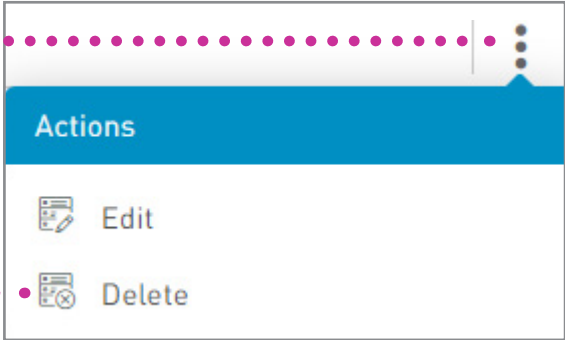- Suppliers

Editing Users

Deleting users

(2) Delete

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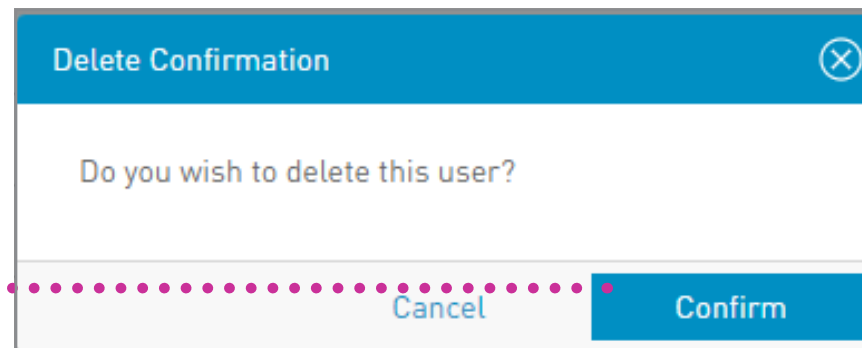
Select **DELETE**

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** ••••••••••••••••••••••••••••••••••

Delete Confirmation ⊗

Do you wish to delete this user?

Cancel   **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**
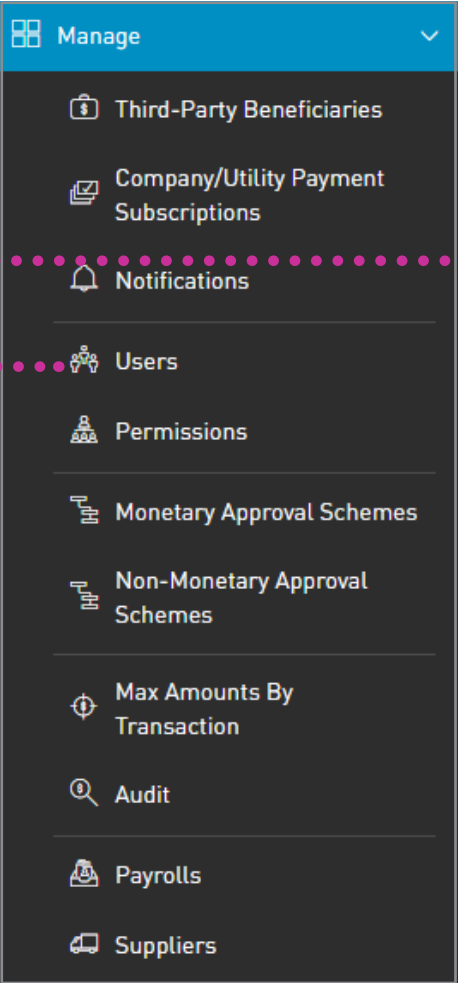
2 **Block/unblock**
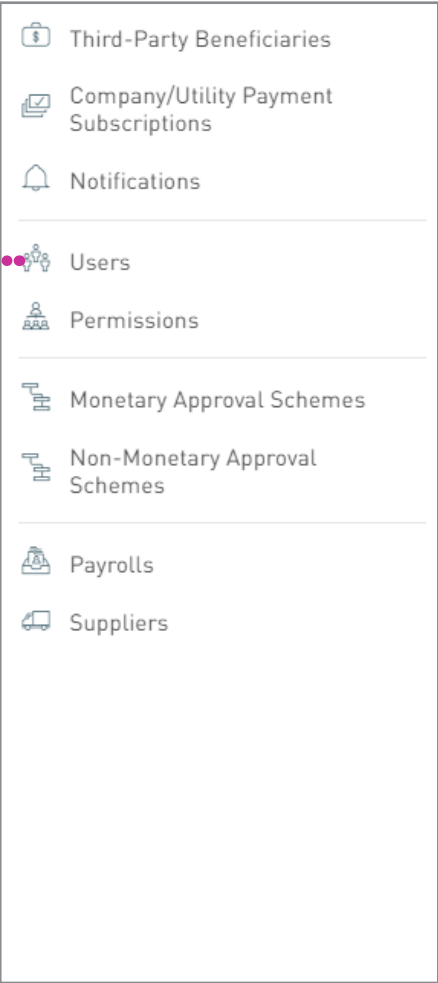
3 **Confirm**

Editing Users

Blocking and unblocking users

1

Select user

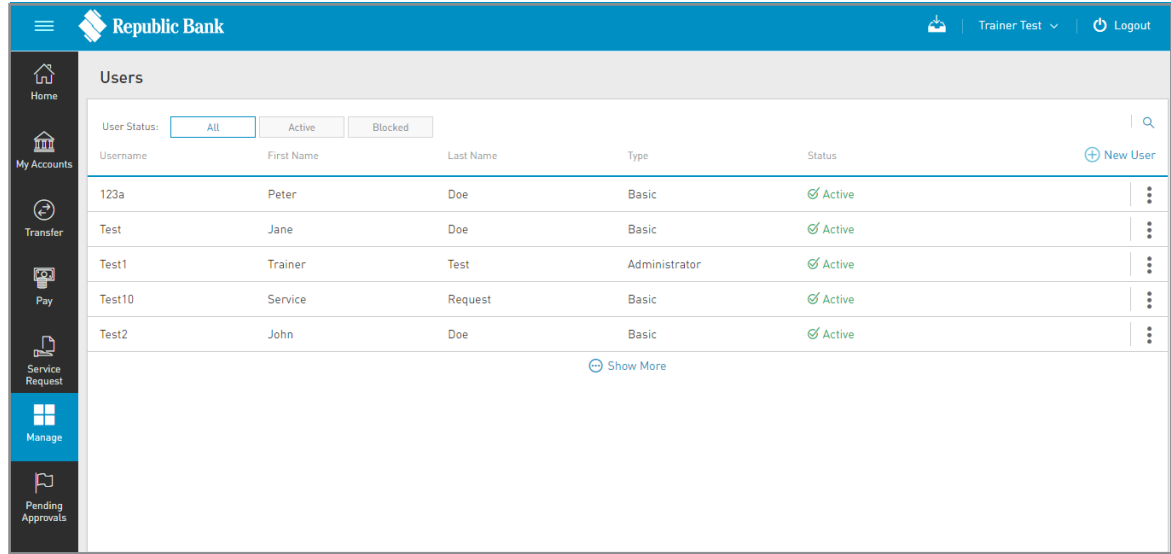Select USERS under the MANAGE section of either menu

Editing Users

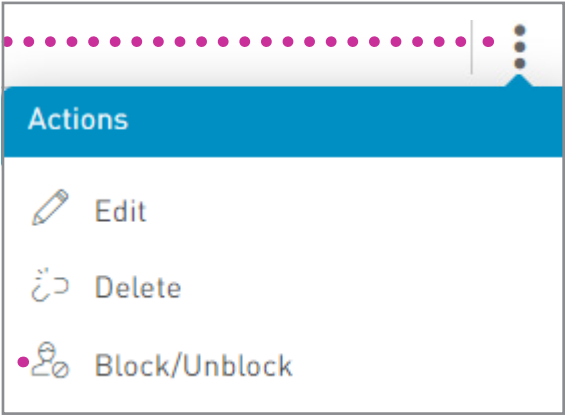## Blocking and unblocking users

(2) Block/unblock

On the Users page, select the **Contextual Menu** for the user from the list displayed
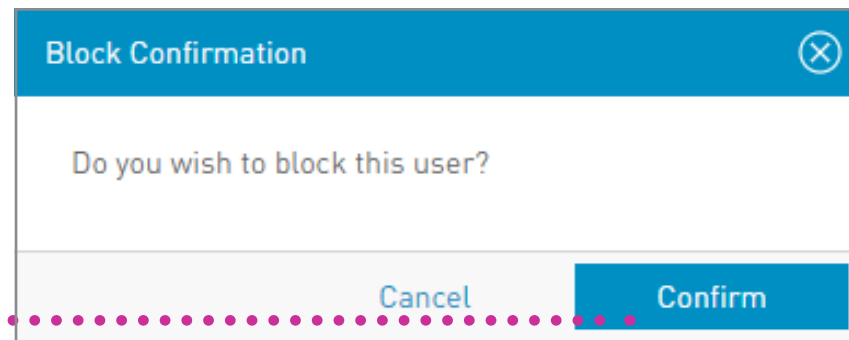
Select **BLOCK/UNBLOCK**

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**

Block Confirmation ⊗

Do you wish to block this user?

Cancel   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.
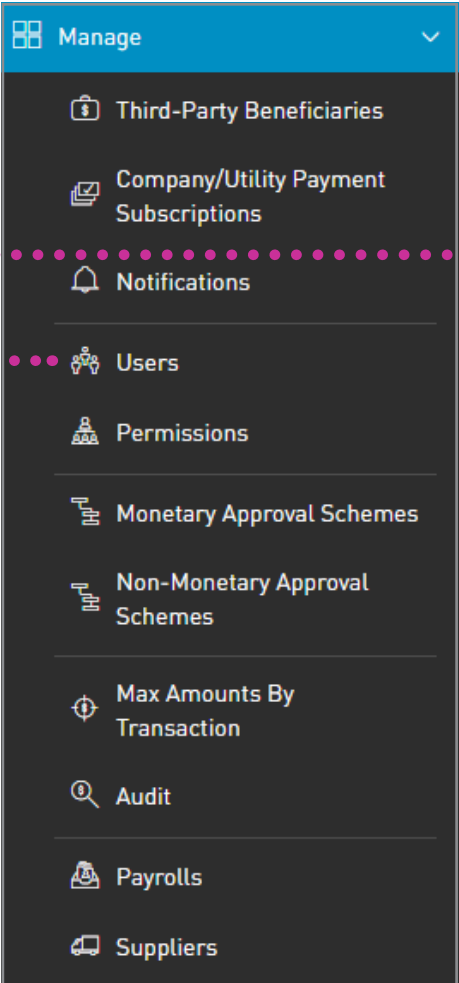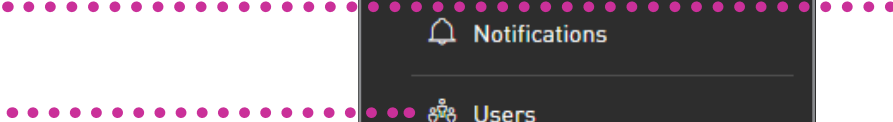
3-Step Process

1 Select user

2 Reset

3 Confirm

Editing Users

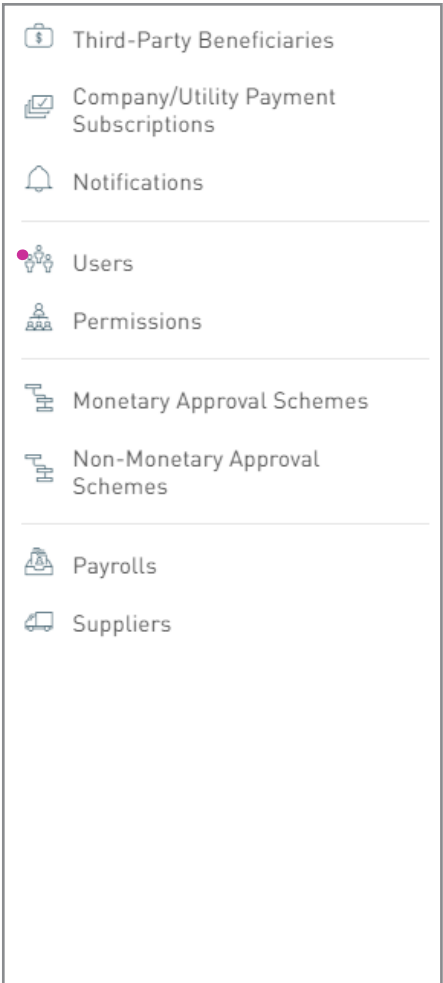## Resetting users

(1) **Select user**

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

Editing Users

Resetting users

2 **Reset**

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

Select the option that needs to be RESET
- PASSWORD or
- 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** •••••••••••••••••••••••••••••

Reset Password Confirmation ⊗
Do you wish to reset the password?
Cancel	Confirm

Reset Secret Question Confirmation ⊗
Do you wish to reset the secret question?
Cancel	Confirm

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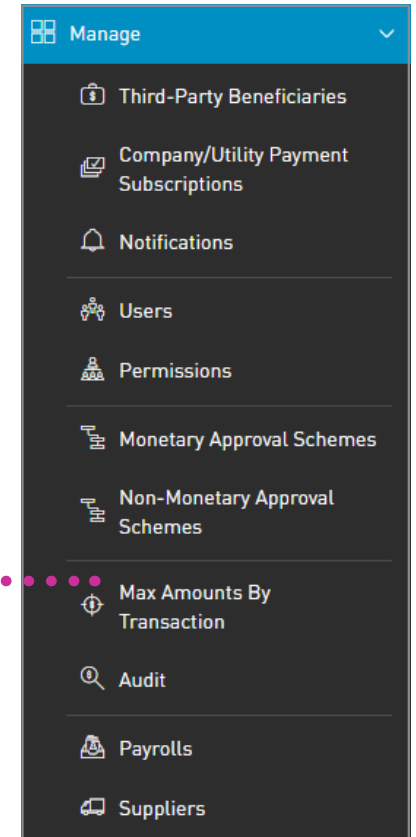
SECRET QUESTION RESET: The user will be prompted to enter a new question and answer at their next login.

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

Transactions

Daily transaction amount limits

Edit the amount in the relevant fields

Select **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
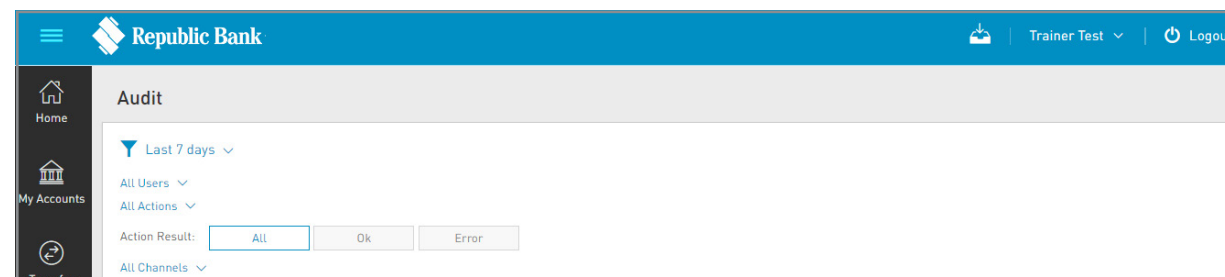- ACTION
- RESULTS
- USER
- CHANNEL

Filters

Contextual Menu

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.
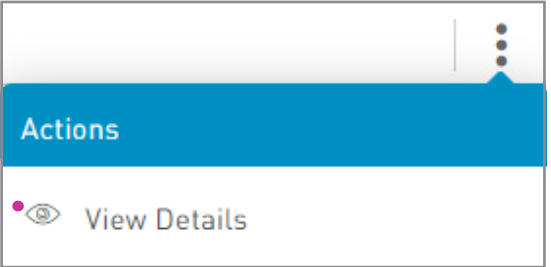
Transactions

Auditing your business' online transactions

Contextual Menu

	Date	Action	Result	User	Channel	
Pay	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	⋮
Service Request	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	⋮
Manage	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** ●●

⋮

Actions

👁 View Details

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
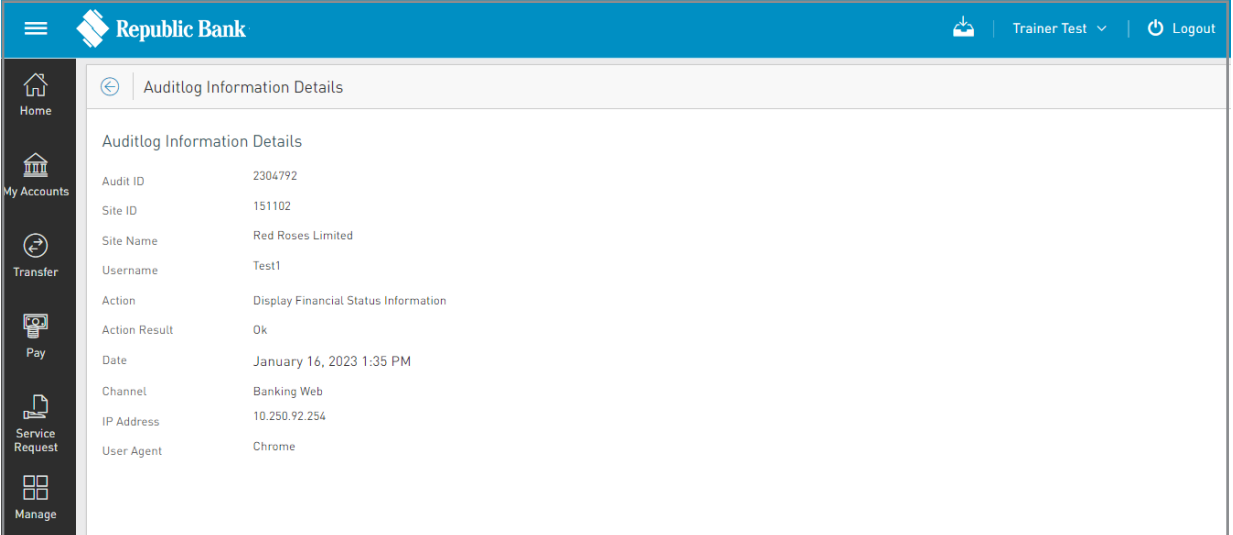
Auditing your business' online transactions

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