

ANZ TRANSACTIVE
ADMINISTRATOR GUIDE
AUSTRALIA AND NEW ZEALAND
02.2013
VERSION 1.03

Simplifying and connecting your transaction
banking across Australia and New Zealand



CONTENTS

OVERVIEW OF THE ADMINISTRATOR GUIDE 3

FUNCTION ROLES 5

- Creating a Function Role 10
- Approving a Function Role 11
- Modifying a Function Role 12
- Deleting a Function Role 13
- Viewing a Function Role 13

DATA ROLES 15

- Creating a Data Role 17
- Approving a Data Role 18
- Modifying a Data Role 19
- Deleting a Data Role 20
- Viewing a Data Role 21

USERS 23

- Creating a New User 24
- Password Standards 26
- Approving a User 27
- Modifying a User 28
- Resetting a User's Password 29
- Disabling a User's Access 30
- Viewing Users 31
- Deleting a User 31

ACCOUNT ASSIGNMENT 33

SYSTEM SETUP 35

ADMINISTRATION REPORTS 37

NOTES 39

OVERVIEW OF THE ADMINISTRATOR GUIDE

PURPOSE



This Guide has been developed for new Administrators of ANZ Transactive, and must be used in conjunction with the comprehensive ANZ Transactive Online Help. References to additional information in Online Help are indicated by this icon.

ADMINISTRATOR FUNCTIONS

Administrators have the ability to do the following tasks in ANZ Transactive:

- > Create new password users
- > Reset user passwords when necessary
- > Modify and maintain user profiles
- > Create and modify Function Roles and Data Roles
- > Assign Roles to users
- > View Administration Reports
- > Assign accounts to a Sub-Group
- > Set up email alerts
- > Maintain some organisation information.

ADMINISTRATION MODELS

For security purposes, most changes that an Administrator makes in ANZ Transactive must be approved by another Administrator, e.g. adding a new Function Role and making changes to a user's profile.

An ANZ Transactive User Group can be set up with one of three Administration Models:

- > **Triple Administration** - the default Administration model for ANZ Transactive, where an Administrator cannot modify or approve changes to their own profile (therefore a minimum of three Administrators are required)
- > **Dual Administration** - in circumstances where an organisation can only provide two Administrators. These Administrators can modify their own profile, but require a second Administrator to approve the changes

OVERVIEW OF THE ADMINISTRATOR GUIDE

OVERVIEW OF THE ADMINISTRATOR GUIDE

> **Single Administration** - where only one Administrator is required to make all changes. This model is only available to Sole Traders or a Proprietary Company with a Sole Director.

Note: Changes to a User Group's Administration Model must be requested on an ANZ Transactive Maintenance Form and are implemented by ANZ.

 [ANZ Transactive Online Help > Administration](#)

FUNCTION ROLES

FUNCTION ROLES

INTRODUCTION

Function Roles specify the products and payment types users will be able to access in ANZ Transactive. i.e.:

- > Domestic Payments
- > Single Payments, and
- > Reporting.

PRE-CREATED FUNCTION ROLES

ANZ provides a number of pre-created Function Roles. As an ANZ Transactive Administrator, you can choose to:

- > assign these pre-created Function Roles to users
- > modify the pre-created Function Roles to suit your needs, or
- > create your own Function Roles that meet the needs of your organisation.

PRE-CREATED FUNCTION ROLE ENTITLEMENTS

SUPERUSE

This Function Role is designed for users who need to be able to perform all actions in ANZ Transactive. A SUPERUSE User has the entitlements to:

- > Create, modify approve and release all types of payments
- > Create and modify all types of payment templates.
- > View all types of Payment, Administration and Balance & Transaction reports.
- > Set up and modify all types of payment alerts.
- > Download all types of reporting files, and
- > Perform **all** Administration functions

Note: Users with the SUPERUSE role must access ANZ Transactive through a Security Device to perform certain functions, eg User and Role Administration, Payment Release, or Get Rate.

FUNCTION ROLES

ADMIN

Is automatically assigned by ANZ to Security Device Users who are nominated as Administrators. With this Function Role, a User is entitled to:

- > Create users (i.e. password users)
- > Maintain user profiles
- > Create and maintain Function Roles and Data Roles
- > Access all Administration Reports
- > Perform system setup functions, such as account assignment and file import paths.

REPORTS

Is designed for users who need to generate and view Balance & Transaction reports in ANZ Transactive. It entitles Users to view the ANZ Transactive Balance & Transaction Reports in Standard, Filter and Profile modes, and includes:

- > Current Day Reports
- > Prior Day Reports
- > Statements
- > Returned Item Reports, and
- > Download of reporting files.

RELEASE

This Function Role entitles users who need to release payments in ANZ Transactive to:

- > Release all types of domestic and single payments
- > Enquire on all payments
- > Get a rate for an International Payment
- > View all types of payment and Balance & Transaction reports, and
- > Create and modify payment alerts.

Note: Users with the RELEASE Function Role must access ANZ Transactive with a Security Device to perform certain functions, such as User and Role Administration, Payment Release and Get Rate. It does not include the ability to create or approve payments.

CREATE

Is designed for users who need to create payments in ANZ Transactive and entitles users to:

- > Enter, import, modify, repair and delete all types of domestic and single payments (freeform and template)
- > Enter, modify, approve and delete all payment templates
- > Enter, modify and delete all template sets
- > View all types of payment and Balance & Transaction reports, and
- > Create and modify payment alerts.

Note: Users with the CREATE role are not entitled to approve or release payments.

CREATERL

Is designed for users who need to both create and release payments in ANZ Transactive and combines the entitlements of both the CREATE and RELEASE roles to:

- > Enter, import, modify, repair and delete all types of domestic and single payments (freeform and template)
- > Release all types of domestic and single payments
- > Enter, modify, approve and delete all payment templates
- > Enter, modify and delete all template sets
- > Enquire on all payments
- > Get a rate for an International Payment
- > View all types of payment and Balance & Transaction reports, and
- > Create and modify payment alerts.

Note: Users with the CREATERL role must access ANZ Transactive with a Security Device to perform certain functions such as User and Role Administration, Payment Release and Get Rate. This Function Role does not include the ability to approve or unapprove payments.

FUNCTION ROLES

APPROVE

This Function Role is designed for users who need to approve payments in ANZ Transactive. It includes the entitlements to:

- > Enter, approve, unapprove, import, modify, repair and delete all types of domestic and single payments (freeform and template)
- > Enquire, approve and unapprove all payment templates
- > Enter, modify and delete template sets
- > Enquire on all payments
- > View all types of payment and Balance & Transaction reports, and
- > Create and modify payment alerts.

Note: It does **not** include the ability to release payments.

ASSIGNING FUNCTION ROLES TO USERS

It is mandatory to assign a user a Function Role in ANZ Transactive. If a user is not allocated a Function Role, they will not have any entitlements and will not be able to perform any functions in ANZ Transactive. The same Function Role may be assigned to multiple users. A Function Role must be approved before you can assign it to a user.

IF THE USER IS...	THEN...
a new user	you assign a Function Role when you are setting up the user in ANZ Transactive. See <i>Creating a New User</i> on page 24.
an existing user	you can change the Function Role assigned to a User by modifying the user's profile. See <i>Modifying a User</i> on page 28.



ANZ Transactive Online Help > Administration > Function Roles



FUNCTION ROLES

CREATING A FUNCTION ROLE

STEP	ACTION								
1	Select Admin > Function Roles > Add to display the Function Role screen.								
2	Complete the fields on the Function Role screen as follows:								
	<table border="1"><thead><tr><th>FIELD</th><th>ACTION</th></tr></thead><tbody><tr><td>User Group</td><td>Select the User Group to which the Function Role will be available. If the correct User Group is not already displayed, click the search icon and select the appropriate User Group from the list.</td></tr><tr><td>Role Name</td><td>Enter a unique name for the new Function Role (up to 8 characters, no spaces).</td></tr><tr><td>Role Description</td><td>Enter a brief description for the Function Role (up to 32 characters including spaces).</td></tr></tbody></table>	FIELD	ACTION	User Group	Select the User Group to which the Function Role will be available. If the correct User Group is not already displayed, click the search icon and select the appropriate User Group from the list.	Role Name	Enter a unique name for the new Function Role (up to 8 characters, no spaces).	Role Description	Enter a brief description for the Function Role (up to 32 characters including spaces).
FIELD	ACTION								
User Group	Select the User Group to which the Function Role will be available. If the correct User Group is not already displayed, click the search icon and select the appropriate User Group from the list.								
Role Name	Enter a unique name for the new Function Role (up to 8 characters, no spaces).								
Role Description	Enter a brief description for the Function Role (up to 32 characters including spaces).								
3	Click Add . Result: The Function Role is created and a confirmation message is displayed.								
4	Click OK to clear the message. Result: The Function Role screen displays and the five Role Entitlements folders are displayed - Domestic Payments, Reporting, Single Payments, Admin and Utilities.								
5	You now need to assign the appropriate entitlements to the Function Role. Click the Expand All button to display the contents of all the folders. Select the relevant entitlements required for each folder. Refer to ANZ Transactive Online Help for details of the entitlements available.								
6	When you have finished assigning all Function Role entitlements, click Update .								
7	Click Close to exit the confirmation message.								

Next Step

Before the Function Role can become active, it must be checked and approved by another Administrator. See *Approving a Function Role* on page 11.



ANZ Transactive Online Help > Administration > Function Roles > Creating a Function Role

APPROVING A FUNCTION ROLE

Use this procedure to review and confirm a new or modified Function Role. You cannot approve a Function Role that you created (unless your User Group is set up with the Single Administration model).

STEP	ACTION
1	Select Admin > Function Roles > View to display the Function Role List View.
2	Locate the Function Role to be approved in the list. Tip: You know that a Function Role needs to be approved when APPROVE is an option in the context menu or the Approve button displays on the Function Role Details screen.
3	Click on the appropriate Function Role or select VIEW from the context menu to open the Function Role Details screen.
4	Browse the Role Entitlements folders to confirm that the correct entitlements have been assigned. Notes: <ul style="list-style-type: none">> If this is an existing Function Role that has been modified, click the View Changes button at the bottom of the screen to view the <i>Client Function Role Differences</i> Report, which shows the changes that have been made to the Role.> If any details are not correct, refer back to the Administrator who created the Role or made and request them to correct the details. (If you make the changes yourself, you will not be able to approve the role).
5	When you are ready, click Approve .
6	Click Close to exit the confirmation message.

The Function Role is approved and available for use. Any users who were already assigned the Role will have the changes applied the next time they log into ANZ Transactive.



ANZ Transactive Online Help > Administration > Function Roles > Approving a Function Role

FUNCTION ROLES

MODIFYING A FUNCTION ROLE

STEP	ACTION
1	Select Admin > Function Roles > View to display the Function Role List View.
2	Locate the Function Role in the list to be modified.
3	Select MODIFY from the context menu to open the Function Role Details screen.
4	Make changes to the Role Description at the top of the screen if necessary. (You cannot change the User Group or Role Name.)
5	Click the Expand All button to display the contents of all the folders. Select or de-select the relevant entitlements in each folder. Refer to ANZ Transactive Online Help for details of the entitlements available.
6	When you have finished modifying the Function Role entitlements, click Update . Result: A confirmation message is displayed.
7	Click Close to exit the message.

Next Step

Before the Function Role changes are applied, they must be checked and approved by another Administrator. See *Approving a Function Role* on page 11.

 ANZ Transactive Online Help > Administration > Function Roles > Maintaining a Function Role

DELETING A FUNCTION ROLE

Before you delete a Function Role, identify the users who currently have the Function Role assigned to them via the *User Entitlements Report*, and re-assign them another Function Role. You cannot 'undo' the deletion of a Function Role.

STEP	ACTION
1	Select Admin > Function Roles > View to display the Function Role List View.
2	Locate the Function Role in the list that you want to delete.
3	Select DELETE from the context menu. <i>Result:</i> A message displays Are you sure you want to proceed?
4	Click Yes to delete the Function Role. <i>Note:</i> Deleting a Function Role does not have to be approved by another Administrator.

VIEWING A FUNCTION ROLE

STEP	ACTION
1	Select Admin > Function Roles > View to display the Function Role List View.
2	Locate the Function Role in the list that you want to view.
3	Either: > click on the Role name, or > select VIEW from the context menu. <i>Result:</i> The Details - Function Role screen displays, which is a read-only view of the screen.
4	Browse the folders on the Role Entitlements and Role Restrictions tabs to view the entitlements that are assigned to the Function Role.
5	When you have finished, click Close to return to the Function Role List View.

DATA ROLES

DATA ROLES

INTRODUCTION

Data Roles are created to give users access to accounts and restricted templates. For each Data Role you can:

- > entitle accounts for each product (Domestic Payments, Single Payments and Reporting)
- > entitle accounts for each Single Payments payment type, and
- > entitle Restricted Templates for each payment type.

Example: For one Data Role, an account can be entitled for RTGS Payments only, but for another Data Role, the same account can be entitled for all Single Payment types.

PRE-CREATED DATA ROLE

ANZ provides two pre-created Data Roles in ANZ Transactive that provides a user with access to:

- > All accounts and all restricted templates, or
- > All accounts only (no restricted templates).

As an ANZ Administrator, you can choose to:

- > assign a pre-created Data Role to users, or
- > create your own Data Roles that meet the needs of your organisation.

ASSIGNING DATA ROLES TO USERS

It is mandatory to assign a user a Data Role in ANZ Transactive. The same Data Role may be assigned to multiple users. A Data Role must be approved before you can assign it to a user.

IF THE USER IS...	THEN...
a new user	you assign a Data Role when you are setting up the user in ANZ Transactive. See <i>Creating a New User</i> on page 24.
an existing user	you can change the Data Role assigned to a user by modifying their profile. See <i>Modifying a User</i> on page 28.

DATA ROLES

Note: If you want to restrict the accounts that can be seen by a user, you need to ensure that you assign the Data Role before you give them access to the system. ANZ recommends that you assign the Data Role first, and then the Function Role. This will ensure that access is always restricted.



ANZ Transactive Online Help > Administration > Data Roles

CREATING A DATA ROLE

STEP	ACTION								
1	Select Admin > Data Roles > Add to display the Data Role screen.								
2	Complete the fields on the Data Role screen as follows: <table border="1"><thead><tr><th>FIELD</th><th>ACTION</th></tr></thead><tbody><tr><td>User Group</td><td>Select the User Group to which the Data Role will be available. If the correct User Group is not already displayed, click the search icon and select the appropriate User Group from the list.</td></tr><tr><td>Role Name</td><td>Enter a unique name for the new Data Role (up to 8 characters, no spaces).</td></tr><tr><td>Role Description</td><td>Enter a brief description for the Data Role (up to 32 characters including spaces).</td></tr></tbody></table>	FIELD	ACTION	User Group	Select the User Group to which the Data Role will be available. If the correct User Group is not already displayed, click the search icon and select the appropriate User Group from the list.	Role Name	Enter a unique name for the new Data Role (up to 8 characters, no spaces).	Role Description	Enter a brief description for the Data Role (up to 32 characters including spaces).
FIELD	ACTION								
User Group	Select the User Group to which the Data Role will be available. If the correct User Group is not already displayed, click the search icon and select the appropriate User Group from the list.								
Role Name	Enter a unique name for the new Data Role (up to 8 characters, no spaces).								
Role Description	Enter a brief description for the Data Role (up to 32 characters including spaces).								
3	Click Add . Result: The Data Role is created and a confirmation message is displayed.								
4	Click OK to clear the message. Result: The Data Role screen displays and the Role Entitlements folders are displayed for the three ANZ Transactive 'products' - Domestic Payments, Reporting and Single Payments.								
5	Click the required product folders and subfolders to open and display the filters for the products you want to assign to this role. Note: By default, a new Data Role is created with access to all accounts and no restricted templates. Select the relevant account and restricted template entitlements required from each folder. Refer to ANZ Transactive Online Help for details of the entitlements available.								
6	When you have finished assigning all Data Role entitlements, click Update . Result: A confirmation message is displayed.								
7	Click Close to exit the message.								

Next Step

Before the Data Role can become active, it must be checked and approved by another Administrator. See *Approving a Data Role* on Page 18.



ANZ Transactive Online Help > Administration > Data Roles > Creating a Data Role

DATA ROLES

APPROVING A DATA ROLE

Use this procedure to review and confirm a new or modified Data Role. You cannot approve a Data Role that you created or modified (unless your User Group is set up with the Single Administration model).

STEP	ACTION
1	Select Admin > Data Roles > View to display the Data Role List View.
2	Locate the Data Role to be approved in the list. Tip: You know that a Data Role needs to be approved when APPROVE is an option in the context menu, or the Approve button displays on the Data Role Details screen.
3	Click on the appropriate Data Role or select VIEW from the context menu to open the Data Role Details screen.
4	Browse the Role Entitlements folders to confirm that the correct entitlements have been assigned. Notes: <ul style="list-style-type: none">> If this is an existing Data Role that has been modified, click the View Report button at the bottom of the screen to view the <i>Client Data Role Differences Report</i>, which shows the changes that have been made to the Role> If any details are not correct, refer back to the Administrator who created or modified the Role and request them to correct the details. (If you make the changes yourself, you will not be able to approve the role).
5	When you are ready, click Approve . Result: A confirmation message is displayed.
6	Click Close to exit the message.

The Data Role is approved and available for use. Any users who were already assigned the Role will have the changes applied the next time they log into ANZ Transactive.



ANZ Transactive Online Help > Administration > Data Roles > Approving a Data Role

MODIFYING A DATA ROLE

STEP	ACTION
1	Select Admin > Data Roles > View to display the Data Role List View.
2	Locate the Data Role in the list to be modified.
3	Select MODIFY from the context menu to open the Data Role Details screen.
4	Make changes to the Role Description at the top of the screen if necessary. (You cannot change the User Group or Role Name.)
5	Click the Expand All button to display the contents of all the folders. Select or de-select the relevant entitlements in each folder. Refer to ANZ Transactive Online Help for details of the entitlements available.
6	When you have finished modifying the Data Role entitlements, click Update . Result: A confirmation message is displayed.
7	Click Close to exit the message.

Next Step

Before the Data Role changes are applied, they must be checked and approved by another Administrator. See *Approving a Data Role* on page 18.



ANZ Transactive Online Help > Administration > Data Roles > Maintaining a Data Role

DATA ROLES

DELETING A DATA ROLE

Before you delete a Data Role, identify the users who currently have the Data Role assigned to them via the *User Entitlements Report*, and re-assign them another Data Role. You cannot 'undo' the deletion of a Data Role.

Note: Deleting a Data Role does **not** have to be approved by another Administrator.

STEP	ACTION
1	Select Admin > Data Roles > View to display the Data Role List View.
2	Locate the Data Role in the list that you want to delete.
3	Select DELETE from the context menu. Result: A message displays Are you sure you want to proceed?
4	Click Yes to delete the Data Role. Note: If the Data Role is still assigned to a user or users, an error message will display and cannot proceed until you have unassigned the Data Role from the user(s).

VIEWING A DATA ROLE

Use this procedure if you want to view the details of a Data Role without making changes.

STEP	ACTION
1	Select Admin > Data Roles > View to display the Data Role List View.
2	Locate the Data Role in the list that you want to view.
3	Either: <ul style="list-style-type: none">> click on the Role name, or> select VIEW from the context menu. <p>Result: The Details - Data Role screen displays, which is a read-only view of the Role.</p>
4	Browse the folders on the Role Entitlements tab to view the entitlements that are assigned to the Data Role.
5	When you have finished, click Close to return to the Data Role List View.

USERS

INTRODUCTION

There are two types of users in ANZ Transactive:

USER TYPE	WHAT THEY CAN DO
Administrators	<p>Administrators are special users of ANZ Transactive who can perform system maintenance tasks. All Administrators require a security device. In relation to users, Administrators can:</p> <ul style="list-style-type: none">> Create and maintain password users> Maintain the details and entitlements (Roles) for security device users.
Operators	<p>Operators can perform various tasks in ANZ Transactive, depending on the Function Role and Data Role assigned to them, e.g.:</p> <ul style="list-style-type: none">> create payments> create templates> view reports, and> approve payments. <p>An Operator will require a security device if they need to perform the following functions:</p> <ul style="list-style-type: none">> Release payments> Manually obtain a foreign currency exchange for a cross-currency payment ('Get Rate' function). <p>Therefore an Operator can be a Security Device User, or a Password User.</p>

Creating Users

- > **Security Device Users** (Administrators and Operators) must be set up by ANZ, who also issue the security device to the user. Requests for creating a new Security Device User must be submitted to ANZ. After the user has been created in ANZ Transactive, an Administrator can modify some details of the user's profile.

To perform Release and Get Rate functions in ANZ Transactive - Mobile users require an ANZ Pin Pad Security Device. The Smartcard and Smart USB key does not allow these functions. For more information on ANZ Transactive Mobile refer to the *ANZ Transactive Mobile User Guide*.

- > **Password Users** are created by ANZ Transactive Administrators, who also assign a Data Role and Function Role to the user.

Note: Security Device Users can also choose to log in with a password, but they will not be able to perform those functions that require a Security Device (i.e. release payments, get a dynamic rate and certain Administration functions).



ANZ Transactive Online Help > Administration > Users

USERS

CREATING A NEW USER

Use this procedure to create a new password user in ANZ Transactive.

STEP	ACTION																										
1	Select Admin > Users > Add to display the User screen.																										
2	Complete the fields on the User screen as follows:																										
	<table border="1"><thead><tr><th>FIELD</th><th>HOW TO COMPLETE</th></tr></thead><tbody><tr><td>User Group</td><td>Displays the User Group to which the user will belong. To select a different User Group, click the browse button (...).</td></tr><tr><td>User ID</td><td>Enter a unique User ID for the user in ALL CAPITALS, up to 8 characters. The recommended standard is a combination of the user's first name and surname.</td></tr><tr><td>Legal User Name</td><td>Leave this field blank for a password user.</td></tr><tr><td>Preferred User Name</td><td>Enter a User Name which will appear in the system against all payments or changes the user makes. This can be the same as their User ID, or their full name.</td></tr><tr><td>Email Address</td><td>Enter the user's email address if available.</td></tr><tr><td>Password</td><td>Type a temporary password for the user using the password standards (see next page).</td></tr><tr><td>Confirm New Password</td><td>Re-enter the temporary password.</td></tr><tr><td>Status</td><td>Leave the status of Entered displayed.</td></tr><tr><td>Locale</td><td>Select English (Australia).</td></tr><tr><td>Time Zone</td><td>Select the appropriate Time Zone for the user.</td></tr><tr><td>Approver Type</td><td>If this User Group is set up for Panel Payment Approval, select an Approver Type from the list. If this User Group is set up for Vote Payment Approval, do not make a selection.</td></tr><tr><td>Administrator</td><td>Leave this field blank - Administrators are security device users and security device users must initially be set up by ANZ.</td></tr></tbody></table>	FIELD	HOW TO COMPLETE	User Group	Displays the User Group to which the user will belong. To select a different User Group, click the browse button (...).	User ID	Enter a unique User ID for the user in ALL CAPITALS, up to 8 characters. The recommended standard is a combination of the user's first name and surname.	Legal User Name	Leave this field blank for a password user.	Preferred User Name	Enter a User Name which will appear in the system against all payments or changes the user makes. This can be the same as their User ID, or their full name.	Email Address	Enter the user's email address if available.	Password	Type a temporary password for the user using the password standards (see next page).	Confirm New Password	Re-enter the temporary password.	Status	Leave the status of Entered displayed.	Locale	Select English (Australia) .	Time Zone	Select the appropriate Time Zone for the user.	Approver Type	If this User Group is set up for Panel Payment Approval , select an Approver Type from the list. If this User Group is set up for Vote Payment Approval , do not make a selection.	Administrator	Leave this field blank - Administrators are security device users and security device users must initially be set up by ANZ.
FIELD	HOW TO COMPLETE																										
User Group	Displays the User Group to which the user will belong. To select a different User Group, click the browse button (...).																										
User ID	Enter a unique User ID for the user in ALL CAPITALS, up to 8 characters. The recommended standard is a combination of the user's first name and surname.																										
Legal User Name	Leave this field blank for a password user.																										
Preferred User Name	Enter a User Name which will appear in the system against all payments or changes the user makes. This can be the same as their User ID, or their full name.																										
Email Address	Enter the user's email address if available.																										
Password	Type a temporary password for the user using the password standards (see next page).																										
Confirm New Password	Re-enter the temporary password.																										
Status	Leave the status of Entered displayed.																										
Locale	Select English (Australia) .																										
Time Zone	Select the appropriate Time Zone for the user.																										
Approver Type	If this User Group is set up for Panel Payment Approval , select an Approver Type from the list. If this User Group is set up for Vote Payment Approval , do not make a selection.																										
Administrator	Leave this field blank - Administrators are security device users and security device users must initially be set up by ANZ.																										

STEP	ACTION										
	<table border="1"> <thead> <tr> <th>FIELD</th> <th>HOW TO COMPLETE</th> </tr> </thead> <tbody> <tr> <td>Allow Single Administrator Approval</td> <td>This field is used by ANZ when setting up Single Administration.</td> </tr> <tr> <td>Mobile User</td> <td>This field is used to allow the user to access ANZ Transactive on a compatible digital mobile device.</td> </tr> <tr> <td>Disable User</td> <td>Only select this field if you do not want the user to be enabled as soon as they are approved.</td> </tr> <tr> <td>Data Role</td> <td>Select a Data Role for the user (either a pre-defined Data Role or one that has been created by your organisation).</td> </tr> </tbody> </table>	FIELD	HOW TO COMPLETE	Allow Single Administrator Approval	This field is used by ANZ when setting up Single Administration.	Mobile User	This field is used to allow the user to access ANZ Transactive on a compatible digital mobile device.	Disable User	Only select this field if you do not want the user to be enabled as soon as they are approved.	Data Role	Select a Data Role for the user (either a pre-defined Data Role or one that has been created by your organisation).
FIELD	HOW TO COMPLETE										
Allow Single Administrator Approval	This field is used by ANZ when setting up Single Administration.										
Mobile User	This field is used to allow the user to access ANZ Transactive on a compatible digital mobile device.										
Disable User	Only select this field if you do not want the user to be enabled as soon as they are approved.										
Data Role	Select a Data Role for the user (either a pre-defined Data Role or one that has been created by your organisation).										
3	<p>Click the Add button.</p> <p>Result: A Confirmation message is displayed.</p>										
4	<p>Click Close to exit the message and re-display the User screen.</p> <p>Scroll to the bottom of the screen and locate the Function Role field that is now displayed.</p>										
5	<p>Select the Function Role you want to assign to the user (either one of the pre-defined roles or one you have created).</p>										
6	<p>Click Update.</p> <p>Result: A confirmation message displays.</p>										
7	<p>Click Close to exit the message and re-display the User screen.</p>										
8	<p>Select Admin > Users > View to display the User List again.</p> <p>The new password user will be displayed with the Status of EN for Entered.</p>										

USERS

PASSWORD STANDARDS

ANZ Transactive passwords must meet the following standards:

- > Must be 8 to 16 characters long
- > Must contain at least one character from **three** of the following categories:
 - An uppercase letter
 - A lowercase letter
 - A number
 - A non-alphabetic character (e.g. ! @ # \$ % ^ & * (_ + = [/ ? >)
- > Must not include three or more consecutive repeats of the same character (e.g. AAA, 666)
- > Must not contain a repeating pattern in ascending or descending order (e.g. 123, abc, 765, gfe).

Next Step

Before a new password user profile becomes active, it must be approved by another Administrator. See *Approving a User* on page 27.



ANZ Transactive Online Help > Administration > Users >
Creating a New Password User

APPROVING A USER

Use this procedure to approve new or modified user profile. You cannot approve a User that you created or modified (unless your User Group has been implemented with the Single Administration model).

STEP	ACTION
1	Select Admin > Users > View to display the User List View.
2	Locate the User to be approved in the list. The user will have a Status of EN (for Entered).
3	Click on the appropriate User or select VIEW from the context menu to open Details - User screen.
4	Check the details of the user that have been added or changed. If the user is new, ensure you check the following: <ul style="list-style-type: none">> Correct User Group> Unique User ID> Assignment of Data Role and Function Role.
5	When you are ready, click Approve . <i>Result:</i> A confirmation message is displayed.
6	Click Close to exit the message and re-display the User List. The user will now be displayed with a status of AP (for Approved) and can start using ANZ Transactive.

A new user will be prompted to change their temporary password the first time they log on to ANZ Transactive.



ANZ Transactive Online Help > Administration > Users > Approving a User Profile

USERS

MODIFYING A USER

Use this procedure to modify the profile of an existing user.

STEP	ACTION
1	Select Admin > Users > View to display the User List View.
2	Locate the user you want to maintain in the list.
3	Select MODIFY from the context menu to open the Modify - User screen.
4	Make edits to the following fields on the User screen as necessary: <ul style="list-style-type: none">> Preferred User Name> Email Address> Locale> Time Zone> Data Role> Function Role> Approver Type (Panel Payment Approval User Groups only)> Administrator (use to add or remove Administrator rights for existing Security Device Users only)> Mobile User <p>Note: You cannot change the User Group or User ID.</p>
5	Click Update . <p>Result: A confirmation message is displayed.</p>
6	Click Close to exit the message and re-display the User List. <p>The user will now be displayed with a status of EN (for Entered).</p>

Next Step

A user profile that has been modified must be approved by another Administrator. See *Approving a User* on page 27.



ANZ Transactive Online Help > Administration > Users > Maintaining Users

RESETTING A USER'S PASSWORD

Use this procedure to re-set a user's ANZ Transactive password. You know that the user's password needs to be re-set when their status on the User List screen is **PW** (Password Violation).

You can also use this procedure to re-set the password for a Security Device User. Security Device Users can choose to log into ANZ Transactive with a password, but they will not be able to perform those functions that require a Security Device (i.e. release payments, get a dynamic exchange rate and certain Administration functions).

STEP	ACTION
1	Select Admin > Users > View to display the User List View.
2	Locate the user you want to maintain in the list.
3	Select MODIFY from the context menu to open the Modify - User screen.
4	Type a new (temporary) password in the Password field using the Password Standards on page 26. <i>Note:</i> The new password must be different from the old password.
5	Re-enter the password in the Confirm New Password field.
6	Click Update . <i>Result:</i> A confirmation message is displayed.
7	Click Close to exit the message and re-display the User List. The user will now be displayed with a status of EN (for Entered).

Next Step

Inform the user of their temporary password. The user will not be able to access ANZ Transactive until their profile has been approved by another Administrator. See *Approving a User* on page 27.



ANZ Transactive Online Help > Administration > Users > Maintaining Users

USERS

DISABLING A USER'S ACCESS

Use this procedure to temporarily disable a user's access to ANZ Transactive.

When you disable a user's access, they will be unable to log into the system and any alerts to which the user is subscribed will cease. The following functions will still operate:

- > 'In-flight' payments that the user created before they were disabled will continue to move through the payment approval and release process
- > Any payments released by the user prior to being disabled will continue to be extracted and processed by ANZ systems
- > Any payment schedules established by the user will continue to be acted on
- > You will continue to be charged for any of these activities that result in a fee.

STEP	ACTION
1	Select Admin > Users > View to display the User List View.
2	Locate the user you want to disable in the list.
3	Select MODIFY from the context menu to open the Modify - User screen.
4	Check the Disable User box.
5	Click Update . <i>Result:</i> A confirmation message is displayed.
6	Click Close to exit the message and re-display the User List. Disabled users have Y displayed in the Disabled column of the User screen.

Next Step

The change to disable the user profile must be approved by another Administrator. See *Approving a User* on page 27.

Note: To re-enable the user's access, repeat the procedure above, but uncheck the **Disable User** box.



ANZ Transactive Online Help > Administration > Users > Disabling a User's Access

VIEWING USERS

Use this procedure to view details of users in ANZ Transactive.

STEP	ACTION
1	Select Admin > Users > View to display the User List View. This screen summarises all users in ANZ Transactive, and shows whether they are an Administrator and whether their profile is active.
2	Locate the user in the list that you want to view.
3	Either: > Click on the user record, or > Select VIEW from the context menu. <i>Result:</i> The Details - User screen displays, which is a read-only view of the user profile.
4	If you want to make changes to the User's profile, click Modify to display the Modify-User screen. If you don't want to make any changes to the User's profile, click Close to return to the User List View.

DELETING A USER

Use this procedure to permanently delete a user profile from ANZ Transactive. Deleted records cannot be reversed.

- > Password users can be deleted as necessary
- > To delete a Security Device user, you must first submit a request to ANZ to have the security device **revoked**, then you can delete the user profile.

STEP	ACTION
1	Select Admin > Users > View to display the User List View.
2	Locate the user you want to delete in the list.
3	Select DELETE from the context menu. <i>Result:</i> A message <i>Are you sure you want to proceed?</i> is displayed.
4	To proceed, click Yes . <i>Result:</i> A confirmation message is displayed.
5	Click Close to exit the message and re-display the User List. <i>Note:</i> Deleting a user does not have to be approved by another Administrator.

ACCOUNT ASSIGNMENT

ACCOUNT ASSIGNMENT

Note: The **Account Assignment** option is only applicable to ANZ Transactive clients who have a hierarchy, i.e. a Parent User Group and a Sub Group or Groups.

PURPOSE

When a User Group is set up in ANZ Transactive by ANZ with a hierarchy, all accounts are assigned to the Parent User Group only. The **Account Assignment** option on the **Admin** tab can be used by Administrators to assign access to specific accounts at a Sub Group level.

PROCEDURES

Refer to the following procedures in ANZ Transactive Online Help for assistance with Account Assignment.



ANZ Transactive Online Help > Administration > Account Assignment > Assigning an Account to a Sub Group

ANZ Transactive Online Help > Administration > Account Assignment > Removing an Account from a Sub Group

SYSTEM SETUP

INTRODUCTION

The **Setup** option on the **Admin** tab allows ANZ Transactive Administrators to perform various system setup and maintenance tasks. Refer to the headings below for an explanation of the functionality available and references to additional information in ANZ Transactive Online Help.

EMAIL SETUP

Email Setup allows Administrators to create and manage group email distribution lists used for ANZ Transactive email payment alerts.



ANZ Transactive Online Help > Administration > Setup >
Setting Up Alert Email Preferences
Maintaining Alert Email Preferences

ACCOUNT MAINTENANCE

The Account Maintenance option gives Administrators the ability to:

- > Customise account short names and descriptions
- > Apply account-based discretions (i.e. the value of transactions that can be processed from the selected account on a daily basis).



ANZ Transactive Online Help > Administration > Setup > Modifying an Account
Name and/or Account Discretions

PANEL

This option is only applicable to organisations that are set up with Panel Payment Approval workflow in ANZ Transactive. Panel Payment Approval allows an organisation to have total control over the payment approval process by creating 'panels' of up to six approvers. There are six stages to setting up **Panel Payment Approval** in ANZ Transactive:

1. Name the Approver Types
2. Approve the Approver Types
3. Assign an Approver Type to a User
4. Create the Panel Profile

SYSTEM SETUP

5. Approve the Panel Profile
6. Assign Payment Types to the Panel Profile.

? ANZ Transactive Online Help > Administration > Setup >
Setting Up Panel Payment Approval
Modifying Panel Payment Approval

MAINTAIN PREFERENCES

This function allows Administrators to modify some client settings:

- > Administrators can nominate or change the organisation's Operational Contact for ANZ Transactive
- > Administrators can set a default credit currency for cross-currency payments created by the User Group, i.e.:
 - currency of the funding account, or
 - currency of the beneficiary bank.

? ANZ Transactive Online Help > Administration > Setup > Maintaining Client Settings

FILE IMPORT PATH

ANZ Transactive allows Administrators to define one or more restricted file import paths that define the location(s) from which a payment file can be imported. Different paths can be configured for Domestic Payments and Single Payments.

? ANZ Transactive Online Help > Administration > Setup >
Creating a Restricted File Import Path
Modifying a Restricted File Import Path

EXPORT OPTIONS

Export Options allows you to setup the automatic creation of statement files for ANZ Transactive in a specific format. Once set up, these files will be created daily, eliminating the need to manually generate the files. These files will be awaiting download when you log into ANZ Transactive at the start of the day.

? ANZ Transactive Online Help > Administration > Setup > Modifying Export Options

ADMINISTRATION REPORTS

ADMINISTRATION REPORTS

ADMINISTRATION REPORTS

The following reports are available via the **Admin > Reports** tab. All reports can be generated in Standard Mode or Filter Mode. You can also create Report Profiles for frequently used Administration Reports.

REPORT	DESCRIPTION
Roles Report	Shows detailed entitlements for each role, including access rights and limitations.
User Entitlements Report	Provides a list of users and their associated roles in a User Group, with drilldown capability to detailed entitlements for the selected role.
Security Audit Trail Report	Reports on activities performed within ANZ Transactive including logon attempts, reference data updates and changes made to Roles and Users.
Setup Log	Provides a view of activities that have been performed by all Administrators, including changes made to the configuration of file import paths.
Orphaned Payments Report	For User Groups set up with Panel Payment Approval only. Shows any 'orphaned' payments (i.e. a payment with no valid Panel Profile associated to it).
DE User ID Report (Australian clients only)	Reports on DE User IDs and their related User Group, Approval Code, Transaction Set, Funds BSB and Funds Accounts.
User Group Details Report	Shows the setup of the customer hierarchy, i.e. the Parent User Group and any Sub Groups. Also provides hyperlink drill-downs to more detailed reports about associated Users and Accounts.



- ANZ Transactive Online Help > Administration > Administration Reports > Viewing Standard Administration Reports
- Viewing Filter Administration Reports
- Viewing Profile Administration Reports

NOTES

- > ANZ Transactive and ANZ Transactive - Mobile are provided by Australia and New Zealand Banking Group Limited (ACN 005 357 522).
- > >References to "Australia(n)" or "AU" with respect to any payments, products and/or accounts means payment made by, accounts held with and products provided by Australia and New Zealand Banking Group Limited / ANZ Australia from or within Australia.
- > >References to "New Zealand" or "NZ" with respect to any payments, products and/or accounts means payment made by, accounts held with and products provided by ANZ Bank New Zealand Limited from or within New Zealand.

