

In this page, user will find more information about the Admin module and more specifically on

- Company information
- Company details
- Sub units list
- Access rights
- User list
- Categories
- Exchange rate
- Users interest rates
- Security settings
- Messaging- view/modify messaging settings of your company
- Dashboard setting
- User list
- User details
- Change the user id
- User companies
- Authentication config
- Access right config.
- Login user details

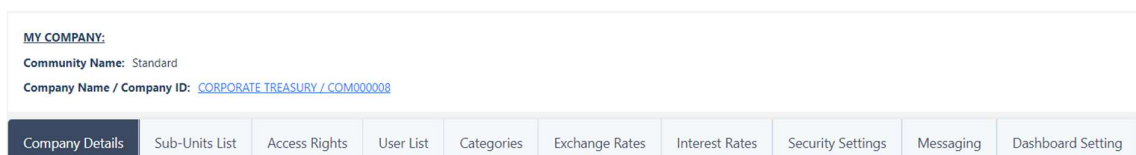
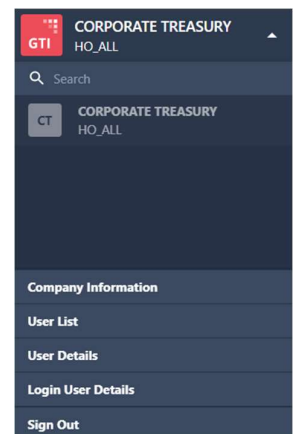
COMPANY INFORMATION

You can find Company Information when you Click the arrow down icon on the right of the screen. This page allows you to view and edit logged in user's company profile.

Assign Roles: Group Companies Admin

Below are the different tabs you can view.

- Company Information :
 - a) Company details: View/ Modify company profile details
 - b) Sub-Units List – View/modify the list of subsidiaries of the displayed company
 - c) Access Rights- View/modify sets of 'Access Rights' set up in the company
 - d) User List- View the list of users of the displayed company under 'User List'
 - e) Categories- View/modify the categories and their options configured for your company
 - f) Exchange Rates- View/modify actual and historical currency 'Exchange Rates'
 - g) Users Interest Rates : View/modify 'Interest Rates
 - h) Security Settings : View/modify the Security Settings of the company under 'Security Settings
 - i) Messaging- View/modify messaging settings of your company
 - j) Dashboard Setting



- User List – quick access to the user list page
- User details : View the details of the connected user
- Sign out : to sign out of the system

COMPANY DETAILS

The 'Company Details' tab contains company important information such as name, address, postal code etc. It allows user to review and 'Edit Company Profile' of logged-in user's company profile and 'Add Company' by adding a Business Unit as a subsidiary of the displayed company.

Assign Roles: Group Companies Admin

Company Details	Sub-Units List	Access Rights	User List	Categories	Exchange Rates	Interest Rates	Security Settings	Messaging	Dashboard Setting																																				
<p>^ Company Details</p> <table border="0"> <tr> <td>Community Name:</td> <td>Standard</td> <td>Organization Type:</td> <td>Head Office</td> </tr> <tr> <td>Subscription Package:</td> <td>Enterprise</td> <td>Parent Company Name / ID:</td> <td>(Empty)</td> </tr> <tr> <td>Company Name:</td> <td>CORPORATE TREASURY</td> <td>Head Office Name / ID:</td> <td>(Empty)</td> </tr> <tr> <td>Short Name:</td> <td>(Empty)</td> <td>Quick-Code:</td> <td>GTCHO</td> </tr> <tr> <td>External ID:</td> <td>(Empty)</td> <td>Konsole ID:</td> <td>(Empty)</td> </tr> <tr> <td>ERP Ref No:</td> <td>(Empty)</td> <td>Branch Code:</td> <td>DTAG</td> </tr> <tr> <td>Segment Code:</td> <td>(Empty)</td> <td>Address 1:</td> <td>44 Victor Hugo Blvd</td> </tr> <tr> <td>Address 2:</td> <td>1 Churchill Palace</td> <td>City:</td> <td></td> </tr> <tr> <td>Land / Province / State:</td> <td>(Empty)</td> <td>Country:</td> <td></td> </tr> </table>										Community Name:	Standard	Organization Type:	Head Office	Subscription Package:	Enterprise	Parent Company Name / ID:	(Empty)	Company Name:	CORPORATE TREASURY	Head Office Name / ID:	(Empty)	Short Name:	(Empty)	Quick-Code:	GTCHO	External ID:	(Empty)	Konsole ID:	(Empty)	ERP Ref No:	(Empty)	Branch Code:	DTAG	Segment Code:	(Empty)	Address 1:	44 Victor Hugo Blvd	Address 2:	1 Churchill Palace	City:		Land / Province / State:	(Empty)	Country:	
Community Name:	Standard	Organization Type:	Head Office																																										
Subscription Package:	Enterprise	Parent Company Name / ID:	(Empty)																																										
Company Name:	CORPORATE TREASURY	Head Office Name / ID:	(Empty)																																										
Short Name:	(Empty)	Quick-Code:	GTCHO																																										
External ID:	(Empty)	Konsole ID:	(Empty)																																										
ERP Ref No:	(Empty)	Branch Code:	DTAG																																										
Segment Code:	(Empty)	Address 1:	44 Victor Hugo Blvd																																										
Address 2:	1 Churchill Palace	City:																																											
Land / Province / State:	(Empty)	Country:																																											

There are three types of organizations that can be registered on the platform: Central Treasury, Business Unit and Bank.

Central Treasury refers to Treasury or Head Office. It is the financial controlling centre for all subsidiaries, legal entities (Business Units) registered under it. Central Treasury can monitor all transactions and users registered under it. Central Treasury can also see all transactions of Business Units.

Business Units are subsidiaries or legal entities registered under a Central Treasury. It is possible to register business units under another business units in a corporate hierarchy. Users registered under a business unit can see transactions of all business units registered below their unit but cannot see transactions of other business units.

Banks are registered outside of the corporate hierarchy. They can send and receive transactions from the Central Treasury or Business Units using the @GlobalTrade channel.

SUB UNITS LIST

Sub-Units List is used for viewing only group of companies or children companies associated with the same Head Office (Group Companies).

To create the child company of the Head Office, click 'Add Company' and enter all mandatory fields marked with red asterisk *.

'Edit Unit Hierarchy' allows user to update the hierarchy of the sub-units. This feature changes the corporate hierarchy structure and is used when required to move a unit from one company structure (i.e., Head Office) to another (i.e., another unit).

To add a New Business Unit (BU) as a subsidiary of your head office, go to Sub-Units list tab.

You can also register business units under another business units. Only Group and System Admins can register the new company.

Assign Roles: Group Companies Admin

Company ID	Company Name	Country	City	Contact Name	Telephone Number	E-mail	Type
COM001444	Tata Norge AS	NORWAY	Oslo	JANE DOE	+ 326 (02) 4751	jane.doe@konsoemo.com	Business Unit
COM000431		NORWAY	Oslo	John Doe	+ 49 (416) 6618765	john.doe@yarademo.com	Business Unit
COM000058	UAE	UNITED ARAB EMIRATES	Dubai	Steve Andersen	+ 46 (8) 658644	andersen@globaltradecorp.com	Business Unit
COM001449	Thomas Company Canada LTD	CANADA	Toronto	Thomas Geevarghese	+ 1 (416) 1111111	geevarghese@globaltradecorp.com	Business Unit
COM001486	Test	BELARUS	sfsd	Shahriar Masum	+ 1416 (555) 5555	masum@globaltradecorp.com	Business Unit
COM001048	TCompABC	CANADA	City	Thomas Geevarghese	+ 1 (123) 4567890	geevarghese@globaltradecorp.com	Business Unit
COM003250	SubUnitTest	FRANCE	Paris	Edouard Violeau	+ 33 (651) 859001	violeau@globaltradecorp.com	Business Unit
COM003179		CANADA	Ajax	Bhupesh Dutt	+ 101 (000) 12202	123@gmail.com	Business Unit
COM003756		AUSTRIA	Deutschlandsberg	Klug / Strauss	+ 43 (3462) 77440	office@styriabau.at	Business Unit

How to Add a New Business Unit

In the sub-units list, click on the Add company on the bottom right and follow the below procedure:

Register New Sub-Units in 5 steps

Step 1: Enter registration details for the First User of the company. Complete the Mandatory information marked with red asterisk* Note the different parameters used for Standard or SSO setup.

Step 2: Enter New Business Unit Detail , after input all the information, Click on Next.

Step 3: Review all the information before approval

Enter Password+ Click Next>Save to complete the registration for Standard setup.

MY COMPANY
 COMMUNITY NAME: Standard
 COMPANY NAME / COMPANY ID: CORPORATE TREASURY / COM000008

User Details
 E-MAIL:
 USER ID:
 FIRST NAME:
 LAST NAME:
 PRIMARY AUTHENTICATION PROVIDER: None
 MOBILE PHONE:
 USER COMPANY: CORPORATE TREASURY
 OFFICE PHONE:
 FAX:
 TITLE: Text
 DEPARTMENT/ENTITY FILTER:
 ACCESS RIGHT: TEST (colas)
 APPROVAL LEVEL:
 SYSTEM(S): Guarantee Issuance
 DEFAULT SYSTEM: Guarantee Issuance
 SYSTEM LANGUAGE: English

Confirmation
 Enter Your Password: [input field]

< Previous Next > Save

Step 4: Next step is to Activate the new company & first user. When the 2nd Admin user approve the First User, the new company will be activated simultaneously.

Approval by 2nd Admin user

Step 4a: Go to User List tab, Search the First User
 Use the Search icon to search the First User (search by First Name, Last Name or Email). Another quick way is to search by “User Status=New”. Click to enter to User Details.

Company Details	Sub-Units List	Access Rights	User List	Categories	Exchange Rat		
<input type="checkbox"/>	Wong	Angus	Treasury Super	+1(416)6618520	wong@globaltradecorp.com	wong@globaltradecorp.com	New
<input type="checkbox"/>	Vlassov	Alexei	Treasury Super	+1(1)1	vlassov@globaltradecorp.com	vlassov@globaltradecorp.com	New
<input type="checkbox"/>	Violeau	Edouard	HO_ALL	(empty)	violeau@globaltradecorp.com	violeau@globaltradecorp.com	New

Search Filter: User Status in Company: New

Step 4b: Approver (2nd Admin user) will review and approve the First User
 When 2nd Admin user approves the registration. User profile status will update from “New” to “Active”
 To Activate the First User, Click Approve Activation

Step 5: System sends a confirmation email to the First User’s email address with a one-time email link. The link loads the page where the user is asked to setup the password.

User Details Status: **Active** Change Request(s): (click to see details)

E-MAIL: 1martinico@globaltradecorp.com
 USER ID: 1martinico@globaltradecorp.com
 FIRST NAME: Irina
 LAST NAME: Irina Test
 PRIMARY AUTHENTICATION PROVIDER: Default Authentication Provider
 MOBILE PHONE:
 USER COMPANY: CORPORATE TREASURY / COM000008 / GTCHO
 USER STATUS IN COMPANY: **NEW** Active
 OFFICE PHONE:
 FAX:
 TITLE: BA
 DEPARTMENT/ENTITY FILTER:
 ACCESS RIGHT: GTI Approver (colas)
 APPROVAL LEVEL:
 SYSTEM(S): Guarantee Issuance, Guarantee Receipt, LC Export
 DEFAULT SYSTEM: Guarantee Issuance
 SYSTEM LANGUAGE: English
 TIME ZONE:

Edit Details Approve Activation Delete User List

The password must satisfy the rules listed on the page. The rules may differ from the sample screenshot above as they are configured by your system administrator.

If the user already exists in the system, the system does not ask the user to setup the password again. User can start using the system as soon as the 2nd Admin user approves it.

Set new password:

Password Setup

The password must contain:

- ✓ at least 1 upper case character
- ✓ at least 1 lower case character
- ✓ at least 1 digit
- ✓ at least 1 special character (. ! ? space)
- ✓ at least 8 characters
- ✓ at most 12 characters
- ✓ not more than 2 identical characters in a row

Enter New Password: [input field]

Confirm New Password: [input field]

Done Cancel

Once the First User is approved, the New Business Unit will be activated.

ACCESS RIGHTS

To decide what a certain role can do and can not do. You create a collection of roles to create an access right and then assign an access right to the user.

Assign Roles: Access Rights Creator

You can Click Add New and follow below steps to setup the new Access

MY COMPANY:
Community Name: Standard
Company Name / Company ID: CORPORATE-TREASURY / COM000008

Company Details Sub-Units List **Access Rights** User List Categories Exchange Rat

Name	Org Type	Access Right Roles	Pending Changes
test	Head Office	GI Editor Iss-Aimd-Red (Pending Cor) GI Viewer	Added Roles: RFI Transaction Viewer RFI Transaction Creator Changes Made By jamin.lim@komgo.io on 2023-05-29 03:12:12
VIEW ONLY	Head Office	Access Rights Viewer Addr-Book Admin Addr-Book Viewer Alarm Viewer Ancillary Viewer Attachment Library Viewer	Added Roles: GI Approver (Approve) Changes Made By josephine.orlogbon@globaltrade.com on 2023-02-16 15:01:21

1-10 of 52

1 2 3 4 5 6 7 8 9 10

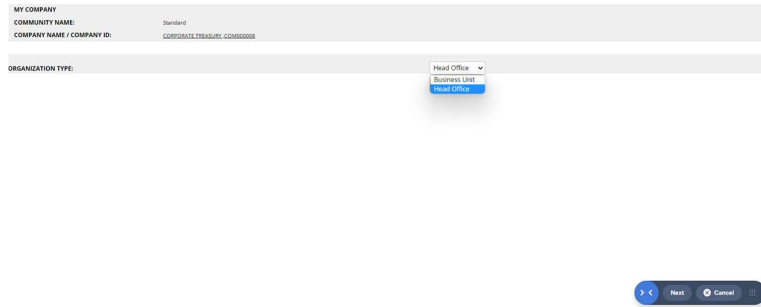
Next Page

Add New

Step 1: Select the Organization to setup the Access Rights

Select "Head Office" or "Business Unit", Click Next

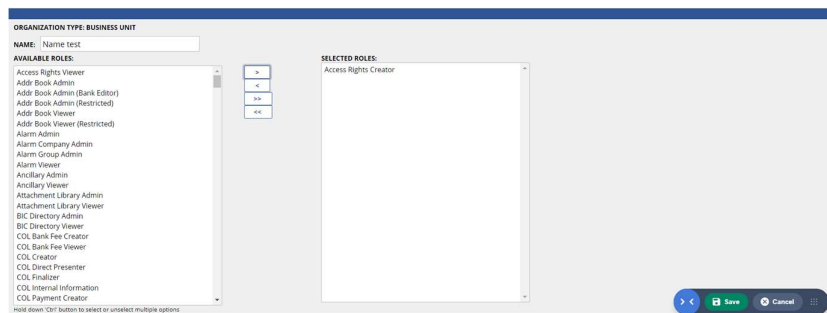
Note that Access Right can only be used in their respective organization. i.e. Access Right created in Head Office can only be attached to Head Office users.



Step 2: Input Access Right Name and setup the required roles or responsibility

Click [>] button to move the required roles available to selected roles

Complete setup, Click Save → Transaction saved and returned to Access Right List



Step 3: You want to Edit the Access Rights. For example, retrieve the Access Rights: from the Access Rights list. Click the Edit icon

Company Details	Sub-Units List	Access Rights	User List	Categories	Exchange Rat	Display records: 5 10 25 50 100
✓	Name	Org Type	Access Right Roles	Pending Changes		
<input type="checkbox"/>	test	Head Office	GI Editor Iss-Amd-Red (Pending Cor GI Viewer	Added Roles: RFT Transaction Viewer RFT Transaction Creator		<input type="checkbox"/> Edit
				Changes Made By jiamin.lim@komgo.io on 2023-05-29 03:12:12		

For modification of an existing access rights, it will automatically update the users having this access right, this is why 4 eyes principle apply.

Step 4: The modification will take effect once approved by your company administrator.

For Approval, Go to Access Rights List

Retrieve the transaction, Tick the checkbox to select the transaction, Click the “✓” to Approve.

Company Details	Sub-Units List	Access Rights	User List	Categories	Exchange Rat	Display records: 5 10 25 50 100
✓	Name	Org Type	Access Right Roles	Pending Changes		
<input checked="" type="checkbox"/>	test	Head Office	GI Editor Iss-Amd-Red (Pending Cor GI Viewer	Added Roles: RFT Transaction Viewer RFT Transaction Creator		<input type="checkbox"/> Approve
				Changes Made By jiamin.lim@komgo.io on 2023-05-29 03:12:12		

In terms of roles, you can find sometimes three levels for a same roles, for example :

Click on Categories Setup

Tick the Checkbox under Category Enabled

Enter Text for Category Name

You can set up the inter-categories dependency and arrange them in a required order.

Depends On: Select value from drop-down list if required

Click Save

Category Number	Category Enabled	Access Control	Category Name	Depends On	Move
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region		Down
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sub-Region	Region	Up Down
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Product Group	--Select--	Up Down
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cost Center No	--Select--	Up Down
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Beneficiary - public or private?	--Select--	Up Down
6	<input type="checkbox"/>	<input type="checkbox"/>	Division	--Select--	Up Down
7	<input type="checkbox"/>	<input type="checkbox"/>	Geo Market	--Select--	Up Down
8	<input type="checkbox"/>	<input type="checkbox"/>	Cost Center	--Select--	Up Down
9	<input type="checkbox"/>	<input type="checkbox"/>	Issuance	--Select--	Up Down
10	<input type="checkbox"/>	<input type="checkbox"/>	Category 10	--Select--	Up

Category Options

The categories (10 different ones) below are customizable.

Categories:	Category Options:	Applies To:	Guarantee Receipt	Guarantee Issuance	Collection Export	LC Export	Receivables Finance	LC Import	Delete
Region	America		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EMEA		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Europe		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Intercontinental		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Intercontinental		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Option 1 in Region		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Option 2 in Region		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	USCAN		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub-Region	Asian	Intercontinental	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Canada	USCAN	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	China	Intercontinental	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DACH	EMEA	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Eastern Europe	EMEA	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FBFA	EMEA	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click Categories Options Setup. This is to create the List of Values under each Category.

Categories:	Category Options:	Applies To:	Guarantee Receipt	Guarantee Issuance	Collection Export	LC Export	Collection Import	Receivables Finance	LC Import
Region	Africa		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	AMEA		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Construction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	container board		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Defense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EUROPE		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Garments		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	HighGrowth		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Machinery		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Raw Materials		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Test 111		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add the List of Values for each Category Name.

Go to the bottom of page, ADD NEW OPTION

CATEGORY: Select from dropdown list: Country, Regions or Product group

OPTION: Input new value in text format and tick the checkbox against appropriate system, e.g. Region new value: "High Growth" under Guarantee Issuance system

First Click Add and then Click Save] The new value (category option) will be saved.

If you want to delete the option, Tick the box under Delete. First Click Delete and then Click Save

Post Conditions: Go to Transactions>Guarantee List to test the configuration setup in Internal Information, Create a new Guarantee Transaction or retrieve any existing transaction, Click Edit Internal information button to enter the page to check the Category values are setup accordingly.

EXCHANGE RATE

Add, Edit and View the actual and historical currency exchange rates.

Assign Roles: Exchange Rate Admin

Top header, use the Filter function on Currency Code, select the currency from the drop-down list

Currency Name	Currency Code	Rate	Last Updated	Updated By	Latest
Communauté Financière Africaine B	XOF	1,000,000	2023-02-14	Angus Wong	Yes
Canada, Dollars	CAD	540,000	2023-01-05	Josephine Orillogbon	Yes
United States of America, Dollars	USD	1,0647	2022-06-01	Sallina Ng	Yes
Poland, Zlotych	PLN	4,5606	2021-04-30	Thomas Geevarghese	Yes
Hong Kong, Dollars	HKD	2,000	2020-10-01	Shahriar Masum	Yes
Russia, Rubles	RUB	70,500	2019-11-26	Olga Schwarzkopf	Yes
South Africa, Rand	ZAR	1,234,12345679	2019-06-20	Thomas Geevarghese	Yes
Israel, New Shekels	ILS	3,997	2019-05-24	Thomas Geevarghese	Yes
China, Yuan Renminbi	CNY	1,000	2019-01-20	Angus Wong	Yes

Click Edit to update Currency Code, Rate & Last Updated Date.

Currency Code	Rate	Last Updated
AED	<input type="text"/>	<input type="text"/>
AED	<input type="text"/>	<input type="text"/>
AED	<input type="text"/>	<input type="text"/>
AED	<input type="text"/>	<input type="text"/>

Post Conditions: Go to Transactions>Guarantee List to test the Exchange Rates setup, Create a new Guarantee

Transaction or retrieve any existing transaction, the Exchange Rates is used for converting Nominal Amt to Equivalent Amt (Company Base currency setup).

USERS INTEREST RATES

The interest Rates tab is used to view the list of foreign currency interest rates.

Company administrator can upload interest rates from sources like LIBOR. These rates can later be used in commission and fee calculation



Click on “Edit” to enter new rate per currency code. User has to enter also the last updated date for audit purpose.

MY COMPANY		
COMMUNITY NAME:	Standard	
COMPANY NAME / COMPANY ID:	CORPQ041.COM004682	
Currency Code	Rate	Last Updated
AED ▾	<input type="text"/>	<input type="text"/>
AED ▾	<input type="text"/>	<input type="text"/>
AED ▾	<input type="text"/>	<input type="text"/>
AED ▾	<input type="text"/>	<input type="text"/>

SECURITY SETTINGS

Security Settings displays the security settings of the active company. Users can check the following information from this page:

- Privacy Policy Disclaimer: Allows the user to enable and display a policy disclaimer in a free text format (2500 characters).
- Q-form Settings: A non-registered quick form user needs to use an email address for receiving the one-time link for the Q form Application. From the Q-form setting, the system admin can list the email domain that the user can use to receive the one-time like. For example, if the admin adds globaltradecorp.com as a domain, non-registered users with an email address like

exampleuser@komgo.io can receive the one-time link. But exampleuser@gmail.com will not receive the one-time link.

- IP filter Settings: is used for controlling the range(s) of IP addresses from which users can access the system. This feature enhances the system security by limiting IP addresses of the workstations from which users can access the systems. For example, if a company wants to prevent the users from accessing the system from non-office computers, the system administrator can limit the user access by specifying the IP range of the office PCs.

Use the 'Edit' button to make changes in the current security settings.

The screenshot displays a settings page for 'MY COMPANY'. At the top, it shows 'COMMUNITY NAME: Standard' and 'COMPANY NAME / COMPANY ID: C0E0D41_C000048E'. Below this are several sections:

- Multifactor Authentication Setting:** 'ENABLE MULTIFACTOR AUTHENTICATION FOR USER LOGIN USING:' set to 'NONE'.
- Q-Form Settings:** 'ALLOWED Q-FORM DOMAINS:' with a text input field and a note 'Separate multiple domains with:'. 'DEFAULT ROLE FOR NON-REGISTERED USER:' with radio buttons for 'Q-Form Requestor (Q-Q4)' (selected) and 'Q-Form Requestor (A-Q4)'.
- Privacy Policy Setup:** 'ENABLE PRIVACY POLICY:' with a checkbox, and 'DISCLAIMER MESSAGE:' with a large text area.
- IP Filter Settings:** A table with columns 'Title', 'IP (From)', 'IP (To)', and 'Description'. The 'Enable IP Filtering' checkbox is unchecked. There are seven rows for 'IP Range 1' through 'IP Range 7', each with input fields for the IP ranges and a description field.

At the bottom right of the IP Filter Settings section, there are navigation buttons: '<', '>', 'Save', and 'Cancel'.

MESSAGING - VIEW/MODIFY MESSAGING SETTINGS OF YOUR COMPANY

Messaging has two different sections:

1. Messaging Processing configuration
2. Messaging Networks Configuration

In the first section, administrator can control message auto processing rule. By default, the only process complete messages message is set to 'Yes'. It means that only complete SWIFT messages will be processed. This means it is only when the two part of the Swift message (Index + content) are received that the message will be processed.

By default, the 'Auto process SWIFT messages' is disabled, i.e., it is set to 'No'. When it is disabled, user will need to press the 'Process' button on the incoming SWIFT message to create a transaction.

In the second section, administrator can activate or deactivate communication channel.

Use the 'Edit' button to make this changes.

Message Processing Configuration Messaging Networks Configuration

ONLY PROCESS COMPLETE MESSAGES? Yes: No:

AUTO PROCESS SWIFT MESSAGES: Yes: No: Specify:

MESSAGE ADMIN EMAIL:

0 / 100 of maximum length is used

Message Processing Configuration Messaging Networks Configuration

Network Type	Active	Sender ID
SWIFT FIN	<input type="checkbox"/>	<input type="text"/>
EBICS / DTA	<input type="checkbox"/>	
@GlobalTrade	<input type="checkbox"/>	
E-MAIL	<input type="checkbox"/>	
PAPER/FAX	<input checked="" type="checkbox"/>	
SWIFT FileAct	<input type="checkbox"/>	<input type="text"/>
Postal	<input type="checkbox"/>	
Courier	<input type="checkbox"/>	
Digital Vault	<input type="checkbox"/>	
Konsole	<input checked="" type="checkbox"/>	

If user select “Yes” → new field will appear letting the user inserting the BIC Code to exclude if any, separate by commas.

ONLY PROCESS COMPLETE MESSAGES? Yes: No:

AUTO PROCESS SWIFT MESSAGES: Yes: No: Specify:

EXCLUDE SENDER(S) FROM AUTO PROCESSING:

16 / 300 of maximum length is used

MESSAGE ADMIN EMAIL:

0 / 100 of maximum length is used

If user select “Specify” → two new fields will appear letting the user inserting the BIC Code to exclude if any, separate by commas and on the first field user can specify which MT message should be processed.

ONLY PROCESS COMPLETE MESSAGES? Yes: No:

AUTO PROCESS SWIFT MESSAGES: Yes: No: Specify:

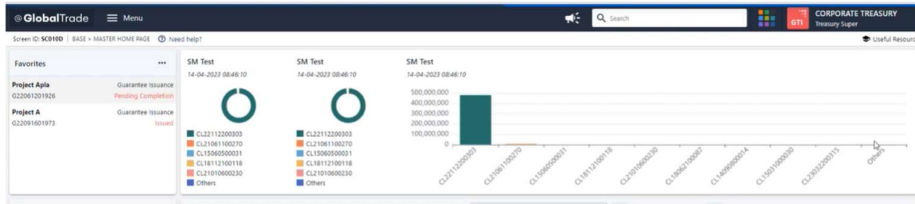
8 / 300 of maximum length is used

EXCLUDE SENDER(S) FROM AUTO PROCESSING:

Message admin user will let the user specify the email address of the person who should received the alert

DASHBOARD SETTING

In order to be able to select and display a dashboard in the home page, a report should be created. Two possibilities for dashboards : pie chart or bar chart.



Once on the template, click on “edit template” and tick the box “use as graph”
 Define the “X” and “Y” axis based on which information should be display. Enter the number of the line based on the template page.

Ex: for Credit line Borrower : line 2 → → Enter 2
 For Total available base : line 7 → Enter 7

Field Name	Sorting Order	As Rows	Total	Decimals Places
(CF) LENDER	ASC	Yes	NO	
(CF) CREDIT LINE ID	ASC	No	NO	
(CF) CREDIT LINE BORROWER	ASC	No	NO	
(CF) BASE CURRENCY	ASC	No	NO	
(CF) BASE CURRENCY AMOUNT	ASC	No	NO	2
(CF) UTILIZATION RATE	ASC	No	NO	2
(CF) TOTAL UTILIZED (BASE)	ASC	No	NO	2
(CF) TOTAL AVAILABLE (BASE)	ASC	No	NO	2

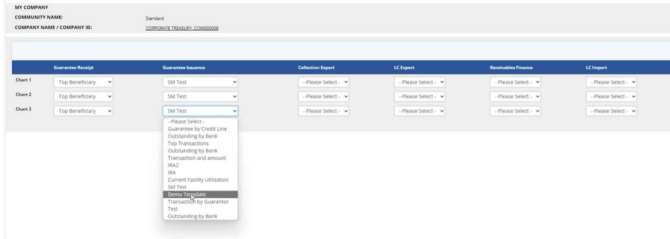
Click on save and then on generate report

Then go on the company information → dashboard settings → Click on “edit”

The regularity of the update of the report depends on the frequency saved under the report settings. Select daily with multiple hours as a frequency to have the dashboards being update every day multiple times.

User can set up to 3 dashboards available for each module.

Select for every module the name of the report that has been set as a chart



Click on “save”
Go back to the home screen to see how the chart is displayed

USER LIST

Add, Edit and View the list of users under the respective company base on your access.

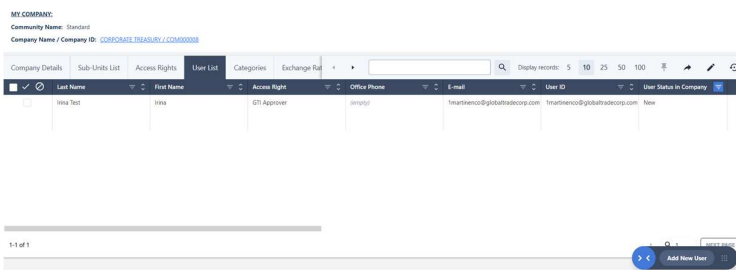
Head Office can view all the Business Units.

Assign Roles: User Admin

You can go to the Sub-Units List to retrieve the Business Unit you want to create the New User.

Select & Click the Sub-Unit to create the New User

Select User List / Click Add New User



Enter New User information

Enter the Mandatory information marked with red asterisk* as follows: E-MAIL, USER ID, FIRST & LAST NAME, PRIMARY AUTHENTICATION PROVIDER (dap/none), TITLE, ACCESS RIGHT, SYSTEM LANGUAGE

Logged in Company Name / ID: CORPORATE TREASURY / COM000008

Logged in User Name: Nazmi Bohnerblut

User Details

E-MAIL: *

USER ID: *

FIRST NAME: *

LAST NAME: *

PRIMARY AUTHENTICATION PROVIDER: *

MOBILE PHONE:

(Country code - Area code - Number)

USER COMPANY: CORPORATE TREASURY / COM000008

USER STATUS IN COMPANY:

OFFICE PHONE:

(Country code - Area code - Number)

FAX:

(Country code - Area code - Number)

TITLE: *

Go to the Bottom of page, Enter Your Password*

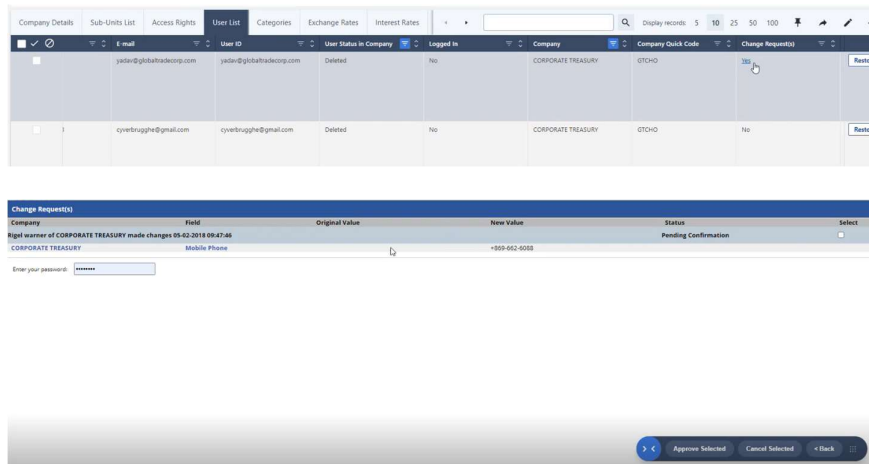
Click Save, New User is registered pending for 2nd Admin user approval (same process as described under sub-limit list)

To delete a user, you have to suspend it first. Go the user list → user profile you want to delete → suspend → the delete button appear on the menu. Even when you delete a user, you can still restore it on the user list.

Please find all the status below:

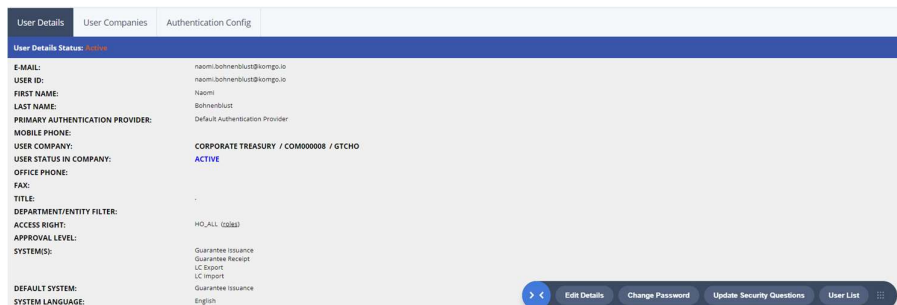
User Profile Status	
New	Account newly registered, waiting approval by the 2 nd Admin
Active	Account normal access to the system
Locked Out	Account has been temporarily blocked due to multiple invalid login (3 times)
Suspended	Account suspended by the administrator, temporary action
Deleted	Account has been deleted

If there is a pending change on a specific user, the change will appear under the column “ change request”, admin will then be able to click to access to the change request.



USER DETAILS

This page displays and edit the logged-in user’s information. You can also change password and update security questions. Primary authentication provider by default means email address + password: this is the way you are connecting to the platform.



On this page you can :

- Edit details : to modify any information except the email address of the user, your own access right and system access.

For all changes applying to the user itself, a second approver is not required. For any modification to another user, a second admin needs to confirm the changes in red (4 eyes principle).

TITLE:	Bk	
DEPARTMENT/ENTITY FILTER:	Professional Services	
ACCESS RIGHT:	Treasury Super (locked)	SMS Treasury (locked)
APPROVAL LEVEL:	1,2,3,4	
SYSTEM(S):	Collection Export Guarantee Issuance Guarantee Receipt LC Import LC Export Receivables Finance	Collection Export Collection Import Guarantee Issuance Guarantee Receipt LC Export LC Import Receivables Finance
DEFAULT SYSTEM:	Guarantee Issuance	
SYSTEM LANGUAGE:	English	
TIME ZONE:		
MESSAGING OFF:	No	

Example of changes available are:

- By default will be the system to which you will land when you connect.
- Messaging off: to delete confirmation pop up in the system
- Floating buttons: always the case by default
- Restricted profile : for top level user, can not be edited by other users
- Change password: to update the password

- Update security questions: It is used as verification when you request a password reset

Logged in Company Name / ID: CORPORATE TREASURY / COM00489

Logged in User Name: Naren Bhatnagar

Security questions are required for self service functionality to support password resets and profile updates. Please note that SCE will never ask you to confirm your security questions and answers by telephone, fax or email. Always keep your questions and answers confidential.

- answers must be between 2 and 20 characters in length.
- Special characters (e.g. #, @, %) are not allowed.
- You may be prompted to answer one of these questions when logging in or changing your security information.
- answers are case sensitive and must be spelled exactly as you enter them.

Mandatory Information

SECURITY QUESTION 1
Who was your favorite film star or character in school?
Answer:
Confirm Answer:

SECURITY QUESTION 2
What is the first name of your best friend in high school?
Answer:
Confirm Answer:

SECURITY QUESTION 3
What was the first album that you purchased?
Answer:
Confirm Answer:

< Save Cancel >

- User lists : to go to the complete user list

CHANGE THE USER ID

To be able to change the user ID, the first action to take is to suspend the user. Once on the user profile, click on the tab “User companies details” and suspend the user from all business unit.

User Companies			
Company Name	Company ID	Company Quick Code	Status
CORP001	COM00489		Active

Add Company:

Once the user is suspended, click on “edit details”. Ensure the Primary Authentication provider is “none”.

PRIMARY AUTHENTICATION PROVIDER: *

MOBILE PHONE:
(Country code - Area code - Number)

You are now able to modify the User ID and then save it with “save”. Please ensure that the primary authentication provided and the user is re-activate before finishing this step.

USER COMPANIES

This page displays the list of all business units the user has access to. In this example, Business Unit 1 and Corporate Treasury.

In this page, you can suspend all the units and the status will move from active to suspend.

General User Details						
E-mail:	wong@globaltradecorp.com					
User ID:	wong@globaltradecorp.com					
User Name:	Angus Wong					
Primary Authentication Provider:	Default Authentication Provider					
Mobile Phone:	+1-416-5586808					
User Companies						
Company Name	Company ID	Company Quick Code	Status	Access Right	Systems	Department
Business Unit 1	COM000012	BUSUN1	Active	Unit Super	Collection Export Guarantee Issuance LC Import LC Export	
CORPORATE TREASURY	COM000008	GTCHO	Active	Treasury Super	Collection Export Guarantee Issuance Guarantee Receipt LC Import LC Export Receivables Finance	Professional Services

Add Company:

AUTHENTICATION CONFIG

This page is to set up SSO or change the way the user wants to authenticate.

1. Go in the user profile.
2. Suspend all access to business unit under user companies under the “User companies tab”

User Companies			
Company Name	Company ID	Company Quick Code	Status
CORP0001	COM004889		Active

Add Company:

3. Go back to user details to change the primary authentication provider to “none”
4. Go to the Authentication config page and click on “edit”
5. Click on “add new profile” under the authentication details and enter the User ID details.
6. Do not forget to reactivate the user under the user companies

ACCESS RIGHT CONFIG.

Has to be configured first in the system config files and then the tab will be available. This functionality enable the user to give multiple access rights under the same business units. Sometimes used for user acceptance testing to facilitate it or to segregate permissions. For example, restricted access to request guarantee and then global access to view all guarantees.

Access Right Profiles	
Access Right: CTC User (HQ)	
Access Right: Support Issues	
Access Right: CTI Receiver	
Access Right: CTI Approver	
Access Right: Viewer	
Access Right: Business Approver	
Access Right: Business Requestor	
Access Right: Business Approver - 12	

To make any changes to the access right, you always need to suspend the user under the user companies.

Once suspended, the user can edit the access rights.

The categories (10 different ones) below are customizable (see printscreen below) . For example, the user can only approve transactions in the EMEA regions and more specifically in Canada.

Screen ID: SC9890 | PROFILE - VIEW COMPANY INFORMATION - SETUP CATEGORIES | Need help!

User Time zone not selected Server Date and Time: 2023-08-11 15:00:47

Category Number	Category Enabled	Access Control	Category Name	Depends On	Move
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Region		Down
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sub-Region	Region	Up Down
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Product Group	--Select--	Up Down
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cost Center No	--Select--	Up Down
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Beneficiary - public or private?	--Select--	Up Down
6	<input type="checkbox"/>	<input type="checkbox"/>	Division	--Select--	Up Down
7	<input type="checkbox"/>	<input type="checkbox"/>	Geo Market	--Select--	Up Down
8	<input type="checkbox"/>	<input type="checkbox"/>	Cost Center	--Select--	Up Down
9	<input type="checkbox"/>	<input type="checkbox"/>	Issuance	--Select--	Up Down
10	<input type="checkbox"/>	<input type="checkbox"/>	Category 10	--Select--	Up

Categories:	Category Options:	Applies To:	Guarantee Receipt	Guarantee Issuance	Collection Export	LC Export	Receivables Finance	LC Import	Delete
Region	America		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EMEA		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Europe		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Intercontinental		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Interccontinental		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Option 1 in Region		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Option 2 in Region		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	USCAN		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub-Region	Asian	Intercontinental	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Canada	USCAN	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	China	Intercontinental	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DACH	EMEA	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Eastern Europe	EMEA	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FBFA	EMEA	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LOGIN USER DETAILS

This page displays the log-in history of the user

Screen ID: SC9810 | BASE - USER PROFILE MANAGEMENT - LOGIN HISTORY | Need help!

Display records: 5 10 25 50 100

Access Date and Time	IP Address	Activity
2022-10-19 06:30:29	10.200.110.131	Logged in
2022-10-19 06:25:48	10.200.110.131	Logged in
2022-10-19 04:54:17	10.200.110.131	Logged in
2022-10-18 23:59:21	10.200.110.131	Logged in
2022-10-18 21:43:35	10.200.110.131	Logged in
2022-10-18 19:32:42	10.200.110.131	Logged in
2022-10-18 14:03:24	10.200.110.131	Logged in
2022-10-18 13:47:54	10.200.110.131	Logged in
2022-10-18 12:00:22	10.200.110.131	Logged in
2022-10-18 10:29:49	10.200.110.131	Logged in

1-10 of 618 1 2 3 4 5 6 7 8 9 10 11 ... 62 1 NEXT PAGE