

# EMV 3DS Bank Admin ACS User manual

## 1. User Management

This screen is used to manage user and permission which can separated to three sections

- User Management use to control user access.
- User Group use to control user permission.
- Department use to separate user group.

The recommendation to create user from new system is create Department -> User Group -> User management in order.

User Management will be used to create new user as screen below.

EMV 3DS2

ACS Administration

User Management

Search by user name Filter

Advanced Search Create User

User Unique ID	User ID	User Name	Staff ID	Department	User Group	Last Login Date/Time	Creator	Approver	Status	Login Status	More
1680	TestWasan02	Tewaghap	1232334	System Administration	ACS/3DS System Administration	21/02/2022 14:54:42	Admin49459		Active	N	Select
1689	Admin49459	Wasan	Admin	System Administration	ACS/3DS System Administration	21/02/2022 15:36:13	Wasan		Active	Y	Select

25 1

Showing 2 records of 2 | Page 1 of 1

Excel PDF

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### 1.1. Search User

User can search user from two points.

- If users have full username, they can search by input username in field below to retrieve user information.

Search by user name Filter

- If users have only partially information, they can user advanced search to retrieve data.

Advanced Search

Advance User Search

Close X

User ID :

Status : 

Select Status

User Name :

Department : 

Select Department

Email :

User Group : 

Select User Group

Staff ID :

Login Status : 

Select Login Status

Search

Reset

### Search Criteria List

No	Field	Description
1	User ID	Unique ID of user
2	User Name	User name
3	Email	User email
4	Staff ID	Unique ID of staff
5	Status	User status <ul style="list-style-type: none"> <li>Active</li> <li>Deleted</li> <li>Locked</li> </ul>
6	Department	Department name
7	User Group	Group name of user
8	Login Status	Login status <ul style="list-style-type: none"> <li>All (Both Yes &amp; No)</li> <li>Yes (current login)</li> <li>No</li> </ul>

- After input search criteria, user can click “search” button to search for user.

Search

- In case that users would like to reset search criteria, they can click on “Reset” button.

Reset

## 1.2. Create User

To create new user, admin can click on “Create User” 

Create User

 button.

Then, system will show create user screen as below.

**EMV 3DS2**

Search...

ACS Administration

User Management > Create User

User ID\*: Enter User ID

User Name\*: Enter User Name

Staff ID\*: Enter Staff ID

Email\*: Enter Email

User Group\*: Select User Group

Expiry Date: / /


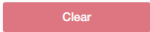
Create User Clear

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No	Field	Description
1	User ID	Unique ID of user (contain only a-z, A-Z, 0-9 and length 5 – 20 digits)
2	User Name	User name (English character and digit, length 50)
3	Staff ID	Unique ID of staff (unique for same issuer and length 20)
4	Email	User Email address (unique and length 50) for send temporary password
5	User Group	Group name of user (For select Permission)
6	Expiry Date	Expiry date of user

An admin has to fill all mandatory field and then click “Create User” button  to create user or click “Clear” button  to clear all filled data.

**Remark:** In case that Create/Approver Setting is enabled, approver must approve before system change data.

### 1.3. Manage User

To manage user, admin can click “Select” action on user management list to get to user setting screen which will show the user information and manage action as below.

EMV 3DS2

Search...

ACS Administration

User Management > User Settings

Dashboard

Transactions

Cardholders

Reports

User Management

Users

User Groups

Departments

System

User Name : Teeraphap

Staff ID : 1232334

Department : System Administration

Status : Active

Email : wasant+22021@2c2p.com

User Group : ACS/3DS System Administration

Expiry Date : 31/12/2030

Last Creator ID : Admin@9459

Last Create Date Time : 14/02/2022 10:00:28

Last Approver ID :

Last Approval Date Time :

Last Login Date Time : 21/02/2022 14:54:42

Delete User

Delete

User Lock / Unlock

Lock

Force Logout

Logout

Reset Password

Reset

User Edit

Edit

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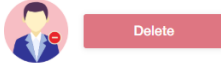

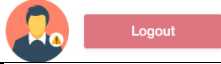
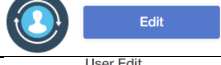

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### User Information Description

No	Field	Description
1	User Name	User name
2	Staff ID	Unique ID of staff
3	Department	Department name
4	Status	User status <ul style="list-style-type: none"> <li>Active</li> <li>Deleted</li> <li>Locked</li> </ul>
5	Email	User Email address
6	User Group	Group name of user
7	Expiry Date	Expiry date of user
8	Last Creator ID	User ID of the creator
9	Last Create Date Time	Date and time of the creation
10	Last Approver ID	User ID of the approver
11	Last Approval Date Time	Date and time of the approval
12	Last Login Date Time	Last Date and time of access system

To modify user data, admin needs to have permission for each actions below.

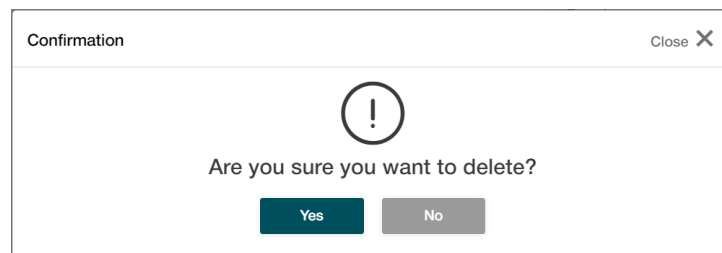
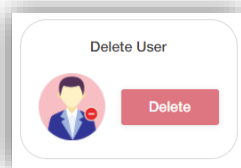
No	Image	Action	Description
1		Delete User	Delete user
2		User Lock/Unlock	Lock user to access to the system / Unlock user and enable to access to the system
3		Force Logout	Force user to logout
4		Reset Password	Reset Password
5		User Edit	Edit user info: user name, staff ID, department, user group, expiry date

- When admins completely modify data, they can click “Save” button to save this modify or send to checker validate before modifying.

**Remark:** In case that Create/Approver Setting is enabled, approver must approve before system change data.

#### 1.4. Delete User

To delete user from the system, admin can click delete button then system will show pop-up to confirm as below.



**Remark:** In case that Create/Approver Setting is enabled, approver must approve before system change data.