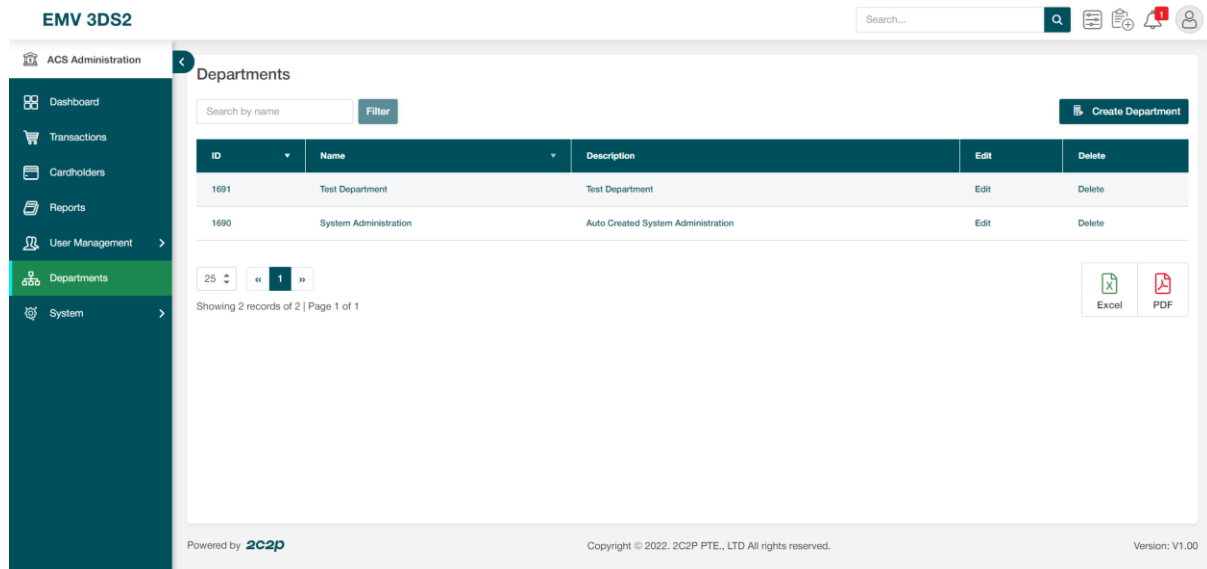


# EMV 3DS Bank Admin ACS User manual

## 1. Department

This screen can be used to set department for user follow organization department for easing to manage user.



In case that organization do not use department, admin can set “Default” department to user.

### 1.1. Search Department

If users have full department name, they can search by input department name in field below to retrieve department information.


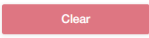
### 1.2. Create Department

To create new department, admin has to click on “Create Department” button.

Then, system will show create department screen as below.

No	Field	Description
1	Department Name	Department name
2	Department Description	Description for the department

The screenshot displays the 'Create Department' form within the EMV 3DS2 ACS Administration system. The form is located in the 'Departments > Create Department' section. It features two mandatory fields: 'Department Name \*' and 'Department Description \*'. Both fields have placeholder text indicating where to enter the data. Below the fields are two buttons: 'Save' (green) and 'Clear' (red). The interface includes a sidebar with navigation options: Dashboard, Transactions, Cardholders, Reports, User Management, Departments (highlighted), and System. The top header shows 'EMV 3DS2' and a search bar. The footer contains copyright information: 'Powered by 2c2p', 'Copyright © 2022. 2C2P PTE., LTD All rights reserved.', and 'Version: V1.00'.

An admin has to fill all mandatory field and then click “Save” button  to create department 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 Department

To manage department, admin can click “Edit” action on department list to get to edit department screen which will show the department information as below.

No	Field	Description
1	Department Name	Department name
2	Department Description	Description for the department

EMV 3DS2

Search...

ACS Administration

Departments > Edit Department

Department Name \* : Test Department

Department Description \* : Test Department

Save Cancel

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- 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 Department

To delete department from the system, admin can click “delete” action then system will show pop-up to confirm as below.

Confirmation

Close X

!

Are you sure you want to delete?

Yes No

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