



User Administration Quick Reference Guide

illion Decisioning System

Version 1.1, March 2019

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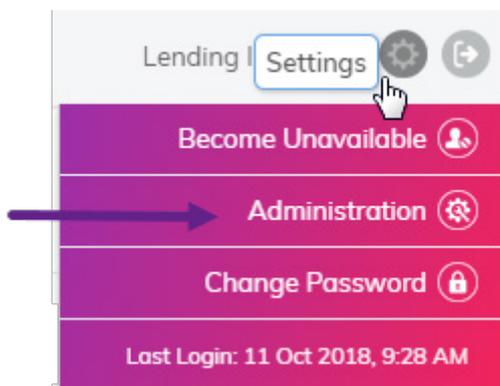
1 Introduction

This document provides instructions around frequent user administration tasks within the illion Decisioning System, such as creating new users and resetting passwords. This document is not intended as a full user administration guide, but rather as a light guide to easily refer to as required.

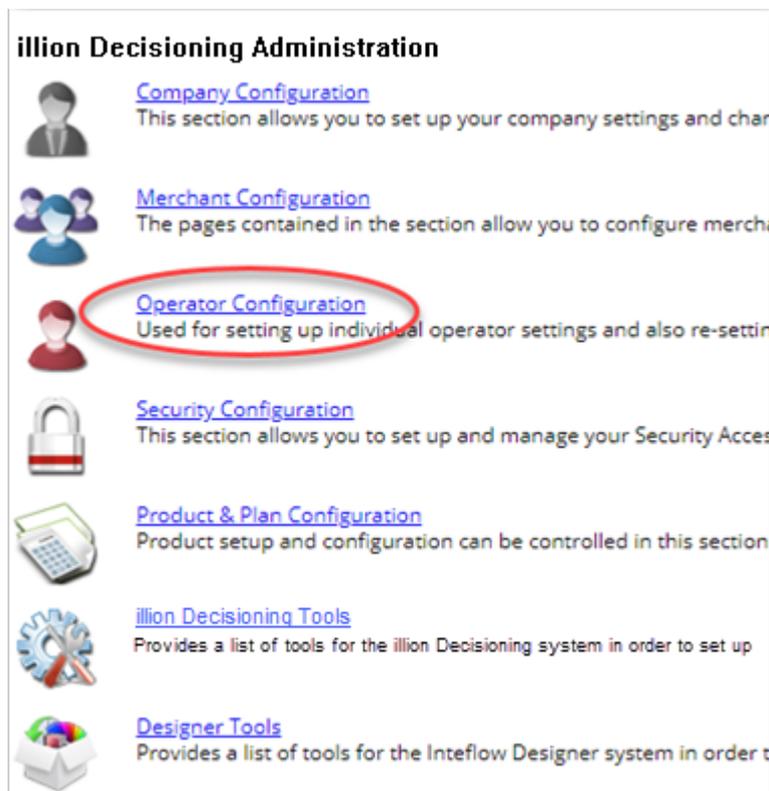
This document will be continually updated as further frequent user administration tasks are identified.

2 How to create a new Operator

1. Click on the Settings icon located top right of the Dashboard screen, and select Administration from the menu.



The illion Decisioning Administration menu will display:



2. Click on Operator Configuration.



The Operator Configuration menu will display:

Operator Configuration

[Manage Operators](#)
This section provides the ability to create / modify / delete operators.

[Reset Operator Password](#)
This section allows an administrator to reset an operator's password.

[Close](#)

3. Click on Manage Operators

The Operator Selection page will display:

Operator Selection

Merchant Filter:

Operator Code	Operator	Copy	Delete
		Copy	Delete
BROKER_I	Broker Interface	Copy	Delete
BROKER_W	Broker Web	Copy	Delete
		Copy	Delete
CAR_DEALER	Car Dealer	Copy	Delete
		Copy	Delete
Chris		Copy	Delete
Clair		Copy	Delete
CLIENT_ADMIN	Client Admin	Copy	Delete
	Credit Manager	Copy	Delete
	Credit Officer	Copy	Delete
		Copy	Delete
David	David	Copy	Delete
		Copy	Delete
INTEGRATE	Integrate Administrator	Copy	Delete

4. Find an existing operator who has a similar access level that the new operator requires.
5. Click on the Copy button for the operator you would like to copy.



The Edit Operator Details page will display:

Edit Operator Details

Login Information

Bulk Load Operators File No file chosen

Operator Code

Operator Name

Password

Next Login Change Password Check to force operator to change password on next login

End Customer Operator? Cannot access restricted privileges (cannot be disabled)

Merchant Access Fallback Check to allow privileges and access to be retrieved from assigned merchants as well

Is Internal Operator? Check to stop operator getting authenticated against external login calls (A

Contact Details

Custom Fields

Default Values

Secondary Login

Assigned Products

Assigned Access Groups

Merchant Access

6. Enter an appropriate User ID into the 'Operator Code' field.

Following are the Operator Code field restrictions:

- Maximum 32 characters
- Cannot contain spaces
- Cannot contain special characters
- Alpha numeric characters, underscore and dash accepted

It is recommended the operator code easily identifies the operator name.

7. Enter the new operators name into the 'Operator Name' field

8. Enter a temporary password into the 'Password' field.

9. Tick the following options located under the password field:

- 'Check to force Operator to change password on next login'
- 'Check to allow privileges and access to be retrieved from assigned merchants as well'

10. Click on the Contact Details heading.



The contact details section will expand to display further fields:

Is Internal Operator? Check to stop operator getting authenticated against external login

Contact Details

Communication Preference: No Preference

Address: [Text Field]

Phone Number: [Text Field]

Mobile Number: [Text Field]

Fax Number: [Text Field]

Email Address: [Text Field]

Custom Fields

Default Values

11. Enter the new operators email address into the 'Email Address' field.
12. As you copied an existing operator, the assigned products, access groups and merchants will already be selected.

If required, edit the assigned products, access groups and/or merchant access by clicking on the relevant section within the screen:

Edit Operator Details

Login Information

Bulk Load Operators File: Choose File No file chosen

Operator Code: [Text Field]

Operator Name: [Text Field]

Password: [Text Field]

Next Login Change Password: Check to force operator to change password on next login

End Customer Operator?: Cannot access restricted privileges (cannot be disabled)

Merchant Access Fallback: Check to allow privileges and access to be retrieved from assigned merchant

Is Internal Operator?: Check to stop operator getting authenticated against external login

Contact Details

Custom Fields

Default Values

Secondary Login

Assigned Products

Assigned Access Groups

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Save Operator Copy Operator Return to Operator Selection Close

13. Click on the Save Operator button located at the bottom of the screen.
14. Provide the new operator with the operator code and temporary password. The new operator will be prompted for a new password upon first login.



3 Appendix A - Document History

Version History

Version	Date	Name	Description
1.0	Oct 2018	Fiona Maher	Established document
1.1	March 2019	Fiona Maher	Updated Inteflow to illion Decisioning