



# TradeServ Self Service Admin User Guide

Sep 2022

<b>TradeServ Self Service Admin User Guide</b>	<b>1</b>
<b>1.0 Introduction</b>	<b>3</b>
<b>2.0 Getting Started</b>	<b>3</b>
2.1 Prerequisite	3
2.2 Login to TradeServ and accessing the Admin application	3
2.3 Standard control within Admin application	3
2.4 Notification Window	5
<b>3.0 User Management</b>	<b>6</b>
3.1 Viewing the users in User Management	6
3.2 New User Creation	7
3.3 Approving Request	11
3.4 Modify the user details and Admin access to the user	12
3.5 Manage application access of existing user	14
3.6 Deactivate User	15
3.7 Reactivate user	16
3.8 Cloning user access to an existing user	17
3.9 Lock/Unlock user access to TradeServ	19
<b>4.0 Managing Admin Access</b>	<b>20</b>
4.1 Changing Admin role to Read Only User	20
4.2 Changing Admin Access	22
4.3 Modifying Admin Access to Asset Class, Entities and User	23
<b>5.0 Functional Group for CONFIRMS and NCM application</b>	<b>25</b>
5.1 Creating new Functional Group for Confirms/NCM	25
5.2 Modifying Functional Group	28
5.3 Assigning user to Functional Group	30
5.4 Deleting Functional Group	31
<b>6.0 View Confirms and NCM application settings</b>	<b>32</b>
<b>7.0 Export of data from Admin application</b>	<b>33</b>
<b>8.0 Upload of the User and Functional Group creation/modification</b>	<b>33</b>
8.1 Uploading of new User and Functional Group Creation	34
8.2 Uploading of User and Functional Group Changes	37
<b>9.0 Audit</b>	<b>40</b>

# 1.0 Introduction

The Admin app will be used to allow firms to manage their user management and static data for TradeServ's Confirms and NCM applications.

It will replace the Customer Registration System (CRS) which was formerly used to do the same in DSMatch and Novation Consent.

As part of the data migration from DSMatch to TradeServ, Super Access Coordinators (SAC) and Access Coordinators (AC) will be migrated as TradeServ Admin Users who will have access to the Admin app and have the same access to the same users and entities. O-Codes will be migrated as Functional Groups in TradeServ for both Confirms and NCM.

## 2.0 Getting Started

### 2.1 Prerequisite

---

As part of the control mechanism that will be put in place for user management and Functional Group management, TradeServ introduces a Requester and Approver process. As a result, clients will need to have a minimum of 2 Admin users to complete the action within the Admin application

### 2.2 Login to TradeServ and accessing the Admin application

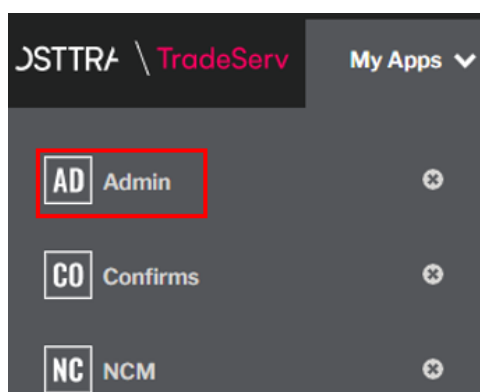
---

The URLs for TradeServ are below.

<https://connect.markitserv.com/> - Production.

<https://uat-tradeserv.connect.markitserv.com> - UAT.

Once the Admin user has login access to TradeServ, they can navigate to the Admin application via MY APPS



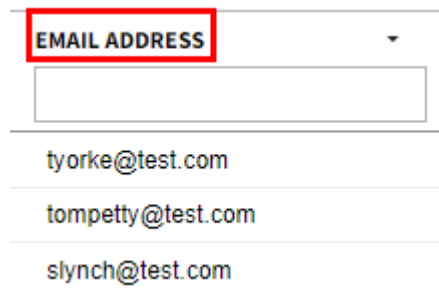
### 2.3 Standard control within Admin application

---

TradeServ data is displayed within a grid view which allows Admin users to sort, filter, arrange columns and maneuver to other pages.

## 1. Sorting

Data can be sorted according to the order (up or down) by clicking on the column header. The directional arrow button would indicate the direction of the sorting.



EMAIL ADDRESS
tyorke@test.com
tompetty@test.com
slynch@test.com

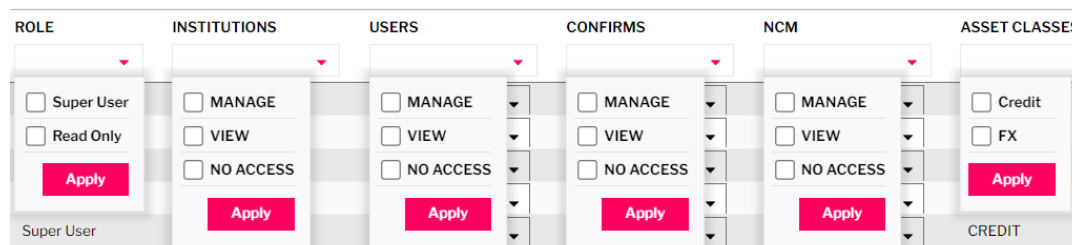
## 2. Filtering

Data can be searched/filtered by entering the value in the blank box within each column



EMAIL ADDRESS
tyorke@test.com

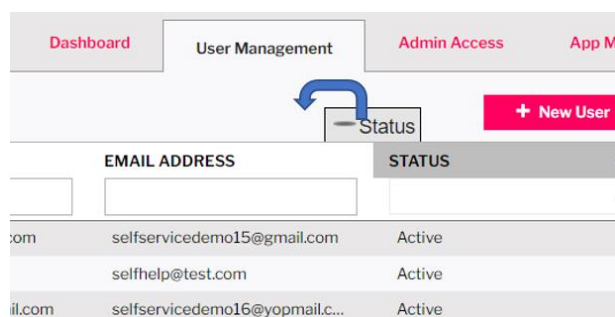
There are also columns that have fixed values where the user can check the box to filter the value.



ROLE	INSTITUTIONS	USERS	CONFIRMS	NCM	ASSET CLASSES
<input type="checkbox"/> Super User <input type="checkbox"/> Read Only <b>Apply</b>	<input type="checkbox"/> MANAGE <input type="checkbox"/> VIEW <input type="checkbox"/> NO ACCESS <b>Apply</b>	<input type="checkbox"/> MANAGE <input type="checkbox"/> VIEW <input type="checkbox"/> NO ACCESS <b>Apply</b>	<input type="checkbox"/> MANAGE <input type="checkbox"/> VIEW <input type="checkbox"/> NO ACCESS <b>Apply</b>	<input type="checkbox"/> MANAGE <input type="checkbox"/> VIEW <input type="checkbox"/> NO ACCESS <b>Apply</b>	<input type="checkbox"/> Credit <input type="checkbox"/> FX <b>Apply</b>
Super User					CREDIT

## 3. Column Arrangement

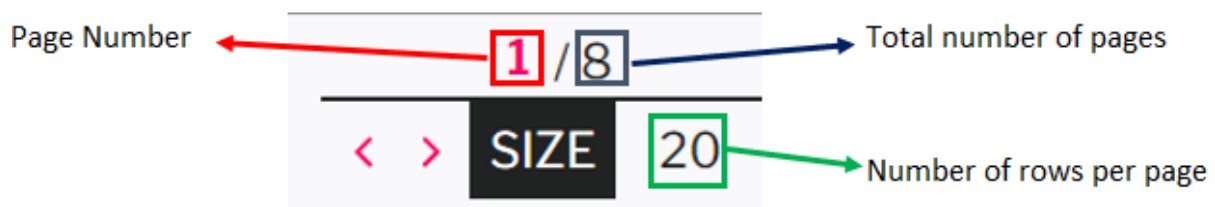
Columns can be moved to the left/right via drag and drop. Note that column arrangement will not be saved.



EMAIL ADDRESS	STATUS
selfservicedemo15@gmail.com	Active
selfhelp@test.com	Active
selfservicedemo16@yopmail.c...	Active

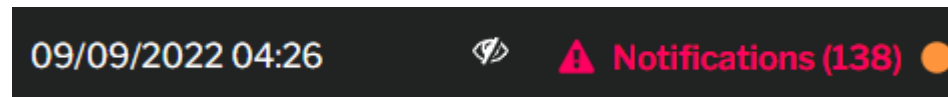
## 4. Pagination

Users can define the number of rows per page and go to the desired page number by changing the value as per below.

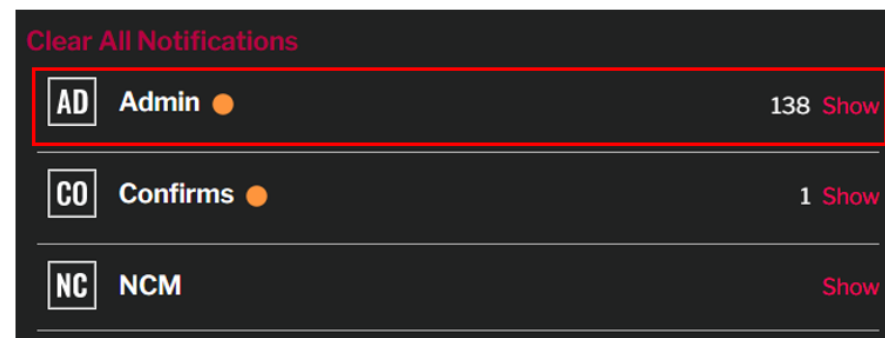


## 2.4 Notification Window

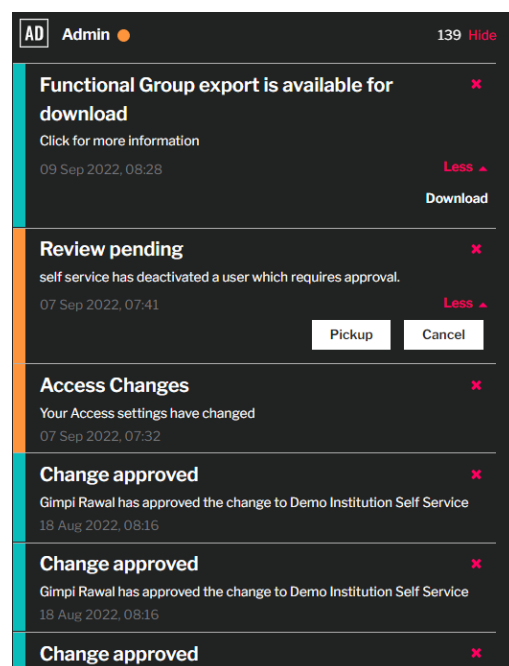
On the bottom right-hand side of the screen, there is a Notification Window.



Users can see all the notifications that have been sent to them from any application they are assigned to, and the notification can be reviewed by clicking the relevant app name, as shown below.



Examples of notifications that would be shown include notification to download a generated export file, requests that require approval, requests that have been approved/rejected.



## 3.0 User Management


### 3.1 Viewing the users in User Management

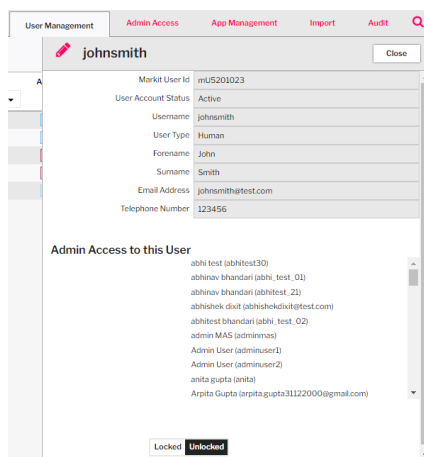
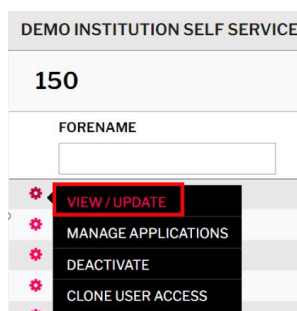
An Admin user that has “View” or “Manage” access can view the users they have access to in the User Management tab as per below. An Admin user that does not have admin access to users will not see this “User Management” tab.

DEMO INSTITUTION SELF SERVICE					
Dashboard		User Management	Admin Access	App Management	Import Audit
150		+ New User		1 / 8	SIZE 20
FORENAME	SURNAME	USERNAME	EMAIL ADDRESS	STATUS	ASSIGNED APPS
Gimpi	Rawal	gimpirawal@gmail.com	gimpirawal@gmail.com	Active	NC AD CO
v	user test	bal101	b@test.com	Active	AD
c	test	c@test.com	c@test.com	Active	CO
self	service	selfservicedemo@gmail.com	selfservicedemo15@gmail.com	Active	NC AD CO
Peter	Walker	demo	pwifh@aol.com	Active	NC AD CO
Self	Help	selfhelp	selfhelp@test.com	Active	NC CO

The information below would be available

- Forename
- Surname
- Username
- Email Address (Note: Client will use the email address listed in this field to login)
- Status (Note: The status can be Active or Deactivated)
- Assigned Apps (This field will show the application that the user has access to)

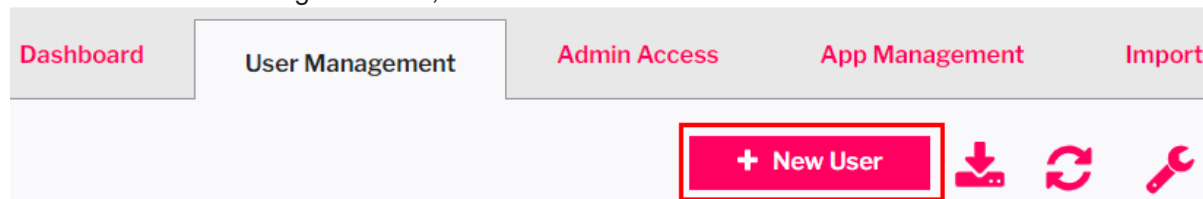
An Admin user can see the full details of the users including the telephone number and “Admin Access to this user” by clicking on the gear icon  and select “VIEW/UPDATE”.



## 3.2 New User Creation

Admin users can create the new users in the Admin application. Below are the steps:

1. In the User Management tab, click on “+ NEW USER”.



2. Enter all the mandatory fields. For the field Email Address, the email domain will appear as a drop down. If the correct email domain is not appearing in the drop down, please reach out to TradeServ support: support@markitserv.com to add the new email domain.

**Create User** [Close]

Username: \_\_\_\_\_

User Type: Human x

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Email Address: \_\_\_\_\_ @test.com

Telephone Number: \_\_\_\_\_

**Admin Access to this User**

**ALL** SELECTED UNSELECTED

Enter to search...

abhi test (abhtest30) ☐

abhinav bhandari (abhi\_test\_01) ☐

abhinav bhandari (abhtest\_21) ☐

abhishek dixit (abhishekdxit@test.com) ☐

abhtest bhandari (abhi\_test\_02) ☐

admin MAS (adminmas) ☐

Admin User (adminuser1) ☐

Admin User (adminuser2) ☐

**Create**

3. Once all the mandatory fields are filled in, the user would need to select the “Admin Access to this User”. The list would show all the Admin users within the firm. Only the selected Admin users (with a lightning mark ⚡) that have the role “Super User” and have User “Manage” access will be able to approve this user creation and able to see the user in the User Management. (Note: The requestor will be auto selected as default and another Admin user would need to be selected. The system does not allow submission if only one Admin user is selected in this section)

Once the user is approved, all Admin users selected will be able to see them within the Admin App, and conversely the new user will be hidden from users who do not have access.

**Admin Access to this User**

**ALL** SELECTED UNSELECTED MANAGE ACCESS

Enter to search...

Select All ☒

abhi test (abhtest30) ☒

abhinav bhandari (abhi\_test\_01) ☒

abhinav bhandari (abhtest\_21) ☒

abhishek dixit (abhishekdxit@test.com) ☒

abhtest bhandari (abhi\_test\_02) ☒

admin MAS (adminmas) ☒

Admin User (adminuser1) ☒

Admin User (adminuser2) ☒

anita gupta (anita) ☒

Arpita Gupta (arpita.gupta31122000@gmail.com) ☒

- An Admin user has the right to grant access to the available applications to the new user by selecting grant access as “YES”. The available applications are Confirms, NCM and Admin, depending on the services your firm uses. Select the application that the new user should have. (Note: The requester must have “Manage” access to the Confirms/NCM to grant access to Functional Groups within the Confirms/NCM application)

Grant Access

Model User

---

☐ **NC** NCM

Role

---

☐ **AD** Admin

---

☐ **CO** Confirms

Role

An Admin user can model (clone) the user's access based on an existing user. All the Functional Group Apps and permissions will be pre-selected to follow the access of the existing user. (Note: The requester must also have the necessary access to grant the model user's access)

Grant Access

Model User

---

☒ **NC** NCM

Role

**ALL** **SELECTED** **UNSELECTED**

**Functional Groups**

abc-123  
NCM All Access  
NCM All ACCESS ONE  
NCM Functional Group TEST...

Select All  
☐  
☒  
☐  
☐

---

☒ **AD** Admin

Role

Users

Institution

Confirms

NCM

---

☒ **CO** Confirms

Role

**ALL** **SELECTED** **UNSELECTED**

- If the NCM and Confirms applications are selected, the Admin user would need to select the applicable Functional Groups that would determine the access within those apps.





-The below section would define the new Admin user's access to specific asset classes, entities and users.

- Asset Class (Whether the Admin user can see configuration related to FX or Credit)
- Entities (The entities that the Admin user would be able to see within the Admin App)
- Users (The users that the Admin user would be able to see within the Admin App)

The screenshot shows a configuration interface for a new Admin user. At the top, there are two toggle switches: 'Credit' (OFF/ON) and 'FX' (OFF/ON). Below these are two sections: 'Entities' and 'Users'. Each section has tabs for 'ALL', 'SELECTED', and 'UNSELECTED'. The 'Entities' section has a search bar and a list of entities with checkboxes for selection. The 'Users' section also has a search bar and a list of users with checkboxes. A 'Create' button is at the bottom right.

7. Once all the fields are completed, the requestor can submit the new user creation by clicking the CREATE button.

8. The new user creation request would need to be approved on the Dashboard tab – Group Request. Please refer to the approval steps as mentioned in Section 3.3 Approving Request

The screenshot shows the 'DEMO INSTITUTION SELF SERVICE' dashboard. The 'Dashboard' tab is selected. On the left sidebar, 'Grouped Requests' is highlighted with a red box and a '1' icon. The main content area shows a table with columns: REVIEW STATUS, ACTIONED BY, ACTION / WORKFLOW, GROUP ID, and OBJI. A row is visible with a 'PENDING' status and a 'PICK UP' action.

9. Once the approver has approved the request, an activation email with a link to TradeServ will be sent to the email address of the new user.


### 3.3 Approving Request

A Request from the submitter will be available for approval on the Dashboard tab.

Note: Requests will appear in Grouped Requests where multiple changes are made and can be approved as one request.

REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROUP ID	OBJECT
PENDING	PICK UP	Create User and Gra...	mGJB5L2ZNQYFBJQ...	andy.bogard@test.com

Please follow the below steps to approve the request

1. The approver would click on the gear icon  and select Pick Up to proceed or View Details to review the request. Once the request is picked up, it indicates that another Admin user is working on the same request and other admin user would be prevented from working on the same request.

REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROUP ID	OBJECT	REQUESTED BY
PICK UP	PICK UP	Create User and Gra...	mGJB5L2ZNQYFBJQ...	andy.bogard@test.com	self service

2. Once the approver picks up the request, the approver will have the option to cancel the pickup, approve, reject or view details.

CANCEL PICK UP

APPROVE

REJECT

VIEW DETAILS


3. The approver can select View Details if the approver wants to view the full details before approving the request. If all the details are correct, the approver can proceed to approve. The approver can also choose to reject the request and can add the reason of rejection.

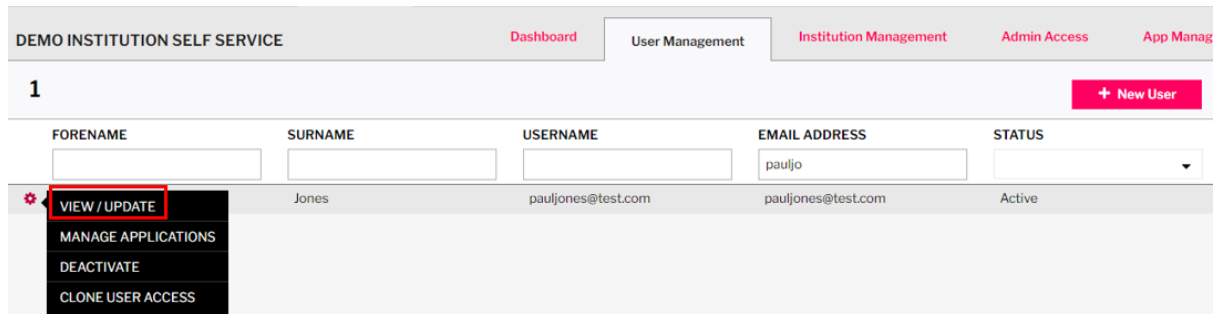
Name	Email	Role
Robert Smith (robertsmith)		
Vanshika Gupta (vanshika.gupta@demo.com)		
Yuki Ono (yukiono)		
c test (c.test@demo.com)		
first test (firsttest@demo.com)		
self service (selfservice@demo.com)		
Jef Estaross (jef.estaross@demo.com)		
Demo User (demo@demo.com)		
SUDHESH PRASAD (sudhesh.prasad@demo.com)		
John Smith (johnsmith)		
v test (v.test@demo.com)		
(test01111)		
readok only (readonly@demo.com)		
Abhi TEST (abhi.test_26)		
Issue RToneto (issue@demo.com)		
wayne rooney (wayne@demo.com)		
Simon Smith (simonsmith)		
tom petty (tompetty)		

4. The requestor will be notified of the Approval or Rejection through the Notification Window.

## 3.4 Modify the user details and Admin access to the user

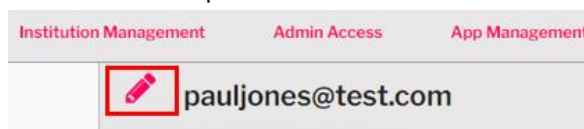
An Admin user can modify the user details and Admin Access to the user. Steps as per below.

1. Go to User Management tab and select the user. Click on the gear icon  and select "VIEW/UPDATE".



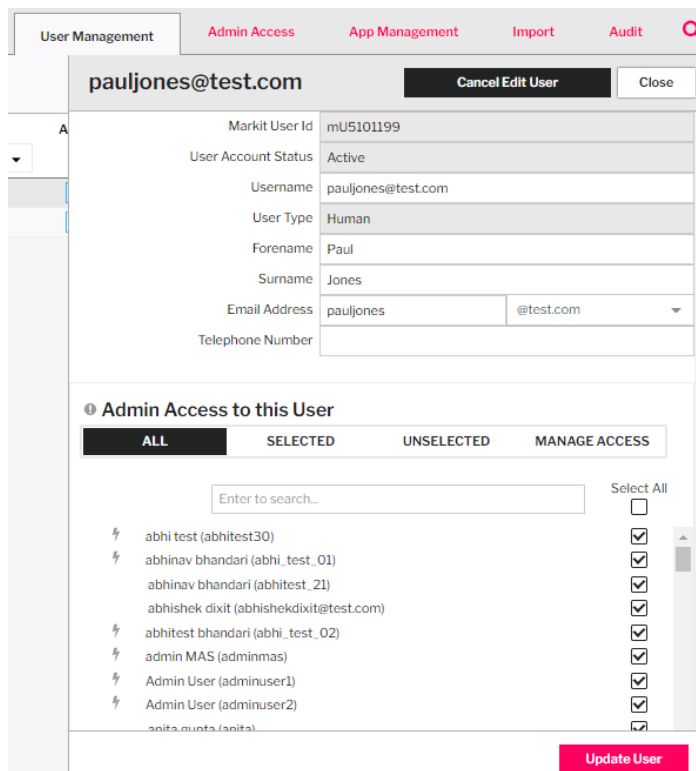
The screenshot shows the 'User Management' tab in the 'DEMO INSTITUTION SELF SERVICE' application. A table lists users, with the first user 'pauljones@test.com' highlighted. A gear icon next to the user name opens a dropdown menu with options: 'VIEW / UPDATE', 'MANAGE APPLICATIONS', 'DEACTIVATE', and 'CLONE USER ACCESS'. The 'VIEW / UPDATE' option is highlighted with a red box.

2. Click on the pencil icon



The screenshot shows the 'User Management' tab with the 'pauljones@test.com' user selected. A pencil icon next to the email address is highlighted with a red box, indicating the 'VIEW/UPDATE' action.

3. All the user details that can be modified will be enabled.  
Note: The below action will not require approval  
-Modification to Forename/Surname/Telephone Number  
-Modifying Admin Access to this user



The screenshot shows the 'Admin Access to this User' dialog box for the user 'pauljones@test.com'. The dialog has tabs for 'ALL', 'SELECTED', 'UNSELECTED', and 'MANAGE ACCESS'. The 'ALL' tab is selected, showing a list of users with checkboxes for selection. The 'Update User' button is highlighted with a red box.

4. Once all the details have been modified, click on "Update User"
5. The modification to user details and Admin access request would need to be approved at the Dashboard tab.

If only the user details (username and email address) are modified, the approver would need to go to Dashboard tab – User Management – User Management to approve the request.

DEMO INSTITUTION SELF SERVICE

Dashboard

User Management

Admin Access

User Management1

1

USER MANAGEMENT

USER APP ACCESS

Bulk Action

Select Action

		REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROUP ID
Admin Access	0	<input type="checkbox"/>			
App Management	0	<input type="checkbox"/> Pending Approval	PICK UP	Update User	
Grouped Requests	1				

If both the user details and admin access are modified, the approver would need to go to Dashboard tab – Grouped Request to approve the request.

DEMO INSTITUTION SELF SERVICE

Dashboard

User Management

Admin Access

User Management1

1

Bulk Action


Select Action

		REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROUP ID
Admin Access	0	<input type="checkbox"/>			
App Management	0	<input type="checkbox"/> PENDING	PICK UP	Changed user with Admin Access	mGEAJNKDOYVEBY...
Grouped Requests	1				



Please refer to the approval steps as mentioned in Section 3.3.

### 3.5 Manage application access of existing user

An Admin user can add/remove applications for an existing user. Please see the below steps.

1. Go to the User Management tab and select the user you want to manage the application for. Click on the gear icon  and select “MANAGE APPLICATIONS”

FORENAME



VIEW / UPDATE

**MANAGE APPLICATIONS**

DEACTIVATE

CLONE USER ACCESS

2. The requestor has the option to set “ASSIGNED” or “NOT-ASSIGNED” to the application for the user. Select Save once done.

**Manage Applications** Cancel Save

User: Paul Jones Username: pauljones@test.com

Confirms

Not-Assigned

**Assigned**

Role	User	
		x

NCM

Not-Assigned

**Assigned**

Role	User	
		x

Admin

Not-Assigned

**Assigned**

Role	Super User	
		x

3. The application access request would need to be approved on the Dashboard tab – User Management – USER APP ACCESS. Please refer to the approval steps as mentioned in Section 3.3 Approving Request

DEMO INSTITUTION SELF SERVICE Dashboard User Management Admin Access

**User Management** 1

1

USER MANAGEMENT


**USER APP ACCESS**

Bulk Action Select Action

Admin Access 0

App Management 0

Grouped Requests 1

REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROUP ID
<input type="checkbox"/>			
<input type="checkbox"/>  <b>PENDING</b>	<b>PICK UP</b>	Revoked access to Admin app (was: Granted acc...	

4. For the Confirms and NCM application, if the user is newly assigned to the application, they would need to be added in the Functional Group before being able to see transactions in both applications. Please review section 5.3 on how to add a user to a Functional Group.
5. For the Admin application, if the user is newly assigned to the application, they need to be granted access to the User, Confirms or NCM in the Admin Access screen. Please review section 4.2 on how to grant Admin Access.

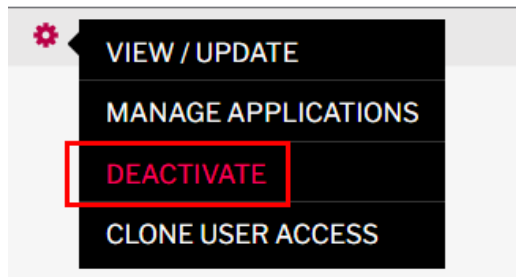
## 3.6 Deactivate User

If a user needs to be deactivated, the Admin user can do so from the User Management screen. Once deactivated, they can't access the platform.

1. Go to the User Management tab and select the user you want to deactivate. Click on the gear

icon  and select "DEACTIVATE"

**FORENAME**



2. The user deactivation request would need to be approved on the Dashboard tab – User Management – User Management. Please refer to the approval steps as mentioned in Section 3.3 Approving Request

DEMO INSTITUTION SELF SERVICE


Dashboard User Management Admin Access

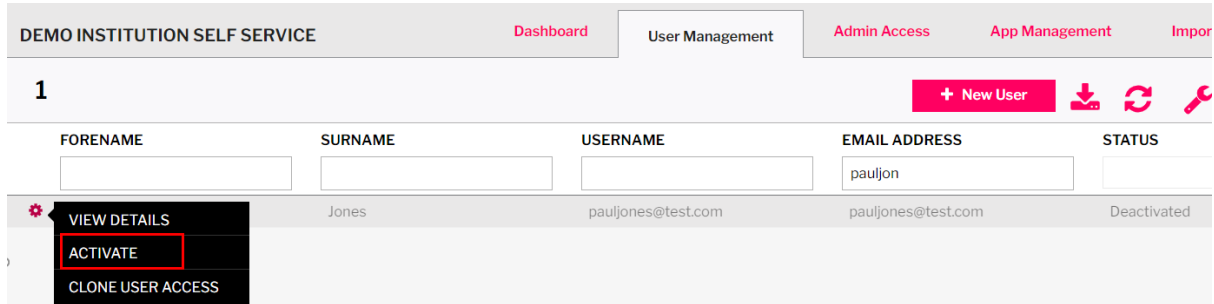
User Management 1 USER MANAGEMENT USER APP ACCESS Bulk Action Select Action

		REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROUP ID	INS
Admin Access	0	<input type="checkbox"/>				
App Management	0	<input type="checkbox"/> Pending Approval	PICK UP	Deactivate User		De
Grouped Requests	0					

## 3.7 Reactivate user

An Admin user that has access to the deactivated user will be able to reactivate them in User Management

1. Go to the User Management tab and select the user you want to reactivate. Click on the gear icon  and select "ACTIVATE"



DEMO INSTITUTION SELF SERVICE

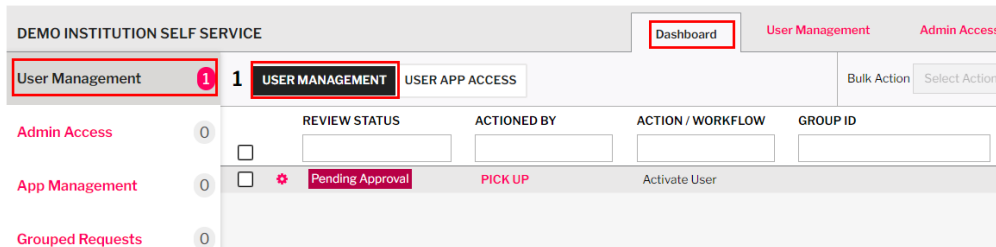
Dashboard User Management Admin Access App Management Import

1 + New User

FORENAME	SURNAME	USERNAME	EMAIL ADDRESS	STATUS
	Jones	pauljones@test.com	pauljones@test.com	Deactivated

VIEW DETAILS  
ACTIVATE  
CLONE USER ACCESS

2. The user reactivation request would need to be approved on the Dashboard tab – User Management – User Management. Please refer to the approval steps as mentioned in Section 3.3 Approving Request



DEMO INSTITUTION SELF SERVICE

Dashboard User Management Admin Access

User Management 1 USER MANAGEMENT USER APP ACCESS Bulk Action Select Action

REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROUP ID
<input type="checkbox"/>			
<input type="checkbox"/> Pending Approval	PICK UP	Activate User	

Admin Access 0


App Management 0

Grouped Requests 0




## 3.8 Cloning user access to an existing user


An Admin user can clone the access of one existing user to another. The Application/Functional Group from the model user will be copied to the Recipient User with the condition that the Admin user has Manage access to the application. The requestor can perform the clone user access function in User Management.

1. Go to the User Management tab and select the model user you want to base the access from. Click on the gear icon  and select "CLONE USER ACCESS"

**FORENAME**

  
 **VIEW / UPDATE**  
**MANAGE APPLICATIONS**  
**DEACTIVATE**  
**CLONE USER ACCESS**

2. The model user will be shown. The requestor can select the recipient user which requires the same access as model user.


**Dashboard** **User Management** **Admin Access** **App Management** **Import** **Audit** 

**Clone User Access**

USERNAME	Recipient User	Model User
<input type="text"/>	<input type="text"/>	Paul Jones <input type="button" value="x"/>

3. Once the requestor selects the user, the application/Functional Group of the model user will be pre-selected. The requestor can still make a modification of the application/Functional Group if necessary. Important Note:

- a) Recipient existing access is retained
  - b) Model user access is added,
  - c) If the model user has lower access, the Recipient user access will not be downgraded,
  - d) The requestor can only grant access they are permissioned to (like create and grant)
- Select Save once done.

**User Management** **Admin Access** **App Management** **Import** **Audit** 

**Clone User Access**

<b>STATUS</b>	Recipient User	abhinav bhandari <input type="button" value="x"/>
<b>active</b>	Model User	Paul Jones <input type="button" value="x"/>
<input checked="" type="checkbox"/> <b>NCM</b>	Role	User <input type="button" value="x"/>
	<b>ALL</b> <b>SELECTED</b> <b>UNSELECTED</b>	
<b>Functional Groups</b>		
<input type="text"/>		
<input type="checkbox"/> Select All		
<input checked="" type="checkbox"/> abc-123		
<input type="checkbox"/> NCM All Access		
<input type="checkbox"/> NCM All ACCESS ONE		
<input type="checkbox"/> NCM Functional Group TEST...		
<input checked="" type="checkbox"/> <b>Admin</b>	Role	Super User <input type="button" value="x"/>
	Users	MANAGE <input type="button" value="x"/>
	Institution	NO ACCESS <input type="button" value="x"/>
	Confirms	MANAGE <input type="button" value="x"/>

- 
- 
- 
4. The clone user request would need to be approved on the Dashboard tab – Group Request. Please refer to the approval steps as mentioned in Section 3.3 Approving Request


**DEMO INSTITUTION SELF SERVICE**

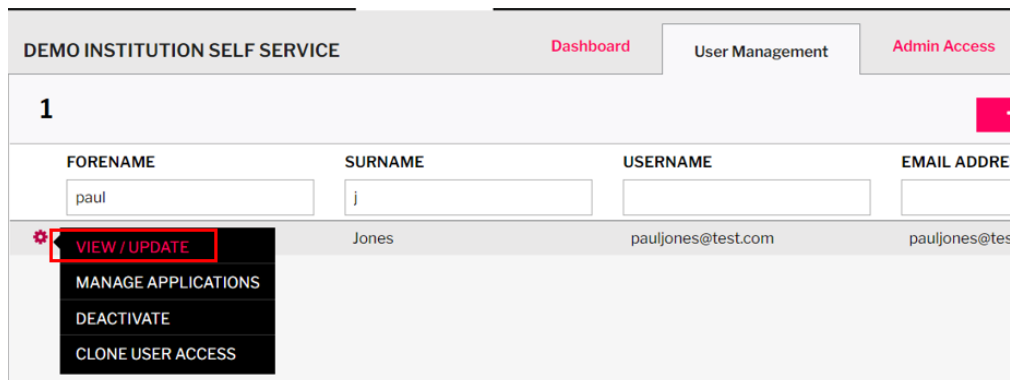
- User Management    0    **1**
- Admin Access      0
- App Management    0
- Grouped Requests    1**

	REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROUP ID
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> ⚙️	PENDING		Clone User Access	mCEAJNKDOYVEED...

## 3.9 Lock/Unlock user access to TradeServ

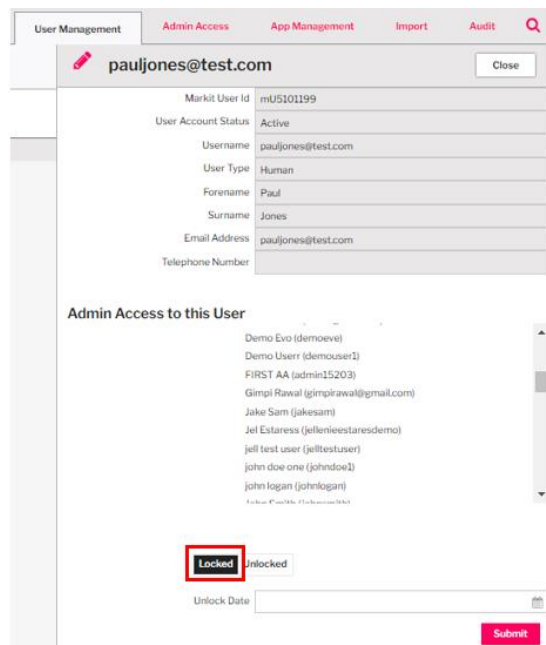
If there is a need to temporarily prevent an existing TradeServ user from accessing the TradeServ application, there is a lock functionality that the Admin user can utilize. This lock function allows the Admin user to lock and define the date until the account becomes unlocked.

1. Go to User management. Select the user for which the account needs to be temporarily locked and click on the gear icon  and select "VIEW/UPDATE"



The screenshot shows the 'DEMO INSTITUTION SELF SERVICE' header with tabs for 'Dashboard', 'User Management', and 'Admin Access'. Below the header, there's a table with columns: FORENAME, SURNAME, USERNAME, and EMAIL ADDRESS. The first row shows 'paul', 'j', 'pauljones@test.com', and 'pauljones@tes'. A gear icon is next to the first row, and a dropdown menu is open with options: 'VIEW / UPDATE' (highlighted), 'MANAGE APPLICATIONS', 'DEACTIVATE', and 'CLONE USER ACCESS'.

2. In the user details page, select LOCKED as per below.



The screenshot shows the 'User Management' interface with a search bar and a 'Close' button. Below the search bar, there's a table with columns: Markit User Id, User Account Status, Username, User Type, Forename, Surname, Email Address, and Telephone Number. The first row shows 'mU5101199', 'Active', 'pauljones@test.com', 'Human', 'Paul', 'Jones', 'pauljones@test.com', and 'pauljones@tes'. Below the table, there's a section titled 'Admin Access to this User' with a list of users: Demo Evo (demoeve), Demo User (demouser1), FIRST AA (admin15203), Gimpi Rawal (gimpirawal@gmail.com), Jake Sam (jakesam), Jel Estares (jellenleestaresdemo), jell test user (jelltestuser), john doe one (johndoe1), john logan (johnlogan), and John P. (johnp123456789). Below the list, there's a 'Locked' status (highlighted) and an 'Unlock Date' field. A 'Submit' button is at the bottom.

- If the user is LOCKED without the Unlock Date, their access will be locked indefinitely until they are unlocked.
  - If the user is LOCKED with an Unlock Date, their access will be locked until the Unlock Date and at that point their access will be automatically unlocked.
3. The locked user can be unlocked at any time before the Unlock date if the Admin user selects "UNLOCKED".

Note: Lock/unlock user access does not require approval.

The SAC/AC from DSMatch will have the Admin application and “Manage” access for Users, Confirms and NCM in TradeServ, depending on the level of DSMatch access at the time of migration. The access level of an Admin user can be changed according to the operational/control needs. E.g. The Admin can change the access to View only.

If an Admin user needs to have only View access without the ability of making any updates, e.g. modifying Users or Functional Groups, this can be changed from the User Management Screen.

- DEMO INSTITUTION SELF SERVICE

Dashboard

User Management

Admin Access

1

FORENAME	SURNAME	USERNAME	EMAIL ADDRESS	STATUS
<input type="text" value="paul"/>	<input type="text" value="j"/>	<input type="text" value="pauljones@test.com"/>	<input type="text" value="pauljones@test.com"/>	<input type="text" value="Active"/>
<div> <div>VIEW / UPDATE</div> <div>MANAGE APPLICATIONS</div> <div>DEACTIVATE</div> <div>CLONE USER ACCESS</div> </div>				

- User Management

Admin Access

App Management

Import

Audit

STATUS

active

Manage Applications

Cancel

Save

User:

Paul Jones

Username:

pauljones@test.com

Confirms

Not-Assigned

Assigned

Role

User

x

NCM

Not-Assigned

Assigned

Role

User

x

Admin

Not-Assigned

Assigned

Role

Super User

x

Super User

Read Only User

a. Changing the Admin role from Super User to Read Only User does not require approval

- DEMO INSTITUTION SELF SERVICE

Dashboard
User Management
Admin Access
App Manager

User Management
1

1

USER MANAGEMENT

USER APP ACCESS

Bulk Action
Select Action
View
Active

		REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW
Admin Access	0	<input type="checkbox"/>		
App Management	0	<input type="checkbox"/> <span>PENDING</span>		Granted Super User role to Admin app (was: Revoked Super User role to Admin app)
Grouped Requests	1			


3. Once the Admin role is Read Only, the Admin Access will reflect the access for User, Confirms and NCM as “VIEW”

DEMO INSTITUTION SELF SERVICE						Dashboard	User Management	Admin Access	App Management	Import	Audit	🔍
1												1 / 1
												< > SIZE 10
FULL NAME		USERNAME		ROLE	INSTITUTIONS	USERS	CONFIRMS	NCM		ASSET CLASSES		
<input type="text" value="paul"/>		<input type="text" value="j"/>		<div>▼</div>	<div>▼</div>	<div>▼</div>	<div>▼</div>	<div>▼</div>				
⚙️	Paul Jones	pauljones@test.com		Read Only	NO ACCESS	VIEW	VIEW	VIEW		CREDIT		

## 4.2 Changing Admin Access

An Admin user has the option to customize the access level of an Admin in the Admin Access tab. An Admin user can have a mix of access, E.g. no access to users, or View to NCM, Manage to Confirms etc. depending on their needs.

FULL NAME	USERNAME	ROLE	INSTITUTIONS	USERS	CONFIRMS	NCM	ASSET CLASS
Paul Jones	pauljones@test.com	Super User	NO ACCESS	MANAGE VIEW Remove Access	MANAGE	MANAGE	CREDIT

The requestor can click on the drop down button and it will show the option Manage, View and Remove Access. Once selected, click on the tick button .

Below is the explanation of the different access level for User, Confirms and NCM

### User

- Manage: All actions within User Management, e.g. able to create/modify/activate/deactivate users
- View: Only able to view information within User Management
- Remove Access: The user will not have access to the “User Management” tab

### Confirms

- Manage: Able to create/modify/delete/assign users to Functional Groups for Confirms app, also view other settings in the Confirms app in App Management>Confirms
- View: Only able to view information within App Management>Confirms
- Remove Access: The user will not have access to the App Management>Confirms tab


### NCM

- Manage: Able to create/modify/delete/assign users to Functional Groups for NCM app, also view other settings in the NCM app in App Management>NCM
- View: Only able to view information within App Management>NCM
- Remove Access: The user will not have access to the App Management>NCM tab

Note:

1. Downgrading from “Manage” to “View” or No Access does not require approval
2. Downgrading from “View” to No Access does not require approval
3. Upgrading from “View” or No Access to “Manage” requires approval

The Admin Access request would need to be approved at the Dashboard tab – Admin Access. Please refer to the approval steps as mentioned in Section 3.3 Approving Request

REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW
<input type="checkbox"/>		
<input type="checkbox"/>  <b>PENDING</b>		Granted access to Manage NCM (was: Revoked access to Manage NCM)

## 4.3 Modifying Admin Access to Asset Class, Entities and User

An Admin user has the option to customize an Admin user's access to Asset Classes, Entities and Users.

**Asset Class:** The asset classes which the Admin can view within the Admin App. For example, the user will not be able to view Functional Groups with FX products if they are only assigned to the Credit product.

**Entities:** The entities which the Admin can view within the Admin App. For example, when viewing or modifying a functional group they can only view entities that they are assigned to.

**Users:** The users which the Admin user can view within the Admin App. For example, when viewing or modifying a functional group they can only view assigned user that they are assigned to, also can only see users in User Management that they are assigned to.

The requestor can modify the access from the Admin Access page as per below step

1. On the Admin Access page, select the Admin to be modified and click on the gear icon. Select "VIEW/UPDATE ADMIN ACCESS"

DEMO INSTITUTION SELF S...					
Dashboard	User Management	Admin Access	App Management	Import	Audit
1					
FULL NAME	USERNAME	ROLE	INSTITUTIONS	USERS	CONFIRM
paul	pauljones@test.com	Super User	NO ACCESS	MANAGE	MANAGE

2. Click on the pencil icon to go to Edit mode. Note only Asset Classes, Entities and Users the requestor has access to will be displayed.

**View Admin Access** [Close]

**USER: PAUL JONES**

**Admin Access**

Institutions	NO_ACCESS
Users	MANAGE
Confirms	MANAGE
NCM	MANAGE

**Asset Classes**

Credit: OFF ON

FX: OFF ON

**Assigned Entities**

- Demo\_Test\_Entity\_Confirm1 (mE3701004)
- Demo\_Test\_Entity\_Confirm2 (mE3701014)
- Demo\_Test\_Entity\_Confirm3 (mE3701001)
- Demo\_Test\_Entity\_Confirm4 (mE4501044)
- Demo\_Test\_Entity\_NCM1 (mE3701003)
- Demo\_Test\_Entity\_NCM2 (mE3701002)

3. Once the Admin is in Edit mode, the user can make modifications. Once done, click on "UPDATE". All the changes done on Asset Classes, Entities and User do not require approval.

ManagementAdmin AccessApp ManagementImportAudit

Update Admin Access

Close

USER: PAUL JONES

Admin Access

InstitutionsVIEWMANAGE

UsersVIEWMANAGE

ConfirmsVIEWMANAGE

NCMVIEWMANAGE

Asset Classes

CreditOFFON

FXOFFON

Entities

ALLSELECTEDUNSELECTED

Enter to search...

Select All

Demo 1 (mE4501074)

☐

Demo\_Test\_Entity\_Confirm1 (mE3701004)

☒

Demo\_Test\_Entity\_Confirm2 (mE3701014)

☒

Demo\_Test\_Entity\_Confirm3 (mE3701001)

☒

Demo\_Test\_Entity\_Confirm4 (mE4501044)

☒

Demo\_Test\_Entity\_Confirms5 (mE4501072)

☐

Demo\_Test\_Entity\_Confirms5 (mE4501073)

☐

Demo\_Test\_Entity\_NCM1 (mE3701003)

☒

Demo\_Test\_Entity\_NCM2 (mE3701002)

☒

Demo\_Test\_Entity\_NCM3 (mE3801001)

☒

Users

ALLSELECTEDUNSELECTED

Enter to search...

Select All

a test (a@test.com)

☐

abc abc (abc@test.com)

☒

Abhi TEST (abhi\_test\_26)

☐

abhi test (abhitest30)

☐

abhinav bhandari (abhitest\_21)

☒

abhinav bhandari (abhi\_test\_01)

☐

Update



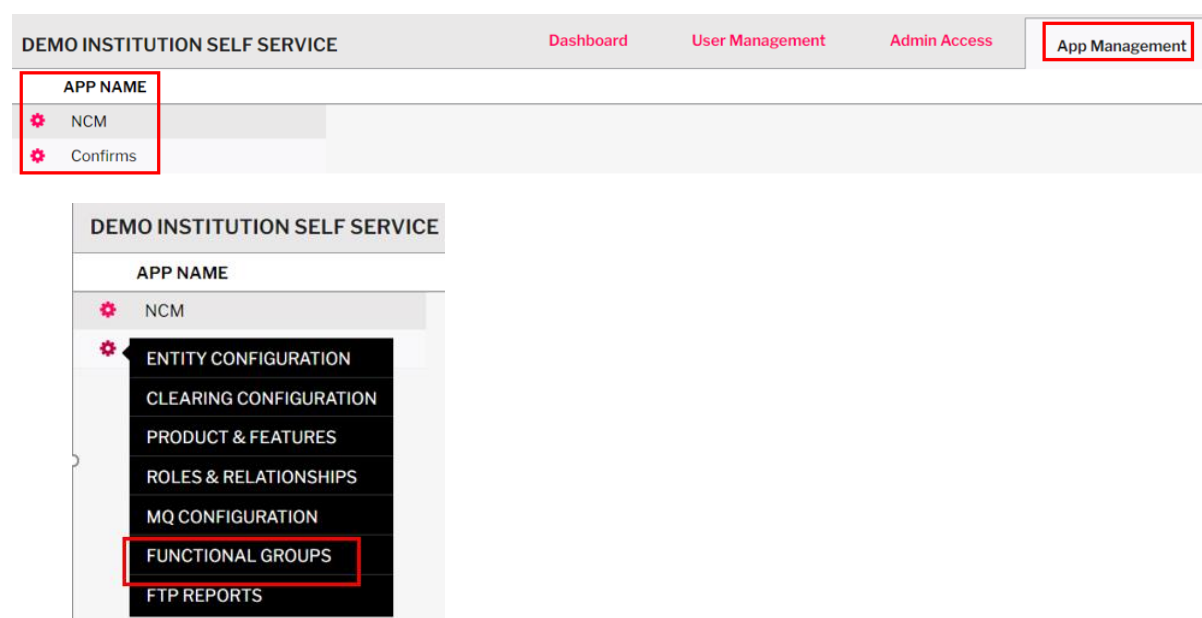
## 5.0 Functional Group for CONFIRMS and NCM applications

DSMatch O-Codes will be migrated to TradeServ and will follow a similar concept called Functional Groups. Functional Group would determine the entities, products, and the feature that the user within the Functional Group can have access to. The Admin user can create new Functional Groups, modify/delete existing Functional Groups, and assign users to the Functional Group.

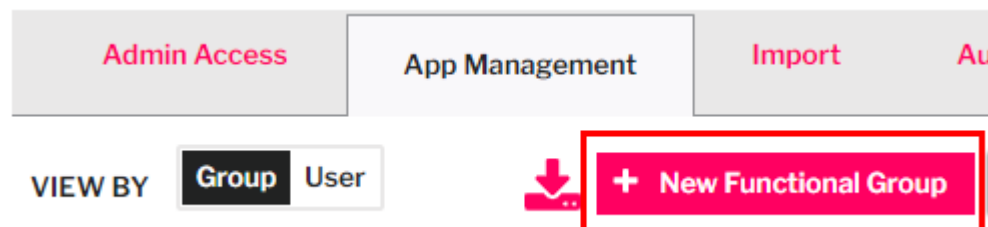
### 5.1 Creating new Functional Group for Confirms/NCM

An Admin user can create a new Functional Group in App Management as per below steps

1. Go to the APP MANAGEMENT TAB and select the application (Confirms or NCM) in which you want to create the Functional Group. Click on the gear icon and select "FUNCTIONAL GROUPS"



2. For Confirms app, click on "+ NEW FUNCTIONAL GROUP" and enter all the details for the new Functional Group. Once done, click on save.



- Group Name: The name of the Functional Group must be unique.
- Entities: The entities that the user can view/submit trades
- Products: The product that the user can view/submit trades
- Features: The features able to be used
  - Trade View and Trade Processing – Able to view and submit trades
  - Trade View – Able to view trades only

Dashboard
User Management
Admin Access
App Management
Import
Audit

New Functional Group
Close
Save

Group Name

Functional Grouping must be associated to one or more entities

Entities
Grid-View
ALL
SELECTED
UNSELECTED

Enter to search...
Select All

Demo 1 (mE4501074)
Demo\_Test\_Entity\_Confirm1 (mE3701004)
Demo\_Test\_Entity\_Confirm2 (mE3701014)
Demo\_Test\_Entity\_Confirm3 (mE3701001)
Demo\_Test\_Entity\_Confirm4 (mE4501044)
Demo\_Test\_Entity\_NCM1 (mE3701003)
Demo\_Test\_Entity\_NCM2 (mE3701002)
Demo\_Test\_Entity\_NCM3 (mE3801001)

Products
At least one product must be selected.

Credit Default Swap Short
OFF
ON

Credit Default Swap Index
OFF
ON

Credit Default Swap Index Tranche
OFF
ON

Features
At least one feature must be selected.

Trade View and Trade Processing
OFF
ON

Event Processing
OFF
ON

Trade View
OFF
ON

For NCM app, Functional Groups are the same except the features are different.

- Features: The access that the user have
  - Remaining Party: If marked as Processing, user will see the Remaining Party section
  - Transferor: If marked as Processing, user will see the Transferor section
  - Transferee: If marked as Processing, user will see the Transferee section

Dashboard
User Management
Admin Access
App Management
Import
Audit

New Functional Group
Close
Save

Group Name

Functional Grouping must be associated to one or more entities

Entities
Grid-View
ALL
SELECTED
UNSELECTED

Enter to search...
Select All

Demo 1 (mE4501074)
Demo\_Test\_Entity\_Confirm4 (mE4501044)
Demo\_Test\_Entity\_NCM1 (mE3701003)
Demo\_Test\_Entity\_NCM2 (mE3701002)
Demo\_Test\_Entity\_NCM3 (mE3801001)

Products

Credit Default Swap Index
OFF
ON

Credit Default Swap Index Tranche
OFF
ON

Credit Default Swap Short
OFF
ON

Features
At least one feature must be selected.

Remaining Party
OFF
READ-ONLY
PROCESSING

Transferee
OFF
READ-ONLY
PROCESSING

Transferor
OFF
READ-ONLY
PROCESSING

The new Functional Group creation request would need to be approved at the Dashboard tab - App Management – APP ACCESS. Please refer to the approval steps as mentioned in Section 3.3 Approving Request

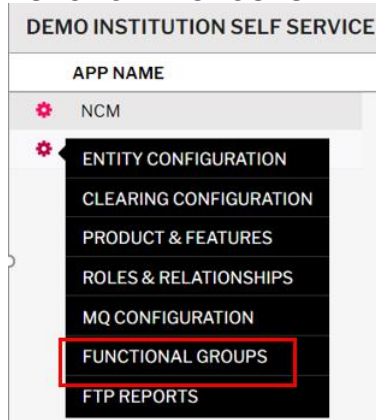
DEMO INSTITUTION SELF SERVICE		Dashboard		User Management	
User Management	1	1	APP CONFIGURATION	APP ACCESS	Bulk Action
Admin Access	0		REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW
		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
App Management	1	<input type="checkbox"/>	PENDING	PICK UP	Created functional groupings
Grouped Requests	1				

**Note:** There will be no user assigned to the newly created Functional Group. To assign user to the Functional Group, please refer Section 5.3

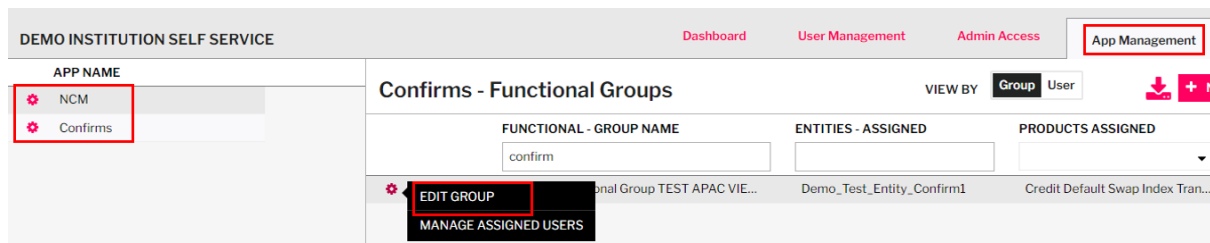
## 5.2 Modifying Functional Group

An Admin user can modify an existing Functional Group as per the below steps

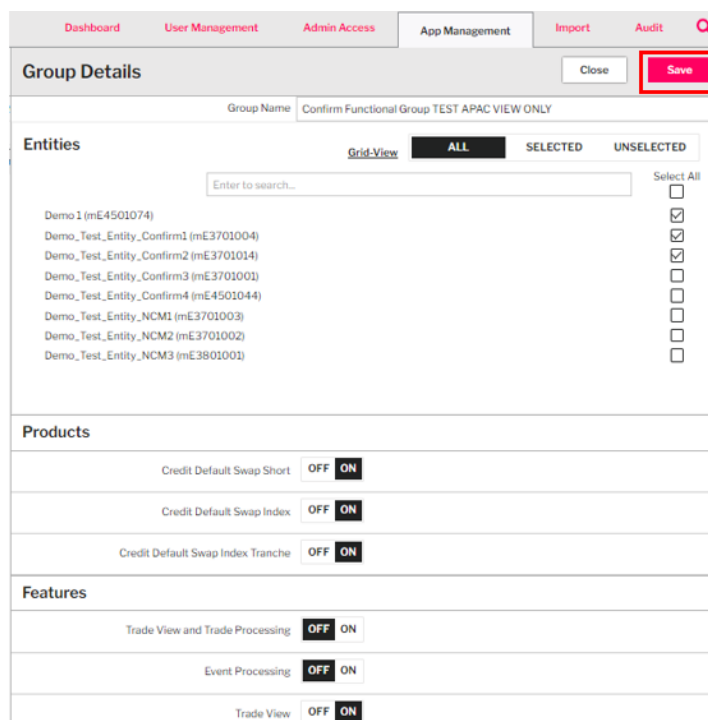
1. In the App Management tab, go to the applicable application (Confirms or NCM) and select FUNCTIONAL GROUPS.



2. Select the Functional Group to be modified. Click on the gear icon  and select "EDIT GROUP"



3. Make the necessary modification and click on "SAVE"



The modification to Functional Group request would need to be approved at the Dashboard tab - App Management – APP ACCESS. Please refer to the approval steps as mentioned in Section 3.3 Approving Request

DEMO INSTITUTION SELF SERVICE

Dashboard

User Management

User Management1

1

APP CONFIGURATION

APP ACCESS

Bulk /

Admin Access1

REVIEW STATUS

ACTIONED BY

ACTION / WORKFLOW

GRO

App Management1

☐

PENDING

PICK UP

Updated functional groupings

Grouped Requests1

## 5.3 Assigning user to Functional Group

An Admin user can assign users to a Functional Group as per the below steps.

Note: A User without a Functional Group will not be able to view/update transactions in the Confirms and NCM applications

DEMO INSTITUTION SELF SERVICE

Dashboard User Management Admin Access **App Management** Import Audit

APP NAME

- NCM
- Confirms

Confirms - Functional Groups

VIEW BY Group User

FUNCTIONAL - GROUP NAME ENTITIES - ASSIGNED PRODUCTS ASSIGNED FEATURES ASSIGNED

confirm

EDIT GROUP

**MANAGE ASSIGNED USERS**

1. In the App Management tab, go to the applicable application (Confirms or NCM) and select the Functional Group in which the user needs to be added. Click on the gear icon and select "MANAGE ASSIGNED USERS"
2. The Admin will then select the applicable user to be added in the Functional Group. Once done, click "SAVE".

App Management Admin Access

App Management Import Audit

**Manage User Assignment** Close Save

Functional Group: Confirm Functional Group TEST APAC VIEW ONLY

Users

ALL SELECTED UNSELECTED

Enter to search...

Select All

- ☐ Abhi TEST
- ☒ abhi test
- ☒ abhinav bhandari
- ☒ abhinav bhandari
- ☐ abhishek dixit
- ☐ abhitesh bhandari
- ☐ Admin User
- ☐ aloinissay user
- ☐ ana gupta
- ☐ anita gupta

Note:

Adding/removing other users from the Functional Group does not require approval.

Adding/removing yourself to a Functional Group would need to be approved at the Dashboard tab App Management – APP ACCESS. Please refer to the approval steps as mentioned in Section 3.3 Approving Request

DEMO INSTITUTION SELF SERVICE

Dashboard **App Management** Import Audit

User Management Admin Access

1 APP CONFIGURATION **APP ACCESS** Bulk Ac

Admin Access

1

App Management 1

Grouped Requests 1

REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROU
<input type="checkbox"/>			
<input type="checkbox"/> <b>PENDING</b>	<b>PICK UP</b>	Assigned functional groupings	

## 5.4 Deleting Functional Group

An Admin User can delete the Functional Group that is no longer required as per the below steps

1. In the App Management tab, go to the applicable application (Confirms or NCM) and select the

Functional Group to be deleted and click on the Trash Can icon



DEMO INSTITUTION SELF SERVICE

Dashboard User Management Admin Access App Management Import



APP NAME

- NCM
- Confirms

Confirms - Functional Groups

VIEW BY Group User

+ New Functional Group

FUNCTIONAL - GROUP NAME	ENTITIES - ASSIGNED	PRODUCTS ASSIGNED
confirm		
  Confirm Functional Group TEST APAC VIE...	Demo_Test_Entity_Confirm1	Credit Default Swap Inde


2. The Functional Group deletion request would need to be approved at the Dashboard tab - App Management – APP ACCESS. Please refer to the approval steps as mentioned in Section 3.3 Approving Request

DEMO INSTITUTION SELF SERVICE

Dashboard User Management

User Management 1 1 APP CONFIGURATION APP ACCESS Bulk Acti

Admin Access 1

REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROUP
<input type="checkbox"/>			
<input type="checkbox"/>  PENDING	PICK UP	Deleted functional groupings	

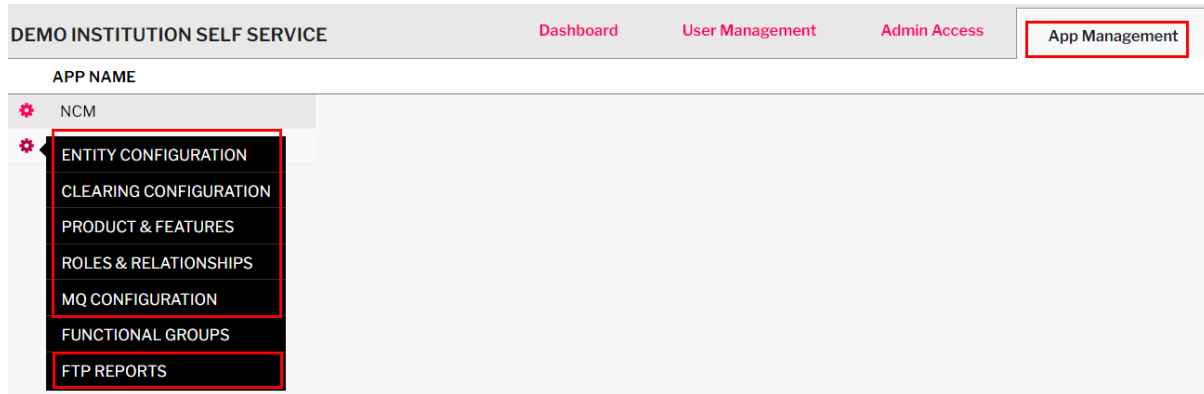
App Management 1

Grouped Requests 1

## 6.0 View Confirms and NCM application settings

An Admin user that has 'Manage/View' access will be able to view Confirms/NCM related settings in APP MANAGEMENT

### Confirms



Entity Configuration

Clearing Configuration

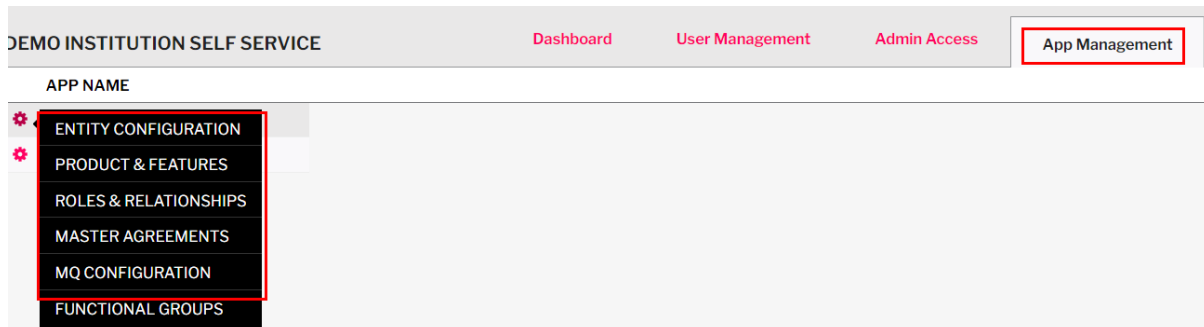
Products & Features

Roles & Relationship

MQ Configuration

FTP Reports

### NCM



Entity Configuration

Products & Features

Roles & Relationship


Master Agreement

MQ Configuration



## 7.0 Export of data from Admin application

An Admin user can extract (export) data in csv format from the Admin application by clicking on the

download icon .

Below are the supported exports within the Admin application

1. User Management
2. Admin Access
3. App Management – Confirms – Entity Configuration
4. App Management – Confirms – Functional Groups
5. Audit

Please note that for some exports, the user can export the data and then re-import the data as covered in Section 8.0.

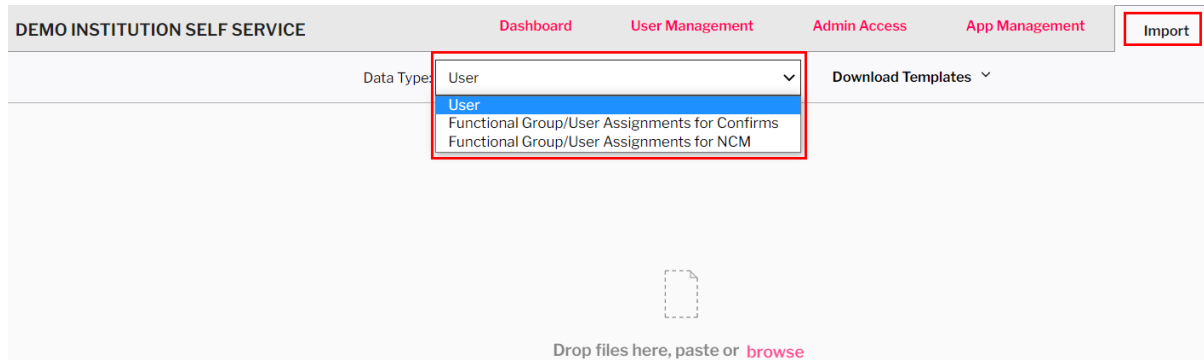
## 8.0 Upload of the User and Functional Group creation/modification

The Admin user can use the import function within the Admin application to create and update users and Functional Groups. Below is the list of data that can be uploaded. (Note that uploading via CSV will still require approval as applicable)

-User

-Functional Group/User Assignments for Confirms

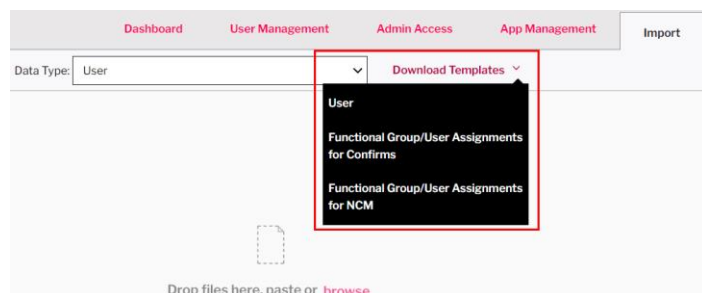
-Functional Group/User Assignments for NCM



## 8.1 Uploading of new User and Functional Group Creation

Below are the steps to perform the upload function for a new User/Functional Group in the Import tab.

1. Download the templates or modify an exported file



2. Input the details accordingly. See below example

### User

User Name	Forename	Surname	Email Address	Telephone Number	Admin Access to the User (Username)
DEMOUSER1	DEMO	USER ONE	DEMOUSER1@YOPMAIL.COM		ADMINUSER1,ADMINUSER2
DEMOUSER2	DEMO	USER TWO	DEMOUSER2@YOPMAIL.COM		ADMINUSER1,ADMINUSER2

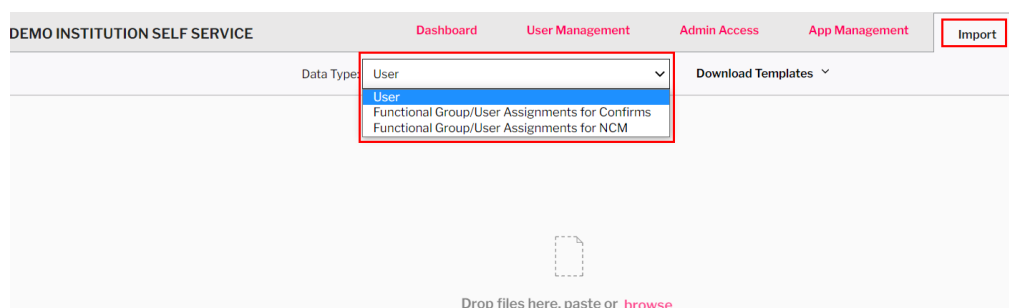
### Functional Group/User Assignments for Confirms

Functional Group Name	Product Name	Feature Name	Markit Entity ID or External ID	Username
Confirms Functional Group APAC VIEW ONLY	Credit Default Swap Index	Trade View	mE8503031	DEMOUSER1
	Credit Default Swap Index Tranche			DEMOUSER2
	Credit Default Swap Short			DEMOUSER3
				DEMOUSER4


### Functional Group/User Assignments for NCM








Functional Group Name	Product Name	Feature Name	Markit Entity ID or External ID	Username
NCM ALL ACCESS ONE	Credit Default Swap Index	Transferee (Processing)	mE4501044	DEMOUSER1
	Credit Default Swap Index Tranche	Transferor (Processing)	mE3701002	DEMOUSER2

3. To upload the csv file, the Admin user would need to select what type of file to be uploaded.
  - User
  - Functional Group/User Assignments for Confirms
  - Functional Group/User Assignments for NCM



4. An Admin user can also drag/drop the file to the location below or browse from folder. Once the file appears, please click on Upload 1 file

5. If the upload is successful, it will show the status as Completed. If the upload fails, the status will be shown as Invalid. An Admin user can click on the Red Exclamation icon  to see a summary of the errors in the file or view the Eye icon for full details

Drop files here, paste or <a href="#">browse</a>									
FILE	VALID ROWS	FAILED RO...	NEW ENTR...	UPDATED ...	STATUS	SUBMITTED BY	REQUESTED DATE	COMPLETED DATE	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
 0809.csv	1	0	1	0	Completed	selfservicedemo16@gmail.com	2022-08-08T17:58:27	2022-08-08T17:58:28.800	
 0809.csv	0	1	0	0	Invalid	 selfservicedemo16@gmail.com	2022-08-08T17:56:38	2022-08-08T17:56:39.626	
 CSVFuncti...	0	1	0	0	Invalid	 selfservicedemo16@gmail.com	2022-09-12T04:47:59	2022-09-12T04:48:02.954	
 CSVFuncti...	1	0	1	0	Completed	selfservicedemo16@gmail.com	2022-09-12T04:49:20	2022-09-12T04:49:23.110	

6. The uploaded request will still need to be approved by another Admin on the Dashboard tab.
  - a) User
    - To be approved from Dashboard – Grouped Request (Refer Section 3.3 for approval step)

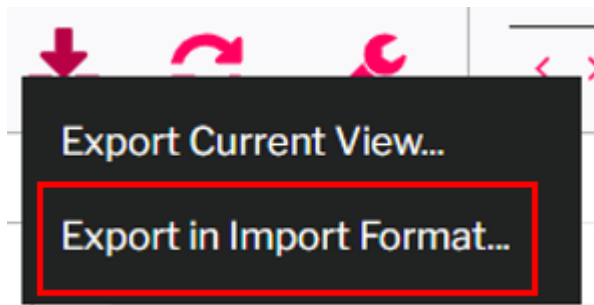
DEMO INSTITUTION SELF SERVICE				Dashboard	User Management	Admin Access
User Management	1	1			Bulk Action	Select Action
Admin Access	0		REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW	GROUP ID
App Management	0		<input type="checkbox"/>			
Grouped Requests	1		<input type="checkbox"/>	PENDING	PICK UP	Create User and Gra... mGJB5L2ZNQYFBJQ... and

- b) Functional Group/User Assignments for Confirms  
To be approved from Dashboard – App Management- App Access (Refer Section 3.3 for approval step )
- c) Functional Group/User Assignments for NCM  
To be approved from Dashboard – App Management- App Access (Refer Section 3.3 for approval step )

DEMO INSTITUTION SELF SERVICE				Dashboard	User Management
User Management	1	1	APP CONFIGURATION	APP ACCESS	Bulk Action
Admin Access	0		REVIEW STATUS	ACTIONED BY	ACTION / WORKFLOW
App Management	1		<input type="checkbox"/>		
Grouped Requests	1		<input type="checkbox"/>	PENDING	PICK UP
					Created functional groupings

## 8.2 Uploading of User and Functional Group Changes

1. To perform a modification on an existing user via CSV upload, the requestor can first export the current data in User Management page by clicking on “Export in Import Format...”



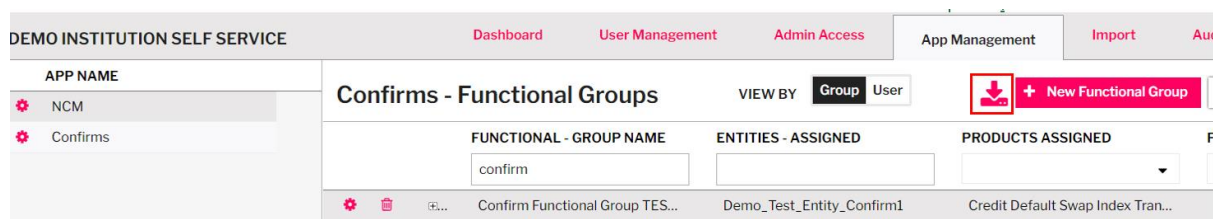
The requestor can make the necessary change to the details in the csv file and save it. However, if the User Name is changed, it will be deemed as a new user.

User Name	Forename	Surname	Email Address	Telephone Number	Admin Access to the User (Username)
DEMOUSER1	DEMO	USER ONE	DEMOUSER1@YOPMAIL.COM		ADMINUSER1,ADMINUSER2
DEMOUSER2	DEMO	USER TWO	DEMOUSER2@YOPMAIL.COM		ADMINUSER1,ADMINUSER2

Similar to modification via GUI, the below action performed under CSV upload will not require approval

- Modification to Forename/Surname/Telephone Number
- Adding/Removing the Admin Access to this user

2. To perform a modification on a Functional Group via CSV upload, the requestor can first export the current data in Functional Group page by clicking on the download button



Once the csv has been downloaded, the requestor can make modification to the Product Name, Feature Name, Markit Entity ID or External ID, Username as applicable. However, if the Functional Group Name is changed, it will be deemed as a new Functional Group.

Functional Group Name	Product Name	Feature Name	Markit Entity ID or External ID	Username
Test abc	Credit Default Swap Index Tranche	Trade View	mE3701001	pepperdomchange
	Credit Default Swap Index		mE3701002	tompetty
	Credit Default Swap Short		mE3701003	slynych
			mE3701004	ronblairone
			mE3701014	tyorke
			mE3801001	devans
			mE4501044	bberry
			mE4501074	mjones

- To upload the csv file, an Admin would need to select what type of file to be uploaded.
  - User
  - Functional Group/User Assignments for Confirms
  - Functional Group/User Assignments for NCM

DEMO INSTITUTION SELF SERVICE

Dashboard User Management Admin Access App Management **Import**

Data Type: User Download Templates

User  
Functional Group/User Assignments for Confirms  
Functional Group/User Assignments for NCM

Drop files here, paste or [browse](#)

- An Admin can also drag/drop the file to the location below or browse from folder. Once the file appears, please click on Upload 1 file

DEMO INSTITUTION SELF SERVICE


Dashboard User Management Admin Access App Management Import **Audit**

Data Type: User Download Templates





Drop files here, paste or [browse](#)

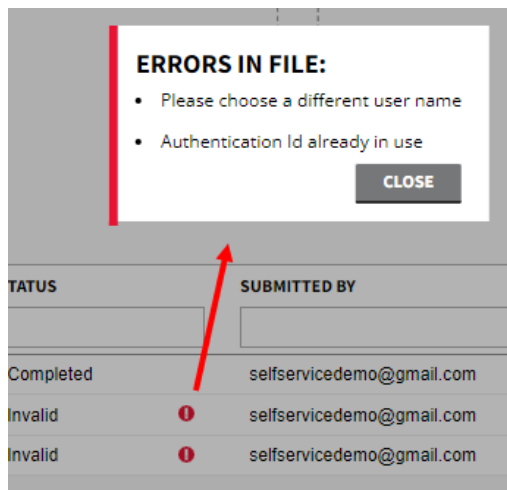
0908.csv  
6.5 KB

**Upload 1 file**

- If the upload is successful, it will show the status as Completed. If the upload fails, the status will be shown as Invalid. An Admin can click on the Red Exclamation icon  to see the error in the file.

Drop files here, paste or [browse](#)

FILE	VALID ROWS	FAILED RO...	NEW ENTR...	UPDATED ...	STATUS	SUBMITTED BY	REQUESTED DATE	COMPLETED DATE
 0809.csv	1	0	1	0	Completed	selfservicedemo16@gmail.com	2022-08-08T17:58:27	2022-08-08T17:58:28.800
 0809.csv	0	1	0	0	Invalid	selfservicedemo16@gmail.com	2022-08-08T17:56:38	2022-08-08T17:56:39.626
 CSVFuncti...	0	1	0	0	Invalid	selfservicedemo16@gmail.com	2022-09-12T04:47:59	2022-09-12T04:48:02.954
 CSVFuncti...	1	0	1	0	Completed	selfservicedemo16@gmail.com	2022-09-12T04:49:20	2022-09-12T04:49:23.110



6. The uploaded request will still need to be approved by another Admin on the Dashboard tab.
- a) User
- Only email address is changed – To be approved from Dashboard – User Management – User Management (Refer Section 3.3 for approval step )
  - Email address and other fields are changed - To be approved from Dashboard – Grouped Request (Refer Section 3.3 for approval step )
- b) Functional Group/User Assignments for Confirms  
To be approved from Dashboard – App Management- App Access (Refer Section 3.3 for approval step )
- c) Functional Group/User Assignments for NCM  
To be approved from Dashboard – App Management- App Access (Refer Section 3.3 for approval step )

# 9.0 Audit

All the activities performed by Admin App users will be captured in an Audit trail in the Audit tab.

Details such as timestamp, requestor, approver, action taken and the previous/new value can be viewed from this page. Also the data can be filtered and exported as csv

DEMO INSTITUTION SELF SERVICE

DashboardUser ManagementAdmin AccessApp ManagementImport

Audit

1 / 618

12342

Download

Filter

Refresh

Reset

<

>

SIZE

20

ACTION TIMESTAMP	ACTION PERFORMED BY	ACTION/WORKFLOW	OBJECT IMPACTED	PREVIOUS VALUE / NEW VAL...
2022-06-01 to 2022-09-12				
11 Sep 2022, 22:53	self service	Changed User Access	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:53	self service	Changed NCM Access	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:53	self service	Changed Confirms Access	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:53	self service	Picked up User Access	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:53	self service	Picked up NCM Access	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:53	self service	Picked up Confirms Access	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:52	self servicedem	Granted NCM Access	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:52	self servicedem	Granted Confirms Access	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:52	self servicedem	Granted User Access	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:50	self service	Changed User Apps	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:50	self service	Picked up User Apps	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:49	self servicedem	Changed User Apps	pauljones@test.com	<a href="#">View Details</a>
11 Sep 2022, 22:44	self servicedem	Changed User Apps	pauljones@test.com	<a href="#">View Details</a>
09 Sep 2022, 17:48	self service	Changed User	pauljones@test.com	<a href="#">View Details</a>
09 Sep 2022, 17:48	self service	Picked Up User	pauljones@test.com	<a href="#">View Details</a>