



Administration Tasks

Tasks to revise the navigation rights profile are reserved for administrators.

User and Password Management

If you are an administrator, you can adjust the user profiles and navigation rights of individual users in one or more “regular” user groups that have been established for you by U.S. Bank.

Note: You can only adjust your own password. For password information regarding one of your users, you must contact U.S. Bank at 1-800-608-6571.

The following user configuration information assumes that you are an administrator.

The FX Web User Page Interface

The **Web User** page consists of two bottom-extending tabs, **User** and **Navigation Group** (regular users only see the User tab).

- Select a specific user on the **User** tab. You can also modify e-mail, name, and language settings.
- Grant and remove access, function, and navigation rights on the **Navigation Group** tab.

When you access the **Navigation Group** tab, it appears something like this (the number and type of options may vary from customer to customer):

The top node in the tree identifies the navigation group to which the selected user belongs.

These nodes expand to show rights with "Rights Groups" You can "turn off" entire groups of access rights here, without expanding the tree.

These boxes are clickable toggles. When the dot shows inside of the group-level boxes, the user has at least one access right of that type.

The triangles pointing to the right indicate that the node can be expanded to another level.

These are bottom tabs to toggle between the user profile and the navigation rights tabs.

Before You Revise User Settings

Be at the Main Menu, and have **Users** visible as an option.

If you are a regular user, and you don't see **Users**, then you don't have update rights.

If you are an administrator, you may adjust both the user profile and navigation rights. You can only change your own password (as can any other user).

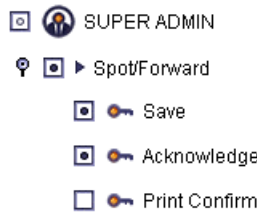
To modify your or another's user profile

1. Click **Users** on the Main Menu to open the **Web User** page.
2. Open the **User** dropdown list box and select the user whose information you want to edit.
 - If you are just selecting the user for which to adjust navigation rights, continue to the next procedure, *To modify user access rights*.
3. Edit or add information to the **User name** and **Email** fields. To change the language of the FX Web interface, open the **Language ID** dropdown list and select from available languages.
4. Click **Update**, then **OK** at the confirm message.

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To modify user access rights.

1. Select the user from the **User** dropdown list if you have not done so, then click the **Navigation Group** bottom tab.
2. Optionally, add or remove a group of rights for the user by clicking the box next to the initially displayed node. (for example, remove all Swap access by clicking off the **Swap** Rights Group box)
 - A hollow circle indicates some but not all rights are granted in the group
 - A solid circle indicates all rights are granted to that user
 - No circle indicates that the user has none of the rights in that group



The Spot/Forward group, expanded to show individual rights within that group.

3. Expand the node tree to edit individual access rights for the user. Use the table below for help defining rights in the *Spot/Forward*, *Swap*, and *Transfer* groups.

Spot/Forward refers to access and function rights to perform a spot or forward-dated trade. The user may also do option-dated forward trades by including a Variable Delivery Date earlier than the Value Date.

Swap refers to buying and selling an equivalent amount of currency at two points in time (the near date and the far date).

Transfer refers to moving foreign currency out of a U.S. Bank account to another bank account.

Access Right	Description
Save	The right to save a trade. There is no separate right for the Get Rate feature in Trade Entry.
Acknowledge	The right to Acknowledge a trade. You may want to be able to have separate individuals saving deals as opposed to acknowledging deals. If the user does not have this right, then the trade remains unacknowledged until a user with this right acknowledges the trade through a view.

Access Right	Description
Save Confirmation	Presents a message to the user upon saving a deal. If the user does not have this right, then the message will not appear. The trade is saved upon clicking the Send button.
Acknowledge After Save	<p>Presents an additional screen with the financial details of the trade. If the user has the Acknowledge right, but <i>not</i> the Acknowledge after Save, then only the financial details are presented without displaying the Acknowledge button. The trade still requires acknowledgement by another user.</p> <p>If you remove the Acknowledge and Acknowledge after Save right for a user, then the Trade Entry screen simply clears to indicate the saved trade.</p>
View	Rights to view details of trades in the View Manager. If you remove this right, then the user receives an Access Denied message after clicking Details on one of several views listing trades.

4. Use the table below as a guide to modify rights related to Orders or Bulk Deals.

Orders are requests to trade a certain amount at a certain rate to leverage a premium or discount market.

Note: The Order feature is highly restricted and may not be available in the initial release of FX Web.

Bulk Deals refer to proposed trades that are grouped to obtain a single price.

Access Right	Description
Save	The right to save an order or bulk deal.
Delete	The right to delete an order from the Web order view, and, in the case of bulk deals, to delete a bulk deal when the user accesses an individual bulk deal's Delivery Details.
Acknowledge	The right to Acknowledge an order or bulk deal. You may want to be able to have separate individuals saving orders as opposed to acknowledging deals.

Access Right	Description
Save Confirmation	Presents a message to the user upon saving a deal. If the user does not have this right, then the message will not appear. The order or bulk deal is saved upon clicking the Send button.
Delete Confirmation	Same as Save..., except the confirmation message appears when the user tries to delete an order or bulk deal.
Acknowledge After Save	<p>Presents an additional screen with the financial details of the order or bulk deal. If the user has the Acknowledge right, but <i>not</i> the Acknowledge after Save, then only the financial details are presented without displaying the Acknowledge button. The order or bulk deal still requires acknowledgement by another user.</p> <p>If you remove the Acknowledge and Acknowledge after Save right for a user, then the entry screen simply clears to indicate the saved trade. Remember that for bulk deals, the details do not include a rate because they haven't yet been priced.</p>
Acknowledge After Delete	Same as for Acknowledge after Save, except it applies to the action of deleting.
View	Rights to view details of orders in the View Manager. If you remove this right, then the user receives an Access Denied message after clicking Details on the Web order view.
Integrate (bulk deal only)	This right allows the user to group the bulk deals and price them a single trade.

5. Use the table below as a guide to modify rights related to Delivery Details (also called payment or settlement instructions) for trades (deals) and proposed trades (bulk deals).

Note: Instructions for the Deal Payment Ins group are continued in step 6.

They are called **Bulk Deal Payment Ins** and **Deal Payment Ins** on the interface.

Access Right	Description
Save	The right to save delivery details.
Update	The right to update payment and receipt delivery details (update capability is assigned to all delivery details, not just one side). An Update button appears on Delivery Details after instructions have been inserted initially.
Delete	The right to delete delivery details (often to start over, as otherwise you would have users delete entire trades, bulk deals, or orders).
Save Confirmation	Presents a message to the user upon saving delivery details. If the user does not have this right, then the message does not appear. Clicking the Send button saves the delivery details.
Update Confirmation	Same as Save..., except the confirmation message appears when the user tries to update delivery details.
Delete Confirmation	Same as Save..., except the confirmation message appears when the user tries to delete delivery details.
Acknowledge After Save	Presents an additional screen confirming the delivery details with an Acknowledge button.
Acknowledge After Update	Same as for Acknowledge after Save, except it appears after you save delivery details updates.
Automatic Back After Save	This function option brings the user back to the main view menu after saving delivery details. If this right is not given, then the user will remain in either the pay or receive screen after having saved delivery details.

Access Right	Description
View	Allows users to see delivery details. If you remove this right, users can enter and save trades and never see delivery details. This may be ideal for some users who only need to enter trades.

6. For Deal Instructions, assign or remove the right to “complete” Delivery Details. You can also assign an “override” capability that allows “Uncomplete.” These rights are generally assigned or removed in tandem.

Complete status informs the back office personnel that deal completion can be performed i.e. SWIFT, DDA, Draft and so on. “Completing” delivery details acts as an official sign-off signal to U.S. Bank that you are done with them, so you should grant this right to particular users that can verify delivery details and remove it from those who don’t need or have this capability.

If the Complete right is not given, then the **Complete** button does not appear after delivery details insertion. The appearance of the **Complete** button provides the customer with dual authorization capability.

7. Use the table below as a guide to modify miscellaneous rights.

Access Right	Description
Change Password	Determines if the Change Password icon appears on the Main Menu in FX Web. This function is to change only the logged on user's password.
View MBS	Presents views set up for the customer in the View Manager applet. If you remove this right, the Views icon disappears from the Main Menu and the user cannot see any views. By logical extension, such a user would not be able to complete a bulk trade.
Transfer File	Presents the Transfer icon on the Main Menu and permits the use of the Transfer function.
Mail	Presents the Mail icon on the Main Menu and includes the user in the internal mail group.
Logout Confirmation	Presents an "Are you Sure..." confirmation message when the user clicks the Logout icon on any active page.

8. Use the table below as a guide to modify rights related to Template-driven transactions.

Access Right	Description
Save	The right to save a template.
Update	The right to update a template.
Delete	The right to delete a template.
Save Confirmation	Presents a message to the user upon saving the template. If the user does not have this right, then the template is saved when Send is clicked.
Update Confirmation	Presents a message to the user upon saving an update to the template. If the user does not have this right, then the update is saved when Send is clicked.
Delete Confirmation	Presents a message to the user upon deleting the template. If the user does not have this right, then the template is deleted when Delete is clicked.

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9. Use the table below as a guide to modify rights related to overall user configuration (the Users group).

Access Right	Description
Update	The right to update a user profile (see the first procedure in this section).
Update Confirmation	Presents a message to the user upon saving a user profile update. If the user does not have this right, then the update is saved when Update is clicked.
View	This is a right for the user to view certain information about all of the users in that navigation group.

To change your password

1. Click **Change Password** on the Main Menu.
2. Type your new password in the **Password** box.
3. Type your new password again in the **Confirm** box.
4. Click **Send**.