

SYSTEM ADMINISTRATOR GUIDE FOR HOMEBANKING OF PPF banka a.s.

Creating new profiles and new Users

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1. Introduction

To create a new profile and to set up a new User it is necessary to be **logged into** Gemini Client Station (“GCS”) as the **System Administrator**.

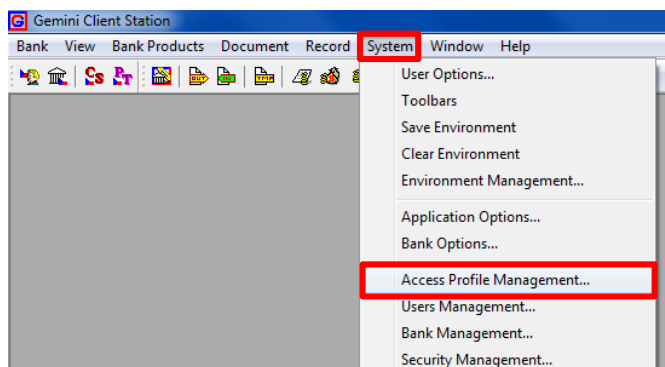
!!! CAUTION !!!

Following GCS installation, in the first place create an administrator profile and set up the System Administrator as a User!

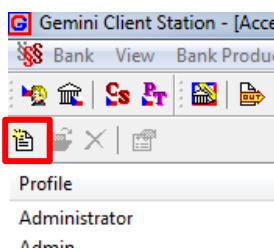
2. Creating a new User profile

Do not set up a new profile unless you want to assign different rights to the new User than those set up in the already created profiles.

Select **System / Access Profile Management...** from the menu.



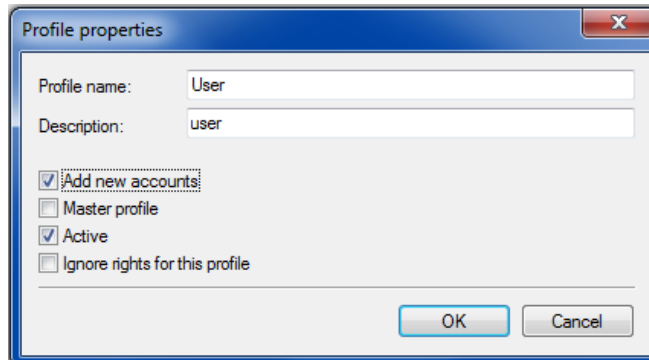
An overview of already created profiles is opened. Click the **New Profile** icon.



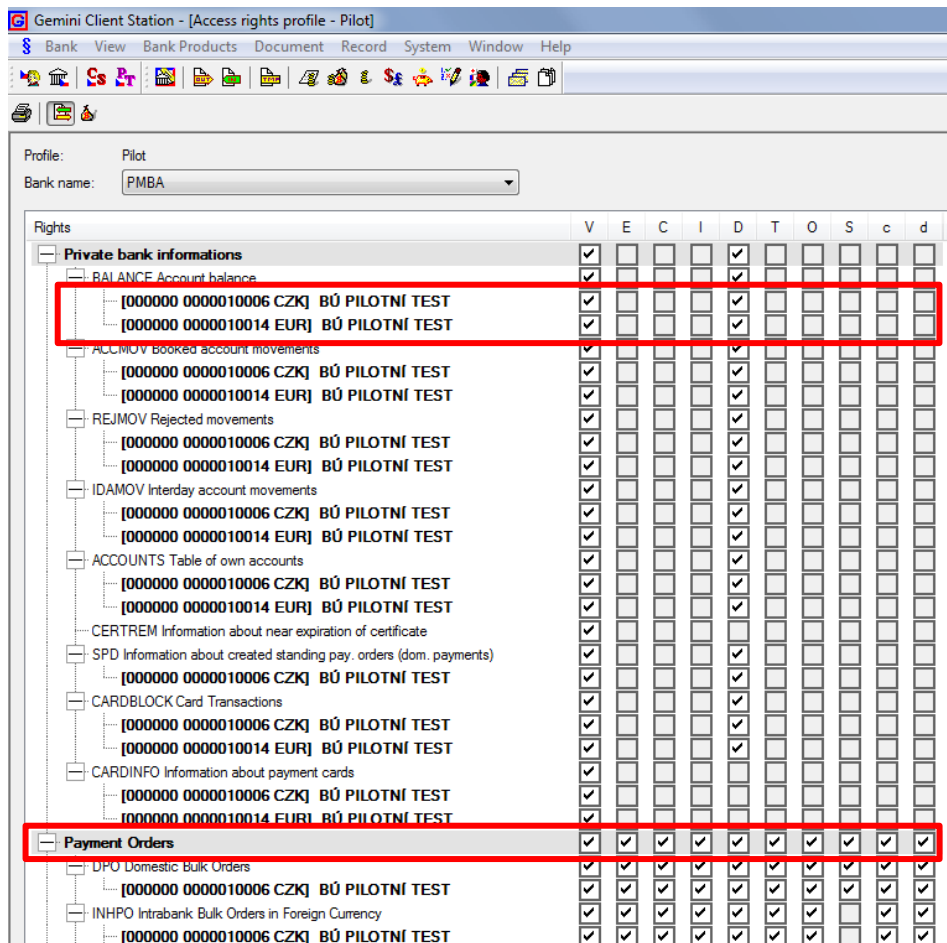
The **Profile properties** window opens. Fill in each of the fields as follows:

Field	Description
Profile name	Type the profile name here – we recommend using the first name and surname of the User for whom the profile is being set up. If the profile is to be shared by several Users you can specify the main characteristics of the profile (e.g., profile without payment cards) as the Profile name.
Description	You can specify the profile in more detail here – e.g., administrator rights, a profile without a functionality, etc.
Add new accounts	By ticking this option, newly created accounts will be automatically added to this profile without any need of manual intervention by the System Administrator.
Master profile	Tick this box only if it is the Administrator’s Profile.
Active	This option lets you choose whether or not the profile will be active. If the box is not ticked (inactive profile) the profile cannot be assigned to any User (e.g., no User is using this profile at the moment but you wish to save the configuration for possible future use).

Field	Description
Ignore rights for this profile	If you select this option no settings in the lists of rights will have an impact on the system.



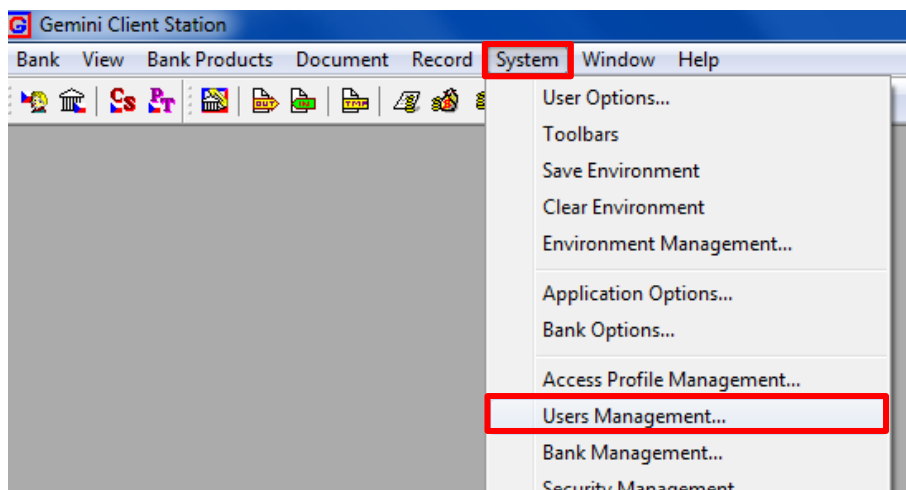
Click the new profile line and select PPF banka a.s. in the **Bank** field. In the **Rights** section, configure the required options by ticking boxes in the respective columns; this can be done at the same time at the level of a rights group (Private bank information, etc.) or for each type of rights (BALANCE Account balance, etc.) or only for individual accounts. The meaning of the column designation is as follows: V – the right to view, E – the right to edit, C – the right to create records, I – the right to import, D – the right to delete records, T – the right to take over the ownership of a document created by a different User (i.e. the User will assume all the rights to and also the responsibility for the created document), O – the right to view documents managed by other Users, S – the right to authorise the cancellation of a transaction, c – the right to create new batch items (this right is included in the right to edit), d – the right to delete batch items (this right is included in the right to edit).



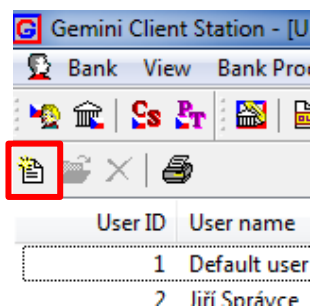
Then close the window by clicking the **X** and confirm saving the changes by pressing the **Yes** button.

3. Inserting new Users

To provide independent access by each of the Users to the application and the possibility for each of them to authorise Payment Orders to the Bank, insert each User into the GCS individually. Select **System / Users Management...** from the menu.



Click the **New user** icon.



The **User properties** window opens. Fill in each of the fields as follows:

Field	Description
User name	Enter the User name.
Login name	Type a name of your choice – it will serve the User for logging into the application.
Profile name	Select one of the Profiles you have preset.
Allowed authentication methods	
At least one option must be ticked. Nevertheless, all three options can be selected – when logging into the GCS the User then chooses one of the login methods.	
Static Password	The User will log in using his Login name and password.
User's system name	This login option consists of the application verifying that the User's login name in Windows and the User's login name in the application match.
Digital Signature	After logging in, the User will use a Signing Certificate.
Default password	Keep the set default password as the password for the User's first login and press the Set button. After the User logs in for the first time using the default password he will be prompted to set up his own password.

Field	Description
Validity [days]:	Set to 0; the validity of the User's own password newly set up will not be limited in time.

Complete the insertion of the User by clicking the **Create** button.

Should the User hold the right to authorise for the authorisation of Payment Orders to the Bank, in the **Status of security and bank registration** section click the line **PPF banka a.s.** (the line will be highlighted blue), press the **Register...** button and select the User registered in the Bank by clicking his name. Confirm by the **OK** button.

Advise the new User of his GCS login data (the data in the **Login name** and **Default password** fields). Help the User to create a request for his Signing certificate – the manual is posted at www.ppfbanka.cz, Documents and important information, Handbooks and manuals for the Homebanking).