



SOHAR INTERNATIONAL

CORPORATE INTERNET BANKING – ADMIN MODULE

USER GUIDE



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1) Introduction

The Admin Module of the Corporate Internet Banking platform provides organization's administrators with the capability to effectively manage users, user details, user accounts, user permission rights, and transaction limits, including the company's authorization matrix. This comprehensive guide aims to assist users in understanding and executing various actions within the Admin Module.

Note: It is essential to have at least two administrator users within the organization to facilitate the approval process. When one administrator initiates a request, the second administrator is responsible for approving or rejecting the request.

The approval process ensures that a second administrator verifies and validates the user creation request, promoting accountability and maintaining control over user management.

By following the step-by-step instructions outlined below, administrators will be able to navigate the system with confidence and successfully carry out essential administrative tasks.



2) Accessing the Admin Module

To access the Admin Module of the Corporate Internet Banking system, please follow the formal steps outlined below:

- Launch the corporate internet banking application on your preferred device.
- Proceed to log in using the administrator credentials provided to you. Ensure that you enter the accurate username and password associated with your administrator account.
- Once successfully logged in, locate and navigate to the designated Admin Module section within the application's user interface. This section is prominently displayed in the application's navigation bar sometimes in more menu depending on the number of access granted to the user.

By adhering to these formal instructions, you will be able to access the Admin Module of the Corporate Internet Banking system efficiently and securely.

The screenshot shows the Admin Module interface. The navigation bar includes 'Accounts', 'Transfers', 'Salary Upload', 'Bill Payments', and 'More'. The 'More' menu is open, showing 'Admin' and 'Services'. The main content area displays 'Operative Accounts (3)' with a table of account details and two side panels for 'Approvals' and 'Your Initiated Requests'.

Account	Clear	Effective	Available Balance	
Current ...0415	TEST ACCOUNT	1,149.139	1,149.139	1,149.139
Current ...3032	TEST ACCOUNT	33,659.382	33,659.382	33,659.382
Current ...6547	TEST ACCOUNT	2,004,975.889	2,004,975.889	2,004,975.889

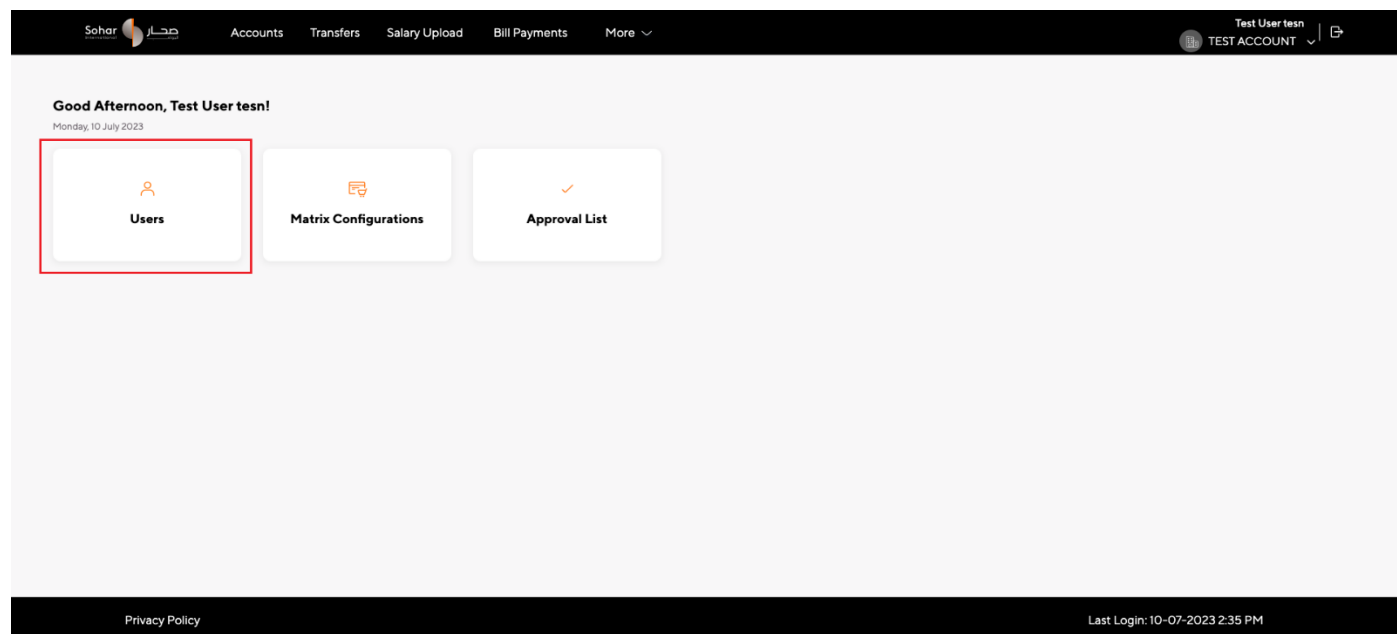
The 'Approvals' and 'Your Initiated Requests' panels show counts for Transfers, Bill Payments, Salary Payments, and Service Requests, all currently at 0.



3) Manage Users

Accessing Organization Users

Upon accessing the Admin Module, locate and select the “Users” option to access the Organization Users list.



Viewing Organization’s Users List

Upon accessing the User Listing, you will be presented with a list of registered users. Each user entry typically displays essential details such as username, full name, group and status.



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Search by Full Name or username

All Users



Full Name	Username	Group	Status
Zain Test	testMaker2		Locked
Zain user one	testuser112	A	Inactive
zain user testing three	testuser114		Inactive
zain user four	testuser115	A	Inactive
zain test four	testuser116	A	Inactive
zain checker	zainchecker1		Active
Minhaj Test	smuh1100	A	Active
zain test three	zaintest3	A	Active
zain tess	zaintes1		Inactive
zain ss	zainsds		Inactive

View More



Create New User

STEP 1:

On the user listing screen, find the “Plus Sign Icon” button located at the top of the users list. Click on that button to navigate to the create new user form.

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Search by Full Name or username

All Users



Full Name	Username	Group	Status
Zain Test	testMaker2		Locked
Zain user one	testuser112	A	Inactive
zain user testing three	testuser114		Inactive
zain user four	testuser115	A	Inactive
zain test four	testuser116	A	Inactive
zain checker	zainchecker1		Active
Minhaj Test	smuh1100	A	Active
zain test three	zaintest3	A	Active
zain tess	zaintes1		Inactive
zain ss	zainsds		Inactive

View More





STEP 2:

In the create new user form, fill in the required fields of personal information such as first name, last name, username, date of birth (DOB), Once username successfully validated fill the email, mobile number, and address. Ensure that all required fields are completed accurately.

STEP 3:

For assigning accounts to the user select the available account(s) from the left side and assign them to the user by clicking on “Plus Sign Icon” along with access of view and transaction.

Select “Transaction” if you want to let this user initiate and approve Transactions. Select “View” if you want to allow this user to view balance and transaction history. Based on the requirement, both options can also be ticked.

STEP 4:

To give the approval rights to user select "Yes" to enable approval rights for the user and assign the user to a specific group by selecting the appropriate option from dropdown.

STEP 5:

To assign card module rights to new user select the relevant rights from the available options only one of the below mentioned access can be assigned to a user for cards module

- **No Access:**
This option is to be chosen if user is not to be given access to cards module
- **View Only :**
This option will provide the user with access to view cards list, card details and statement
- **View and Transact :**
This option will provide the user with access to do card payment/recharge, activate/block card and also approve/reject pending transactions.



STEP 6:

If you want to create user with initiator rights, select "Yes" from the radio button then the limits section for multiple types of transactions will be visible.

STEP 7:

Assign the transaction type(s) and set the maximum transaction limit for each type. Ensure that the assigned limits are within the organization's defined limits.

STEP 8:

After providing all the required fields, accounts, permissions, and limits, click on the "Create User" button. The system will initiate a request to create the user, which should be reviewed and approved by another administrator from the same organization.

If you are the initiator admin and wish to withdraw the request, locate the request and withdraw it. Once withdrawn this request will be discarded, and the user will not be created.

After approval of create new user request by another administrator, the user will receive an activation link via email. The user needs to click on the activation link to activate their account.

As an administrator, you can view the newly added users in the user listing screen (3.2).

STEP 9:

Domestic Transfer and International Transfer need not be setup here as the same needs to be set separately in DigiTrade since this module offers you multiple payment options.



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Personal Information

First Name
Text

Middle Name (Optional)

Last Name
Text

Username

Date of Birth (Optional)
DD/MM/YYYY

National ID (Optional)

Contact Information

Email Address
abc@domain.com

Mobile Number

Country (Optional)

State (Optional)

City (optional)

Postal Code (Optional)

Address (optional)

Fax (Optional)



Step 2

Available Accounts	Select All	Selected Accounts
Account Number : 005020040415 Account Type : CAA <input checked="" type="checkbox"/> View? <input checked="" type="checkbox"/> Transaction?		No Accounts Available
Account Number : 005020043032 Account Type : CAA <input checked="" type="checkbox"/> View? <input checked="" type="checkbox"/> Transaction?		
Account Number : 005020066547		

Step 3

Permissions And Limits

Approval Rights Required?
 No Yes

Select Group
 Select Group

Initiator Rights Required?
 No Yes

Card Module Rights Required?
 No Access View Only View and Transact

Choose transaction type and set maximum limit for initiating transaction (OMR)

Transaction Type	Maximum Transaction Limit
<input checked="" type="checkbox"/> Intra company Transfer	<input type="checkbox"/> Max Limit <input type="text" value="0.000"/>
<input type="checkbox"/> Domestic Transfer	0.000
<input type="checkbox"/> International Transfer	0.000
<input type="checkbox"/> Bill Payment	0.000
<input type="checkbox"/> Salary Upload	0.000
<input type="checkbox"/> Card Payment	0.000

Step 4

Step 4

Step 5

Step 6

Step 7

Step 9

Create User

Step 8



Resending Activation Link for Newly Registered Users

STEP 1:

Activation link sent to users gets expired in 72 hours. The Admin user has the option to resend the link from the Admin module. Go to the user listing and locate the corresponding user entry within the User Listing. Expand the user record to access their action buttons.

STEP 2:

Look for the option “Resend Link” to resend the activation link and click on it. An email containing the activation link will be sent to the user's registered email address. Advise the user to check their email and follow the instructions to activate their account.

The screenshot shows a web application interface for user management. At the top, there is a navigation bar with the Sohar International logo and menu items: Accounts, Transfers, Salary Upload, Bill Payments, and More. The user is logged in as 'Test User test TEST ACCOUNT'. The main content area is titled 'All Users' and features a search bar for 'Search by Full Name or username'. Below the search bar is a table of users with columns for Full Name, Username, Group, and Status. The user 'Zain user one' (username: testuser112) is highlighted, and its record is expanded to show an email address and two action buttons: 'Resend Link' and 'View More'. Red annotations indicate 'Step 1' pointing to the 'Resend Link' button and 'Step 2' pointing to the 'View More' button. A decorative graphic on the right side of the table contains the text '#أهلاً بالفوز #HELLO_WINNING'. The footer includes a 'Privacy Policy' link and the text 'Last Login: 10-07-2023 3:01 PM'.

Full Name	Username	Group	Status
Zain Test	testMaker2		Locked
Zain user one	testuser112	A	Inactive
zain user testing three	testuser114		Inactive
zain user four	testuser115	A	Inactive
zain test four	testuser116	A	Inactive
zain checker	zainchecker1		Active
Minhaj Test	smuh1100	A	Active
zain test three	zaintest3	A	Active
zain tess	zaintest1		Inactive
zain ss	zainssds		Inactive



Lock and Activate User Status

STEP 1:

Identify the corporate user that needs to be locked or activated. Locate the corresponding user entry within the User Listing. Expand the user record to access their action buttons.

STEP 2:

Look for the option to lock or activate the user account and click on the appropriate action. The request of change status will be initiated if there is no pending request of same user. This action then needs to be approved or rejected by another administrator user

Upon approval of locking a user, it prevents them from accessing the system temporarily.

To unlock the user, Admin can reactivate the user. This action once approved will grant them access to the system if their account was previously locked.

The screenshot displays the 'All Users' management interface. At the top, there is a search bar and navigation links for Accounts, Transfers, Salary Upload, Bill Payments, and More. The user listing table includes columns for Full Name, Username, Group, and Status. The user 'Minhaj Test' (username: smuh1100) is highlighted, and its status is 'Active'. A red box labeled 'Step 1' points to the expand icon for this user. Below the table, the expanded user record for 'Minhaj Test' is shown, including an email address and a 'Lock' button highlighted with a red box labeled 'Step 2'. A 'View More' button is also visible. A banner on the right side of the interface reads '#أهلاً بالفوز #HELLO_WINNING'. The footer contains a Privacy Policy link and the last login information: 'Last Login: 10-07-2023 3:01 PM'.

Full Name	Username	Group	Status
Zain Test	testMaker2		Locked
Zain user one	testuser112	A	Inactive
zain user testing three	testuser114		Inactive
zain user four	testuser115	A	Inactive
zain test four	testuser116	A	Inactive
zain checker	zainchecker1		Active
Minhaj Test	smuh1100	A	Active
zain test three	zaintest3	A	Active
zain tess	zaintest1		Inactive
zain ss	zainsds		Inactive



View or Edit User Details

STEP 1:

Locate the user whose details you want to view or modify from the user list.

STEP 2:

Expand the user's entry and select the “View More” option to navigate on their profile or details page.

The screenshot displays a user management interface. At the top, there is a navigation bar with the Sohar International logo and menu items: Accounts, Transfers, Salary Upload, Bill Payments, and More. The user is logged in as 'Test User tesn' with a 'TEST ACCOUNT'.

The main content area features a search bar labeled 'Search by Full Name or username'. Below it is a table titled 'All Users' with columns for Full Name, Username, Group, and Status. The table lists several users, including 'Minhaj Test' with username 'smuh100' and status 'Active'. A red box highlights the dropdown arrow next to 'Minhaj Test', labeled 'Step 1'.

Below the table, the details for 'Minhaj Test' are shown, including an email address field with a redacted address and a '@soharinternational.com' domain. There are 'Lock' and 'View More' buttons. A red box highlights the 'View More' button, labeled 'Step 2'.

At the bottom of the page, there is a footer with 'Privacy Policy' on the left and 'Last Login: 10-07-2023 3:01 PM' on the right.



STEP 3:

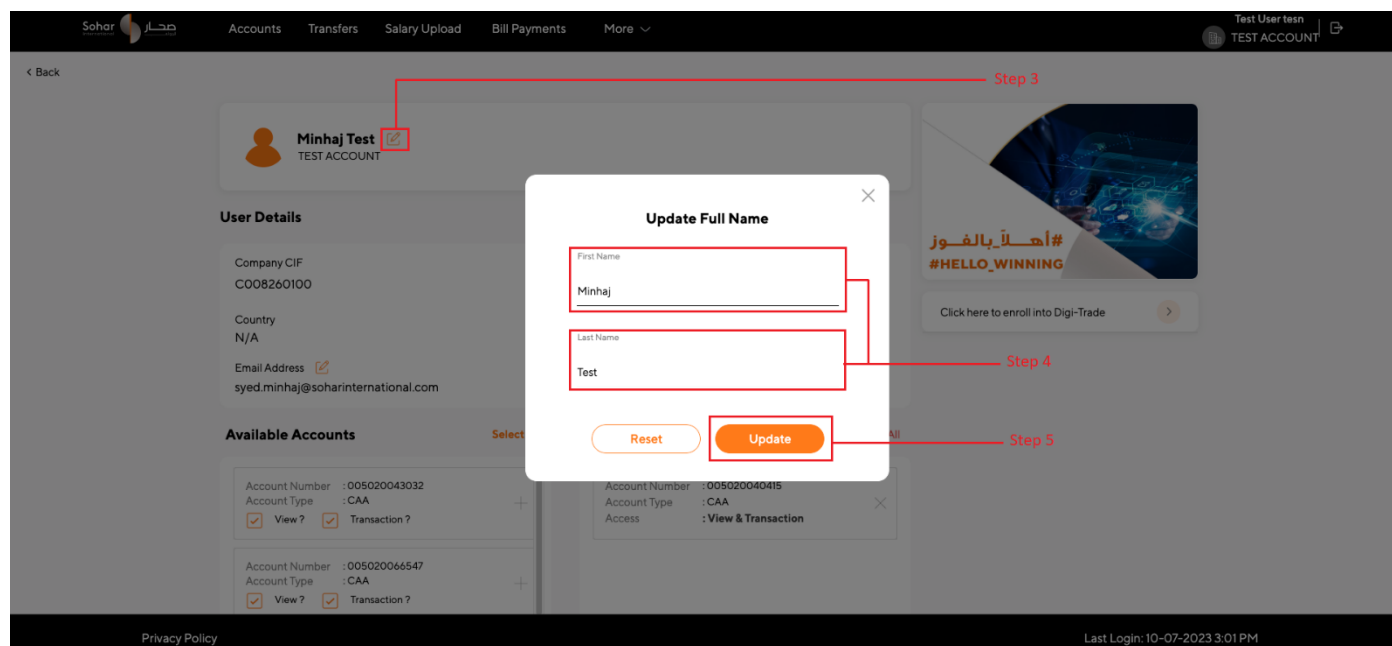
Within the user profile, locate the fields for full name, username, email, or phone. Look for an “Edit Icon” (typically represented by a pencil or similar symbol) next to each field you want to edit. Click on that icon corresponding to the field you wish to modify.

STEP 4:

A popup window will appear, displaying the current value of the selected field. Change the text within the popup window according to your desired modifications. Review the changes to ensure accuracy.

STEP 5:

Upon clicking "Update" the system will initiate a change request for the modified details. The change request will be generated if there are no pending requests for the same user's basic details.





View or Edit User Accounts

STEP 1:

Locate the available accounts on the left side that can be assigned to the user. Click on the "Plus Icon" button to add the selected account to the user. The selected account will be moved to the right box, indicating that they have been assigned to the user.

STEP 2:

If you want to remove the assigned account, then click on the "Cross Icon" button to remove the selected account(s) from the user. The account(s) will be removed from the user and moved back to the left box.

STEP 3:

To remove all accounts from the user at once, click on the "Remove All" option from the right side.

STEP 4:

To add all available accounts to the user at once, click on the "Select All" option from the left side.

STEP 5:

In the left side, identify the account(s) to which you want to modify access levels. Look for the checkbox to change the access level for viewing or performing transactions associated with the selected account(s).

STEP 6:

Modify the access level(s) as required, ensuring they align with the user's privileges and organizational policies. After modifying access levels, you can assign the updated account(s) to the user as mentioned above.

STEP 7:

To save the changes click on "Update User" button from the bottom of the page the system will initiate a change request for the update accounts if there is no request of update accounts exist against the same user.

STEP 8:

Domestic Transfer and International Transfer need not be setup here as the same needs to be set separately in DigiTrade since this module offers you multiple payment options.



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Minhaj Test
TEST ACCOUNT

أهلاً بالفوز
#HELLO_WINNING

Click here to enroll into Digi-Trade

User Details

Company CIF C008260100	Username smuh1100
Country N/A	Address N/A
Email Address syed.minhaj@soharinternational.com	Mobile Number 78798798

Available Accounts

Account Number : 005020043032 Account Type : CAA <input checked="" type="checkbox"/> View? <input checked="" type="checkbox"/> Transaction?
Account Number : 005020066547 Account Type : CAA <input checked="" type="checkbox"/> View? <input checked="" type="checkbox"/> Transaction?
Account Number : 005040023897

Selected Accounts

Account Number : 005020040405 Account Type : CAA Access : View & Transaction
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Permissions And Limits

Approval Rights Required?
 No Yes

Initiator Rights Required?
 No Yes

Select Group
A

Card Module Rights Required?
 No Access View Only View and Transact

Choose transaction type and set maximum limit for initiating transaction (OMR)

Transaction Type	Maximum Transaction Limit
<input checked="" type="checkbox"/> Intra company Transfer	<input checked="" type="checkbox"/> Max Limit 50,000.000
<input checked="" type="checkbox"/> Domestic Transfer	<input checked="" type="checkbox"/> Max Limit 50,000.000
<input checked="" type="checkbox"/> International Transfer	<input checked="" type="checkbox"/> Max Limit 50,000.000
<input checked="" type="checkbox"/> Bill Payment	<input checked="" type="checkbox"/> Max Limit 50,000.000
<input checked="" type="checkbox"/> Salary Upload	<input checked="" type="checkbox"/> Max Limit 50,000.000
<input type="checkbox"/> Card Payment	0.000

Update User

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8



User Permissions and Limits

STEP 1:

To update the approval rights for a specific user select "Yes" or "No" from the available options. If "Yes" is selected, a group field will appear as a dropdown. Assign the user to a specific group by selecting the appropriate option from the dropdown.

STEP 2:

Admin can update the card module rights of user by selecting "No Access", "View only" and "View and Transact" from the available options.

STEP 3:

Update the initiator rights for a user by selecting the "Yes" or "No" options. When initiator rights are enabled, admin can allow the user to initiate multiple types of transactions within the set limits. The system will validate the selected transactions against the specified limits.

STEP 4:

Enable or disable transaction types by selecting or deselecting the checkboxes. To set transaction limits for specific types, enter the desired value in the corresponding fields.

STEP 5:

To set the maximum limit allowed for the organization select the "Max Limit". Note that transaction limits cannot exceed the maximum limit defined by the organization and should not be less than 1.

STEP 6:

To save the changes click on "Update User" button from the bottom of the page the system will initiate a change request for the update permissions and limits if there is no request of update permissions and limits exist against the same user. The request needs to be approved by another administrator user within the same organization

STEP 7:

Domestic Transfer and International Transfer need not be setup here as the same needs to be set separately in DigiTrade since this module offers you multiple payment options.



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Minhaj Test
TEST ACCOUNT

#أهلاً بالفوز
#HELLO_WINNING

Click here to enroll into Digi-Trade

User Details

Company CIF COC: [REDACTED]	Username smuh100
Country N/A	Address N/A
Email Address [REDACTED].com	Mobile Number 78798798

Available Accounts

Select All

Selected Accounts

Account Number : 005020040415	Account Type : CAA	View? <input checked="" type="checkbox"/>	Transaction? <input checked="" type="checkbox"/>
Account Number : 005020043032	Account Type : CAA	View? <input checked="" type="checkbox"/>	Transaction? <input checked="" type="checkbox"/>
Account Number : 005020066547			

No Accounts Available

Permissions And Limits

Approval Rights Required?
 No Yes

Select Group
A

Initiator Rights Required?
 No Yes

Card Module Rights Required?
 No Access View Only View and Transact

Choose transaction type and set maximum limit for initiating transaction (OMR)

Transaction Type	Max Limit	Maximum Transaction Limit
<input checked="" type="checkbox"/> Intra company Transfer	<input checked="" type="checkbox"/> Max Limit	50,000,000
<input checked="" type="checkbox"/> Domestic Transfer	<input checked="" type="checkbox"/> Max Limit	50,000,000
<input checked="" type="checkbox"/> International Transfer	<input checked="" type="checkbox"/> Max Limit	50,000,000
<input checked="" type="checkbox"/> Bill Payment	<input checked="" type="checkbox"/> Max Limit	50,000,000
<input checked="" type="checkbox"/> Salary Upload	<input checked="" type="checkbox"/> Max Limit	50,000,000
<input type="checkbox"/> Card Payment		0.000

Update User



Enroll into Digi Trade (Digital Trade Finance & Payments module)

STEP 1:

In the User Detail page, an option of "Click here to enroll into DigiTrade" will prompt you to Enroll any user for DigiTrade if the same is enabled at an organizational level and the user is not already enrolled for DigiTrade. Click on that enrollment button to begin the enrollment process.

The screenshot displays the user detail page for 'Minhaj Test' (TEST ACCOUNT). The page includes a navigation bar at the top with options like 'Accounts', 'Transfers', 'Salary Upload', and 'Bill Payments'. The user details section shows the following information:

User Details	
Company CIF C008260100	Username smuh1100
Country N/A	Address N/A
Email Address syed.minhaj@soharinternational.com	Mobile Number 78798798

Below the user details, there are two sections: 'Available Accounts' and 'Selected Accounts'. The 'Available Accounts' section lists two accounts with their respective numbers and types. The 'Selected Accounts' section shows one account selected.

A red box highlights a button labeled 'Click here to enroll into Digi-Trade' with a right arrow, and a red line points to it with the label 'Step 1'.

Step 2:

A form will appear to fill in the necessary details for enrollment. Provide the required information and locate the section for assigning roles to the user.

Step 3:

Select the appropriate roles from the available options. Assign roles based on the user's responsibilities and privileges within DigiTrade.

- Pending Transaction Notification
This option is to be chosen if the user is to be notified of pending transactions awaiting approval
- Base Currency – Should be OMR
- Authorization Level – As per approval matrix within the organization
- Limit Currency – Should be selected as OMR
- Limit – Transaction limit if any may be assigned to the user

These values can be modified (if required) directly in the DigiTrade admin module as well by the administrator user post creation of the user



Step 4:

Once all required fields are filled and roles are assigned, click on the "Save" button. The system will initiate an enrollment request for the user, if there are no pending requests for the same user.

Another administrator, responsible for reviewing and approving requests, will receive a notification. The reviewing administrator can access the enrollment request section. They will review the details of the enrollment request and make a decision to approve or reject it.

The initiator admin can track the progress of their request, whether it is pending, approved, or rejected as well as withdraw their request

The screenshot displays the 'Grant access to Trade Finance Platform' form in the Sohar Bank administration system. The form is divided into two columns of fields. The left column includes: Status (radio buttons for Inactive, Active, Locked; Active is selected), Base Currency (dropdown menu showing AUD), Authorisation Level (dropdown menu showing A), and Limit Currency (optional) (dropdown menu showing USD). The right column includes: Language (radio buttons for English, العربية; English is selected), Pending Transaction Notification (radio buttons for No, Yes; No is selected), Time Zone (dropdown menu showing Asia/Muscat), and Limit Amount (optional) (input field showing 0.000). Below the form is a 'Roles for Customer Users' section with a 'Select All' button and a 'Remove All' button. A list of roles is shown on the left, and a search box on the right contains 'All Customer Admin'. At the bottom of the form is a prominent orange 'Save' button. Red lines with labels 'Step 2', 'Step 3', and 'Step 4' point to the form fields, the roles list, and the 'Save' button respectively. The top navigation bar includes 'Sohar' logo, 'Accounts', 'Transfers', 'Salary Upload', 'Bill Payments', and 'More'. The top right corner shows 'Test User test' and 'TEST ACCOUNT'. The bottom left corner has 'Privacy Policy' and the bottom right corner has 'Last Login: 10-07-2023 3:23 PM'.

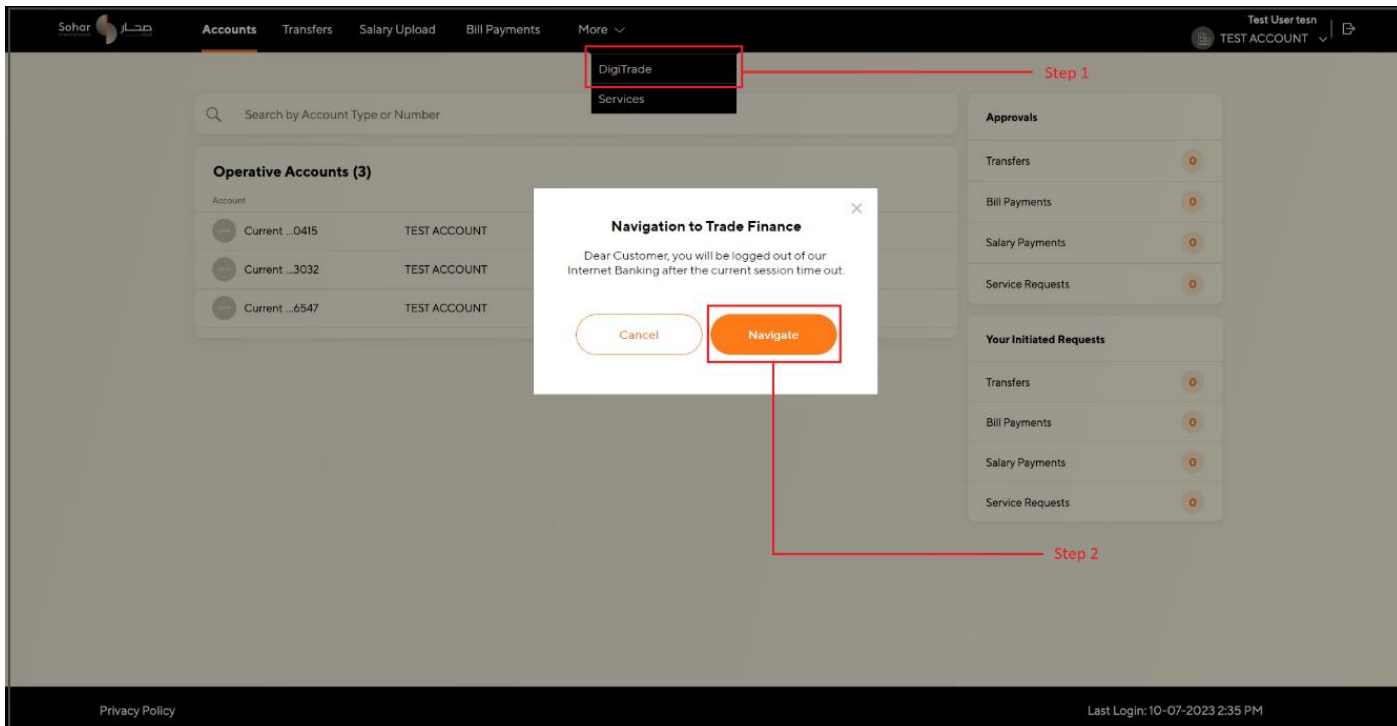
Step 1:

Upon approval of DigiTrade request, advise the user to login into corporate internet banking. After successfully logged in, locate and navigate to "DigiTrade" section within the navigation bar to access the DigiTrade.

Step 2:

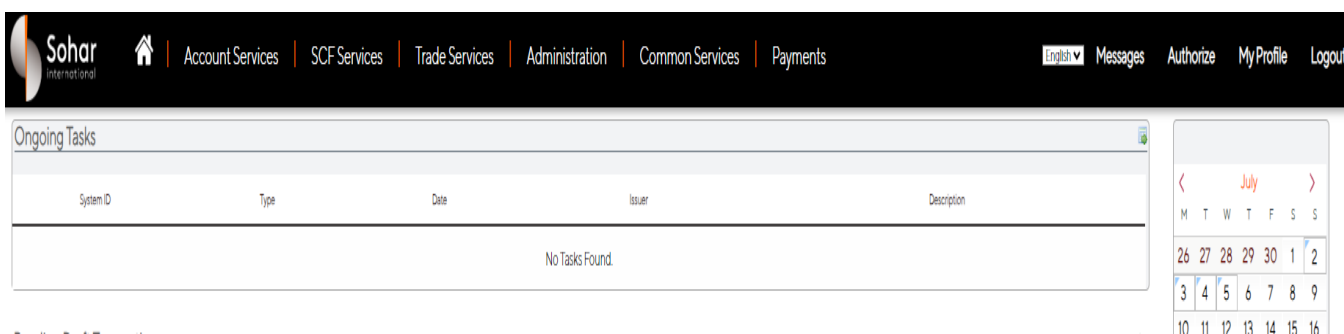


Upon click on DigiTrade section from navigation bar, a popup will appear to notify the user about the session will be out. To proceed on DigiTrade click on “navigate” button within the popup to access DigiTrade.



Step 3:

After navigating to landing screen, user will be able to see the options (basis the roles provided). Payments option will be for processing of Single, Batch and Bulk payments. Trade Services will be for Trade Finance requests.

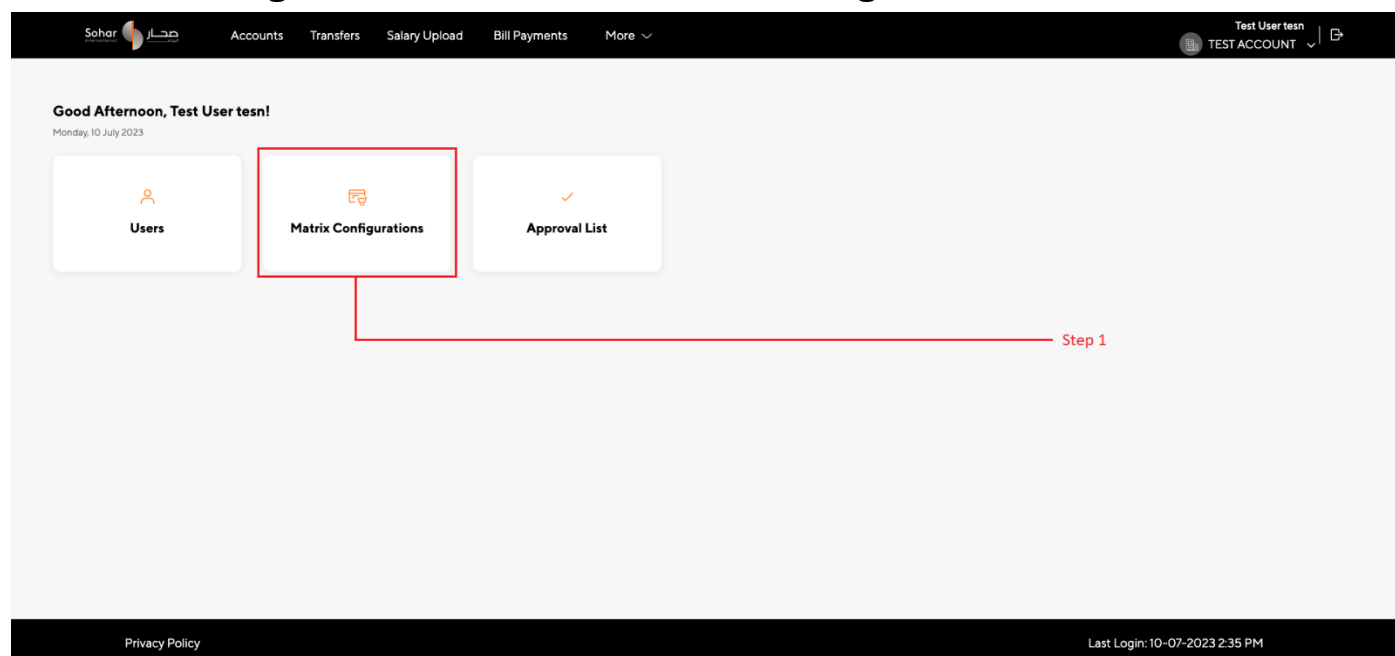




4) Configuring Authorization Matrix

Step 1:

Upon accessing the Admin Module, locate and select the “Matrix Configuration” option to access the Organization Authorization Matrix Configuration.



Step 2:

In the authorization matrix configuration screen, identify the various types of transactions from dropdown that require configuration. Select one or more transaction types to setup transaction approval matrix. In case you want to setup similar approval matrix for all transaction types, then please select all option.

“All” can only be selected when all transaction type has same max amount value on previously inserted matrix.

If you have selected “All” in transaction type, then matrix can be edited for any individual transaction type (one at a time).

Step 3:

Now enter amount range for defining transaction approval matrix for the selected transaction types. Please note “from amount” will be pre-calculated and you need to enter only the to amount. “to amount” value cannot be more than company level transaction limit.



Step 4:

Select number of approvals required of each group and the condition (“and” / “or”) between two groups.

If number of approval required were selected, as “0” then it would mean that particular group is excluded for the selected amount range and transaction type wise matrix.

In this case condition next to previous group with users more than 0 will apply.

“and” condition means all groups will have to approve as per the sequence.

“or” condition means that any one of the groups approval will be required.

Step 5:

To add or update the approval matrix click on “apply” button the request will be initiate.

By clicking on “reset” button the fields will be shown as a default state.

Step 6:

To edit the approval matrix locate the matrix entry below to be edited by clicking on the “edit icon”. Modify the groups assigned to the transaction slab as required.

Step 7:

In the approval matrix configuration section, find the entry to be deleted. Click on the “remove icon” for the respective authorization matrix entry. Confirm the deletion action when prompted.

Upon adding, updating, or deleting an authorization matrix entry, a request for changes will be initiated. The system will check if there are any pending requests for the same authorization matrix entry. If no pending request exists, a new request will be created.

Another administrator responsible for approval processes will receive a notification of the change request. The reviewing administrator will access the authorization matrix request section. They will review the details of the request and make a decision to approve or reject it.

The initiator admin has the option to withdraw their own change request if required.

Step 8:

Domestic transfer and international transfer matrix is required to be set separately in DigiTrade and not to be set here.



Configure Approval Matrix

Transaction Type: Select transaction type

From Amount (OMR): 0.000 To Amount (OMR): 50,000.000

Approval required in each Group: Group A: 0 AND Group B: 0 AND Group C: 0

Reset Apply

Transaction Type	From Amount (OMR)	To Amount (OMR)	Configured Matrix details	Actions
Bill Payment	0.000	3,460.000	1 from (A)	
Card Payment	0.000	3,460.000	3 from (A)	
Domestic transfer	0.000	3,460.000	3 from (A)	
International transfer	0.000	3,460.000	3 from (A)	
Salary Disbursement	0.000	3,460.000	3 from (A)	
Intra Company Transfer	0.000	3,460.000	3 from (A)	

Privacy Policy Last Login: 10-07-2023 5:36 PM

Note: when an admin modifies or delete the matrix configuration for a transaction type, any pending transactions associated with that type will be automatically rejected upon receiving confirmation from the user.

Update Matrix

3 transactions are waiting for approval as per this configured matrix, all those transactions will be rejected. Are you sure you want to continue?

No Yes

Reset Apply

Transaction Type	From Amount (OMR)	To Amount (OMR)	Configured Matrix details	Actions
Bill Payment	0.000	3,460.000	1 from (A)	
Service Request	0.000	3,460.000	3 from (A)	
Domestic transfer	0.000	3,460.000	3 from (A)	
International transfer	0.000	3,460.000	3 from (A)	
Salary Disbursement	0.000	3,460.000	3 from (A)	
Intra Company Transfer	0.000	3,460.000	3 from (A)	

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For Example,

Min Amount	Max Amount	
100.000	150.000	2 from (A) AND 1 from (B) OR 1 from (C) OR 1 from (D)

Above matrix would mean that 2 users need to approve from Group A as initial step, then any 1 user from Group B or C or D has to approve then only transaction of amount between 100 OMR to 150 OMR will be processed.

Min Amount	Max Amount	
50.000	100.000	2 from (A) AND 1 from (B) AND 1 from (C) AND 1 from (D)

Above matrix would mean that 2 users need to approve from Group A as initial step, then any 1 user from Group B AND C AND D has to approve then only transaction of amount between 50 OMR to 100 OMR will be processed.



5) Configuring DigiTrade Authorization Matrix

Step 1:

Upon accessing the DigiTrade, locate and select the “administration” option to access the matrix configuration. Under administration, go to “jurisdiction maintenance”, click on “authorization” to set the authorization matrix.

Entity	Type	Product / Sub Product Type	Sub Type	Product Type / Tenor Type	Account Number	Verify	Authorisation Level(s)	Send	Ccy	Amount	Status	Maker User
*	*	*	*	*	-	N	A > B	N	OMR	10,000	-	-
*	*	*	*	*	-	N	A, B	N	OMR	5,000,000	Awaiting for Approval (New)	BS3487

Step 2:

Select the “entity” by clicking on the lens symbol. Entity would be the corporate.

Step 3:

For “type”, “product”, “sub product type”, “product type” and “tenor” choose the “*” asterisk sign to select all the products for DigiTrade.

Admin can also chose to set up authorization matrix product wise (for the products listed in the drop down)

Step 4:

For “limit amount” select the currency as “OMR” and the amount to be inputted in the next tag. Note that transaction limits cannot exceed the maximum limit defined by the organization and should not be less than 1.

Step 5:

The “sequential” tag to be clicked if the transaction has to flow as per defined matrix. For eg:

A>B>C denotes that the transaction will flow sequentially from “A” group users to “B” group users to “c” group users.

A,B,C denotes that the transaction will not flow sequentially but any user can pick up the transaction and authorize first.



Step 6:

The authorization level to be as per the grouping required. Click on “add authorisation level”, and chose the 1st authorization group.

Example: if authorization matrix is 0 to 10,000 OMR 1 from a and 2 from b then

Under add authorization choose a and save

Once again select “Add Authorization Level”. This time select b from the dropdown and save

Repeat the above process to add b once more in order to set up the matrix as per the above example

The screenshot shows the 'Add User Authorisation' form with several fields and a modal window. Red boxes and lines indicate the following steps:

- Step 2:** The 'Entity' field is set to 'TEG'.
- Step 3:** The 'Type' dropdown is selected.
- Step 4:** The 'Sub Product Type' dropdown is selected.
- Step 5:** The 'Limit Amount' is set to 'OMR 10,000,000'.

The 'Authentication Levels' modal window shows a list of levels: A, B, C, D, E, F, G, H, I, J.

Buttons at the bottom include 'Add Authorisation Level', 'Save', 'Submit', 'Cancel', and 'Help'.

The screenshot shows the 'Add Customer Authorisation Line' form. The 'Company' is 'ABC680'. The 'Limit Amount' is 'OMR 10,000,000'. The 'Sequential' checkbox is checked.

The 'Authorisation Level(s)' section contains a table:

Authorisation Levels	
A	
B	
B	

Buttons at the bottom include 'Add Authorisation Level', 'Submit', 'Cancel', and 'Help'.

Submit the matrix setup for the next user to approve the same. Once approved the below matrix structure will be established for all transactions. Approval process for DigiTrade authorization matrix creation is available in subsequent sections in the document



- Change Profile
- Jurisdiction Maintenance
- Rates Maintenance
- Customer Maintenance
- Profiles
- Customer Entities
- Authorisation

Existing Customer Authorisation Setup

Search Options									
1 - 1 of 1 items									
10 25 50 100									
1									
Type	Product / Sub Product Type	Sub Type	Product Type / Tenor Type	Account	Verify	Authorisation Level(s)	Send	Ccy	Amount
*	*/*	*	*/*		-	A ≥ B ≥ B	-	OMR	10,000.000

[Add a new Authorisation](#)

Step 7:
Multiple authorization based on amount slabs can be created using the above steps

- Change Profile
- Entity Maintenance
- Jurisdiction Maintenance
- Roles
- Authorisation
- User Maintenance
- Data Maintenance

Existing Authorisation Setup

Search Options												
1 - 3 of 3 items												
10 25 50 100												
1												
Entity	Type	Product / Sub Product Type	Sub Type	Product Type / Tenor Type	Account Number	Verify	Authorisation Level(s)	Send	Ccy	Amount	Status	Maker User
*	*	*/*	*	*/*		N	A ≥ B	N	OMR	10,000		
TEST	*	*/*	*	*/*		N	B > A	N	OMR	1,000,000.000	Awaiting for Approval (New)	TESTUSER@SI
*	*	*/*	*	*/*		N	A, B	N	OMR	50,000.000	Awaiting for Approval (New)	TESTUSER@SI

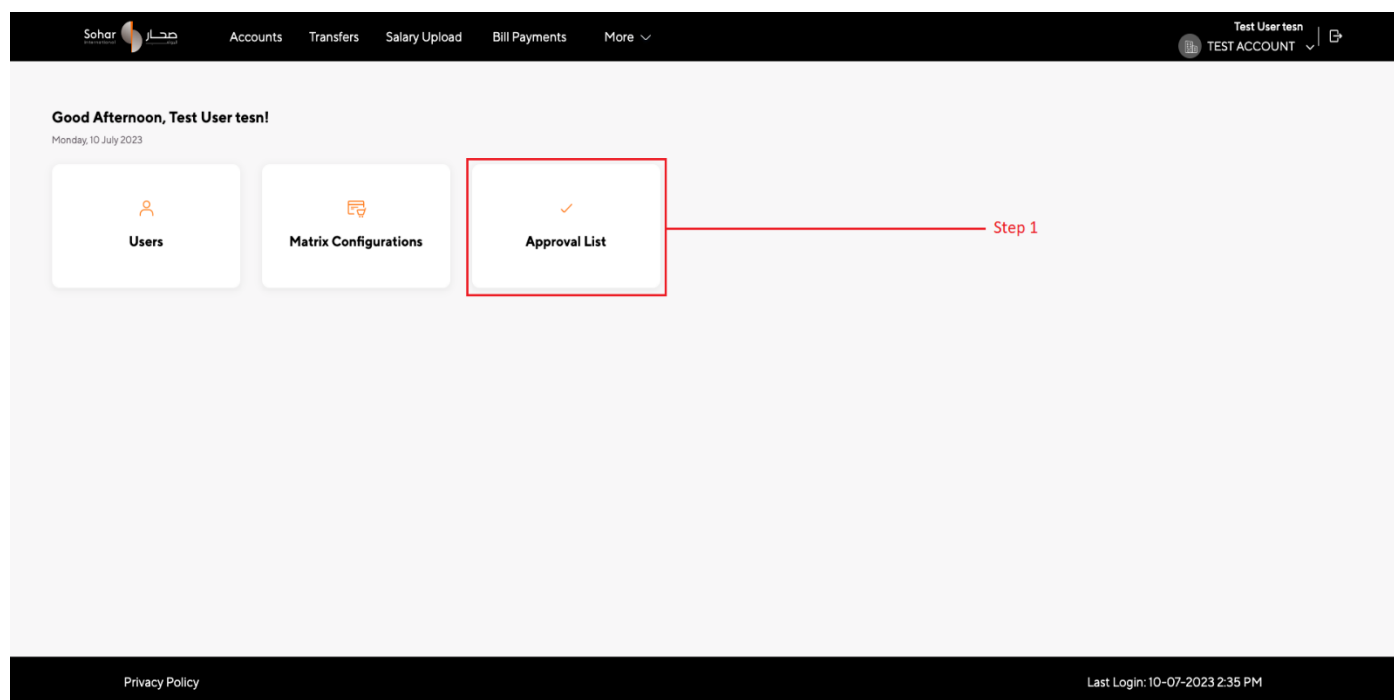
[Add a new Authorisation](#)



6) Approval Requests

Step 1:

Upon accessing the admin module, locate and select the "Approval List" option.



Step 2:

The approval requests screen will appear, displaying all pending requests by default that were initiated by administrators within the same organization.

Step 3:

Use the provided filters to refine the list based on "Module Type", "Request Type", "status type", and the "created on" as well "approval on" date range.

Step 4:

To filter the approval request click on "apply" button the filtered requests will be populated below. By clicking on "reset" button the fields will be shown as a default state.

Step 5:

The list of requests will show the module type, request type, status type, and a summary of each request. Scroll through the list to find the specific request you want to review.



Step 6:

To view more information about a particular request, expand the record to display basic information such as the “initiator” of the request, timestamp of initiation, the “approver” (if applicable) and the timestamp of approver (if applicable).

If the request was rejected, cancelled, or failed, the “reason” for the action will be shown.

Step 7:

To see the specific changes made within a request, click on the "view more" button after expanding the request. You will be redirected to the detail page where you can review the additions, deletions, or modifications associated with the request.

Approval Requests

Module Name: All | Request Type: All | Status: All

Created on: Select Start Date | Select End Date | Approved on: Select Start Date | Select End Date

Reset | Apply

Reference ID	Module Name	Request Type	Summary	Status	Actions
486	Users	Update	Update user email for: testJ2	Cancelled	⌵
410	Users	Create	User creation for username: ZAIN997	Success	⌵
404	Users	Digi-Trade Enrolment	User enrollment in Digi-Trade: ahmed11222	Failed	⌵
403	Users	Digi-Trade Enrolment	User enrollment in Digi-Trade: ahmed11222	Failed	⌵
402	Users	Digi-Trade Enrolment	User enrollment in Digi-Trade: ahmed11222	Failed	⌵
392	Users	Update	Locked user account for username: ahmed11222	Rejected	⌵
391	Users	Update Limits	Update user limits for: minhaj3	Cancelled	⌵
390	Users	Update Limits	Update user limits for: minhaj3	Cancelled	⌵
389	Users	Update Accounts	Update user accounts for: minhaj3	Cancelled	⌵
<div>Created by: Raza Hussain</div> <div>Created on: 12-06-2023 9:52 AM</div> <div>Cancelled by: Raza Hussain</div> <div>Cancelled on: 13-06-2023 5:39 PM</div>					
388	Users	Update	Locked user account for username: ahmed11222	Failed	⌵

View More

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Step 8:

If you are the initiator of the request, you can cancel your own from the request detail screen by clicking on “withdraw request”.



Sohar Accounts Transfers Salary Upload Bill Payments More

Test User tesn TEST ACCOUNT

< Back

Approval Request Details

Request Type	Existing	Updated
Accounts	Account Number : 005020066547 Account Type : CAA Access : View & Transaction ●	Account Number : 005020066547 Account Type : CAA Access : View ●
	Account Number : 005020040415 Account Type : CAA Access : View	Account Number : 005040023897 Account Type : TDA Access : View & Transaction ●
		Account Number : 005020040415 Account Type : CAA Access : View

Withdraw Request ● Added
● Deleted
● Updated

Step 8

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Step 9:

If you are not the initiator of the request, you can “Approve” or “Reject” it from the request detail screen.

Sohar Accounts Transfers Salary Upload Bill Payments More

Test User tesn TEST ACCOUNT

< Back

Approval Request Details

Request Type	Existing	Updated
Accounts	Account Number : 005020066547 Account Type : CAA Access : View & Transaction ●	Account Number : 005020066547 Account Type : CAA Access : View ●
	Account Number : 005020040415 Account Type : CAA Access : View	Account Number : 005040023897 Account Type : TDA Access : View & Transaction ●
		Account Number : 005020040415 Account Type : CAA Access : View

Reject **Approve** ● Added
● Deleted
● Updated

Step 9

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Step 10:

In case of rejection or cancellation, a confirmation popup will appear where you can add the reason for the rejection or cancellation.



Once a request is approved, the changes associated with the request will be implemented. The initiator of the request will be notified via email regarding the approval or rejection.

After any action (approval, rejection, or withdrawal), you will be redirected to the approval requests list page.

The screenshot shows the 'Approval Requests' interface. A modal window displays a green checkmark and the text 'Success Request successfully approved' with an 'OK' button. The background table lists several requests:

Reference ID	Module Name	Request	Status	Actions
531	Users	Update	Pending	
530	Users	Update	Pending	
504	Users	Update	Pending	Update full name for user: zainds
470	Users	Update	Pending	Update user mobile number for: zaintest3
468	Users	Update Accounts	Pending	Update user accounts for: zaintest3

7) Approval Requests – DigiTrade

Step 1:

Upon accessing the DigiTrade, the second admin has to locate and select the “administration” option to access the matrix configuration. Under administration, go to “jurisdiction maintenance”, click on “authorization” to approve the authorization matrix.

Admin has to click on the highlighted “question mark” to select the slab and then approve the matrix.

The screenshot shows the 'Existing Authorisation Setup' page. A table lists authorization entries:

Entity	Type	Product / Sub Product Type	Sub Type	Product Type / Tenor Type	Account Number	Verify	Authorisation Level(s)	Send	Qty	Amount	Status	Maker User
*	*	*/*	*	*/*	..	N	A, B	N	OMR	50,000,000	Awaiting for Approval (New)	TESTUSER04
*	*	*/*	*	*/*	..	N	A, B	N	OMR	5,000,000	Awaiting for Approval (New)	TESTUSER04



- Change Profile
- Entity Maintenance
- Jurisdiction Maintenance
- Roles
- Authorisation
- User Maintenance
- Data Maintenance
- Alerts Maintenance
- Report Designer
- Audit Queries

Check User Authorisation

Authorisation

Entity *
Type *
Product *
Sub Product Type *
Product Type *
Tenor *
Sub Type *

Limit Amount OMR 50,000.000
Verify No
Send No
Sequential Yes

Authorisation Level(s)

Authorisation Levels
A
B

Comments (for return)

STEP 2:

Post approval, the authorization slab will be available.

- Change Profile
- Entity Maintenance
- Jurisdiction Maintenance
- Roles
- Authorisation
- User Maintenance

Existing Authorisation Setup

Search Options

1-2 of 2 items | 10 | 25 | 50 | 100

Entity	Type	Product / Sub Product Type	Sub Type	Product Type / Tenor Type	Account Number	Verify	Authorisation Level(s)	Send	Ccy	Amount	Status	Maker User
-	-	*/*	-	*/*	-	N	A > B	N	OMR	50,000.000	-	
-	-	*/*	-	*/*	-	N	A, B	N	OMR	5,000.000	-	

8) Logging Out

After completing the management tasks within the admin module, log out for security purposes.

- Locate the logout or sign-out option within the application's interface.
- Click on the logout button to securely exit the Admin Module.

It is crucial to adhere to security protocols and maintain confidentiality when managing users, company authorization matrix and approval requests.