

In your role of administrator, you will perform the (initial) setting up of BluePort/bankline+ for your company and for your colleagues. A setup wizard is available on the BluePort/bankline+ homepage to guide you through the necessary steps:



administrator

Setup wizard available Facilitated setup of own bank accesses, ordering party accounts and colleague management



If you need assistance during the initial setting up, our support team will be available for you. Please contact them on +49 (0)69 910-10030 to arrange a suitable time.

In addition, this manual will help you to perform individual setting up steps for BluePort/bankline+ on your own, if required.

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Setting up the Security Medium

You will see the wizard for initialising your security medium (photoTAN), which you will subsequently use for signing payment orders, when you log onto BluePort/bankline+ for the first time.

a. Start the setting up process for your security medium by clicking on the "Continue" button (Fig. 1) and follow the on-screen instructions, which are also described below.

🖊 banklir	Pirst login - Welcome
First steps 🔥 🔨	Welcome
First login	You have successfully logged in for the first time. To be able to use the application, please continue with the initialisation process.
Help	Security medium The security medium is used to log in and to sign bank-technical orders. Continue
	Fig. 1

b. Click on "Open wizard" and select "Smartcard". A click on "Next step" takes you to the next screen, where you click on "Set up security medium" (Fig. 2).

🖊 banklin	Pie+ First login - Security medium wi	zard 🔺 Ter Stegen (ter stegen@tinarx ir)
First steps 🔺 🔇	Chervinew Select a medium Set up medium Generation Finish	
First login Help	In this step, you transfer the public keys of your security medium to the application so that it can authenticate you in the future when If you see your security medium for the first time, it is automatically set up in this step.	en you leg in.
	A Set up security tredum	

Fig. 2

c. Now scan the displayed QR code (Fig. 3) with your "DB Secure Authenticator" app or with the photoTAN reader to set up the security medium.

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- d. The smartphone/photoTAN reader will then display a 7-digit code. After inputting the code and confirmation via "confirm" you will receive a message confirming the setting up of your security medium.
- e. Click on "Next step" and "Go to application" (Fig. 4) to complete the setting up of your security medium.



Fig. 4

Setting up Users in BluePort/bankline+

First an overview of the most important icons needed for the following steps:



<u>Pencil icon</u>: A click on this icon will take you into edit mode <u>Plus icon</u>: You can add data after clicking on this icon <u>Floppy disk icon</u>: This icon will save your entries

Next step: Click on this icon to continue the process and proceed to the next step

As a BluePort/bankline+ administrator, you can set up all the users and access authorisations in BluePort/bankline+ on behalf of the contracting party.

Tip: On the BluePort/bankline+ homepage, you will be offered an introductory guided tour. We advise every user to take advantage of this to familiarise themselves with the basic functions of BluePort/bankline+.

 a. Select menu item "Management > Colleagues", where, in your role as administrator, you will see all the users and, where applicable, further administrators as per the contractual agreement. If and when required, you can add additional users via the plus icon (Fig. 5).
 If all desired users already exist, continue directly with "Step 2: Set up Bank Access".

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ile manager	~							
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Fig. 5

- b. After clicking on the plus icon, all users must be entered on tab "Basic data" on the basis of the contractual information (BluePort User Agreement) (Fig. 6).
 - The User ID corresponds to the user's email address.
 - Please enter the master data for each user.
 - Always select all permitted security media (Single-Sign-On and, if appropriate, smartcard for EBICS users).
 - The starting password is always "Start123" (mandatory field without relevance, as BluePort users have access to BluePort/bankline+ without requiring input of a separate password).

Confirm your entries by clicking on the floppy disk icon.

/ bankline+				Colleagu	es - User - create		🛔 Erika Mustemann (erika.mustemann@finarx.fr)	?
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Account Information	~	Bask data Tare	and start page	Ballkaucesas	Account authorsations	Test keys - Cinits	Action roles & lights Crait roles & lights	
Creation	×							
File manager	~	e o c						-
Order-status	~	Identification			Login and signature		Authorisations	î
Management	^	These values can no	longer be changed o	nce the user was created.	Permitted security media*	Single sign-on (only login)	All bank accesses permitted 🐼 🔞	
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t ag	~	Coslorier name Musler	manim Gambi-I	0	Confirmation*			-1
		Customer ID Muster	mann GmbH	0				
		User ID* max r	nustermann@finarx.h	0				
		Master data						
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		Last name" Max						
		First name Mustern	sann	1				~



c. The authorisations for use of BluePort/bankline+ are assigned on tab "Action roles & rights". Click on the pencil icon to start edit mode; then you can select the available roles and assign them to the particular user by clicking on the left arrow button (Fig. 7). Save the entries by clicking on the floppy disk icon in the toolbar.

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Account Information	~		User ID		First	name		Last name		Action role	s & rights	129783	ment status
Creation	~												ally created
ile manager	~	ISasic data	Tasks a	and start page	Bank accesses	Acc	uurt authori	ations	Texl keys	Linits	Action roles & rights	Grant role	s & rights
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ctungs	^	+/- Nam	•		Validity	Category	Туре		III +/-	Name	Validity	Category	Туре
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Fig. 7

Note: These access rights relate to the BluePort/bankline+ application. The data exchange with the financial institutions is subject to the authorisations agreed for the relevant EBICS bank access.

Overview of available roles:

In BluePort/bankline+, individual rights are bundled in pre-configured roles. Depending on the desired scope of use, individual users can be assigned one or several roles.

Available roles:

<u>Kundenadministrator [Customer Administrator]</u>: The bank has already configured this role for the nominated BluePort/bankline+ administrators in accordance with the User Agreement; it comprises the right to assign all the subsequent roles to users and to manage the associated access rights.

Kontoinformationen [Account Information]: Users with this role can retrieve, view and check account information & statements.

<u>ZV-Erfassung [Payment Transaction Input]</u>: Users with this role can enter payment orders and send the payments to the respective bank using their EBICS ID. If the user does not have a EBICS ID, they can only enter the payment orders.

<u>ZV-Upload [Payment Transaction Upload]</u>: Users with this role can upload completed payment files into BluePort/bankline+ and send the payments after they have been signed off by an authorised person.

<u>ZV-Freigabe [Payment Transaction Approval]</u>: Users with this role can check payment orders and sign/approve them for payment or cancel them. These users can view the information supplied with the payment orders and, where necessary, view and check individual order items.

<u>Download</u>: Users with this role can retrieve files that a bank makes available from that bank using their EBICS ID.

Setting up EBICS Bank Access

To set up a EBICS bank accesses in BluePort/bankline+ select "Settings > User Settings" in the menu, then go into the "Bank access" tab. Then click on the "+"-symbol(Fig. 8).

者 Start page	<						
Account information	~	User IE	D I	First name	Last name	Action ro	les & rights
Creation	~	ronaldo@fir	narx.fr	Christiano	Ronaldo	18 furt	RIGHTS her roles ther rights
File manager	~	K Basic data	Tasks and start page	Bank accesses	Account authorisation	ons Limits	Action roles & r
Order status	~				Eve		
Management	~	Name Create new obj	3 objects	Protocol Cus	tomer ID Protocol u	earch ser ID Status	Q 🗙 🕸
Configuration	~	Nume				outus	
Settings	^						
Customer settings							
User settings							
Log	~	4					

Fig. 8

The setting up of the bank access should be performed both by the BluePort/bankline+ administrators and by the respective users with their own EBICS authorisation.

- a. After selecting "Create EBICS bank access", select your financial institution and fill in the fields (Fig. 9).
 - Customer ID: Your EBICS ID (for Deutsche Bank this is 5-character e.g. ABCDE)
 - Protocol user ID: Your EBICS ID complemented by the three-digit protocol user number, e.g. ABCDE001

Save your entries via the floppy disk icon.

ount information	~	← @ 凸 읍 ₩ < > ₩		
	~	Details Order types		Related user
ation				« View X Switch
manager	^	Basic data Bank	access	User ID max1.muster@finarx.fr
e outbox				First name Max1
transfers		Name*	npty w alues can no longer be changed once the bank access was rested.	Last name Muster
nature folder			ncial institution* 💷 🗸 🗸	Action roles & rights UAT-Download 6 further roles 3 further rights
wnload agent		rind		o hitter rights
status	~		URL -	
gement	~	a	EBICS host ID	
15	^		Customer ID*	
stomer settings		Pi	otocol user ID*	
er settings				
	~			

b. The entered details are then displayed once more for confirmation. A click on "Start initialisation" will start the access initialisation (Fig. 10) – any message that may appear should be acknowledged by clicking on "Continue".

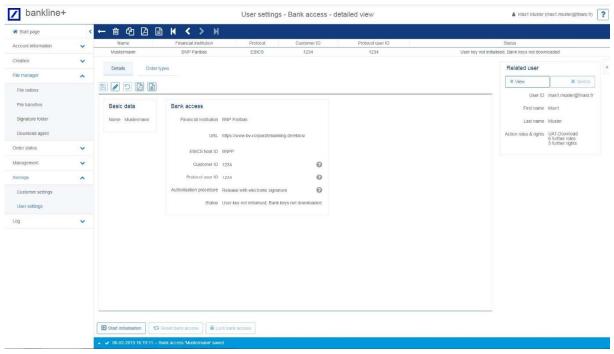
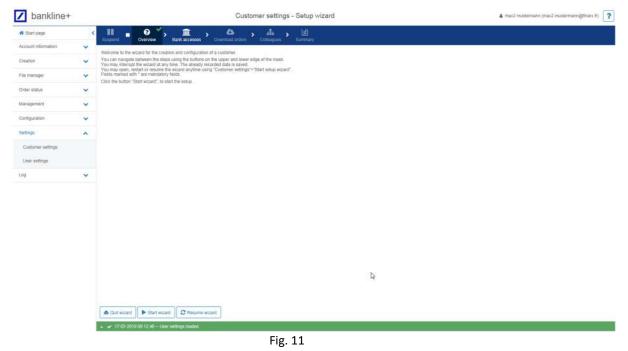


Fig. 10

c. You can then start the wizard, which will guide you through the initialisation (Fig. 11).



d. Confirm the previously created EBICS access by clicking on "Next step". In the subsequent dialogue, transmit the keys of your electronic signature to the bank via button "Send keys". You will need to authorise this transmission by scanning the displayed QR code with your smartphone or the photoTAN reader (Fig. 12).

/ bankline+		User settings - Initialisation wizard	🛔 Jane Calamity (jane.calamity@finarx.fr)
💏 Start page	<		
Account information	~	Suspend Overview Create access Send keys Bank keys Assign order types Finish In this step, you send the public keys of your security medium to the financial institution to enable it to verify your future payments. In this step, you send the public keys of your security medium to the financial institution to enable it to verify your future payments.	
Creation	~	To do so, you require your security medium and its PIN.	
File manager	~	In a next step, your initialisation letter (NI-letter) is created. Print his letter, sign it and send it to your bank advisor so that your financial institution can verify your identity and activate your access.	
Order status	~	Execute the next step only after your access has been activated.	
Management	~	A _e Send keys	
Settings	^	X	
Customer settings User settings		Send keys Send keys Please specty the key to be sent.	
Log	~	Please confirm the process with the Photo-TAN	
		Suspend Previous step Image: State of the state of	

- Fig. 12
- e. You will then be requested to open your INI letters. Please print out both letters, sign them and send the signed letters to the respective bank for access activation. Now click on button "Suspend" - you can complete the initialisation once your bank has performed the activation (Fig. 13).



- As soon as the activation of your keys has been confirmed (at Deutsche Bank through a confirmation f. letter from Technical Support), you can continue. To continue, log back into BluePort/bankline+ and click on "Resume now" to proceed to the screen on which the connection parameters for the relevant bank access are displayed (Fig. 14).

bankline+		Start page - Tasks	🛔 Jane Calamity (jane.calamity@finarx.fr)
# Start page	<	Browser and operating system	
Account information	~	Browser Chrome, version: 71	
Creation	~		
File manager	~	You have not read the tutorial yet. The tutorial explains the functions and operating concepts of the application. Read now Read now	
Order status	~		
Management	~	A guided tour is available. Start now 🗵	
Settings	~	Your bank access "Deutsche Bank" has not been completely initialised yet.	
Log	~	Your bank access voeuscine bank into been compretely initialised yet. Continue now Your bank access was activated on bank side. You can now continue the initialisation process.	

- Fig. 14
- g. Click on "Download bank keys" and the connection parameters will be displayed; you can find the parameters for Deutsche Bank on the following webpage: <u>https://ebics.db.com/ebicsweb/connect.html</u>.

Now click on button "Activation with hash value check"; this will ensure that the encryption will be set up as required. (Fig. 15).

✓ bankline+		Start page - Initialisatio	on wizard	🌡 Jane Calamity (jane.calamity@financ.fr)
# Start page	<	Suspend Overview Cireate access Send keys	Assign order lypes Finish	
Account Information	~		Assign otder types Finest	
Creation	~	In this step, the public keys of your financial institution are downloaded before you release them. Before, your financial institution must have activated your access.		
File manager	~	Download bank keys Vownloaded 12-02-2019 08:42		
Order status	~	The public keys of your financial institution are displayed below. Please check carefully whether they are correct before confirming them.		
Management	~	Use the following link to view the public keys of your financial institution: https://gbebcd01.uk.db.com/8443/ebicsweb/comect_en.html		
		Authentication key Encryption key		
Settings	~	Muteriocation Key Encryption Key		
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		Fig. 15		



h. In the first field, enter the hash value of **AUTHENTICATION key** (X002) and in the second field the hash value of **ENCRYPTION key** (E002); you can find the corresponding values for Deutsche Bank on the abovementioned web page. It is sufficient to enter the first eight characters in each field. Then click on "Release bank keys" (Fig. 16).

/ bankline+					4 And Compay processing Officers (1)
	In this setue, the parties ways of your thickels	Activation with hash value check		×	
		Enter the hash values of the keys you received	from your financial institution		
		Enter at least the first 8 characters of each has	h value		
		Authentication key*		A May not be empty =	
		Енстурвон кру -			

Fig. 16

- i. Click on button "Download of available order types".
- j. All the available order types are then listed for you. Finish the process by clicking once more on the "Next step" button (Fig. 17).

bankline+				Start page -	Initialisation wizard User	user@mail.de)	lamity@financ.fr)
🕷 Start page	3	and the second se	verview Crea	e access Send keys	Bank keys Assign order types Finish		
Account information	~			e access Send keys			
Creation	~			esses", you can execute this step a			
Filo managor	~	Download availat	tile order types	Cn 12-02-2019 00,49, 40 order typ	es were added and 0 order types detelled.		
Order status	*	🖉 🖹 40 in tot	tal			Search	Q
Management	~	Order type	 Direction 	Туре	Description		
Settings	~	AZV	Upload	EBICS operative	Foreign payments in cisk format		
Log	~	C1C	Upload	EBICS - operative	SEPA direct debit core D-1 (COR1) via XML container		
		00	Upload	FRICS - operative	REDA direct debit ROR via XV.II. container		
		8.92 A	.Cmc/Hitspill	1351628-apayika	Res Castarya (paurosa) siningan tangan tangkaran Natificity		
		-25 3 0	On A SHOW	15(8)(2)4-9(24)(6+2)	1200-julionariani adadan ana iki distanari mata		
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Fig. 17

k. Close the setup wizard by clicking on "Quit wizard" (Fig. 18).

bankline+				St	tart page - In	itialisation	wizard		▲ Jane Calamity (jane.calamity@finarx.fr)	?
# Start page	<		Renview Create	naccess	Send keys	Bank keys	Assign order types	Finish		
Account Information	~	Your bank access was		5 0000000	Sond Maya	Ballik Maya	Maarger versce typea	PHILAN		
Creation	~	You can now handle ba	ink-technical orders.							
File manager	~									
Order status	~									
Management	~									
Settings	~									
Log	~									
		(Muspetersant) (L Humborn Store							
			• 1		F !- 10					
					Fig. 18					

Entering ordering parties and accounts

After having completed the setting up of the bank access, continue defining the customer settings. This involves defining the ordering parties' details, the accounts and the access authorisations.

a. Click on "Settings > Customer Settings" in the menu, then go into the "Ordering parties" tab and click on "Import" (Fig. 19). A listing of the ordering parties and their accounts is now displayed.

# Start page	<										
		Custor	ner ID		Customer name		Branch nam	1		Number of users	
Account information	~	FINTS			testkunde FinTS		BluePort Test Man			2	
Creation	~	Basic data	Users	Ordering parties	Account attributes	Recipient accounts	Customer bank accesses	Download dates	Retention periods		
ile manager	^										
File outbox		2 + 2 8	1 in total						Se	arch	Q
File transfers		Orderin	g party name		•	Num	ber of accounts	Country	Action		
		Max Mu	stermann				3	Germany	1	0	
Signature folder											
Download agent											
Order status	~										
vlanagement	~										
Settings	^										
Customer settings											
User settings											
Log	~										
		No object selected -	- action not post	ible						One bank access	s is available
		Delete								@ Import	

b. Please check the imported details for completeness. To do so, double-click on the ordering party and check the assigned accounts listed below. By clicking on the pencil icon (Fig. 20), you get into edit mode where you can edit the account names, if required, and the statement reference, which is required for the correct importing of account statements. At Deutsche Bank, this reference has the following format: BankCode/AccountNumberSubAccountNumberCurrencyCode (50070010/12345670000)

Save your entries by clicking on the floppy disk icon.

Start page	<	← @ 42		M	< >	M						
count information	~			Orde	ring party	name	1	Num	ber of accounts			Country
				Ма	x.Musterm	ann			3		G	ermany
eation	~	Details	Accounts								Related customer	
e manager	^	- De tano	Accounts									
File outbox		3+3	3 in tota						Search	Q X	≪ ∨iew	X Switch
I IIC OUIDON		Account	name	A IE	AN/accou	int number	BIC/bank code	Currency	Format	Action	Customer ID FINT	STST
File transfers		Max1		D	E30 2157 3	3042 0904 3241 00	DEUTDEDBFRA	EUR	MT	1	Customer name tests	
Signature folder Download agent		Max2		D	E30 2157 3	3042 0904 3241 00	DEUTDEDBFRA	USD	MT	1	Branch name Blue Number of users 2	Port Test Mandator 01
der status	~	Max3		D	E03 2157 3	3042 0904 3241 01	DEUTDEDBFRA	EUR	MT			
anagement	~											
ettings	^											
Customer settings												
User settings												
g	~											

Fig. 20

Note: Some banks do not supply all the details, in which case you need to enter the missing details manually.

Once all the details are complete, continue with the next section.

Assigning account authorisations

Each user must be authorised explicitly to access all or individual accounts.

a. Call up the list of users via "Customer settings > Users". After clicking on the particular user, you will find an overview of all the available accounts in tab "Account authorisations" (Fig. 21).

🖷 Start page	< <	- @ 42 🗳) 🖹 🛛 < 🔾	N N						
Account information	~		User ID		First name		Last name		Current status	
			177766852349				Meier		Initially created	
Creation	~	< Basic data	Tasks and start page	Bank accesses	Account authorisations	Text keys	Limits Action	roles & rights Grant >	Related customer	
ile manager	^		_						« view	X Switch
File outbox		🖹 🖉 🖸 🖪							Customer ID FINT	707
File transfers		Authorisation ch	heck for single accour	te				î		
Signature folder									Customer name testki	
			account information 🖌 🕼						Branch name BlueF	ort Test Mandator 01
Download agent		Cre	eate and view orders <table-cell> 🖌</table-cell>						Number of users 1	
Order status	~									
Management	~	Authorisations f	for single accounts							
Settings	^	3 in total					Search	Q X		
	~	Account name	Ordering party	IBAN/account number	BIC/bank code	Currency	Account informatio	n Orders		
Customer settings		Max1	Max Mustermann	DE30 2157 3042 0904 3241 00	DEUTDEDBFRA	EUR	×	×		
User settings		Max2	Max Mustermann	DE30 2157 3042 0904 3241 00	DEUTDEDBFRA	USD	×	×		
Log	~	Max3	Max Mustermann	DE03 2157 3042 0904 3241 01	DEUTDEDBFRA	EUR	×	×		
								•		
	ſ	A Lock user 5	Reset login data							
	L									

b. In edit mode (pencil icon), you can either switch off the authorisation check for this user – in which case they will be assigned access to all existing and future accounts – or assign individual authorisations for the different accounts. The authorisation options are "Account information" for

Setting up download agent

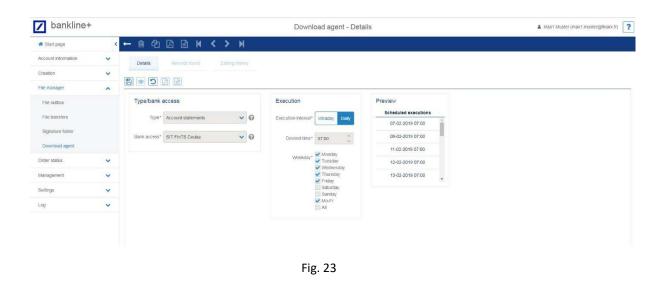
a. To set up a new download agent (regular, automated downloading of account data), click on "File manager > Download agent" in the menu and then on the plus icon for adding an agent (Fig. 22).

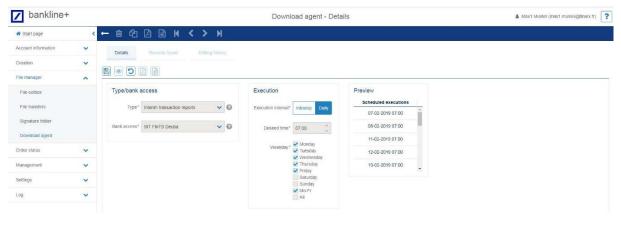
viewing account data and "Orders" for entering orders. Save your changes via the floppy disk icon.

Start page	< 2	; + 🖪 🛙	0 in total					Search	Q
Account information	~	Туре	 Bank access 	Last executio	n	Next execution	Result	Active	Action
reation	~				No data available				
ile manager	~								
File outbox									
File transfers									
Signature folder									
Download agent									
order status	~								
lanagement	~								
ettings	~								
og	~								

Fig. 22

b. Now enter the set-up details. In the following screenshots, you will see an example of how to set up a download agent for account statements (Fig. 23) and interim transaction reports (Fig. 24) with recommended standard settings. Option "Broadcast call" for bank access means that the download should include all the associated accounts. Alternatively, you can select specific bank accesses for which you wish to set up the automatic download.







c. Conclude the setting up of the download agent by clicking on the floppy disk icon; after saving the details of all download agents that have been set up you will see them listed in the overview (Fig. 25). Run all set-up download agents once manually by clicking on the arrow button – this will initiate the downloading of current account information.

Condition Image: Strategies Type Finances Last execution Next exection Result Active Active entance Image: Strategies	Start page	<	3	🕂 🖾 🖹 2 in total							Search	Q
Calify	ccount information				 Bank access 	- U	Last execution	Next execution	Result	Active	Action	
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Signature fisier Download agent. uber status uber status inagenerit. isings. v	File outbox											
Downsbad agent der Status C magenent C status C	File transfers											
ter status v anagement v atarys v	Signature folder											
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2 objects soliticate Exercise Deters Deters				06-02-2019 16:27:58 - Download order	Interim transaction reports LBroadcast c	all saved						
				Echnicate of act	contraction of the second s							

d. You will now be able to view your account statements under menu item "Account information > Account statements".

Text key locks - authorization of wages and salary payments

Note: This change can only be made by the customer admin.

By default, all users cannot view the details of salary payments in BluePort/bankline+ (e.g. relevant for Service-Data-Centers).

To assign this authorization to users, the text key preassignment must be configured. To do this, edit the text keys under Settings > Customer settings > Users > [Users] > Text keys.

In the editing mode (pencil symbol) you can select to release the salary text keys (Fig. 26).

Basic data	Tasks and start page	Bank accesses	Account authorisations	Text keys	Limits	Action roles & rights	Grant roles & rights	
B 🖌 🖸								
List type								
Type Locked	iext keys 🚱							
Text keys								
+ 10 in	total						Search	Q 🗙
Code	Description			Туре			Action	
053	Wages, salaries, pens	sion credit		Business transacti	on code (GVC)			^
BENE	Unemployment Disab	ility Benefit		Purpose code				
BONU	Bonus Payment			Purpose code				
BONU	Bonus Issue/Capitalis	ation Issue		Domain (sub-family	y)			~

Fig. 26

Select the text keys to be released and delete them by clicking on the "delete" symbol (Fig. 27).

Basic data	Tasks and start page	Bank accesses	Account authorisations	Text keys	Limits	Action roles & rights	Grant roles & rights	
E 💿 [
	ked text keys	Select a template fo	r the list type and text keys					
Text keys								
🕇 10 i	n total					Se	arch	Q 🗙
Code	Description			Туре			Action	
053	Wages, salaries, p	pension credit	E	Business transaction	on code (GVC)			^
BENE	Unemployment Di	isability Benefit	F	Purpose code				
BONU	Bonus Payment		F	Purpose code				
BONU	Bonus Issue/Capi	talisation Issue	ſ	Domain (sub-family	/)			~

Fig. 27

Confirm the deletion of the text key by clicking on "Delete". (Fig. 28).

	Confirmation 💌	
	Concel Conce	
Select a template	or the list type and text keys	



The unlocking of the text keys by default must be done for each user individually and saved accordingly.

Activating the salary text key lock for individual users can be done at any time.

In the editing mode (pencil symbol) click on the "Select template" button (Fig. 29).

Basic data	Tasks and start page	Bank accesses	Account authorisations	Text keys	Limits	Action roles & rights	Grant roles & rights	
805								
	ted text keys 🕢	Select a template fo	r the list type and text keys					
Text keys								
🕇 10 in	total					S	earch	Q 🗙
Code	Description			Туре			Action	
053	Wages, salaries,	pension credit	E	Business transactio	on code (GVC)			^
BENE	Unemployment D	isability Benefit	F	Purpose code				
BONU	Bonus Payment		F	^o urpose code				
BONU	Bonus Issue/Capi	italisation Issue	C	Domain (sub-family)			~

Fig. 29

	IL IF	nplates and click on 1 object		Search	Q	a 11	
Name		22. 	Codes				
Sperre Löhne	und Gehälter	Locked text keys	053, 054, 056, 080,	153, 154, 15	6, 157, 161, 1	163	
L						-	
4							
4							

Note for customer admins:

A customer admin cannot manage his own user. If you want to delete the text key lock, please contact your Relationship Manager. This change can only be made by the bank.