



## Viewing User Authorisations

This guide outlines how you can get a full overview of each User authorised on your District Agreement.

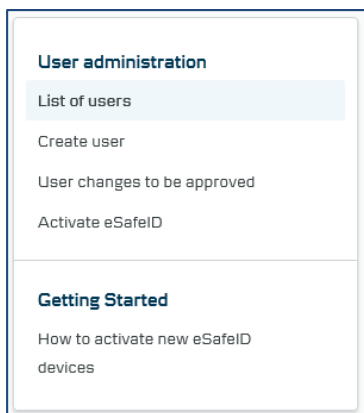
You should review your User(s) Authorisations on a regular basis to ensure they are current and up to date, if you need to amend a User Authorisation you complete this using the Administration module.

If you would like to learn more about how to use the Administration Module or any of the District functions, please use the Getting Started Guides available within Contact and Help once you have logged on to District.

If you do not have the Administration Module and would like to review your User(s) Authorisations, you can contact your Account Manager and request a copy.

## Reviewing User(s) Authorisations

You can get a list of users by logging on to District, selecting Administration from the bottom left hand menu and clicking "List of users" in the User Administration menu.



Select 'Show User' from the function menu, to do this, you can click on the arrow at the left hand side of the User ID you wish to view.





The User can be reviewed over the following 9 tabs:

1. Basic Data
2. Modules
3. Administration
4. Accounts
5. Products and Services
6. Payments
7. Currency
8. Securities (Not available for UK customers)
9. Trade Finance

### 1. Basic Data

Shows the status of the User and their contact details.

**Show user data - 6J6261 TEST12345678** eLearning

Basic data	Modules	Administration	Accounts	Products and services	Payments	Currency	Securities	Trade Finance
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▼ Search criteria

Select user:  ▼

Select status:  ▼

Customer number:  
User name: TEST12345678  
Subject:  
Address:

Mobile phone number: +44 123456789  
Email address: test@mail.com

### 2. Modules

This details the Modules that have been assigned to the User.

**Show user data - 6J6261 TEST12345678** eLearning

Basic data	Modules	Administration	Accounts	Products and services	Payments	Currency	Securities	Trade Finance
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▼ Search criteria

Select user:  ▼

Select status:  ▼

Module name	Status
Administration	Active
Notifications	Active
Cash Management UK - Account Information	Active
Cash Management UK - Payments	Active
Cash Management UK - File Transfers	Active
Liquidity Management	Active
Cash Management UK	Active
Currency rates and news	Active
Guarantees and Trade Finance	Active



### 3. Administration

This details the User's Authorisations within the Administration function.

Show user data - 6J6261 TEST12345678 eLearning ?

Basic data	Modules	<b>Administration</b>	Accounts	Products and services	Payments	Currency	Securities	Trade Finance
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▼ Search criteria

Select user: 6J6261 TEST12345678 ▼

Select status: Active ▼

Administration	Authorization
Can enquire about users	Yes
Can block user and order new logon	Yes
Can create users	Create and approve 2 jointly
Can allocate access to administration	None
Can create payment limit - account	Create and approve 2 jointly (A)

List of users   Changes for verification   Edit user...   Copy user...   Delete user...

### 4. Accounts

This details the accounts the User has access to and whether they can enquire or create payments and what mandate they have on each account.

Show user data - 6J6261 TEST12345678 eLearning ?

Basic data	Modules	Administration	<b>Accounts</b>	Products and services	Payments	Currency	Securities	Trade Finance
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▼ Search criteria

Select user: 6J6261 TEST12345678 ▼

Select status: Active ▼

Account name	Account number	Enquiries	Create payments	Mandate
Danske Large Business		Yes	Yes	None

List of users   Changes for verification   Edit user...   Copy user...   Delete user...



## 5. Products and Services

This details the Product or Service the User has access to on specific customer(s) e.g. Confidential Information in eArchive, Summaries in eArchive and Future Accounts.

Show user data - 6J6261 TEST12345678 eLearning ?

Basic data | Modules | Administration | Accounts | **Products and services** | Payments | Currency | Securities | Trade Finance

▼ Search criteria

Select user: 6J6261 TEST12345678

Select status: Active

**Assigned customer access**

Customer	Subject	Enquire	Create	Mandate
	Confidential information in eArchive	Yes	-	-

List of users | Changes for verification | Edit user... | Copy user... | Delete user...

## 6. Payments

This tab shows what type of Payments a User can make and if they are restricted to creditors only, this also shows if they have Payment Limits in place.

Show user data - 6J6261 TEST12345678 eLearning ?

Basic data | Modules | Administration | Accounts | Products and services | **Payments** | Currency | Securities | Trade Finance

▼ Search criteria

Select user: 6J6261 TEST12345678

Select status: Active

**Payment access**

Payments	Access
Domestic payments between accounts registered on the agreement	Can create payments and approve 2 jointly
Domestic payments to accounts not registered on the agreement	Can create payments and approve 2 jointly
Cross-border payments from accounts registered on the agreement	Can create payments and approve 2 jointly
Payments from accounts abroad	Can create payments and approve 2 jointly
Can create and enquire about confidential payments	Yes

**Restrict access to create payments and creditors**

Restrictions	Access
Restrict access to create payments using creditors	Using creditors only
Create creditors	Can create and approve creditors 2 jointly

**Payment limit - User**

Currency: GBP

Limit type	Limit amount	Utilised	Available
Per payment	10,000.00	-	-
Per day	1,000,000.00	0.00	1,000,000.00
Per week	10,000,000.00	0.00	10,000,000.00
Per month	No limit	-	-
Per quarter	No limit	-	-
Per half year	No limit	-	-
Per year	100,000,000.00	0.00	100,000,000.00

List of users | Changes for verification | Edit user... | Copy user... | Delete user...



## 7. Currency

Users may have access to the Currency Trading module should you have this on your Agreement. Their access will show here if they are able to trade currency on behalf of the business.

**This user has no access to currency**

Show user data - 6J6261 TEST12345678 eLearning ?

Basic data | Modules | Administration | Accounts | Products and services | Payments | **Currency** | Securities | Trade Finance

▼ Search criteria  
 Select user: 6J6261 TEST12345678  
 Select status: Active

List of users | Changes for verification | Edit user... | Copy user... | Delete user...

## 8. Securities

The option to Trade in Securities is currently not in use in the UK.

**This user has no access to securities**

Show user data - 6J6261 TEST12345678 eLearning ?

Basic data | Modules | Administration | Accounts | Products and services | Payments | Currency | **Securities** | Trade Finance

▼ Search criteria  
 Select user: 6J6261 TEST12345678  
 Select status: Active

List of users | Changes for verification | Edit user... | Copy user... | Delete user...

## 9. Trade Finance

Here you can view the Trade Finance products the user has access to and their specific authorisation for each of those products.

Show user data - 6J6261 TEST12345678 eLearning ?

Basic data | Modules | Administration | Accounts | **Products and services** | Payments | Currency | Securities | Trade Finance

▼ Search criteria  
 Select user: 6J6261 TEST12345678  
 Select status: Active

The user has access to enquire and create on the following customers

Customer	Export documentary credit	Import documentary credit	Export collection	Import collection	Guarantees
	Yes	Yes	Yes	Yes	Yes

The user has the following mandates for the following products

Export documentary credit	Import documentary credit	Export collection	Import collection	Guarantees
Can approve 2 jointly	Can approve 2 jointly	Can approve 2 jointly	Can approve 2 jointly	Can approve 2 jointly

List of users | Changes for verification | Edit user... | Copy user... | Delete user...



## Mobile & Tablet Business Apps

Our Mobile and Tablet Business Apps allow you to approve changes on the go. In Administration you can authorise payments, approve User changes and changes to payment limits on accounts.

## Contacting our Customer Support

If you need assistance with using District you can contact Customer Support on 028 90 311377\*. Should you wish to discuss mandate options for your User(s), you should contact your Account Manager.

\*Lines open: Monday to Friday 8am-5pm. Weekends: Closed.  
Except on bank holidays or other holidays in Northern Ireland when the bank is not open for business.