Barclays iPortal Trade & Working Capital

Key Tasks – Admin Self-Serve Guide

August 2023

V4

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Glossary

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Glossary

Terminology	Description
Security Profiles	
▪ **Client Admin**	Client Admin role which can be used as the standard Admin role AFTER Self Admin is switched on.
▪ **Client Admin Op All**	Client user who is an admin as well as operator Inputter & Authoriser.
▪ **Client Admin Op Auth**	Client user who is an admin as well as operator Authoriser.
▪ **Client Admin Op Inp**	Client user who is an admin as well as operator Inputter.
▪ **Client Admin View Only**	Client user who is an Admin and can only View admin records. No access to transactions. All Admins from iPortal will be assigned this role during forward provisioning. Until self admin is switched on, no further setup is required for this user.
▪ **Client Admin View Op All**	Client user who is an Admin and operator, Inputter & Authoriser. This role allows user to view Admin records and perform all actions on transactions
▪ **Client Admin View Op Auth**	Client user who is an Admin and operator Authoriser. This role allows user to view Admin records and authorise transactions
▪ **Client Admin View Op Inp**	Client user who is an Admin and operator Authoriser. This role allows user to view Admin records and input transactions
▪ **Client No Access**	Starter role for an operator who is forward provisioned. This role allows the user to land into Trade portal but gives no access within the application. The Admin will need to update the Users' profile to the correct Client Operator profile.
▪ **Client Op All**	Client User who is an operator with all Operator permissions to input, authorise and view transactions. No Admin access
▪ **Client Op Auth**	Client User who is an operator with access to Authorise transactions
▪ **Client Op Input**	Client User who is an operator with access to input transactions
▪ **Client Op View Only**	Client User who is an operator with access to view transactions
▪ **Self Admin**	The correct Security profile for Admins will be assigned by the bank during set-up

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Introduction

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Introduction

- **Barclays iPortal Trade and Working Capital**
  - Allows clients to submit instructions digitally for multiple approved products and provides real-time information.

- **User**
  - Admins with appropriate security rights can view, enter, or modify information for a user's User Profile.

- **Security profile**
  - Security profiles are a mechanism to set access levels for users. Enter and save security profiles in the Reference Data Area with Security Profiles. After a security profile has been defined and saved it can be associated it with one or more users.

- On any page, if you require help click on the icon, on the top right hand side of the page that you are viewing, this opens up a new window displaying help for the current page.

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Barclays iPortal User Profile

Create a New User Profile, Assign Trade and Working Capital Role Profile, Review & Submit

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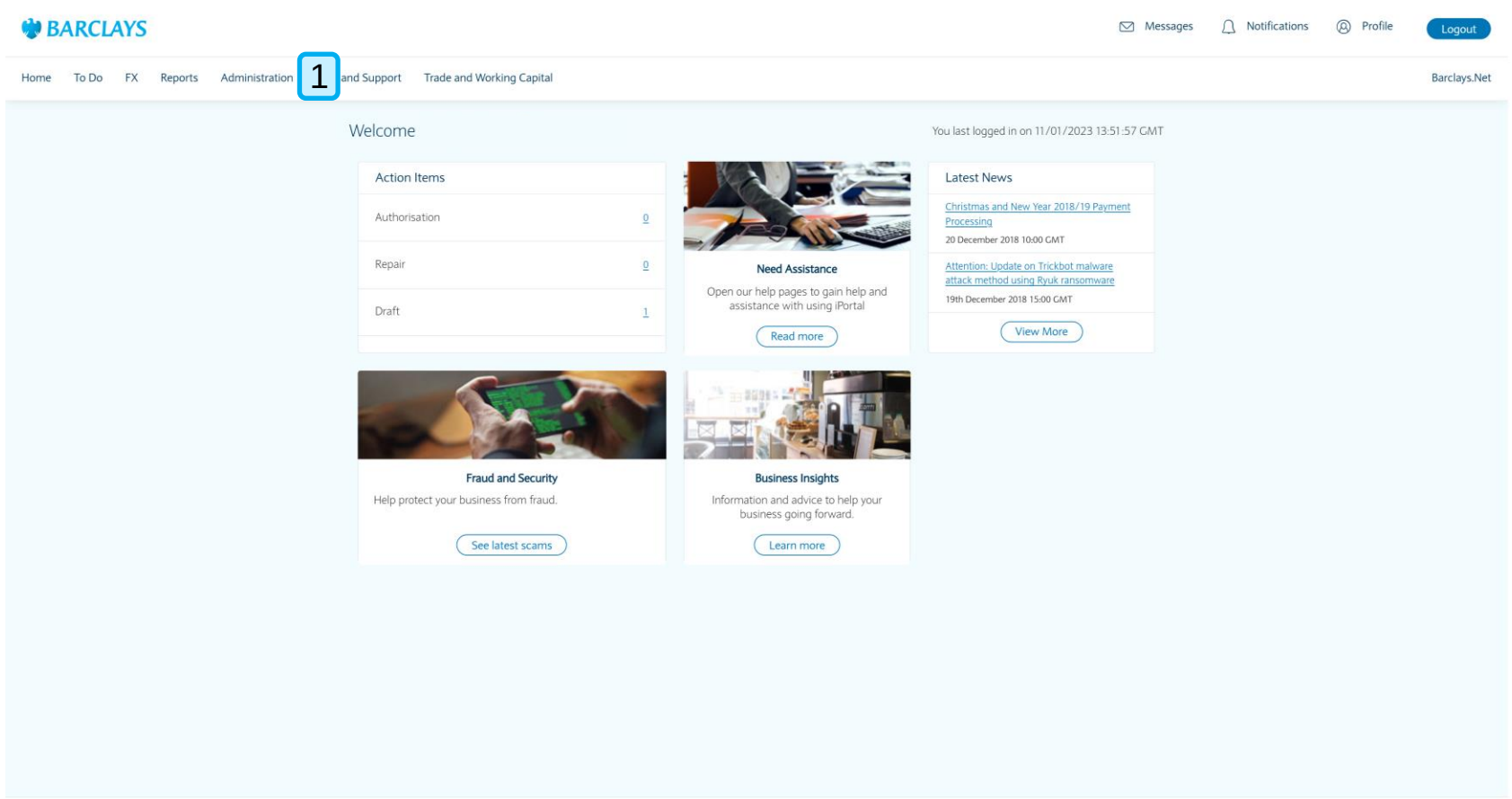
Barclays iPortal User Profile

Create a new User Profile



1. Click on **Administration**

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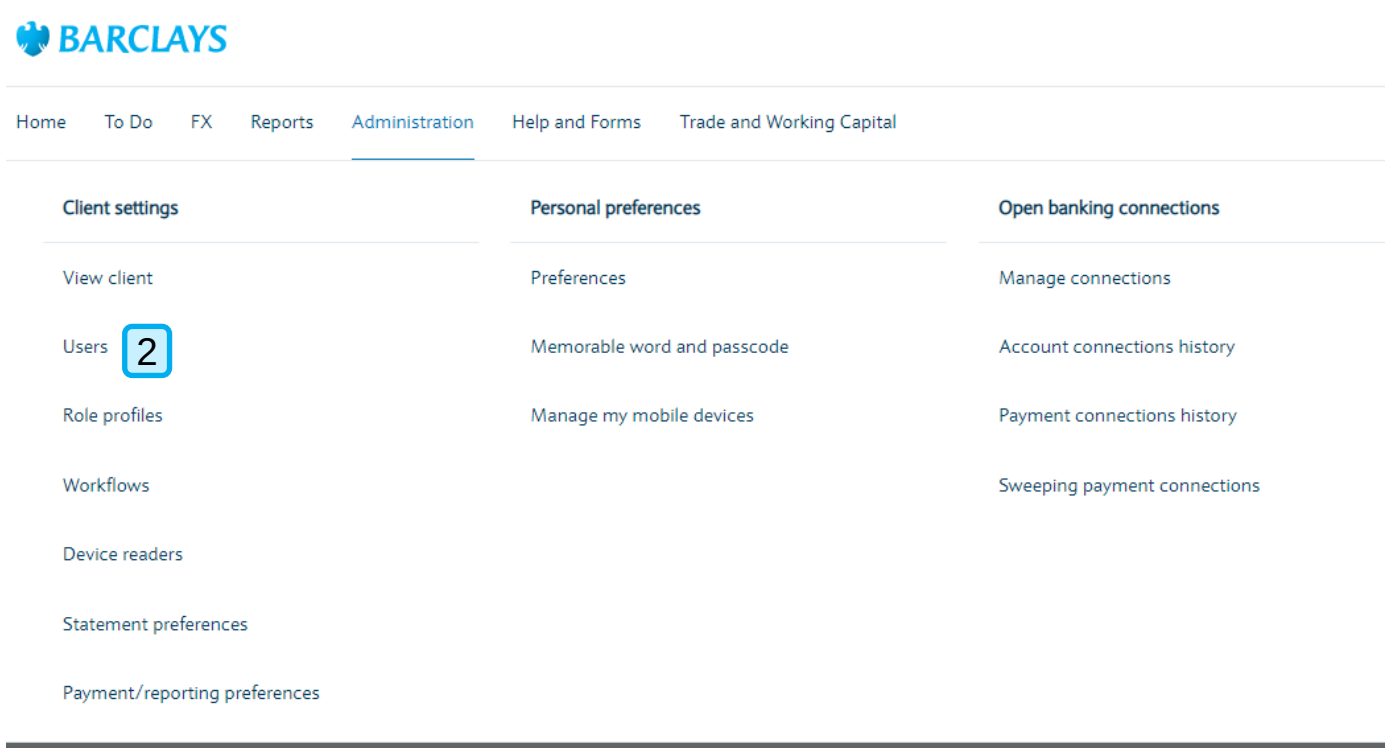
Barclays iPortal User Profile

Create a new User Profile cont.



2. Click on **Users**

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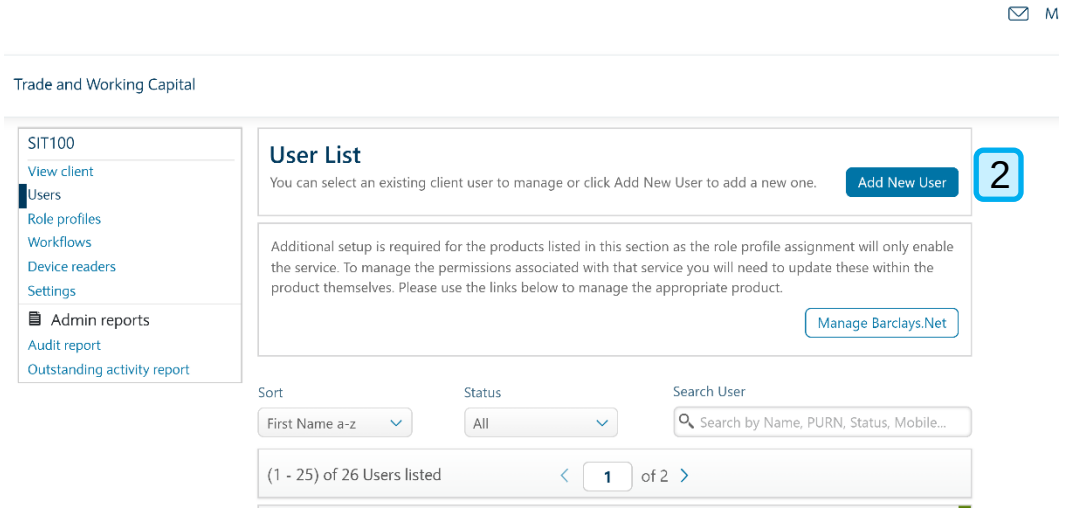
Barclays iPortal User Profile

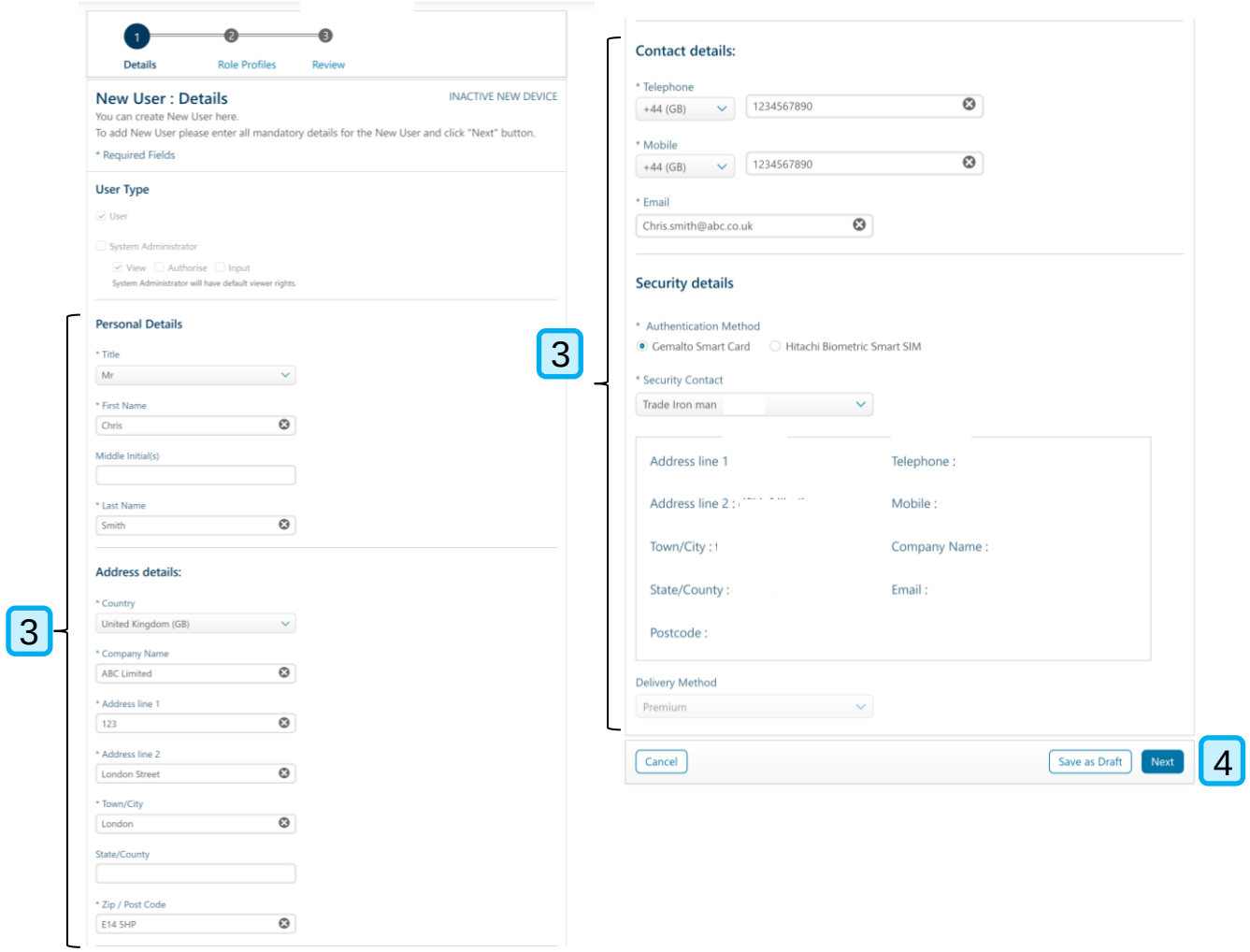
Create a new User Profile cont.



2. Click on **Add New User**

Barclays iPortal User Profile

Create a new User Profile cont.



3. Working through all of the sections, complete fields as required (any **mandatory** fields are marked with *).

4. Click on **Next**

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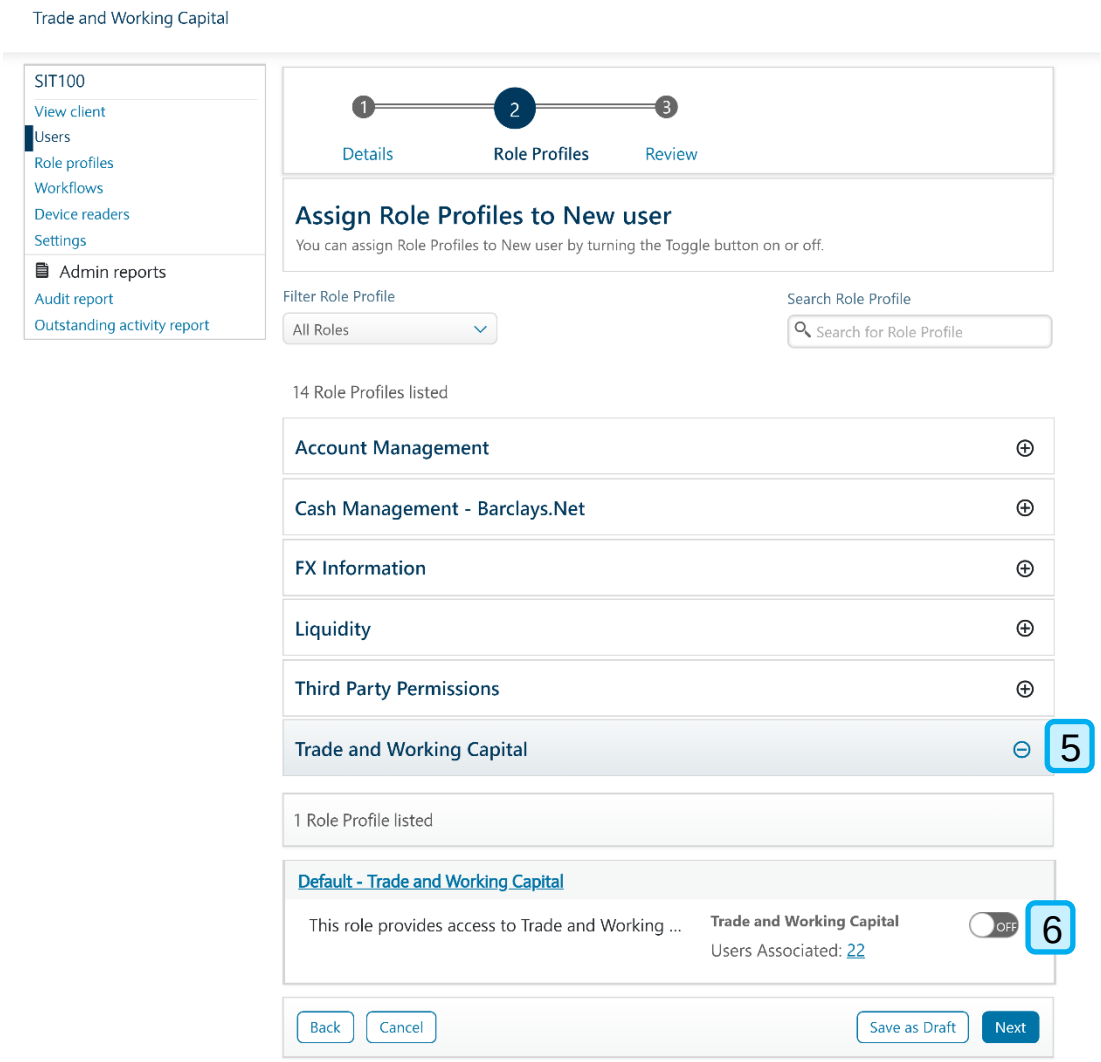
Barclays iPortal User Profile

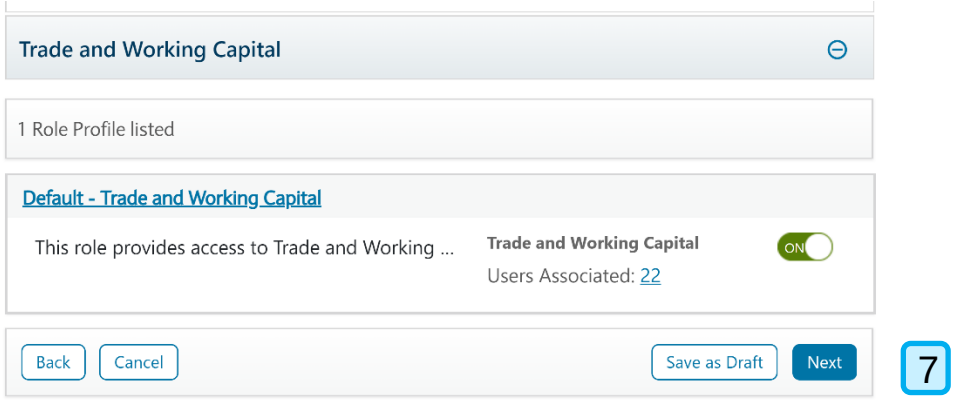
Assign Trade and Working Capital Role Profile



5. Click on the ⊕ against Trade and Working Capital

6. Slide the dial to turn the role profile On

7. Click on **Next**



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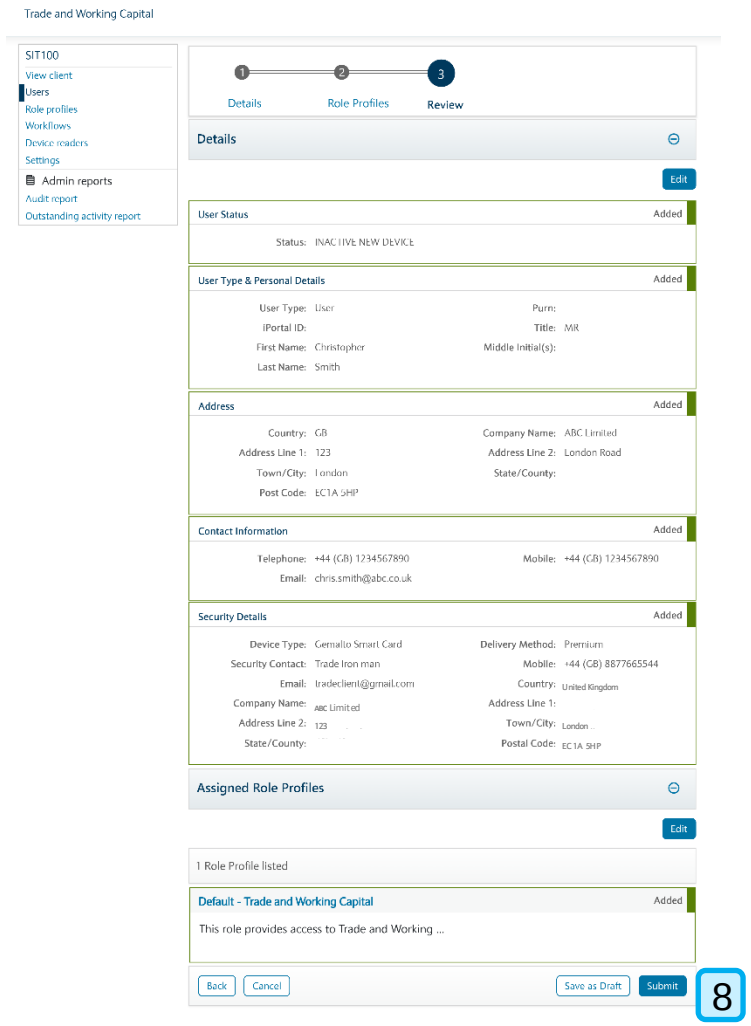
Barclays iPortal User profile

Review & Submit



8. Review and **Submit**

Please note: Dependent on client set up, dual authorisation may be required. Please refer to Page 33.

Please note: Once the User is assigned the Trade and Working Capital Role Profile, they will have view only access to Barclays iPortal Trade and Working Capital.

Tip: Once a new user is added they will be in 'inactive new device' status so the Admin will need to go in and click 'Activate User' to change the status. The card/pin will already be active when they are sent out so we advise clients not to activate the user until both card/pin has been received.

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Barclays iPortal Existing User Profile

Assign Trade and Working Capital Role Profile, Review & Submit

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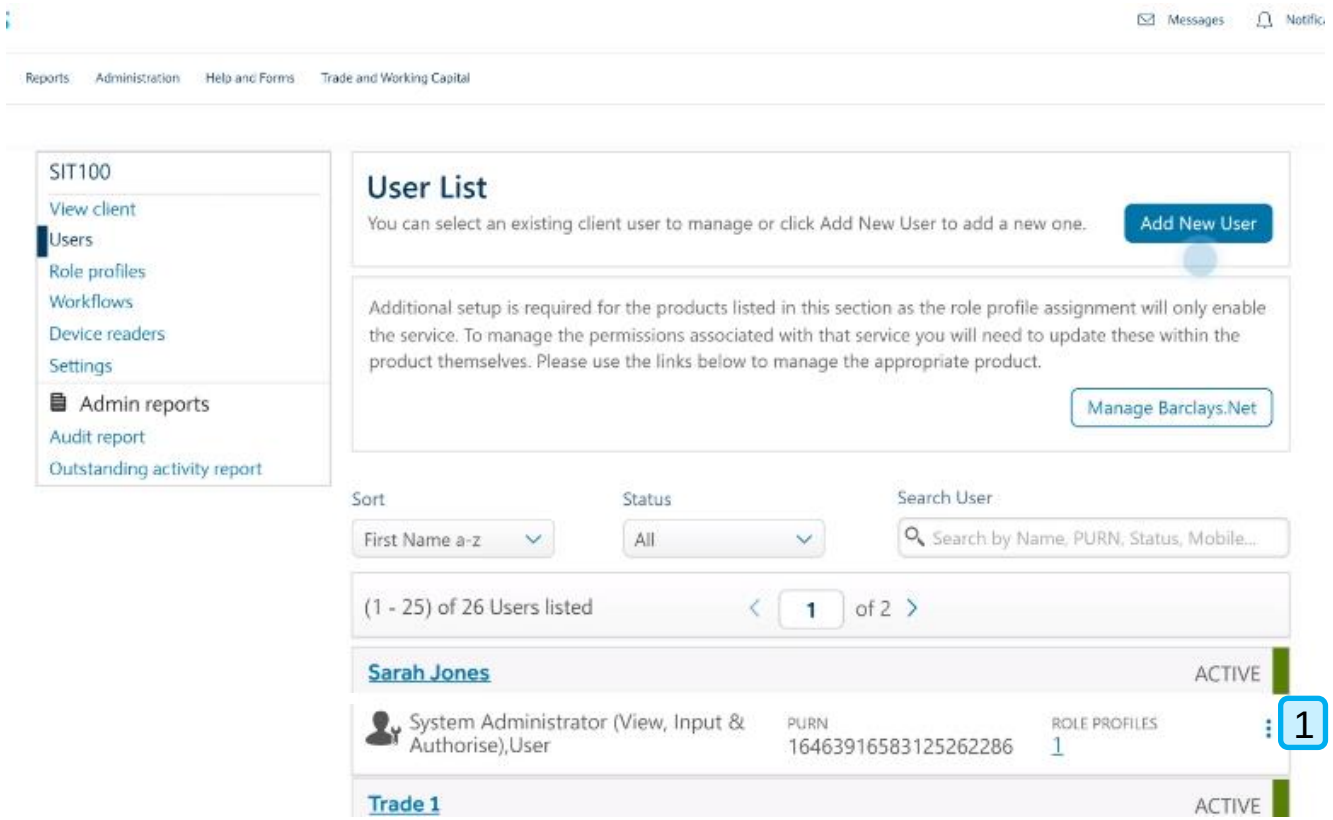
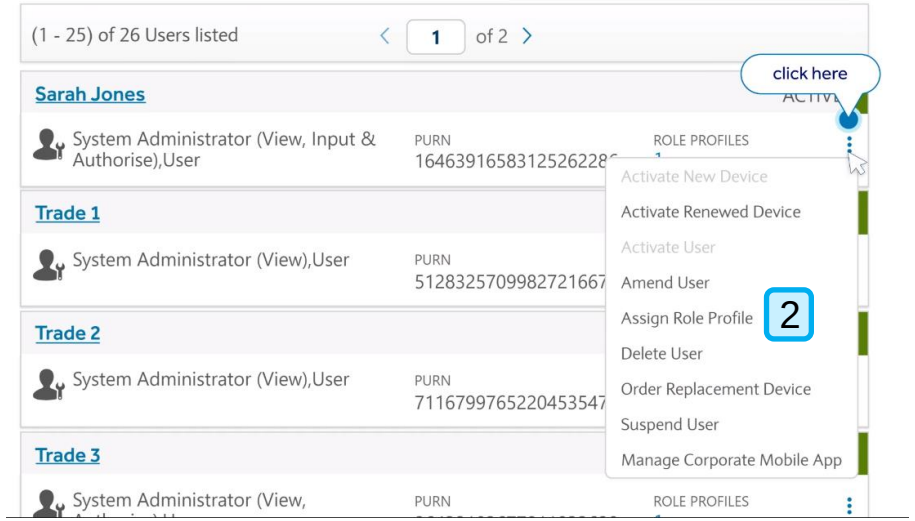
Barclays iPortal Existing User Profile

Assign Trade and Working Capital Role Profile



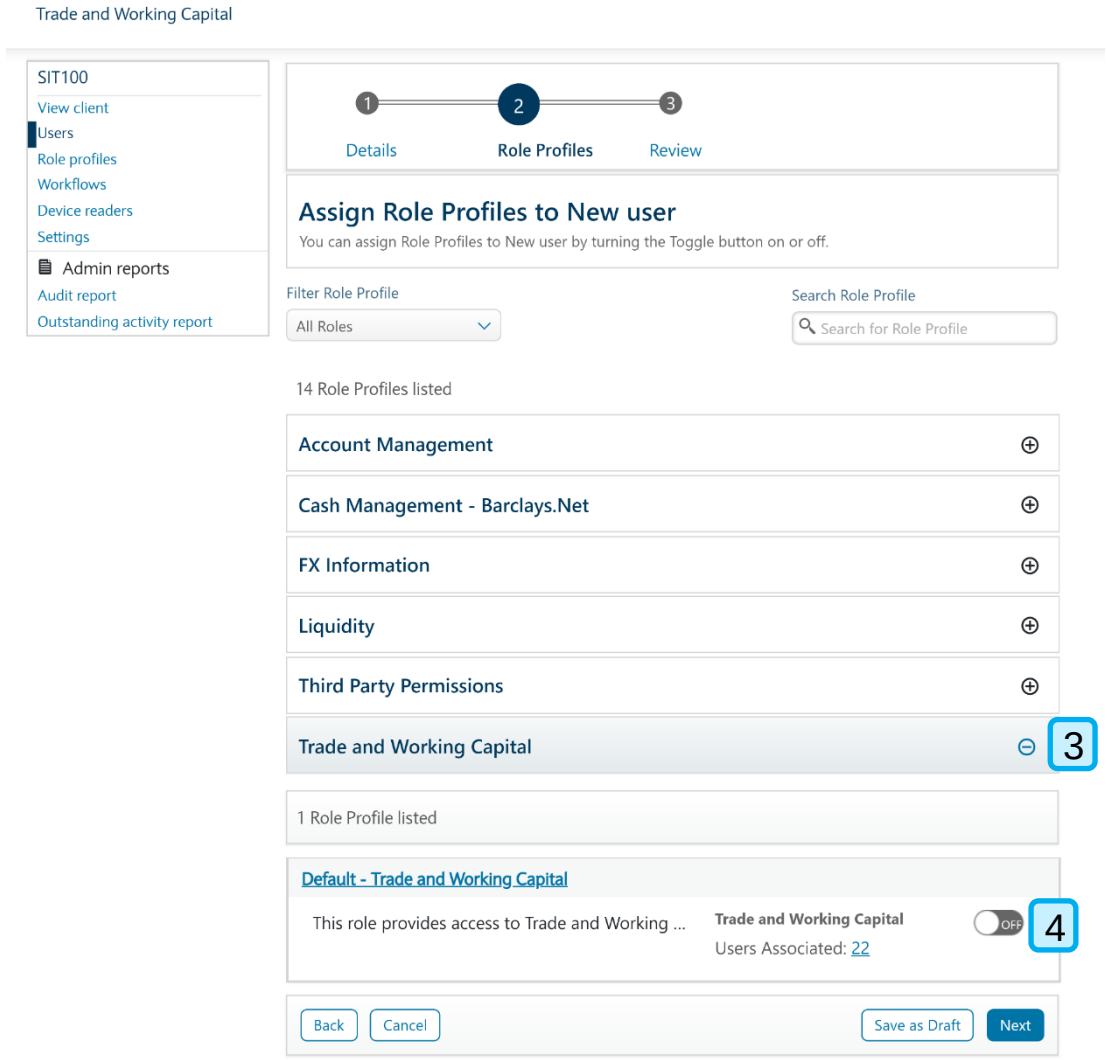
1. Click on the vertical ellipsis against the relevant User
2. Click on **Assign Role Profile**



BARCLAYS

Barclays iPortal Existing User profile

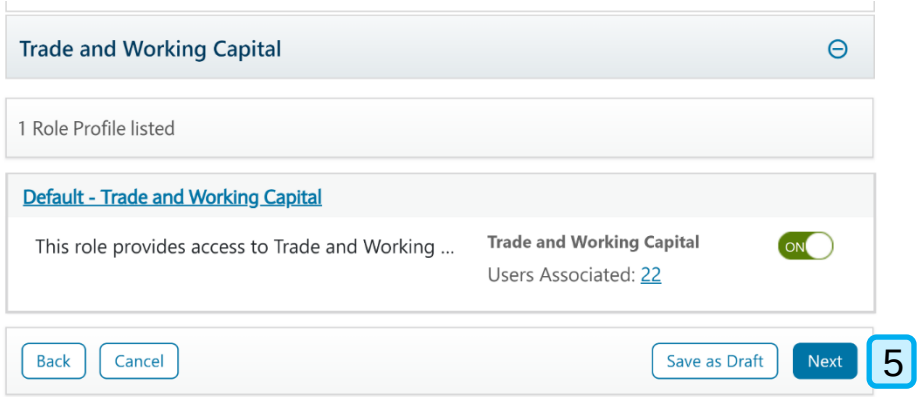
Assign Trade and Working Capital Role Profile cont.



3. Click on the ⊕ against Trade and Working Capital

4. Slide the dial to turn the role profile On

5. Click on **Next**



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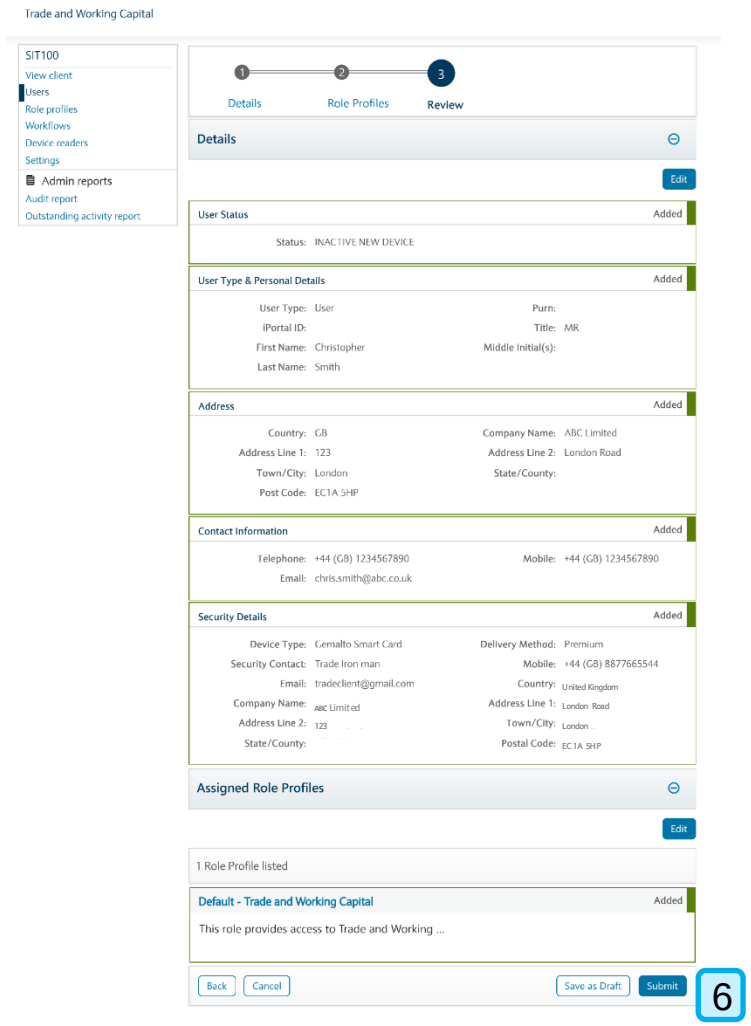
Barclays iPortal Existing User profile

Review & Submit



6. Review and Submit

Please note: Dependent on client set up, dual authorisation may be required. Please refer to Page 33.

Once the User is assigned the Trade and Working Capital Role Profile, they will have view only access to Barclays iPortal Trade and Working Capital.

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Barclays iPortal Trade and Working Capital Security Profile

Assign a Security Profile, Create a new Security Profile

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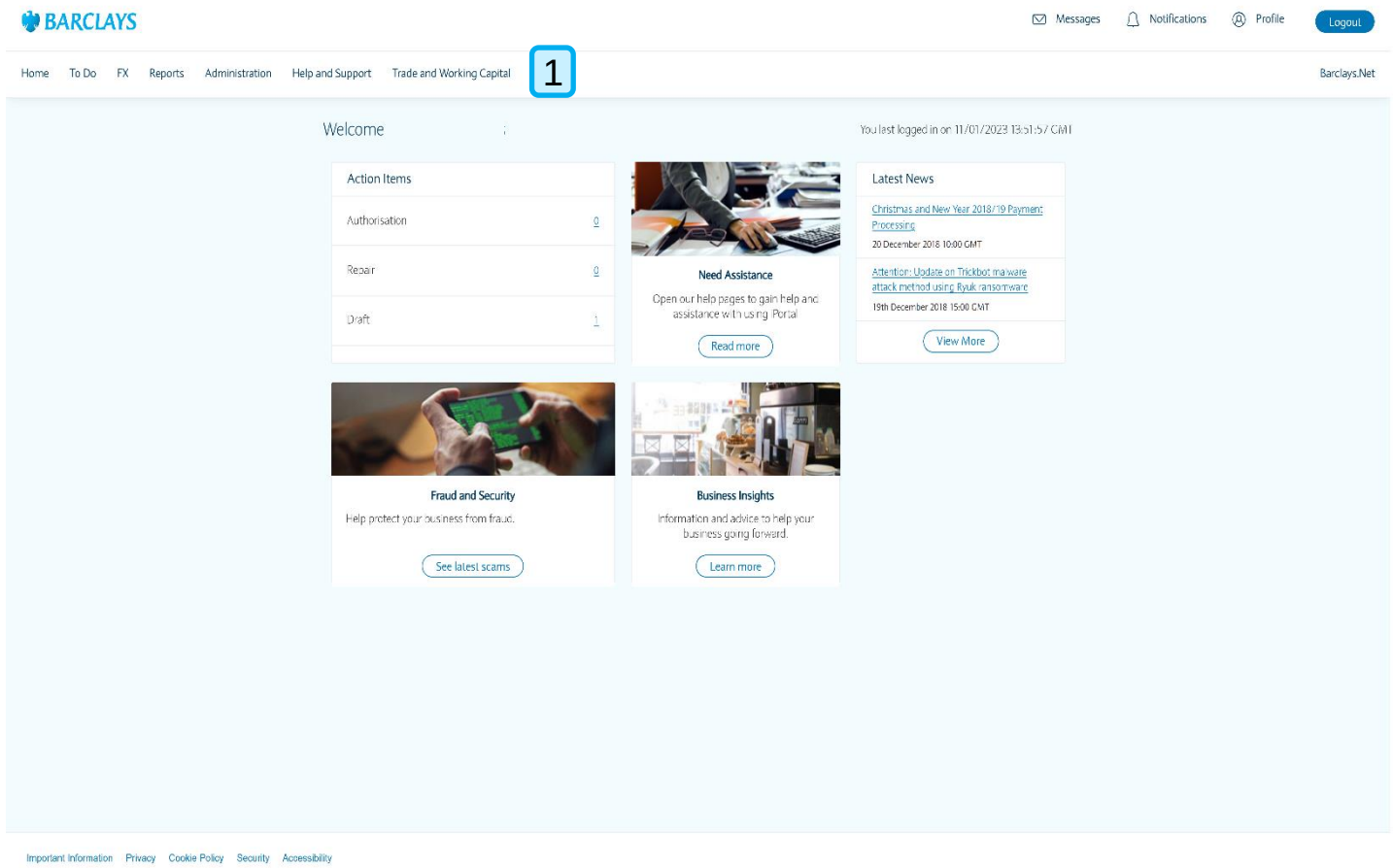
Barclays iPortal Trade and Working Capital Security Profile

Assign a Security profile



1. Click on **Trade and Working Capital**

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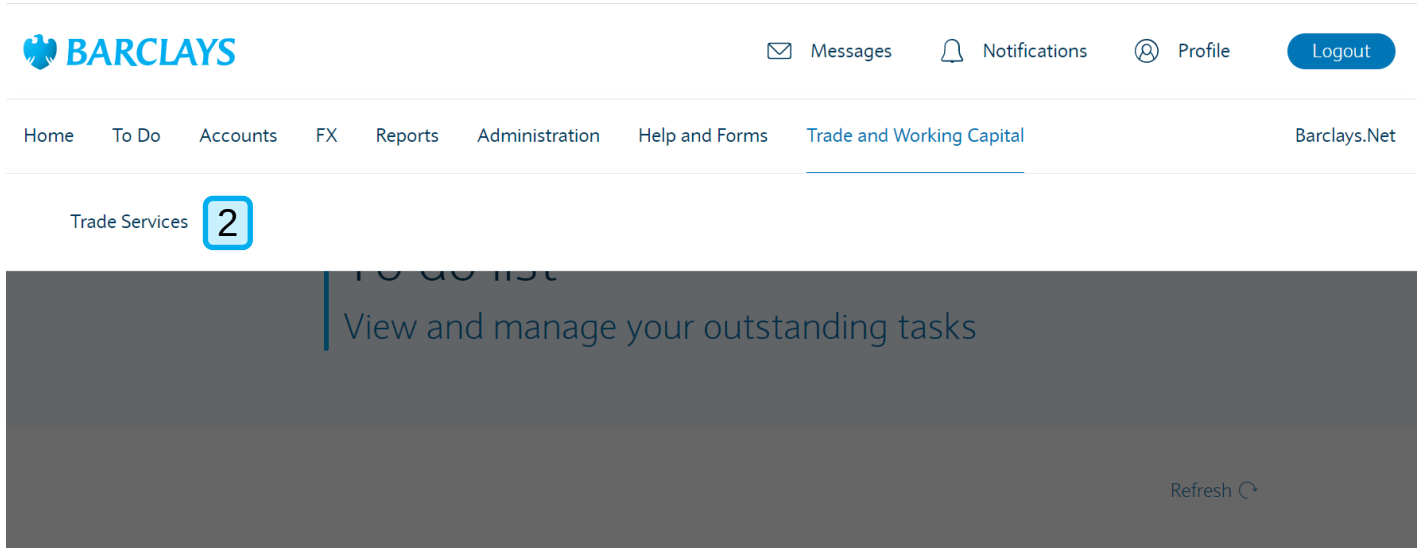
Barclays iPortal Trade and Working Capital Security Profile

Assign a Security profile cont.



2. Click on **Trade Services**

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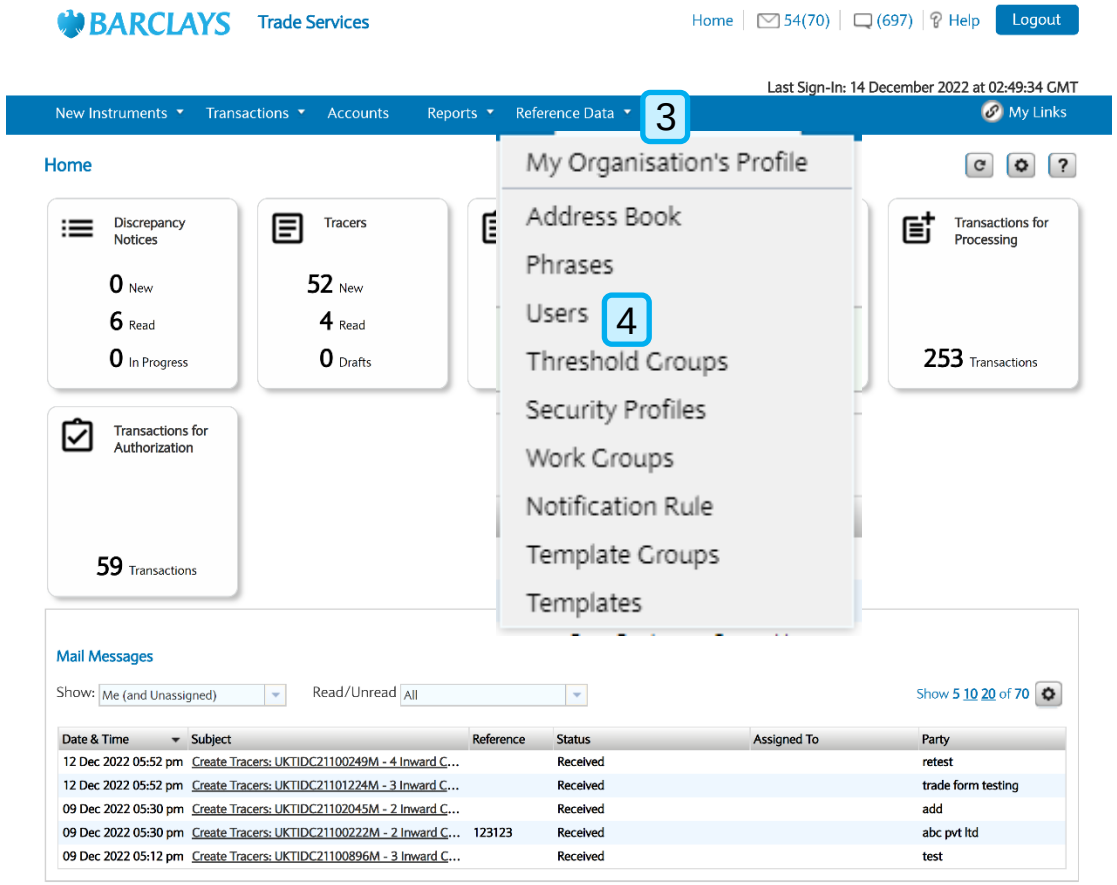
Barclays iPortal Trade and Working Capital Security Profile

Assign a Security profile cont.



3. Click on **Reference Data**

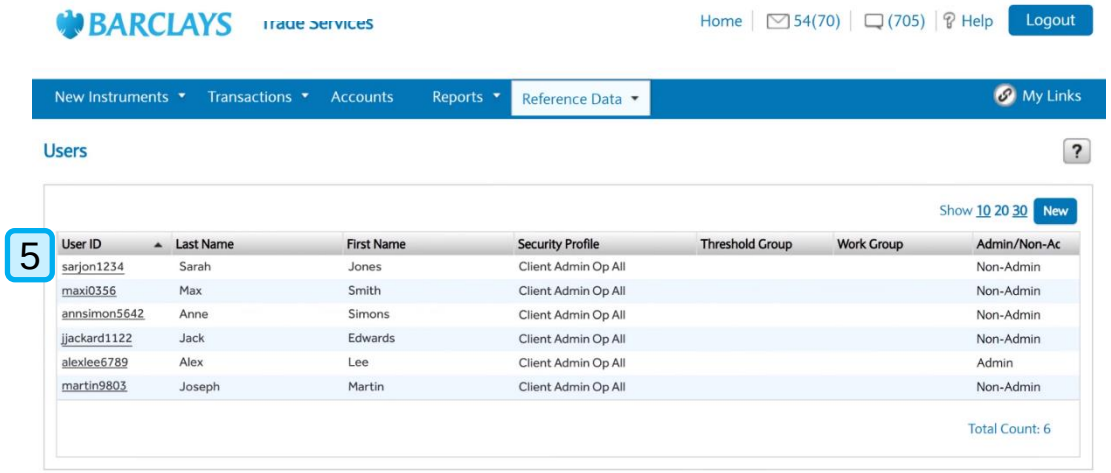
4. Click on **Users**

Please note: the User list will pull through from Barclays iPortal

BARCLAYS

Barclays iPortal Trade and Working Capital Security Profile

Assign a Security profile cont.

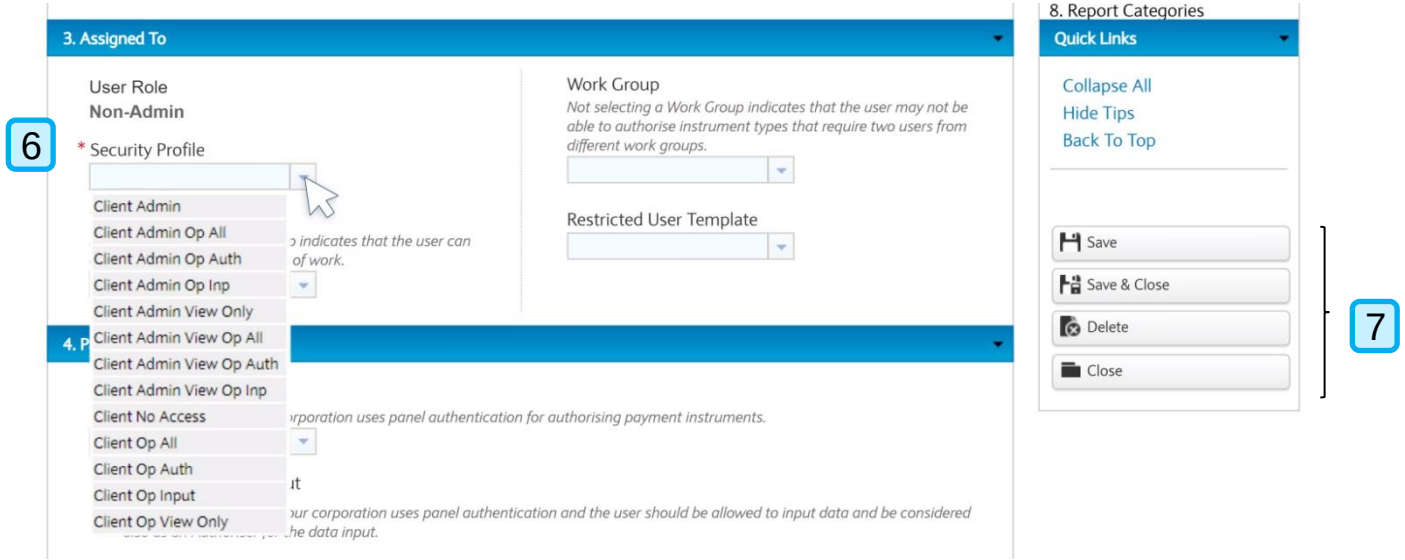


5. Select relevant User

Tip: Refer to Glossary for descriptions of the existing Security Profiles

6. Complete any mandatory fields (marked with *), and assign the relevant Security Profile to User

7. Select Save or Save & Close once complete.
Notes: i. Close will not save the Security Profile being created. ii. Dependent on user set up dual authorisation may be required. Please refer to Page 36.



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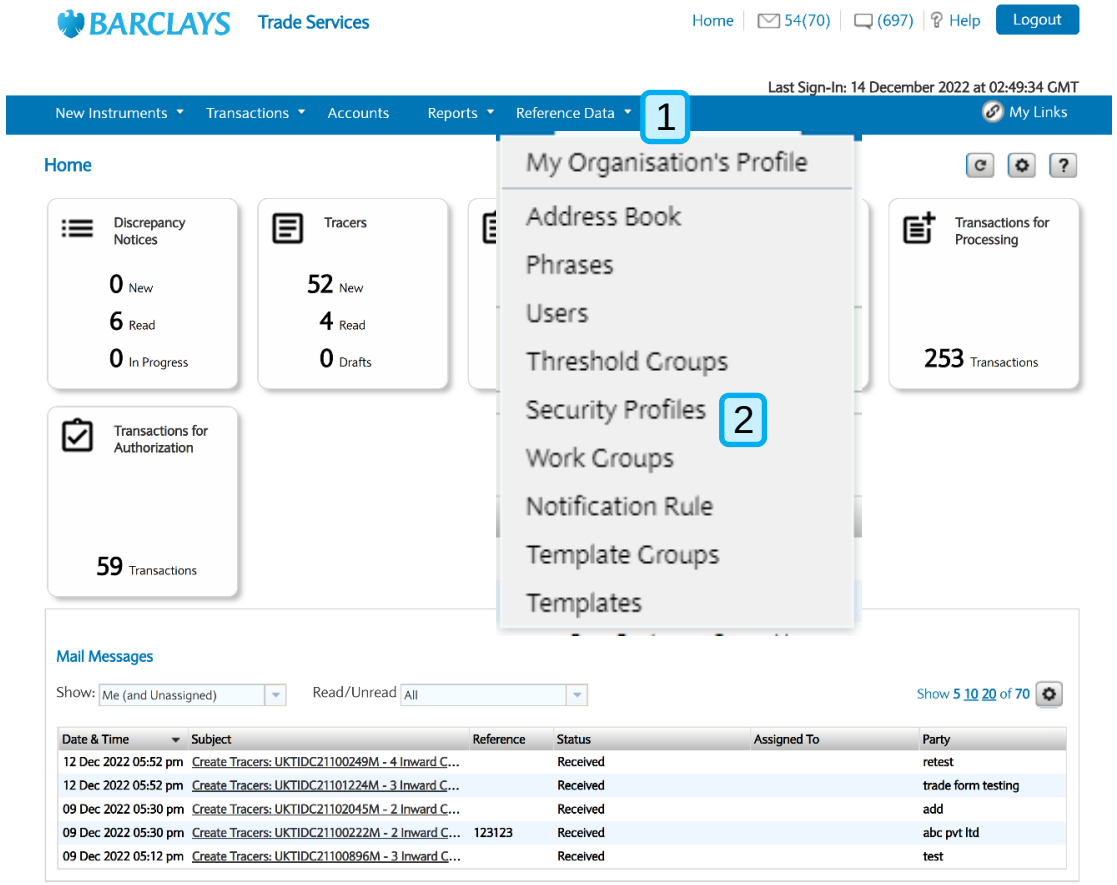
Barclays iPortal Trade and Working Capital Security Profile

Create a new Security profile



1. Click on **Reference Data**
2. Click on **Security Profiles**

Important: The existing list of Security Profiles should be sufficient for your User set up, please only create a new security profile in exceptional cases

Tip: You will need to create the New Security Profile first before you can assign it to a User

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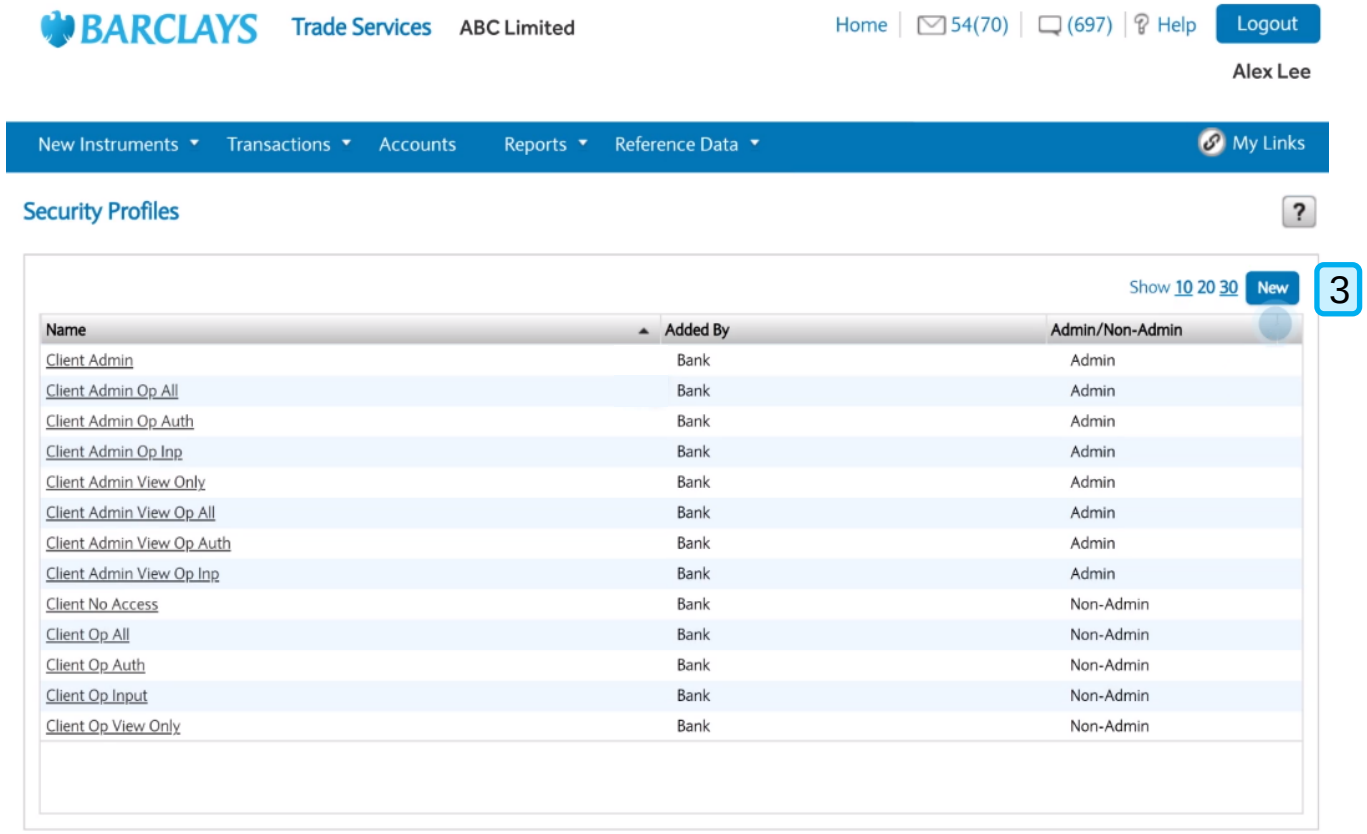
Barclays iPortal Trade and Working Capital Security Profile

Create a new Security profile cont.



3. Click on **New**

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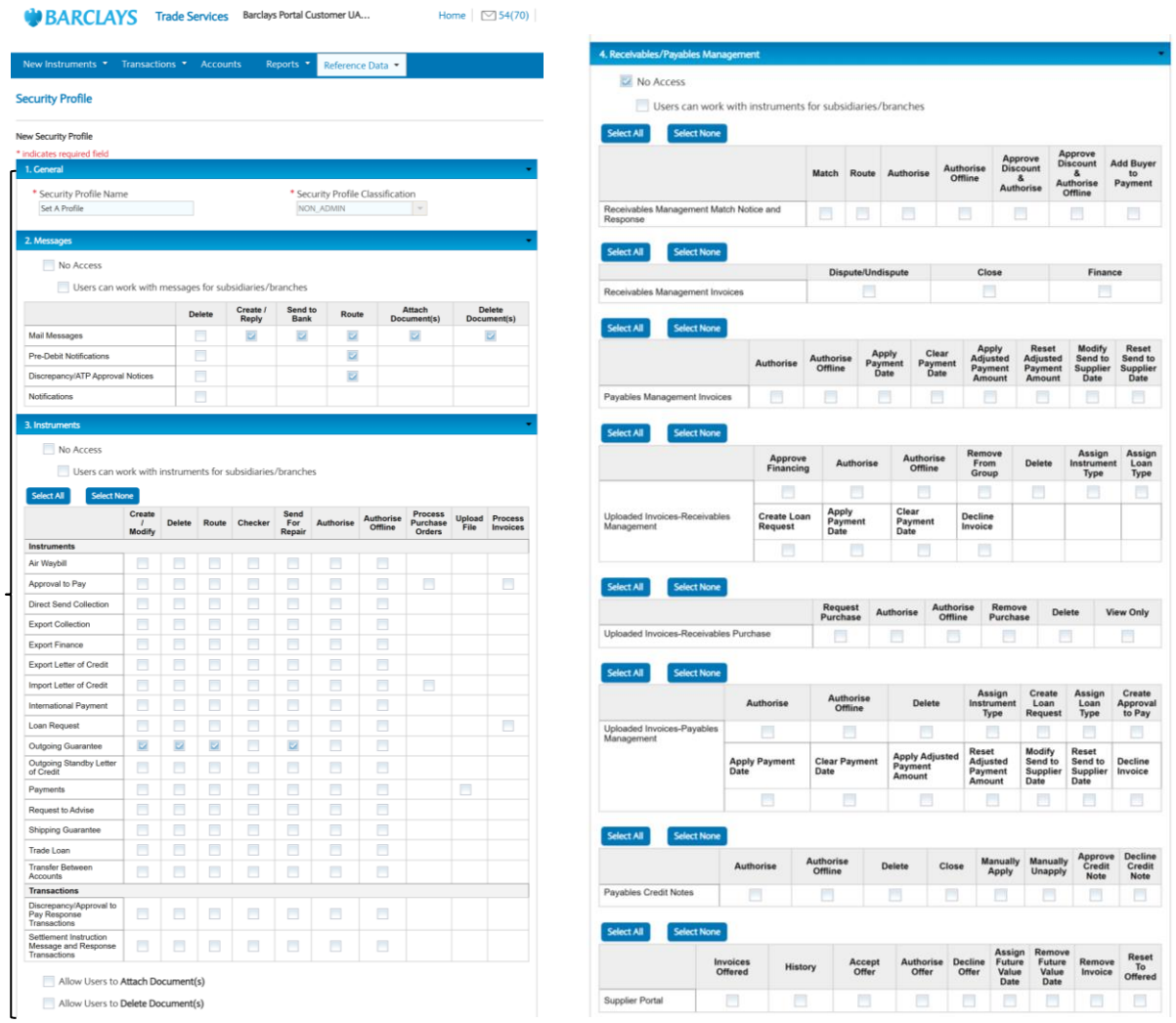
Barclays iPortal Trade and Working Capital Security Profile

Create a new Security profile cont.



4

4. Complete any mandatory fields (marked with *), and the access rights that you would like to grant the profile in the following boxes 1-8 for the Security Profile being created.

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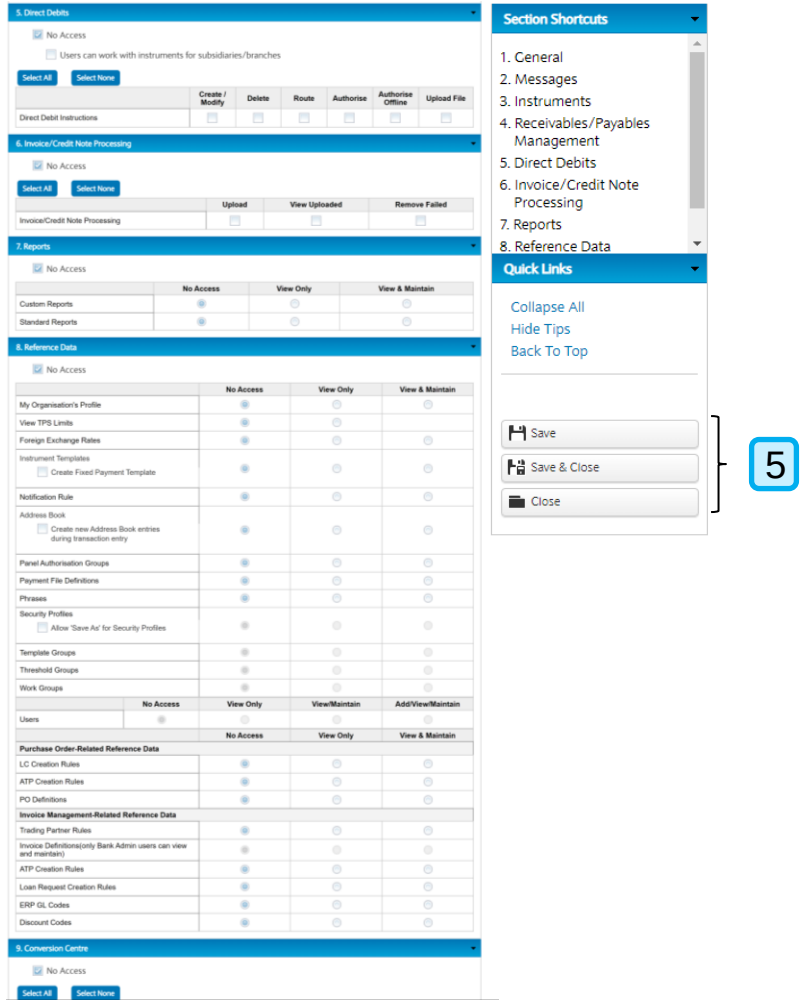
Barclays iPortal Trade and Working Capital Security Profile

Create a new Security profile cont.



5. Select Save or Save & Close once complete.
Notes: i. Close will not save the Security Profile being created. ii. Dependent on user set up dual authorisation may be required. Please refer to Page 36.

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Delete User

How to delete a User Profile on Barclays iPortal

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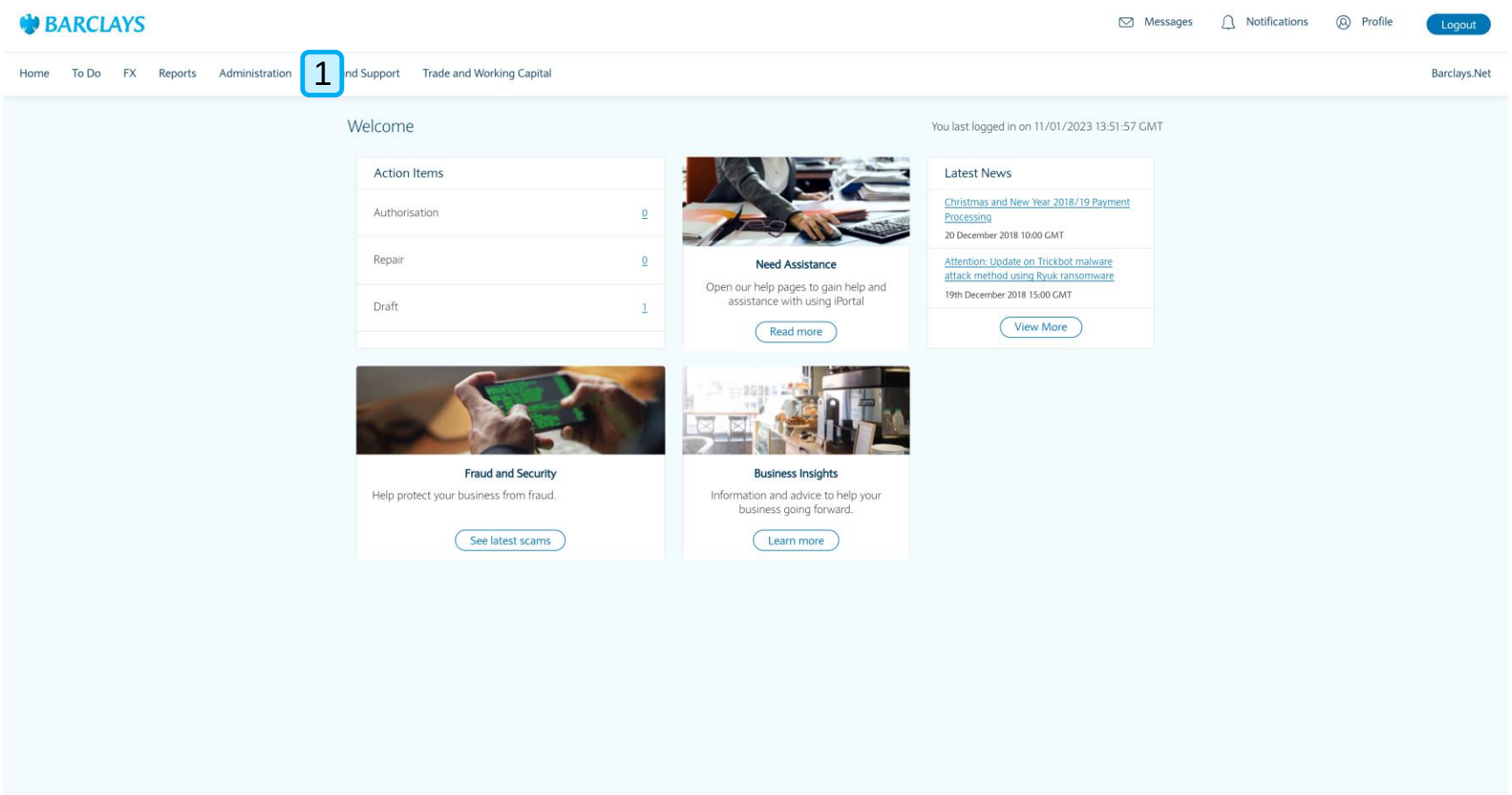
Delete User

How to delete a User Profile on Barclays iPortal

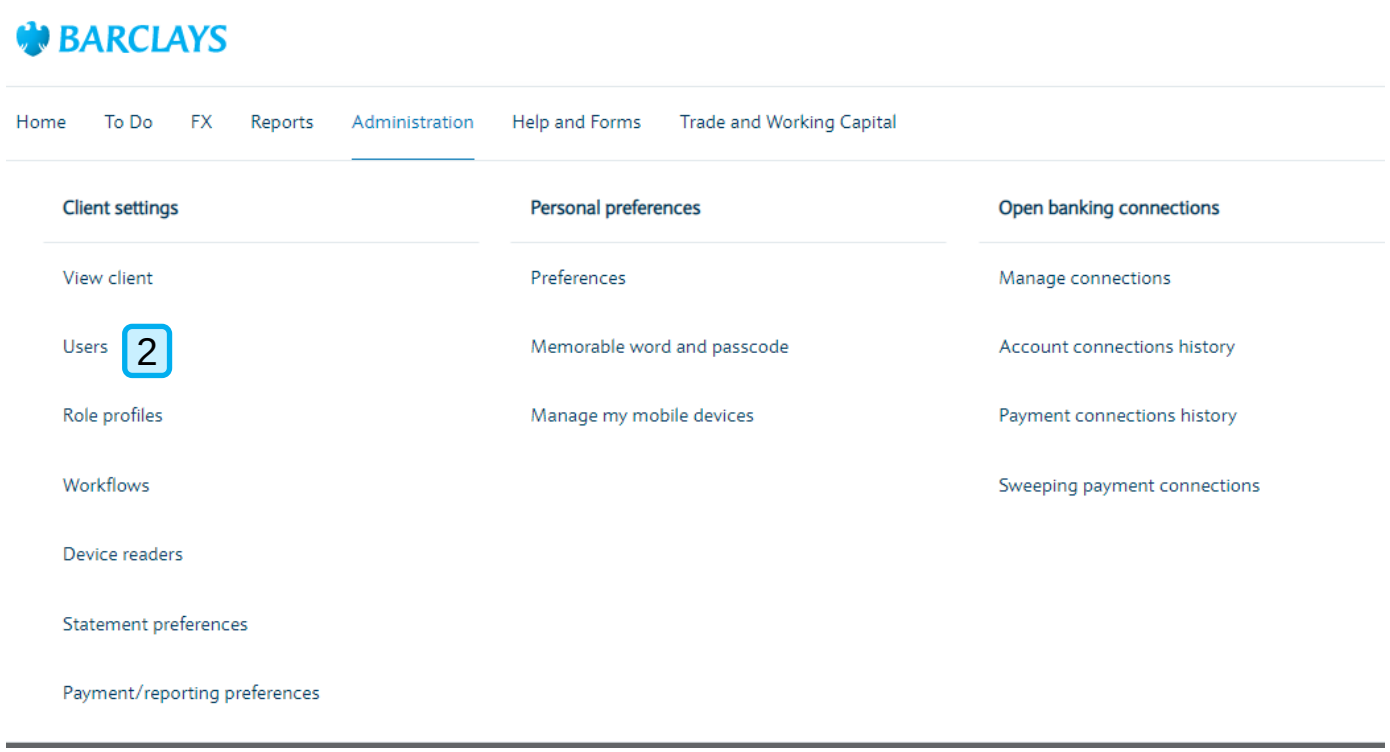


1. Click on **Administration**

BARCLAYS

Delete User

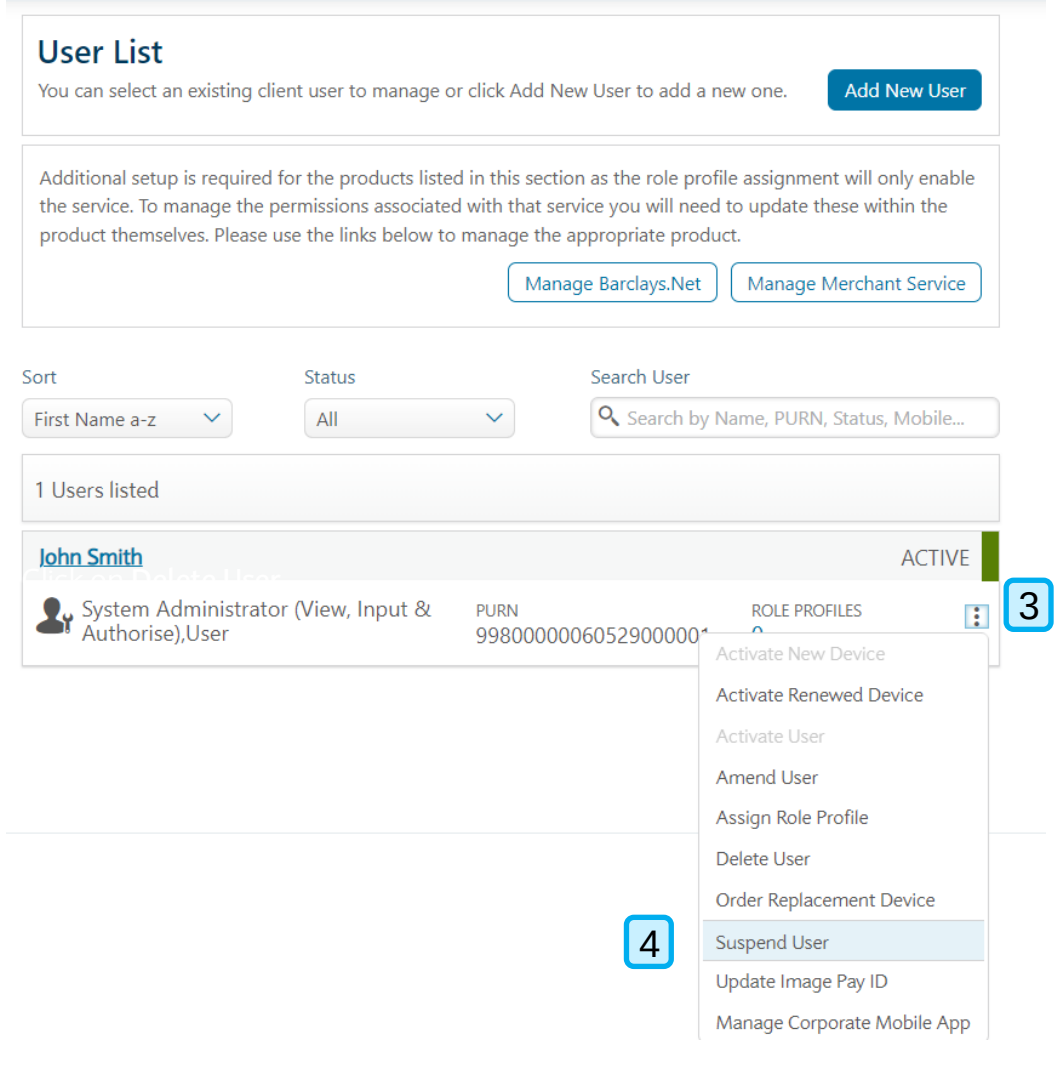
How to delete a User Profile on Barclays iPortal cont.



2. Click on **Users**

Delete User

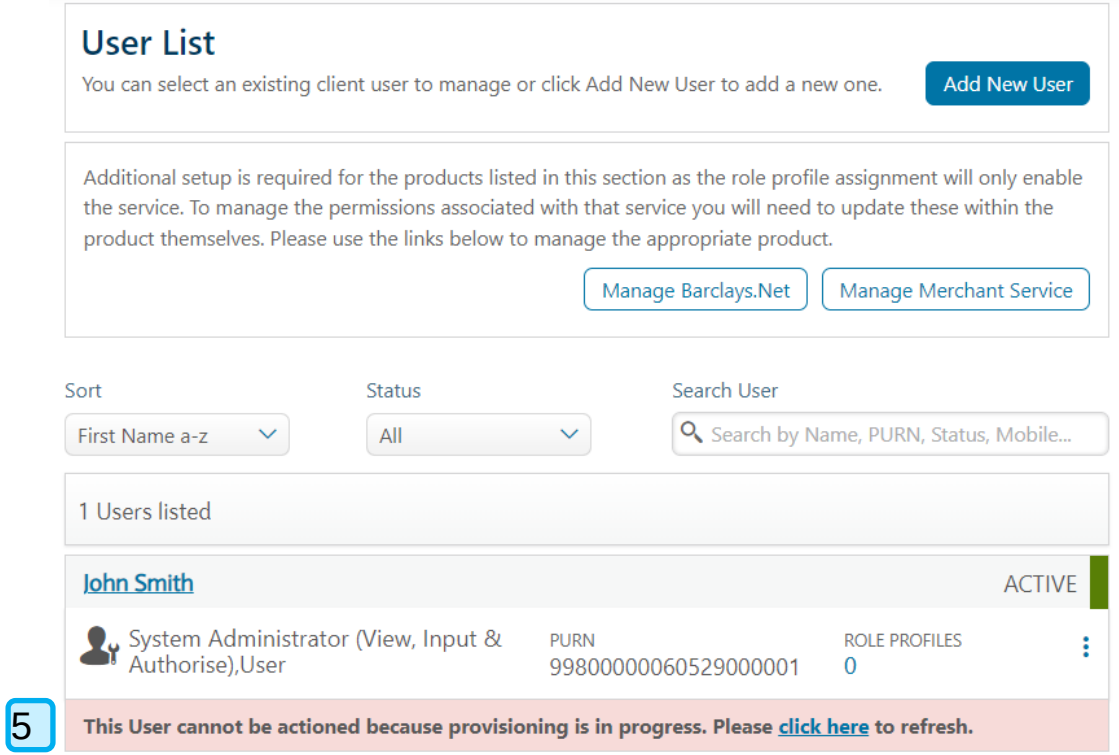
How to delete a User Profile on Barclays iPortal cont.



3. Click on the vertical ellipsis against the relevant User

4. Click on **Suspend User**

5. Once you suspend the User, this message will appear and then will disappear after a few seconds. The user status will then change from Active to Inactive.



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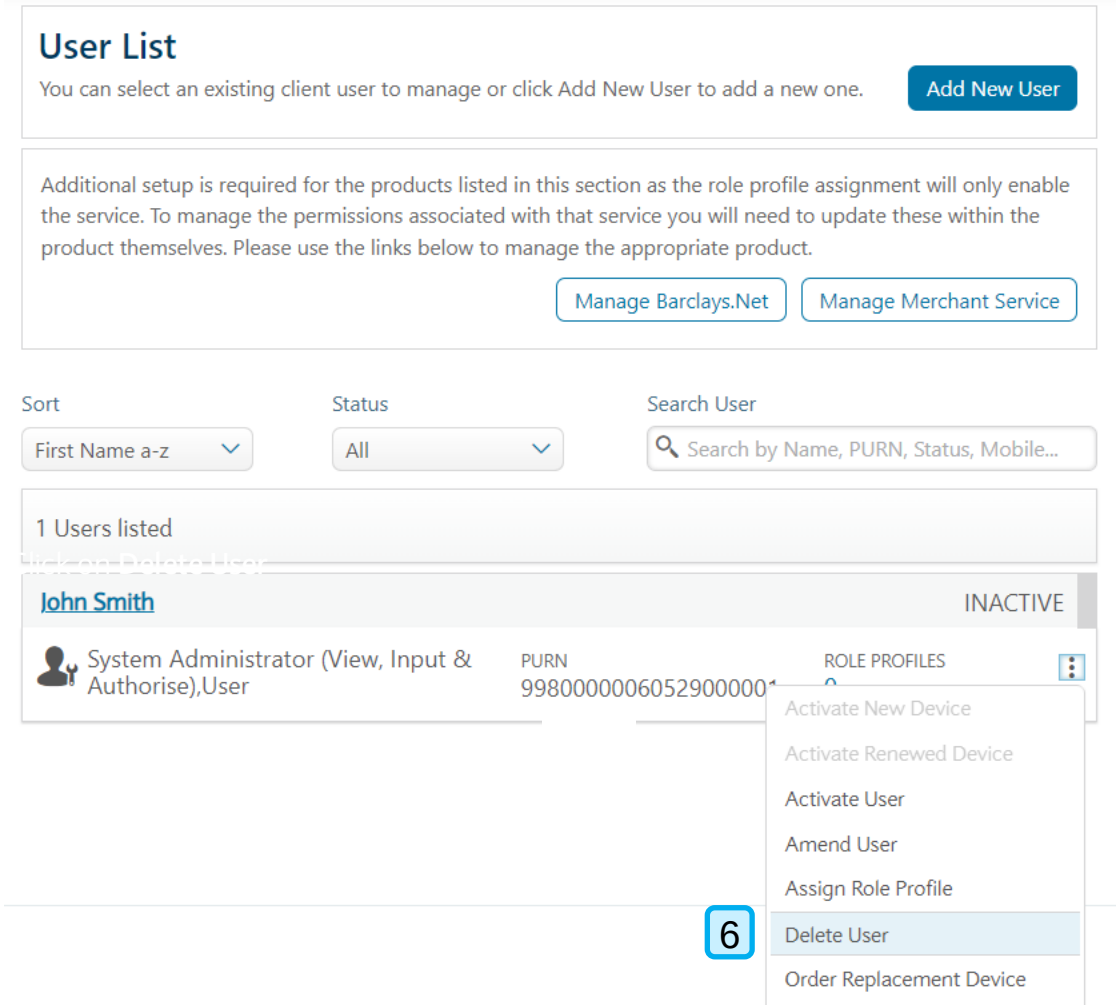
Delete User

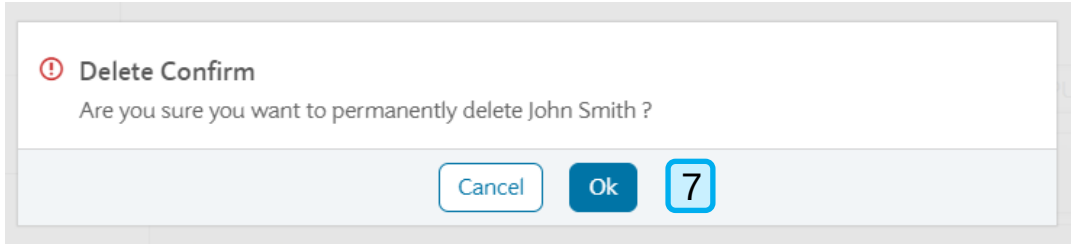
How to delete a User Profile on Barclays iPortal Trade and Working Capital cont.



6. Repeat step 1 & then select **Delete User**

7. Click on **OK**

Please note: Dependent on client set up, dual authorisation may be required. Please refer to Page 33.



Dual Authorisation

Barclays iPortal

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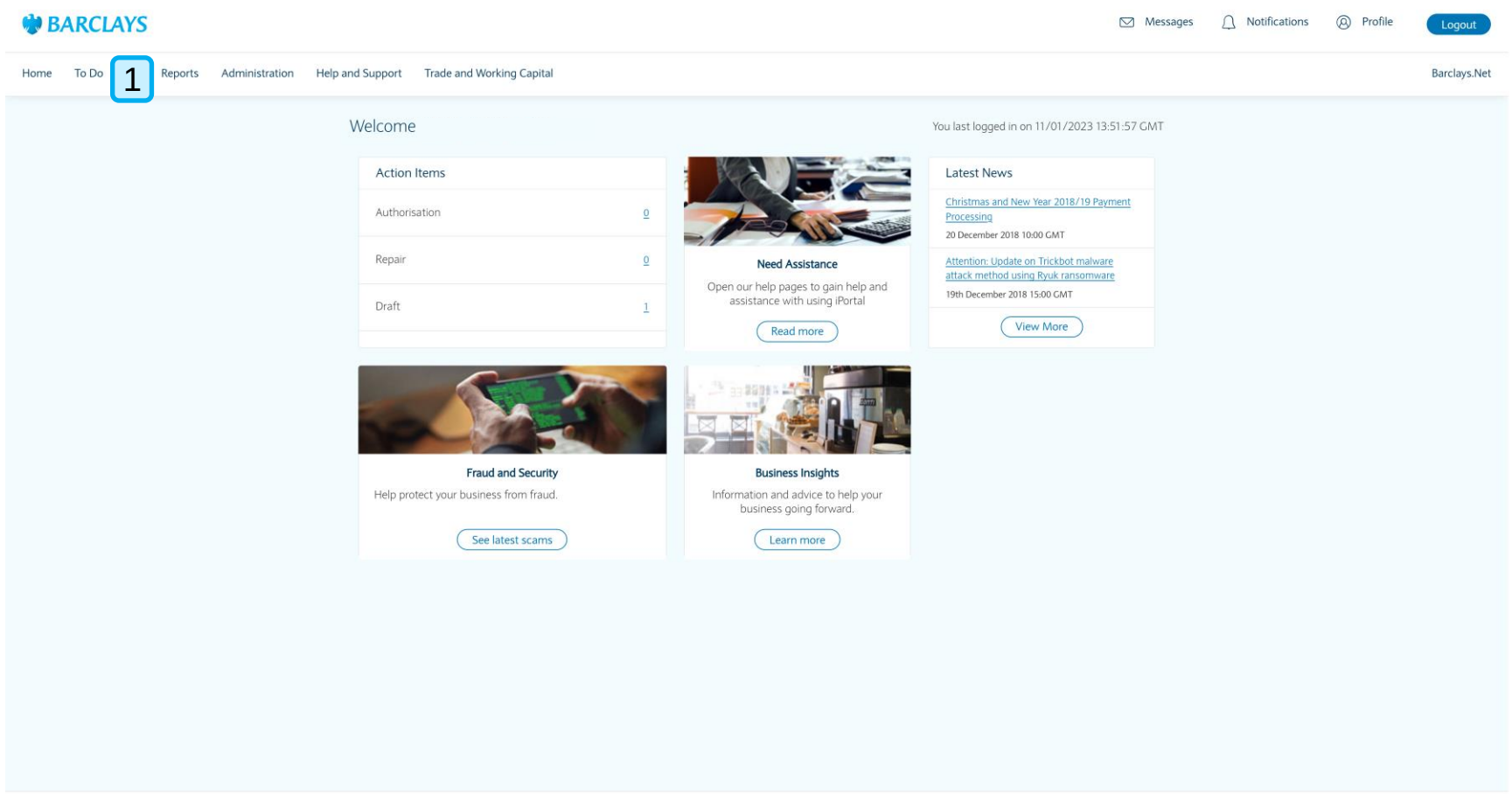
Dual Authorisation

Barclays iPortal



1. Click on **To Do**

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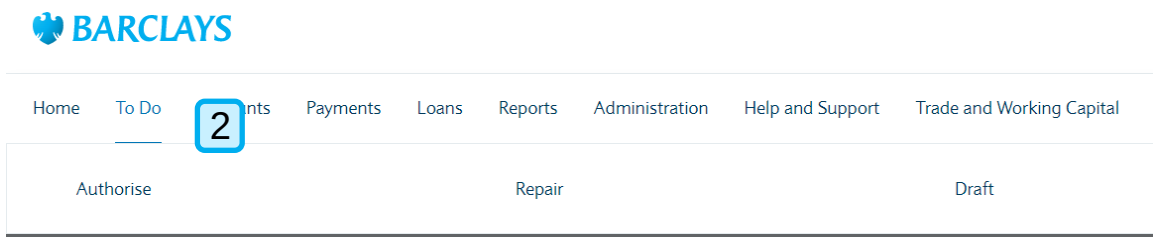
Dual Authorisation

Barclays iPortal cont.



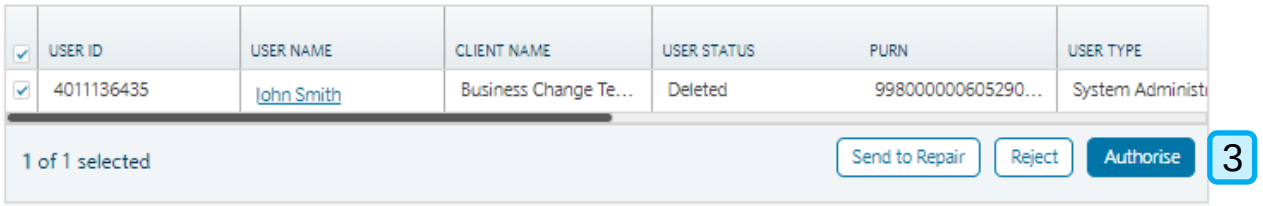
2. Click on **Authorise**

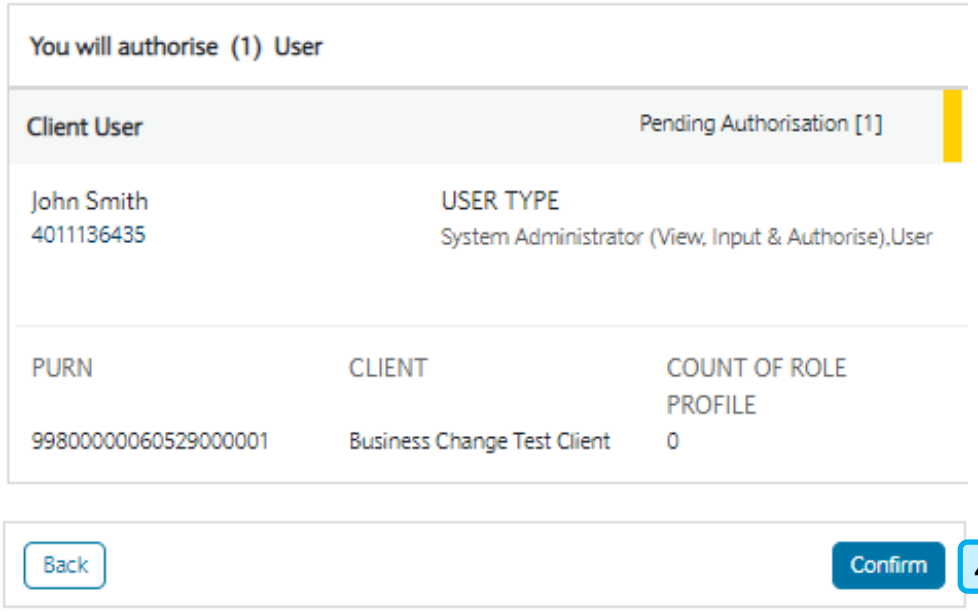
3. Click on:

i. **Send to Repair-** If there are any discrepancies you can send back to the first administrator to repair

ii. **Reject-** if you do not approve the User

iii. **Authorise-** to approve the User



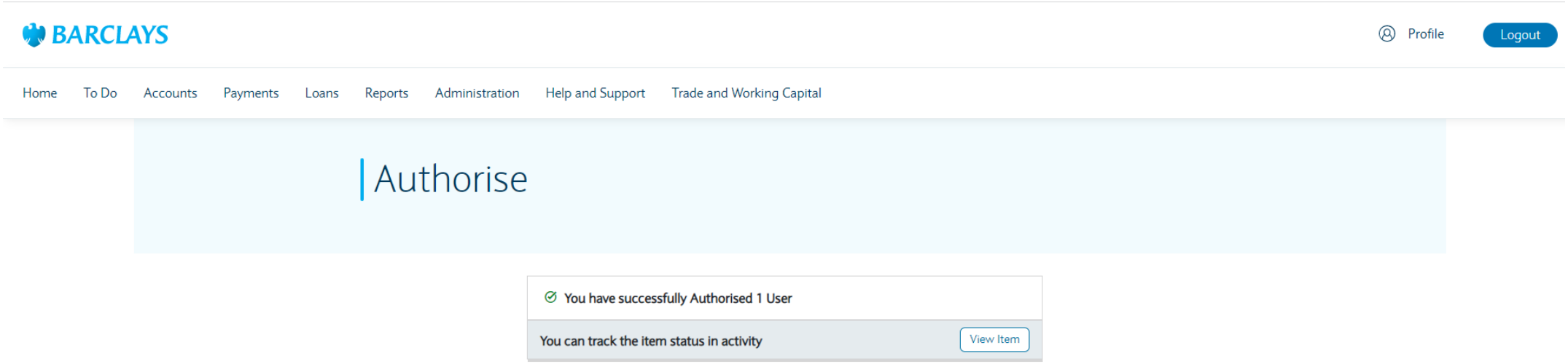


4. Click on Confirm

BARCLAYS

Dual Authorisation

Barclays iPortal cont.



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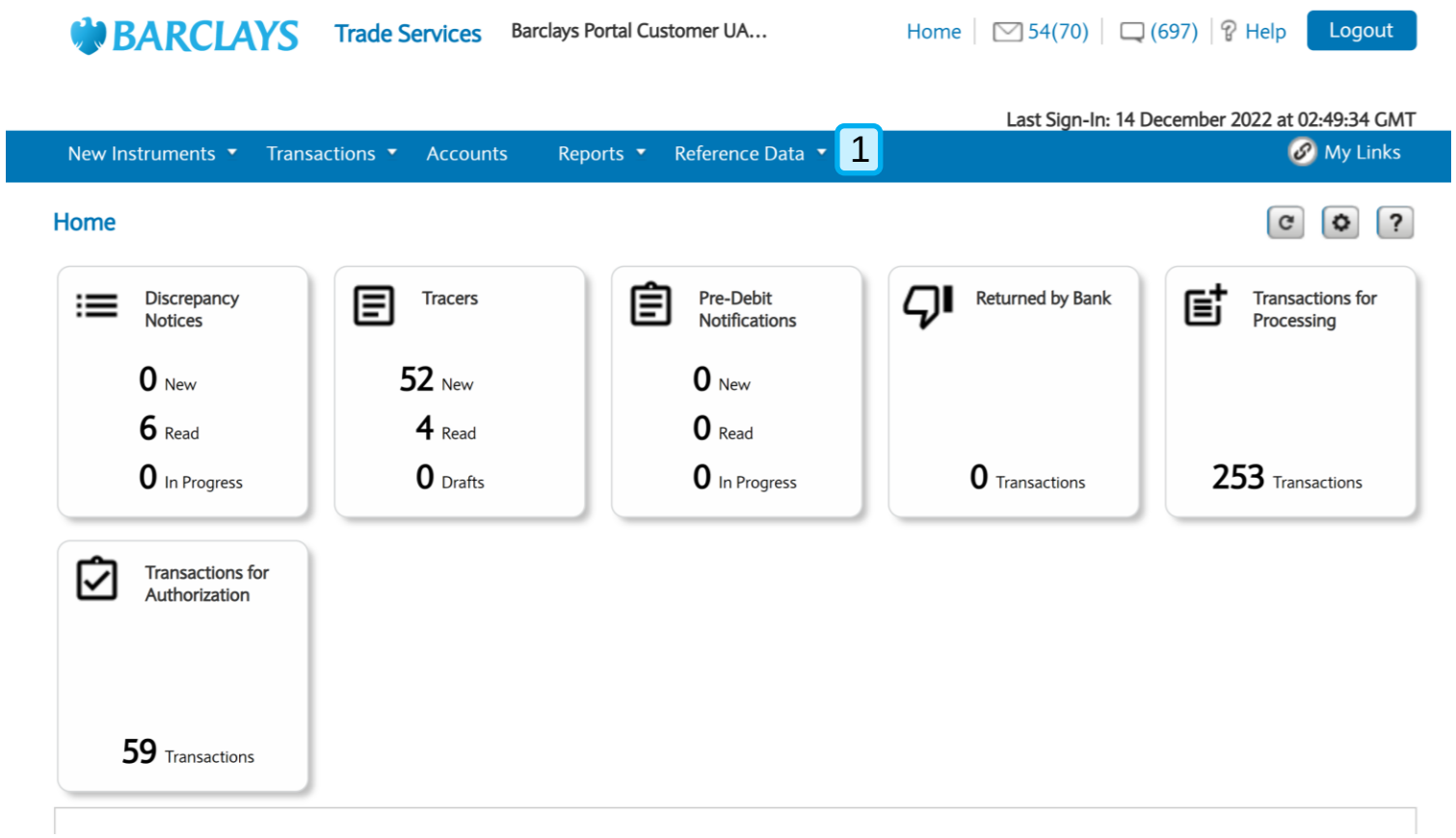
Dual Authorisation

Barclays iPortal Trade and Working Capital



1. Click on **Reference Data**

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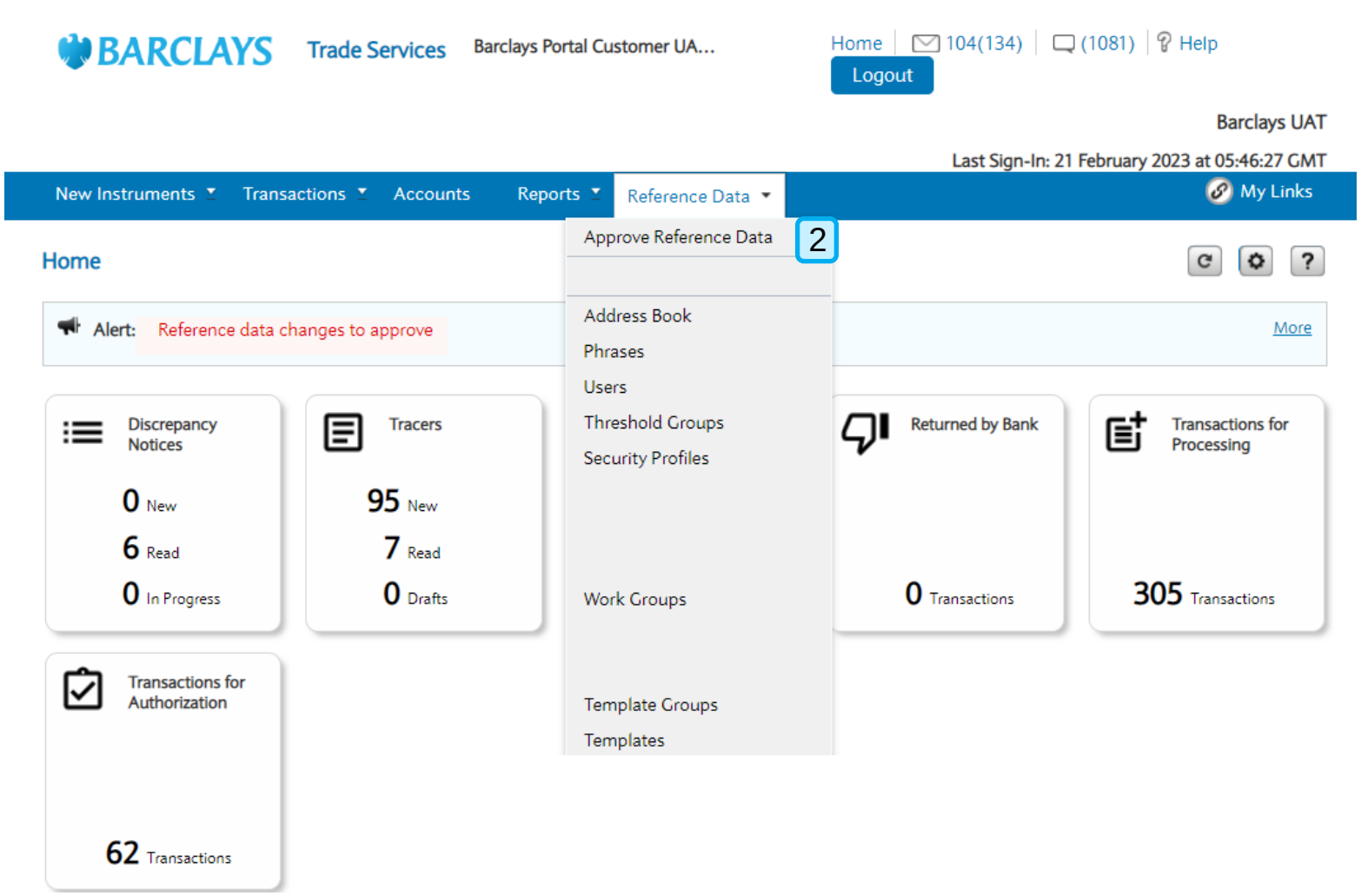
Dual Authorisation

Barclays iPortal Trade and Working Capital cont.

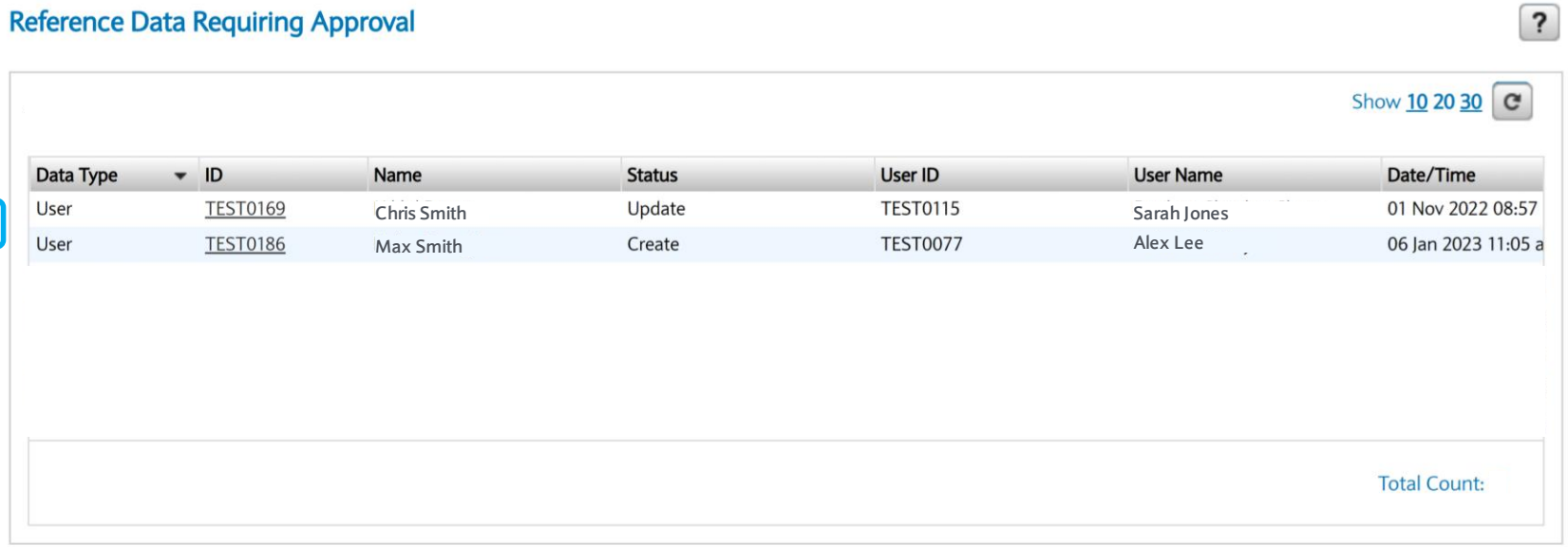


2. Click on **Approve Reference Data**

BARCLAYS

Dual Authorisation

Barclays iPortal Trade and Working Capital cont.



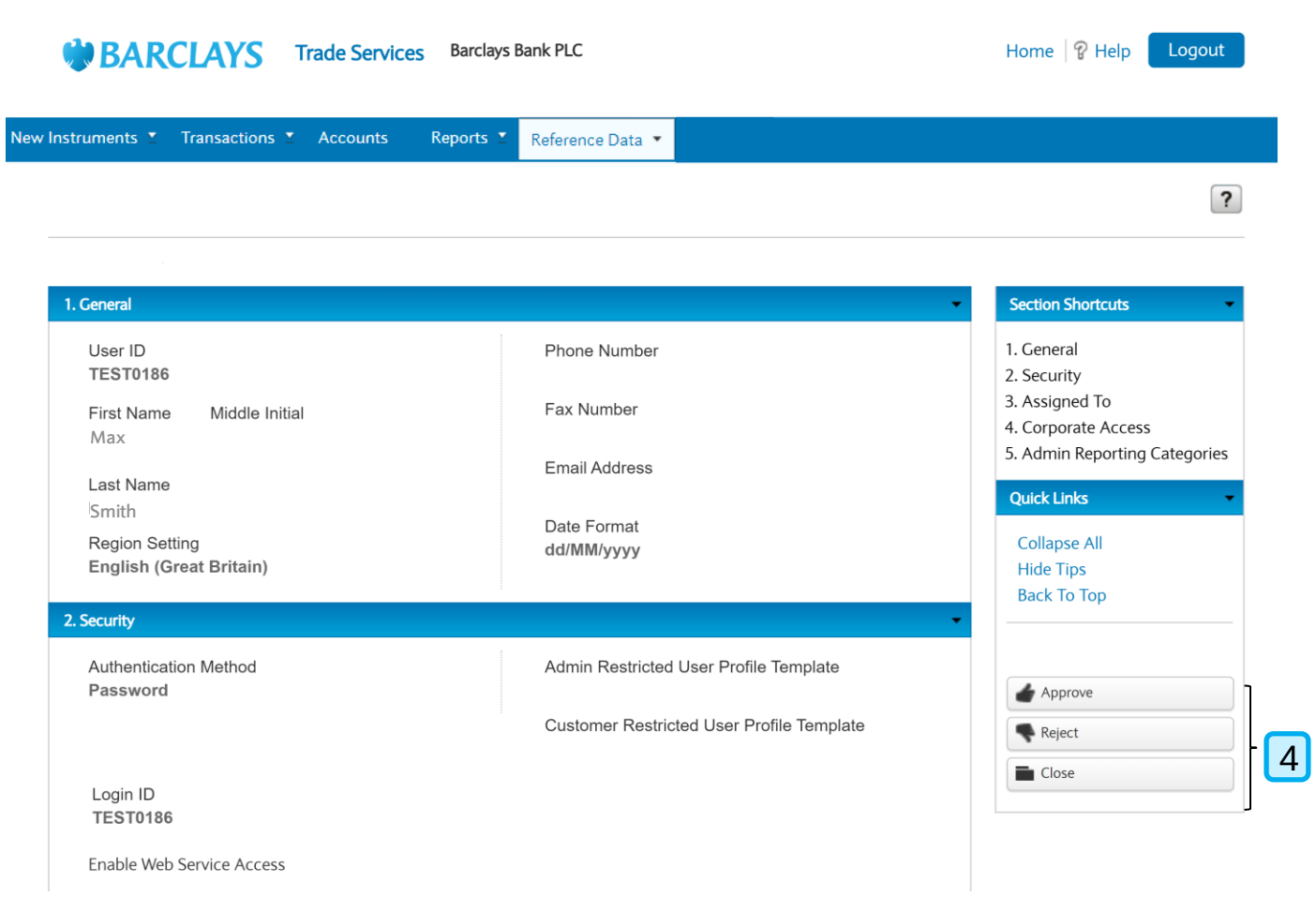
3

3. Select relevant User

BARCLAYS

Dual Authorisation

Barclays iPortal Trade and Working Capital cont.

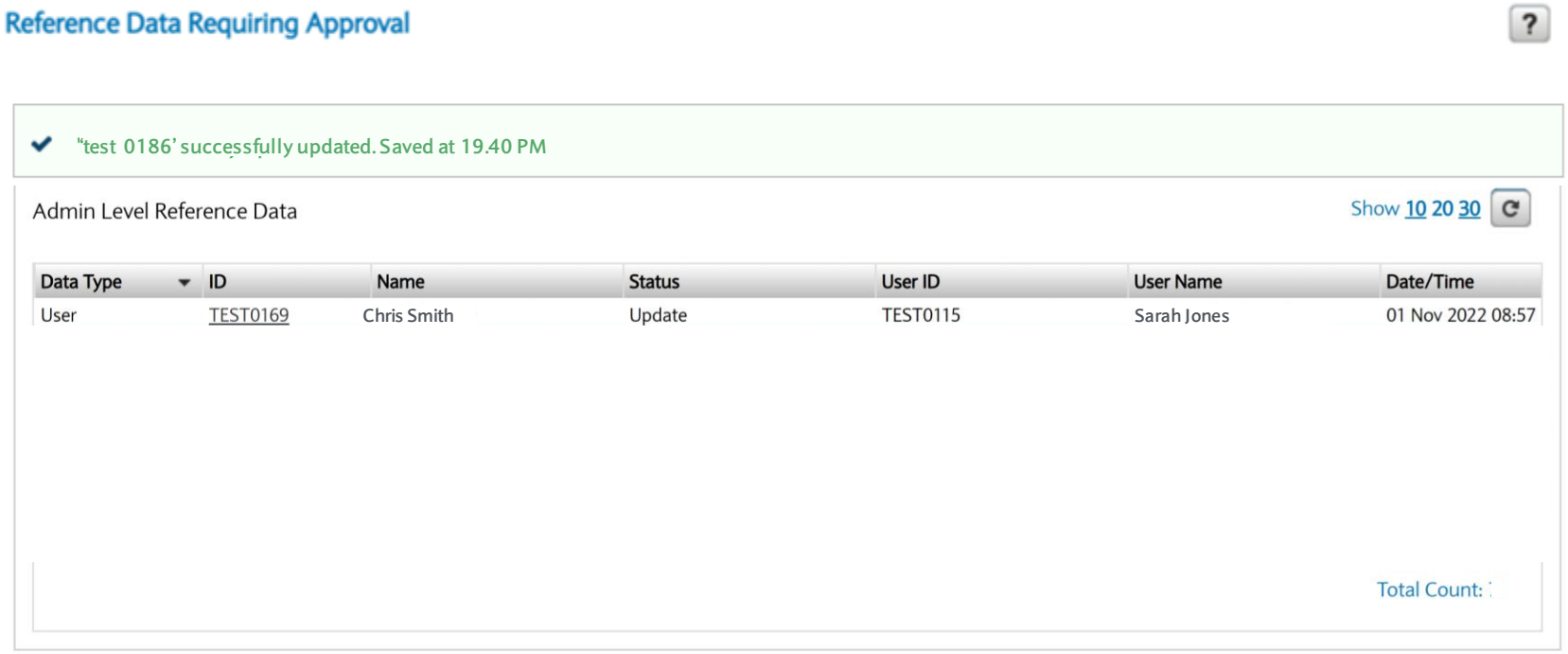


4. Click on **Approve**

BARCLAYS

Dual Authorisation

Barclays iPortal Trade and Working Capital cont.



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