

Member Portal User Manual

NSEIL

2011- Version 1



**INTEGRATED TRADING MEMBER PORTAL
USER MANUAL
FOR
TRADING MEMBERS**

VERSION: 1.0



**NSEIL
EXCHANGE PLAZA
PLOT NO. C/1, G BLOCK
BANDRA-KURLA COMPLEX
BANDRA (E)
MUMBAI 400 051**

25-JUL-2010

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1. Introduction

1.1 Purpose

This document explains the functionality available in the system and serves as guideline to users for using the application.

1.2 Scope

The scope of this manual includes.

- Navigation
- Administrator/User creation
- Administrator/User modification
- Administrator/User cancellation
- Password reset

1.3 Audience

This manual is for use by trading members who will use the system.

1.4 Conventions

1.5 Abbreviations and acronyms

TABLE 5.1 – ABBREVIATIONS AND ACRONYMS

Acronym & Abbreviations	Full Form
NSEIL	National Stock Exchange of India Limited

1.6 Software Requirements:

Integrated member portal is best viewed with IE versions 6 & above. Portal is not compatible with Firefox Mozilla browser.

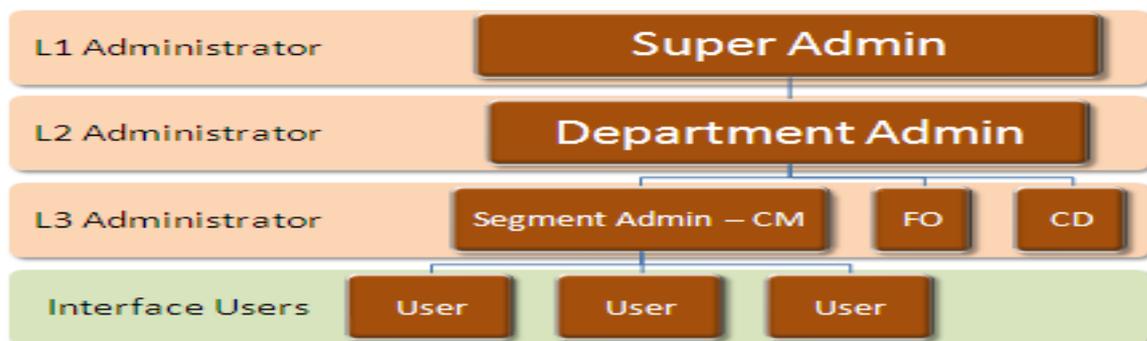
2. System Overview

2.1 Objective

Integrated Trading Member Portal is an interface for trading members that integrates ENIT and UCI – online interfaces. It has single sign on, User management and password reset at trading member’s end. It also has alerts for trading members for some specific events. NSE-ASSIT is another feature by which trading member may login and monitor resolution of queries and feedbacks with the Exchange.

3. Getting started with the system

3.1 Hierarchy of Administrators and users



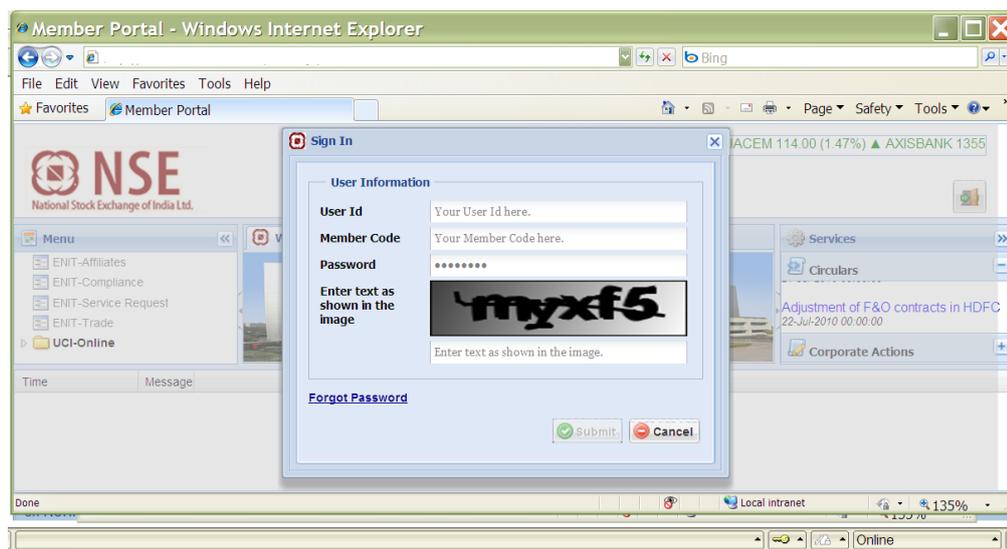
NSE Member portal Service has a facility through which member can perform user management activities. Each service provided by the exchange is defined for a particular department and segment. This user management portal provides member the functionality to perform user management operations from a single login. A structured hierarchy is defined for the ease of user management, each defining the access and roles provided to perform user management. Following is the hierarchy:

- Admin Super User L1:** The pinnacle user is defined as the top level tier-1 admin for the member. This L1 admin has the complete access to create/modify/delete all levels of administrators and end users for the member. Also this L1 super admin has the authority to provide access for any service across department and segments to any existing end users for the member. Further, L1 users will not have functional access to the menus of any of the interfaces.
- Dept Administrator L2:** The second level has tier-2 dept administrators, one administrator for each department. This L2 admin has the access to create/modify/delete L3 administrators for his department and can create/modify/delete end users. These L2 admin is also authorized to grant or revoke access of any end user for the services under his department. Further, L2 users will not have functional access to the menus of any of the interfaces.
- Segment Administrator L3:** Further the hierarchy is extended to third level tier-3 dept-segment administrators. These administrators are created based on the segment under the specified department. This L3 admin has the access to create end users only. Also this L3 admin has the access to grant or revoke access of any end users for the services under his department and segment. Further, L3 users will not have functional access to the menus of any of the interfaces.
- End User L4:** The final leaf in the tree hierarchy lays the tier-4 or the End user. Only End user is enabled to view the services. The access to view the services by the end user is defined by the roles assigned by L1, L2 and L3 administrators.

This hierarchy provides a well defined structure for performing the user management activities. The authorization to view the applications by the end user is dependent on the roles assigned by the administrators. Also each level of administrator has the authority to provide access only to the services falling under his umbrella

3.2 Login Module

Users are authenticated on connecting to the Member Portal application. Authentication is on the basis of unique Userid, Member code, Password, captcha validation. On successful authentication, the user would be provided with list of menu options depending on user login type.



If wrong password is entered more than 3 times, the user id will get locked. To reset the password, steps explained in point 4 or point 5 (depending upon the user id) are to be followed. If L1 user id is getting locked, follow the steps mentioned in point 5, for any other id, follow the steps mentioned in point 4. However, entering of wrong captcha is not considered as an invalid attempt.

Administrator login

The Administrator LOGIN has the following functionalities:

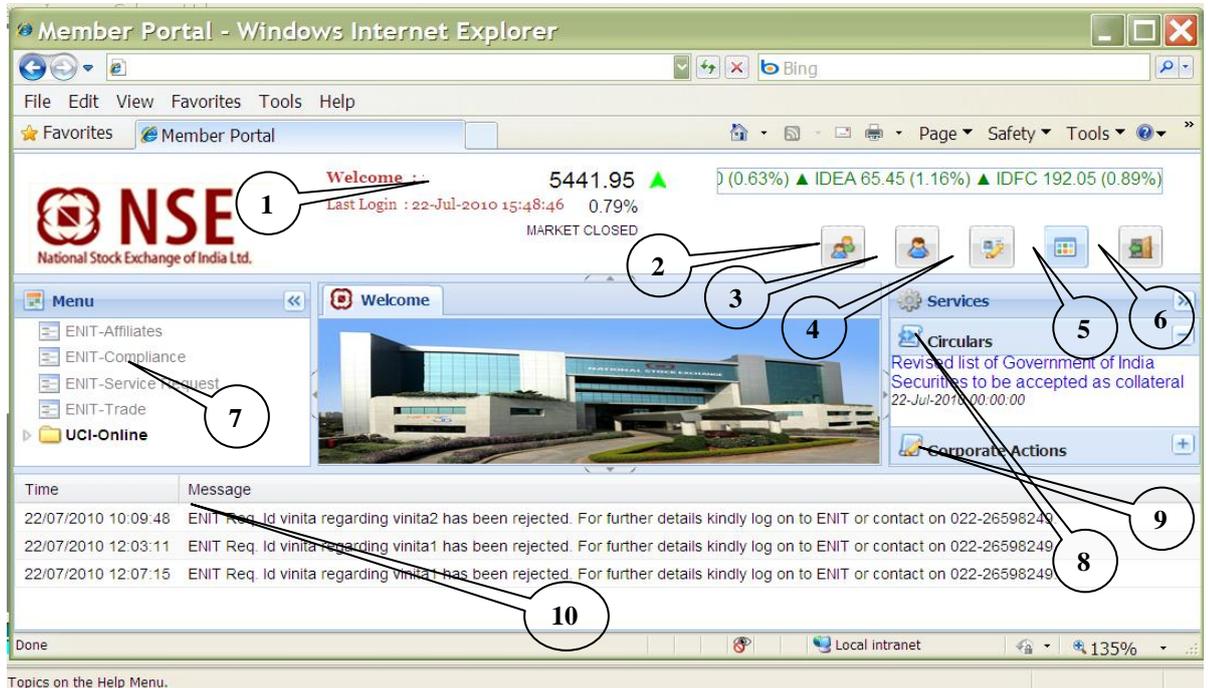
- Administrator/ User Creation, segment / role assignment, User deletion
- Modification / cancellation of roles of Administrator/ User.
- Reset of password.
- The administrator is denied the right to use an interface.

3.3 Administrator Post login screen.

The post login screen has the following

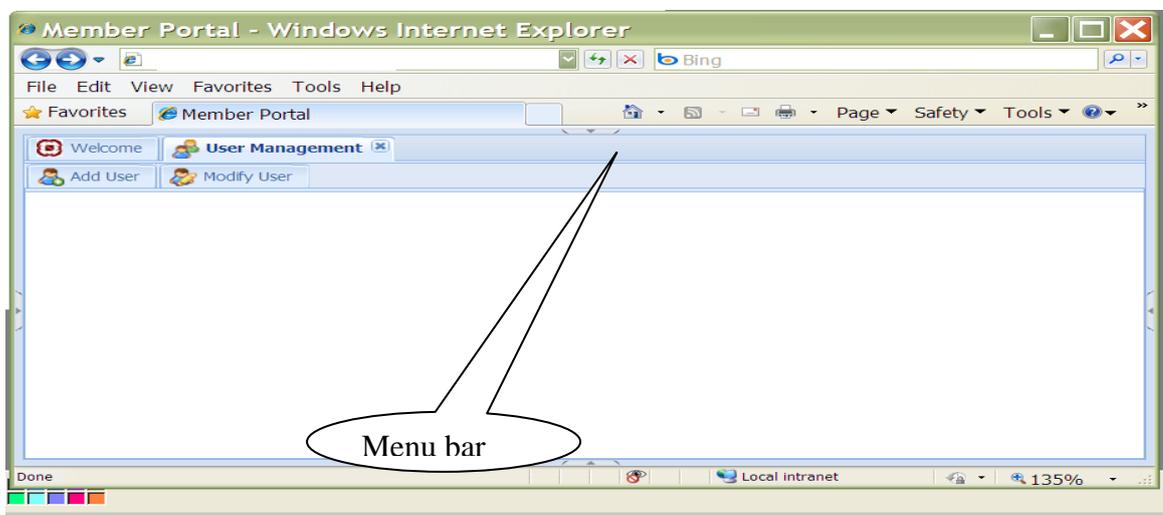
1. User name
2. User Management – Create / modify or delete users.
3. User Profile – Modify profile of user logged in .
4. Change Password – Change password of user logged in.
5. Theme – Change theme colors.

6. Sign Out
7. Menu of interfaces – List of interfaces available to the user.
8. Circulars – Marquee for recent circulars
9. Corporate actions – Marquee for recent corporate actions.
10. Alert Messages – Running messages regarding user id activation.

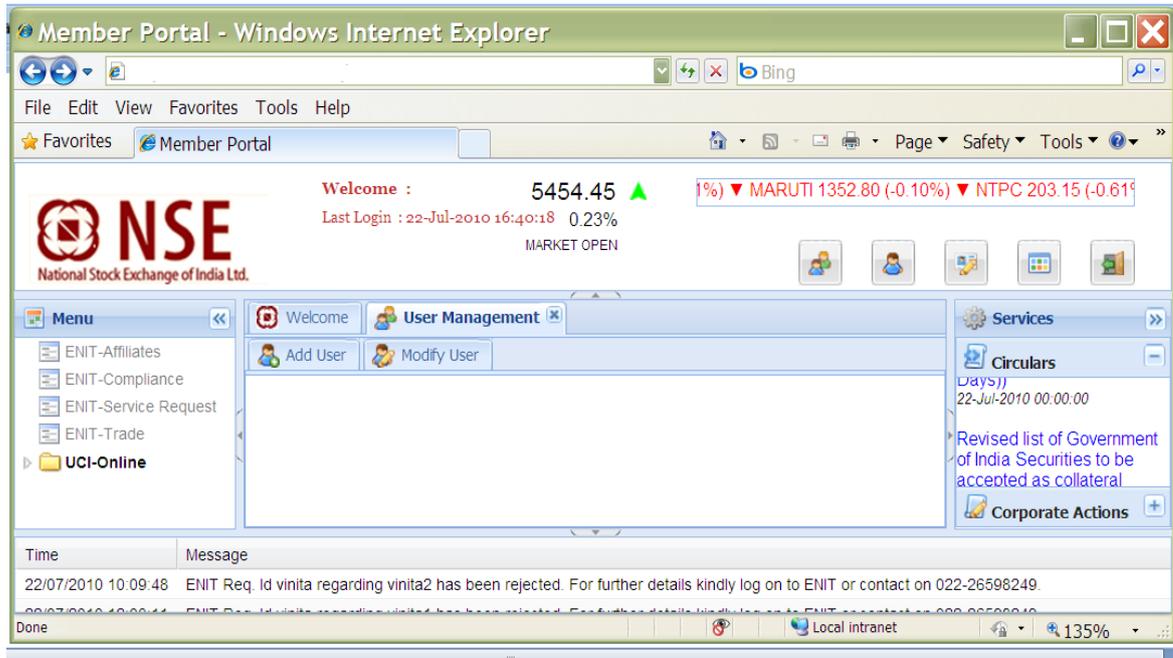


3.3.1 User Management

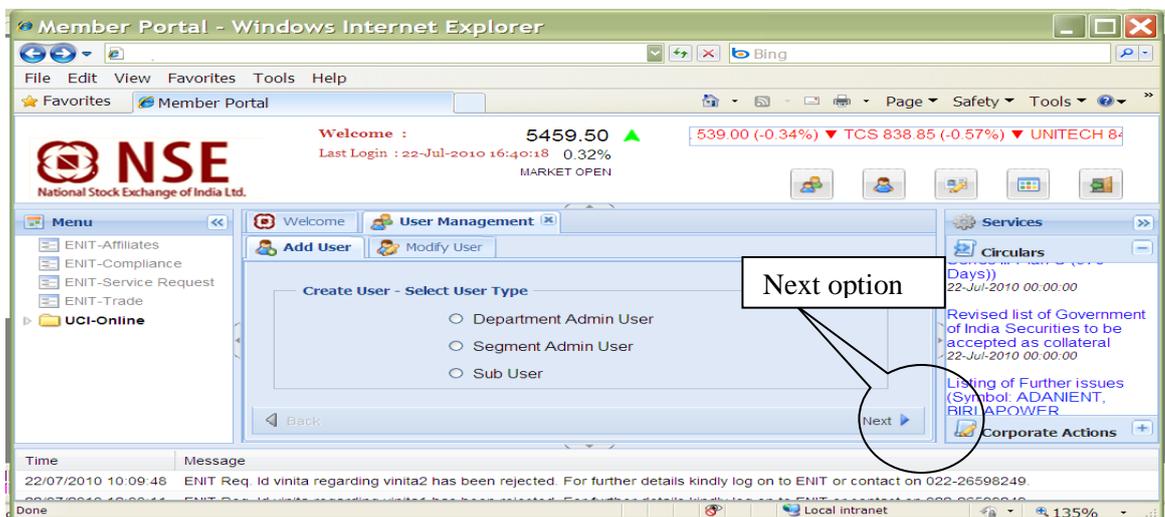
This is a menu item in the post login screen of an ADMINISTRATOR. The opening screen is as follows:



Double click on the Menu bar to get the following screen. One might want to work with the above screen as it a zoomed out version.



3.3.1.1 User Management – Add User



When 'Add User' is clicked, the following options appear.

Since the above example is of a super admin login, User Type Options are 1. Departmental admin, 2. Segment admin and 3. Sub user.

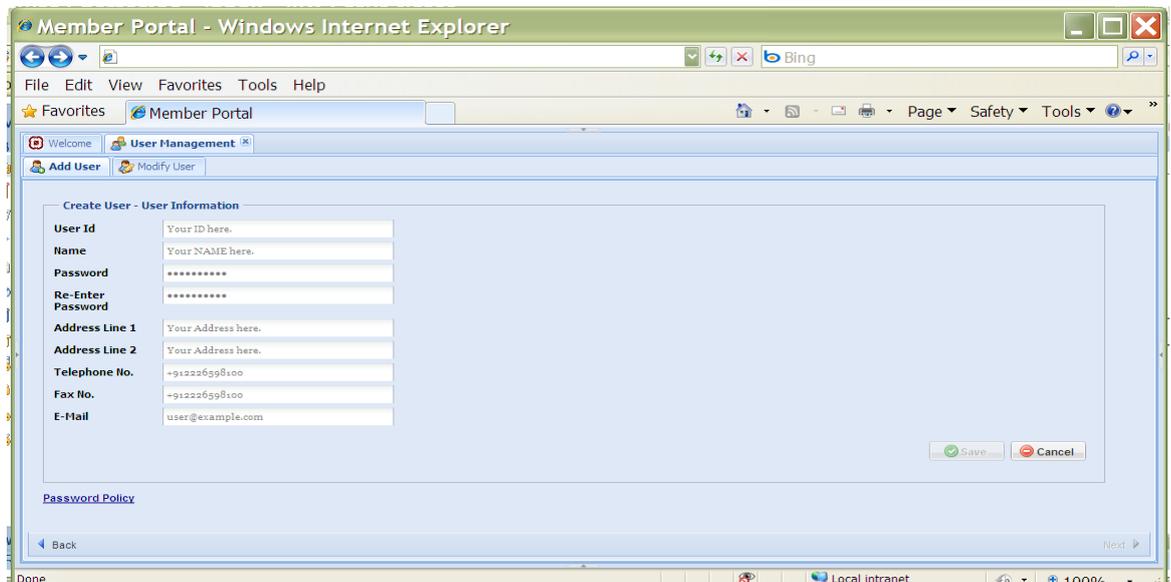
If a department admin selects 'add user' User Type Options available would be 1. Segment admin and 2. Sub user.

If a segment admin selects 'add user' User Type Options available would be only Sub user.

Once an options is selected, 'Next' to continue.



Select the only option for select department 'Others'. This would be more relevant when all the departments such as Trading, clearing interfaces are integrated in Member Portal. Click 'Next' to continue, 'Back' to go back to previous menu.



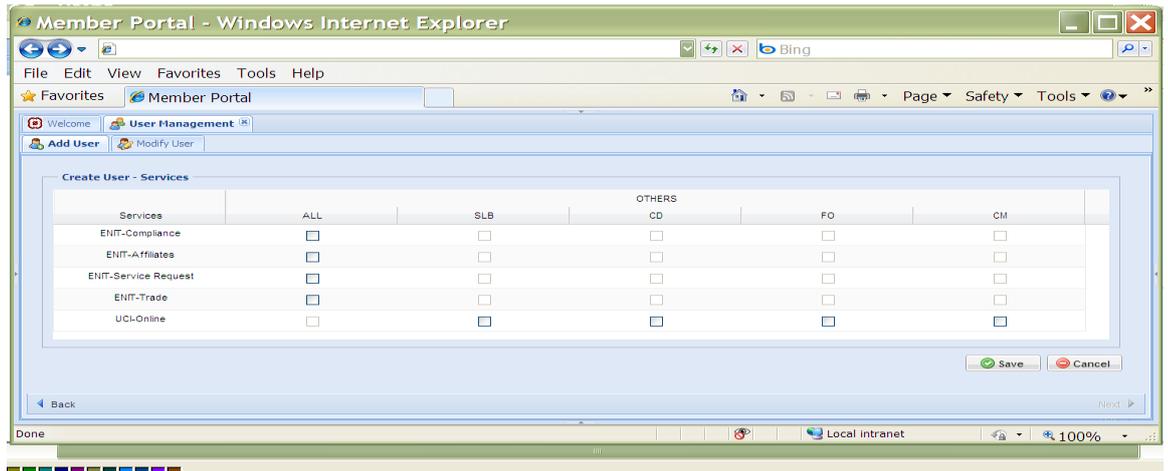
User details have to be entered here. Length of User ID can be maximum upto 15 characters. Mandatory fields are User id, name and password. The password should follow the below mentioned rule

1. Minimum length 8.
2. At least a number
3. At least a Special character
4. At least a Lower case alphabet
5. At least a Upper case alphabet

Click 'save' to continue

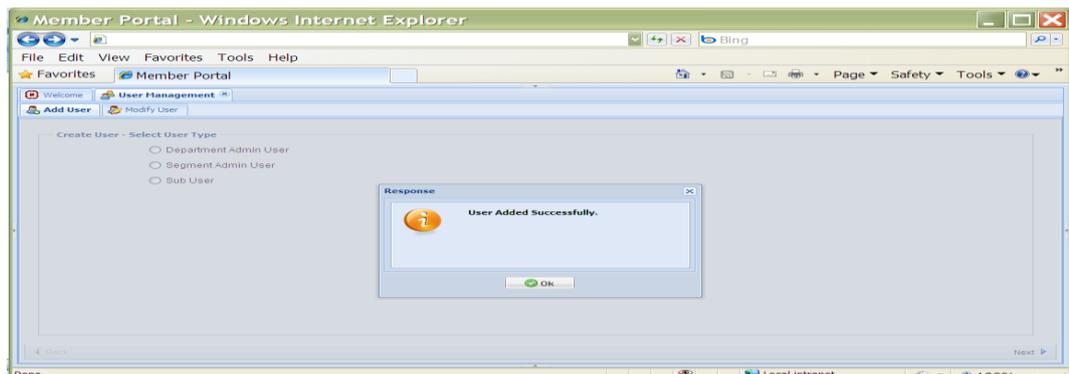
When a 'Sub user' is added, the following additional option will appear to select roles for the sub-user. Sub-user is the actual user of the interface, so this is the

place where restricted access can be given. This menu would not be there for admin creation.

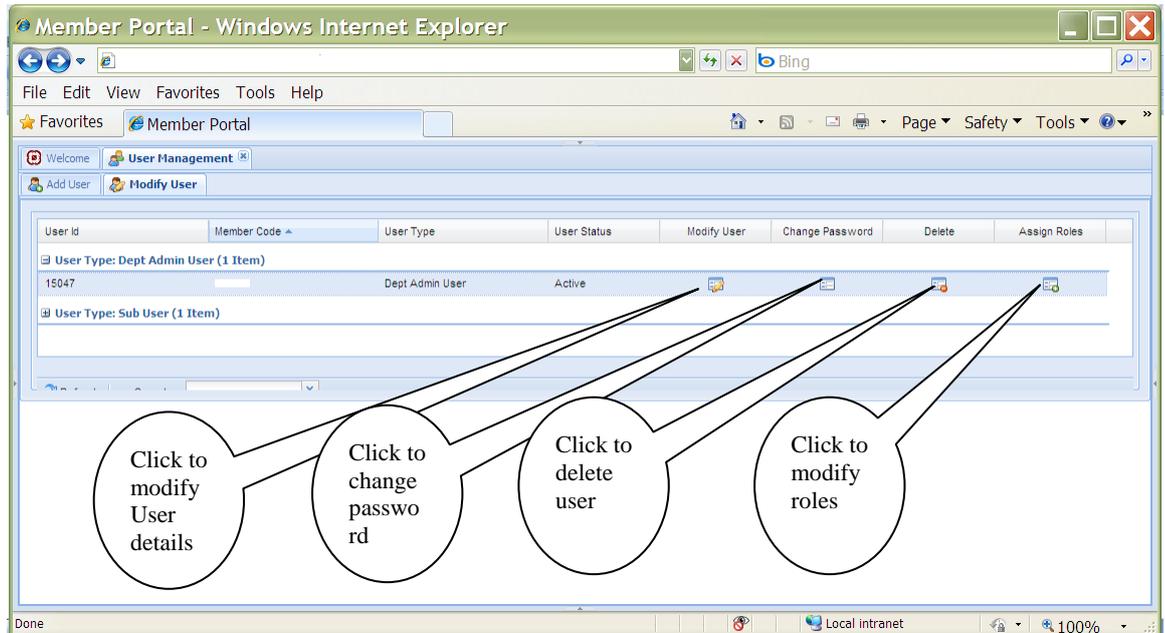


As in the current release only ENIT and UCI-online is integrated, the following roles appear. ENIT application has been divided into ENIT-Compliance, ENIT-Affiliates, ENIT- Service request and ENIT- Trade. The roles have to selected and then click ‘Save’. Now with the Userid and password, a sub-user would be able to access all the roles assigned to him with a single sign on.

Once you enter the details click ‘Save’ to complete.

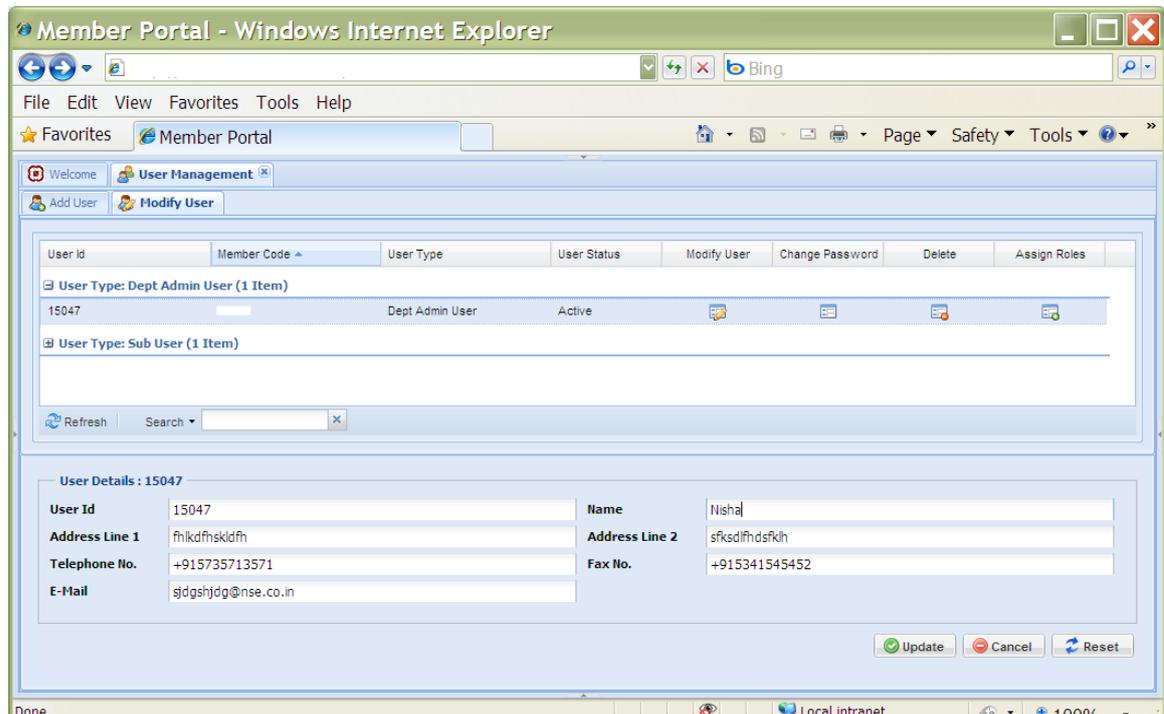


3.3.1.2 User Management – Modify User



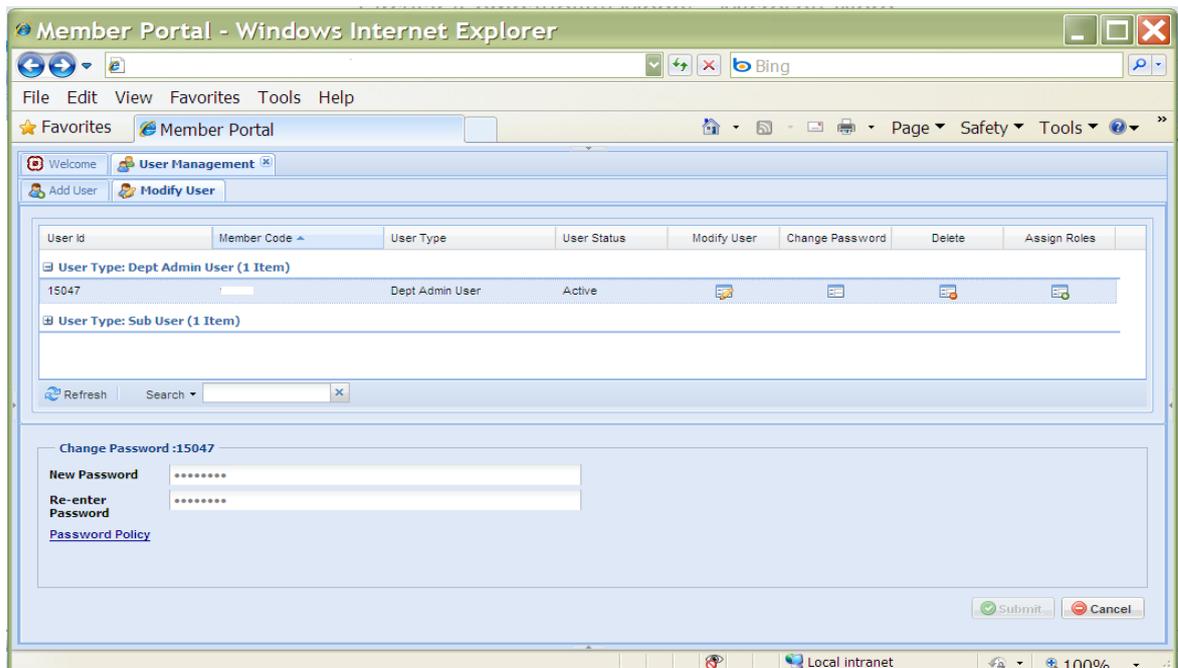
In this facility the administrator can modify user profile details, change password, delete or change roles of the users created by that administrator. Click on the icons provided against the particular user. A list of all users created by the administrator would be available in the above screen.

3.3.1.2.1 User Management – Modify User – modify user details

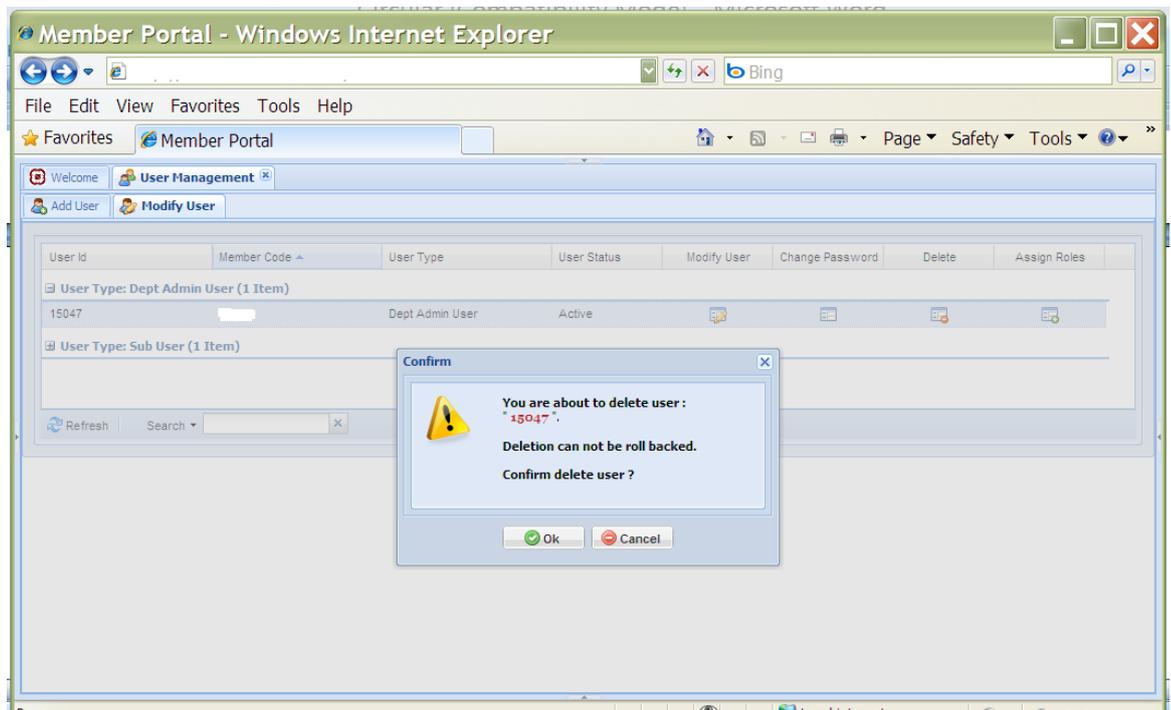


Change the user details and click 'Update'. If original details are to be retained, click 'Reset'.

3.3.1.2.2 User Management – Modify User – change password

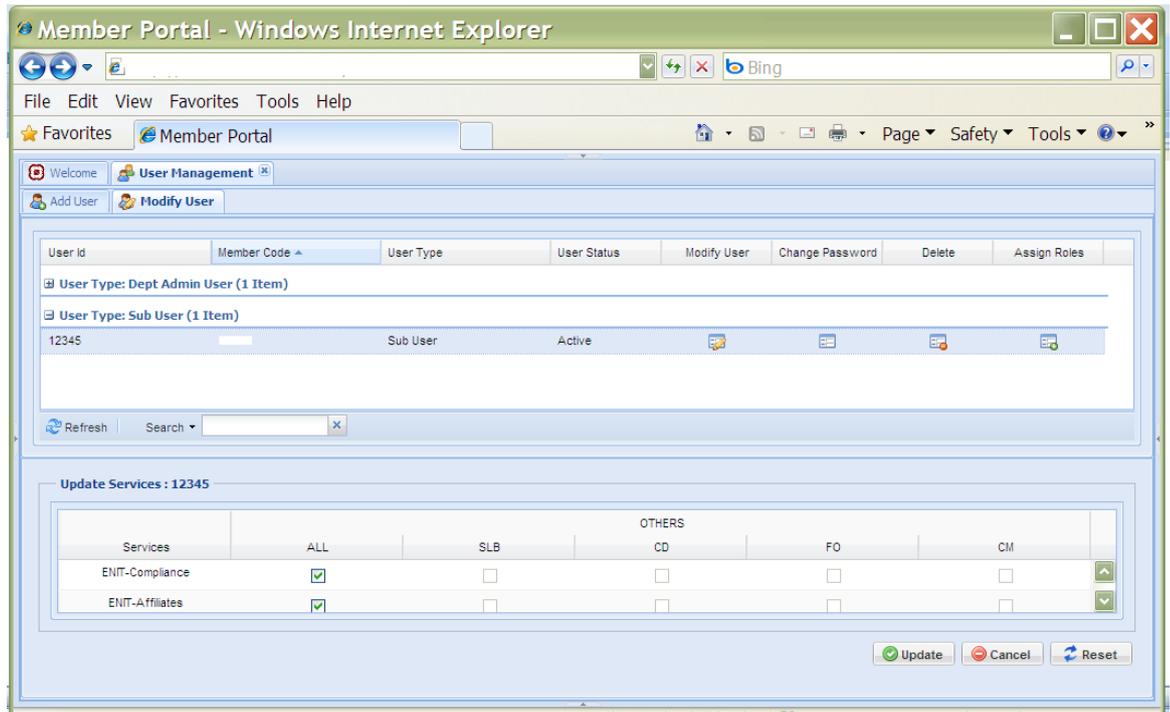


3.3.1.2.3 User Management – Modify User – Delete user.



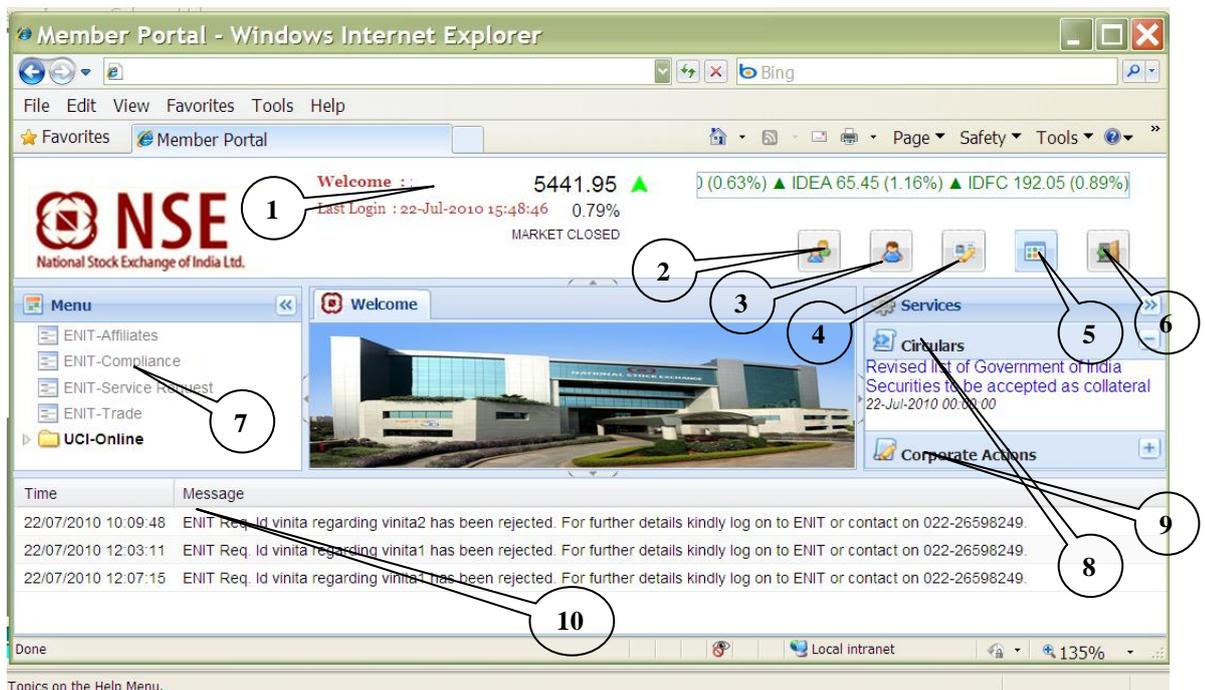
Confirm whether to delete the user.

3.3.1.2.4 User Management – Modify User – Assign Roles.

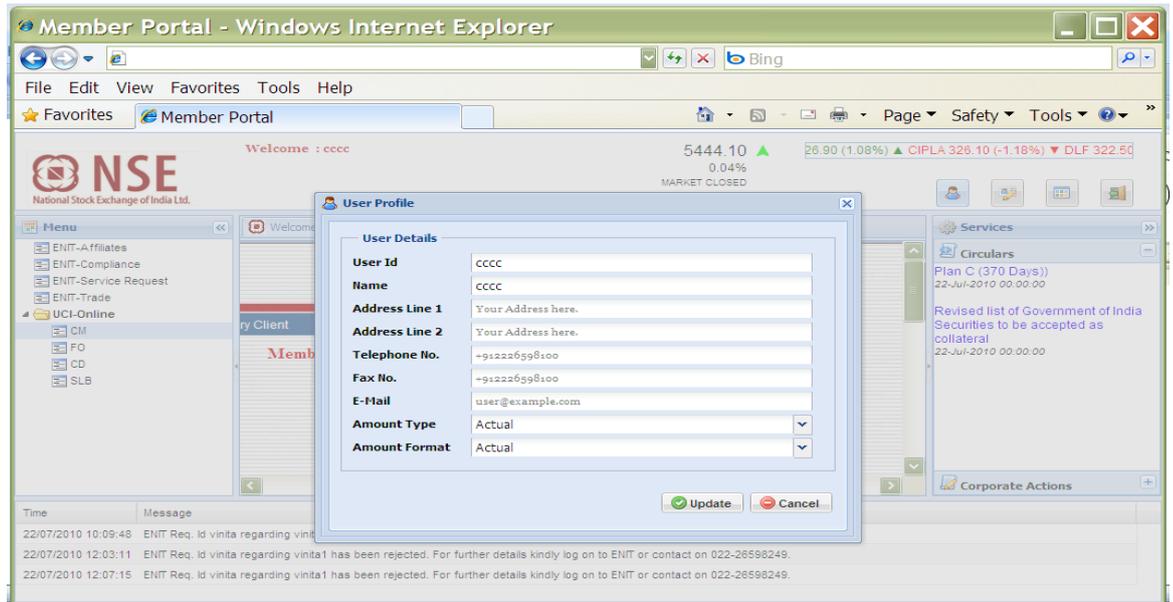


3.3.2 User Profile and change password by User.

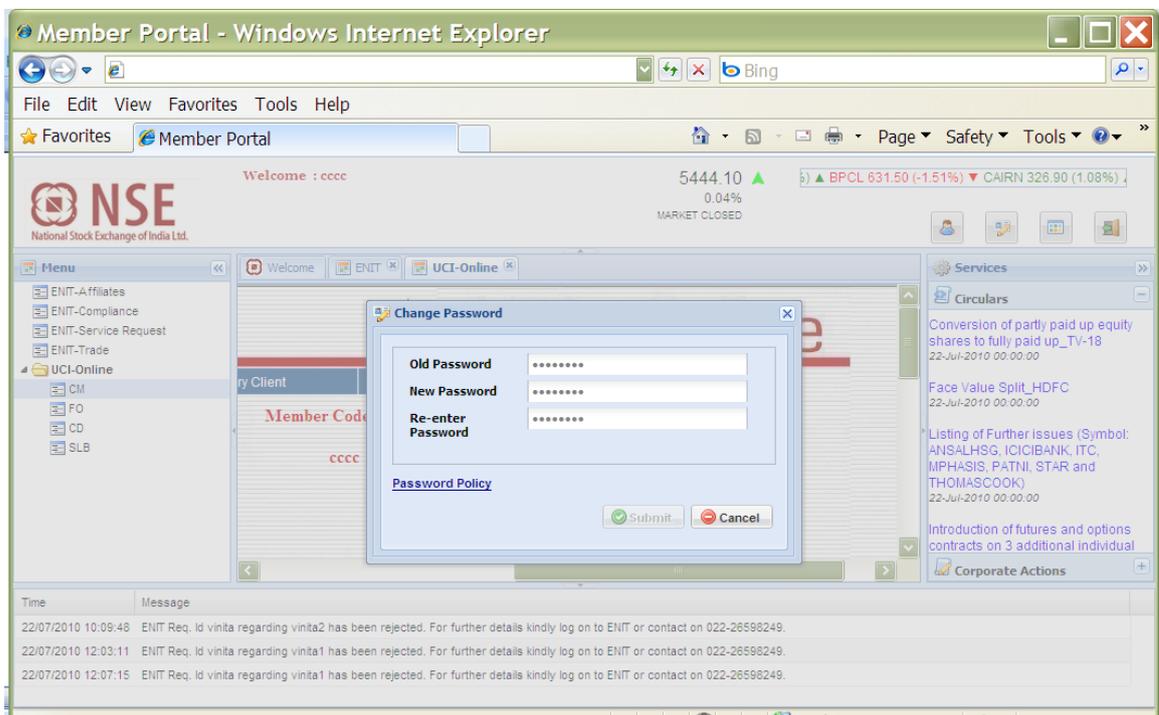
Similarly the User already logged in can change its details using option 3 on the original screen and change password using option 4 on the original screen



Option 3 – change user profile and ‘Update’

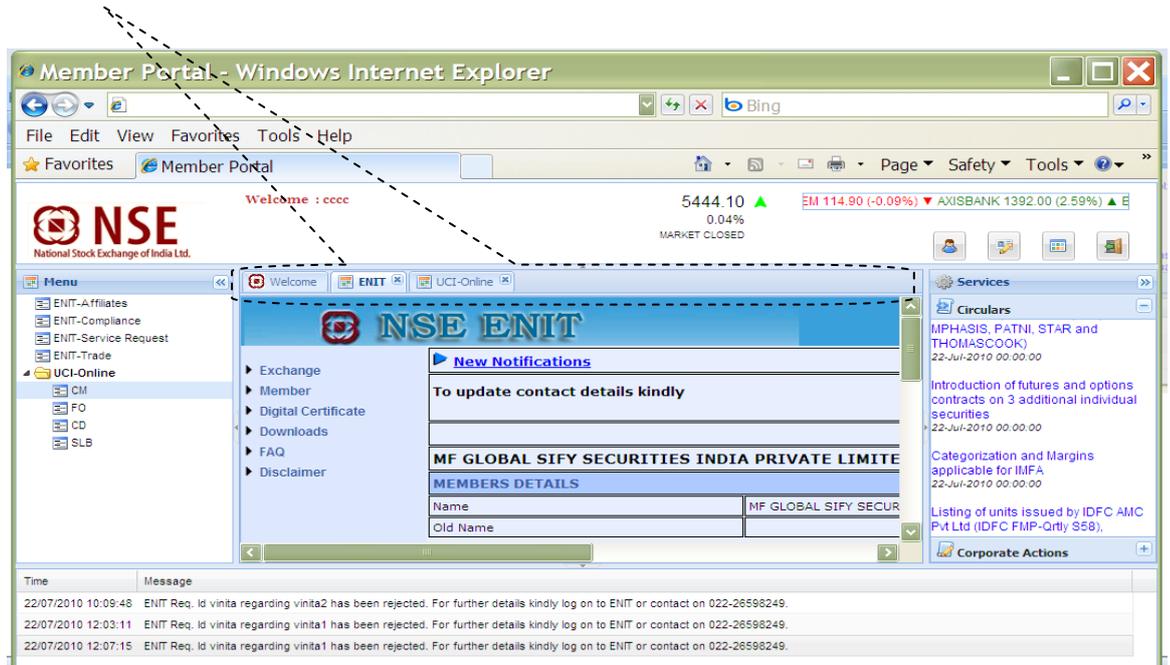


Option 4 – change password ‘Update’

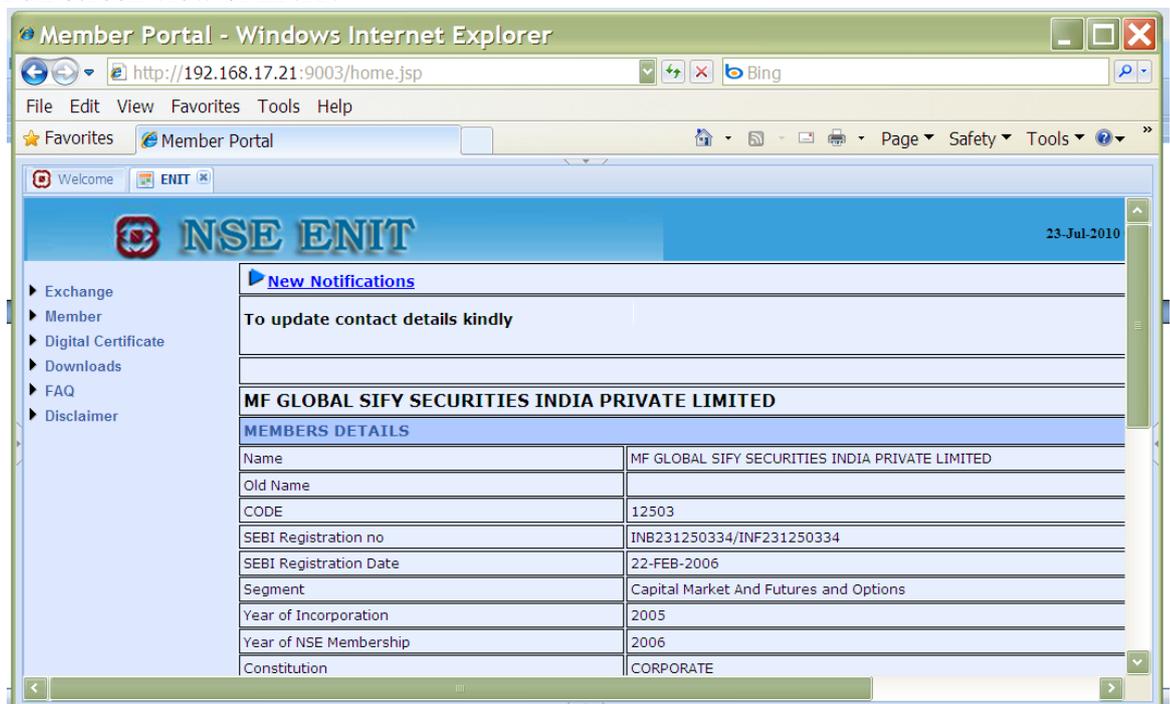


3.3.3 Sub – User access to services.

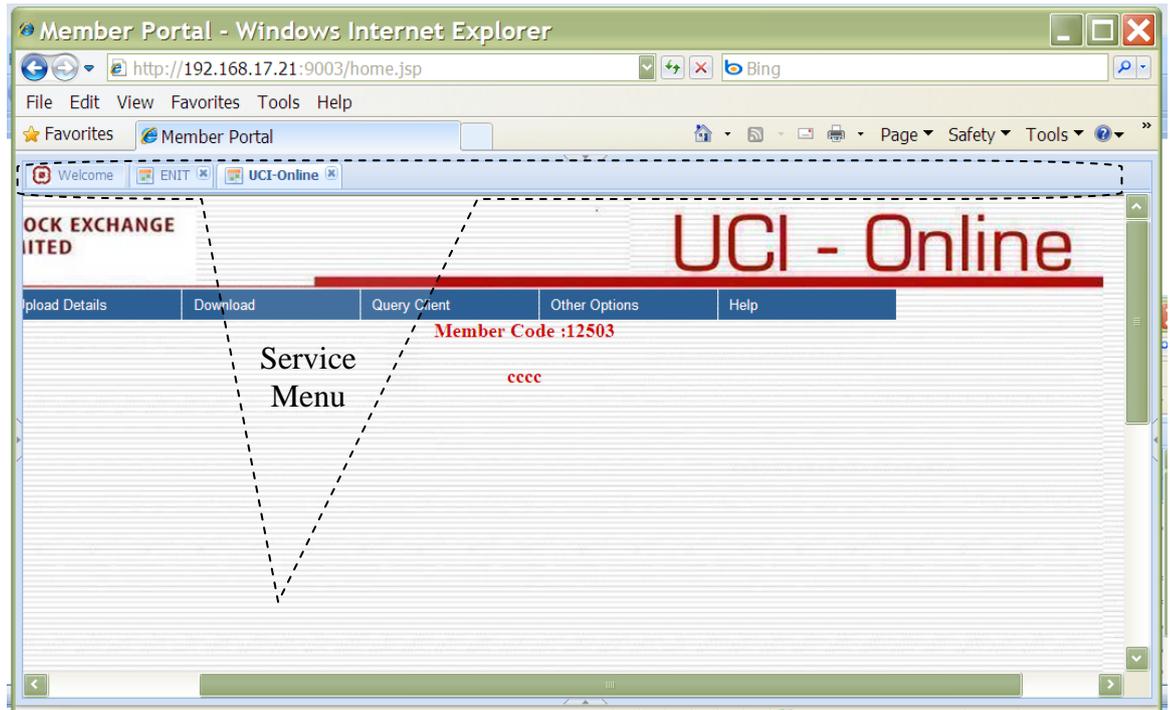
ENIT – The interface can be visible in full screen by double clicking the “Service menu bar”.



Full screen view of ENIT.



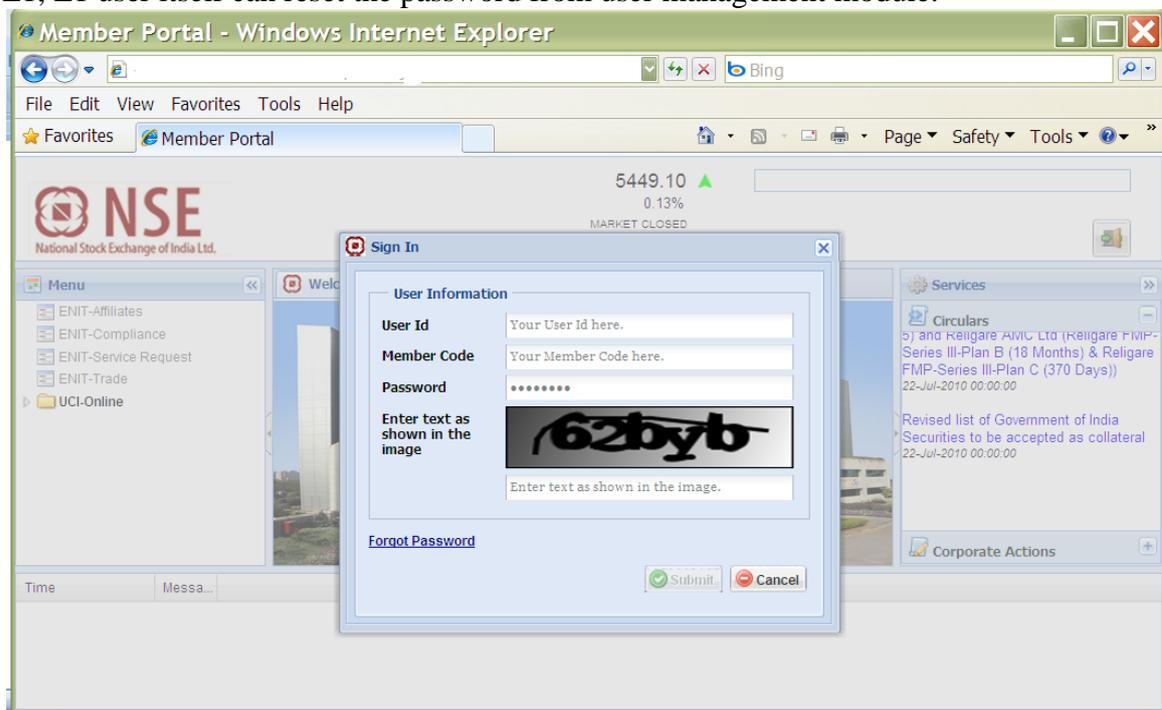
Full screen view of UCI-online.



If a user has been given access to both ENIT and UCI –online, with a single login that user can access both and toggle across using the service menu bar as shown above.

4. Password reset utility:

This utility is given to reset the password of L1 user only. As for the hierarchies below L1, L1 user itself can reset the password from user management module.



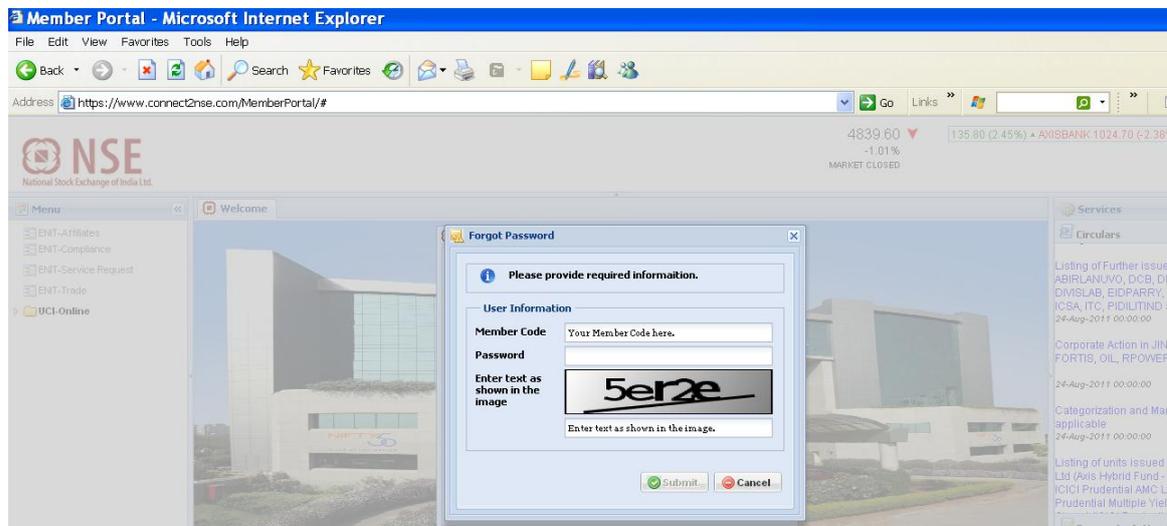
Enter User ID – Level 1 user id which will be trading code of member .

Enter Member Code
Click on the 'Forgot Password'.

On clicking the 'Forgot Password' link system will take the user to next page .On the said page, as shown below, one has to then enter Member code and corporate manager password of NEAT in capital letters (original password may/ may not be in capital letters) and click on 'submit'.

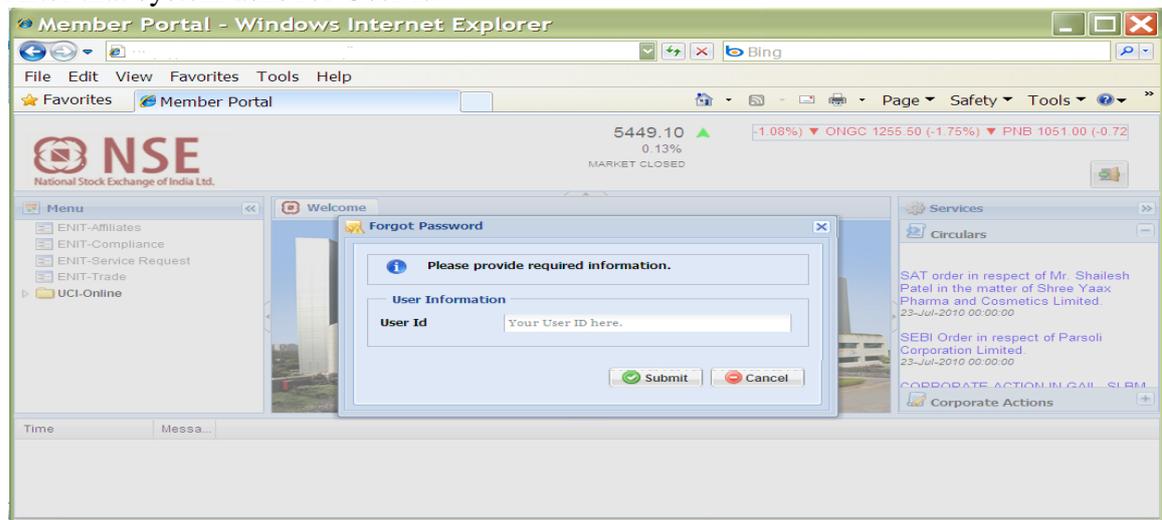
Corporate Manager Password will be of:

- a. CM segment if the member is enabled in CM
- b. Derivatives Segment only if the member is not enabled in CM segment.
- c. CD segment only if the member is not enabled in both CM segment & Derivatives segment.
- d. If Trading Member has different codes in different segment then corporate manager password will be of respective segment, with respective logins.



On entering the details, click on submit.

After that system asks for User id.



The “L1 Administrator User id” has to be entered. The system then resets the password to MP_<corporate manager id password> of the segment hierarchy as explained above. This new password will be in all capital letters.

5. Changes within UCI-online

There have been no changes within the UCI – online interface. The User management is not there within the interface, it has shifted to Member Portal level. When a user id is created for UCI online through Member Portal, access has to be granted to all segments.

6. Changes within ENIT

The roles have been recalibrated. Following is the earlier menu and the new menu mapping. The Users having the earlier accesses, have been provided the access of the respective mapped service in the new menu. Further, as you are aware, for IBT volume confirmation on ENIT, the user ids have to be similar to corporate manager-id of ENIT. As all existing user ids are suffixed with ‘ENIT’, the administrator of Member Portal at your end would need to create a sub-user with user id similar to Corporate manager-id of ENIT and assign the role of ‘ENIT Trade’ for IBT volume confirmation.

Menu Name	Service Name
Common Services	Certification Details
Common Services	Digital Certificate
Common Services	Disclaimer
Common Services	Downloads
Common Services	Exchange
Common Services	Member
Common Services	Member Contact Details
Common Services	PAN Card Details
ENIT-Affiliates	Authorised Person
ENIT-Affiliates	Sub Broker
ENIT-Compliance	Advertisement
ENIT-Compliance	Annual Submission
ENIT-Compliance	Arbitration
ENIT-Compliance	Halfyearly Submission
ENIT-Compliance	Insurance
ENIT-Compliance	Internal Audit Report
ENIT-Compliance	NNF Process
ENIT-Compliance	Short Selling Disclosure
ENIT-Service Request	Accounts
ENIT-Service Request	Authorized Person Details
ENIT-Service Request	Communication Log
ENIT-Service Request	CRM
ENIT-Service Request	CTCL – NEAT TO CTCL

ENIT-Service Request	CTCL Activation/ Deactivation
ENIT-Service Request	DMA
ENIT-Service Request	Pro Enablement/Disablement
ENIT-Service Request	Status Report
ENIT-Service Request	User Requests
ENIT-Service Request	VSAT
ENIT-Trade	Trade