

Corporate Cyberbanking Demo Guide

User Maintenance –Data Access Profile (DAP)

This document is produced by The Bank of East Asia, Limited (“BEA”). It is intended to serve as a general guideline for use of our Corporate Cyberbanking services. While every effort has been made to ensure accuracy, BEA makes no representation or warranty, express, implied, or statutory, with respect to, and assumes no responsibility for, the accuracy, completeness, sufficiency, or usefulness of the information contained herein.

The Bank of East Asia, Limited

(12/2020)

User Maintenance – Data Access Profile (DAP)

A Data Access Profile (“DAP”) defines what banking account(s) a user can access.

When a user is created, they must be assigned a “DAP” by a SYSADM, granting them access rights to specific accounts. There are two default DAP templates available to choose from:

Default DAP templates

DAP ID	Description
DEFDAP1	Full control for all accounts
DEFDAP2	Enquiry for all accounts

You can also create a customised DAP with different accesses to various accounts.

To create a customised DAP, please refer to [Part 1. Create a customised DAP \(with specific access right\)](#).

To see how to assign a DAP, please refer to [Part 2. Assign DAP to User](#).

To modify the settings for an existing DAP, please refer to [Part 3. Edit an existing DAP](#).

To create a new customised DAP with similar settings to an existing DAP, please refer to [Part 4. Create a new, customised DAP by copying an existing one](#).

Part 1. Create a customised DAP (with specific access right)

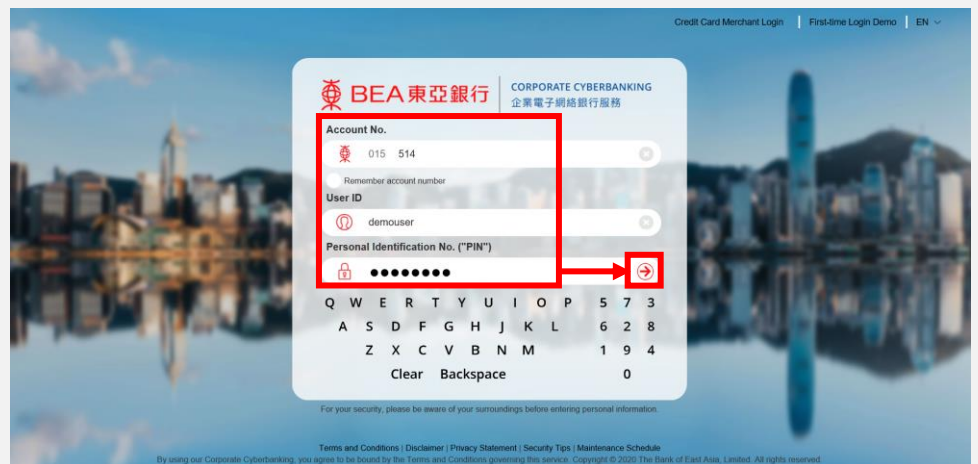
Step 1

- Visit BEA's website at www.hkbea.com and select "Hong Kong – Corporate Cyberbanking" from the login menu.



Step 2

- Enter your CCB account number and user ID (SYSADM1 or SYSADM2).
- Enter your PIN using the onscreen keyboard.
- Click "Log in".



Step 3

- a. Go to “User Maintenance” in the side menu and select “Data Access Profile (DAP)”.

The screenshot shows the BEA Administrator interface. At the top, it says "Hello! You are login as SYSADMIN1 Administrator Last Login: 30 JAN 2020 11:14:22 HKT (Successful)". Below this is a navigation menu with the following items: Home, User Maintenance, Service Maintenance, and Administration. The "User Maintenance" menu is expanded, showing sub-items: User List, Create New User, Function Access Profile (FAP), Data Access Profile (DAP), and e-certificate for e-Cheque Services. The "Data Access Profile (DAP)" item is highlighted with a red box.

Step 4

- a. Click “New” to create a new DAP.

DAP ID	DAP Name	Status
DEFDAP1	Full Control	Normal
DEFDAP2	Enquiry Only	Normal

[New](#)

Step 5

- a. Enter a “DAP ID” and “DAP Name”.
- b. Select an Access Type.
- c. Click “Proceed” to continue.

User Maintenance > Data Access Profile (DAP)

DAP ID:

DAP Name:

Access Type:

Step 6

- Select a specific company.
- Select an Access Type.
- Click "Proceed" to continue.

User Maintenance > Data Access Profile (DAP)

DAP ID	FTC01
Status	Normal
DAP Name	FT for C01
Access Type	Customise

Please select a company first.

Company: TEST

Access Type: Customise, Enquiry Only, Full Control

Cancel Proceed



If you are selecting "Customise", continue to [Step 7](#).



If you are selecting "Enquiry Only" or "Full Control" (applies to all accounts of that company), skip to [Step 8](#).

Step 7

- Select the relevant Access Type for each account.
- Click "Proceed" to continue.

User Maintenance > Data Access Profile (DAP)

DAP ID	FTC01
Status	Normal
DAP Name	FT for C01
Access Type	Customise

TEST

Access Type	Related and Asso. Account
No Access, Enquiry Only, Full Control	015- CPLUS - HKD CUR A/C
No Access	015- CPLUS - SSA
No Access	015- CPLUS - TD A/C
No Access	015- CPLUS - SEC A/C
No Access	015- CPLUS - LD A/C

Cancel Proceed

Step 8

- The DAP has been successfully created.
- Click “Add company Level DAP” to continue to set the access type, or
- Click “Return” to view the DAP list.
- Continue to Part 2 to assign a DAP to user.

User Maintenance > Data Access Profile (DAP)

Status: Normal	
DAP ID	FTC01
DAP Name	FT for C01
Access Type	Customise

Details for this DAP are as follows:


Company	Access Type	Account No	Access Type
TEST1	Customise	015	Full Control
		015	Full Control

[Return](#) [Add Company Level DAP](#)

User Maintenance > Data Access Profile (DAP)

DAP ID	DAP Name	Status
DEFDAP1	Full Control	Normal
DEFDAP2	Enquiry Only	Normal
FTC01	FT for C01	Normal
SAMPLE	sample	Normal

[New](#)

 If you have applied for Dual System Authorisation, your second SYSADM must approve the creation of a DAP before it can be assigned to a user.

Part 2. Assign DAP to User

Step 1

- a. Log in as a SYSADM.
- b. Go to “User Maintenance” in the side menu and select “User List”.

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Hello! You are login as **SYSADM1** Administrator Last Login: 21 JAN 2020 10:25:28 HKT (Successful)

Home User Maintenance > User List

User Maintenance > User List

Service Maintenance > Create New User

Administration > Function Access Profile (FAP)

Data Access Profile (DAP)

e-certificate for e-Cheque Services

Status	FAP	DAP
Sorry, No User found in our record. (AD5421)		

Step 2

- a. Select a User ID to modify or click “New” to create a new user.

User Maintenance > User List

User ID	User Name	Status	FAP	DAP	Signer	Mobile Banking
DEMOSIGNER	demosignername	Normal	DEFFAP1	DEFDAP1		N
USER1	user1	Normal	DEFFAP1	DEFDAP1	A01	N
USER2	Chan tai man	Normal	DEFFAP1	DEFDAP1	A02	N

New

Step 3


- Select a suitable DAP.
- Click "Proceed" to continue.


New User

User ID	<input type="text" value="Test1"/>																																																				
User Name	<input type="text" value="Test1"/>																																																				
Type	<input checked="" type="radio"/> Normal <input type="radio"/> Signer^ <input type="text"/>																																																				
FAP	Default Manager Full Func <input type="text"/>																																																				
DAP	FT for C01 <input type="text"/>																																																				
Sign-and-Send#	<input type="radio"/> Enable <input checked="" type="radio"/> Disable																																																				
Mobile Phone No.*	Country/Region Code <input type="text" value="852"/> Phone Number <input type="text"/>																																																				
<small>This mobile phone number will be used for receiving a one-time password ("OTP") for two-factor authentication to perform designated transactions.</small>																																																					
SMS Language*	<input checked="" type="radio"/> English <input type="radio"/> Chinese																																																				
BEA Identity Message*	<input type="text" value="Bea"/>																																																				
Email Address	<input type="text"/>																																																				
Internet Login	<input checked="" type="radio"/> Enable <input type="radio"/> Disable																																																				
Mobile Banking	Not Available <input type="text"/>																																																				
Mobile Login	<input type="radio"/> Enable <input checked="" type="radio"/> Disable																																																				
Security Mode**	<input type="checkbox"/> Hide payroll transaction details <input type="checkbox"/> Hide MPF transaction details																																																				
Setup Initial PIN	<input type="text" value="....."/>																																																				
Confirmed Initial PIN	<input type="text" value="....."/>																																																				
<table><tr><td>Q</td><td>W</td><td>E</td><td>R</td><td>T</td><td>Y</td><td>U</td><td>I</td><td>O</td><td>P</td><td>7</td><td>5</td><td>8</td></tr><tr><td>A</td><td>S</td><td>D</td><td>F</td><td>G</td><td>H</td><td>J</td><td>K</td><td>L</td><td></td><td>0</td><td>6</td><td>3</td></tr><tr><td>Z</td><td>X</td><td>C</td><td>V</td><td>B</td><td>N</td><td>M</td><td></td><td></td><td></td><td>4</td><td>2</td><td>9</td></tr><tr><td colspan="2">Backspace</td><td colspan="2">Clear</td><td colspan="2"></td><td colspan="2"></td><td colspan="2"></td><td colspan="2">1</td></tr></table>			Q	W	E	R	T	Y	U	I	O	P	7	5	8	A	S	D	F	G	H	J	K	L		0	6	3	Z	X	C	V	B	N	M				4	2	9	Backspace		Clear								1	
Q	W	E	R	T	Y	U	I	O	P	7	5	8																																									
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Backspace		Clear								1																																											
<input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input checked="" type="button" value="Proceed"/>																																																					

Step 4

- a. The DAP has been successfully assigned to the user.

 **User Created Successfully** 4 SEP 2020 14:53:29 HKT



User ID	TEST1
User Name	Test1
Status	Normal
Type	Normal
FAP	Default Manager Full Func
DAP	FT for C01
Sign-and-Send	Disable
Mobile Phone No.	Country/Region Code 852 Phone Number <input type="text"/>
SMS Language	English
BEA Identity Message	Bea
Email Address	<input type="text"/>
Internet Login	Enable
Mobile Banking	Not Available
Mobile Login	Disable
Security Mode	<input type="checkbox"/> Hide payroll transaction details <input type="checkbox"/> Hide MPF transaction details
Created By	SYSADM1 On 4 SEP 2020 14:53:29 HKT
Modified By	On

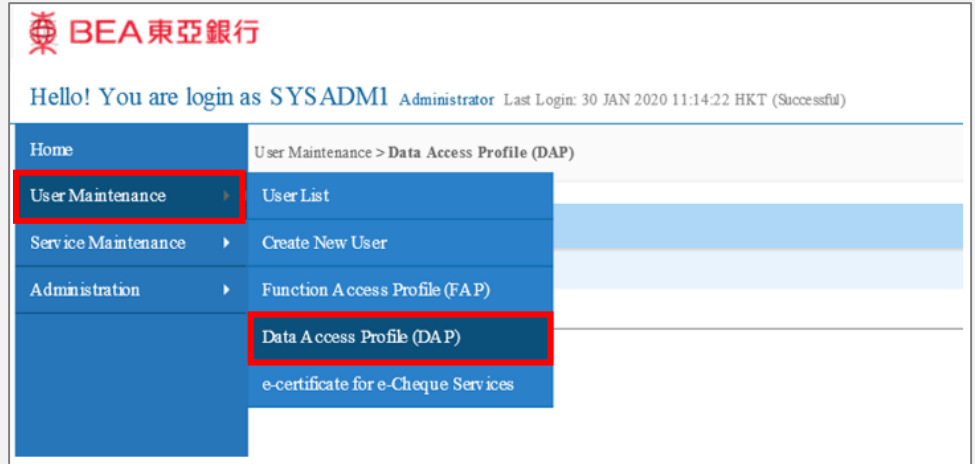


If you have applied for Dual System Authorisation, your second SYSADM must approve the creation or amendment of user.

Part 3. Edit an existing DAP

Step 1

- Log in as a SYSADM.
- Go to “User Maintenance” in the side menu and select “Data Access Profile (DAP)”.



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Hello! You are login as SYSADM1 Administrator Last Login: 30 JAN 2020 11:14:22 HKT (Successful)

User Maintenance > Data Access Profile (DAP)

- User List
- Create New User
- Function Access Profile (FAP)
- Data Access Profile (DAP)
- e-certificate for e-Cheque Services

Step 2

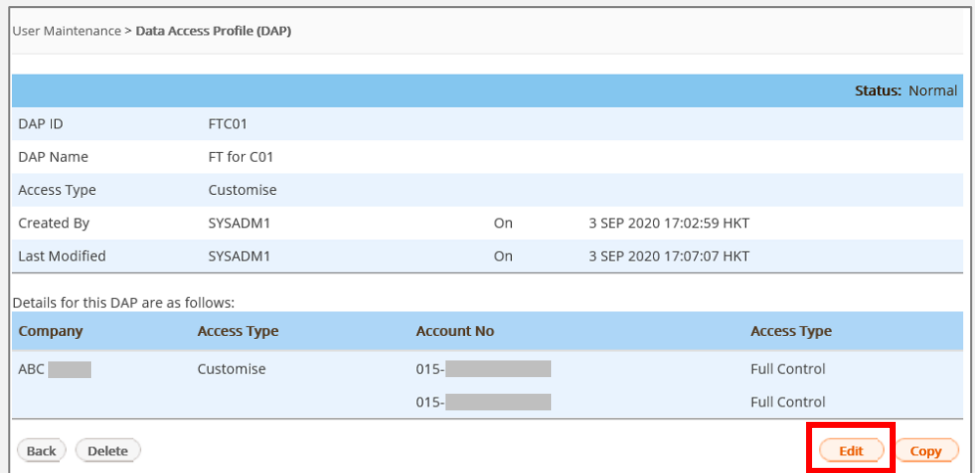
- Select the DAP ID that you wish to modify.

DAP ID	DAP Name	Status
DEFDAP1	Full Control	Normal
DEFDAP2	Enquiry Only	Normal
FTC01	FT for C01	Normal

New

Step 3

- Click “Edit” to continue.



User Maintenance > Data Access Profile (DAP)

Status: Normal

DAP ID	FTC01		
DAP Name	FT for C01		
Access Type	Customise		
Created By	SYSADM1	On	3 SEP 2020 17:02:59 HKT
Last Modified	SYSADM1	On	3 SEP 2020 17:07:07 HKT

Details for this DAP are as follows:

Company	Access Type	Account No	Access Type
ABC	Customise	015-	Full Control
		015-	Full Control

Back Delete Edit Copy

Step 4

- Select the company or click "Add Company Level DAP".
- Update the relevant Access Type for each account.
- Click "Proceed" to continue.

User Maintenance > Data Access Profile (DAP)

Status: Normal	
DAP ID	FTC01
DAP Name	FT for C01
Access Type	Customise

Details for this DAP are as follows:

Company	Access Type	Account No	Access Type
ABC	Customise	015- []	Full Control
		015- []	Full Control

DAP ID	FTC01
Status	Normal
DAP Name	FT for C01
Access Type	Customise

Company	ABC []
Access Type	Customise ▾

Access Type	Related and Asso. Account
Full Control ▾	015- [] CPLUS - HKD CUR A/C
Full Control ▾	015- [] CPLUS - SSA
No Access ▾	015- [] CPLUS - TD A/C
No Access ▾	015- [] CPLUS - SEC A/C
No Access ▾	015- [] CPLUS - LD A/C

Step 5

- The DAP has been modified successfully.
- Click "Return" to view the list of DAPs.

Status: Normal	
DAP ID	FTC01
DAP Name	FT for C01
Access Type	Customise

Details for this DAP are as follows:

Company	Access Type	Account No	Access Type
ABC	Customise	015-	Full Control
		015-	Full Control
		015-	Enquiry Only
		015-	Enquiry Only

[Return](#) [Add Company Level DAP](#)

User Maintenance > Data Access Profile (DAP)

DAP ID	DAP Name	Status
DEEDAP1	Full Control	Normal
DEEDAP2	Enquiry Only	Normal
FTC01	FT for C01	Normal

[New](#)



- If you have applied for Dual System Authorisation, your second SYSADM must approve the amendment of a DAP.
- The updated DAP will apply to all users assigned this DAP.

Part 4. Create a new, customised DAP by copying an existing one

Step 1

- Log in as a SYSADM.
- Go to “User Maintenance” in the side menu and select “Data Access Profile (DAP)”.

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Hello! You are login as SYSADM1 Administrator Last Login: 30 JAN 2020 11:14:22 HKT (Successful)

User Maintenance > Data Access Profile (DAP)

- User Maintenance (highlighted)
- Service Maintenance
- Administration

- User List
- Create New User
- Function Access Profile (FAP)
- Data Access Profile (DAP) (highlighted)
- e-certificate for e-Cheque Services

Step 2

- Select the DAP ID that you wish to copy.

DAP ID	DAP Name	Status
DEFDAP1	Full Control	Normal
DEFDAP2	Enquiry Only	Normal
FTC01	FT for C01	Normal

New

Step 3

- Click “Copy” to continue.

User Maintenance > Data Access Profile (DAP)

Status: Normal

DAP ID: FTC01

DAP Name: FT for C01

Access Type: Customise

Created By: SYSADM1 On 3 SEP 2020 17:02:59 HKT

Last Modified: SYSADM1 On 3 SEP 2020 17:37:54 HKT

Details for this DAP are as follows:

Company	Access Type	Account No	Access Type
ABC	Customise	015-	Full Control
		015-	Full Control
		015-	Enquiry Only
		015-	Enquiry Only

Back Delete Edit Copy (highlighted)

Step 4

- Enter a new “DAP ID” and “DAP Name”.
- Click “Proceed” to continue.

User Maintenance > Data Access Profile (DAP)

DAP ID

DAP Name

Access Type Customise


Details for this DAP are as follows:

Company	Access Type	Account No	Access Type
ABC	Customise	015-	Full Control
		015-	Full Control
		015-	Enquiry Only
		015-	Enquiry Only

Cancel Proceed

Step 5

- The DAP has been created successfully.
- Click “OK” to view the list of DAPs.

 DAP Copied Successfully 3 SEP 2020 18:05:42 HKT

OK

DAP ID FTC02

Status Normal

DAP Name FT for C02

Access Type Customise

Created By SYSADM1

On 3 SEP 2020 18:05:42 HKT

Last Modified

On

Details for this DAP are as follows:

Company	Access Type	Account No	Access Type
ABC	Customise	015-	Full Control
		015-	Full Control
		015-	Enquiry Only
		015-	Enquiry Only



- If you have applied for Dual System Authorisation, your second SYSADM must approve the creation of a DAP.
- Continue to [Part 2](#) for details on how to assign this DAP to user(s).

- End -