



Bank Polski

Applications iPKO biznes –  
Administrator manual

# General information

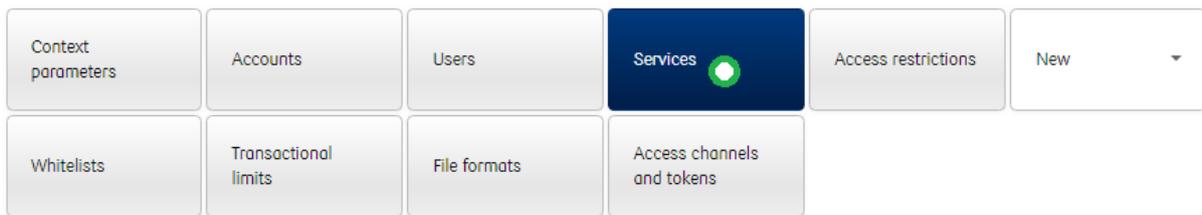
A new module is available in iPKO biznes for corporate and local government clients that allows submitting online applications. The new service means less formalities, reduced service time, increased convenience while maintaining full security guaranteed by iPKO biznes. To use it, just give permissions in two easy steps.

## Step 1 - Create or change the authorisation pattern

Submission of an application to open and close an account and add or remove user and cards are free of charge, as is the case with paper applications, it is important that the right people have access to this function. You can change or create new service permissions by assigning them to selected users at the same time.

### Change of service authorisation pattern

Administration -> Services -> Service authorisation patterns -> function "Change" on service authorisation patterns



List of services | Service authorisation patterns  Transaction signing patterns

## Service authorisation patterns

 Administrator's guide

Authorisation pattern name	Pattern identifier	Functions
FULL	438514	  
ALL	439177	  
FIRST	441576	  
APPLICATIONS	441816	  

New permissions have been added to existing authorisation patterns

<input type="checkbox"/> <b>Applications</b>	<input type="checkbox"/> Access	<input type="checkbox"/> Creation	<input type="checkbox"/> Signing
Applications List	<input type="checkbox"/>		
Accounts applications		<input type="checkbox"/>	<input type="checkbox"/>
Internet banking applications		<input type="checkbox"/>	<input type="checkbox"/>
Applications for cards		<input type="checkbox"/>	<input type="checkbox"/>

Similarly to other iPKO biznes functions, there are separate permissions to view applications, the possibility of submitting and signing them.

Warning. Remember that by modifying the existing authorisation patterns, all users who are using this pattern will have access to the applications.

## Creating a new service authorisation pattern

Administration -> New -> Pattern -> service authorisation

Administration / Services / List of services

Collapse - My short-cuts v

Context parameters	Accounts	Users	Services	Access restrictions	New <span style="float: right;">▲</span>
Whitelists	Transactional limits	File formats	Access channels and tokens		<b>Pattern</b> ▼ Account authorisation Transaction signing Service authorisation

When creating a new service authorisation pattern, new permissions are available. Parallel expansion of the user list sequence can indicate who should have the scope of permissions.

<input type="checkbox"/> <b>Applications</b>	<input type="checkbox"/> Access	<input type="checkbox"/> Creation	<input type="checkbox"/> Signing
Applications List	<input type="checkbox"/>		
Accounts applications		<input type="checkbox"/>	<input type="checkbox"/>
Internet banking applications		<input type="checkbox"/>	<input type="checkbox"/>
Applications for cards		<input type="checkbox"/>	<input type="checkbox"/>

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**List of users** Collapse section ▲

<input type="checkbox"/>	User	User ID	Administrator	Service authorisation pattern
<input type="checkbox"/>	BARBARA PAŁABUS	41763888 (1009116)	Yes, not allowed to change own authorisation permissions.	TEST
<input type="checkbox"/>	RONALD RADZWIŁKO	1007276	Yes, allowed to change own authorisation permissions.	YEA

Attention, remember that when creating and assigning a new service authorisation pattern, you should check what permissions had users previously selected. Giving access only in the scope of applications may cause that they will lose access to other functions of the iPKO biznes

# Step 2 - Signing applications

The submitted application will require signing by an appropriate number of authorized persons. It is important that the application is signed by users who can represent the company in this way. Similarly to granting permissions, this can be done in two ways, use the existing transaction signing patterns or create a new one.

## Assigning an existing transaction signing pattern

The submitted application will require signing by an appropriate number of authorized persons. Administration -> Services -> List of services -> function "change" on Modify transaction signing pattern

Administration / Services / List of services Collapse ▲ My short-cuts ▼

Context parameters
Accounts
Users
Services
Access restrictions
New ▼

Whitelists
Transactional limits
File formats
Access channels and tokens

---

List of services | **Service authorisation patterns** | Transaction signing patterns

### Services

Administrator's guide

Group functions ▼

	Service	Transaction signing pattern		Functions
		Default	Term	
<input type="checkbox"/>	Counterparty database	1 OS	None	
<input type="checkbox"/>	File exchange	1 OS	None	
	PKO Cash	None	None	
<input type="checkbox"/>	Applications	None	None	

You can choose one of the existing patterns, a preview of the existing permissions is available.

## Change of transaction signing pattern

PDF Administrator's guide

Service name Applications

Default pattern No pattern

Term pattern No pattern

From TEST TESTE

Back 1 OS 2 DOWOLNE

**Transaction signing pattern details**

Pattern Name 1 OS

Pattern Identifier 117228

Pattern Details What suffices to authorise a transaction no limit is:  
1 signature any class

## Creating and assigning a new pattern

If none of the existing transaction signing patterns meet the requirements, create a new pattern..  
Administration -> New -> Pattern -> Transaction signing

Context parameters

Accounts

Users

**Services**

Access restrictions

New

Whitelists

Transactional limits

File formats

Access channels and tokens

**Pattern**

Account authorisation

**Transaction signing**

Service authorisation

Just specify the permissions as for other IPKO biznes functions. Creating a new pattern, you can immediately assign it to applications by expanding the service list section.

# New transaction signing pattern

 Administrator's guide

Signing pattern name  \*  
0 / 35 Characters

Import authorisations from other pattern

For authorisation in the amount of:

No limit  
 to  PLN

sufficient:

\* Signature  Add ▾

## List of accounts

[Expand section ▾](#)

## List of services

[Collapse section ▲](#)

NOTE! The association of a transaction signing pattern to the File Exchange service is not tantamount to the association of this pattern with the types of the files for which the pattern has been customised. You can change in the individual settings of individual file types in the File Exchange service settings.

<input type="checkbox"/>	Service	Transaction signing pattern	
		Default	Term
<input type="checkbox"/>	Counterparty database	1 OS	None
<input type="checkbox"/>	File exchange	1 OS	None
<input type="checkbox"/>	Credit cards	None	None
<input type="checkbox"/>	Applications	None	None

Pattern mandatory \*

Indefinitely  
 during specified term From  To